

communications from the Graduate School by the specified deadline may be at risk of termination of registration.

## 5. Monitoring of Student Progress

All students enrolled for research degrees are subject to annual monitoring to ensure that their progress is satisfactory and that the arrangements for supervision, which include the relationships between the research degree students and their supervisors, are working well.

Progress is subject to annual review, *excluding MA/MSc by Research*, as outlined in Regulation 12.1. Please refer to the 'Guidance Notes for Annual Review Panels' for further information.

Progress is regularly monitored by progress meetings as outlined in Regulation 6.4. It is expected that such formal discussions will be recorded (normally at least once per month for full-time students and at least once every two months for part-time students).

## 6. Research Degree Procedures (Forms)

The procedures for research degrees are governed by information given on a number of forms, each of which relates to a different stage in the student's progression from the first project review through to the final examination, as appropriate. These forms are to be found in the relevant milestone on myResearch as below:

- First Project Review
- Formal Review
- Change in Mode Request
- Change in Supervision Request
- Extension Request
- Interruption Request
- Extension to Formal Review Deadline
- Withdrawal Request
- Examination Arrangements

All forms are submitted to the Graduate School via myResearch and will be considered by the relevant Research Degrees Committee Faculty Review Panel.

All forms must be completed on myResearch. No additional papers or attachments other than, when appropriate, curriculum vitae of supervisors or examiners, can be submitted.

It is important to ensure that all forms are authorised by the student and the supervisors as appropriate. The Research Degrees Committee Faculty Review Panels will **not** consider forms which do not have the appropriate authorisation.

If the enrolment procedure has not been completed upon submission of the First Project Review form for a research degree, the Graduate School has the authority to refuse this submission.

Procedures for the examination of students involve the completion of a number of forms, prior to and at the end of, the oral (viva voce) examination. Where applicable, forms must be completed via myResearch upon completion of the examination, or, in the case of the pre-viva forms by the examiners, 5 days prior to the viva voce. These forms are:

- PRE VIVA: Examiners' pre-viva assessments and reports.  
(Completed by each examiner prior to the viva voce)
- Examiners' Report Form for students of Research Degrees; and
- Student Declaration Form: to be completed by the student in myResearch.

The Graduate School will dispatch copies of the thesis, together with copies of the 'Guidance Notes for Examiners', to all examiners as soon as the thesis has been formally submitted by the student and examination arrangements have been approved.

## 7. First Project Review Form for a Research Degree

Once you have enrolled as a probationary research degree student you must apply for First Project Review. First Project Review is a separate procedure from enrolment and needs to be completed only once.

You will need to complete the First Project Review form on myResearch in collaboration with your assigned supervisors. As first project review is a very important stage in becoming a research degree student, the need for the full and accurate completion of all parts of this form cannot be stressed too strongly. The information contained on the form is the sole basis on which the relevant Research Degrees Committee Faculty Review Panel decides whether or not to approve your application for First Project Review.

The form requires certain elements of information:

- information about the **student** applying for first project review for a research degree,
- information about the proposed **topic of research**, its aims, methods and intellectual content. When proposing the working or final title of a thesis, acronyms will not be used.
- information about the proposed **supervision arrangements** for the student.
- information regarding ethical and other approval. (See Procedure 3)

The information given will indicate your eligibility to pursue a research degree and the adequacy of the proposed supervision arrangements. The supervision team proposed must have the expertise to cover all aspects of the research project and must include experience of successful supervision of previous research degrees at the level for which you are applying.

Your first project review is dependent essentially on the research topic you choose and the nature, level and appropriateness of the methods you intend to follow. It is vital,