

- b) any necessary change in the Training Needs Analysis consequent on the progress of the project;
- c) where applicable, a review of the student's Personal Development Plan.

For further guidance on the Annual Review Panel please refer to the 'Guidance Notes for Annual Review Panels'.

All students registered for a research degree programme shall be expected to pass the usual annual review stage. Students should be aware that failure in performance at the annual review could result in termination of their registration or the requirement for a PhD student to submit for MPhil.

- 12.2** The 'Progress Report' form outlined in 6.4 and 6.5 provide an additional means by which progress can be monitored and should be used to determine whether actions agreed by supervisor(s) and the student are satisfactorily carried out.

If a student feels that the project is not proceeding satisfactorily for reasons outside his/her control, or that he/she does not have an effective working relationship with the supervisor(s), he/she could feel it is inappropriate or undesirable to wait for the annual monitoring process. In this case, the student is advised to contact the Graduate School for guidance. It would normally be expected that the student discuss the matter with the First Supervisor (if possible). Failing this, he/she should approach the relevant Faculty Head of Research Students or equivalent role. Should the matter still not be resolved, he/she should report his/her concerns to the Chair of Research Degrees Committee to make a final decision.

13. Formal Progression From Doctoral Researcher Programme to PhD

- 13.1** All research degree students registered for on the Doctoral Researcher Programme and who enrolled after 1st September 2012 shall submit a **formal review** between 12 and 15 months of full-time registration or 18 months and 24 months of part-time registration. These deadlines are calculated from the original enrolment date.

It is imperative that the 15 month (or part-time equivalent) deadline is adhered to. Students who miss this deadline must submit the formal review in month 17 (full-time) or month 28 (part-time). Failure to do so will result in the registration reverting to Registration for Master of Philosophy.

There might occasionally be cases of mitigation which could justify extension of the deadline. These should be requested in good time by the student and supervisory team on the appropriate form on myResearch for consideration by the Faculty Head of Research Students or equivalent role (or nominee).

- 13.2** The formal review must, except in exceptional circumstances, take place at least one year before examination.

- 13.3** The supervision team shall nominate an internal assessor and obtain the consent of the internal assessor prior to his/her possible appointment and in advance of submission of the formal review on myResearch. The Faculty Head of Research Students or equivalent role will approve the proposed appointment. **The Graduate School will dispatch all documentation to the assessor.**
- 13.4** Where it is not possible to appoint a single internal member of staff, two assessors shall be appointed. One will assess the quality of the specific content of the formal review and the other will give guidance on the overall suitability of the project in terms of achieving research degree standards. One joint report will be produced by the subject expert in conjunction with the experienced assessor. Both assessors will authorise the report form.
- 13.5** A member of staff registered for a research degree cannot be nominated to be the internal assessor for a formal review.
- 13.6** Where a formal review has been referred for revision it is expected that the student with guidance from the supervisor will spend an intensive period putting together the revised document so that re-submission can take place in a timely manner.
- 13.7** A selected internal assessor(s) **should not normally** be nominated to be the internal examiner for the final examination.
- 13.8** Students submitting their formal review will be required to undergo a formal interview with the assessor. The student will be informed of the arrangements for the interview by the supervisor. Where a formal review has been referred for re-submission, a second interview with the assessor is at the discretion of the assessor.
- 13.9** In support of the formal review, the student shall prepare for the Research Degrees Committee Faculty Review Panel two copies of a formal review report on the work undertaken. The formal review report should be between 5,000 to 10,000 words in length and include:
- a)
 - i) a brief review and discussion of the work already undertaken including a review of relevant sources and methodologies as well as a plan of further work.
 - or
 - ii) an annotated list of chapter headings, indicating the overall thesis structure; a provisional timetable for the completion of each draft chapter; one or two draft chapters, or, in the case an exhibition, performance or other creative work, a presentation of work, recorded or live; a statement outlining the rationale, methodology and theoretical perspectives of the thesis, including details of the original contribution to knowledge which is likely to emerge.

- b) A student registered for a research degree which involves the production of a substantial body of original creative work shall also present, in an appropriate form, examples of any relevant exhibition, performance or creative artefact in support of the formal review report, which in this case will appropriately be within the range of 3,000 - 5,000 words. At the discretion of the Internal Assessor(s), the student can be required to be present when such work is being considered and respond to questions.
- c) Within the formal review report (13.9a) a student registered for the PhD by Concurrent Publication shall also present an outline of the projected focus, research aims and methods relevant to each paper planned for the submission as an indication of the way the papers will reflect to the proposed stages of the research. This should normally constitute no more than 2,000 words within the overall word count indicated in section 13.9. This element of the formal review report should satisfy the Internal Assessor of the coherence of the student's research trajectory.

13.10 A student registered for MPhil only may exceptionally apply to transfer registration to the Doctoral Researcher Programme. Such an application must normally be made by no later than 12 months of full-time registration and 24 months of part-time registration.

13.11 Before approving the formal review to confirm PhD status, the Research Degrees Committee Faculty Review Panel must be satisfied that the student has made sufficient progress and that the proposed programme provides a suitable basis for work at PhD standard which the student is capable of pursuing to completion. All students will be required to undertake an oral assessment as part of the formal review process.

The Research Degrees Committee Faculty Review Panel may approve a formal review unconditionally or conditionally, may refer the application back for further work or may decline to approve the application. In the case of a student registered for PhD by Concurrent Publication, a further possible outcome is the requirement that the student revert to the conventional dissertation route. If the formal review is declined by the Faculty Review Panel this will result in the registration reverting to that of Master of Philosophy. In that case, a student registered to complete the PhD by Concurrent Publication will be required to present a conventional MPhil dissertation, as in 11.2 b).

13.12 Where a formal review is not approved, the student may seek reconsideration of the Research Degrees Committee Faculty Review Panel's decision subject to the circumstances and procedures set out in Regulation 20.

13.13 A student who is registered for PhD may, in consultation with his/her supervisory team, at any time prior to submission of the thesis for examination, apply to the Graduate School for the registration to be transferred to registration for MPhil. This will be subject to the approval of the Research Degrees Committee Faculty Review panel.