

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.