

## **12. Monitoring of Research Student Progress and Feedback**

**12.1** Progress for research degree students (excluding MA/MSc by Research) is subject to annual review by a panel of at least three research active and relevant academics, including representation of the supervisory team and at least one member who is independent of the supervisory team. Feedback shall be part of this process. If a student is transferring or requires an extension at the time that annual review is due then this shall form part of the discussion.

Full-time students who are registered on the MPhil with possibility of transfer to PhD route will not be required to have an annual review in year one, and part-time students on this route will not be required to have an annual review panel meeting in year two. It is expected students will concentrate on transfer submission during this time.

The annual review shall also include consideration of:

- a) the student's progress with the Research Training Programme, as informed by the initial Training Needs Analysis. (See regulation 4.1)
- 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'.

**12.2** The 'Progress Report' form outlined in section 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 Office 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 Director of Postgraduate Studies, Head of Department, Faculty or Centre. Should the matter still not be resolved, he/she should report his/her concerns to the Chair of Higher Degrees Committee. If the Chair of Higher Degrees Committee is unable to resolve the problem, the matter shall be referred to the Higher Degrees Committee, which shall make a final decision.

