

5. Responsibilities in Relation to the Annual Review Process

The respective responsibilities of the Supervisor, the Research Degree Student and the Independent Assessor are as follows:

5.1 The First Supervisor (or Second where necessary)

- a) To complete the relevant sections of the 'Research Student Annual Review' form once submitted by the student.
- b) To ensure that the administrative arrangements for the Annual Review Panel are made, consulting the student and independent assessor(s) as appropriate, notifying all concerned of the date, time and place of the panel meeting.
- c) Following the panel meeting the application shall be sent to the Graduate School Office for consideration at a Higher Degrees Committee Sub-Committee in the usual way.
- d) To consider whether an 'Application for Extension to Period of Registration' should be considered by the Annual Review Panel and if so to discuss completion of the RDC: EXT with the student.

Following the panel meeting the application shall be sent to the Graduate School Office for consideration at a Higher Degrees Committee in the usual way.

- e) To include, as part of the review, monitoring of the progress of the student on their research and also to monitor Research Training Components and schedule set out in the Training Needs Analysis. (For students enrolling from October 2005)
- f) Where applicable, to review the candidate's Personal Development Plan.
- g) To ensure that the completed paperwork is copied to the research degree student and to the Faculty Office responsible for research degree administration so that they can copy to the University Graduate School Office.

5.2 Research Degree Student

- a) To download and complete relevant sections of the 'Research Student Annual Review' form and submit to First Supervisor.
- b) Following the panel meeting the application shall be sent to the Graduate School Office for consideration at a Higher Degrees Committee Sub-Committee in the usual way.

- c) Where the student wishes the assessor to consider an 'Application of Extension of Registration', (this is relevant when the student expects his/her registration shall expire within the next 12 months and before they have submitted an examinable thesis to the Graduate School Office), he/she should complete the RDC: EXT and submit to his/her supervisor in advance of the panel meeting.

Following the panel meeting the application shall be sent to the Graduate School Office for consideration at a Higher Degrees Committee in the usual way.

5.3 Independent Assessor(s)

- a) To read relevant material submitted by the student in advance of the meeting.
- b) To attend the Annual Review Panel and carry out the panel meeting along with at least one member of the Supervisory team. The Independent Assessor shall provide impartiality in the proceedings.
- c) To complete relevant sections of the 'Research Student Annual Review' form.