

## **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 Supervisor 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. Failure to arrange the Annual Review meeting within 6 months of the anniversary date shall result in the supervisor no longer being entitled to accept any new research students for supervision.
- c) Following the panel meeting the form shall be sent to the Graduate School Office for processing.
- 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 with the student.

Following the panel meeting the application shall be sent to the Graduate School Office for processing.

- e) To include, as part of the review, monitoring of the progress of the student on their research and also to monitor training needs.
- f) Where applicable, to review the student's Personal Development Plan.
- g) To ensure that the completed paperwork is submitted to the 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 form shall be sent to the Graduate School Office for processing.
- 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

relevant form 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 processing.

### **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.