

## **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 (applicable to students who enrolled prior to the 1<sup>st</sup> September 2012) or for the Doctoral Researcher Programme (applicable to students who enrolled after 1<sup>st</sup> September 2012) will not be required to have an annual review in year one, and part-time students on either of these routes will not be required to have an annual review panel meeting in year two. In both these cases the Transfer Review or Formal Review process will replace the annual review.

The annual review shall also include consideration of:

- a) the student's progress with the Researcher Development 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'.

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 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 Faculty Head of Research Students. 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.