

Changes to the Policy on the Progress and Review of Postgraduate Research Students

Summary of changes

The Policy was out for open consultation 2015

The policy on the Progress and Review of Postgraduate Research Students can be found in the [document store](#):

The Progress and Review Policy has undergone a significant re-write based on a full review process. The structure of the policy has changed and a number of new sections have been added. The following points outline the main changes to the policy.

1. The policy now includes a section on interdisciplinary programmes (CDT/DTC/DTP) in section 1 of the policy.
2. There is a more defined set of responsibilities for the Main Supervisor and student (section 2).
3. There is a more defined set of responsibilities for the formal review panel (section 4)
4. The policy now has greater emphasis on the need to inform the student of the possible outcomes of any review meeting.
5. The policy now stipulates that independent reviewers must be involved with the continuation decision, as a minimum at the end of year 1, and that review meetings in years 2 and 3 will be defined at School level with Faculty sign off (section 4.1/ 4.2)
6. The policy has been amended to allow the supervisor and/ or co-supervisor to attend the formal review meeting but not be involved with the final decision.

Added section 4.2b:

“In addition to the student’s attendance at the formal review meeting, the assessment panel should be made up of at least one academic individual independent of the student and their supervisor(s). The student’s main supervisor and/or co-supervisor may be present at the meeting.”

7. The responsibilities of the members of the formal review panel have been made more explicit, particularly in relation to who makes the final decision on continuation.

Added section 4.2a:

“The responsibility of the formal review panel is to review and record the progress of a student and their ability to continue on the programme. The panel must recommend a transfer/continuation outcome from the panel meeting (as detailed in section 4.5 of this policy).”

Added section 4.5d:

“The final recommendation from the formal review panel meeting will be reported to the relevant faculty or school postgraduate research committee for approval (or by chair’s action). The Faculty/School Postgraduate research Committee can approve or overturn the decision based on the reported outcomes of the formal review panel meeting.”

8. Where a panel cannot reach a decision on progression the policy has been made more explicit to indicate who should make the final decision.

Added Section 4.5e:

“Where the panel is unable to reach an agreed recommended outcome or the PGR Director/tutor is unable to resolve any issues in discussion with the student and members of the panel following the review, the final progression decision will be referred to the relevant Faculty/School postgraduate research committee for a final decision.”

9. An additional outcome of ‘RESUBMIT (Remedial work)’ has been added to the list of outcomes in section 4.5)

Added Section 4.5aii

“RESUBMIT (remedial work) – the student has almost met the required doctoral standards but further work must be done to continue registration. Following the first attempt at a formal review, students will normally be given one opportunity to resubmit work for a further review and will normally be given up to 10 weeks after the first panel meeting to complete the remedial work and submit it to the panel for consideration. The resubmission and review of the submitted work should, where possible, take place before the end of the student’s current year of study. The outcome of ‘RESUBMIT’ should be based on the quantity and quality of the revisions that would be necessary to achieve the standard required in the time available. Following the review of the remedial work the outcome ‘RESUBMIT (remedial work)’ must not be recommended. The outcome must be either, ‘Continuation’, ‘Transfer’ or ‘Withdrawal’.”

Added Section 4.5biii

“RESUBMIT (remedial work) – the student has almost met the required standard of the programme but further work must be done to continue registration. Following the first attempt at a formal review, students will normally be given one opportunity to resubmit work for a further review and will normally be given up to 10 weeks after the first panel meeting to complete the remedial work and submit it to the panel for consideration. Following the review of the remedial work the outcome ‘RESUBMIT (remedial work)’ must not be recommended.”

10. Section 5, High level requirements for ‘Attendance and Engagement Monitoring’ has been added to the policy with a link to the Policy on Recording and Monitoring Attendance.
11. Section 7; ‘Researcher Development’, has been added to the policy with links to the skills training website

12. Section 8; A statement on 'Registration' and the link for more information on registration, has been added

13. Section 9; 'Unsatisfactory Progress', has been further defined