

First-year Review of Postgraduate Research Students:

Please complete this form in typescript. If necessary, please expand / contract the boxes.

Student Name:	
Enrolment Date:	Thesis Submission Deadline:
First Supervisor:	
Assessor 1:	
Assessor 2:	
Date Review Meeting Held:	

Assessor Paperwork Checklist (Tick as appropriate)	
We have received a written report on progress from the student	Y [] N []
We have received a copy of the student's Activity Record from the Skills Points System	Y [] N []
We have received a written report on progress from the supervisor	Y [] N []
We have interviewed the student	Y [] N []

1. Based on the student's written report and performance in the review meeting, comment on the student's academic ability and suitability for successful completion of a PhD degree. In addressing this issue, pay particular attention to the student's understanding of their area of research and their ability to communicate both on paper and orally.

2. Are there any problems with the project?

3. Do you think that the proposed plan of work is feasible? If you think some aspects of the proposed plan of work are more feasible than others, comment on this.

4. Are there any problems with the supervision of the student?

5. Comment on the student's Professional Development activity to date (as outlined in the student's Activity Record from the Skills Points System).

5.a. Has the student completed the Research Integrity training? Y [] N []

6. Are there any other issues that need to be reported on at this stage?

7. Does the project require research ethics approval? Y [] N []

<http://www.jrmo.org.uk/performing-research/conducting-research-with-human-participants-outside-the-nhs/>

Summary Evaluation (Tick as appropriate)	Excellent	Good	Satisfactory	Poor
Diligence (e.g. reporting regularly/attending courses/ scholarship/ tackling set tasks)				
Knowledge of the research area				
Clarity of the programme of work for the coming year				
Presentation Skills				
Writing Skills				

Recommendation (Tick one)

<input type="checkbox"/> Pass	The student has shown sufficient progress to satisfy the assessors that they are on track to successfully complete a PhD and submit within four years. They should progress to the second year.
<input type="checkbox"/> Refer	The student has not shown sufficient progress at this stage.
	The Assessors propose the following remedial actions (detail):
	Deadline for submission of revised Student Report:
	Deadline for referral review meeting:

Signed		Date
Assessor 1		
Assessor 2		
Director Graduate Studies		

The Assessors must sign this report and forward it to the Postgraduate Research Programme Officer **within 1 week of the review meeting** together with:

- Student Report
- Supervisor Report
- Student's Activity Record from the Skills Points System

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Guidance on conducting the review

NB - The first assessor is responsible for arranging the review meeting and returning paperwork to the PGR Programme Officer. The process should be completed 9 months from the initial enrolment date.

Overview - The review is centred on a meeting which must take place within 9 months of the initial enrolment. The participants at the meeting are the student and two assessors.

Before the review meeting - At least a week in advance of the review meeting, the following documents are submitted to the two assessors:

- Supervisor's Report: a short (one page) overview of progress. This report will not be forwarded to the student after the review meeting, as it may contain confidential details for the assessors only.
- Student Report: The student's report is a short (no more than six A4 pages) outline of the problem they wish to tackle, the background reading they have undertaken, progress made and plans for the future.
- Student's Skills Points System Report: a print out of their Activities Record from the Skills Database demonstrating their participation in Professional Development activities to date.

After the review meeting - Within a week of the meeting, the assessors must complete the First Year Review Form detailing the student's progress and return this along with the supervisor and student reports, and Skills Points System report to the PGR Programme Officer.

The review form will be forwarded to the student and their supervisor hence should be expressed in appropriate terms! Unless there is a substantive difference in opinion between the assessors and the supervisor, the assessors can report their general conclusion verbally to the student at the end of the review meeting.

Progression to second year — Following the progression assessment meeting, the panel are required to recommend one of the following outcomes to the DGS, who has final approval of all progression decisions:

- **PASS PROGRESS** – Students status remains as PhD (No Referral assessment is required).
- **REFER** – if the performance of a student is assessed to be unsatisfactory, performance indicators will be identified by the panel and the student will be reassessed within 2 months.

If the assessors report that the student requires referral they should list their points of concern, and make specific suggestions for what the student needs to do in order to be allowed to progress. The assessors will set a deadline for receipt of the revised student report and for a referral meeting. The date for the meeting should be agreed between supervisor, assessors and student. The meeting must take place by the end of month eleven (from the date of the student's initial enrolment).

Feedback - The Postgraduate Research Programme Officer will forward copies of the completed First-Year Review of Postgraduate Student Report Form to the student and the supervisor following sign off from the DGS. The supervisor is strongly encouraged to discuss the main contents of their own report, and the outcome of the whole assessment, with the student after the review meeting.