

# BEYOND THIRD-YEAR REVIEW OF POSTGRADUATE RESEARCH STUDENTS: REPORT FORM AND GUIDANCE

Please complete this form in typescript. If necessary, please expand/ contract the boxes but do not exceed 2 sides of A4.

<b>Student Name:</b>	
<b>Enrolment Date:</b>	<b>Thesis Submission Deadline:</b>
<b>First Supervisor:</b>	
<b>Assessor 1:</b>	
<b>Assessor 2:</b>	
<b>Date Review Meeting Held (if applicable):</b>	

<b>Assessor Paperwork Checklist</b> (Tick as appropriate)	
We have received a written report on progress from the student	Y <input type="checkbox"/> N <input type="checkbox"/>
We have received a written report on progress from the supervisor	Y <input type="checkbox"/> N <input type="checkbox"/>
We have interviewed the student	Y <input type="checkbox"/> N <input type="checkbox"/>

**1. Comment on the student's progress. Especially, please comment on the likelihood that the student will succeed with submitting their PhD thesis within four years.**

**2. Are there any problems with the project?**

**3. Do you think that the proposed plan of work is feasible?**

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

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

**6. Anticipated Thesis Submission Date:**

Recommendation (Tick as appropriate)	
<input type="checkbox"/> Pass	The student has shown sufficient progress to satisfy the assessors that they are on track to submit an acceptable thesis within four years of initial registration.
<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 follow-up review meeting:

Signed	Date
Assessor 1	
Assessor 2	
Director of Graduate Studies	

The Assessors must sign this report and forward it to the Postgraduate Research Programmes Officer (PRPO) **within 1 week of the review meeting** together with i) Student Report ii) Supervisor Report.

# BEYOND THIRD-YEAR REVIEW OF POSTGRADUATE RESEARCH STUDENTS: REPORT FORM AND GUIDANCE

## Guidance on conducting the review

**NB** - The first assessor is formally responsible for ensuring the review process happens efficiently and on time, but all those involved should be active in progressing the review. If a student is not ready to move to writing up after 3 years, further reviews need to be conducted on a regular basis. The reviews should be designed to help the student to submit in time. These processes need to be completed every 6 months after the end of year 3, i.e. by 31<sup>st</sup> March for students starting on 1<sup>st</sup> October, and so on.

**Overview** – The inputs to the review are reports from the (first) supervisor and the student. The output of the review is a written report from the assessors on the student's progress. The key aim of the review is to determine whether the student is likely, given current progress, to submit an adequate thesis within the next 6 months and, if not, propose an appropriate course of action. The Director of Graduate Studies (DGS) may waive the review if, for example, it is clear that the student is close to submitting a thesis.

**The student's and supervisor's reports** - The main concern is to ensure that a realistic plan exists for completing the thesis expeditiously within 6 months. The student's report, usually no more than six A4 pages, should concentrate on describing the proposed structure of the thesis (e.g. a table of contents), what has been done already, and what needs to be done. An important part of the report should be a realistic and robust timetable for completion of the thesis. The supervisor's report is a short (maximum of one page) overview of progress. For further details regarding the review students should refer to the Guide for Postgraduate Research Students and their Supervisors.

**Review meeting (optional)** - The assessors may consider that the written submissions from the student and supervisor form an adequate basis for reviewing progress. If necessary the first assessor should arrange a review meeting, attended by both assessors and the student to discuss progress as in previous years. If so, the reports by student and supervisor need to be submitted to both assessors at least one week before the review meeting.

**Paperwork** - Within one week of the review meeting, or within two weeks of receiving the reports if there is no meeting, the assessors should file with the Postgraduate Research Programmes Officer (PRPO): (a) the signed and completed Beyond Third-Year Review of Postgraduate Student Report Form giving their recommendations (b) Student report (c) Supervisor report.

**Feedback** - The PRPO will forward copies of the completed Beyond Third-Year Review of Postgraduate Student Report Form to the student and the supervisor following sign off from the DGS within two weeks of receipt. By default, the supervisor report will not be forwarded to the student. However, the supervisor is expected to discuss the content of the report with the student.