

Second-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 progress.

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

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

Summary Evaluation (Tick as appropriate)	Excellent	Good	Satisfactory	Poor
Knowledge of the research area				
Originality of the work completed				
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 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:
<input type="checkbox"/> Transfer	The assessors recommend that the student should be transferred for an MPhil, and should concentrate upon producing an MPhil thesis within an agreed timescale.

Signed	Date
Assessor 1	
Assessor 2	
Director Postgraduate Research 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 ideally be completed 24 months from the initial enrolment date.

Overview - The review is centred on a meeting, a deadline for which will be advised through MySIS and by email from the PGR Programme Officer. 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: At this stage we are looking for evidence of all the qualities necessary for the production of a successful PhD thesis, and the student is required to demonstrate ability in mathematical writing. Therefore, we expect the written report by the student to be more substantial for this review: at least 20 A4 pages. Note that this report will normally incorporate existing material, such as a completed paper or a write-up of some investigation or partial result. The report should conclude with a plan for completion within an absolute maximum of four years.
- 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 Second-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 third year – Following the progression assessment meeting, the panel are required to recommend one of the following outcomes to the DPGRS, 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.
- TRANSFER – The student will be presented with the option to pursue a self-funded MPhil degree. NOTE: MPhil degree programmes are not eligible for studentships, any existing studentship arrangement will cease.

Feedback - The Postgraduate Research Programme Officer will forward copies of the completed Second-Year Review of Postgraduate Student Report Form to the student and the supervisor following sign off from the DPGRS. 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.