

## Third-Year Review of Postgraduate Research Students:

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

<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 [ ] 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. Comment on the student's progress by indicating the likelihood that the student will succeed with submitting her/his 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. 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?

7. Anticipated Thesis Submission Date:

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 as appropriate)	
<input type="checkbox"/> Pass	The student has shown sufficient progress to satisfy the assessors that s/he is on track to submit an acceptable thesis within four years of initial registration.
<input type="checkbox"/> Transfer to Writing Up	The student qualifies for transfer to writing-up status.
<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 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

## Third-Year Review of Postgraduate Research Students:

### 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 36 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. The key aim of the review is to determine whether the student is likely to submit an adequate thesis within four years of initial registration and, if not, propose an appropriate course of action.

**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 main concern is to ensure that a realistic plan exists for completing the thesis expeditiously and before the fourth year of study. 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, which is also required for the College's formal process of transfer to writing-up status. **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.

**Writing up status** - The assessors should consider whether the student is ready for transfer to writing-up status, under which s/he is exempt from tuition fees.

**After the review meeting** - Within a week of the meeting, the assessors must complete the Third-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 her/his 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.*

**Feedback** - The Postgraduate Research Programme Officer will forward copies of the completed Third-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 her/his own report, and the outcome of the whole assessment, with the student after the review meeting.