

School Research Student Annual Review Form (excluding Probationary PhD students)

*This form must be completed as part of the annual review of the progress of research students and lodged in the student's School/Divisional file where it must be available for monitoring and appeals purpose. Full details of the Annual Review process are in the Research Degrees section of the Quality Manual.*

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| **Section One – Student/Supervisor Details**  Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of initial registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year of study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Current registration (PhD/MPhil/Other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mode of study (FT/PT): \_\_\_\_\_\_\_\_\_\_  Title of project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Main supervisor (name/School/Division): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Additional supervisor(s)(name/School/Division): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section Two – Internal Assessor Report (if applicable)**  *Please comment specifically on each element of the annual review.*    Internal Assessor(s)(name/School/Division): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Internal Assessor's report: |
| **Section Three – Student Comments on Progress**  *Please complete and then sign this section and return the form to your Supervisor/Assessor.*  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section Four – Supervisor’s Comments**  *Please comment on the student’s written report, on his/her general progress and attendance. In addition, please comment on the amount of progress made by the student in writing up his/her thesis, whether in your view he/she is ready to enter the thesis pending period and that you are satisfied that the student’s plan, if this is a Final Annual Review, will result in submission within a maximum of four years from initial registration.* |
| **Section Five – Additional Information**  *Supervisor to complete.*  How many documented progress meetings between student  and supervisor have taken place in the past 12 months? \_\_\_\_\_\_\_\_  Have you agreed an appropriate research plan in the light of the YES/NO  Review?  Have you agreed an appropriate thesis submission plan in  the light of the Review? (Compulsory in the case of a Final YES/NO  Annual Review) |
| **Section Six – Recommendation¹**  *Please complete as appropriate – the recommended outcome must be relevant to the student’s programme and current status. Some recommendations require supporting evidence.*  We recommend:  That the student be upgraded from MPhil to PhD status.  That the student’s current MPhil registration should be exceptionally extended to a third year.  That the student’s current PhD registration be exceptionally extended to a fourth year.  That the student is required to transfer to another programme[[1]](#footnote-1):  State new qualification and programme title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  That the student is ready to enter the thesis pending period (subject to the minimum period of study for the programme and completion of research)  That the student’s course be terminated  And, if relevant:  That, following early annual review as the result of lack of engagement, a further review  should be held before the following date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal Supervisor) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Internal Assessor(s)) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  I confirm that, in accordance with Quality Manual policy, I have considered and approve this recommendation to the University on behalf of the School/Department.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head of School/Dept) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. If the student has requested a transfer to another programme a transfer request form should be completed and submitted. [↑](#footnote-ref-1)