

School Research Student Annual Review Form (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**  *Please comment specifically on EACH element of the annual review, eg the student's written report and the viva voce, and include the date of any viva voce examination. Detailed comment is required on any inadequacies in the student's performance.*  Internal Assessor(s)(name/School/Division): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of viva voce: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Internal Assessor's report: |
| **Section Three – Student Comments on Progress**  *Please complete and then sign this section and return the form to your Internal Assessor.*  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section Four – Supervisor’s Comments**  *Please comment on the student’s written report, on his/her general progress and attendance, and on the Internal Assessor’s report.* |
| **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 discussed the Internal Assessor’s report with  your student? YES/NO  Have you agreed an appropriate research plan in the light  of the Internal Assessor’s report? YES/NO |
| **Section Six – Recommendation[[1]](#footnote-1)**  *Please complete as appropriate.*  We recommend:  That the student’s PhD status be confirmed.  That the Probationary PhD status should be extended and a further review should take place within \_\_\_\_ months. An action plan should be drawn up for the continued probationary period of study.  That the student’s current PhD registration be altered to MPhil.  That the student’s course be terminated.  Or, 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)