

## Questions

### Postgraduate Annual Review Form

#### Form - Student Questions

##### *Progress To-Date Section*

- 1) Please give details of the work you have undertaken in the last year, focussing on the progress you have made
- 2) Please outline approximately how often you met with your supervisor over the last year, and whether these meetings were one-to-one or within a group. Detail the impact that these meetings have had on your academic work/thinking and whether you are satisfied with the support received.
- 3) Please give details of any conferences, seminars, workshops or regular events that you are currently attending in support of your PhD studies.
- 4) Please document any academic or related achievements you have attained in the past year. Examples of these include prizes, conferences attended / applied to, publications, grants awarded, patents applied for or awarded and transferable skills acquired
- 5) Please note here any career development activities you have participated in during the last year for your subject area or elsewhere in the University beyond your own research. Examples of these activities include being a teaching assistant, lecturing, tutoring, being a lab demonstrator or marking.

##### *Plan of Action Section*

- 6) What are your goals for the year ahead in relation to your thesis?
- 7) Give a rough plan for achieving these goals, identifying any areas that you believe could present challenges. If you are in second year or beyond, please give a rough plan for completing your thesis

Student can then upload documents and write a description of what the document is for.

Student is able to

- Discard changes (nothing saved)
- Submit Changes (saved and passed on to supervisor)
- Save for Later (saved but not submitted)

When they have submitted the student event will be marked as 'Engaged' so that they get a positive attendance and engagement event.

#### Form - Supervisor Questions

##### *Performance*

- 1) Has the student had a meeting with you at least twice a semester?

- 2) Has the student satisfied the terms stipulated at the time of admission?
- 3) If the student's first language is not English, please indicate your assessment of English language ability.

*Spoken*

- a) No Problems
- b) Adequate
- c) Required Tuition
- d) Seriously Inadequate

*Written*

- a) No Problems
  - b) Adequate
  - c) Required Tuition
  - d) Seriously Inadequate
- 4) Is the student on track to complete by the thesis deadline date?
- 5) How would you grade the student's overall performance?
  - Very Good
  - Good
  - Satisfactory
  - Disappointing
  - Unsatisfactory

*Recommended Changes*

- 6) Do you recommend changes in the supervision team?
- 7) Do you recommend a change in period of study?
- 8) Has the student's progress been assessed by a panel?
  - Please enter details of the staff in attendance at the panel.
  - Please give an explanation of why no panel was required

*Outcome*

- 9) With reference to the Postgraduate Assessment Regulations for Research Degrees, please select the appropriate outcome for the student.
  - a) Confirmation of progression.

- b) A repeat annual review must be undertaken within three months before confirmation of progression.
- c) Deferment of the confirmation decision to the second annual review. Only for part-time students on their first progression review.
- d) Registration for a different research degree such as MPhil or Masters by Research.
- e) Registration for a postgraduate taught degree (for example MSc) or diploma. Only if the student has undertaken the coursework for that qualification.
- f) Exclusion from study

Based on the answers to the above question additional text boxes will appear asking for.

If a) to c) Please give appropriate feedback on the progress of the student in relation to the outcome selected.

If d) or e) Please specify the programme you recommend the student register on.

If f) Please specify the reasons for excluding this student from study.

If b) Then a new 3 month review will be scheduled when the current event with an outcome of b) is closed.

10) Please enter the date of your meeting with the student

11) Please add any additional notes relevant to the annual review not entered above.

Supervisor can then upload any relevant documents

Supervisor is able to

- Discard changes (nothing saved)
- Submit Changes (saved and passed on to additional supervisors)
- Save for Later (saved but not submitted)

Form – Additional Supervisor’s Questions

*Additional supervisor’s comments and feedback*

1) Do you approve this review?

- Yes
- No

2) Comments

Additional supervisors can key and comments that they think relevant to the approval or non-approval of the submitted annual review.

*Student's form sign off*

1) 2 options

- Return to principal supervisor?
- Sign off and submit

2) Comments

Student can key comments that they think relevant to the principal supervisor if they choose option 1.

*Postgraduate director's comments and feedback*

3) 2 options

- Return to principal supervisor
- Sign off and complete review

4) Comments

Postgraduate director can key and comments that they think relevant to the approval or non-approval of the submitted annual review.