Research Student Annual Progress Review Process

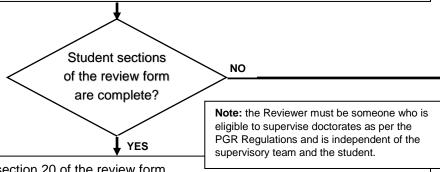


Student completes sections 1 -7 and 12 -19 of the Annual Progress Review

Student emails the form to their Director of Studies (DoS) together with a document/file of up to 5000 words that is indicative of their current work.

Note: This file maybe be part of a chapter that the student is currently writing or any other work that the student is/has written relevant to their PhD. The objective is to give the reviewer context within which to conduct the review.

DoS reviews the emailed document and the attached form



- 1. DoS completes section 20 of the review form.
- 2. DoS identifies a reviewer and then requests that colleague to act as a reviewer.
- 3. DoS sends the review form and file uploaded by the student to the reviewer.
- 4. DoS and reviewer agree on a date/time for the review meeting and the DoS conveys this to the student.

Annual Review Meeting (1 hour maximum and maybe conducted via Skype etc)):

The DoS, reviewer and student discuss the issues raised on the form and any issues the reviewer has identified from reading the uploaded file. The discussion should be appropriately constructively critical and supportive in nature.

It is important that any potential section 24 items (Agreed actions for Student) are raised and discussed in the meeting so that they are not a surprise to the student.

- 1. Reviewer completes section 21 and agrees with the DoS on the outcome in section 22.
- 2. The reviewer and DoS agree on actions for the DoS in section 23 and the reviewer completes this section.
- 3. The reviewer and DoS agree on actions for the student in section 24 and the reviewer completes this section.
- 1. The reviewer emails the completed form to the DoS.
- 2. DoS emails a copy to the student.
- DoS emails the completed form to <u>research-assessment@bolton.ac.uk</u>

Note: submission of the annual review form will only be used to enable enrolment.

DoS: must ensure that any agreed actions for them are executed in a timely manner and ensure that the student completes their agreed actions (during normal supervisory discussions).

R&GS: form retained on student file and SITS updated to allow enrolment.