**This document contains guidance on the Submission and Criteria Requirements for 3rd Progression Review**

Generic guidelines for Progression Reviews have been recommended by the PGR QME Subcommittee and endorsed by the Academic Standards and Quality Committee. The format of the assessment informing the third Progression Review will be determined by the Faculty/Accredited Institution and will include a review of the academic needs analysis.

The review will lead to one of two recommendations: to progress to the final stage of candidature; to re-assess with a full panel. If re-assessment is recommended, the research student will be given written guidance on preparation for their second (and final) attempt.

**Submission**

The student should submit a written report 4 weeks before the viva event (end of month 32) which for full-time students will normally have been completed by month 33 of the candidature. Second attempts should normally be completed by month 36 for a full-time student with failure to meet the criteria resulting in the candidate’s termination.

The written report should

* Include EITHER a one page outline of the thesis argument OR details of the research design (a summary of the topic, aims, research questions, approach, main conceptual frameworks, methodology and methods to collect and analyse the data gathered)
* Include details of the thesis structure and plan for submission
* Include a review of the academic needs analysis
* It should set out the academic progress made since the last Progression Review

**Criteria**

The Progression Review Panel drawing on the evidence presented in the written report, the viva and a review of the Academic Needs Analysis must satisfy themselves that the student:

* Is likely to complete on time
* Has made satisfactory progress to date
* Has submitted an appropriate amount of written work to the supervisory team over the past 12 months
* Has developed an adequately detailed plan of work to enable the research degree to be completed within the allowable registration
* Has demonstrated an appropriate knowledge of sources and understanding of applicable methods
* Has fully addressed the ethical implications of their research
* Has given seminar/conference papers and/or performances appropriate to the stage of the candidature
* Has produced publications/recordings or submitted for consideration/acceptance these outputs appropriate to the stage of the candidature

**Format**

The review will consist of submission of written work and a viva with the supervisory team at the first attempt. For distance learning students, the viva can be conducted via skype.

The written submission will consist of:

* A written report of up to 1000 words.
* A timeline to completion noting any potential issues that may cause delays
* A copy of all written work completed to date
* A student submission form which reviews academic needs analysis

**2nd Attempt (if required)**

* The format of the assessment informing the second attempt at the third Progression Review will be determined by the Faculty/Accredited Institution and will be conducted by a member of the supervisory team and an internal independent assessor appointed by the Director of the Faculty Graduate School. In exceptional circumstances, with the permission of the Director of the Faculty Graduate School, an external independent assessor may be appointed. In exceptional circumstances, the Director of the Faculty Graduate School may wish to appoint a third panel member. The second attempt at the third Progression Review will involve a viva. However, if the assessors deem that the Report is sufficient to progress, the viva will be cancelled. The panel will include an independent chair. In exceptional circumstances, an independent note taker will be appointed by the Director of the Faculty Graduate School.
* The review will lead to one of three recommendations: to progress to the final stage of candidature; to transfer to MPhil candidature; to terminate the research student's candidature. With regards to transfer of programme, the University will comply with its obligations under the relevant immigration legislation which may be updated from time to time. A research student who is concerned about his/her entitlement to remain in the UK following a failure to progress should seek urgent advice from the Student Visa Guidance Service.

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| Owner (Committee) | Faculty Graduate School2. Faculty Programmes Committee |
| First Drafted | January, 2018, By D Sarony (Grad School Team Leader/J Minney (DGS) Revised: n/a |
| Last Revision | n/a |
| Date Approved | Graduate School Committee – 09/05/2018Faculty Programmes Committee – 11/07/2018 |
| Type of Document | Guidance |