


PGR Progress Monitoring & Reviews

Satisfactory progression is key to the overall success of our postgraduate research students (PGR) and at the University of the West of Scotland (UWS) we pride ourselves for providing continuous support and progress feedback through: (1) regular meetings with a supervisory team, (2) 6-month review meetings, (3) annual review meetings overseen by an internal assessor and (4) Transfer Event. Doctoral College (DC) also organises Progress Review Board (PRB) meetings on a quarterly basis to effectively manage transitions after the above reviews, taking into account different start dates.

(1) Regular meetings with a supervisory team: all research students, whether full or part-time, must meet their Lead Supervisor at least once a month. This meeting will be recorded on Skillsforge, and can be found under the 'Supervision' section. Failure to attend meetings should be reported to Doctoral College (pgr@uws.ac.uk).



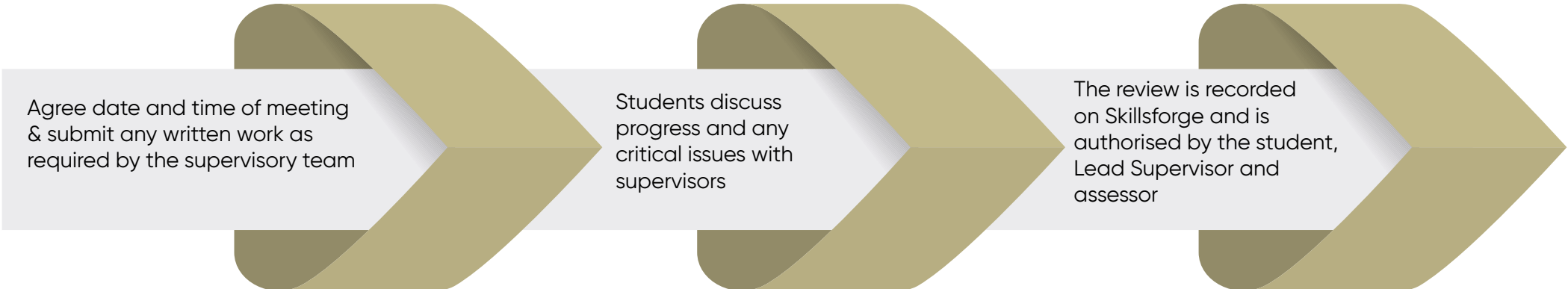
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graph LR; A[Agree date and time of meeting & submit any written work as required by the supervisory team] --> B[Students discuss progress with supervisors and agree on next steps]; B --> C[Meeting is recorded on Skillsforge and authorised by both student and Lead Supervisor Students continue with their research and prepare for future meetings];
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Agree date and time of meeting & submit any written work as required by the supervisory team

Students discuss progress with supervisors and agree on next steps

Meeting is recorded on Skillsforge and authorised by both student and Lead Supervisor Students continue with their research and prepare for future meetings

(2) 6-month review meeting: all research students are required to attend a 6-month review meeting arranged by the Lead Supervisor to identify problems, which might impact on successful completion. The Lead Supervisor will report to Doctoral College on the candidate's progress. using the Skillsforge Six Month Review Form.



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graph LR; A[Agree date and time of meeting & submit any written work as required by the supervisory team] --> B[Students discuss progress and any critical issues with supervisors]; B --> C[The review is recorded on Skillsforge and is authorised by the student, Lead Supervisor and assessor];
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Agree date and time of meeting & submit any written work as required by the supervisory team

Students discuss progress and any critical issues with supervisors

The review is recorded on Skillsforge and is authorised by the student, Lead Supervisor and assessor

(3) Annual review: all research students are required to attend a formally assessed annual progress panel review meeting arranged by the Lead Supervisor. The Internal Assessor is responsible for considering the submitted progression reports and will report to Doctoral College on the candidate's progress and continued registration. This process takes place in Skillsforge in the Annual Review form and is authorised by the student, Lead Supervisor and assessor.

Agree date and time of meeting submit written work as required by the supervisory team

Student discuss progress, achievements and highlighting issues over the past year. Consider the next steps in research and career development

The review is recorded on Skillsforge and is authorised by the student, Lead Supervisor and assessor.

(3) Transfer Event: A student who satisfies the Doctoral College Board of progress and of the potential of the project at the Transfer Event will have their registration confirmed to be PhD. The Transfer Event is designed as a mini viva voce examination, providing students with an opportunity to present their research findings to an audience consisting of the Internal Assessor, supervisory team, other students, external persons (if relevant). The purpose of the event is to assess viability and originality of the research project and that the student is capable of completing a PhD. This is recorded on Skillsforge in the Transfer Event Form.

PRE-TRANSFER

- Lead Supervisor makes all practical arrangements
- Student works under guidance by the supervisory team and submits two copies of the Transfer Report at least 7 days prior to the transfer event

TRANSFER EVENT

- 15min presentation
- Internal Assessor examines: (1) student's knowledge and understanding of the research, (2) schedule of remaining work and (3) supervisory arrangements

POST-TRANSFER

Internal Assessor's Report:
A% Transferred to PhD
B% Continue for MPhil (submission within 6 months)
C% 2nd attempt - final (within 3 months)
D% Termination
Actions on raised issues & recommendations

PRE-PRB

- (4) Progression Review Board
- Student will be notified if they are to be discussed at PRB for one of the following reasons
- Lack of progression
- Lack of engagement
- Lack of attendance
- Other

PRB

Your school PGR coordinator and members of the Doctoral College will review your student record using your progression monitoring documents

POST-PRB

You will be notified of the outcome of your PRB decision shortly after the Board sits.