

UWS Doctoral College

Code of Practice

2024/25

UNIVERSITY OF THE
WEST of SCOTLAND

UWS

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Welcome

Dear Postgraduate Research Students,

First and foremost, it is my pleasure to welcome you to the University of the West of Scotland as you begin your postgraduate research experience. Embarking on postgraduate research is both a challenging and rewarding endeavour. It demands curiosity, dedication, and resilience, but it also offers you the opportunity to contribute original knowledge to your field and make a meaningful impact on the world.

UWS is committed to a distinctive approach to research and innovation, with a particular focus on addressing the United Nations' Sustainable Development Goals through our research. We also offer a truly international experience with more than 500 postgraduate research students from all over the world. The University has a vibrant community of research institutes, centres and groups organised across four academic Schools. You will be aligned with one of them, helping you to co-create a highly desirable research environment through regular interactions with staff and students. As well as your School, all postgraduate research students are part of the Doctoral College, created to facilitate a collegiate research environment and support the progression and development of postgraduate research students.

We want to make your research experience a rewarding one and we are committed to providing a supportive environment that will enable you to conduct high quality postgraduate research. There are a wide range of opportunities to develop your skills and build your networks through your School, the Doctoral College and wider university. We would encourage you to make the most of the opportunities available to you to develop yourself as a researcher, bearing in mind the skills needed for your current project as well as your longer-term career aims and ambitions. Critical to your success in completing your research degree is taking the responsibility for engaging with your supervisory team – they are here to help you achieve your academic ambitions.

The Code of Practice provides you with essential information regarding your responsibilities as a postgraduate research student, the requirements of key milestones in the postgraduate research journey and procedures and regulations relating to thesis submission and the examination of postgraduate research degrees. It is important that you take the time to familiarise yourself with the information in this Code of Practice so that you understand what is expected of you at different stages of the journey. This Code should be read alongside the PGR Handbook, which provides broader information around postgraduate research life and the resources and support available to you at UWS.

Finally, make the most of the opportunities your time at UWS will present. Your success is our success and we want to ensure that your time at UWS is enjoyable and rewarding, equipping you for your future roles in academia and beyond.



Yours Sincerely,

A handwritten signature in blue ink that reads "James A Miller". The signature is fluid and cursive, with a long horizontal flourish at the end.

Professor James Miller
Principal & Vice-Chancellor

Admissions

Applying for postgraduate study is a simple process through our online application system.

There are four intakes for postgraduate research degrees throughout the year – February, April, June and October – you can choose which intake suits you best when you apply.

Our step-by-step guide helps you complete your application:

Research Degree Application Step-By-Step Guide

Step 1: Choose a course

We offer a range of postgraduate research degrees at MRes, MPhil, DProf or PhD level.

Decide which course you would like to study at UWS, making sure that it is the appropriate level of study for you.

Step 2: Check the entry requirements

Make sure that your academic qualifications meet the requirements for your chosen course (most postgraduate degree courses will require you to hold an undergraduate degree from a UK institution if you've studied abroad, you'll need an equivalent qualification from an institution recognized by the UK National Recognition Information Centre).

Step 3: Scholarships and funding

Financial support for postgraduate research study is limited, and is typically distributed by one of seven UK Research Councils. Visit <https://www.ukri.org/> to find out whether your field of research is eligible for funding.

Step 4: Apply

You can apply for postgraduate research at UWS via our free online application system. As part of the application process, you will need to provide digital copies of the following documents:

- Copy of your degree certificate(s).
- Copy of your academic transcript(s).
- English language proficiency test certificate (if English is not your first language).
- At least one academic reference, signed and on headed paper or sent from the referee's work email account (if you do not hold the reference, please provide the email address of your academic referee).
- A research proposal.

Once you are ready you can submit your application through our online application system. You can apply for a postgraduate research degree right up to the start of the intake.

Step 5: Application Process

After you submit your application, we will send you an email confirming that we have received your application within 24 hours. You will also be given log-in details for the system so that you can track your application.

Step 6: Decision

Once your application has been processed, we will contact you by email to confirm if it has been successful. This will include guidance on how to accept an offer and fee payment, if required.

Our Admissions team will make one of the following decisions:

- Unconditional offer: you already meet the necessary entry requirements.
- Conditional offer: you still need to achieve the required qualifications. Once you meet these conditions, your offer will change to unconditional.
- Unsuccessful: you are not considered to be suitably qualified.
- You can also monitor the progress of your application on the UWS online application system.

Step 7: Preparation

Once you receive and accept your unconditional offer, you're ready to enrol and study at UWS.



Enrolment and Fees

All research students are required to enrol every year until your degree is conferred by Senate. All students can enrol online. Self-funded students are required to pay fees in order to enrol. If you are sponsored, then you are required to provide a letter from your sponsor to confirm this.

Please remember that enrolment is a necessary condition to be a registered student of UWS. If you do not enrol:

- You will not be entitled to use School or University facilities.
- You will not be eligible to submit your thesis for examination.

Furthermore, students who have not submitted progression reports or have not made satisfactory progress will not be eligible to enrol for the academic year and will be withdrawn (see Student Progress Monitoring on page 8).

There are normal and maximum periods for the submission of the thesis, as shown in table 1. Requests to extend beyond the normal period of registration must be made to the Doctoral College, justifying the request on academic grounds with supporting evidence. Please be advised that the University has introduced absolute maximum periods of registration. This information can be found in Chapter 4 of the University Regulations.

Table 1

Degree	Mode of Study	Normal	Maximum
MRes	Full Time	12 months	24 months
	Part Time	24 months	36 months
MPhil	Full Time	24 months	36 months
	Part Time	48 months	60 months
MPhil/PhD inc PhD Direct and PhD by prospective publication	Full Time	36 months	48 months
	Part Time	72 months	84 months
PhD by retrospective publication	Full Time	12 months	24 months
DBA	Full Time	36 months	48 months
	Part Time	48 months	60 months
DProf/EngD	Part Time	48 months	72 months

All students are required to pay 50% of the postgraduate student fee in order to enrol. International students are required to pay 50% of the tuition fee in order to receive a Confirmation of Acceptance of Studies (CAS) and to enrol.

Information on Money, Fees & Funding

University & Staff Responsibilities

a. Study space and school resources

All research students will be offered access to a desk and computing and laboratory facilities, desk access may be on a hot-desking basis. Students who have exceeded their maximum periods of registration and have registration extended may be granted access to facilities on a case-by-case basis (by arrangement with Schools and/or Lead Supervisors on an annual basis, against agreed progression outcomes). Access to telephone services will be agreed by your school on the basis of need for the individual research study.

All students will have access to the resources required to undertake their defined research programme, including necessary consumables and/or expenses required to collect data, reasonable printing and access to agreed journals etc. Such resources will be defined and agreed at the outset of the programme of study. Schools will provide funds agreed in advance for standard consumable materials and for reasonable travel within the UK for data collection envisaged at the outset of the programme.

High value international travel or topic specific consumable materials or capital equipment should be considered and covered, subject to agreement, with the hosting research groups, centres or institutes.

All research students will have the opportunity on an equal basis with other students to be considered for any teaching or other work opportunities which will be promoted openly within Schools.

b. Supervision

Supervision of postgraduate research students is undertaken by experienced, research-active members of academic staff. The School to which you are admitted is your base and will play a crucial role in providing guidance, resources and support for your research project. You and your project will have a Lead Supervisor and at least one other supervisor, who can support your development and the progress of your research. Full-time students should meet with their supervisors monthly (part-time students bi-monthly) and submit a report of the supervisory meeting on Skillsforge.

An additional supervisor or advisor may be appointed to contribute particular specialist knowledge or a link with an external organisation. It is essential that you work closely and maintain regular contact with your supervisory team. There will be a statement of an agreement at confirmation of registration between the Lead Supervisor and the student as to an appropriate specified frequency of contact and the Skillforge system will issue reminders to students to arrange and record their meetings with their supervisory team.

Student Progress Monitoring

Satisfactory progress is of paramount importance for students and the University. If students are not progressing at the expected rate the supervisors should inform the PGR Coordinator of the relevant academic school and Doctoral College immediately; issues should not be confined to the progression reports.

Progression monitoring is supported via the Skillsforge system. The system can be accessed at <https://skillsforge.uws.ac.uk>. This software aims to provide a recording and monitoring system to ensure that any potential problems or specific needs a student may have are highlighted at an early stage. It also encourages students to reflect on their progress and to meet their targets, leading to successful completion.

Chapter 4 Research Degrees, of the UWS Regulatory Framework sets out the general requirements for progress and transfer including engagement with studies. The Doctoral College Review Board (DCRB) meets regularly to review the progress of all research students. The board will review the timely completion of supervision reports, 6-month reports, annual reviews and transfer events.

All students are required to submit their 6-month report, annual progress reports and where applicable for their programme of studies, a Transfer Report, all using Skillsforge. It is important that students complete reports on time and note that satisfactory progress is commensurate with continued registration at UWS. You can find out when reports are due by checking your timeline or milestones in Skillsforge. The system will also send a reminder to your registered email address before the due date.

6 month report

This report aims to assess initial progress and to identify problems which might impact on successful completion. The template in Appendix 1 specifies the structure and required areas to be addressed in the report. All students should complete this milestone at six months, regardless of whether they are full-time or part-time. Although part-time students will be at a less advanced stage, the six-month report provides an important early opportunity to reflect on progress, identify training needs, consider ethical requirements and consider whether the research questions have changed since the initial proposal.

Annual report

The report is written and submitted using the report template in Skillsforge (also in Appendix 2). The main section of the report is an 'account of work completed'. For this section, students provide a substantial piece of writing (max 5000 words), the focus of which will depend on the year of study. For example, it may be a literature review, methodology section or a piece of data analysis.

The second part of the report draws on the Vitae Framework for the career development of PGR researchers and asks about broader skill development. Therefore, completing the report also provides students and supervisors a useful opportunity to reflect on broader training and development needs. The third and final part of the report asks students to reflect on their progress and outline plans for the next 12 months. When planning their next year, students should keep in mind their expected submission date.

The assessor will review the student's progress and will discuss it with them at an annual meeting, attended by the supervisory team and the assessor. Students who have submitted their thesis are exempt from the annual meeting. Following the meeting, the assessor will submit a report to the Doctoral College which confirms that the student should progress to the next year of their studies. Any concerns around progress should be raised in the assessor's report.

Transfer event

The transfer event is a significant milestone in the PhD journey, in which the student 'transfers' from MPhil to PhD status. Transfer events should take place between 12 – 18 months for full time students and 24 – 36 months for part – time students. Timely completion of the transfer event is important to enable completion of the programme within the normal duration. Students should take primary responsibility for ensuring timely completion of the event, with support from the supervisory team.

In preparation for the event, the student should submit a report of between 7,000 and 10,000 words through Skillsforge. The report should include: the theoretical framework of the study, a critical literature review, research methodology and any emerging findings (depending on the stage of research). The report should also include a time-frame and plan for the remainder of the research.

The lead supervisor reviews the work and then proceeds to organise the transfer event if the work is considered ready. The transfer event is attended by the supervisory team, the assessor and may also be attended by the Dean or their nominee. At the event, the student will provide a presentation of between 15 – 30 minutes about their work and answer questions. After the event, the Assessor completes a report on Skillsforge (see report questions in Appendix 3). Assessors should ensure that they use the free text box to provide constructive feedback to the student about their work.

University regulations allow for the following outcomes of transfer events:

- Transfer of registration to PhD.
- Continued registration for MPhil with submission within 6 months.
- A further and final transfer event within 3 months (this outcome will not be available after a second and final transfer event).
- Termination of registration.

Transfer of registration to PhD, following a transfer event, indicates that the work has been deemed likely to lead to an original contribution to knowledge and to meet the standard required for the award of PhD.



Thesis and Examination

Preparing thesis for submission

A student preparing a thesis for examination should carefully read Chapter 4 of the University Regulations, which details the required format and gives guidance on the maximum length of the thesis. You should also consult British Standard 4821 Recommendations for the Presentation of Theses and Dissertations: 1990. A copy is available for reference from the University Library. BSI has officially withdrawn this standard, but it should still be consulted as it provides detailed guidance in the presentation of print theses.

At the pre-examination stage, care should be taken to ensure that the work conforms to the requirements specified in University Regulations and the British Standards document referred to above.

Submitting the thesis

A thesis should be submitted for a Higher Degree by Research to the examiners when:

- Examination arrangements have been proposed, normally by the Lead Supervisor, and formally approved by Chair of the Doctoral College Board on behalf of the Board.
- The student and the Lead Supervisor have agreed that this is appropriate. However, the guidance contained in Chapter 4 of the University Regulations should be noted, since this acknowledges the student's right independently to submit a thesis.

The thesis should be submitted in PDF format by the student to the Doctoral College via Skillsforge, where its receipt is recorded, and sent to all members of the approved examining team. Submitted theses will be checked on Turnitin. Once the thesis has been submitted on Skillsforge, no further submission can be made.

Outcomes - amending and submitting the thesis after examination

Following a first viva voce examination, the following outcomes may be given:

- **Unconditional pass** - the candidate be granted the degree for which examined.
- **Pass with minor corrections** - the candidate be granted the degree for which examined, subject to minor amendments being made to the thesis or portfolio within 3 months. Minor corrections may include spelling/typing errors, textual errors, reordering of material, correction of citations, correction of figures, tables and diagrams, and the addition of a small number of paragraphs for clarification or qualification.
- **Pass with major corrections** - the candidate be granted the degree for which examined, subject to major amendments being made to the thesis or portfolio within 6 months. Major corrections may include more substantial addition of paragraphs, including the incorporation of some new material, reordering and restructuring of chapters, or some additional analysis of existing data etc.
- **Re-examination oral only** - the thesis is satisfactory, but the candidate must undergo another examination within 2 months. This shall be deemed to be part of the first examination of the candidate.

- **Re-submit thesis, no oral examination** – the candidate be permitted to re-submit for the degree and be re-examined, without an oral examination within 12 months. Resubmission corrections may include editorial corrections and revisions, rewriting part, parts or the whole of the thesis, the carrying out of further research and or experimental work.
- **Re-submit thesis with oral examination** – the candidate be permitted to be re-examined, with an oral examination within 12 months.

Following a re-submission outcome, re-submission outcomes are no longer available. However, the following additional outcomes may be used:

- **Change of award:** The degree of PhD is not awarded but the thesis meets the criteria for the award of MPhil. This option can be given with a) no corrections b) minor corrections or c) major corrections.
- **Fail:** The degree is not awarded following re-submission/re-examination. The candidate has failed and may not be permitted to revise or re-submit the thesis for examination.

Once any amendments/ corrections have been approved by, or on behalf of the examining team, the final thesis should be submitted to the Doctoral College in PDF format and this version will be checked in preparation for upload to the British Library EThOS e-theses online service.

Viva Voce examination arrangements

Two months before the submission of the thesis, for all postgraduate research degrees, the Lead Supervisor should make a formal application to the Doctoral College for approval of examination arrangements. The application is made using the Skillsforge system. Examinations must not be arranged prior to approval of examination arrangements. A flowchart detailing all the steps involved in approving examiners, including right to work checks is available from the doctoral college,

The examination of the thesis by an examining team, together with the oral examination or Viva Voce, provides the final judgement on whether the research has made a significant contribution to knowledge.

The Lead Supervisor/ school arrange the time and date. By arrangement, the examination may be in- person, hybrid, or fully online. The Doctoral College will issue all required paperwork and thesis for viva. Once the examination is complete this paperwork it should be signed by the examining team and returned to the Doctoral College, by the Chair, within 3 days of the Viva.

All higher degree candidates are examined by a team which must include at least one external and one internal examiner. Both must have experience in the examination of postgraduate research students in the UK. Where the candidate is a member of the permanent staff of the University, an additional external examiner must be appointed. It is important that external examiners are able to give assurance on the comparative standard of any thesis. A Chair will be appointed to oversee the examination and ensure it is conducted fairly and in line with University Regulations.

After the examining team has been approved, the Doctoral College will distribute the thesis, along with the appropriate paperwork and guidelines.

At the successful conclusion of a research programme, the Board will submit a recommendation to Senate to award the relevant research degree. Students must continue to enrol until they have been awarded their degree by Senate.

Examination results

Each examiner will submit a preliminary report to the Chair in advance of the oral examination. Preliminary Reports should be available for discussion with the examining team prior to the student attending the Viva and submitted after the examination with the Joint Examiners' Report and Non-Examining Chair Form. At the oral examination (the viva voce), the examiners are asked to assess jointly whether the thesis and the candidate's defence meet the required standard.

Chapter 4 Examiners

- A. Each research degree or doctoral candidate shall be examined by at least two, but normally not more than three, examiners [subject to the requirements of Chapter 4] of whom at least one shall be an external examiner. Recognised Supervisor of the University (RTUs) may not be appointed as external examiners.
- B. An internal examiner shall not be any member of the candidate's approved supervisory team and shall not be the candidate's Internal Assessor [see Chapter 4]. The internal examiner should be a member of staff or a Recognised Supervisor of the University and experienced in examination of research degrees.
- C. Where the candidate to be examined and the internal examiner are members of the permanent staff of this University, a second external examiner should be appointed. Any person who is employed by the University on a short fixed-term contract, such as a research assistant, shall be exempt from the requirement that a second external examiner be appointed.
- D. The examination team should be selected to ensure that the whole breadth of experience, knowledge and skills required is represented. In relation to practice-based studies, at least one of the examining team must demonstrate a track record of examining such studies.



Selecting internal and external examiners

Internal Examiner

Examines the thesis and participates in the Viva Voce Examination as an examiner independent of the examined work (i.e. internal examiner shall not be any member of the candidate's approved supervisory team and shall not be the candidate's Internal Assessor; see Chapter 4 of the University regulations).

External Examiner(s)

Examines the thesis and participates in the Viva Voce Examination as an examiner independent of the University (see Chapter 4 of the University regulations).

The academic Schools nominate the Internal and External Examiners to the Chair of the Doctoral College Board using the following criteria in line with the Regulations:

- Internal Examiner has to be an academic member of staff (including Emeritus Professors) or a Recognised Supervisor of the University with experience of examining research students and knowledge of the University's Research Degree Regulations; Internal examiners should be able to provide an impartial assessment of the candidate's work, and potential conflicts of interest should be considered. To avoid conflicts of interest, internal examiners should not:
 1. Be a relative or partner of either the candidate or any member of the supervisory team.
 2. Have closely collaborated with the candidate such as working on a research project together or co-authoring a paper.
 3. Be a person whose work is the focus of the research project to be examined.
 4. Have provided significant pastoral support to the candidate.
- External examiner has to be:
 1. Independent of the University and of any collaborating establishment(s) and shall not have acted previously as the candidate's supervisor or adviser;
 2. Not normally be either a supervisor of another candidate or an external examiner on a taught programme in the same School of the University;
 3. Not normally have been a member of staff of the University during the past three years and
 4. Not have acted as an external examiner of research degree candidates in the School within the previous 12 months.

Examination and post-examination responsibilities

Internal and External Examiners

- Pre-viva, both examiners should read the thesis to be examined, complete the Preliminary Examiner's Report (PER) and discuss PER's in advance of the student attending the viva exam. They should also agree a broad format for questions at the viva. Both examiners should make sure they are familiar with the outcomes permitted in the university regulations.
- At the viva, they should: 1) conduct the examination rigorously ensuring detailed and challenging questions are asked 2) conduct the examination fairly, ensuring that the student is given the opportunity to defend their work 3) conduct the examination equitably, ensuring they cover all areas of the work and 4) conduct the examination without bias or prejudice in relation to culture, gender or background.
- At the end of the viva, after a deliberation in which the student will be asked to wait outside, they should outline the outcome and clearly outline any corrections to be made.
- After the viva, both examiners contribute to the JER form, to be submitted by the Chair and the nominated examiner provides detail of any corrections to the student and lead supervisor.
- Further responsibilities depend on the viva outcome:
 - a) Minor corrections: the internal examiner should receive the revised thesis from the student and review it within two weeks of receiving the corrected thesis. They should complete a CMC form and return this to the Doctoral College. The external examiner has no further responsibilities.
 - b) Major corrections: the internal examiner should receive the revised thesis from the student and review it within three weeks of receiving the corrected thesis. They should complete a CMC form and return this to the Doctoral College. The external examiner may also review the thesis if this was agreed at the viva.
 - c) Resubmission with no viva: revised thesis to be received by the nominated examiner and reviewed within four weeks of receipt. The nominated examiner should complete a CMC form and return this to the Doctoral College. The agreed nominated examiner should be noted on the JER form.
 - d) Resubmission with viva: the revised thesis should be sent to the Doctoral College and not directly to examiners. Both examiners should read the thesis again and participate in the viva. The viva should not be arranged until approval is gained from the Chair of the Doctoral College Board. Where possible, the same examination team should be used.

Chair

Each oral examination shall have an independent 'non-examining' Chair, whose role will be to ensure that the assessment process is conducted rigorously, equitably, appropriately, fairly and consistently, according to the University's regulations and procedures. The Chair shall have a neutral role and take no part in the actual assessment of the student or submission.

- The Chair should meet the examiners just before the start of the viva to explain their role and to agree the format of the viva.
- The Chair should invite the candidate into the viva, provide introductions and explain the format of the viva to the candidate. They can then invite the examiners to begin their questioning.

- If the Chair considers that lines of questioning constitute misconduct, bias or unfairness, they may temporarily halt the viva to privately discuss this with the examiners. In exceptional cases, they may end the examination.
- If the viva has not finished after two hours, the Chair should offer the candidate a break.
- At the end of the viva the Chair should ask the candidate if they wish to ask any questions. They should then explain that they should leave the room whilst the examiners discuss the outcome, and they will be invited back into the room when the examiners are ready.
- Whilst the examiners are discussing outcomes, the Chair can provide support to help them reach a consensus. They should ensure that outcomes are in line with the regulations and provide advice and guidance in relation to the regulations where needed.
- The Chair should invite the candidate back into the examination to hear the outcome and details of corrections.
- After the viva, the Chair helps complete the JER (Joint Examiners Report) and returns this together with the NEC (Non-Examining Chairs) report to the Doctoral College within three days of the viva.

Supervisors

- Supervisors have responsibility for nominating appropriate internal and external examiners, in line with regulations and bearing in mind conflicts of interest. Vivas must not be arranged until nominations have been approved by the Chair of the Doctoral College Board.
- Supervisors are responsible for providing support to candidates in preparing for the viva examination.
- At the candidate's request, one supervisor may attend the oral examination in the role of an observer and will withdraw prior to the deliberations of the examiners on the outcome of the examination and their recommendation to the University.
- If a supervisor does attend the examination, they must not participate, and should remain in the role of observer at all stages, including when outcomes are given.
- Supervisors should debrief students after the examination and ensure that students are supported to complete required corrections.
- Where the outcome is 'resubmission', it is advisable for monthly supervision to continue and supervision reports to be completed on Skillsforge.

Appendix 1

Six Month Progress Report

TO BE COMPLETED BY THE STUDENT IN SKILLSFORGE

1. Detail research questions and objectives:
2. Summary of changes to research programme since commencement of study and justification for such changes.
3. Ethics: Have you submitted a proposal for ethical approval for your research to the school?
4. Will the application also be submitted to any other Ethics Committee outwith UWS?
5. Reflection on training since commencement of study with details of anticipated training needs.
6. Reflection on milestones identified and progress towards achieving them with timeline.
7. Highlight any issues you would like to raise with your Lead Supervisor/Assessor.

TO BE COMPLETED BY THE LEAD SUPERVISOR

Progress & Engagement

8. Is the Student making satisfactory progress? Yes/No – Please supply details.
9. Is the Transfer Event likely to take place within the expected time-scale.
10. Please add any additional comments regarding the student's progression.

TO BE COMPLETED BY THE ASSESSOR

11. Review both the Student's Report and Lead Supervisors comments.
12. Is the student making Satisfactory progress? Yes/No – please supply details.
13. Please add any additional comments regarding the student's progression.

FOR MPhil/PHD REGISTERED STUDENTS ONLY

14. Is the transfer event likely to take place within the expected time-scale (18-26 months for FT and 36-52 month for PT students)?

Appendix 2

Annual Progress Report

TO BE COMPLETED BY THE STUDENT

1. Draft title of PGR research.
2. Abstract (max 300 words).
3. Account of work completed.
4. Max 5000 words – as agreed with Lead Supervisor and should include (commensurate with the area and stage of research, and as applicable): Description of theoretical background; Research strategy, design and methodology; Literature review; preliminary or pilot investigations/ experiments; any published work.
5. List seminars and events you have attended in last 12 months (both internal and external).
6. My progress to date is as expected at this stage – Yes/No.
7. What challenges (if any) do you anticipate over the coming 12 months?
8. Evidence of engagement, influence, and impact.
9. Evidence of knowledge and intellectual abilities.
10. Evidence of knowledge of research governance and organisation.
11. Evidence of personal effectiveness.
12. Reflection on milestones identified and progress towards achieving them (append timetable for your supervisory team to review).
13. Outline your plan for the next 12 months (i.e. Transfer Event/Outputs/Research Developments/ Submission etc.).
14. Section to attach supplementary documents.
15. Highlight any issues you would like to raise with your Lead Supervisor/Assessor.

TO BE COMPLETED BY THE LEAD SUPERVISOR

16. Review the Students Annual Report including any supplementary evidence.
17. Is the student making Satisfactory progress? Yes/No – please supply details.

TO BE COMPLETED BY THE ASSESSOR

18. Review the students Annual Report and Lead Supervisor review and confirm progression.

Appendix 3

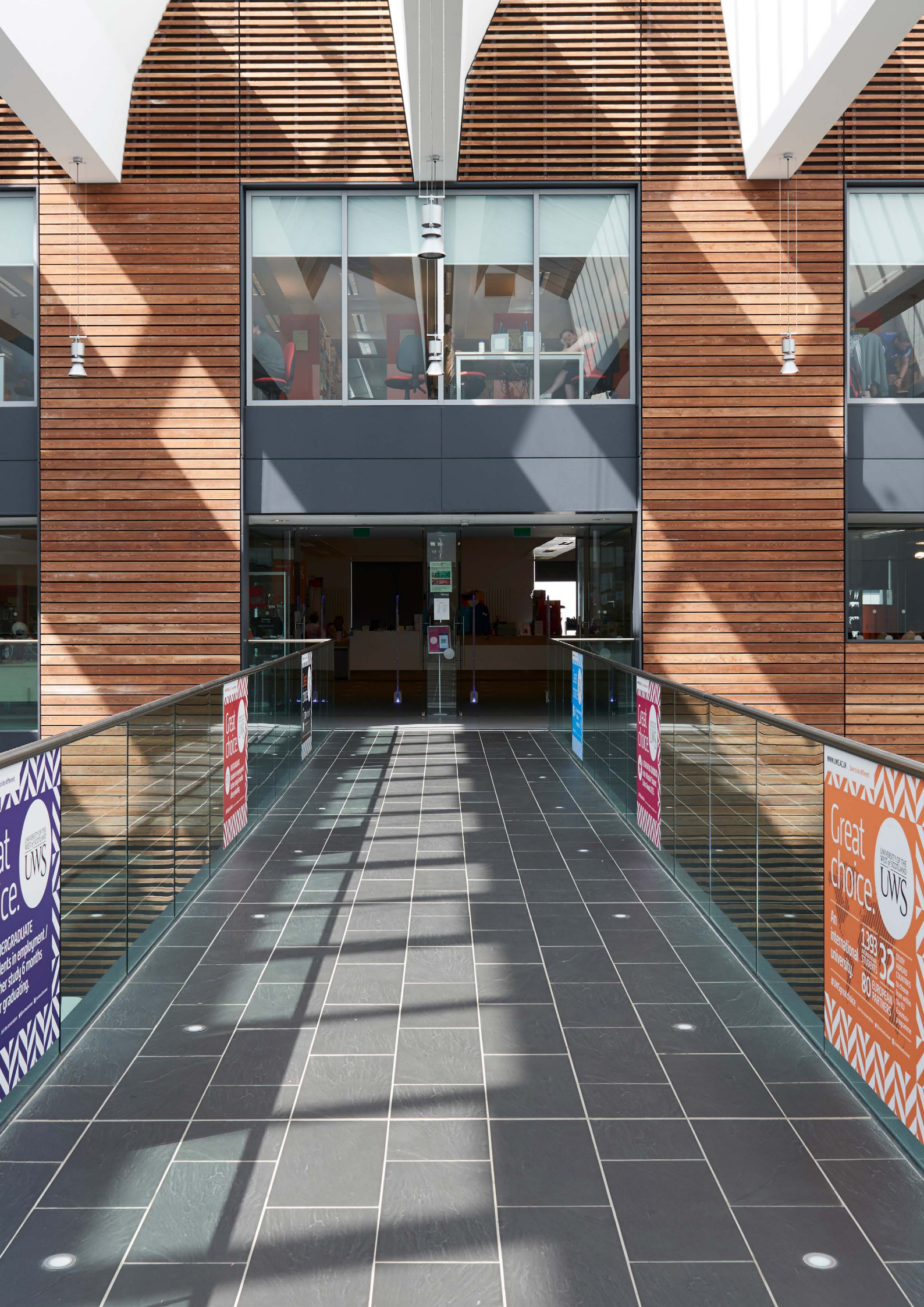
Transfer Event Assessor's Report

TO BE COMPLETED BY THE ASSESSOR

1. Are you satisfied that the research presented is the student's own work?
2. Did the student show a satisfactory knowledge and understanding of:
 - matters relating to the research?
 - background studies to the subject of the research?
3. Has the student maintained a record of meetings and progress?
4. Is the student Personal Development Plan satisfactory?
5. Is the schedule of work remaining clearly planned?
6. Is the project likely to be completed within the time allocated?
7. Are the supervision arrangements satisfactory?
8. Has the student access to all the resources necessary for the successful completion of the project?
9. Where there is a collaborating establishment, is the relationship with the student fruitful and positive?
10. Is the programme of research likely to result in an original contribution to knowledge?
11. Does the work demonstrate potential for publication?
12. In the case of a student whose research programme is part of a collaborative project, did the presentation demonstrate that the student is making an individual contribution?
13. If you have answered NO to any question above, please give details:
14. Comments on the written and oral presentation.

The assessor is required to select one of the following options:

15. The student has made sufficient progress for PhD registration. The registration should be changed to PhD.
16. The student has made insufficient progress for PhD registration and the student should be registered for and write up for MPhil submission only.
17. Re-examination within 3 months.
18. Current progress is inadequate for MPhil registration. Registration will be withdrawn.



Great choice. UWS. An international university. 1,393 students. 32 courses. 80 European partners.

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