

RESEARCH STUDENT REGISTRY

ANNUAL PROGRESSION MONITORING PROCESS GUIDANCE NOTES & FORMS

Please note the following deadlines for the 2015/16 Annual Progression Monitoring (APM) Exercise:

ACTION	DEADLINE
<ul style="list-style-type: none"> STUDENT updates their Progress File and completes either REPORT A (end of year self-assessment report) or REPORT E if returning to study following suspension of 3 months or longer. STUDENT emails the entire document to each member of the supervisory team 	2 nd May 2016
<ul style="list-style-type: none"> STUDENT meets Supervisory team SUPERVISORY TEAM reviews the student's Progress File and the completed reports. SUPERVISORY TEAM contribute to completion of REPORT B. DIRECTOR OF STUDIES emails the entire document to the RDT. 	23 rd May 2016
<ul style="list-style-type: none"> STUDENT meets with the RDT RDT reviews the student's Progress File, the student's completed reports, and the Supervisory Team report. RDT completes REPORT C. RDT emails the entire document to the Key Admin Contact and the Dean of School. 	<p>All RDT meetings to be held by 17th June</p> <p>24th June 2016</p>
Progression Board takes place	6 th July 2016
<p>If remedial work is required, this carried out over July and August:</p> <ul style="list-style-type: none"> STUDENT sends the remedial work to the supervisory team by the given deadline. STUDENT meets with the Supervisory Team. DIRECTOR OF STUDIES updates REPORT B. DIRECTOR OF STUDIES emails the entire document to the Key Admin Contact, the RDT, and Dean of School. 	2 nd September 2016
Reassessment Board takes place	14 th September 2016

The RDT meeting

- If the School RDT is a member of a student's Supervisory Team, an alternative RDT must be sought either from within or outside of the School. RDTs can make their own informal arrangements to share RDT interview responsibility where there are differences in workload.
- This meeting provides students with access to someone outside of their supervisory team to discuss issues of concern. It also allows the RDT to assess whether there are any general issues relating to the research environment which should be raised with the Dean of School.
- Students should contact their Key Admin Contact for the name of their RDT.

Students suspended on 31st May in the current year

- Students suspended for less than three months as of 31st May, are required to complete the standard Annual Progression Monitoring Exercise on their return to study. Until Annual Progression is completed the student will be recorded as "defer" by the Progression Board.
- Students suspended for three months or more as of 31st May, are required to complete [REPORT E](#): "Return to Study" and meet with their Supervisory Team and their RDT.
- Students who have a continuous suspension covering both the July and September Progression Boards will be required to complete [REPORT E](#): "Return to Study" on their return.

Students who start on 1st April or 1st July in the current calendar year

- These students are not required to take part in this year's monitoring exercise, but only have a short meeting with their RDT at the end of August to check that work has started and the facilities, supervisory arrangements etc are satisfactory. Full participation in the exercise will take place the following year.
- RDTs complete [REPORT D](#) after meeting the student and send this to the Key Admin Contact.

Students who are approaching their expected submission deadline

- Students with an expected submission date after 1st August in the current calendar year must indicate on [REPORT A](#) whether they will be submitting by this deadline or request permission to submit after this date. The Director of Studies confirms in [REPORT B](#) whether this request is supported and viable.

Students who have submitted their theses

- Students who have submitted and are either awaiting their viva exam or are completing amendments after their viva has taken place, are exempt from the Annual Progression Monitoring Exercise.

Progression criteria

- In order to progress from one year to the next, students have to be satisfactorily enrolled and have paid the correct fees and complete the Annual Progression Monitoring Exercise. Individual progression criteria must be agreed and will include the following:
 - ✓ Attendance at Induction (Year 1 only).
 - ✓ Working in accordance with standard safety protocols and UCLan's Code of Conduct for Research.
 - ✓ Attendance at any training sessions identified with the Director of Studies and successful completion of the agreed research training programme.
 - ✓ Attendance at regular meetings with the Director of Studies and supervisory team, including agreeing a schedule of research work and timescales, and presentation of written material within agreed deadlines.
 - ✓ Completing Research Programme Approval on time.
 - ✓ Transfer to PhD on time (PhD via MPhil students only).
 - ✓ Maintenance of adequate laboratory notebooks (laboratory-based projects).
 - ✓ Giving at least one presentation per year (both full-time and part-time students).
 - ✓ Demonstrating an understanding of the contemporary context of the research.
 - ✓ Attendance at conferences as required, subject to available resources.

Progression recommendations

- Individual student recommendations for the current year are ratified at the Progression Board meeting each July and students are notified formally of the outcome. If the recommendation is 'Refer', a student will be asked to complete remedial work in July and August and then meet with their Supervisory Team and RDT. The student will then be considered by the September Reassessment Board.
- Students are notified by email immediately after the Board of the recommendations agreed at assessment and reassessment. Students who are referred or deferred (because they are suspended) will also receive copies by post.
- The available recommendations are:

PROGRESS TO NEXT ACADEMIC SESSION	Student is progressing satisfactorily. If progress is slow or is giving cause for concern, but not to such an extent that the student should be prevented from progressing, these concerns should be documented by the supervisors or RDT on REPORT C with advice on the work required the following year. If necessary, specific action and deadlines should be provided to ensure that the student remains on schedule.
CONTINUE TO MPhil ONLY	(PhD via MPhil students only). If a student has successfully transferred to PhD but is not making sufficient progress, progression to the next academic session can be allowed on the basis that the target award is changed to MPhil.
REFER	This recommendation is used if a student has not yet made enough progress to justify continuing into the next academic session or where remedial work is required to get the project back on course. This work will be carried out over July and August and will be reassessed in September. Students will be automatically referred if i) they have not completed 'Research Programme Approval' or Transfer to PhD by the published deadlines, or ii) not taken part or completed the APM Exercise. Students will be required to complete these processes successfully before progression can be confirmed.
DEFER	This recommendation is used for students who i) are on suspension as of 31 st May, ii) have returned from suspension since 31 st May and progression monitoring has not yet taken place, iii) are due to return from suspension before the start of the academic year.
FAIL	This recommendation cannot normally be agreed until a student has been given an opportunity to complete remedial work. If progress is still unsatisfactory at the Reassessment Board, a fail recommendation will be agreed.

REPORT A: End-of-Year Student Self-Assessment Report

Provide comments below. Each section can be expanded as required.

- 1. Provide a summary of work undertaken during the year, including a summary of your achievements and plans. Students who have recently completed 'Research Programme Approval' or Transfer to PhD can provide a short summary of work undertaken since this activity.**

- 2. Evaluate the extent to which you have met the research objectives which were agreed with your supervisory team for this academic year or at the start of your programme.**

- 3. Reflect on your progress, especially on actions taken to meet identified learning and skills development needs (eg what were the key learning points from your training programme).**

- 4. Identify your strengths, weaknesses, opportunities, and problems identified this year.**

- 5. Evaluate the skills training you have undertaken this year, including Induction (as appropriate).**

6. Consider whether you have the right facilities and support to complete your project.

7. Evaluate your experience as a research student this year both in your School and more generally at UCLan.

8. Project plan for the next 12 months.

Provide details of your main objectives and targets for next year, how you are going to progress these, and indicate deadlines.

If your EXPECTED submission date is within the next 12 months, or has already passed, and you are **not** on target to submit on time, you must apply to submit after this date. Provide an explanation of the work yet to be completed with a timeline. (*Submission after your expected submission date must be supported by your supervisors.*)

Expected submission date:

Refer to your Offer Letter or the Research Student Deadlines in SECTION 1 of this document.

Proposed date for final submission of thesis:

Now email REPORT A and your Progress File to your Director of Studies and second supervisors before your Supervisory Team Meeting takes place.

REPORT B: Supervisory Team Report

(To be completed by the Director of Studies)

Date of meeting:			
Names of <u>ALL</u> Persons Present at Meeting:			
Summary of student's progress with their project			
Is the research student currently on target to complete the award by the expected submission date?	YES	NO	
Was Research Programme Approval completed within the appropriate regulatory timescale?	YES	NO	
<u>PhD via MPhil students only</u> Was Transfer to PhD completed within the published timescales (ie FT: 12-18 months; PT: 24-36 months unless otherwise specified at the Research Programme Approval stage)?	YES	NO	N/A
<u>Permission to submit the thesis after the expected submission date.</u> If your student has requested in Section 8 of REPORT A to submit their thesis after their expected submission date, does the Supervisory Team support this request and is the plan and proposed timeline achievable?	YES	NO	
If the answers to any of the above questions are NO, note any issues and how they will be resolved:			
Record of Supervision			
Number of supervisory team meetings held during the year:			
If there have been issues or concerns during the year regarding supervision, please comment:			
Project Governance			
Are the student's ethical approvals up-to-date?	YES	NO	
Is the student working in accordance with research governance protocols: eg ethical standards, Data Protection, safety protocols:	YES	NO	N/A
Is the student maintaining appropriate Laboratory Notebooks?	YES	NO	N/A
If the answers to any of the above governance questions are NO, note any issues and how they will be resolved:			
<u>INTERNATIONAL STUDENTS ONLY</u> Has the project changed so that new ATAS approval is required?			
Resources and facilities			
Are the resources available to the student sufficient and appropriate?	YES	NO	
If the answer to the above question is are NO, note any issues and how they will be resolved:			
Summary of progress with programme of related studies			
<u>First years only</u> Has the student attended the <u>compulsory</u> University Induction Event?	YES	NO	
Has the student attended and completed the compulsory skills training course this year? <u>(compulsory for full-time students only)</u>	YES	NO	
Has the student attended <u>equivalent</u> skills training this year?	YES	NO	

<u>All years</u> Has the student attended any research skills training this year?	YES	NO
Has the student given at least one presentation during the year?	YES	NO
Has the student participated and satisfactorily completed their programme of related studies?	YES	NO
If the answer to any of the above questions is NO , state the remedial action required by the student during the referral period, as appropriate:		

Supervisory Team Assessment of Progression during the Academic Year

Comment on progress with the project, academic abilities, technical abilities, progress with training, attendance, efficient use of time, record keeping, summary of any problems or resource issues identified and resolutions, personal reflection on and recording of learning/achievement etc

Supervisory Team's Recommendation to the RDT and Dean of School

Delete as appropriate to indicate the team's agreed recommendation:

- **Progress to next academic session**
- **Continue to MPhil only (students on PhD via MPhil programmes only)**
- **REFER**
- **Defer (suspended students only)**
- **FAIL**

If the student has been **REFERRED**, indicate the remedial work to be completed by 1st September
Progression criteria for the next academic session:

For ALL students, indicate the main progression criteria for the next 12 months which will be reviewed during next year's Annual Progression Monitoring Exercise:

--

If any general issues have arisen during this exercise which should be referred to the School for action, indicate here:

--

Reassessment

To be completed only if a student was REFERRED at the Summer Assessment Board and required to complete remedial work by 31st August

Have the referral conditions been completed satisfactorily?	YES	NO
If NO, please comment:		

Supervisory Team or RDT's Recommendation

Delete as appropriate to indicate the team's agreed recommendation after reassessment:

- **Progress to next academic session**
- **Continue to MPhil only (students on PhD via MPhil programmes only)**
- **REFER**
- **Defer (suspended students only)**
- **FAIL**

When completed, Director of Studies forwards this report along with the student's Progress File and REPORT A to the RDT.

Following any REASSESSMENT, Director of Studies updates the above Reassessment section and emails this report to the RDT

REPORT C: RDT Report

Date of meeting:

Present:

Records of supervision seen?

YES

NO

Has supervision been satisfactory?

YES

NO

Final year students only

Is the final year programme and timeline appropriate and achievable?

YES

NO

RDT's comments

RDT's Recommendation to the Dean of School

Delete as appropriate to indicate your recommendation:

- **Progress to next academic session**
- **Continue to MPhil only**
- **REFER**
- **Defer (suspended students only)**
- **FAIL**

I agree with the recommendations of the supervisory team (including referral work, as appropriate):

YES

NO

If the answer to the above questions is NO, please comment:

When completed, the RDT emails REPORT A, REPORT B, AND REPORT C to the Key Admin Contact Research Student Registry copying in the Head/Dean of School if/as appropriate

REPORT D:**RDT Report for students starting 1st April or 1st July this calendar year**

Date of meeting:

Present:

Records of supervision seen?

YES**NO**

Has supervision been satisfactory?

YES**NO****RDT's comments on progress since commencement of studies****When completed, RDT emails REPORT D to the Key Admin Contact in the Research Student Registry by 31st August**

REPORT E: Return to Study Report following Suspension

Please refer to the notes included at the beginning of Section 2 of this document.

Provide comments below. Each section can be expanded as required.

1. Provide a short summary of work undertaken before the suspended period.

2. Project plan for the next 12 months. Provide details of your main objectives and targets for next year including how you are going to progress these and indicating deadlines.

3. Consider whether you have the right facilities and support (including supervision) to complete your project.

4. Following your suspension, does your project remain viable and can it be completed on time?

WITHIN TWO WEEKS AFTER THE END OF YOUR SUSPENSION:

- 1) Complete this form and send it to your Director of Studies and Key Contact in the Research Student Registry.**
- 2) Arrange to meet with your Director of Studies to discuss your return.**
- 3) Enrol online and pay the required fees.**
- 4) Or contact your Key Contact in the Research Student Registry to discuss your circumstances.**

If you do not complete these within 2 weeks we will assume that you do not wish to return to study and will withdraw you from your programme.