

Postgraduate Review committee meeting (Annual Progress Review):**Chair's crib sheet**

1. Chair welcomes and introduces everyone, explaining purpose of meeting and process.
2. Candidate gives 10 minute presentation.
3. Questioning led by internal but can involve all those present - discussion, taking into account all information, including online forms, writing sample, outline of thesis, Personal Development Plan, timeline, presentation.

Consider points below as appropriate:

- Committee approves the proposed research.
 - Makes sure that proper supervision is in place.
 - Approves a replacement principal supervisor and/or co-supervisor as required.
 - Makes sure that the candidate has access to the resources required for the project.
 - Monitors the candidate's progress, including participation in training courses and other activities that enhance employability.
 - Remember to check progress in relation to previous year's action plan.
4. Chair asks candidate if s/he has any questions.
 5. Supervisors leave meeting, chair asks if candidate has anything to report confidentially. Chair invites supervisors back.
 6. Candidate leaves meeting, committee makes decision regarding progress (progress or progress unsatisfactory). If progress is unsatisfactory, then see Note 1. In the case of MPhil/PhDs at the end of their 1st year FT (2nd year PT), decision needs to be made regarding probation.
 7. Chair informs candidate of decision. Committee **agrees an action plan** for future work with candidate (see also point 9). Chair asks everyone (supervisors, candidate as appropriate) to follow action plan for next year.
 8. At the end of meeting Chair asks everyone if there are any questions, then closes the meeting.

ALSO

9. Chair completes online decision form (**This can be done towards the end of the meeting, or after the meeting**). This will involve reporting decision and goals/action plan. Everyone else invited to agree or comment on the report.

10. Chair informs PGR lead if there are any issues, or action points for the School, and signs off the review on the system.

Note 1. If progress is unsatisfactory, the candidate must be given an opportunity to improve performance. The candidate must be given a defined period of time at the end of which progress must be reassessed. The period of time between a written warning and reappraisal of performance must be determined by the Review Committee, taking into account the scheduling of activities and the nature of the matters that led to concerns about progress. The period of time must *not be greater than 3 months*. If performance does not improve, the Review Committee can recommend a transfer to another programme or termination of studies.