



Postgraduate Researcher Progress Review Policy

Summary

1. The aim of this policy is to bring objectivity and consistency to the consideration of PGRs whose progress may be a cause for concern or review for the Graduate School Board of Studies.
2. The below list, while not exhaustive, outlines why a PGR's progress is normally put under review:
 - a. Following return from any interruption of studies.
 - b. Insufficient progress has been identified by a supervisory team (at any point after research project registration examination); or by the Graduate School as a result of the annual appraisal process; or, in the case of MRes, academic review process.
 - c. The Graduate School has identified that a PGR requires further support with their studies.
 - d. At the PGR's request.¹
3. In such cases, a PGR's progress will be formally placed 'under review' by the Graduate School Board of Studies, usually following consultation with the Director of Studies. A PGR and their supervisory team will be notified of this in writing by the Secretary of the Graduate School Board of Studies, who will state explicitly in the email when the next three progress review reports are due (see below for information on process).
4. This policy may also be used by the Graduate School Board of Studies as a means of providing additional support for a PGR or supervisory team in circumstances where insufficient progress has been made, and where such support is thought by the Board to be potentially beneficial.

Process

5. When a PGR's progress is placed under review, their supervisory team will meet with them to agree a programme of work and a list of outputs to be completed over the course of the period of review.
6. PGRs and Supervisors will complete reports separately. Three sets of completed reports² are required for each PGR whose progress is under review.
 - a. One from the Director of Studies, on behalf of the supervisory team;
 - b. One from the PGR.
7. The Graduate School Board of Studies Secretary will email the Director of Studies and PGR to inform them of each set of reports deadline. The regularity of each report is dependent on the PGR's course, outlined below.

¹ A PGR may request Progress Review as a means to staying on track with their studies, due to other circumstances. This should be raised with supervision teams, and then the request can be sent via email to GraduateSchool@edgehill.ac.uk. The Board of Studies will review and approve the request.

² Link to report form - <https://forms.office.com/r/wYBRmAByEV>

MRes		PhD		Professional Doctorate
Part-time	Full-time	Part-time	Full-time	
Every month	Every two weeks	Every two months	Every month	Every two months

8. The reports will be reviewed by the Graduate School Board of Studies. Should the PGR successfully complete the period of review, both the PGR and the Board are notified at the end of the review period. Where progress is not satisfactory, the Graduate School Board of Studies may extend the period of review for a further three reports. Where insufficient progress is evident (whether after the initial three reports or an extension), the Board is informed and may take the decision to withdraw registration.
9. The term 'insufficient progress' does not necessarily only refer to the volume of work produced; it may refer to a lack of engagement, or the quality/level of the work produced.
10. **A PGR may be withdrawn from their route of study (a termination of registration) by the Graduate School if they have been deemed to have made insufficient progress.** However, this should normally follow a period of monitoring of a PGR's progress and evidence of failure to meet clear targets stipulated by the supervisory team or the Graduate School Board of Studies.
11. As an alternative to terminating a PGR's registration, the Board may alter the degree for which a PGR is registered (for example, transferring registration from PhD to MRes only).
12. During the period when a PGR's progress is under review, the Graduate School may seek further evidence, such as records of supervision meetings or a record of correspondence between a PGR and their team.

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