

Kirkhouse Trust Policy Document
Student Progress and Annual Reviews

1. Trust Policy

1. The progress of every research student will be recorded, monitored and reviewed by the supervisor, and the Trust will expect to receive copies of reviews and reports during the period the Trust is funding the student's fees, maintenance and/or research costs.
2. The student will participate in some of these procedures and will be given feedback on his/her progress, with suitable advice and support on appropriate action.
3. Usually the student's own University's Regulations will require regular reports and reviews to be produced, and these can be sent to the Trust without additional work as they will comply with the Trust's policy and requirements. However, where this is not the case, and additional reviews and report writing are needed, then the PI should consult the Trust in advance to explain the nature of the discrepancies. The Trust reserves the right to ask for its own forms and report templates to be completed and sent to the Trust.

2. Student entitlements re supervision

1. Supervisors are responsible for providing appropriate and regular supervision for their students during their period of registered study, for being accessible at mutually convenient times to listen and offer advice, and for providing feedback to students on their progress and attendance.

3. Unsatisfactory progress

1. It is particularly important that supervisors ensure that students are warned of unsatisfactory progress or attendance, or of standards of work below that expected.
2. If the supervisor is of the opinion that the student is unlikely to achieve the degree for which s/he is registered, or if progress is not in line with completion dates for the agreed stages of the work (including the writing of the thesis), then this must be signaled to the Trust without delay. This may be done at any time but formal mechanisms include the Supervision Record (see below) and the Annual Review Form (see below).

4. Supervision Record

1. In order that proper audit of supervision provision can be carried out and so that supervisors may undertake continuous monitoring of their students' progress, supervisors are required to hold **regular meetings** with their students and ensure the maintenance of a Supervision Record (see below). Both the student and supervisor should agree and sign this record - the student should have the opportunity to add his/her comments in writing. These records should be copied to the Trust in a timely fashion.

5. Annual review

1. The progress of every full-time MPhil and PhD student must be reviewed annually. For example: for a student studying for three years towards a PhD, an annual review at the end of years 1 and 2 is required.

6. First Year Annual Review

1. Full-time MPhil and PhD students will be required to undergo formal review of their progress in their first year at between 9 -12 months (but certainly by 15 months) after initial registration.
2. This should result in an Annual Review Form (see below) being submitted to the Trust.

7. Student's written report

1. PIs/supervisors have the flexibility to design the format of the review except that, as a minimum, all must require their student to submit a written report to the Trust.
2. The Trust suggests that the Annual Review should follow the requirements of local University's regulations as they apply to the student, in particular, the length and format of the student report should be as described in the School Handbook or equivalent document. However, it is the Trust's recommendation that the student report should contain:
 - a literature survey,
 - a research plan, and
 - preliminary results (where available).

8. Viva as part of first Annual Review

1. It is also strongly recommended that, as part of the First Year Annual Review, the student undergo a *viva voce* examination with an individual (the Internal Assessor) who is not the student's supervisor and who has not previously been closely associated with the student's studies.
2. A University/School may operate a variation on this theme for example by appointing a panel to act in place of a sole Assessor,

provided that the panel includes members who have not previously been closely associated with the student's work.

3. Normally the supervisor should not attend the *viva voce* examination.
4. The student will be required to comment in writing on his/her progress on the First Year Annual Review Form and to sign the form.

9. Possible outcomes of the Annual Review

The Trust would like to see clear recommendations presented as part of the review. These may be:

1. that the student's progress is satisfactory, and s/he may proceed to the next year of his/her studies, and that either the student's MPhil or PhD registration be confirmed.
2. that the student's progress is not satisfactory and:
 1. either an action plan of supportive or corrective action is agreed which will result in a further review of the student's progress and registration status, in not more than 24 months from the student's initial registration;
 2. or that a student's PhD status should be downgraded to MPhil;
 3. or (if sufficiently serious) that the student's studies be terminated.

10. Second Year Annual Review

1. Within 24 months of initial registration, full-time PhD students will be required to undergo formal review of progress and attendance in the Second Year of their studies which should result in the submission to the Trust of a Second Year Annual Review Form.
2. The procedure and format for the Second Year review should be similar to that for the first year review ie submission by the student of a written report (required) and a *viva voce* examination (recommended).
3. The Second Year review is particularly important if the student's progress and attendance were deemed unsatisfactory at the first year review and if, therefore, the student's registration status is being considered.

11. Further Annual Reviews

1. Further Annual Reviews of students beyond the second year may be necessary, e.g. for supervisors to ensure that research students have made the expected progress during their period of registered study towards preparation and writing up of their thesis and that

they are ready to enter the thesis pending period at the end of the third year.

NB: For part-time students, please ask the Trust for the policy amendments that apply to part-time students.

- Supervision Record form
- Annual Review form (for years 1 and 2)

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Ref: *KT shared folder/policies/KT student progress policy doc v2.doc*