**PROGRESS MONITORING**

The University formally monitors the progress of all postgraduate research students once a year through its progress monitoring exercise. Your first review will take place within 12 months of the start of your research. If there are concerns about your progress, you may be required to undergo reviews more frequently than the normal once a year.

A progress monitoring form will be forwarded to you at the appropriate time and you will be asked to complete Section A. It is important that you answer the questions as openly and honestly as possible, since one of the aims of the exercise is to pick up problems at an early stage while there is still time to do something about them. If difficulties arise later on, the record of annual reports will be used to determine how the problems occurred and what steps were taken by supervisors and student to deal with them.

Once you have completed your section of the form, you should give it immediately to your principal supervisor. Your principal supervisor, in consultation with the second supervisor, will fill in section B, with your supervisors’ views on your progress and a recommendation as to how you should be allowed to proceed, and will ask you to counter-sign the form to confirm having been shown the supervisors’ report.

 **If you are an undifferentiated research student your supervisor may make one of the following recommendations:**
(i) that you have gone through the School’s differentiation procedure and are recommended for PhD registration;
(ii) that you are ready to go through the School’s differentiation procedure;
(iii) that your registration as an undifferentiated research student be continued for another specified number of months and reviewed again;
(iv) that you be given permission to register for a master’s degree;
(v) that your registration be discontinued.

**If you are a student already registered for a PhD your supervisor may make one of the following recommendations:**
(i) that your registration be continued;
(ii) that your registration be changed to registration for a master’s degree;
(iii) that your registration be discontinued.

**If you are a student already registered for a MPhil your supervisor may make one of the following recommendations:**
(i) that your registration be continued;
(ii) that your registration be discontinued.

If your supervisors’ report and recommendation are unfavourable, you and your supervisors may be required to attend a special review meeting. In extreme cases, a student’s registration may be discontinued. If you are dissatisfied with the outcome of the progress monitoring exercise, you can appeal to a central Postgraduate Appeals Committee. You must complete the progress report form each year, until a thesis is submitted. Registration at the beginning of an academic year is dependent on the completion of satisfactory report form at the end of the previous year. You will not be permitted to re-register for the next year until you have done so.