

Instructions for Completion of Annual Review of Progress Forms, Academic Year 2010/11

Instructions for Students

1. Print off and complete the Front Page and Part One.
2. Arrange an Annual Review of Progress meeting with your Supervisor.
3. Send or give a copy of your completed Part 1 to your Supervisor *before your meeting* in order that he/she may prepare for your meeting. (An electronic copy is acceptable at this stage).
4. After the meeting, sign your Part One in the presence of your supervisor.
5. Leave your Front Page and Part One with your supervisor in order that he/she can arrange for the rest of the form to be collated and your Head of Centre (or nominee) to complete and sign Part 4. Please retain a copy of the signed completed parts of the form.

For part time and collaborative students, telephone/video conferencing/email can be used to complete the process provided you and your supervisors are satisfied that the methods used provide adequate opportunity for all views to be addressed. In these cases please arrange your review as early as possible.

Instructions for Supervisors

1. Print off and complete Part 2
2. Send a copy of the completed Part Two to the student *before the meeting* in order that he/she may prepare for the Annual Review of Progress Meeting. (An electronic copy is acceptable at this stage)
3. You should have been contacted by your student to set up a meeting. If you have not, please contact your student to set up a meeting. After the meeting, you should sign your form in the presence of the student. Please ensure that you **both** initial Part 3 as well as sign it, as a true reflection of the report issued before the meeting.
4. Collate the Front Page, Part 1, Part 2 and Part 3. Please retain a copy of the completed parts of the form.
5. Print off Part 4 and hand the **whole** report to your Centre Administrator to obtain completion and signature of Part 4.

Instructions for Centre Administrators

1. You do not need to be involved in the process until you are handed the Front Page and Parts 1 – 4 of the form.
2. When you have received those parts of the form, please hand the whole collated report to your Head of Centre (or designated nominee) for completion of Part 4.
3. After Part 4 is completed, please return the forms to the Postgraduate Research Office for Prof Chris France, Director of the Graduate School to review.
4. All completed paperwork should be returned to the Postgraduate Research Office by no later than **1 November 2011.**

Janette Redman/Alexia Smith
FEPS Postgraduate Research Office