

FORM UPR8B

Annual Review – Supervisor Progress Report

To cover progress over the period since the previous review (or start of the programme if in first year)



Postgraduate Research Student (PGRS) Information		Student ID:	
PGRS Name :			
Department:		Start Date: (Progression date for Professional Doctorate students)	
First Supervisor:		Second Supervisor:	
Third Supervisor: (if appropriate)		Review Cohort and Year of Review Submission: (Oct, Feb, June and Year)	

Study Mode and Route:	Part-time <input type="checkbox"/>	MPhil <input type="checkbox"/>	Integrated Doctorate <input type="checkbox"/>
	Full-time <input type="checkbox"/>	PhD <input type="checkbox"/>	MD <input type="checkbox"/>
			Professional Doctorate <input type="checkbox"/>

Annual Progress Review – Supervisor Report

If you are happy to share a copy of this Supervisor Report with the PGRS prior to the progress review meeting then please do so. However, this report will be shared within the University and will be made available to the PGRS if requested. A copy will also be kept on file.

1	Has the PGRS met their expected level of attendance? (As agreed at previous supervisory meeting when expected schedule of attendance was discussed. A suggested schedule is included in the Handbook for Postgraduate Research Supervisors)	1 2 3 4 5 (1 = highly unsatisfactory, 5 = highly satisfactory)
2	What has been their level of commitment over the last year? (As agreed at previous supervisory meeting when level of commitment was discussed)	1 2 3 4 5 (1 = highly unsatisfactory, 5 = highly satisfactory)
3	Has their progress been satisfactory during the last year? (As agreed at previous supervisory meeting where aims and objectives were discussed)	1 2 3 4 5 (1 = highly unsatisfactory, 5 = highly satisfactory)
4	As a Supervisory Team, have you had regular satisfactory contact with the PGRS?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	In the past 12 months the number of formal* meetings with the PGRS and First Supervisor	
	In the past 12 months the number of formal* meetings with the PGRS and other members of the supervisory team	
	In the past 12 months the number of formal* meetings with the PGRS and all the supervisory team together	

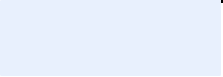

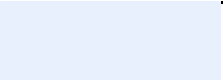

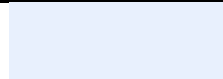

	<p>Has an email or SkillsForge record of every formal* meeting been made and confirmed by you as an accurate record? If not, please give reasons?</p> <p>Format of record: Email <input type="checkbox"/> SkillsForge <input type="checkbox"/> Other <input type="checkbox"/></p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
<p>*Formal meetings between supervisors and PGRS A formal meeting between the PGRS and member(s) of the supervision team would normally be prearranged, may have an agenda and will normally result in meeting notes with a list of actions, to be followed up in a subsequent formal meeting. It would be reasonable to expect that such meetings would last at least half an hour. Where it is not possible to meet in person, a telephone or video conference link may need to be used instead. Informal meetings (such as chance meetings in the coffee room/corridor) are less structured, not pre-arranged and are unlikely to result in formal meeting notes with a list of actions.</p>		
5	<p>All PGRS are expected to undertake ten days (full-time PGRS) and five days (part-time PGRS) of research development activity during each year of registration.</p> <p>SkillsForge should be used to record all research training and personal development undertaken. In addition to sessions undertaken through the GSDP other personal and research development events can be entered into SkillsForge.</p>	
<p>Have you discussed research training needs with the PGRS?</p>		<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
<p>Do you feel their research training needs have been met this year?</p>		<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
<p>Have you discussed and agreed the research training for the next year?</p>		<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
<p>Have you discussed the PGRS' future career and employability and the resources available to them?</p>		<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
6	<p>Are there any problems or issues regarding facilities or resources?</p> <p>If Yes, please provide details:</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
7	<p>Is the PGRS' level of written communication skills satisfactory for writing a thesis?</p> <p>Is the PGRS' level of oral communication skills satisfactory for defending the thesis at a <i>viva voce</i>?</p>	<p>1 2 3 4 5</p> <p>(1 = highly unsatisfactory, 5 = highly satisfactory)</p> <p>1 2 3 4 5</p> <p>(1 = highly unsatisfactory, 5 = highly satisfactory)</p>
8	<p>A copy of the last year's relevant Progress/Decision report will be made available to the panel (where available). Are there any outstanding objectives or recommendations?</p> <p>If Yes, why?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
9	<p>Have objectives and priority tasks for the year ahead been agreed with the PGRS?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
10	<p>In your view is the PGRS progressing satisfactorily? (If No, please provide details in Section 12 below)</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
11	<p>In your view should they be permitted to progress to the next year? (If Yes with concerns or No, please provide details in Section 12 below)</p>	<p>YES <input type="checkbox"/></p> <p>YES WITH CONCERNS <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>

Consideration of Working with Others

If any PGRS is to be working away from the University at a third party institution, organisation or anywhere else other than the University Campus for more than 5 days per year you must refer to the Code of Practice for Work-based and Placement Learning and other documents at the website below and seek further guidance from the Research Section, Academic Registry
<http://www.port.ac.uk/departments/services/academicregistry/qualitymanagementdivision/workbasedandplacementlearning/>

12	Briefly comment on the PGRS' progress to date, include any feedback, comments or concerns:
13	Are you aware of any personal or extenuating circumstances that have impacted the PGRS' studies during the last year? If so, please provide details and indicate any action taken:
14	Expected thesis submission date: <hr/> If thesis deadline is in the next year, have the examiners been considered? YES <input type="checkbox"/> NO <input type="checkbox"/>

All supervisors must see and acknowledge this UPR8B Form. This can be done either by signing the form (inserted (JPEG) electronic signature at picture icon(s)) or forwarding an email to annualreview@port.ac.uk to confirm. Any forms without all necessary signatures will be returned.

Signed: (First Supervisor)		Date: 
Signed: (Second Supervisor)		Date: 
Additional comments from second supervisor:		
Signed: (Third Supervisor)		Date: 
Additional comments from third supervisor:		

This form must be submitted to annualreview@port.ac.uk by the relevant deadline date.

October intake – 30 September

February intake – 31 January

June intake (on exceptional approval) – 31 May

If you are unsure which intake applies to your PGRS please check SkillsForge to confirm the instance they are registered on. i.e. 16OCTUP1-1 shows that they are an October intake

PGRS will also be required to submit the relevant evidence, as agreed by FRDC and published on the Annual

Review website¹ by the above date.

Interrupted Students – for those PGRS who are on study break for their review submission date, the Research Section will inform in them in writing, in the confirmation of interruption of studies letter, the new deadline by which their next and subsequent Annual Reviews are to be submitted.

¹ <http://www.port.ac.uk/annualreview/>