

Annual Review and Upgrade overview

Approx. 6 weeks before the review meeting is due, the Doctoral School:

- notifies the student (cc supervisor) of the deadline
- Explains to them the process
- Asks them to liaise with their supervisor to schedule the meeting

The Doctoral School can help schedule the meetings if a batch of reviews are taking place in the department at the same time

Approx. 2 weeks before the review meeting, the student submits the review paperwork to the panel members (cc Doctoral School)

Panel requirements

Annual Review: minimum of two members, with at least one member of the supervisory team and one independent member of staff from the department.

Upgrade: minimum of three members, with at least one member of the supervisory team and one independent member from the department.

Review meeting takes place

* Earth Sciences is the exception to this: the supervisor should instead forward the completed Annual Review or Upgrade form to the Department PGR Lead

Within a week of the review meeting, the supervisor returns the completed Annual Review or Upgrade form to the Doctoral School*

Annual Review

Upgrade

If the outcome is:

- 'Good progress', the Doctoral School processes the form
- 'Satisfactory progress with minor concerns' or 'Unsatisfactory progress', the form goes first to the Department Lead and the School Director of PGR Education for approval before the outcome is processed

If the outcome is

- 'Upgraded', the Doctoral School processes the form
- 'Unsuccessful at 1st attempt' or 'MPhil only', the form goes first to the Department Lead and the School Director of PGR Education for approval before the outcome is processed

If the student is not copied into the email sent to the Doctoral School with the completed form, the Doctoral School sends the student a copy of the form. If the outcome was 'Unsatisfactory progress', a new review should take place in another 2 months

The Doctoral School sends the student (cc supervisor) written notification of the outcome. If the 1st attempt has been unsuccessful, they are given the deadline for the 2nd attempt at upgrade.

If the paperwork is not submitted to the Doctoral School within 1 month of the review / upgrade deadline, the Doctoral School will send a reminder email to the supervisor. If it is still not received within 2 months, a 2nd chasing email will be sent. If it still has not been received within 3 months, the matter will be escalated to the Department Lead (cc Director of PGR Education)

The Doctoral School sends the Department Leads and the School Director of PGR Education a termly overview of Annual Review and Upgrade outcomes for the RSOC. The annual review / upgrade paperwork can be viewed on the student's electronic file on the S: drive

Please note that this is the standard Annual Review / Upgrade process. For any department variations, please refer to the student Annual Review and Upgrade webpages: <https://intranet.royalholloway.ac.uk/doctorsal-school/pgr-student-lifecycle/annual-review-and-upgrade/annual-review-and-upgrade.aspx>