**PGR SUPERVISOR: PGR CONCERN REVIEW FORM**

Further guidance on completing this form is available online: [http://www.keele.ac.uk/research/currentpgrstudents/pgrguidanceandforms](https://www.keele.ac.uk/research/currentpgrstudents/pgrguidanceandforms/).

This form is designed for you to use in cases where you wish to raise concerns about your student and/or their postgraduate research (PGR) experience.

You should complete and submit this form to the **PG/PGR Director of your Faculty**, who will review your concerns and proposed resolution. In some instances, the concerns you report are those that remain unresolved following a discussion with an appropriate member of staff’s initial consideration of the situation (e.g. your line manager, another member of your student’s supervisory team). In others, your completion of this form will be the first time you have raised a concern with your student’s PGR experience. Section B below allows you to provide the context to your concerns, including previous attempts to address the matter.

In line with the Code of Practice on Postgraduate Research Degrees (Section 7.8), the PG/PGR Director must ensure that, if you propose a change of Lead Supervisor as an outcome, this request is:

* By the mutual agreement of the student and the University;
* Compliant with the requirements of any sponsors;
* Compliant with University equality and diversity policies.

**Part One: Supervisor’s Case**

**To be completed by the Lead Supervisor**:

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| **Section A: Student Details** |
| Name of student: |       | Student No. |       |
| Research Home: | ISTM [ ]  PCHS [ ]  IACS [ ]  HUMSS [ ]  NATSCI [ ]  |
| Lead supervisor: |       |
| Degree registered for: |       | MoA: | FT [ ]  PT [ ]   |
| Start date: |       | End date: |       |

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| **Section B: Scholarship and Funding**  |
| What is your student’s source of financial support for their registration period?*Please note that a request to change Lead Supervisor must be consistent with the requirements of any sponsors. Your student must update their sponsor if there is any change to their supervision arrangements.*  |       |

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| **Section C: Details of Concerns**  |
| Please use the box below to set out clearly the concern(s) you have with your student and/or your student’s PGR experience.Your description should include the following:* The nature of your concern(s) and the impact on your student’s studies, the impact on yourself, and/or the impact on others;
* If you have raised your concern(s) before with an appropriate member of staff, what the outcome has been so far;
* If you have raised your concern(s) before with an appropriate member of staff, why you feel that the situation remains unresolved.
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| **Section D: Proposed Solution to Concerns** |
| Please use the box below to set out clearly how you would like your concern(s) to be resolved. |
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| **Section E: Supporting Documentation** |
| Please use the box below to list any documentation you are submitting to aid the full consideration of your form. Documentation you might wish to attach includes:* Evidence which supports the concern(s) you have raised;
* If you have raised your concern(s) before with an appropriate member of staff, evidence which demonstrates any previous attempts to resolve the concern(s) (e.g. email correspondence, meeting notes).
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| Documentation submitted with form:       |

The fully completed form should be submitted to the PG/PGR Director in your Faculty.[[1]](#footnote-1)

**Part Two: Faculty’s/Research Institute’s Report**

**(To be completed by the PG/PGR Director[[2]](#footnote-2))**

This report template is designed to help you respond to the concern(s) which a research degree supervisor in your Faculty has raised in relation to their student and/or their student’s PGR experience.

You should use Sections A-C below to detail (i) the action you have taken to response to the supervisor’s concern(s), (ii) any evidence considered as part of the investigation into the supervisor’s concern(s), and (iii) the decision the Faculty has taken following the investigation into the supervisor’s concerns.

The report should be considered at your Faculty PGR Committee and receive approval from the Committee before being shared with the supervisor.

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| **Section A: Action Taken in Response to Student’s Concerns** |
| Please use the box below to set out the action you taken in response to the concerns which the supervisor has raised. |
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| **Section B: Evidence Considered** |
| Please use the box below to list the evidence you considered in response to the supervisor’s case.If the evidence includes a statement from the student and/or other members of the supervisory team, please reproduce it below. |
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| **Section C: Decision** |
| Please use the box to set out the decision made in response to the supervisor’s case. |
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| **Section D: FRO/RI Postgraduate Research Committee Approval** |
| The FRO/RI Postgraduate Research Committee has approved the report: [ ]  The report has been shared with the supervisor: [ ]   |
| PG/PGR Director’s Signature: |       |
| Print Name: |       |

1. If you are the PG/PGR Director, you should email this report to the Director of Research in your Faculty. [↑](#footnote-ref-1)
2. If you are the student’s Lead Supervisor (i.e. the member of academic staff who has raised the concern(s)) and are also the PG/PGR Director for your Faculty/RI, this report should be completed by the Director of Research in the Faculty. [↑](#footnote-ref-2)