**PGR STUDENT: PROGRESS REVIEW 1 REPORT FORM**

**(DOCTORAL PROGRESSION)**

Further guidance on the Progress Review process is available online: https://www.keele.ac.uk/study/postgraduateresearch/kda/researchstudents/pgrguidanceandforms/.

NB: Sections marked with \* do not need to be completed by professional doctorate students.

**To be completed by the student:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section A: Student Details** | | | | | |
| Name of student: |  | Student No. | |  | |
| Research home: | FMHS / HUMSS / NATSCI | | | | |
| Lead supervisor: |  | | | | |
| Degree registered for: |  | Current MoA: | FT / PT | | |
| Start date: |  | End date: |  | | |
| Source of funding: |  | | | | |
| Do you have a Learning Support Plan in place? | | | | | YES / NO |
| If so, do you require any reasonable adjustments to be implemented during your studies as a result of a disability or dyslexia? | | | | | YES / NO |

**To be completed by the student:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section B: Student Research Degree Declaration** | | | |
| At this stage of your programme, do you wish voluntarily to alter your student status? | | YES / NO | |
| If yes, please indicate which change of status you wish to make: | | Doctoral degree to MPhil/MRes equivalent  MPhil/MRes equivalent to doctoral degree  *To request a change of status voluntarily, please complete the Change of Status Application Form located within* [*PGR Guidance and Forms*](https://www.keele.ac.uk/study/postgraduateresearch/kda/researchstudents/pgrguidanceandforms/) | |
| Would you like to be placed on a list of PGRs interested in Teaching/Demonstrating? | | YES / NO  *Individuals are required to register for* [*ITAD training*](https://www.keele.ac.uk/kiite/workingwithstaff/researcherdevelopment/pgrsthatteach/) *prior to the commencement of duties and to complete any other relevant training as required.* | |
| Student’s signature |  | Date: |  |

**To be completed by the Independent Review Panel Chair:**

|  |  |
| --- | --- |
| **Section C: Details of Independent Panel Review** | |
| Broad subject of student’s research project: |  |
| Date of Review: |  |
| Did this review take place on time?  Refer to research degree milestone timelines [here](https://www.keele.ac.uk/study/postgraduateresearch/kda/researchstudents/pgrguidanceandforms/#pgr-milestones-(phd,-mphil-and-professional-doctorate)).  *If ‘No’, please provide an explanation in Section D.* | YES / NO |
| Members of the Independent Review Panel: |  |

**To be completed by the Independent Review Panel Chair:**

|  |  |  |
| --- | --- | --- |
| **Section C: Criteria for Satisfactory Progression**  **Please indicate whether the student has met each criterion for progression (Yes/No) and add any comments as required. Please explain any issues identified in the report.** | | |
| **Criteria** | **Y/N** | **Comments** |
| **Research Planning and Skills** | | |
| Student has completed literature review  (or equivalent requirements for Humanities subjects, e.g. annotated bibliography, short statement on how thesis fits into current state of scholarship) |  |  |
| Student has demonstrated understanding of the context for the proposed research |  |  |
| Student has identified a clear research question and/or topic |  |  |
| Student has in place a clear research plan |  |  |
| Student has knowledge of methodologies appropriate for the research area |  |  |
| Student has demonstrated ability to work to realistic deadlines for the production of work |  |  |
| **Research and Personal Development Skills Training** | | |
| Student has an up-to-date Personal Development and Learning Plan (PDLP)\* |  |  |
| Student has undertaken sufficient research/personal development skills training[[1]](#footnote-1)\* |  |  |
| Student has identified research/personal development needs to be addressed over the next year of study |  |  |
| FRO satisfied that student able to fulfil core research training requirements for thesis submission  *See the* [*Code of Practice on Postgraduate Research Degrees*](https://www.keele.ac.uk/media/keeleuniversity/sas/qa/currentpgrstudents/pgrcodeofpractice/December%202020%20CoP%20on%20Postgraduate%20Research%20Degrees.pdf)*.* |  |  |
| **Ethical Review Approval** | | |
| Has the project received approval from one of the University’s Ethical Review panels (or a recognised external committee, e.g. an NHS-REC)[[2]](#footnote-2)\* | Yes Attach copy of approval letter  **OR**  No Provide a brief explanation below about (i) why approval is not required, or (ii) why approval is not yet in place and what plans are in place for obtaining it: | |

**To be completed by the Independent Review Panel:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section D: Report and Recommended Outcome** | | | |
| Please present a brief case supporting the recommendation made below, which should:   * Outline the reasons for the recommendation * Highlight areas of concern * Detail how areas of concern will be addressed | | | |
| The above-named student has undertaken Progression Review 1 to assess whether they can progress with their doctoral studies in accordance with the [Code of Practice on Postgraduate Research Degrees](https://www.keele.ac.uk/media/keeleuniversity/sas/qa/currentpgrstudents/pgrcodeofpractice/December%202020%20CoP%20on%20Postgraduate%20Research%20Degrees.pdf). The recommendation of the Independent Review Panel is as follows:  The student is suitable for doctoral study and may continue with their existing registration or, in the case of a student registered for an MPhil/MRes equivalent degree, be permitted to transfer to registration for a doctoral degree  **OR**  The student is not yet suitable for progression and, following review, has been given a programme of work to complete over a period not exceeding 2 months (full-time) or 4 months (part-time), after which period the Panel will re-assess the student and confirm the final outcome  **OR**  The student is not suitable for doctoral study, but is suitable for a Research Masters level study and should now prepare a thesis for submission for a Research Masters degree | | | |
| Chair’s signature: |  | Date: |  |
| First panel member’s signature: |  | Date: |  |
| Second panel member’s signature: |  | Date: |  |
| Third panel member’s signature: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section E: FRO Postgraduate Research Committee Approval** | | | |
| **PROGRESSION REVIEW 1: RECOMMENDED OUTCOME**  The FRO Postgraduate Research Committee has approved the outcome recommended on this form YES / NO  The report has been shared with the student YES / NO | | | |
| PGR Director’s Signature: |  | Date: |  |
| Print Name: |  | | |

The fully completed form should be submitted to the PGR Administrator of the Faculty Research Office. It will then be referred to the PGR Student Records and Examinations Officer (email to: [studentrecords@keele.ac.uk](mailto:studentrecords@keele.ac.uk)) for action and reporting to the Research Degrees Committee.

1. The Panel should base their assessment of this criterion on the student’s plans for the following year of study and the University’s overall requirement of 200 hours of the course of the research degree. [↑](#footnote-ref-1)
2. All research involving human participants, their tissues, or personal information must be approved by a recognised research ethics committee before the research can commence. This includes social science research (e.g. fieldwork-based, interview and questionnaire studies). For more information about how to obtain the appropriate ethical approval for your research please access: <https://www.keele.ac.uk/research/raise/governanceintegrityandethics/researchethics/> [↑](#footnote-ref-2)