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| CRITERIA FOR PROGRESS IN POSTGRADUATE RESEARCH STUDENTS | |
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# Introduction

* 1. In order to qualify for a research degree students have to fulfil certain quality criteria (see Standards and Criteria for Research Degrees). The present document sets out the equally important criteria for the progress of research students, especially as these are gauged in the regular monitoring process. These criteria take account of the different ways of measuring student progress in the different disciplines of the sciences, the social sciences, and the arts/humanities. The following stages are presented with an ideal timetable; although there may be legitimate reasons for deviating from it, the normal expectation is that the full-time student will adhere to the timetable in order to finish in three years three months, and the part-time student to finish in five years six months, and any deviations need to be justified as a part of the monitoring process.

# Stage 1

(8-12 months FT; 15-24 months PT)

* 1. The supervisor will have outlined the requirements of PhD study and the expectations of the student, the duties of the supervisor, and the responsibility of the University; most of these will normally have been covered in the first meeting of the supervisor with the student (see Postgraduate Research Students: Code of Practice and the relevant sections of the Reference Handbook for Research Supervisors).
  2. The student and supervisor will have agreed on the research topic and also on a research plan that will enable the student to finish in three years (FT) or five years (PT).
  3. The student, with the assistance of the supervisor, will have developed a PDP and have worked out a programme of research training to meet the needs and expectations of the PDP, which will be filed with the Doctoral College.
  4. The student will have completed a substantial portion of the agreed training, especially those parts regarded as most important to undertake early in the programme.
  5. The student will have made progress in the literature search.
  6. Where appropriate, the student should have developed a plan for data collection (fieldwork, lab work, etc.) and begun the process.
  7. The student will have submitted written work to the supervisor and have received comments on and/or an evaluation of it.

# Stage 2

(8-10 months FT; 16-20 months PT)

* 1. It is an essential part of the PhD process to ensure that students are working at a level consistent with PhD standards and criteria and this is therefore listed as a stage in its own right.
  2. This stage is the first Annual Monitoring Procedure to ensure candidates are working at a level consistent with PhD standards and criteria. The normal requirements (as set out by the Doctoral College on the Annual Progress Report form and guidance notes) are an interview of the student by a panel composed of at least one of the two supervisors and a Chair, who is not one of the supervisors, which shall consider the following:

1. An overall summary of the research and theme(s)/questions to be addressed,
2. The organisation of the thesis and the chapter headings,
3. A statement of progress to date,
4. A schedule and plan for further research,
5. A literature review,
6. A draft chapter or evidence of substantive critical writing (such as an introduction to the research problem or a discussion of methodology).
   1. The Annual Monitoring Procedure requires the panel to determine that the student is working at PhD level, according to the criteria laid out in Standards and Criteria for Research Degrees. A candidate whose progress assessment is not approved is entitled to continue with a Master’s degree unless progress is deemed unsatisfactory in accordance with the procedure governing termination of programme. Another opportunity for assessment, on one occasion only, may be provided within 3 months.

# Stage 3

(12-24 months FT; 20-40 months PT)

* 1. Research training should have been completed, with the exception of modules specifically designed for the experienced student (e.g., The Modern Researcher 2 & 3).
  2. The core literature search should normally have been completed.
  3. Data collection should normally have been completed or at least substantial progress made on the task.
  4. The student should have agreed an outline of the thesis contents with the supervisor.
  5. Written work of substantial quality and quantity should have been submitted to and approved by the supervisor.

# Stage 4

(24-36 months FT; 40-60 months PT)

* 1. All research training should have been completed.
  2. A complete draft of the thesis should have been completed and received comment from the supervisor.

# Stage 5

(36-39 months FT; 60-66 months PT)

* 1. Final revisions should have been made on the thesis.
  2. Final secondary literature should have been taken account of.
  3. Completed thesis should have been filed.
  4. The student should have given notice of submission three months before the actual submission.

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