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**Annual Progress Review for Postgraduate Researchers**

The University’s *Code of Practice on the Supervision and Monitoring Progress of Postgraduate Researchers* requires that the progress of PGRs is formally reviewed at least once a year (or equivalent for part-time). The GRS3 form is used for this purpose. Following completion of Parts A and B of the form, you will meet with your supervisory team for a **Progress Review Meeting**. The issues discussed at this meeting are recorded in Part C, along with the lead supervisor’s progress recommendation. The form then goes to a **Progress Review Panel**, which considers your progress and endorses or amends the lead supervisor’s recommendation in Part D. Finally, you are asked to acknowledge your progress recommendation in Part E.

Note that your completed GRS3 will be seen by your supervisory team, by members of the Progress Review Panel, and by PGR administrative staff. The form is not intended for urgent referrals or the sharing of sensitive information.

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| **Part A: to be completed by the PGR** |
| **Name of PGR:** | **ID:** |
| **Lead supervisor:****Co-supervisor(s):****Mentor:** |
| **Degree for which registered:** |
| **Mode of study: full-time / part-time campus-based / split location / distance learning** |
| **Start date for this degree:** | **End of minimum registration:****End of maximum registration:** |
| **Provisional thesis title:** |
| **Date of Progress Review Meeting:** |
| **(1) Please provide a summary of the work you have completed this year. Comment on the progress you have made against your targets for the year. Include details of any problems encountered and actions taken to mitigate them.** *(Up to 750 words)* |
| **(2) Please give an outline of your planned work for the next academic year and a timetable for completion of your thesis.** |
| **(3) Please give details of research or transferable skills training you have undertaken this year.** |
| **(4) Please give details of research or transferable skills training you plan to undertake next year.****Are there financial costs to any future training you have planned? Yes** [ ]  **No** [ ] **If yes, please indicate how these costs will be met.** |
| **(5) Has your research project received ethics approval?**  **Yes** [ ]  **Please give your ethics approval reference number here:** **No** [ ]  **Please indicate when you will apply for ethics approval:** |
| **(6) Have you completed a risk assessment for your research project?**  **Yes** [ ]  **If you identified any risks as more than trivial, please attach a copy of your completed risk** **assessment to this form.** **No** [ ]  **Please indicate when you will complete your risk assessment:** |
| **(7) Have you completed a data management plan (DMP) for your project?** **Yes** [ ]  **Please attach a copy of your DMP to this form.** **No** [ ]  **Please indicate when you will complete your DMP, or explain why a DMP is not necessary:** |
| **(8) Please comment on your plans to disseminate your research findings and on the intended impact of your research, both within and beyond the academic community.** *(Up to 250 words)* |
| **(9) Please provide a summary of your participation in research meetings, seminars and conferences this year, both at the University of Birmingham and beyond. To what extent do you feel integrated into your research community? Are there forms of support that would enable you to participate more actively?** *(Up to 250 words)* |
| **(10) If you are following a research degree programme with a taught component (for example, a professional doctorate or a research masters), please list any modules you have completed this year, along with the grades awarded (if available):****Please list any modules you plan to complete next year:** |
| **(11)  If you have a Reasonable Adjustment Plan (RAP), does it reflect your current needs and circumstances?****Yes** [ ] **No** [ ] **Please contact the Student Disability Service (****disability@contacts.bham.ac.uk****) to arrange a review.** |
| **Signature:** | **Date:** |

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| **Part B: to be completed by the lead supervisor before the Progress Review Meeting** |
| **(11) Please comment on the PGR’s assessment of their progress, work plan for next year and timeline for completion. Is the PGR on track to submit within the maximum registration period?** |
| **(12) Please comment on any research or transferable skills training undertaken this year or planned for next year.** |
| **(13) Please confirm that the PGR has:** **applied for ethical approval Yes** [ ]  **No** [ ]  **carried out a risk assessment Yes** [ ]  **No** [ ]  **completed a data management plan Yes** [ ]  **No** [ ] **If you have answered no to any of these questions, please explain why not:** |
| **(14) Have you completed the formative plagiarism process with the PGR (i.e. asked the PGR to submit a piece of writing through Turnitin and discussed with them the resulting Turnitin report)?** **Yes** [ ]  **No** [ ] **If no, please indicate when you plan to do this:** |
| **(15) Please rate the PGR’s progress this year:**[ ]  **Excellent** [ ]  **Satisfactory** [ ]  **Requires improvement** [ ]  **Cause for concern****If you have selected ‘requires improvement’ or ‘cause for concern’, please indicate what steps the PGR will need to take to ensure a satisfactory outcome.** |

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| **Part C: to be completed by the lead supervisor at the Progress Review Meeting** |
| **(16) Please summarise the issues discussed at the Progress Review Meeting.** |
| **(17) Please make a progress recommendation from the following options:**[ ]  **Progress is satisfactory** – the PGR may continue with their studies in **normal registration**, paying  tuition fees. (If continuing in normal registration requires an extension to the minimum registration period, the fee implications should be discussed at the Progress Review Meeting.)[ ]  **Progress is satisfactory** – the PGR, having completed the minimum period of study and the primary  research activity, may proceed to (or continue in) **thesis awaited status**, paying the continuation fee.[ ]  **Progress is unsatisfactory** – a **work plan of supportive or corrective action** should be agreed and a date for further review of progress set. (Please attach a copy of the agreed work plan to this form.)[ ]  **Transfer** – to a masters programme from a doctoral programme.[ ]  **Transfer** – to a doctoral programme from a masters programme.[ ]  **Withdraw** |
| **Lead supervisor’s signature:** **Second supervisor’s signature:**  | **Date:****Date:** |
| Please now submit this form to the School PGR Administrative Office. Checklist of attachments:[ ]  Completed risk assessment (where risks have been identified as more than trivial)[ ]  Data management plan (if necessary)[ ]  Work plan of supportive or corrective action (if progress is judged to be unsatisfactory) |

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| **Part D: to be completed by the chair of the Progress Review Panel** |
| **(18) Please summarise the issues raised by the Progress Review Panel, if any.** |
| **(19) Please confirm the Panel’s progress recommendation.**[ ]  **The Panel endorses the recommendation made by the lead supervisor.**[ ]  **The Panel amends the recommendation made by the lead supervisor as follows:** |
| **Name:** | **Signature:** | **Date:** |

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| **Part E: to be completed by the PGR** |
| **I confirm that I have read the comments of my lead supervisor and the chair of the Progress Review Panel and I understand the progress recommendation.** |
| **Signature:** | **Date:** |