

Appendix 6: The Progression Stage Process

There are two stages in the process:

- a) completion of the 'Annual Review & Progression' form and associated evidence
- b) an oral presentation and review meeting with 2 independent assessors

Completion of the 'Annual Review & Progression' form

The form should include the following information:

- the progress made against the proposed thesis structure.
- a statement of the hypothesis and/or research question(s), including the potential to make an original contribution to knowledge and understanding in the field.
- an outline of the academic and intellectual context in which the hypothesis is located.
- a description of the methodology employed.
- a statement of ethical concerns presented by the research and how these have been or will be addressed.
- a comprehensive bibliography
- a statement outlining how the research will meet the learning outcomes for the award.
- a detailed timetable of work and an indicative timetable and objectives for the remainder of the programme.

The evidence provided (or cited) in support of the application will include:

- examples of written work such as draft chapters, essays, literature reviews or conference papers to demonstrate the ability to work at the appropriate level.
- evidence of successful delivery of presentations, externally or internally, for example to specialist and non-specialist audiences.
- engagement with the University's researcher development programme and the opportunities provided through personal development planning.

Oral Presentation & Review Meeting

Students will make a 10-minute presentation of their work in progress to the independent assessors. The style of presentation is at the student's discretion. The presentation should cover the following:

- a) a brief summary of the student's achievements in their research to date.
- b) the plan for the research, together with a timescale for achieving their doctorate.
- c) a justification that the research is at doctoral level.

The panel members will then put any questions that they have to the student.

The student's performance in the oral presentation, and the subsequent question and answer session, will form part of the overall consideration of the application by the panel.

Assessment of Progression

The Annual Review & Progression is conducted by two independent assessors. At least one of the assessors shall have knowledge in the subject area. Assessors will normally have experience of supervising at doctoral level. A student's progression stage assessors must not be nominated as their internal examiner.

The independent assessors will consider the evidence and assess whether:

- a) the research is developing towards meeting the learning outcomes for the award.
- b) has identified the context of the research and how it relates to other work in the subject or discipline.
- c) is demonstrating independent critical thinking.
- d) is demonstrating that the research will lead to a significant and original contribution to knowledge in the subject or discipline.
- e) is acquiring appropriate research skills and techniques.
- f) has provided a realistic programme of future activities.

The independent assessors provide evaluative comments and a recommendation as to the outcome of the APR, which is then considered by the appropriate RSB.

Where the independent assessors highlight concerns or criticisms, these must be addressed by the student and their supervisors prior to recommendations being forwarded to the RSB.

The student will be informed of the recommendation of their RSB along with any feedback. The recommendations of the RSB are approved by RASC and recorded on the student's eVision record.