

Guidance on Completing UPR8B Form

It is the intention that this form is completed electronically. The form has been protected so that only the grey boxes can be completed.

Section	Field	Action
Postgraduate Research Student (PGRS) Information	Student ID	Enter 6 digit student ID number
	Student Name	Enter student name
	Department	Enter student department/school/subject group
	Student Stage/Number of Years	Enter student's year of study
	First Supervisor	Enter name of First Supervisor
	Second Supervisor	Enter name of second supervisor
	Third Supervisor	Enter name of third supervisor, if relevant
	Intake/Year	Enter student's month and year of entry (e.g. Feb 2011)
Study Mode and Route	Part-time Full-time	Select current mode of study
	MPhil PhD Integrated Doctorate MD Professional Doctorate	Select current programme
Proposed Title of Thesis		Enter current working title
Annual Progress Review – Supervisor Report 1)	Has the PGRS met their expected level of attendance?	Select appropriate numbered box to reflect level of satisfaction with PGRS attendance. The expected level of attendance should have been agreed at a previous supervisory meeting (see Supervisor Handbook ¹ for a suggested model)
2)	What has been their level of commitment over the last year?	Select appropriate numbered box to reflect level of satisfaction with PGRS commitment. The expected level of commitment should have been agreed at a previous supervisory meeting
3)	Has their progress been satisfactory during the last year?	Select appropriate numbered box to reflect level of satisfaction with PGRS progress. Aims and objectives for the year should have been agreed at a previous supervisory meeting
4)	<ul style="list-style-type: none"> As a Supervisory Team, have you had regular satisfactory contact with the PGRS? In the past 12 months the number of formal meetings with the PGRS and First Supervisor In the past 12 months the number of formal meeting with the PGRS and other members 	<ul style="list-style-type: none"> Select whether or not contact with the student has been satisfactory. Enter number of meetings. See note on UPR8B form for clarification of 'formal meeting' Enter number of meetings. See note on UPR8B form for clarification of 'formal meeting'

¹ Supervisor Handbook available at:

<http://www.port.ac.uk/accesstoinformation/policies/academicregistry/downloads/filetodownload,82869,en.pdf>

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	<p>of the supervisory team</p> <ul style="list-style-type: none"> In the past 12 months the number of formal meetings with the PGRS and all of the supervisory team together Has an email or SkillsForge record of every formal meeting been made and confirmed by you as accurate? If not why not? Format of record: Email, SkillsForge, Other 	<ul style="list-style-type: none"> Enter number of meetings. See note on UPR8B form for clarification of 'formal meeting' Select whether or not a confirmed record has been kept. Give reasons if records have not been kept. Select method of record.
5)	<ul style="list-style-type: none"> Have you discussed Research Training needs with the PGRS? Do you feel their research training needs have been met this year? Have you discussed and agreed the Research Training for the next year? Have you discussed the PGRS' future career and employability and the resources available to them? 	<ul style="list-style-type: none"> Select whether or not training needs have been discussed Select whether or not training needs have been met Select whether or not training needs for next year have been agreed Select whether or not career/employability has been discussed
6)	<ul style="list-style-type: none"> Are there any problems or issues regarding facilities or resources? If yes, please provide details 	<ul style="list-style-type: none"> Select whether or not there are any problems or issues Provide details of any problems or issues
7)	<ul style="list-style-type: none"> Is the PGRS' level of written communication skills satisfactory for writing a thesis? Is the PGRS' level of oral communication skills satisfactory for defending the thesis at a <i>viva voce</i>? 	<ul style="list-style-type: none"> Select appropriate numbered box to reflect level of satisfaction with PGRS written communication skills. Select appropriate numbered box to reflect level of satisfaction with PGRS oral communication skills
8)	<ul style="list-style-type: none"> A copy of the last year's relevant Progress/Decision report will be made available to the panel (where available). Are there any outstanding objectives or recommendations? If yes, why? 	<ul style="list-style-type: none"> Select whether or not there are any outstanding objectives or recommendations? Provide reasons for any outstanding objectives or recommendations
9)	Have objectives and priority tasks for the year ahead been agreed with the PGRS?	Select whether or not objectives and priority tasks have been agreed. This should be at a prior formal supervisory meeting.
10)	In your view is the PGRS' progress satisfactory?	Select whether or not student progress is satisfactory. Provide reasons for an answer of 'No' in section 12
11)	In your view should they be permitted to progress to the next	Select one of the options: Yes, Yes with concerns or No. Provide reasons for an answer of 'No' or 'Yes with

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	year?	concerns' in section 12
12)	Briefly comment on the PGRS' progress to date, include any feedback, comments or concerns	Provide any additional comments on student progress
13)	Are you aware of any personal or extenuating circumstances that have impacted the PGRS' studies during the last year? If so, please provide details and indicate any action taken	Without breaking confidentiality, provide brief details of any circumstances that have impacted the student's studies and note any action taken (e.g., interruption, referral to Additional Support and Disability Advice Centre (ASDAC))
14)	<ul style="list-style-type: none"> Expected thesis submission date If thesis deadline is in the next year, have the examiners been considered? 	<ul style="list-style-type: none"> Enter date by which the student is expecting to submit their thesis (may be prior to the official deadline date) Select whether or not examiners have been considered
Signatures	<ul style="list-style-type: none"> Signed (First Supervisor) and Date Signed (Second Supervisor) and Date Additional comments from second supervisor Signed (Third Supervisor) and Date Additional comments from third supervisor 	<ul style="list-style-type: none"> See screen shots below for how to insert signatures. Insert date of completion of form. See screen shots below for how to insert signatures. Insert date of completion of form. Add any additional comments from the second supervisor. See screen shots below for how to insert signatures. Insert date of completion of form. Add any additional comments from the third supervisor.

NB: Mac users will be unable to insert a signature in this way so email confirmation of content to annualreview@port.ac.uk will be required.

Left click on picture icon.

Signed* (First Supervisor) Date:

Signed* (Second Supervisor) Date:

Additional comments from second supervisor:

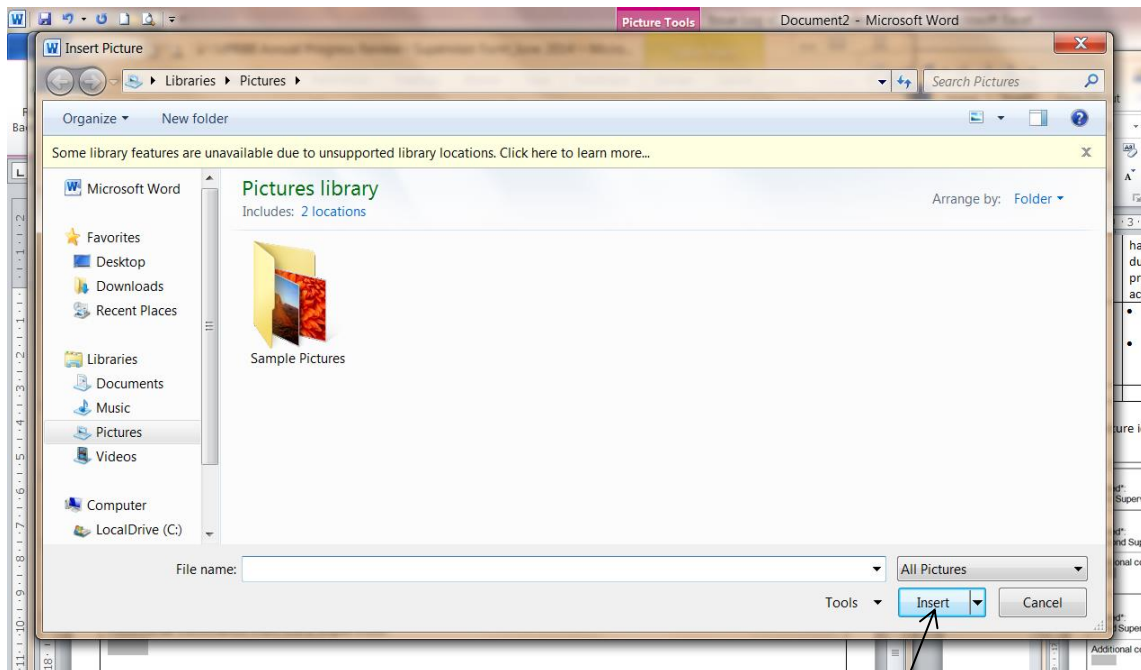
Signed* (Third Supervisor) Date:

Additional comments from third supervisor:

* All supervisors must see and acknowledge this UPR8B Form. This can be done either by signing the form (inserted (scanned) electronic signature at picture icon(s)) or forwarding an email to annualreview@port.ac.uk to confirm.

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An Insert Picture pop-up box should then appear.



Select electronic signature from where you have it saved and click Insert.

Signature should then be inserted in the box.

A screenshot of the UPR8B Form. The form has a table with three rows for supervisor signatures. The first row is for the 'First Supervisor' and has a signature inserted into the 'Signed*' field and an empty 'Date' field. The second row is for the 'Second Supervisor' and has an empty 'Signed*' field and an empty 'Date' field. The third row is for the 'Third Supervisor' and has an empty 'Signed*' field and an empty 'Date' field. Below the table is a note: '* All supervisors must see and acknowledge this UPR8B Form. This can be done either by signing the form (inserted (scanned) electronic signature at picture icon(s)) or forwarding an email to annualreview@port.ac.uk to confirm.'

Repeat as necessary for other supervisors.

If an electronic signature is not available, the signatory can email annualreview@port.ac.uk to confirm that they have seen and agree to the content of the completed form.

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