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| **FORM UPR13**Major Review – Decision Report | http://www.port.ac.uk/departments/services/marketingandcommunications/corporateidentity/logo/filetodownload,199986,en.jpg |
| **Postgraduate Research Student (PGRS) Information** | **Student ID:** |       |
| **PGRS Name:** |       |
| **Department:** |       | **First Supervisor:** |       |
| **FRDC Assessor:** (panel chair) |       | **First Supervisor Assessor:** |       |
| **Date of Review Meeting:** |       |
| Guidance Notes:* Please emphasise at the outset that the review is intended to be a constructive process.
* If the discussion reveals (or confirms) a major problem, try to use the meeting to devise a plan for addressing it, rather than attempting to solve the problem at the meeting itself.
* The duration of the meeting should be between 30 and 60 minutes, and no longer than 2 hours.
* Please answer the standard questions listed below and add any additional comments you wish to make in the space provided.

After your Review Meeting with the candidate, please return the form to majorreview@port.ac.uk. It will be forwarded to the PGRS and their First Supervisor for information. |

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| **Documents:**Has the candidate submitted the following documents which satisfactorily support the application? |
| A short review and discussion of the work already completed, the methods used and the results obtained, together with a review of previous work by others in the area of study (literature review)? | YES NO  | [ ] [ ]  |
| A statement of the research training completed? | YES NO  | [ ] [ ]  |
| A timetable of the remaining work? | YES NO  | [ ] [ ]  |
| A statement identifying the original contribution to knowledge which the final stage to PhD (or MD) will make? | YES NO  | [ ] [ ]  |

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| **Record of the Meeting:** |
| **Part A. Discussion of Submitted Written Work** |
| 1 | Offer the PGRS an opportunity to make a brief presentation. If there is a presentation, make brief comments on it:      |
| 2 | Are there any current concerns about the content or methodology of the submitted work?      |
| **Part B. Discussion of General Progress and Planned Work**  |
| 1 | How does the PGRS rate her/his own progress? What is the panel’s view?       |
| 2 | Does the PGRS have a clear and reasonable plan of work for the period up to the next Annual Review? Does the panel foresee any problems?      |
| 3 | Is the PGRS’ level of English sufficient for writing a thesis and defending it at a viva voce? As necessary, please advise the PGRS to seek available support from EAP/ASK/GSDP, or include specific requirements in report of further work required (if applicable to Recommendation below)      |
| 4 | In the supervisors' view, and in the PGRS’ own view, does the PGRS require any academic support that she/he is currently not receiving? (e.g. library resources, IT support, research method/skills training, research funds, conference participation, professional contacts)      |
| 5 | Is the student considering a Compilation Style thesis submission? | YES NO | [ ] [ ]  |
| **Additional Comments:**(Please continue on a separate sheet if necessary) |
|       |
| **Issues to be raised with Faculty Director of Postgraduate Research/Departmental Director of Postgraduate Research:** |
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| **Recommendation:**(Please indicate as appropriate) |
| **Confirm \*PhD / MD registration** (Please also tick if a PGRS has been assessed in order to upgrade from MPhil to PhD)\*delete as applicable | [ ]  |
| **Application insufficient. Final Review meeting required** (The PGRS will submit further work as specified by the Panel within an agreed deadline prior to the Final Review Meeting. See below for Guidance) | [ ]  |
| The Panel should tell the PGRS what further work is required for re-submission and send a written copy to majorreview@port.ac.ukThe PGRS will receive written formal notification, with a copy of this form and the further work required, from Research Degrees Team and will be given **2 months** to prepare and submit the required work.The First Supervisor will arrange the date for the Final Review Meeting with the Assessors and the PGRS in due course. The First Supervisor will then inform the Research Degrees Team at majorreview@port.ac.uk. |

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| **Signatures:**\*All Reviewers must see and acknowledge this UPR13 Form. This can be done either by signing the form (inserted (scanned) electronic signature at picture icon(s)) or forwarding an email to majorreview@port.ac.uk to confirm. Any forms without all necessary signatures will be returned. |
| **FRDC Appointed Assessor:**(Panel Chair) |       | **Date:**       |
| **First Supervisor Appointed Assessor:** |       | **Date:**       |
| **First Supervisor:** |       | **Date:**       |
| **The next section only needs to be signed by the DDPGR and the Head of School/Department if the student is upgrading from MPhil to PhD. Otherwise please leave these boxes blank.** |
| **If the recommendation is for upgrade from MPhil to PhD:** |
| I confirm that the resources will be provided to conduct the research described. |
| **DDPGR:** |       | **Date:**       |
| **Head of School/Department:** |       | **Date:**       |

**Please return the completed form to** **majorreview@port.ac.uk****. It will be forwarded to the PGRS and their First Supervisor for information.**

**Further Information for Assessors:**

1. The Major Review Panel is made up of an independent assessor appointed by the Faculty Research Degrees Committee (who Chairs the panel), an assessor nominated by the First Supervisor and the First Supervisor (FS).
2. The First Supervisor will organise the meeting. All members of the Panel (both assessors and the FS) and the PGRS will be present at the meeting.
3. The Review Meeting is an opportunity for the PGRS to present their work so you may invite the PGRS to make a presentation. The Panel will offer feedback and advice.
4. At the end of the Review Meeting, you should hold a discussion without the PGRS present to make your decision, but please call the PGRS back and inform them of the result.
5. If you decide there are major problems and you require a Final Review Meeting to be held, please inform the PGRS of the decision and provide the following information as a separate attachment to this form:
* Details of any work to be submitted to the Panel
* The structure of the meeting (for example, if you want the PGRS to give a presentation)
1. Please ensure this form is completed and returned to the Research Degrees Team, Student Life, DSAA, at majorreview@port.ac.uk with details of the decision and the requirements for re-submission if a Final Review Meeting is required. The PGRS will be formally advised of the result of the Review Meeting and provided with a copy of this form.
2. When the date, time and venue for a Final Review Meeting have been agreed, please inform the Research Degrees Team. The PGRS will be notified of the meeting by the Research Degrees Team.

The Final Review Meeting will decide one of the following:

1. That the PGRS may continue their PhD or MD registration; or

 (ii) That the PGRS may change their MPhil registration to a PhD registration with any

 appropriate increase of the permitted registration period; or

 (iii) That further supporting evidence is necessary - in which case the recommendation

 must make clear

 a) what the nature of this evidence must be

 b) the deadline for its submission to the Academic Registrar

c) which member(s) of the panel will determine whether or not the further supporting evidence is sufficient; or

 (iv) That the PGRS must change their PhD registration to a MPhil registration with any

 appropriate decrease of the registration period; or

 (v) That the PGRS should continue their MPhil registration; or

 (vi) That the PGRS’ programme of research is discontinued forthwith. This decision

 does not prevent continuation or commencement of a programme of studies for a

 taught postgraduate award.