UNIVERSITY OF LEEDS

Leeds Doctoral College

Postgraduate Research Progress Support Process (PSP)

Contents

Document Version History

Author	Date	Version Number
Graduate Board Progression and Examination Group (Doctoral College Operations)	August 2022	1.0
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Principles underpinning the PGR Progress Support Process

The Code of Practice for Research Degree Candidatures sets down certain expectations for PGR attendance and engagement, formal progress review points and commitment to research activity. The responsibilities of the Supervisor and School in supporting PGR progression are also described. The University's approach to attendance and engagement monitoring for PGRs is set out in the PGR Attendance and Engagement Monitoring Policy.

The University recognises that some PGRs may be affected by circumstances which may impact or disrupt their studies. Graduate Schools and other student support and wellbeing services around the University can help support PGRs through a range of situations. Timely and appropriate support and intervention is crucial in supporting wellbeing, retention, and successful completion.

Where PGRs are not progressing or engaging as expected, timely and appropriate intervention is crucial. It is essential that problems are identified and responded to as quickly as possible. Any emerging issues impacting progress or engagement should be addressed at the time they arise, to embed support or actions needed before problems escalate. Delays can turn relatively simple problems into much more complex ones and can prevent PGRs from getting crucial and timely academic advice and support, and other professional, immigration or financial advice.

The Progress Support Process (PSP) provides a process for responding consistently to academic progression or engagement concerns. The PSP aims to provide a framework to hold discussions at an early stage to ensure that PGRs are informed of the risk to their academic progress, but with an emphasis on early, targeted support to help get back on track with the research and successfully complete. The PSP allows for a case conference-style approach to enable consideration of all necessary factors to be discussed and prioritised. In addition to academic progress and University regulations, these factors may include health considerations, personal/family considerations, immigration advice, compliance with Home Office regulations and financial considerations (including effects on any sponsorship).

Where academic engagement or progress concerns are judged to be sufficiently serious or prolonged, and/or there are concerns that the PGR may be at risk of not successfully completing their degree, the process can lead to a more formal review stage with the possibility of withdrawal or transfer to a lower degree. The PSP enables Schools to consider and embed opportunities for support and resolution before this stage is reached.

The PSP supersedes the former Unsatisfactory Academic Performance Procedure (UAPP) from 01 August 2022.

PGR Progress Support Process: Summary flow diagram

Concerns raised within the School regarding PGR attendance, engagement or progression.

Pre-PSP: Informal Resolution
Informal support/resolution before the Progress Support Process (page 6)

→ Progress satisfactory: End of Process

Stage A
PSP Support Meeting (Meeting 1) (Page 12)

→ Progress satisfactory: End of Process

Stage B
Period of additional academic and/or pastoral support (Page 15)
(For a full-time PGR maximum 3 months, for a part-time PGR maximum 5 months)

Stage B
End of support review and report by the Supervisors (Page 16)

Second period of additional academic and/or pastoral support
(normally no more than 1-2 months)

→ Progress satisfactory: End of Process

Stage C
PSP Review Meeting (Meeting 2) (Page 19)

Stage C
Period for PGR to complete work as outlined in action plan. (Page 19)
(For a full-time PGR 2-3 month, for a part-time PGR 3-5 months)

Stage C
Deferral of final decision
(For a full-time PGR maximum 3 months, for a part-time PGR maximum 5 months)

Stage C
PSP Final Review Meeting (Meeting 3) (Page 22)

→ Progress satisfactory: End of Process

Stage D
University Review Stage and the Appeals process (Page 26)

→ End of Process

Informal support/resolution before the Progress Support Process

Advice for PGRs

PGRs should refer to their Postgraduate Research pages of the For Students website for further advice.

Your supervisors play a crucial role in supporting you through your research degree, and will offer advice and guidance on your research and progress during your regular supervision meetings. As part of the normal supervisory process, your Supervisors will provide feedback on your work and progress, and will draw to your attention any concerns they have about your academic progress, as they arise, with appropriate academic support, milestones and clear expectations agreed as part of the supervisory meetings.

The University recognises that some PGRs may be affected by illness or other circumstances outside of their control, which may significantly affect their studies. If you are unable to study, or your progress is significantly disrupted, you should let your school know as soon as possible. You can do this by contacting your supervisors or Director of PGR Studies (DPGRS), or you may wish to discuss your circumstances with a member of staff in the Graduate School.

Where illness or other personal circumstances impact you, and where it is not feasible to manage the ongoing circumstances in conjunction with your studies, there are options to apply to take a temporary break. A period of temporary leave can be supported through a suspension of study or authorised absence. You can complete the authorised absence or suspension or extensions workflow in GRAD to request a break from your studies. It may also be possible to consider a change from full-time to part-time study. A summary of some of the options and avenues for support are set out in the Annex. Your Graduate School can advise you further. Independent advice can also be sought from the Leeds University Union Help and Support Team.

A wide range of avenues for academic, pastoral and specialist support are available. Graduate Schools and other specialist support and wellbeing services around the University (including Disability Services and the Counselling and Wellbeing Service) can help support PGRs through a range of situations. You can find out more information about the support and wellbeing services on the Postgraduates support and wellbeing page of the For Students website. You can find out more about Disability Services and how to register with Disability Services, who can advise further on support and reasonable adjustments to your study and assessments. The process for agreeing support and adjustments for a transfer or final viva is set out in the Reasonable Adjustments for PGRs policy.

The DPGRS and Graduate School will consider with you what action may be needed and will co-ordinate with colleagues from other Services to ensure the correct signposting and support is put in place. If concerns with your academic progress continue, this Progress Support Process may be instigated as a supportive measure, to help you to get back on track with your research.

Advice for Supervisors

As part of the normal supervisory process, supervisors will provide feedback to PGRs on their work and progress. A PGR can expect their supervisors to draw to their attention any problems with their academic progress, when/if they arise. Timely and constructive criticism is an essential part of the supervisory process. Steps should be taken to try and address any emerging issues with appropriate academic support, milestones, and clear expectations for improvement agreed between the Supervisors and the PGR as part of the supervisory meetings. These discussions should be documented in the GRAD meeting records[1]. The Supervisor may alert the Director of PGR Studies and Graduate School to any emerging issues at an early stage via the "concerns noted" feature in the GRAD meeting note function.[2]

If there is no improvement in academic progression (for example the quantity or quality of work/research/outputs as expected for the stage in the candidature) or attendance and engagement (for example for supervision meetings, training events, labs, seminars or other expected/required activities) and concerns have not been resolved through local Supervisory support, then the supervisors should bring the matter formally to the attention of the DPGRS[3].

Supervisors are encouraged to contact their DPGRS and Graduate School at an early stage for advice and support if a PGR is not making expected progress, or if they find a PGR is regularly cancelling meetings or not submitting work or discloses any underlying issues[4]. Supervisors must report to the DPGRS and Graduate School where there has been no contact or missed supervision meetings with individual PGRs for a month, or where there is a pattern of absences which is affecting the PGR's work or causing concerns for the PGR's wellbeing.

The DPGRS and the Graduate School have established relationships with other specialist support services across the University and a clear understanding of the processes which may need to be followed. They can follow-up with PGRs to discuss any concerns, consider avenues for support, and liaise and co-ordinate with colleagues from other Services to ensure the correct signposting and follow up support is put in place, which is supportive to the PGR and the supervisors.

If concerns with academic progress continue, the Director of PGR Studies will consider whether this Progress Support Process may be instigated. See section below.

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[1] It is possible for the Supervisor to create a meeting in GRAD and record their notes first.
[2] This will generate an email notification to the DPGRS and Graduate School
[3] If one of the members of the supervisory team is the DPGRS then the supervisor should draw the matter to the attention of the Head of School or Head of Graduate School.
[4] If the PGR has not provided their consent to disclose this information you may seek advice without revealing the PGR's identity.

The Supervisor must report to the DPGRS and Graduate School if there has been no contact or missed supervision meetings with a PGR for a month (unless absence has been authorised), or where there is a pattern of absences which is affecting the PGR's work or causing concerns for their wellbeing. The PGR should be invited to a Meeting under the Progress Support Process. Where a PGR does not respond to communications or engage with the PSP, the DPGRS should consider whether the presumed withdrawn process should be followed. Further advice on Presumed Withdrawn is set out in the Standard Operating Procedure for Attendance Monitoring. If a PGR responds and re-engages part way through they should be directed back into the PSP, to explore the reasons for absence and support or other actions that might be needed.

Advice for Directors of PGR Studies (DPGRS)

The DPGRS will consider whether (i) the concerns raised adversely impact on the PGR's ability to complete their degree successfully within the remaining period of study and (ii) there is evidence that the supervisors has previously drawn to the attention of the PGR concerns regarding their academic progress (e.g. comments in supervision meeting notes) or that the concerns have been raised as part of the first formal progress report or annual progress review and recorded in the report arising from the review.

The DPGRS will consider whether the concerns raised should be managed through the Progress Support Procedure (PSP) or whether it would be appropriate to handle matters through other avenues for support and resolution. Decisions will need to be taken on a case by case basis by the DPGRS, with advice and support from the Graduate School. A summary of the options and avenues for support is set out in the Annex. Information for staff on the range of support that can be accessed by PGRs, including Language Centre, Disability Services, and Counselling and Wellbeing is available on the Support Services page of the SES website.

Where illness or other personal circumstances impact a PGR, and where it is not feasible to manage the ongoing circumstances in conjunction with studies, the School should discuss with the PGR applying to take a temporary break from their studies. For PGRs a period of temporary leave can be supported through a suspension of study, authorised absence and/or annual leave. In many cases, suspensions and extensions, authorised absence or other changes to arrangements can be considered between the PGR, Graduate School and DPGRS without the need for instigation of the PSP.

Where there are concerns regarding a PGR's health but the PGR does not want to take a break from study the School should seek advice from the Duty Line and consider the Fitness to Study procedure

Where a PGR chooses to continue to study they should be reminded of the options for taking a break from their studies, encouraged to access the support available[5] to them and the expectations for engagement and progress should be agreed. Where concerns are prolonged or unresolved, and considered by the DPGRS to be of significant concern, or where circumstances mean that the PGR is at risk of not completing their degree within the remaining period of study and/or maximum periods permitted[6] the PSP may be instigated. This will enable the School to review progress with the PGR so that decisions can be taken holistically as part of a package of support.

The Supervisor must report to the DPGRS and Graduate School if there has been no contact or missed supervision meetings with a PGR for a month (unless absence has been authorised), or where there is a pattern of absences which is affecting the PGR's work or causing concerns for their wellbeing. The PGR should be invited to a Meeting

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[5] The Postgraduate support and wellbeing page of the For Students website outlines the range of support that can be accessed

[6] 24 months of suspension/extension for full-time PGRS. 36 months for part-time PGRs

under the Progress Support Process. Where a PGR does not respond to communications or engage with the PSP, the DPGRS should consider whether the presumed withdrawn process should be followed. Further advice on Presumed Withdrawn is set out in the Standard Operating Procedure for Attendance Monitoring. If a PGR responds and re-engages part way through they should be directed back into the PSP, to explore the reasons for absence and support or other actions that might be needed.

The Progress Support Process may be linked to a deadline for submission, with support targeted towards meeting that deadline. Where the PSP is linked to either the submission of the transfer report or final submission the School should ensure that they have outlined to the PGR the expectations and possible outcomes through the PSP, in particular where the deadline for submission is not met and the PGR is out of time for submission. For more information please see Where transfer or thesis submission deadlines fall within the PSP period.

Instigation of the Progress Support Process

The Progress Support Process will usually be instigated where a PGR has not met their responsibilities as set out in the [Code of Practice for Research Degree Candidatures](#) for academic progression or attendance/engagement, and informal avenues for resolution have not successfully addressed these concerns. Examples include concerns with:

- Providing evidence of satisfactory progress;
- Presenting written work to an adequate standard (this could include plagiarism in drafts or non-assessed work);
- Presenting work to an agreed timescale;
- Maintaining regular contact with their supervisors and attending supervision meetings;
- Making satisfactory progress with the agreed training plan;
- Where concerns are reported in one of the formal progress review points (First Formal Progress Report or Annual Progress Review);
- Where the Supervisor reports there has been no contact or missed supervision meetings with individual PGRs for a month (unless absence has been authorised), or where there is a pattern of absences which is affecting the PGR's work or causing concerns for the PGR's wellbeing;
- Resumed contact part way through the presumed withdrawn process and/or when contact is re-established after a period of unauthorised absence;
- Where concerns are noted from the regular Graduate School audit of the supervision meeting records, and where it is established that absence or low number of meeting records is indicative of a wider engagement/progress issue, (where these issues are due to PGR reduced engagement or attendance, rather than just poor record keeping);
- Repeated requests for extensions to the period of study or requests which are close to, or exceed, the maximum limits permitted under University regulations. This will enable the School to review requests and progress with the PGR so that decisions can be taken holistically as part of a package of support. It is recommended that where the School wishes to support repeated extensions, or periods of extension which will take the PGR beyond the normal limits, this would be linked to a period of additional academic/pastoral support under the PSP with support targeted towards meeting the extended deadline. Further guidance is provided in the [Annex to this document](#) and in the Suspensions and Extensions policy for postgraduate researchers.

The Progress Support Process may be instigated at any point in the candidature, including before the transfer assessment stage ([see also Annex 1 of this document](#)). Consideration to the application of the process is retained post-viva e.g. during a referral period or period of corrections, and advice may be sought from DCO. Meeting agenda and proforma templates and email templates are available to support each stage in the PSP process.

STAGE A: PSP Support Meeting (Meeting 1)

Schools can adapt the PSP Support Meeting to individual circumstances, where in some cases a more 'light-touch' approach might be appropriate. The guidance below is not intended to be overly prescriptive, or an exhaustive list of examples of the types of support or intervention that might be identified and does not preclude the School from making alternative or specific recommendations in individual cases.

Format of PSP Support Meeting (Meeting 1)

The PSP Support Meeting should:

a) Normally take place within 10 working days of when the PGR was notified.
b) Normally be attended by the PGR, the DPGRS (or nominee if also Supervisor) and at least one member of the Supervisory team. A member of the Graduate School may also be in attendance.[7]
c) Provide the opportunity to raise with the PGR any concerns with engagement or progress, to understand any reasons for this and enable the PGR to raise any mitigating circumstances.
d) Be primarily support focussed, with the purpose being to identify ways to support future progress to help get PGR back on track.
e) Seek to identify any support, training or other actions that might be needed
f) Remind the PGR of the options for taking a break [short period of authorised absence and/or annual leave or a suspension of studies], if appropriate.
g) Signpost and encourage engagement with other specialist services or other student support and wellbeing services, as appropriate.
h) Consider whether the process should progress to Stage 2a, with a period of additional academic or pastoral support with a further review at the end of that period.
i) Be documented, with notes (and any action plan) made available to the PGR.
j) In cases where the PSP was instigated following requests for repeated suspensions or extensions and/or where it will take a PGR close to or beyond the normal University limits – provide an opportunity to discuss the request with the PGR, review progress to date and the plans for completion, and any support or other actions needed.

Action after PSP Support Meeting (Meeting 1)

After the meeting the GSO should:

a) Upload a copy of the notes of the meeting to GRAD under "Project Files"
b) Notify the PGR within 10 working days of the meeting.

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[7] If the PGR is registered with Disability Services they may also bring a support worker, such as a Mentor

Possible Outcomes of PSP Support Meeting (Meeting 1)

Possible outcomes of Progress Support Meeting 1 include:

a) *No further action – end of PSP:* The DPGRS may be satisfied that no further action is needed. This will represent the end of the PSP. It would remain open to the Supervisor/School to re-instigate the PSP in the future should any concerns re-emerge*.* The close of process letter should be sent to the PGR (template provided).

b) *Approve authorised absence[8] or suspension:* A period of authorised absence or suspension may be supported. The School may choose to hold a further support meeting after any period of authorised absence or suspension of study, as part of any return to study plan/arrangements. Where there are concerns regarding a PGR's health but the PGR does not want to take a break from study the School should seek advice from the Duty Line and consider the Fitness to Study procedure (information outlined below).

c) *Approve a period of extension:* A period of extension may be supported. This may represent the end of the PSP, or might be linked to a period of additional academic or pastoral support as part of a continuation of PSP (see below).

d) *Other support/adjustments:* This may include signposting to support from specialist support services - the Postgraduate support and wellbeing page of the For Students website outlines the wide range of support that can be accessed by PGRs- additional training, a change to part-time, change to the research project or other support as appropriate to individual circumstances. Please see the Annex for further advice. This may represent the end of the PSP, or might be linked to a further period of additional academic or pastoral support as defined under the PSP (see below).

e) *Recommend a Period of Additional Academic and/or Pastoral Support:* with a review of progress at the end of that period. A completion of study and support action plan should be agreed and sent to the PGR normally within 10 working days of Progress Support Meeting 1. It would be expected that repeated extensions, or periods of extended study beyond the 24/36M limits would be linked to a period of additional academic support as set out under stage 2 of the PSP, with support targeted towards meeting the new extended deadline for submission. Further guidance is provided in the Annex to this document. The relevant letter should be sent to the PGR. Please refer to the Period of additional academic or pastoral support guidance for details of next steps.

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[8] An authorised absence of up to 4 weeks can be approved by the School. An authorised absence exceeding 4 weeks (up to 60 days) can be requested through e-mail to PGRProgress@leeds.ac.uk for consideration by the University's Immigration Compliance Manager. Requests should be made in advance of the period of absence and should be recorded through the GRAD change request workflow.

The guidance above is not intended to be an exhaustive list of examples of the types of support or intervention that might be identified, and does not preclude the School from making alternative or specific support recommendations in individual cases.

Should it become apparent during the PSP that the concerns with engagement or progress are related to a PGR's fitness to study, it may be agreed that the [Fitness to Study Procedure](#) should be considered.

STAGE B: Period of additional academic and/or pastoral support

This is a period of enhanced academic and/or pastoral support to address short-term issues with progress or engagement. There is no potential adverse outcome at the end of the period itself; it is intended as a short period of targeted support and closer oversight to help get a PGR back on track. However, there will be a report and review at the end of this period whether the targets have been completed satisfactorily. Whilst there is no potential adverse outcome at the end of the period itself, instigation of further meetings is a potential outcome if concerns persist.

The period of additional academic and/or pastoral support should:

a) Be defined and short-term (normally no more than 3 months for a full-time PGR or 5 months for part-time), but the period will depend on the individual circumstances.

b) Include a time-bound completion of study/study support action plan. This must be sufficiently detailed and with clear action points which take into account the individual circumstances and the engagement or progress concerns identified, with additional support targeted to addressing those. The plan must set clear expectations of what is required which will allow the PGR to demonstrate satisfactory/improved progress or engagement[9].

c) Consider any support that might be needed via other services or from student support and wellbeing services. Please see the [Postgraduate support and wellbeing page of the For Students website](#) for more information.

d) Agree a timetable/expectations for supervision meetings. As a minimum, supervision meetings are expected to follow the standard timescales (with gaps of no more than 8 weeks for full-time or 12 weeks for part-time) but a more frequent schedule may be agreed during the period of additional support and should be included in the plan.

e) Include a review and report at the end of this period against the targets in the action plan by the Supervisory team. This report will be submitted to the Director of PGR Studies; OR

f) The period of additional support may be linked to a deadline for submission (transfer or thesis), with support targeted towards meeting that deadline. [Further advice is given in the general information Annex of this document](#). If the deadline for submission is met, this will represent the end of the PSP and a report to the Director of PGR Studies will not be required. If the deadline for submission is not met, the Supervisors should report to the Director of PGR Studies to consider the next steps (stage C).

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[9] For example (not an exhaustive list and does not preclude the School from making alternative or specific support recommendations): Requiring particular written work; more frequent milestones for submission of work; setting expectations for regular contact with the supervision team/response to communications and/or attendance for supervision meetings; a requirement to engage with GRAD supervision meetings records; training or other activity as deemed appropriate depending on the circumstances.

STAGE B: End of support review and report by the supervisors

At the end of the support period the Supervisor will be asked to report in writing[10] to the Director of PGR Studies to:

a) Review progress against the completion of study and study support action plan and whether the Supervisors team believes that the targets set down have been met satisfactorily.

b) Advise of the nature of any ongoing concerns with academic engagement or progress.

This report will be shared with the PGR after review by the Director of PGR Studies.

Possible Outcomes of the end of support period review

The DPGRS will review the report from the Supervisor and consider the following possible outcomes:

a) *The Director of PGR Studies may choose to meet with the PGR and their Supervisory team to discuss progress to date*: Before proceeding to one of the next possible outcomes. This is an optional meeting and does not preclude the school from moving straight to one of the below possible outcomes.

b) *No further action – End of PSP:* Where the DPGRS is satisfied on the basis of the report from the Supervisor with progress against the action plan and that the targets set down have been met satisfactorily. This will represent the conclusion of the PSP. The Director of PGR Studies may choose to meet with the PGR and their Supervisory team to discuss progress to date. It would remain open to the School to re-instigate the PSP in the future should the same concerns re-emerge. If the same concerns re-emerge within 6 months of the closure of the PSP it would be open to the School to proceed directly to Stage 3 of the process. The close of process email should be sent to the PGR (template provided).

c) *Recommend a further period of additional academic and/or pastoral support:* If there is a sense of progress being made, and the DPGRS and Supervisor feel that any remaining issues might be resolved through a further enhanced support period, a second period of additional academic support may be recommended. This should be defined and short-term (normally no more than 1-2 months), but the period will depend on the individual circumstances. An email and an updated action plan with revised milestones should be agreed and sent to the PGR normally within 10 working days, with a date set for a further end of additional support period review and report from the Supervisor/s.

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[10] An optional proforma template is available for this purpose

The Director of PGR Studies may choose to meet with the PGR and their Supervisory team to discuss the revised action plan.

d) *Recommend proceeding to Stage 3 of the Progress Support Process:* Where the DPGRS is not satisfied on the basis of the report from the Supervisor with progress against the action plan or that the targets set down have not been met satisfactorily the process will move forward to Stage 3 of the PSP. A date must be set for the PSP Meeting 2 (Review meeting) and sent to the PGR**.** PGRs should be encouraged to contact the Leeds University Union Help and Support Team who can provide support and guidance with this process. The PGR may bring a supporter to Meetings 2 and 3 of the PSP. The PGR must be sent the report from the Supervisor and have the opportunity to seek LUU support and advice before Progress Support Meeting 2 and the meeting should be arranged with enough notice for this (at least 5 working days' notice should be given).

e) *Approve authorised absence[11] or suspension:* A period of authorised absence or suspension may be supported. The School may hold a further support meeting after any period of authorised absence or suspension of study as part of any return to study plan/arrangements. Where there are concerns regarding a PGR's health but the PGR does not want to take a break from study the School should seek advice from the Duty Line and consider the Fitness to Study procedure (information outlined below).

f) *Approve a period of extension:* A period of extension may be supported. This may represent the end of the PSP, or might be linked to a further period of additional academic support (see c above) or Stage 3 of the PSP (see d above) as part of a continuation of PSP.

Action after the end of support period review

After the review by the DPGRS the GSO should:

a) Upload a copy of the report from the Supervisor to the PGR's GRAD record under "Project Files"
b) Notify the PGR with the appropriate email template within 10 working days of the review by the Director of PGR Studies.
c) If applicable, set a date for Progress Support Meeting 2. The PGR must have the opportunity to seek LUU Help and Support before Progress Support Meeting 2 and the meeting should be arranged with enough notice for this.

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[11] An authorised absence of up to 4 weeks can be approved by the School. An authorised absence exceeding 4 weeks (up to 60 days) can be requested through e-mail to PGRProgress@leeds.ac.uk for consideration by the University's Immigration Compliance Manager. Requests should be made in advance of the period of absence and should be recorded through the GRAD change request workflow.

Should it become apparent during the PSP that the concerns with engagement or progress are related to a PGR's fitness to study, it may be agreed that the Fitness to Study Procedure should be invoked. The [Fitness to Study procedure](#) gives further details of the School steps that should be followed.

STAGE C: PSP Review Meeting (Meeting 2)

The PSP Review Meeting[12] will be held where concerns with academic engagement or with academic progress persist after an informal period of additional academic support. This is a formal progress review followed by a defined period with clear, realistic, and measurable targets for improving academic performance which support future progress and allow the PGR to demonstrate satisfactory progress. The emphasis is still on supporting the PGR to get back on track, however possible outcomes at the end of the process include a recommendation for withdrawal (or transfer to MPhil).

The PGR may choose to bring a single supporter to the meeting who may be anyone of the PGR's choosing (e.g. family member, friend, LUU Adviser). Further advice on the role of the Supporter can be found in Annex I. Up to two supporters may be invited where the PGR is receiving support from both LUU and Disability Services.

Structure and Format of PSP Review Meeting (Meeting 2)

The PSP Review Meeting should (an agenda template is provided to support meetings and notes and actions):

a) Normally be attended by the PGR, the Director of PGR Studies (or nominee), at least one member of the Supervisory team (normally the Main Supervisor), a member of the Graduate School, and a supporter (if invited).

b) Reassure the PGR that the purpose of the meeting is to continue to identify ways to address the concerns and to support their future progress;

c) Review progress against the completion of study and study support action plan and why the targets set down have not been met satisfactorily.

d) Advise the PGR of the continued academic engagement or progress concerns, and why these are judged to be sufficiently serious, and explore any reasons for this.

e) Give the PGR the opportunity to raise any mitigating circumstances;

f) Remind the PGR of the options for taking a break [short period of authorised absence and/or annual leave or a suspension of studies], if appropriate.

g) Signpost and encourage engagement with other specialist services or support and well-being services, as appropriate.

h) Identify any training needs and support mechanisms;

i) Set clear, realistic, and measurable targets for improving performance which allow the PGR to demonstrate satisfactory progress. All parties should be asked to confirm that they feel the objectives are realistic and achievable. If there is any disagreement, it would be open to the DPGRS to request that an Independent Assessor be asked to review the targets and timescales.

j) Explain who will assess whether the targets have been completed satisfactorily.

k) Explain the options available at the end of the process (Progress satisfactory; Defer the decision for a short period (see timescales in section below); Transfer to MPhil; Withdrawal).

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[12] The process is based on the former Unsatisfactory Academic Performance Procedure (UAPP), and is a formal process with a defined set of expectations and possible outcomes

l) Explain that within 10 working days the School will write to provide notes of the meeting and the agreed action plan with milestones.

m) Explain that a date will be arranged for a final review meeting (Meeting 3). It is good practice to set a date for the final review meeting at this stage.

n) Agree the arrangements for Supervision meetings. As a minimum, these are expected to follow the standard timescales (with gaps of no more than 8 weeks for full-time or 12 weeks for part-time) but a more frequent schedule may be agreed. At least one formal supervisory meeting must be made available to the PGR before the final formal review meeting 3 is held

Action after PSP Review Meeting (Meeting 2)

After the Progress Support Meeting the DPGRS and Graduate School should:

a) *Agree who will assess any written work:* Where the academic standard of work is to be considered, evaluation must be completed by at least one of the supervisors and at least one senior member of academic staff[13] who is independent of the supervisory team but who is from the same or a cognate subject area or discipline to the PGR's area of research. This may be undertaken by the DPGRS where this falls within their research area, or by another independent person. The reports from the supervisor and assessor must be made available to the PGR in advance of the next review meeting.

b) *Send notes and action plan to the PGR within 10 working days:* The School will write to the PGR to provide notes of the meeting and the agreed action plan with milestones, including deadline for submission of any work for assessment. A copy should be uploaded to the GRAD record under "Project Files".

c) *Confirm the date for the final formal review meeting (Meeting 3):* For a full-time PGR this will normally be no less than two months, and no more than three months, from the date of PSP Meeting 2. For a part-time PGR this will normally be no less than 3 months and no more than five months from meeting 2.
   - Where academic progress is unsatisfactory prior to transfer: if the timescale does not allow the process to conclude, it will not be necessary to hold a separate review. The transfer will provide an appropriate measure of progress. See Annex 1
   - Where engagement/communication is unsatisfactory prior to transfer: it is not normally recommended that the transfer stage is used as the end point review of the PSP. See the advice in Annex 1.

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[13] The individual should satisfy the eligibility criteria to act as a "qualifying" supervisor (Eligibility for Research Degree Supervision). Any individual who has provided an independent assessment of a PGR's work as part of the PSP may not normally then also act as Internal Examiner.

It remains open to the School to agree with the PGR a suspension of studies or an authorised absence. The dates for submission of work and of the final review meeting should be adjusted accordingly.

STAGE C: PSP Final Review Meeting (Meeting 3)

The final Progress Support Meeting is the final academic review of progress against the action plan and milestones, with a decision taken about continuation on the programme, recommendation to withdraw or transfer to a lower degree. The decision may be deferred on one occasion only, in which case a repeated Final review meeting (Meeting 3b) will be arranged. The process is a formal review point with a defined set of expectations for the format and purpose of the meeting, with four potential outcomes[14].

Structure and Format of PSP Final Review Meeting (Meeting 3)

The final Progress Support Meeting should (an agenda template is provided to support meetings and notes and actions):

a)   Normally be attended by the PGR, the Director of PGR Studies (or nominee), at least one member of the Supervisory team (normally the Main Supervisor), a member of the Graduate School, and a supporter (if invited). However, on those occasions when progress will be determined at the formal transfer stage (viva voce examination and academic review by a Transfer Assessment Panel) the usual transfer arrangements will apply and a Panel composed in accordance with the University's Code of Practice for Research Degree Candidatures will be appointed. It is not appropriate, in these cases, for a "supporter" to attend the transfer assessment.

b)   Review progress against the milestones and targets set in the action plan, and any report on work from the Supervisors and independent assessor (which must have been shared with the PGR in advance of the meeting).

c)   Give the PGR the opportunity to raise any mitigating circumstances;

d)   Take a decision taken about continuation on the programme, recommendation to withdraw or transfer to a lower degree.

Possible Outcomes of PSP Final Review Meeting (Meeting 3)

There are 4 possible outcomes to the meeting:

(1) Continuation on original programme: No further action

Where it is agreed that the PGR has made satisfactory progress against the agreed action plan and milestones and that no further action will be taken under the PSP. This will represent the conclusion of the PSP. Whilst academic progress may have been judged as satisfactory this does not guarantee transfer to doctoral study or that the degree will be awarded. To qualify for the award of the degree of a research degree, a PGR must meet the required learning outcomes for the degree and satisfy the examiners (see Ordinance, Regulations and Programmes of Study for Research Degrees for further information). It

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[14] The is based on the former Unsatisfactory Academic Performance Procedure (UAPP)

would remain open to the Supervisor/School to re-instigate the PSP in the future should any concerns re-emerge.

(2) Defer Decision

If there is a sense of progress being made, and the School feel that any remaining issues might be resolved, a decision on progression may be deferred on one occasion only. The maximum period by which a decision may be deferred is 3 months for a full-time PGR or 5 months for a part-time PGR (it is expected, however, that in most cases the period of deferral will be less than 3/5 months)[15];

(3) Transfer to MPhil

If it is agreed that the PGR has not made satisfactory progress with the agreed action plan and milestones, and in the case of a PGR registered for the degree of PhD only (and where the remaining period of study allows), the School may make a recommendation to the Progression and Examination Group that the PGR be transferred to MPhil registration. When assessing the potential for completing for MPhil, Schools should review the learning outcomes for MPhil in the programme of study. The following table provides a comparison of the differences in requirements between the two levels of research degree.

	PhD	MPhil
Duration	3 Years full-time (1 year overtime) 5 Years part-time (2 years overtime)	2 Years full-time (1 year overtime) 4 Years part-time (2 years overtime)
Thesis length	100,000 words (300 pages)	60,000 words (200 pages)
Criteria for award	Originality Independent critical ability Matter suitable for publication	Independent contribution to knowledge Material at a level suitable for publication
Learning outcomes	See the Programme of study entries on the SES website	See the Programme of study entries on the SES website

When consideration is given to a recommendation to transfer to MPhil, consideration should be given to the period of study remaining on the candidature. MPhil is 2 years full-time study followed by up to 1 year over-time (or 4 years part-time with up to 2 years over-time). Where that period has been exceeded, the School should consider whether an extension to the standard MPhil period would be supported to enable transfer to and completion for MPhil. The period agreed for MPhil completion should be included as part of the recommendation to PEG.

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[15] It remains open to the School to agree with the PGR that they take a suspension of studies or an authorised absence during a period of deferral. The dates for submission of work and the final review meeting should be adjusted accordingly.

(4) Withdrawal

Where it is agreed that the PGR has not made satisfactory progress with the agreed action plan and milestones, a recommendation will be made to the Progression and Examination Group that the PGR be required to withdraw from their research degree candidature.

Informing the PGR of the outcome

The PGR (and their supporter) should be invited back into the meeting to advise them of the Panel's decision. Ahead of the meeting it may be useful for the school to consider the support options outlined in Stage D.

In the case of a deferred decision
- a revised action plan with milestones should be agreed, which must be sent to the PGR within 10 working days of the meeting.
- Explain that a date will be arranged for a repeated final review meeting (Meeting 3b).

In the case of transfer to MPhil or withdrawal
- The appeal process should be explained to the PGR, who should be directed to the Appeal Procedure and advised to contact LUU for advice and support.
- In the case of PGRs holding a Student Visa, the PGR should be advised to take immediate advice from the Student Visa Advice Team on the implications of that recommendation on their visa status. The University is required to report to UKVI any withdrawal or change to MPhil.
- PGRs in receipt of University, UKRI or Doctoral Loan study related funding should be signposted to the funding or PG Scholarships team for advice about the implications of transfer to MPhil or withdrawal on their funding and on payment of scholarship/bursary maintenance awards. PGRs with external sponsors/funders should be advised to take advice directly from their sponsor.
- The PGR should be sign-posted to other Student support services (e.g. Student Counselling & Wellbeing Service). In the event of any concerns about a PGR on receiving a decision the Graduate School can help refer the PGR to specialist support services. Staff concerned about a PGR can ask for advice by contacting the Duty/Emergency Pathway for students in distress.

Actions after PSP Final Review Meeting (Meeting 3)

After the meeting the GSO should:
a) Within 10 working days following the final formal review meeting, inform the PGR in writing of the outcome of the meeting and make available to them the notes of the meeting. Letter templates provided.

b) Uploaded to the PGR's GRAD record under "Project Files.

c) Complete the *pro-forma: Recommendation to PEG* attaching a copy of the letter/email sent to the PGR together with the notes of the meeting and forward a copy to DCO

d) In the case of a deferral set a date for the final review meeting.

STAGE D: University Review Stage and the Appeals process

Any recommendations made for withdrawal or transfer to MPhil must be reviewed by the Graduate Board's Progression and Examination Group. DCO will arrange for action to be taken by the Group (or the Chair acting on its behalf) to consider the recommendation. In all cases the Group (or the Chair) will wish to see evidence that the PSP has been followed and that the academic decision has been clearly justified. The Group may ask for further information to support the academic recommendation.

Following approval by the Progression and Examination Group the PGR's registration status will be changed to withdrawn or programme code changed to MPhil in Banner. DCO will confirm any outcome of transfer to MPhil or Withdrawal and notify the PGR formally by letter. The letter will include advice on the Appeal route, LUU Help and Support, and Student Visa Advice team contacts if Student Visa (formerly Tier 4). In the case of PGR's on a student visa, a report will also be made to UKVI within 10 working days of the outcome.

Student Visa advice

PGRs in the UK on a student visa should take further advice from the Student Visa Advice Team. For Student Visa PGRs, the University required to report to UKVI any change to MPhil or withdrawal. A report will be made within 10 working days of the outcome letter to the PGR, and a further notification will be sent to the PGR.

Appeal Process

The PGR will have the right of appeal following an adverse academic decision under the arrangements set out in the Appeals Procedure. The PGR may seek advice/guidance from the Student Advice Centre, LUU . The appeal must reach the University within 20 working days of the PGR receiving formal confirmation of the decision from DCO, after approval of the outcome by the Progression and Examination Group. PGRs considering submitting an appeal should be strongly encouraged to seek independent advice and support from the LUU Help and Support Team

Student Support

It is recognised that some PGRs will be disappointed or dissatisfied with the outcomes of the PSP.
In addition to the practical and procedural matters above the Graduate School may wish to arrange a follow-up check-in meeting with the PGR. For any independent advice (particularly for PGRs considering an appeal) PGR's should be directed to the LUU Help and Support team.
PGR's can be signposted to support services such as Student Counselling and wellbeing, Details are available on the Postgraduate support and wellbeing page of the For Students website.

PGR's should be encouraged to speak to their sponsor, or check the terms and conditions of their studentships, to understand potential impact on their stipend payments.

If the PGR is Masters by Research it might be useful to check whether the PGR holds an offer for PhD study with the University. The entry requirements for the PhD may be dependent on the successful completion of the Masters by Research and the Graduate School may need to liaise with the PGR Faculty Admissions team.

IT access in the case of a withdrawal

In the case of a withdrawal, once approved by the Progression and Examination Group, the PGR's registration status will be changed to withdrawn. The PGR's access to their University email account remains open for 20 working days. If a PGR submits an appeal against the outcome they may request continued access to their email during the period the appeal is under consideration. Further information on how to do this, along with information about the appeals process, will be including in the outcome letter sent by DCO.

Annex 1: General information

Roles and Responsibilities

Overall responsibility for the Progress Support Process rests with the Director of PGR Studies. If one of the members of the supervisory team is the DPGRS then the concerns should be reported to the Head of School or Head of Graduate School. They may delegate responsibility for managing the Progress Support Process to a senior member of the academic staff in the Faculty/School who has had no prior involvement with the supervision of the PGR. The Director of PGR Studies and the Graduate School have responsibility for pastoral support and guidance to PGRs.

The Supervisor and Director of PGR Studies will be responsible for agreeing any academic action plan and timetable required under the process.

Where the term for a DPGRS is due to end halfway through a PSP where circumstances may be of a complex or sensitive nature; the DPGRS may elect to continue to manage the PSP through to its outcome, though they are not obliged to do so. This arrangement should be agreed on a case-by-case basis with the Head of School.

Role of the Independent Assessor: Where the academic standard of work is to be considered, evaluation must be completed by at least one of the supervisors and at least one senior member of academic staff[16] who is independent of the supervisory team but who is from the same or a cognate subject area or discipline to the PGR's area of research. This may be undertaken by the DPGRS where this falls within their research area, or by another independent person. The reports from the supervisor and assessor must be made available to the PGR in advance of the next review meeting. If there is any disagreement between the PGR and Supervisors about whether the targets set are realistic and achievable, it would be open to the DPGRS to ask the Independent Assessor to review the targets and timescales.

The Graduate School can provide advice and signposting to student support services and processes, and provide administrative support to the meetings, including notes and correspondence. Doctoral College Operations can be contacted for advice on this process.

Role of a supporter

The PGR may choose to bring a single supporter to the PSP review meeting (Meeting 2) and the final meeting (Meeting 3) who may be anyone of the PGR's choosing (e.g. family member, friend, LUU Adviser). The role of the supporter is to provide support to the PGR at the meeting, e.g. by taking notes during the meeting, or prompting the PGR if they omit

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[16] The individual should satisfy the eligibility criteria to act as a "qualifying" supervisor (Eligibility for Research Degree Supervision). Any individual who has provided an independent assessment of a PGR's work as part of the PSP may not normally then also act as Internal Examiner.

to mention something of importance. The supporter is not permitted to represent the PGR or to speak on their behalf and they cannot appear if the PGR is not present in person. Up to two supporters may be invited where the PGR is receiving support from both LUU and Disability Services.

The absence or non-availability of a supporter will not be accepted as good reason for any postponement unless the supporter is a member of staff from the Student Advice Centre, LUU or Disability Services. The unavailability of a member of staff from LUU/Disability Services to accompany a PGR to a meeting will be regarded as reasonable grounds upon which to request the meeting is re-scheduled provided that the PGR has sought such support within a reasonable timescale of receiving notification of the meeting date and can provide evidence to this effect from the Help and Support team or Disability Services.

When progress will be determined at the formal transfer stage (viva voce examination and academic review by a Transfer Assessment Panel) the usual transfer arrangements will apply and a Panel composed in accordance with the University's Code of Practice for Research Degree Candidatures (and Faculty Protocol) will be appointed. It is not appropriate, in these cases, for a "supporter" to attend the transfer assessment.

Attendance at Meetings

It is expected that a PGR will attend a Progress Support Meeting(s) on the date and at the time proposed. Where the PGR is unable to attend for genuine reason, they must advise the DPGRS immediately and provide an explanation for their unavailability (with documentary evidence where appropriate). If it is agreed to postpone the meeting, a new date for the meeting will be given. If the new date is not possible the school may choose to hold the meeting in the absence of the PGR unless the reasons for the absence of the PGR, in the view of the school, are sufficiently compelling to warrant a further postponement.

Failure to attend meetings under the Progress Support Process will not prevent the continuation or conclusion of the Progress Support Process. Continued lack of engagement or concerns with attendance at meetings may lead to instigation of the presumed withdrawn procedure.

As a minimum, supervision meetings are expected to follow the standard timescales (with gaps of no more than 8 weeks for full-time or 12 weeks for part-time) during the PSP but a more frequent schedule may be agreed if appropriate.

Reasonable Adjustments during the PSP

Where a PGR is receiving support from Disability Services there should be consideration as to whether reasonable adjustments may need to be made to the PSP action plan in line with recommendations made in the Support Summary Sheet. For instance the School may request adjustments such as:

- A longer period of additional support
- Consideration of an extension request where the end of the PSP falls in conjunction with a milestone deadline such as the transfer report or final thesis submission.

Please note this is not an extensive list of possible adjustments to the PSP.

Where the PGR has been advised to register with Disability Services as part of a recommendation made through the PSP there may be a substantial period of time before all of the recommended support can be implemented (e.g. 1:1 support workers or assistive software). In these instances the School should arrange a meeting with the supervisors, DPGRS, PGR, where necessary seeking advice from the Disability Co-ordinator, to consider any academic, school-based reasonable adjustments which could be put in place to support the PGR during a period of additional support. The School may wish to apply flexibility to the length of the period of additional support.

<u>Where a suspension or authorised absence is taken during the PSP period</u>

It remains open to the School to agree with the PGR that they take a suspension or an authorised absence during the PSP. If at any point during the PSP it is agreed with the PGR that they take a suspension or an authorised absence, the dates for submission of any work and any future meetings should be adjusted accordingly to take account of the period of leave. Revised arrangements should be communicated to the PGR.

<u>Where transfer or thesis submission deadlines fall within the PSP period</u>

The Progress Support Process may be linked to a deadline for submission, with support targeted towards meeting that deadline. In these cases the deadline for transfer or thesis submission will take precedence over the full PSP period and deadlines. Where the deadline for transfer or thesis submission falls within the period normally covered by the Progress Support Process, the transfer or thesis submission will serve as the end point of the PSP without the need for all/further PSP meetings to be held (where the transfer or thesis is submitted). Where the submission deadline is not met, a separate PSP review meeting will then need to be held with outcomes as follows:

Thesis Submission*:* Where the deadline for thesis submission will fall within the period normally covered by the Progress Support Process, thesis submission will serve as the end point of the PSP without the need for all/further PSP meetings to be held (where the thesis is submitted).

Where the PGR does not submit the thesis by the maximum time limit or where it becomes clear the deadline will not be met, the matter should be referred to the DPGRS and it may be considered necessary for a review meeting under the PSP to be held. Where a maximum time limit has passed and the PGR is out of time for submission (and submission

has not been made by the original deadline), the outcomes available to the School following a PSP review meeting at this stage would be:

- Extension to studies: The school may choose to support an extension to the maximum time limit and therefore to continue the PSP. Any requests for further extensions may be considered by the school in accordance with the suspension/extension policy and the PSP continued accordingly.
- Recommendation for transfer to MPhil: The school may choose to support transfer to MPhil with an extension to the maximum time limit and continuation of the PSP
- Recommendation for Withdrawal under the PSP: Where the school do not support a further request for extension to the transfer deadline and the School should forward a recommendation for withdrawal from studies under the PSP.   If confirmed the appeal process will be open to the PGR.

Transfer: Where *academic progress* is unsatisfactory prior to the transfer stage, and the timescale does not allow for all the PSP Meetings, the transfer will provide an appropriate measure of progress as the end point of PSP.

Where the submission of the transfer report is linked to the PSP, which is subsequently not met, the matter should be referred to the DPGRS. It may be necessary for a separate PSP review meeting to be held to review progress and circumstances. Where a transfer deadline has passed and the PGR is out of time for submission (and submission has not been made by the original deadline), the outcomes available to the School following a PSP review meeting at this stage would be:

- A request for an extension to the transfer deadline and continuation of the PSP. Any requests for further extensions may be considered by the school in accordance with the suspension/extension policy and the PSP continued accordingly.
- Where the school do not support a further request for extension a recommendation should be made to withdraw the PGR under the Progress Support Process.. The appeal process will then be open to the PGR.

A recommendation to transfer the PGR to MPhil can not be made under the PSP, where transfer is the final deadline for PSP. This recommendation can only be made through the transfer process.

Where *engagement/communication* is deemed unsatisfactory prior to transfer it is not normally recommended that transfer is used as the end point of PSP. The transfer assessment is about the academic rigour of the research, and will not necessarily be able to review any target for engagement/communication. If the timescale does not allow the process to conclude before transfer, it would be recommended that a separate PSP Meeting be arranged. This will allow the School to review and assess targets for engagement independently of the academic assessment of the research.

<u>Where an APR deadline falls within the PSP period</u>

An APR would not normally be held whilst the PGR is within the PSP, especially where an APR deadline falls during stage 3 of the PSP. The APR should be postponed and rearranged until after conclusion of the PSP to allow the PGR to focus on the targets and work set under the PSP. If the DPGRS believes that an APR should be held, then clear reasons for doing so should be given, and it should be made clear to the PGR how these two processes will operate in parallel.

Annex 2: Summary of processes and options for support

This Annex summarises the range of options, opportunities, and teams across the University to help and support PGRs and is intended to support staff (Graduate Schools, Directors of PGRs and Supervisors) when using the PGR Progress Support Process.

Specialist Support Services
Information for staff on the wide range of support that can be accessed by PGRs, including Disability Services and Counselling and Wellbeing is available on the staff SES website. The process for identifying and agreeing support and reasonable adjustments for PGR assessments (including the transfer assessment and thesis examination) is set out in a separate document.

Equality and Inclusion Policies and Guidance
The University's Equality and Inclusion Policies and Guidance should be consulted where relevant for advice and guidance, and include:

Policy on Support for Students/PGRs Who Are Parents or Carers

Policy on support for pregnant students and students with very young children

Suspension of Study Process
Where a PGR is affected by illness or other circumstances a period of suspension can be considered to enable the PGR to take a break from their studies. A suspension will 'stop the clock' and protect the time available to complete. Please see the suspension and extension policy and guidance.

Authorised Absence Process
In some cases a short, authorised absence of up to 4 weeks can be approved by the School in any calendar year, in addition to any annual leave. Requests can be made via GRAD. Up to 60 days authorised absence may be considered with the approval of the UKVI Policy and Compliance Manager – please contact DCO for advice.

Annual Leave Process
Full-time PGRs are entitled to 26 days holiday each year (pro-rata for part-time) as well as the time during which the University is officially closed. Annual leave requests can be made via GRAD.

Extension of study Process
Where a PGR is affected by unexpected circumstances a period of extension of study can be considered to mitigate for disruption and provide additional time for thesis submission. Please see the suspension and extension policy and guidance.

Extension to transfer deadline Process
Requests to extend a Faculty/School transfer deadline (up to the University deadline) can be considered and agreed by the DPGRS. Postponement of the transfer beyond the University's timescales should be sent to DCO. Please see the transfer panel guidance.

Change from full-time to part-time Process
For full-time PGRs, it may be possible to consider a change to part-time study if circumstances prevent study on a full-time basis, but the PGR does not need to take a complete break via a suspension. Funding implications (and visa implications) should be carefully considered. Requests can be considered on a temporary or permanent basis. Further guidance is given in the Change of Research Degree Arrangements guidance.

Change of research projects Process
A research project may be adapted, if deemed academically appropriate. Further guidance is given in the Change of Research Degree Arrangements guidance.

Change of research degree programme Process
Requests directly from PGRs to change to a lower/shorter research degree may be considered, including from PhD to MPhil (or in some cases, to master's by Research). Further guidance is given in the Change of Research Degree Arrangements guidance.

Presumed Withdrawn Process
Where a PGR does not respond to communications or engage with the PSP, the DPGRS should consider whether the presumed withdrawn process should be followed. Further advice on Presumed Withdrawn is set out in the Standard Operating Procedure for Attendance Monitoring. If a PGR responds and re-engages part way through they should be directed back into the PSP, to explore the reasons for absence and support or other actions that might be needed.

Progress Support Process
Where concerns are prolonged or unresolved, or where circumstances mean that the PGR is at risk of not completing their degree within the maximum periods permitted the PSP may be instigated.

Fitness to Study Process
In some cases consideration may need to be given to following the Fitness to Study procedure. The procedure gives further details of the School level steps to be followed.
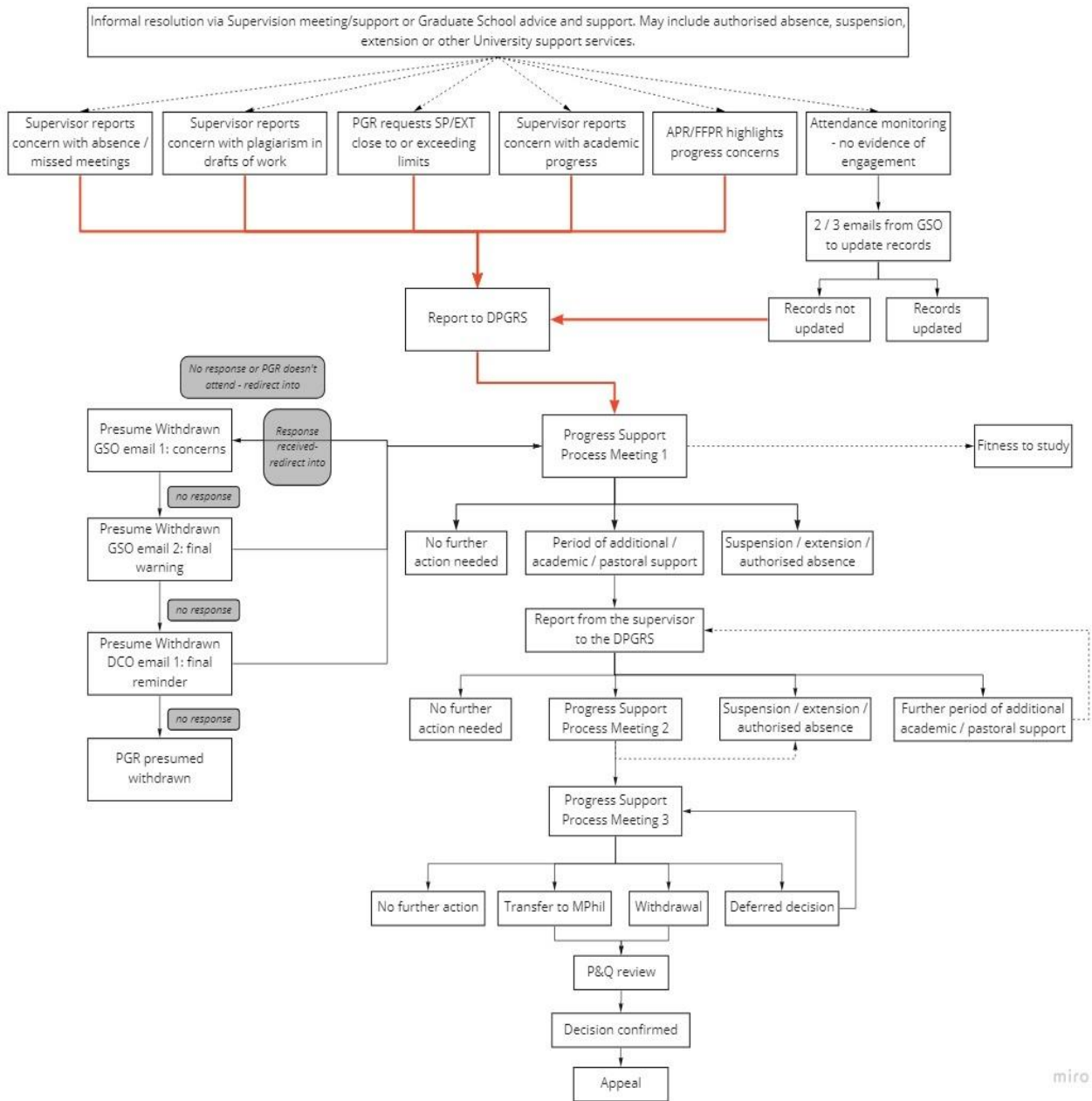
Leavers Process
A PGR may find it necessary to permanently leave the University before completing their studies. Guidance and advice for Schools is available on the website.

Annex 3: Ways we might identify additional support is needed

This Annex summarises ways by which the University might identify a need for additional academic, pastoral or other support. Examples are given below (not exhaustive):

- A PGR may inform their Supervisor, Director of PGR Studies or Graduate School of circumstances which are impacting their studies.

- A PGR may apply for an authorised absence, suspension of study or extension using the GRAD change request workflow.

- A PGR may note circumstances in their First Formal Progress Report, Transfer or Annual Progress Review.

- A PGR may note circumstances in their meeting with the Panel/Assessor as part of the Transfer or Annual Progress Review. (In some cases these may be reported in the part of the meeting where the supervisor is absent).

- PGRs should be offered an annual meeting with the DPGRS and may raise issues as part of that meeting.

- Concerns with absence from studies may be noted from Attendance and Engagement Monitoring process, where absence of, or low number of, meeting records may be indicative of circumstances impacting engagement/progress.

- Supervisors may identify additional academic support needed as part of the routine supervision meetings, with appropriate academic support agreed.

- The Supervisors may alert the DPGRS and Graduate School to emerging issues via the "concerns noted" feature in the GRAD supervision meeting notes function. An email notification will be sent to the DPGRS and Graduate School.

- The Supervisors may report to the Director of PGR Studies (and/or Graduate School) when there has been no contact or missed supervision meetings with individual PGRs for a month (unless absence has been authorised for illness or other suspension, etc), or where there is a pattern of absences which is affecting the PGR's work or causing concerns for the PGR's wellbeing.

- The Supervisors may report to the Director of PGR Studies (and/or Graduate School) where there has been presumed non-engagement of the PGR; missed meetings without explanation under the time frame of a month.

- An assessor may report issues or concerns using the progress review workflows in GRAD (FFPR, Transfer, APR) to raise concerns with the Director of PGR Studies. An email notification will be sent to the DPGRS and Graduate School.

Annex 4: PGR Processes Summary Diagram

Informal resolution via Supervision meeting/support or Graduate School advice and support. May include authorised absence, suspension, extension or other University support services.

Supervisor reports concern with absence / missed meetings

Supervisor reports concern with plagiarism in drafts of work

PGR requests SP/EXT close to or exceeding limits

Supervisor reports concern with academic progress

APR/FFPR highlights progress concerns

Attendance monitoring - no evidence of engagement

2 / 3 emails from GSO to update records

Records not updated

Records updated

Report to DPGRS

No response or PGR doesn't attend - redirect into

Response received- redirect into

Presume Withdrawn GSO email 1: concerns

no response

Presume Withdrawn GSO email 2: final warning

no response

Presume Withdrawn DCO email 1: final reminder

no response

PGR presumed withdrawn

Progress Support Process Meeting 1

Fitness to study

No further action needed

Period of additional / academic / pastoral support

Suspension / extension / authorised absence

Report from the supervisor to the DPGRS

No further action needed

Progress Support Process Meeting 2

Suspension / extension / authorised absence

Further period of additional academic / pastoral support

Progress Support Process Meeting 3

No further action

Transfer to MPhil

Withdrawal

Deferred decision

P&Q review

Decision confirmed

Appeal

miro