



ANNUAL REPORT BY RESEARCH STUDENTS

PROCEDURES FOR THE SUBMISSION BY DEPARTMENTS OF THE ANNUAL REPORTS ON RESEARCH STUDENTS

The Board of Graduate Studies requires departments and supervisors to provide an annual report on all research students who have been registered for at least nine months when the call for annual reports is made. At the same time reports are requested from departments, students are also requested to complete an annual report form and return it to the Graduate Office. If students fail to submit a report, the Postgraduate Tutor will be informed and asked to follow the matter up with the student. However, it should be noted that it is expected that the student should return their reports direct to the Graduate Office as they are intended to be a confidential document between the student and the Board of Graduate Studies. The reports allow both departments and students to comment on progress and raise matters of concern. The reports also offer the Board of Graduate Studies the opportunity to monitor progress and to ensure that the University's Code of Practice for Research Degrees is being followed. Any issues raised in the reports are referred to the Graduate Dean as Chair of the Board of Graduate Studies.

The procedures for the annual reporting exercise will follow the same format as last year. The procedures are given below:

1. The request for annual reports will be issued to the Head of Department and the reports must be returned in a batch by the Head of Department (or by the Postgraduate Tutor if the Head of Department has delegated the task) together with one copy of the following, or a single document which incorporates the necessary information:
 - (i) a description of departmental progress-monitoring procedures;
 - (ii) a note of any special measures the department takes to ensure timely submission.
2. The request for reports will be accompanied by a *pro forma* checklist providing the name, status, year of study, year of registration and supervisor of all the department's research students (including those for whom a report is not required), with space to insert against each name:
 - (i) the number of supervisory sessions offered each term*;
 - (ii) the likely date of submission;
 - (iii) confirmation that written feedback on the process has been provided to the student.

The reports must be returned to the Graduate Office with this list signed by the Head of Department or Postgraduate Tutor and accompanied by comments on any special cases, unavoidable omissions etc.

3. The provision of information in a standardised format as outlined in 1 and 2 above will allow for the reports themselves to be presented in whichever way is convenient for the department. Departments which have their own reporting procedures or which are required to submit reports to external funding bodies may submit these reports in fulfilment of the requirements of the Board of Graduate Studies without any amendment. The satisfactory results of an MRes type training programme will be acceptable evidence of first year progress.
4. Any department which fails to make a return by the published deadline will receive one reminder. Further non-compliance will be reported to the Chairman of the Board of Graduate Studies and, if necessary, to the Board itself.

The Board will receive a summary report at its May meeting.

- * these should be the formal supervisory sessions ie, the regular scheduled meetings you have with students on a one-to-one basis to review their progress and discuss matters such as research training, fine-tuning the research proposal, the completion of particular work targets, completion of chapters of the thesis etc. It will be assumed that in addition to this, there are a range of other formal and informal contacts.