

There are two stages required to complete the record of a Progression meeting:

Progression Preparation form

(To be completed by the supervisor and the student)

The student and supervisor together will complete a Progression Preparation form. Once this form is submitted, the Progression Meeting Record will be generated. The Progression Preparation feeds into the Progression Meeting Record.

Progression Meeting Record form

(To be completed by the Progression Panel Chair)

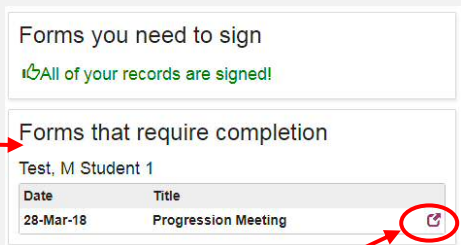
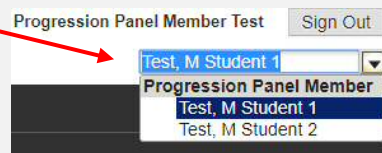
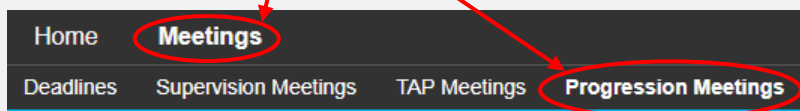
The Progression Preparation form can be viewed by members of the Progression Panel from within the Progression Meeting Record form. The Progression Panel Chair completes and signs the Progression Meeting Record form.

Viewing the Progression Preparation form

You can view the Progression Preparation from within the associated Progression Meeting Record form. To access the relevant form, either:

- Go to your Skills Forge homepage, where any forms that require completion will be listed on the right of the page
- or:
- Select the relevant student from the list of students at the top right of the page

Next, click on 'Meetings' then 'Progression Meetings':



Click on the icon to open form.

You will then see listed any progression forms for this student, including the *In Progress* Progression Form.

Progression Forms

Date	Form Type	Status
28 Mar 2018	Progression Meeting	In progress
20 Mar 2018	Progression Meeting	Form submitted

Click to the date or the meeting title to open the form.

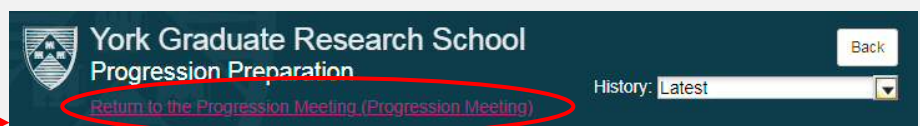
Student Details

View Supervisor Report and Documents Supplied by the Student

2018-03-07 at 15:23 (UTC) - Progression Preparation

Within the Student Details section is the link to the Progression Preparation form. Click on the link to open and view.

From the Preparation Form, you can switch back to the Progression Meeting record form by clicking the link.



Form sub-sections

There are seven sub-sections for you to complete within the Meeting Record form. Clicking on each section will expand it for editing:

- Meeting Details
- Direction Of Research
- Preparation and Risk Considerations
- Acquaintance with Field of Knowledge
- Research Methods
- Training
- Ethics

Meeting Date * 28 Mar 2018
Be aware: this date is in the future.

Progression Point * None Selected

Was the progress meeting integrated with a TAP meeting? * Yes No

Did the panel meet in person with the student? * Yes, in person
 Yes, by video conference (requires permission from Head of RSA)
 No

- In 'Meeting Details', check the date (amend if necessary).
- Ensure the correct Progression point is selected (this is important so that the Progression outcome is correctly recorded in SITS)
- Ensure the final two questions are answered.

Next, expand each sub-section to answer the Yes / No question *and* complete the accompanying text box describing the evidence that the panel drew upon in reaching their conclusion.
(**Note:** the Yes / No questions and the text boxes are required responses and need to be completed in each sub-section before the form can be signed and submitted)

Direction Of Research

Can the student articulate the direction their research is taking and the research questions it addresses? * Yes No

What evidence did the panel draw upon to reach this conclusion? *
Indicative length: 50 words

Assessment

Next, complete the free text box in the Assessment section.

Highlight any particular strengths or weaknesses of the student's research project and/or the student's engagement with their research degree programme, indicating any areas that the student should pay particular attention to in the future. *

Decision and Recommendation

Next, select one of the three options to record the panel's decision. You will also need to complete a free text box explaining the basis for the Panel's decision. If the third option is selected, a recommendation box appears. As well as selecting a recommendation from the four options, you will need to complete a further text box to explain the Panel's choice of recommendation.

The progression panel has decided that the student has: *

- exceeded the University's progression criteria and recommends that the student should be progressed.
- met the University's progression criteria and recommends that the student should be progressed.
- not met the University's progression criteria.

The progression panel should also provide the student with clear written feedback about why the progression criteria were not met and what they need to address in any second attempt (if applicable).

(**Note:** if at first attempt a transfer or withdrawal is recommended, the student may choose to accept the recommendation or decide to make a second attempt. If at second attempt the student has still not met the criteria, the progression point will be deemed as failed and the Panel must recommend a transfer or withdrawal.)

The panel has decided that the student has not met the University's progression criteria and recommends that the student: *

- makes a second attempt (within three months).
- transfers to an MPhil (students on PhD and EngD programmes only).
- transfers to a Master's by research.
- withdraws from the University.

Digitally Sign This Form

You can **SAVE** the form (top right of the form) at any time while you are working on it. Tick your name and it will then show as awaiting signature.

Test, M Deputy Progression Chair [Progression Panel Chair]
X Awaiting signature - click the button below to sign

Ensure you have completed all required fields, indicated by * then click **Sign**, then **Confirm** (top right of form) to submit the form.