Annex A

Unsatisfactory Academic Progress Procedure – Summary Flowchart

1. Supervisor(s) identify PGR’s progress is unsatisfactory
2. Supervisor informs PGRs in writing of concerns
3. PGR’s progress remains unsatisfactory. It is best practice to also inform the PGRT
4. Supervisor(s) involves PGRT/Head of School in process
5. PGR formally invited to a meeting with the supervisor(s) and PGRT/HoS – inform PGR the unsatisfactory academic progress procedure invoked
6. Meeting occurs and PGR attends – PGR informed of timescales and targets to be achieved
7. Supervisory meetings to continue as normal
8. Final meeting occurs to review PGR against targets.
9. PGR has made required progress against the targets set
10. PGR is removed from procedure and monitored for the remainder of the programme as per the University regulations
11. PGR has not made required progress against the targets set
12. PGR not quite met objectives but referred for a defined period of time
13. Meeting held to review progress after referral period
14. PGR has been absent for 2 months or more the Attendance Monitoring Procedure should be followed
15. An immediate recommendation is made, to PSAG, that the PGR be required to withdraw due to unsatisfactory academic progress without the process being invoked (applicable only in exceptional of cases).
16. Concerns are raised about PGR’s progress as part of the annual progress review
17. PGRT/Head of School consider report arising from annual progress review
18. PGR does not attend, and does not provide a satisfactory explanation. Meeting still occurs. PGR informed of outcome in writing, including timescales and targets.
19. PGR does not make required progress against the targets set
20. School/Faculty send request to PSAG to recommend withdrawal of the PGR or transfer to M Phil (where appropriate)