Points of Engagement to Monitor Attendance and Progress of PhD Students

First year students
Completion and return in person of ‘Personal Details’ Form to the Postgraduate Support Officer, within one month of start of registration.

11 Monthly contacts with supervisor(s) or acting supervisor(s). The May meeting is replaced with the CV monitoring point highlighted below.

Second and Third Year Students
11 Monthly meetings with supervisor(s) or acting supervisor(s). The May meeting is replaced with the CV monitoring point highlighted below.

Fourth Year Students
Continuation of monthly meetings with supervisor up to point of thesis submission. The May meeting is replaced with the CV monitoring point highlighted below. Monitoring points will also include thesis submission, viva and completion of corrections or permanent withdrawal.

All Students in all years
Email a copy of their CV to their Personal Tutor, cc’ing the PGSO, during the month of May on an annual basis. Students should take the opportunity to discuss their CV with their Personal Tutor in person and update/amend according to the outcome of the meeting.

Implementation
1. The process is administered by the Postgraduate Support Officer (PGSO).
2. The student must present their University ID card when returning the ‘Personal Details’ form.
3. Each time the student has contact with their supervisor they either complete a web-form, the contents of which are notified to the supervisor and PGSO, or email their supervisor and the PGSO with details of the contact.
4. The web-form contains details of the nature of the contact, (meeting in person, by telephone, email), the date of contact, and contains space for the student to record a brief summary of the subject of the discussion, and any plan of work to be undertaken before the next meeting. There is also space for students to indicate if they will be away in the next month, and if so for what purpose, and how long they will be away. If the student chooses to complete the process by email then they must supply similar information.
5. Supervisors are obliged to inform the PGSO if any details on the form/email are incorrect. Otherwise contact is assumed to take place as described.
6. Normally between 3 and 7 days after the end of each calendar month the PGSO checks that each student has recorded at least one contact with the supervisor. Excepting the first month, when the monitoring point is the personal details form, that student is deemed to have satisfied the monitoring point, if there is record of contact with the supervisor. If there is no record of contact, then the student is deemed to have not satisfied the monitoring point.
7. Not more than three contacts in any year may be by methods other than face-to-face meetings with the supervisor. The exception is part-time students when not-more than six meetings may be by methods other than face-to-face meetings with the supervisor. The Director of Postgraduate
Studies may vary these numbers, if presented with good reason (eg a student working away from the University)

8. Where a student misses three of the monitoring points the Academic Office will write to the student and the Department will receive a copy of this email.

9. Where four monitoring points are missed the student will be encouraged to seek advice and support within the Department or with the University’s Senior Tutor.

10. If a student misses five monitoring points appropriate action will be taken to offer additional support.

11. Where a student has missed six formal monitoring points in one academic year the Academic Office will notify the Director of Graduate Studies and the student will be referred to the Continuation of Registration Committee as set out in University Regulation 36.

12. Where a student has missed eight formal monitoring points in one academic year the Department or the Academic Registrar will need to invoke the process outlined in University Regulation 36 – Governing student registration, attendance and progress.

Notes

1. The above monitoring is in addition to the Department’s review panel process to monitor progress.

2. Students who have not yet completed the 11/12 month review are expected to include information about the subject of the discussion which has taken place, and any plan of work to be undertaken before the next meeting.

   Students who have completed the 9 month review are encouraged to include information about the subject of the contact, and any plan of work to be undertaken before the next meeting.

3. Acting supervisors are appointed by the Department when supervisors are away for more than one month.

4. Please note that if you are a Tier 4 student you will continue to be monitored until you have submitted your final corrections and hardbound thesis.

5. Students who are temporarily withdrawn are not monitored.