

PGR Annual Review Guidelines for Supervisors

The annual progress review serves to ensure that all research postgraduates are successfully progressing towards timely completion. It enables both Schools and the wider university to offer advice and assistance to any students who may be struggling, whilst also providing valuable intellectual feedback to those with few or no problems with their progress. Finally, it serves as an important opportunity for students to reflect upon their progress and to raise any concerns which they might have. The university policy regarding the annual progress review can be found online at <https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/progress-review-policy.pdf>

Supervisors should give guidance on preparing for the yearly review, including preparing the required documents (10 Month Report, Completion Plan), and should **complete the supervisor report on MMS in timely fashion, i.e. before the annual meeting with Reviewers takes place.**

Supervisors should be open and honest in their Supervisor's Assessment but should keep in mind that the progress review is an information sharing process and the student will have access to their report. To that end, concerns or criticisms should always be constructive and stated in a way that is not unnecessarily damaging to the student. In rare cases a supervisor may have serious concerns about the student and would benefit from an additional conversation with the DoPG/PG Convener, PGR Pro Dean or Registry Student Support Officer prior to submitting the Supervisor's Assessment.

Following the review, supervisors should discuss the feedback from reviews with their students and agree a plan of action based on the outcome. Advising students on reassessing their approach is particularly important in cases where the student's work is deemed less than satisfactory.

If a situation arises where it becomes clear that a student is not making adequate progress, the Supervisor should be proactive in discussing alternative options with their students, including Leave of Absence, extension, re-registration for a lower degree, or withdrawal from study. Where necessary, supervisors should direct students to other sources of support and advice, for example the PG Director/Convener, Pastoral Adviser (Prof Slawin, Dr Clarke), the Registry Student Support Officer, CAPOD and Student Services.

The structure of the progress review

Shortly before the annual review is due, the PG secretary will email supervisor(s) a request for filling the supervisor report form on MMS. Supervisors should fill the form in without delay so that it is available for reviewers and student at the review meeting.

To complete the electronic form, go to MMS → CHM-RESEARCH (Y1) → Postgraduate Administration, click Annual Progress Reports tab. Note: there is a delay as a large table is being generated. You should see "Create new" link next to the student being reviewed (see screenshot below), click this to open the new review form.

Postgraduate Administration

This page allows you to manage various forms involved with administration of postgraduate research students.

Examining Committee Nomination | Leave of Absence / Extension | **Annual Progress Reports**

School of Chemistry (182) | Change view

First Name	Surname	Matric Num	Reviewers	Supervisors	Students
Amane	Abdoun	140024079	<ul style="list-style-type: none">Create new04/12/2015	Create new	
Mohd	Abdul Manan	130000011	<ul style="list-style-type: none">Create new24/10/201631/07/201518/09/2014	Create new	
Rana	Abdul Razzak	130023752	<ul style="list-style-type: none">Create new25/10/201618/12/2015	Create new	



Following the review, the reviewers' reports and all previous annual reports can be accessed *via* MMS.