

PROBATIONARY REVIEW

The Probationary Review is an important milestone and is normally completed 3 months (full-time study) or 6 months (part-time study) following the date of enrolment. This review will ensure Postgraduate Researchers (PGRs) have made satisfactory progress to date with their research degree. Full guidance is provided in the *Code of Practice for Research Degrees*.

What is the purpose of the Probationary Review?

The Probationary Review is a key milestone in the PGR's research degree which will:

- confirm completion of the **PGR's induction checklist**
- confirm the **supervisory team meets the needs of the research project** and the supervisory relationships are working well
- **demonstrate** the PGR's understanding of the research project
- **enhance and consolidate** the research design and include a **detailed and achievable timeline** to thesis submission
- **undertake** an initial risk assessment of health and safety and ethical issues related to thesis submission
- **complete** the online ethics and Data Protection Act 2018 e-modules
- **consider** the PGR's training needs

Key Aspects of the Probationary Review

The key aspects of the Probationary Review are as follows:

Probationary Review	
Expected submission date	Up to 3 months (FT) post-enrolment Up to 6 months (PT) post-enrolment
Assessment	Discussion with Faculty Panel

What should the Probationary Review include?

PGRs should download the Probationary Review template from ResearchPAD and, once completed, should discuss the content of the review with their Supervisory Team as this may differ depending on the PGR's discipline.

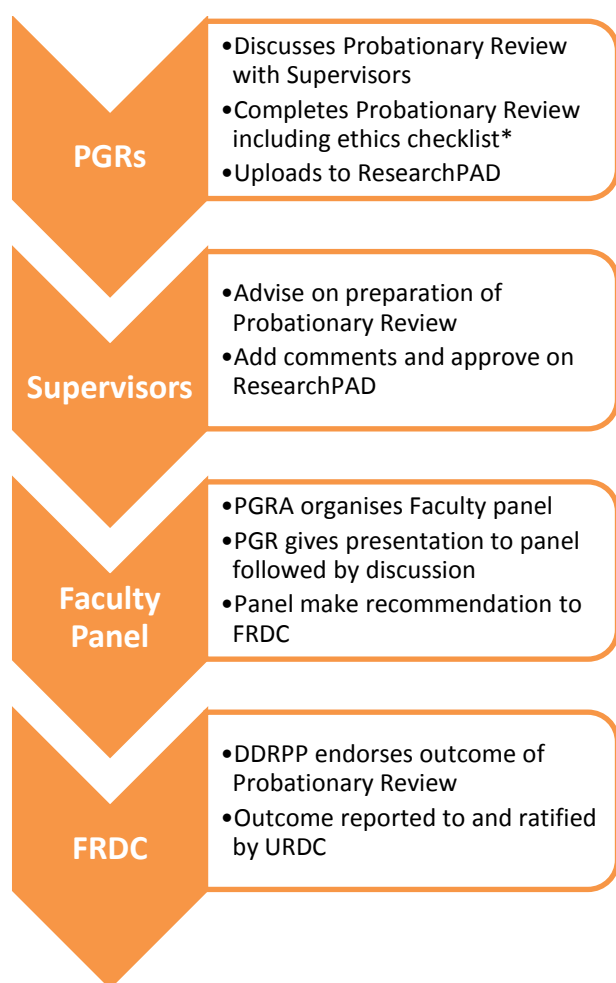
The **Probationary Review** sets out evidence of progress to date and should include:

- **abstract**
- outline of **aims and objectives** of the research project
- provide **context** to the research
- outline of the **methodology and approach** to be used
- outline any **ethical, health and safety issues**
- summary of the **proposed original contribution** to knowledge likely to emerge from final thesis
- statement of **intended further work**
- **a proposed timeline** for successful completion

What should the Probationary Review presentation include?

The Probationary Review provides PGRs with the opportunity to give a brief presentation (maximum 10 minutes) to the Panel prior to a discussion. The Panel will have already read the PGR's Probationary Review so the presentation should not just repeat the content but should also highlight key aspects of the PGR's research, demonstrating the scope of the project and how the PGR will complete it in a timely fashion. The presentation may include visual aids, if required.

What is the process for assessing the Probationary Review?



*Even if the Ethics Checklist is not required at this point, the ethics e-module must be completed at this stage and the date included on the report.

The PGR uploads the completed Probationary Review to ResearchPAD following discussions with and feedback from the supervisory team, who add a brief statement of support about the PGR's progress.

The PGRA will organise a Faculty Panel, normally comprising the Departmental Head of Research or nominee (Chair) and an independent academic drawn from the Faculty.

Members of the Panel should assess the PGR's potential for successful and timely completion of their research project via the PGR's written submission and verbal presentation and subsequent discussion.

What happens at the Panel meeting?

The Probationary Review will be read by the Panel in advance of the assessment meeting. At the meeting, the PGR will make a brief presentation to introduce their research project and highlight key aspects.

The PGR will be asked questions by the Panel and will have to defend their work to date and demonstrate how they will complete their research degree in a successful and timely fashion.

What are the outcomes of the Probationary Review?

The Probationary Review outcomes are as follows:

- Progression
- Probationary period extended, normally by 1 month
- Transfer to MRes
- Withdrawal

The PGR must successfully complete the Probationary Review in order to progress.

Further Information

Further information can be obtained in the *Code of Practice for Research Degrees*.

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