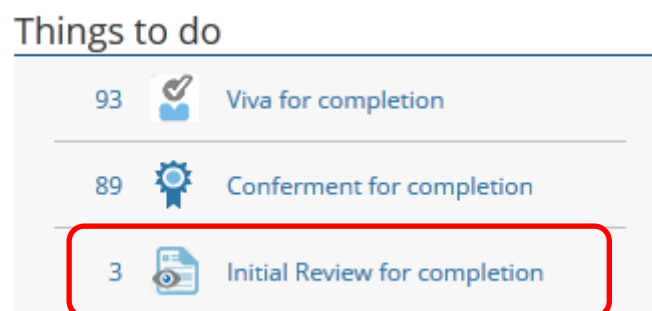




Initial Review

1. Once an **Initial Review** has been marked as *Approved* by the Supervisory Team, it will appear on your *Things to do* list. The next stage is to contact an Independent Reviewer for review and comments.



2. The Supervisory team are able to nominate an Independent Reviewer via ResearchPAD (under supervisory assessment). This is a free text box which they need to complete by adding name of Independent Reviewer.

Recommendation by Supervisory Team

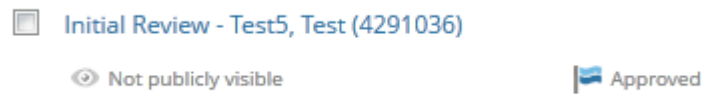
Please comment on the PGR's progress during this period:

Having considered all aspects of the PGR's progress and assessed their initial review report, we [the Supervisory Team] have found their progress to be:

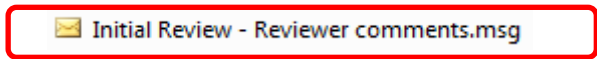
Please add nominated independent reviewer: Joe Bloggs

3. The next stage is to contact an Independent Reviewer for review and comments.

4. From your list of **Things to do**, click on *Initial Review for Completion* (see step 1.) and select relevant person from list e.g.

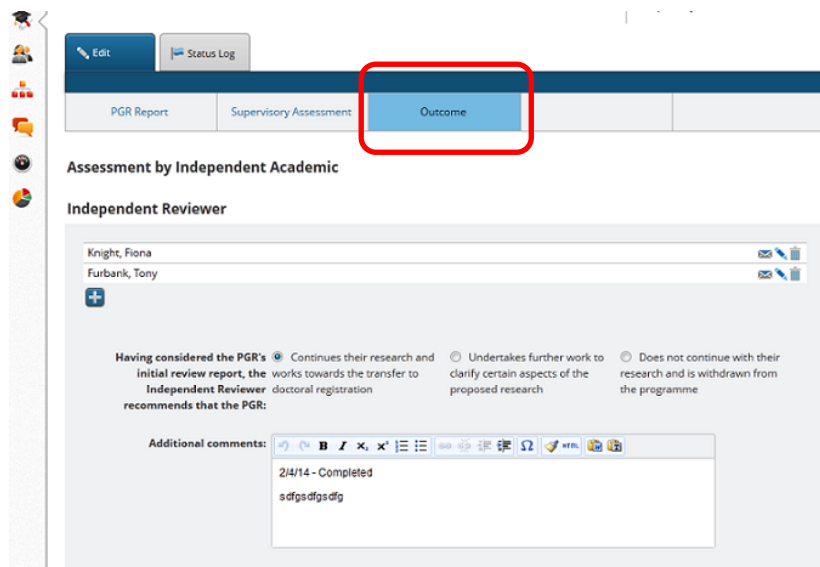


5. Contact the independent reviewer (outside of ResearchPAD) using the independent reviewer email template if preferred - I:\Graduate School\Public\Research Degree Administration\Research Degree Forms



Cut and paste the supervisor comments into the email template, attaching documents as necessary. Email the reviewer for review and comments

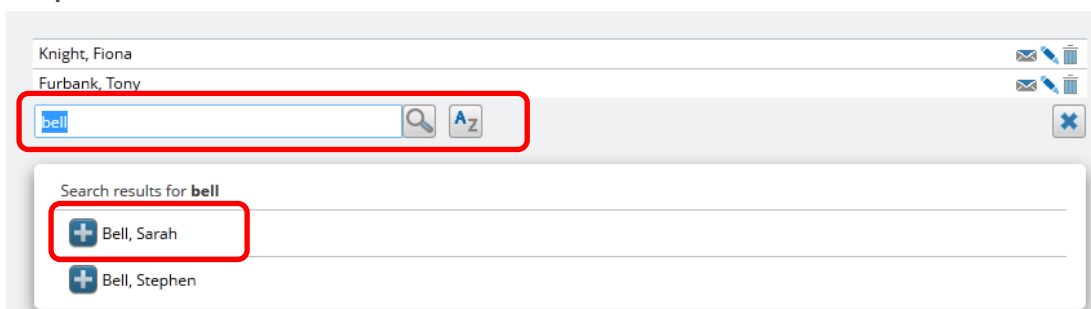
6. Once you have the comments back from the Independent Reviewer, select the *Outcome* tab



7. Add the name of the Independent Reviewer and click  button to add an IR.

Assessment by Independent Academic

Independent Reviewer



If the name does not appear, email ResearchPAD@bournemouth.ac.uk with name of academic and a profile will be created.

8. Tick the relevant option and Add additional comments from the Independent Reviewer

The screenshot shows a form with three radio button options, each enclosed in a red box. The first option is selected. Below the options is a text area for 'Additional comments' with a rich text editor toolbar. The text area contains the text '2/4/14 - Completed' and 'sdfgsdfgsdfg'.

1st Option 2nd Option 3rd Option

Having considered the PGR's initial review report, the Independent Reviewer recommends that the PGR:

Continues their research and works towards the transfer to doctoral registration

Undertakes further work to clarify certain aspects of the proposed research

Does not continue with their research and is withdrawn from the programme

Additional comments:

2/4/14 - Completed
sdfgsdfgsdfg

8a **When the first option is selected:**

Proceed to School Administration Section and complete DDRE comments and SRDC Comments/Ratification as applicable.

Click *Save & close* and set status to **Completed** & click *Done*

The screenshot shows a 'Set status' dialog box with a text area for comments. Below the text area are several status options: Draft, For Approval, Further information, Approved, and Completed. The 'Completed' option is highlighted in yellow and has a red box around it. At the bottom of the dialog are 'Cancel' and 'Done' buttons, both of which also have red boxes around them.

Set status

You can post a comment.

Draft

For Approval

Further information

Approved

Completed

Cancel Done

8b **When the second option is selected:**

Further work is required by the PGR - add the comments and if necessary upload any documents.

Click *Save & Close* and set status to **Further Information**. This returns the **Initial Review** back to the PGR for further work.

Once the PGR has done the work, the PGR will mark it as *For Approval*. This returns the form back to the Supervisory Team for *Completion*. Once they are satisfied, the Supervisory Team will mark as *Approved*. This returns the form to your list of ***Things to Do*** and the process is repeated.

Proceed to School Administration Section and complete DDRE comments and SRDC Comments/Ratification as applicable. Click *Save & close* and set status to *Completed* & click *Done*. See 8a above.

8c **When the third option is selected:**

Steps may be taken to terminate the registration. See Code of Practice Section 3.1.8 – **Lack of Progress**. The **Initial Review** should be *saved* and *set status* to *Completed*

Should the decision to withdraw the PGR be upheld, inform Julie Perrett within Academic Services, so that the student record on Unit-E can be amended. The Study Plan will automatically be updated. Notify the ResearchPAD Team via researchpad@bournemouth.ac.uk

9. Once an **Initial Review** has been completed, the **Initial Review** is automatically removed from your *Things to do* list and archived within *Content*

| Count | Icon | Item Name |
|-------|-------------------------|--------------------|
| 0 | Graduate Admission icon | Graduate Admission |
| 492 | Study Plans icon | Study Plans |
| 488 | Initial Reviews icon | Initial Reviews |
| 2279 | Annual Monitorings icon | Annual Monitorings |
| 488 | Transfers icon | Transfers |

Show all