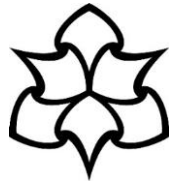


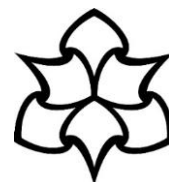
Guidance on Milestones for Postgraduate Research Degrees

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New from academic year 2020-2021

The Guidelines on Milestones for Postgraduate Research Degrees is reviewed annually. Changes may be made throughout the year if required, so please refer to the [Graduate School website](#) for the latest version of this document.

The document is owned and updated by the Manchester Metropolitan University Graduate School on behalf of Academic Board. Queries should be directed to the Graduate School (gsresearchdegrees@mmu.ac.uk).

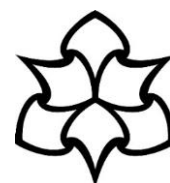
Introduction

Manchester Metropolitan University produces a suite of documents that outline the formal regulations and procedures for postgraduate research degrees.

The Guidelines on Milestones for Postgraduate Research Degrees provides the operational detail to support research students in understanding the requirements of each milestone, including how they will be assessed.

This document should be read alongside the regulations and the other supporting documentation available on the [Graduate School webpages](#).

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Document Title:	Guidelines on Milestones for Postgraduate Research Degrees		
Author Name:	The Graduate School		
Equality Impact Assessment			
Approved By:	Research Degrees Committee		
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Amendments since approval	Details of Revision	Date of Revision	Revisions approved by:



1. Milestones

1.1 What are Formal Milestones?

Each Research Degree has formal milestones that a student must complete in order to progress to the next year of the programme. The milestones have been formulated in a way that supports ongoing progress and provide an opportunity for students to demonstrate how their project has developed, to celebrate this and receive formal recognition.

1.2 Number and Timing of Milestones

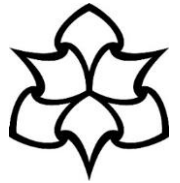
Research degree programmes vary in duration and therefore the milestones also vary. This summary table highlights which milestones are applicable to individual programmes. Students who are on the part-time route will have additional interim milestones to support their progression.

Degree	Initial Project Review	Annual Check in Part-time students only	First Formal Annual Progression Review	Annual Check in Part-time students only	Second Formal Annual Progression Review	Final Formal Review
PhD						
Full-time	3 months		9-12 months		20-24 months	30-33 months
Part-time	3 months	9-12 months	18-24 months	33-36 months	40-48 months	60-66 months
MPhil						
Full-time	3 months		9-12 months			20-24 months
Part-time	3 months	9-12 months	18-24 months	33-36 months		40-48 months
Professional Doctorate Phase B						
Part-time	3 months	9-12 months	18-24 months	33-36 months		40-48 months
Master's by Research						
Full-time	3 months					9-12 months
Part-time	3 months	9-12 months				18-24 months

For EdD and Professional Doctorate in Health and Social Care the thesis milestones start from the beginning of Phase B, after the completion of Phase A.

1.3 Format of the Milestones

For each milestone the student will:



- submit a progress report, this involves both a written report and a form within SkillsForge
- attend and present at a review meeting (which consists of the student and a Review Panel that is independent of the supervisory team).

Students should not view milestone reports as standalone pieces of work. Much of the content could form the first draft of parts of the final thesis, and may contain literature review, methodology, results, etc. The text of the report should be a minimum of font size 12 and be written in a way that will make their research comprehensible to non-experts and will enable the panel to assess their submission.

The form that students complete within SkillsForge will vary slightly for each milestone. For example at the Initial Project review meeting there will be questions relating to attendance at induction that would not be relevant at later milestones. In general terms, the forms focus on student experience, mandatory training and declarations that might be required from the student

Students monitor their own progress on [SkillsForge](#), Manchester Met's system for monitoring and administering the research student journey. PGR students and their supervisory team will be alerted to upcoming deadlines via automated emails. Communications will be sent to the student's [Manchester Met email](#) account. It is a student's responsibility to check their email regularly.

Students cannot continue with their registration if they do not successfully pass milestones. Failure to submit may result in withdrawal from the programme of study.

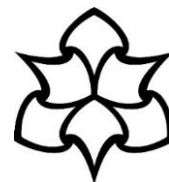
1.4 Review Panels and Meetings

At each milestone the students work and presentation is assessed by a Review Panel. Review Panel meetings are an opportunity for students to both present their work and discuss any circumstances that may be impacting on their research e.g. frequency of supervisory meetings, their Training Needs Analysis or Training and Development Plan.

The membership of the Review Panel is nominated by the [Research Degrees Coordinator or PGR Lead](#) and confirmed by the Head of Faculty Research Degrees. The panel will normally be made up of a Chair and two Reviewers. Where there are specific academic reasons there may be three Reviewers. If this is the case the student will be made aware of this in advance. Where possible and academically appropriate the reviewers will remain the same across milestones throughout the programme.

The role of the Review Panel is to assess the progress of the student and produce and submit a written recommendation to the Research Degrees Committee for review. Students will normally receive the formal communication of the outcome within 5 working days of the panel meeting.

The dates for Review Panels are fixed, as they are similar to formal examinations. Students will only be able to request changes to these dates through the [Exceptional Factors Procedure](#). The review meetings will vary in duration depending on which milestone is being undertaken.



2. Initial Project Review

The Initial Project Review takes place early in the student journey. The student should submit their work by week 10 for both full and part-time students. The student is able to upload and submit the documents at any point prior to the 10 week deadline. The panel meeting and assessment will take place after approximately three months from student registration.

Applies to	All Research Degrees
Timescale	Submission at week 10, Review Panel week 12 (this will be adjusted to cover periods of University Closure e.g. Christmas, if appropriate)
Report	2000 to 2500 words (excluding ancillary data such as footnotes, bibliographies, diagrams and references)
Presentation	10 minutes
Discussion	30 minutes
Review Panel	Chair and two Reviewers

There are three stages to this first milestone:

1. **Submission**
2. **The Panel Meeting**
3. **Outcome of the milestone**

2.1 Submission of the Report and SkillsForge requirements

The student must complete core elements in SkillsForge, this includes answering specific questions about their project and student experience and preparing and uploading documents including the report and presentation. The submission is in week 10. Students will receive automatic emails reminding them of the deadline. Students are able to submit the presentation separately providing that this is submitted a minimum of one week prior to the Review Panel.

2.2.1 What should be included in the submission?

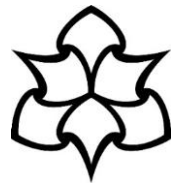
Report

All students are required to submit a report of between 2000-2500 words. At this early stage it is expected that students would work with their supervisory team to further develop the proposal that they used for admission to the programme.

Prior to submitting the report, students should submit their work to Turnitin and ensure that any issues have been addressed. The final Turnitin report should be included with the report.

Contents of the research proposal may vary between disciplines, but a guide would be:

- Title of the research project
- a short abstract
- A brief overview of my topic area with a summary of current knowledge (literature review), recent debate, and any gaps in knowledge...



- The study aims to develop new knowledge/understanding/contribution to policy or practice by ...
- The main aims and questions that will guide the research
- Proposed methodology and main research techniques
- Who the research is going to benefit and how
- The research is important because...
- The potential issues or limitations that may be encountered when doing this research
- Potential ethical issues and approaches to resolve these
- Proposed timeline
- Disseminating findings
- Draft bibliography...

To also think about

- Details on research/fieldwork
- Anticipated research training needs
- Resources which will be needed

If a project involves creative work where a performance or an installation is to be included as part of the examination process this needs to be recorded so that appropriate support and procedures are in place for assessment and examination. Where applicable, students should highlight this within the body of their report.

Where a collaborating establishment is involved it is important that this is disclosed at this point even if the student thinks that the University is already aware of the relationship. A collaborating establishment is an external organisation that is actively involved in or supporting the research by providing facilities such as studio space, laboratories or other resources, which may also include supervision. The Faculty must assure itself that any facilities provided by a collaborating establishment to enable the research project to be conducted and completed are available. The name of the collaborating establishment should be given and confirmation of approval and details of the facilities being provided by a collaborating establishment must be uploaded to the application.

NB. the involvement of an external supervisor does not necessarily mean that the institution is a collaborating establishment.

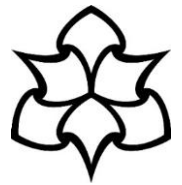
Project Plan or Timeline

The student should prepare and upload a plan for the full project which should be sufficiently detailed to show what the student plans to achieve by the next formal milestone.

Ethics requirements

It is important that students are aware of their responsibilities in terms of ethical approval. At this stage the expectation is that early conversations about when ethical approval will be required have started. Ethical approval must be in place before any data collection commences.

Students undertaking any work involving live subjects must ensure that ethical approval is applied for and received at an early stage. This is particularly the case when any respondents may be considered vulnerable. Approvals can be updated at a later stage if further research is required.



Where ethical approval is also required from an external body e.g. the NHS, the student must ensure that enough time is built into their project plan to account for the review and approval process. Research involving the NHS may mean that the student needs to obtain a Research Passport. Students should ensure they seek advice from their Principal Supervisor.

See the [Research Degrees Handbook](#) for further information on applying for Ethical Approval.

Research and fieldwork outside the UK

It is important that the University has on record any plans that students have to travel to undertake their research. Students should upload any documentation they have relating to any non-UK based research or fieldwork and highlight what activities will be taking place overseas e.g. "interviews with participants planned for Dec 2022". This may be for fieldwork, to collect data or use facilities. If an overseas visit is included in their research degree, this should be indicated in this section of the form.

Students undertaking research or attending any academic events such as conferences overseas will need to ensure that they follow all the procedures required for insurance cover.

Supervisory Meetings

Completed Record of Supervisory Meetings in SkillsForge will be reflected within the form.

Training Needs Analysis & Training and Development Plan

Training information which has been recorded in SkillsForge will be included on the form.

Further information on training and development can be found in the [Research Degrees Handbook](#). Students can also view the dedicated [PGR Development Hub](#) on Moodle.

Presentation

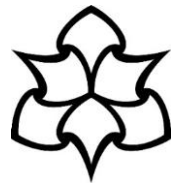
Students should submit a copy of their presentation at least one week in advance of the Review Panel. The student submits the presentation directly to the Review Panel by email, copying in the [Graduate School](#).

2.2 The Panel Meeting

At the start of the panel meeting, the Chair should introduce everyone present. It's important that the student is comfortable, and is assured that the milestones are an important part of helping the student manage their research studies.

The meeting starts with the student giving a presentation about their research. Students may choose to present their work in a way that they feel best represents their project. This may be a presentation using slides, or there may be elements of performance or installation. The format of the presentation is an academic judgement for the student to discuss with their supervisory team. Before the student starts the presentation, the Chair should check whether the student is prepared to take questions throughout the presentation or would prefer questions to be asked at the end. The presentation is expected to last about 10 minutes. Students may be asked to stop if the presentation extends beyond this timeframe.

The reviewers will discuss the student's presentation and the report with the student on their research which the student has submitted. The reviewers should discuss issues of ethics and



research governance, and ensure the student understands the importance of obtaining accurate ethics approval before data collection starts.

The panel should ask the student about:

- Attendance at any training courses, and plans for training and development
- Involvement in their University Centre for Research and Knowledge Exchange
- Planning for publications and other knowledge exchange activity from their research
- Fieldwork plans or attendance at conferences or seminars outside the university
- The project plan and timeline
- Ethical approval
- Career planning

It is expected that at least one member of the supervisory team would be present as an observer during the presentation and discussion sections.

The student should leave the room to allow an opportunity for the supervisor(s) to discuss the student's progress with the panel.

The supervisor should leave the room and the student returns. In this part, the student can raise any issues with the panel about their experience, their supervision, or any other issue related to their studies. This can be raised in confidence if the student wishes.

2.3 Outcome

The student, supervisor(s) and any observers will be asked to leave the room so that the panel are able to discuss the presentation and other elements of the submission, including any potential points relating to student wellbeing that may have been raised.

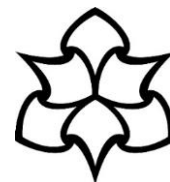
The Initial Project Review is an opportunity to ensure that the student has settled into their studies, confirm the supervisory team as appropriate, and identify at an early stage any support the student might need. It is not a formal exit point for the research degree programme.

The panel can make one of the following recommendations:

1. The student can progress and is on track to meet the required standards for the proposed degree;
2. The student can progress with a programme of support in specific areas;
3. The student is not currently on track to meet the degree outcomes. It is recommended that the [Procedure to Support Postgraduate Research Progress](#) is instigated.

The student will be invited to return for the outcome. The supervisor(s) may be invited to return if the student agrees.

Students who progress with a plan of support will not be required to resubmit work as part of this milestone. Progress in relation to the plan will be reviewed as part of the First Formal Annual Progression Review. Students should discuss the plan with their supervisors and record actions in the Records of Supervisory Meetings (RD9) that they complete in SkillsForge.



3. First Formal Annual Progression Review

It is expected that students will demonstrate substantial progress from the previous year and provide clear information about how the work relates to the required [outcomes](#).

Applies to	PhD, MPhil, Professional Doctorate
Timescale	PhD & MPhil Between months 9-12, 21-24 PT
Report	6000 words (excluding ancillary data such as footnotes, bibliographies, diagrams and references)
Presentation	15 minutes
Discussion	30-40 minutes
Review Panel	Chair, two Reviewers

There are four stages to this milestone:

1. **Submission**
2. **Preliminary Review**
3. **The Panel Meeting**
4. **Outcome of the milestone**

3.1 Submission of the Report and SkillsForge requirements

The student must complete core elements in SkillsForge, this includes answering specific questions about their project and student experience and preparing and uploading documents including the report. Students will receive automatic emails reminding them of the deadline for submission. For a full-time student the assessment including Review Panel meeting should be complete by the end of month 12, for a part-time student by the end of month 24.

The timescale for Professional Doctorate students starts from the beginning of Phase B.

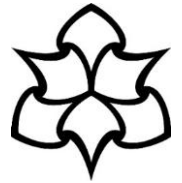
3.1.1 What should be included in the submission?

Progress report and update

All students are required to submit a 6000 word report which clearly articulates their progress against the project plan or timeline and any changes that might have been made since the last formal milestone. Progress should also be clearly mapped onto the [degree outcomes](#), highlighting what work is outstanding to meet the outcomes for the degree.

Prior to submitting the report, students should submit their work to Turnitin and ensure that any issues have been addressed. The final Turnitin report should be included with the report. The student must also confirm that any chapters which have been drafted have been submitted to Turnitin and confirm that any issues have been discussed with their supervisor and addressed.

Students undertaking practice-based research can submit a report which is a balance between practice work and critical, contextual or reflective text. The text should be a minimum of 3000 words. The intellectual contribution of the practice-based part of the report should constitute no more than 50%. The intellectual contribution is a matter of academic judgement, and therefore may not constitute a specific word count.



The content and style of the report may vary between disciplines, but it should incorporate the following:

- i. Abstract
- ii. The aims of the research student's project
- iii. A critical literature review of the findings of other workers in the field of enquiry.
- iv. A full description of the methods and/or methodology used.
- v. Details of any results obtained. The research student should also indicate how the aims specified in their Initial Project Review have been achieved. If these aims have been altered, the report should indicate how any new aims have been achieved.
- vi. Discussion of the work already undertaken and conclusions drawn at this stage of the work. The relative extent of discussion and conclusions will vary considerably from subject to subject. If difficulties are experienced, expert advice should be sought from experienced supervisors in the appropriate field.
- vii. A full description of the intended further work.
- viii. For PhD the student must include details of the significant contribution to knowledge/practice/policy, which is likely to emerge.

It is expected that research projects change and evolve, in some projects, it may not be possible to adhere exactly to the plan envisaged at the start of the programme. Minor variations are normal, the project title is a working title and may be amended at any point up to submission. If, however, there are substantial differences between the original project and the project which has emerged, an explanation should be included in the report, and the Changes in Approved Programme of Study (RDCP) form must be completed (See the [Guidelines for Postgraduate Research Supervision](#) for further details).

Project Plan or Timeline

The student should prepare and upload a plan for the full project which should be sufficiently detailed to show what the student plans to achieve by the next formal milestone.

Ethics requirements

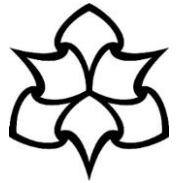
It is important at all stages that students are aware of their responsibilities in terms of ethical approval. At this stage, the student is likely to have already applied for initial ethical approval, which may have been awarded. Further applications may be required if there are any changes to ethical approval which has already been granted.

The student should give a brief overview of the ethical considerations.

The student needs to confirm when data collection is proposed or if it has taken place. If an application is underway, the student should provide details about the current status of the application. If Ethical Approval has been granted, the formal letter should be uploaded.

Where ethical approval is also required from an external body e.g. the NHS, the student must ensure that enough time is built into their project plan to account for the review and approval process. Research involving the NHS may mean that the student needs to obtain a Research Passport. Students should ensure they seek advice from their Principal Supervisor.

See the [Research Degrees Handbook](#) for further information on applying for Ethical Approval.



Research and fieldwork outside the UK

It's important that the University has on record any plans that students have to travel to undertake their research. Students should complete this section to formally record any changes which have been made since the last milestone and/or any changes which might occur to what had been outlined in the previous milestone. Any additional documentation should also be submitted.

Students undertaking research or attending any academic events such as conferences overseas will need to ensure that they follow all the procedures required for insurance cover.

Supervisory Meetings

Completed Record of Supervisory Meetings in SkillsForge, this will be reflected within the form.

Training Needs Analysis & Training and Development Plan

Training information which has been recorded in SkillsForge will be included on the form.

Further information on training and development can be found in the [Research Degrees Handbook](#). Students can also view the dedicated [PGR Development Hub](#) on Moodle.

Presentation

Students should submit a copy of their presentation at least one week in advance of the Review Panel meeting. The student submits the presentation directly to the Review Panel by email, copying in the [Graduate School](#).

3.2 Preliminary Review

The Review Panel will read the students submission and produce a preliminary report in advance of the presentation.

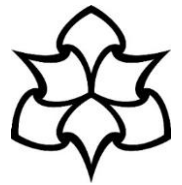
3.3 The Panel Meeting

At the start of the panel meeting, the Chair should introduce everyone present. It's important that the student is comfortable, and is assured that the milestones are an important part of helping the student manage their research studies.

The meeting starts with the student giving a presentation about their research. Students may choose to present their work in a way that they feel best represents their project. This may be a presentation using slides, or there may be elements of performance or installation. The format of the presentation is an academic judgement for the student to discuss with their supervisory team. Before the student starts the presentation, the Chair should check whether the student is prepared to take questions throughout the presentation or would prefer questions to be asked at the end. The presentation is expected to last about 15 minutes. Students may be asked to stop if the presentation extends beyond this timeframe.

It is expected that at least one member of the supervisory team would be present as an observer during the presentation and discussion sections.

There may be additional observers present for the presentation and discussion, including the supervisory team and other research students. This should be considered as being in the spirit of the



development of a supportive research culture. Specific arrangements for observers may vary across Faculties.

The reviewers will discuss the student's presentation and the report with the student on their research which the student has submitted. The reviewers should discuss issues of ethics and research governance, and ensure the student understands the importance of obtaining accurate ethics approval before data collection starts or if there are any changes to data collection.

The panel should ask the student about:

- Attendance at any training courses, and plans for training and development
- Involvement in their University Centre for Research and Knowledge Exchange
- Planning for publications and other knowledge exchange activity from their research
- Fieldwork plans or attendance at conferences or seminars outside the university
- The project plan and timeline
- Ethical approval
- Any issues raised in Turnitin reports
- Career planning

The student and observers should leave the room to allow an opportunity for the supervisor(s) to discuss the student's progress with the panel.

The supervisor should leave the room and the student returns. In this part, the student can raise any issues with the panel about their experience, their supervision, or any other issue related to their studies. This can be raised in confidence if the student wishes.

If observers are present for the presentation and discussion, consideration needs to be given to arrangements to ensure that students and supervisors are able to speak to the panel without any observers being present.

3.5 Outcomes

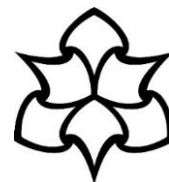
The student, supervisor(s) and any observers will be asked to leave the room so that the panel are able to discuss the presentation and other elements of the submission, including any potential points relating to student wellbeing that may have been raised.

The student will be invited to return for the recommended outcome. The supervisor(s) may be invited to return if the student agrees.

There are four possible outcomes; progress; resubmit; transfer to a lower degree; or withdraw. The student will receive a formal communication confirming the outcome, normally within five working days of the presentation.

The recommended outcomes will be reviewed for approval by the Research Degrees Committee:

- **Progress.** The student has made sufficient progress to indicate they are on track to meet the required [standards](#), and may continue with their studies.
- **Resubmit.** The student is not currently making sufficient progress to indicate they are on track to meet the required [standards](#) to continue with their studies. The student is required to make revisions and amendments to their work and resubmit them for further review.



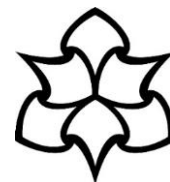
Upon resubmission the outcomes available to the student will be continue, transfer or withdraw.

- **Transfer to lower degree.** The student has not made sufficient progress to indicate they are on track to meet the required [standards](#) and it is recommended that they transfer from the current degree to a lower award.
- **Withdraw.** The student has not made sufficient progress to indicate they are on track to meet the required [standards](#) for the current or lower award, and it is recommended that the student is withdrawn from the University.

4. Second Formal Annual Progression Review

Applies to	PhD
Timescale	Between month 20 & 22 (FT), 45 & 48 (PT)
Report	6000 words (excluding ancillary data such as footnotes, bibliographies, diagrams and references)
Presentation	15 minutes
Discussion	30-40 minutes
Review Panel	Chair, two Reviewers

The process for the Second Formal Annual Progression Review is the same as the First Formal Annual Progression Review.



5. Final Formal Review

This is the final formal milestone before the final thesis is submitted for examination. The purpose of this milestone is to assess whether the student is progressing well and ready to submit or would benefit from moving into the writing up period.

Applies to	All programmes
Timescale	PhD Between months 30-33 months FT, 60-66 months PT MPhil Between months 20-24 FT, 40-48 PT Masters by Research Between months 9-12 FT, 18-24 PT
Report	Submission Plan
Presentation	10 minutes
Panel	Chair, two Academic Reviewers

The timescale for Professional Doctorate students starts from the beginning of Phase B.

There are three stages to this milestone:

1. **Submission**
2. **The Panel Meeting**
3. **Outcome of the milestone**

5.1 Submission

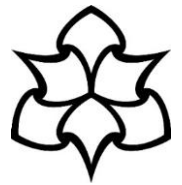
The student must complete core elements in SkillsForge, this includes answering specific questions about their project and experience and preparing and uploading documents including the Submission Report and presentation.

5.1.1 What should be included in the submission?

Submission Plan Report

The plan should include a summary of the percentage completion of each chapter of the thesis and address which of the required degree [outcomes](#) have been met and which are outstanding, including details of the work required to meet all outcomes. The report should also address:

- **Embargo** The student is required to confirm if they will be requesting a thesis embargo, there is further information on requesting an embargo in the [Guidelines on Thesis Submission](#).
- **Format of Thesis** Confirmation of the format of the thesis, will the submission be solely by thesis or will there be performance or artefact as part of the examination. This should include the percentage which is performance or practice based, how any performance will be captured and confirm that the balance of practice and critical text has been discussed with the supervisory team and agreed to be appropriate.



- **Format of Viva (if applicable)** If the student or examiners wish to attend by video conferencing, this should be raised at this point so that the circumstances can be fully assessed against the Oral Examination by Video Conference Policy.

Prior to submitting the report, students should submit their draft thesis to Turnitin and confirm that any issues have been discussed with their supervisor and addressed.

Confirmation of Ethical Approval

At this stage the student is required to submit the letter of Ethical Approval if they have not already done so and confirm that the research has been conducted in a way which is consistent with the ethical approvals granted.

Notice of Intention to Submit/Writing Up

If the student expects to submit by the end of their standard registration period, they will need to submit the NITS form.

If the student believes they will require further time to write up their thesis and wish to transfer to writing up, this form should be emailed to the [Graduate School](#).

Presentation

Students should submit a copy of their presentation at least one week in advance of the Review Panel meeting. The student submits the presentation directly to the Review Panel by email, copying in the [Graduate School](#).

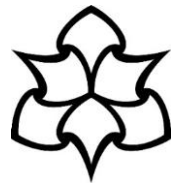
5.2 The Panel Meeting

At the start of the panel meeting, the Chair should introduce everyone present. It's important that the student is comfortable, and is assured that the milestones are an important part of helping the student manage their research studies.

Students may choose to present their work in a way that they feel best represents their project, this may be a straight forward presentation using slides, or there may be elements of performance or installation, this is very much an academic judgement for the student to discuss with their supervisory team. The presentation is expected to last ten minutes, students may be asked to stop if the presentation extends beyond this timeframe.

The meeting starts with the student giving a presentation about their research. Students may choose to present their work in a way that they feel best represents their project. This may be a presentation using slides, or there may be elements of performance or installation. The format of the presentation is an academic judgement for the student to discuss with their supervisory team. Before the student starts the presentation, the Chair should check whether the student is prepared to take questions throughout the presentation or would prefer questions to be asked at the end. The presentation is expected to last about 15 minutes. Students may be asked to stop if the presentation extends beyond this timeframe.

It is expected that at least one member of the supervisory team would be present as an observer during the presentation and discussion sections.



There may be additional observers present for the presentation and discussion, including the supervisory team and other research students. This should be considered as being in the spirit of the development of a supportive research culture. Specific arrangements for observers may vary across Faculties.

The reviewers will discuss the student's presentation and the report with the student on their research which the student has submitted. The reviewers should satisfy themselves that the student's submission plan is realistic and sufficiently detailed. This is the final review before submission, and so the discussion should be similar to a viva discussion.

The reviewers should confirm that any ethics and research governance issues have been satisfactorily completed. The reviewers should also discuss with the student publication and career planning.

The student and observers should leave the room to allow an opportunity for the supervisor(s) to discuss the student's progress with the panel.

The supervisor should leave the room and the student returns. In this part, the student can raise any issues with the panel about their experience, their supervision, or any other issue related to their studies. This can be raised in confidence if the student wishes.

If observers are present for the presentation and discussion, consideration needs to be given to arrangements to ensure that students and supervisors are able to speak to the panel without any observers being present.

5.3 Outcome

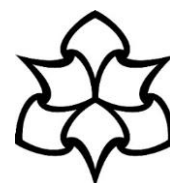
The student, supervisor(s) and any observers will be asked to leave the room so that the panel are able to discuss the presentation and other elements of the submission, including any potential points relating to student wellbeing that may have been raised

The student will be invited to return for the recommended outcome. The supervisor(s) may be invited to return if the student agrees.

There are four possible outcomes; progress to submit, transfer to writing-up, transfer to lower award, withdraw. The student will receive a formal communication confirming the outcome, normally within 5 working days of the presentation.

The recommended outcomes will be reviewed for approval by the Research Degrees Committee:

- **Progress to Submit.** The student has made sufficient progress to indicate they are on track to meet the required [standards](#) within the standard registration period. The NITS form should be submitted if it has not already.
- **Progress to writing up** (The student has made sufficient progress to indicate they are on track to meet the required [standards for the proposed degree, by the end of the writing up period](#))
- **Transfer to lower award (only applicable for PhD and MPhil students).** The student has not made sufficient progress to indicate they are on track to meet the required [standards](#) and it is recommended that they transfer from the degree to a lower award.



- **Withdraw.** The student has not made sufficient progress to indicate they are on track to meet the required [standards](#) for the award or a lower award, and it is recommended that the student is withdrawn from the University.

If the recommended outcome of review panel is that the student progresses to writing up, the review panel should clarify whether there is a need for further research. Small amounts of additional research may be permitted as appropriate if they are considered necessary to meet the proposed degree outcomes.

At write up stage, research students are expected to focus on preparing their thesis for submission. A student in the write up period is not expected to require the same level of supervision as during their registration period. Use of Faculty facilities such as labs and studios will require the written permission of the Head of Faculty Research Degrees. This should be clearly indicated in the report.

6. Annual Check In (part time student only).

Whilst these milestones are not part of the formal assessment of the research degree it is important that students receive regular constructive feedback relating to their project to support ongoing progress. In the years where formal milestones are not scheduled for a part time student, this Annual Check will take place instead.

Applies to	Part time students on all programmes
Timescales	See table in Section 1.2
Report	Up to 1,500 words - (excluding ancillary data such as footnotes, bibliographies, diagrams and references)
Presentation	10 minutes
Discussion	20 minutes
Review Panel	Chair, two Reviewers

The process for the Annual Check in for part-time is the same as the Initial Project Review. Faculties have flexibility in how these are carried out. Faculties must ensure an opportunity for students to speak to reviewers without their supervisory team being present.

6.1 Outcome of Annual Check in

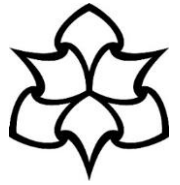
There are two possible outcomes of an Annual Check-in– **progress satisfactory** or instigate [Procedure to Support Postgraduate Research Progress](#)

7. Thesis Submission

Please refer to the [Guidelines on Thesis Submission Requirements](#)

8. Complaints and Appeals

A student may submit a complaint or appeal and request a review of an examination decision (for further information see the [Student Complaints Procedure and University Academic Appeals Procedure](#)).



9. Support for students

Students can get further support from the following University services:

- [Students' Union Advice Centre, s.u.advice@mmu.ac.uk](mailto:s.u.advice@mmu.ac.uk), +44 (0)161 2476533
- [Student Hubs](#)
- [Disability Service, disability.service@mmu.ac.uk](mailto:disability.service@mmu.ac.uk), +44(0)161 247 3491
- International Office, international@mmu.ac.uk, +44 (0)161 247 2000 (students should provide their Manchester Met Student ID number in any correspondence).
- [Counselling Service](#) +44 (0)161 247 3493