

Qualifying Report Process for Supervisors

*[Note: Actions for Supervisors is in **bold**]*

By end of 10th month (FTE), student submits PDF of Qualifying Report (QR) directly to Research Office (RO). RO also obtains Reports of at least 3 quarterly Supervisory Meetings (held in the previous 12 months).

NOTE: Students will have had Supervisor input/support up until submission of the QR, including feedback on first draft.

RO forwards QR plus assessment feedback form and Training Needs Analysis form (TNA) to supervisor.

Supervisor meets with student to give formal feedback on submitted QR using assessment feedback form and to discuss completed and forthcoming training needs using the TNA as a

Following the meeting, Supervisor:

- **provides student with copy of completed assessment feedback form and updated TNA**
- **sends a copy of each document directly to RO identifying Panel members for examination of the QR and an agreed viva date/location**

NOTE: Examining Panel comprises two members of the Academic Staff, normally including a Head of Research Group or nominee. This examiner will normally chair the meeting. At least one Panel member will have experience of successful doctoral supervision.

Supervisors should note:

- **viva must be held before end of 12th month (FTE)**
- **completed assessment feedback form and TNA should be returned to RO within 14 days of the meeting with the student and at least 1 week before the scheduled viva date .**

RO sends QR, Supervisor assessment feedback form, Records of Supervisory Meetings and TNA to panel members. RO sends to the examining Chair the Annual Report form to be completed following the *viva*.

Panel holds *viva*. Supervisor (or nominated Associate Supervisor) attends as observer only.

NOTE: Every student must have an opportunity to speak to the Panel without the Supervisor or Associate Supervisor present.

All paperwork returned to RO by Panel within 1 week of date of *viva*. Associate Dean Research considers Panel's recommendation [including any disagreement between Panel members.]

RO informs student and Supervisor of Panel's approved decision in writing normally within 10 days of receiving the paperwork - a copy of the Panel's report is included.