PhD Supervisory Team at UCC

Lead Supervisor: overall responsibility for research conducted by and academic progress of student Co-Supervisor(s) (if appointed): significant specialist research advise as needed for project of student Advisor (if appointed): mainly pastoral support

Source: UCC Policy on the Supervision of Research Students (14th April 2021).

Members of Progress Review Panel (PRP)

- Lead Supervisor & Co-Supervisor(s) / Advisor
- Monitor: only involved during progress review meetings for recording of outcome, neither pastoral nor research duties (< 2 hours per year per student)
- Academic Member of SOMS GSC: if appointed

Typical Procedure for Progress Review Meetings

- GSC informs supervisor(s), PhD student and monitor about due date of next progress review (at least 1 month ahead)
- Lead Supervisor liaises with student and other PRP members to schedule the progress review meeting

- Monitor & Supervisor(s): short strictly confidential meeting (to fill and sign a form) before panel meeting
- **Student**: prepares report, gives presentation (up to 20 minutes) to Panel followed by Q&A session
- Panel discusses student's report & presentation, reviews student's development plan (to complete and sign progress review report)
- Monitor & Student: short strictly confidential meeting (to fill and sign form) after panel meeting

Before Progress Review Meeting...

GSC contacts Supervisor & PhD Student to initiate process

GSC assigns a Monitor for Progress Review Meetings of each PhD Project INITIATION
Supervisor & PhD Student
complete
Project & Personal Development
Plan (Appendix A)

GSC informs Supervisor & PhD Student, Co-Supervisor(s)/Advisor & Monitor on due date and stage of next Progress Review Supervisor liaises with Co-Supervisor(s)/Advisor, Student & Monitor to arrange Progress Review Meeting

PhD Student prepares a
Research Summary Report
(e.g. presentation slides) for
Progress Review Panel Meeting
and circulates it to the panel

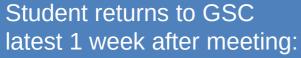
PhD Student & PhD Supervisor complete pages 1 & 2 of Progress Report before Meeting

PhD Student lists postgraduate modules as indicated on page 3 of *Progress Report*

At Progress Review Meeting ...

Monitor and Supervisor (meet to) complete and sign strictly confidential 1-page document (< 5 minutes) – to be returned by Monitor to GSC as indicated

Student gives presentation (<20 min) to Progress Review Panel followed up by Q & A session (<10 min) Recording of agreed outcomes of progress review meeting by panel members & student (page 3 of *Progress Report*)



- Progress Report
- Research Summary
 Report (e.g. presentation as PDF file)

Recommendations based on Progress Review Meeting completed by Monitor (page 3 of *Progress Report*)

All parties sign the *Progress Report* (page 4)

Monitor and Student (meet to) complete and sign strictly confidential 1-page-document (< 5 minutes) – to be returned by Monitor to GSC as indicated