**This document contains guidance on the Submission and Criteria Requirements for 1st Progression Review**

Generic guidelines for Progression Reviews have been recommended by the PGR QME Subcommittee and endorsed by the Academic Standards and Quality Committee. The Review which is to be examined by a Progression Review Panel should include a written report, a viva and a review of the Academic Needs Analysis. Faculties can determine the precise format and in keeping with past good practice, the viva element for Humanities will comprise of a student presentation to an audience followed by a question and answer session.

**Submission**

The student should submit a written report 4 weeks before the viva event which for full-time students will normally have been completed by month 10 of the candidature. Second attempts should normally be completed by month 12 for a full-time student with failure to meet the criteria resulting in the candidate’s termination.

The written report should

* Define the aims and objectives of the research project
* Locate the project within other work in the subject area
* Describe the work that has been carried out to date
* Identify sources and methodological approaches that will be deployed
* Present a plan for progression to confirmation of status

**Criteria**

The Progression Review Panel drawing on the evidence presented in the written report, the viva and a review of the Academic Needs Analysis must satisfy themselves that the student:

* Is undertaking a viable research project
* Has made satisfactory progress to date
* Has developed an adequately detailed plan of work to enable the research degree to be completed within the allowable registration period
* Has defined the preliminary aims, objectives and scope of the research project adequately
* Has made an appropriate survey of the relevant literature and demonstrated an ability to make critical evaluation of published work
* Has acquired an appropriate knowledge of sources and understanding of applicable methods
* Has begun discussing the ethical implications of their research with their supervisory team and can articulate how these are incorporated into their research plans

**Format**

The written submission will vary in normal circumstances from 2.500 to a maximum of 5,000 words. The format of the oral element of the presentation will reflect past good practice at discipline level. This has involved the use of a conference format, a symposium, or a 15 minute presentation followed by a question and answer session to an open audience. The latter element could in future be opened up to include members of other disciplines within the Faculty, in addition to those as in the past drawn from the candidate’s own discipline. In some disciplines, the open audience presentation will be substituted by a closed panel-led viva.

Alternative Format Subjects:

English (Creative Prose)

* A 3500-4000 word creative component from their PhD project AND
* An accompanying 1000-1500 word critical component, through discussing the creative and critical process of both elements of the PhD and a plan for progressing to confirmation, demonstrating discernible and coherent aims and objectives.

English (Scriptwriting)

* A script of 15-20 minutes AND
* An accompanying 1000-1500 word critical component, through discussing the creative and critical process of both elements of the PhD and a plan for progressing to confirmation, demonstrating discernible and coherent aims and objectives.

English (Poetry)

* 1000-1500 words of poetry (or 7-10 pages) AND
* An accompanying 1000-1500 word critical component, through discussing the creative and critical process of both elements of the PhD and a plan for progressing to confirmation, demonstrating discernible and coherent aims and objectives.

Film (Creative/Practical)

* A written piece (of research, analysis and reflection) of 1500-2000 words length discussing the creative and critical process of the practical element of the PhD and a plan for progressing to confirmation, demonstrating discernible and coherent aims and objectives. It should include a bibliography of primary and secondary sources, both read and noted for future reading, which thus demonstrates the scope of the project AND
* A practical audio-visual piece of not more than 20 minutes’ duration.

Music (Performance)

In musical performance an alternative form of thesis submission is permitted. Recital work may be offered in conjunction with a substantial thesis (indicative minimum: 55000 words). The relationship of the thesis and the recital work must be such as to form as integrated research project, with the recital illustrating or exemplifying the original research embodied in the thesis.

* The materials submitted will include evidence of music performance activities (for example a recital or lecture recital) of an indicative length of 30 minutes. This evidence may take the form of a live performance to be attended by at last one member of the supervisory team and an independent assessor OR a video recording included with the rest of the submission AND
* The written report, of an indicative length of 2500 words, will include a proposal about the nature and extent of each component (performance and written) of the eventual submission. This proposal will form part of the discussion at the progression review. The results of the discussion, agreed between student and supervisory team and acknowledge by the internal assessor, will form the basis of the expectation for the nature and extent of each component to be submitted at subsequent progression reviews.

Music (Composition)

In music composition an alternative format of thesis submission is permitted. Details of these will be outlined in the Doctoral Programme Profiles. The submission must consist of two parts: a piece of work as appropriate to the discipline (for example a piece of original practical work) completed in conjunction with a critical written component with a maximum of 40000 words and an indicative minimum of 20000 words (30000 and 15000 words respectively for MPhil). The nature and extent of each component must be agreed in advance with the supervisor and approved by the Faculty Graduate School directorate. The relationship of the components must be such as to form a holistic original research project, demonstrating the criteria as described in paragraph 5 for PhD or paragraph 6-7 for MPhil, of the Code of Practice for Research Candidature and Supervision.

* The materials submitted will include at least one composition that equates to 15% of the final submission AND
* The written report, of an indicative length of 2500 words, will include a proposal about the nature and extent of each component (see above) of the eventual submission. This proposal will form part of the discussion at the progression review. The results of the discussion, agreed between student and supervisory team and acknowledged by the internal assessor, will form the basis of the expectation for the nature and extent of each component to be submitted at subsequent progression reviews.

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