# Postgraduate Project Approval

## Flow diagram

### The Student registers on their PhD Programme.

At this point their school/institute will select a relevant supervisor who will complete the learning agreement and project approval, and will work with the student during the early stages of their PhD. The Student will be informed of the Project Approval and Learning Agreements during Induction



Students are **not** emailed automatically to remind them about their learning agreement or project approval

## The Student and supervisor sign the learning agreement.

An email is sent to the Graduate School to inform them this has happened. Two emails are sent - one from the student, one from the supervisor



## The student submits their project for approval

This must be completed within 3 months of starting a PhD. If ethical approval is required for this project, the approval process will flag this, and the student should follow university guidelines for obtaining ethical approval. On completion of the student report, an email is sent to the supervisor.



The student needs to have submitted their report within three months of their PhD starting

## The supervisor reviews the student's submission and chooses the supervisory team.

The supervisor must make sure that school faculty and university guidelines regarding who can be a PhD supervisor are followed. When both the supervisor and student have completed an email is sent to school administrators (copied to the graduate school) to ask them to select the panel



## The school/institute chooses the panel members to review the project.

Members of the supervisory team cannot be panel members, but panel members should have some understanding of the project. Most schools have guidelines regarding who the panel members will be for each student. This stage also provides a means of checking that the supervisors selected meet the necessary criteria. When panels have been selected the school administrators can email the panel members by simply clicking a button.



#### The student graduates.



## Each year the student completes a progression.

Again, this is conducted online through their ePortfolio.



Progression happens



#### The student is informed of the decision

If the student is successful, an email is sent to the student and supervisor, copied to schools and graduate schools. If not successful, the school and graduate school will be informed. It is then the Graduate School's responsibility to notify the student that they will have to resubmit. The student can view their reports online through their ePortfolio



## The Dean of postgraduate research determines whether the project can go

It would be rare that the Dean would disagree with the suggestions of the panel, but he or she will have the ultimate say in whether a project goes ahead or not. As with the panel, it is unlikely that the Dean will recommend a project does not go ahead. This part of the process makes sure that university regulations have been met.



## The head of school/PGR director for the institute reviews the project.

This is often a case of "rubber stamping" the project on behalf of the school. This part of the process is also an important check on the earlier stages to make sure that the school's own regulations have been met. The Dean will receive an email when the Head of School signs.





## The panel will meet to review the project, and make a recommendation whether the project should go ahead or not.

The Head of School will be emailed when the panel report is complete. It is rare that a panel will recommend that a project should not go ahead, but it is possible that they will ask the student to resubmit their proposal with further evidence.



If the panel

recommends that

the student

resubmits they

will have to

complete a new project approval