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| ***Maynooth-University-Logo_CMYK_AW*** | **Maynooth University****Department of Geography** |

**PhD Progress Review Committee (PRC) Report**

**Guidelines:**

The Progress Review Committee (PRC) is an ad hoc committee comprised of a minimum of three members: two qualified topic experts and a neutral chair. The neutral chair will normally be a staff member drawn from the department and may/may not have expertise in the specific topic area. The role of the neutral chair, similar to that of a viva, is to ensure the process is fair and to report on the agreed recommendations and outcomes from the PRC.

The Substantive Review meeting should take place within 18 months from the date of first registration.

A candidate can request that their supervisor(s) be present at the Substantive Review meeting, but only in an observer capacity and at the candidate's behest.

The candidate is required to provide a short oral presentation (~10-15 mins) to the PRC and answer questions afterwards.

Progression to the PhD register is contingent on submitting a Progression Paper (~5,000 words in length, not including bibliography), which should demonstrate that the student

• has identified a viable research topic;

• is familiar with related work in the field;

• has conducted/completed some preliminary work in the area; and,

• has a realistic plan for completing their PhD.

The role and scope of the PRC is to evaluate the research in terms of the above criteria, and based on this evaluation to make a recommendation from one of the following options: **Progress on PhD**; **Progress with conditions**; **No Progress: Revise and Resubmit**; **Transfer to a research masters**; **No progress,** **exit without an award**.

The chair is required to make a recommendation on the outcome of the substantive review to the Departmental Research Student Progress Committee (DRSPC) prior to the 2nd Annual Progress Review. The DRSPC are responsible for making the final and formal decision on the candidate’s progression.

In all cases the examiners should use this report template to communicate their recommendation and to provide **justification of their recommendation** in terms of the above criteria. Where the recommendation is either **Progress with conditions** OR **No Progress: Revise and Resubmit** the PRC must outline **clear objectives/targets** that the candidate will be required to achieve and/or demonstrate in the subsequent resubmission of the Progression Paper, in order to transfer to the PhD register. Where the recommendation is either **Transfer to a research masters** OR **No progress, exit without an award** the PRC must provide clear reasoning and justification for the recommendation.

The PRC may inform the student of their recommendation following the Substantive Review, however they should ensure to make the student aware that the **final and formal** decision will be communicated to them by the DRSPC.

**Student details:**

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| Student number |  |
| Surname |  |
| First name(s) |  |

**Progression Paper Title:**

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**Date of Substantive Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submission: First Submission** [ ]  **Second Submission** [ ]

**Evaluation Report:**

Comments on the evidence of an established research topic

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Comments on candidate’s familiarity with related work in the field

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Comments on the quality and extent of preliminary work in the area of the thesis topic

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Comments on the plan for completion of the PhD

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**Recommendation:**

[ ]  **Progress on PhD**

[ ] **Progress with conditions**

[ ]  **No Progress: Revise and Resubmit**

[ ]  **Transfer to a research masters**

[ ]  **No progress, exit without an award**

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| **Role** | **Name** | **Signature** |
| Chair |  |  |
| Examiner 1 |  |  |
| Examiner 2 |  |  |

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**This section to be completed only if the recommendation is NOT Progress on PhD**

Where the recommendation is either a **Progress with conditions** OR **No Progress: Revise and Resubmit,** please provide clear objectives/targets that the candidate will be required to achieve in order to progress/be deemed eligible to resubmit (This section will be provided to the candidate by the DRSPC)

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Where the recommendation is either **Transfer to a research masters** OR **No progress, exit without an award** the PRC must provide clear reasoning and justification (This section will be provided to the candidate by the DRSPC)

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**The signed, completed form to be returned to: geography.department@mu.ie**