

Self Evaluation Document

**Template for MPhil/PhD Periodic Review**

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| **Date of Review:** |

# Recruitment

This section should be used to reflect on:

* The promotion and marketing of MPhil/PhD study.
* The quality and accuracy of marketing materials produced by Schools, the Graduate School and the University.
* The application process.
* The interview and selection process.

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# Induction

This section should be used to reflect on:

* Student induction programmes delivered by Schools, The Graduate School and the University.
* The accuracy and quality of induction materials including the MPhil/PhD Code of Practice.
* Skills appraisal activities using the Vitae RDF Planner

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# Research Environment

This section should be used to reflect on:

* Research community activity (both at School and University level).
* How a vibrant and participatory research culture is facilitated allowing students the opportunity to interact with their peers, both at School and University level and with other research staff at the University.
* The quality of physical resources available to students e.g. library, laboratories, common rooms (please also comment on the usage of these facilities).
* Any changes that have impacted on the research environment over the previous 5 years.
* Indicators of notable research output

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# Supervision

This section should be used to reflect on:

* The process for appointing supervision teams.
* How the relationship between the supervision team and the student operates, including how communication, expectations and responsibilities are managed.
* How supervisors are trained and how new supervisors are mentored.
* How the Schools and University ensure that supervisors have sufficient time to carry out their responsibilities effectively.

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# The Management of MPhil/PhD Degrees by Schools and the University

This section should be used to reflect on:

* The responsibilities and effectiveness of the Graduate School Committee and the Research and Innovation Committee.
* The implementation of regulations and the MPhil/PhD Code of Practice.
* Examination arrangements.

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# Student Progress

This section should be used to reflect on:

* The effectiveness of policies and procedures for the management of progress and review arrangements including student-supervisor meetings, Early and Late Stage Reviews and Progress Reviews.
* The monitoring of student progress and completion rates.
* Any instances of unsatisfactory progress and the resulting action taken.

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# Research and Professional Training

This section should be used to reflect on:

* The annual programme of training including the Researcher Development Programme and other development opportunities available for students.
* The mechanisms in place to identify and review students’ training needs.
* Development opportunities for supervisors and other members of research active staff

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# Research Ethics, Research Integrity and Health and Safety

This section should be used to reflect on:

* The implementation of the Ethical review policy.
* The implementation of the code of conduct for research and enterprise.

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# External Organisations (including Collaborating Establishments and placement opportunities)

This section should be used to reflect on:

* The nature and management of relationships with external organisations.
* Placement opportunities available to students

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# 10. Student Engagement and the Student Voice

This section should be used to reflect on:

* Student feedback mechanisms that are in place and their effectiveness and other opportunities for students to feedback on their experiences at the University.
* Student representation on committees.
* Results from PRES surveys.
* Any complaints or appeals that have been received and how they were managed.

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# Current and Future Challenges and Developments

Please summarise the key strengths of the current provision and the action taken to address any weaknesses. Please also comment on future challenges and opportunities for development.

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