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| http://www.port.ac.uk/departments/services/marketingandcommunications/corporateidentity/logo/filetodownload,199986,en.jpg  **FORM UPR17** Interim Examination Request ***An Interim Examination request is to be completed where, in the judgment of the supervisory team, a student appears to be making unsatisfactory progress and all other means of addressing poor performance have been considered (contact Research Degrees Team, DSAA, for advice). A formal assessment will be made so that the student may provide evidence that their work is of sufficient merit to be allowed to continue.***  ***N.B. For non-attendance the Withdrawal of Service (WOS) process needs to be followed instead.***  **Section 1:**  (To be completed by the First Supervisor) | | | | | |
| **Postgraduate Research Student (PGRS) Information** | | | **Student ID:** | |  |
| **PGRS Name:** |  | | | | |
| **Department:** |  | **First Supervisor:** | |  | |
| **Second Supervisor:** |  | **Third Supervisor:** (if appropriate) | |  | |

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| **Study Mode and Route:** | Part-time  Full-time |  | MPhil  PhD |  | Professional Doctorate  MD |  |

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| **Proposed Title of Thesis/Subject Area:** |  |

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| **First Supervisor’s Statement to Request Interim Examination:**  In the judgment of the supervisory team, the above PGRS is making unsatisfactory progress and requires a formal assessment to determine whether their work is sufficient to be allowed to continue |
| Please give the reasons for this request below: |
|  |
| Please give details of the proposed form of assessment below: |
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| **Signed**  **(First Supervisor):** |  | **Date:** |

### Signatories can sign this UPR17 form by either signing the form (inserted (scanned) electronic signature at picture icon(s)) or forwarding an email to [researchdegrees@port.ac.uk](mailto:researchdegrees@port.ac.uk) to confirm. Any forms without all necessary signatures will be returned.

### The First Supervisor will submit Section 1 of the form to the Chair, Faculty Research Degrees Committee (FRDC) for discussion at the next FRDC meeting

**Section 2:**

(To be completed by the Chair, FRDC following discussion at FRDC meeting)

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| **FRD Committee Agreement to Interim Examination:** | |
| Please give details of the agreed form of assessment below: | |
|  | |
| FRD Committee Minute Reference: |  |

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| **Nominated Panel of Assessors**  (No fewer than 2 independent assessors (one being the IE Panel Chair) who are members of UoP academic staff are required. Please ensure assessors are approached for their agreement prior to nomination) | |
| IE Panel Chair (normally previous Major Review Assessor (as Nominated by FRDC) or PD Professional Research and Development Project Assessor, as applicable): |  |
| Name of other Assessor(s) (please indicate IE Chair if request is prior to the Major Review process being undertaken): |  |

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| **Proposed deadline set for the PGRS to submit the required work:** | | |  | |
| **Arrangements for Interim Examination:** | | | | |
| Date of Meeting (at least 14 days after receipt of this form in Research Degrees Team): |  | Time of Meeting: | |  |
| Location of Meeting: |  | | | |

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| **Chair, Faculty Research Degrees Committee** |  | **Date:** |
| **Once signed by the Chair, FRDC, please send to Research Degrees Team (**[**researchdegrees@port.ac.uk**](mailto:researchdegrees@port.ac.uk)**).** | | |

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| **Research Degrees Team use only** | Date: |
| Notification sent to Student: |  |