



Progress Review Policy for Research Degrees

Scope: All research programmes leading to an award of City St George's, University of London.

Senate Regulations: Senate Regulation 24.

Summary: This Policy outlines the general principles for doctoral researchers' progress review.

Date approved/re-approved: December 2025.

Date for review:

To be reviewed by the end of 2028/29 academic year, with allowance for minor updates, as required.

Effective from: 6th of February 2026

Equality and Diversity Statement Freedom of Speech

City St George's, University of London, regards freedom of speech and academic freedom to be fundamental to delivering its mission as the University of business, practice and the professions. Its values in this respect are set out in a code of practice on freedom of speech and academic freedom, which explains how the University will uphold, secure, and promote freedom of speech within the law. See: <https://www.citystgeorges.ac.uk/about/governance/policies/code-of-practice-on-freedom-of-speech>. Nothing in this policy should be interpreted in any way that would be inconsistent with the code of practice and – in the event of any inconsistency – the provisions of the code will prevail.

City St Georges, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.

1. This policy clarifies the progress review process. The following statements should be read alongside the University's Regulations for Doctoral Programmes ([Senate Regulation 24](#)) and Masters Degrees by Research ([Senate Regulation 23](#)). The statements are intended to provide further clarity on the policies and processes that assure the quality and enhancement of research degree provision across the University.
2. The University's Regulations apply equally to partnership provision unless different arrangements have been agreed between the University and the partner institution and have received University approval. Details will be set out in the Memorandum of Agreement for the partnership and in information provided to doctoral researchers.

Principles

3. The purpose of the progress review is to ensure that candidates are making good academic progress in their proposed research, and therefore the supervisory team should consider it within the wider context of the upgrade process.
 - i. it also aims to ensure that candidates and their supervisory team are in contact with each other and that they are meeting regularly to discuss the progress of their research project.
4. Any decision regarding re-registration, downgrading registration (if relevant), or withdrawing registration, requires approval from the Doctoral College Board of Studies, on the recommendation of the Senior Tutor for Research/Associate Dean of Research and School Research Degree Programme(s) Committee.
5. The academic progress will be reviewed in the sixth month of study in the first year (known as First Progress Review) to ensure that any training needs are being met and research topics have been properly identified.
 - i. Candidates cannot be withdrawn because of a lack of progress after the six-month review (also known as First Progress Review).
6. Candidates' academic progress will otherwise be reviewed during each year of registration within 9 months of the anniversary of the start date of their programme.
7. Candidates will have the opportunity to provide feedback on their progress and/or their experience in the University through the progress review.
 - i. In advance of the annual review candidates will be made aware, either in programme documentation or in communication from their Supervisory Team, the criteria on which they are being assessed.
8. Candidates will complete a progress review form, providing evidence of their academic progress to date and how they intend to meet their aims and objectives in the forthcoming academic year, for further consideration by their supervisor(s).
 - i. The first review will normally be the time at which a full-time doctoral researcher might look to transfer their registration from Master of Philosophy to Doctor of Philosophy or from MD(Res) to PhD.
9. The First Supervisor will also contribute to the progress review form by meeting with the candidate to confirm one of the following outcomes.
 - i. if the review is satisfactory:
 - o That the candidate is allowed to re-register for the next academic

- year.
- ii. if the review is not satisfactory:
- If further action is needed:
 - That the candidate will be permitted to resubmit their progress report without a reconvened review meeting. The supervisor must provide guidance in writing on the matters that the candidate need to address, and they must resubmit their progress report for assessment within two months and before the start of the next academic year.
 - To defer the decision to a second review meeting for assessment within two months before the start of the next academic year. The supervisor must provide guidance in writing on the matters that the candidate needs to address.
 - That the candidate's registration is downgraded to MPhil or equivalent (if they had previously transferred to PhD).
 - That the registration should be withdrawn ⁽¹⁾. The candidate should be advised that their registration is being withdrawn or downgraded, and that they have the right to appeal the decision.

¹ which should be supported by evidence that the candidate received written warnings on lack of progress during their candidature

Policy Title	
Progress Review for Research Degrees	
Policy Enabling Owner and Department	Responsible for Implementation and Department
Doctoral College Board of Studies	Doctoral College Board of Studies School Research Degree Programme Committees
Approving Body	Date of Approval
Senate, upon recommendation from the Doctoral College Board of Studies	10 th of December 2025 9th of July 2025 17/06/2009 (APPSC)
Last Reviewed & Version	Review Due Date
December 2025	December 2028
Publication of Policy (<i>tick as appropriate</i>)	
For public access online (internet)? x	For staff access only (intranet)?
Website Link: https://www.citystgeorges.ac.uk/about/governance/policies/doctoral-researcher-policies/	Intranet Link:
Storage of Policy (<i>Previous versions of the policy must be stored in the drive by the author</i>)	
Drive Address: CUoL – Doctoral College Documents	
Queries about this policy should be referred to	
doctoralcollege@citystgeorges.ac.uk	