

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: July 2026.

Date for review:

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

Effective from: 24th of July 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. Candidates are required to (re) register for their programme annually and must undertake progression reviews at fixed points during their period of candidature.
4. 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.
5. If a candidate's progress is deemed unsatisfactory, and—following a formal warning and a reasonable opportunity to improve—remains insufficient, the School may recommend withdrawal to the Doctoral College Board of Studies.
6. Any decision regarding re-registration, downgrading registration (if relevant), or withdrawal of registration must be approved by the Doctoral College Board of Studies, based on the recommendation of the Senior Tutor for Research, Associate Dean of Research, and the School Research Degree Programme(s) Committee.
7. 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.
 - o Candidates cannot be withdrawn because of a lack of progress after the six-month review (also known as First Progress Review).
8. Candidates' academic progress will be reviewed within 9 months of the start date of their programme, and annually within 9 months of each subsequent anniversary of the start date, and by no later than 30th of June of each academic year until the submission of their thesis. If following a second attempt within three months of the original progress review, the candidate's progress is deemed unsatisfactory, the School may recommend their withdrawal to the Doctoral College Board of Studies.
 - o Mid-year enrolments must be reviewed no later than the anniversary of their enrolment date.
9. Candidates will have the opportunity to provide feedback on their progress and/or their experience in the University through the progress review.

10. 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).
- The first review will normally be the time at which a full-time doctoral researcher might look to transfer their registration from MPhil to PhD or from MD(Res) to PhD.
11. The First Supervisor will also contribute to the progress review form by meeting with the candidate to confirm one of the following outcomes.
- If the review is satisfactory:
 - That the candidate is allowed to re-register for the next academic year.
 - 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	21 st of July 2026 10 th of December 2025 9 th 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/ nocache	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	