1. PGR School issues review form to PGR

2. PGR completes form with supervisor and returns to pgrs-engagement@abdn.ac.uk within **one month** of issue. Forms contain information about expected timeframes and process for managing submissions

3. PGR School (Engagement team) reviews form to ascertain if outcome is satisfactory or unsatisfactory

4. Satisfactory Outcome
   - Engagement team updates SRS with satisfactory result.
   - Completed forms are emailed by batch monthly to School PGR Administrator for records

5. Unsatisfactory Outcome
   - Engagement team updates SRS with satisfactory result.
   - Completed forms are emailed by batch monthly to School PGR Administrator for records

8. PGR School (Engagement team) sends a reminder to PGR with supervisor copied **one month (approx.)** after original issue date

9. PGR School (Engagement team) contacts the PGR Coordinator/Director to after a further **2 weeks** to send message to PGR and supervisor they are at risk of C6 if no form received within 5 days.

10. PGR School (Engagement team) requests C6 is applied to record, School administrators copied in
6. The Engagement team will contact the PGR Director to inform them of the outcome and request that they arrange to meet with the supervisor and PGR to address the issue.

7a. Issue resolved.
PGR will carry on with research project and complete review and progression as usual.

7b. Issue not resolved.
PGR Director will contact Engagement team to discuss the matter further. APE should be used to address the matter.

11a. PGR pathway
School PGR Director requests C6 is placed on PGR record. Thereafter standard monitoring pathway for PGRs is followed.

11b. Supervisor pathway
School PGR Director raises with Head of School or Academic Line Manager as appropriate within their School.