Flowchart for Six-Month Review Process

1. Engagement team issues six-month review form to student

2. Student completes form with supervisor and returns to pgrs-engagement@abdn.ac.uk within one month of issue

3. 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

   Note: a student may raise a pastoral issue or relatively minor issue (eg office space query) but still have a satisfactory review. In these cases, a satisfactory outcome will be noted in SRS but the Engagement team will contact the student, PGC, School PGR admin and/or SASO as appropriate to the situation

5. Unsatisfactory outcome
   Engagement team notes an unsatisfactory outcome in the Student Record System.

6. The Engagement team will contact the PGC to inform them of the outcome and request that the PGC arrange to meet with the supervisor and student with a view to resolving the issue.

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

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

SRS: Student Record System ~ PGC: PGR School Coordinator ~ APE: Annual Progression Exercise