Annual Progression Process Flowchart

1. School contacts student at beginning of relevant AP month to remind them of process. It will likely be helpful to copy in the supervisor and include the relevant documents/instructions.

2. The student completes and returns the AP form and submits any required work for progression exercise as instructed.

3. The School will follow internal procedures for logging the returned form and work.

4. The School disseminates form and required work in appropriate format to lead and second panel member for consideration.

5. The lead panel member, in consultation with second panel member, reads submitted materials and completes the relevant section of the AP form within [X] working days. (This will follow School policy, but we would suggest well within one month to ensure a timely process).

6. **Satisfactory Outcome**
   The lead panel member signs the form and returns to School. School contacts student (& supervisor) advising successful progression. Following internal processes, any required reports from panel members should also be included.

7. Approved form is stored according to School’s retention policy and a copy sent to the PGR School Engagement team for records within one month from receipt. The School updates the SRS with progress information.

8. **Unsatisfactory Outcome**
   The lead panel member calls an urgent meeting with the student and supervisor(s) to discuss an action plan. A resubmission deadline is agreed. The form, depending on design, is signed by all parties and returned to the School. The PGC should be informed of the situation, if not already involved.

9. Student resubmits work and AP form by agreed deadline. This will be in line with School policy, but we would suggest no more than six-eight weeks to ensure a timely process. School office follows step 3. Panel follows step 5.

APE: Annual Progression ~ PGC: PGR School Coordinator ~ PGO: PGR School Officer ~ SRS: Student Records System
10. **Satisfactory Outcome**  
Steps 6-7 followed

11. **Unsatisfactory Outcome**  
Panel recommends that the student completes out with a lower award or that their studies should be terminated under GR24 & 27. The student should be told this verbally by the panel and/or PGC.

12. School writes to student formally informing them of the panel’s recommendation. The Engagement team should be copied in and any additional materials included in email. School updates SRS with unsatisfactory outcome.

13. Engagement team asks PGO to review outcome and process then informs Registry for formal communication and appeals information. Should the PGO disagree with the decision, the Engagement team will discuss the case further with all parties.