

Appointment of PGR assessors (PRa)

Applicable to: MPhil, PhD, DPhil and Professional Doctorate researchers

Guidance for Progression Review (PR) stages 1, 2, 3 and 4

There are areas on this form that have dropdown capability by looking for the small triangle in the margin on the left. This may not work on a Mac, therefore the document may look much longer.

Before you start

Important: PR1 eligibility requirement

A researcher cannot undertake a Stage 1 Progression Examination (PR1) until their **Confirmation of Project (CP1)** has been approved.

CP1 approval must be in place before:

- Submission of the PR1 Progression Examination Report
- The PR1 Progression Examination takes place

Please refer to the [Doctoral Academy Handbook](#) and [Regulation E9](#) for further details.

Accessibility support

If you require guidance or the PRa form in an alternative format, please contact the Doctoral Academy.

Email: doctoralacademy@uwe.ac.uk

Please also identify within the PRa form any accessibility requirements for:

- The researcher (PGR)
- Supervisory team members
- Independent reviewers or examiners

This information helps ensure appropriate arrangements can be made for the review meeting or viva.

Quick checklists

PR1 checklist (progression examination)

Before opening the form, make sure you have:

- Student name
- Student ID number
- Project title
- College and School details
- Ethics Worktribe ID
- Research Governance Record (RGR) number

- Confirmation of CP1 approval
- Proposed independent examiners
- Examiner UWE email addresses
- Examiner expertise/research interests
- Accessibility requirements (if applicable)
- Engagement Monitoring Form (Student Visa holders only)

PR2, PR3 and PR4 checklist (progress reviews)

- Before opening the form, make sure you have:
- Student name
- Student ID number
- Project title
- College and School details
- Ethics Worktribe ID
- Research Governance Record (RGR) number
- Proposed independent reviewer
- Reviewer UWE email address
- Reviewer expertise/research interests
- Evidence type for review
- Accessibility requirements (if applicable)
- Engagement Monitoring Form (Student Visa holders only)

Information required

Student information

You will be asked to provide or confirm:

- Full name
- UWE student ID number
- College
- School
- Mode of study
- Registered research degree
- Research project title

Research governance and ethics information

Research Governance Record (RGR)

You will need to provide the Research Governance Record number. All doctoral research must be recorded on the [University's Research Governance Record \(RGR\)](#).

For support with RGR queries:

researchgovernance@uwe.ac.uk

Ethics Worktribe ID

Provide the Ethics Worktribe ID number.

This can be found under the **Details** tab in Worktribe.

Supervisory information

You will be asked to:

- Confirm supervisory team members
- Confirm that researcher development and training needs are reviewed regularly
- Provide details of supervisory meetings and engagement

Assessor information

PR1: Independent reviewers (two are required)

Provide:

- Name
- UWE email address
- Relevant expertise/research interests

for each proposed independent examiner.

PR2, PR3 and PR4: Independent reviewer (one required plus the DoS)

Provide:

- Name
- UWE email address
- Relevant expertise/research interests

for the proposed independent reviewer.

Student visa holders

Engagement monitoring requirements

If the researcher holds a student visa:

1. Download and complete the [Engagement Monitoring Form](#).
2. Record supervisory meetings held.
3. Save the completed form.
4. Upload it when prompted in the PRa application.

Meeting arrangements

Review meeting and viva information

You will be asked to confirm:

- Whether the meeting will be held online
- Proposed meeting/viva date (if known)

Evidence requirements

PR1 evidence

The required evidence to be submitted by the PGR:

Progression examination report as specified in the [Doctoral Academy Handbook](#) and Academic Regulations.

PR2, PR3 and PR4 evidence

Select one approved evidence type for the review stage, as outlined in the [Doctoral Academy Handbook](#) and Academic Regulations.

Replacing an approved reviewer

Change of reviewer or examiner

If replacing a previously approved reviewer or examiner, provide:

- Name of the person being replaced
- Brief rationale for the change

Declaration

Declaration of accuracy

Before submission, confirm that all information provided is accurate to the best of your knowledge.

What happens next?

Approval Process

Step 1 - Submission

The Director of Studies submits the PRa application.

Automatic actions:

- Receipt email sent to the Director of Studies.
- Application routed to the Designated Person in the School.

Step 2 - Decision

Approved

- Director of Studies receives confirmation.
- Reviewer(s)/examiner(s) receive appointment notification.

Not approved

- Director of Studies receives feedback.
- A revised PRa application must be submitted.

Approval timeline

Applications are normally considered within **four weeks** of submission.

After approval

Once approval has been received:

- Arrange the review meeting or viva.
- Ensure the researcher submits evidence directly to the examiner(s) or reviewer.
- Notify the Doctoral Academy of the confirmed meeting date.

Email: doctoralacademy@uwe.ac.uk

Frequently asked questions

Where do I find the Ethics Worktribe ID?

The Ethics Worktribe ID can be found under the **Details** tab in Worktribe.

Where do I find the [Research Governance Record \(RGR\) number](#)?

The RGR number is recorded within your College's Research Governance Record system. All doctoral research must be entered onto the RGR.

Can I arrange the review meeting before approval?

No. Examiner and reviewer appointments must be approved before arrangements are confirmed.

What is the most common reason for delays?

For PR1 applications, delays most commonly occur where CP1 has not yet been approved.

Data protection

Privacy and data protection

Personal information submitted through this process will be collected, processed and stored in accordance with:

- UWE Bristol Staff Privacy Notice
- UWE Bristol Data Protection Policy and Guidance