

## Research Section

### Guidance on the Annual Review Process for Research Degree Students (including those on Stage 2 Part 2 of a Professional Doctorate) & Supervisors

At the University of Portsmouth, the Annual Review is used for formal monitoring and supporting the progress of all Postgraduate Research Students (PGRS): “The purpose of the review is to assess whether the student is actively engaged in the research programme and making satisfactory progress” (1.2.1, Annual Review, Regulations for Higher Degrees by Research and Regulations for Professional Doctorates and 1.3.1, Annual Review, Regulations for the Integrated Doctoral Programme<sup>1</sup>). The review provides a forum for discussion and recommendations, which aims to enhance the quality of the work and the achievements a PGRS can attain.

For further information please visit the Annual Review webpage at <https://myport.port.ac.uk/guidance-and-support/research-degrees/research-degree-guidance/annual-review>. This site includes guidance on what you are required to submit for Annual Review (as determined on an annual basis by Faculty Research Degrees (FRD) Committee and, where relevant, links to additional Faculty/Departmental specific guidance.

Step	Action	Action Required By...
<b>Reminder Sent</b>	<p>An e-mail reminder is sent from <a href="mailto:annualreview@port.ac.uk">annualreview@port.ac.uk</a> to PGRS and the approved Supervisory team to remind them that the Annual Review is due, prior to the deadline. Deadlines for submission of the appropriate evidence, UPR8(A) - Annual Progress Review Student form by the PGRS and UPR8(B) – Annual Progress Review Supervisor form by the First Supervisor (see ‘Submission’ step below) to <a href="mailto:annualreview@port.ac.uk">annualreview@port.ac.uk</a> are as follows:</p> <ul style="list-style-type: none"> <li>• October intake students = 30<sup>th</sup> September</li> <li>• February intake students = 31<sup>st</sup> January</li> <li>• Exceptional June intake students = 31<sup>st</sup> May</li> <li>• Professional Doctorate Stage 2 Part 2 students = Usually 30<sup>th</sup> September but depends on progression date (as advised by Research Team on an individual basis)</li> <li>• Interrupted students = to take place with next appropriate cohort on return to study and annually thereafter (as advised by Research Degrees Team, Student Administration Services, on an individual basis).</li> </ul> <p>Please note, if a PGRS receives an email reminder stating that an Annual Review is due then they are expected to submit by the stated deadline. However, if there are any extenuating circumstances please contact us at <a href="mailto:annualreview@port.ac.uk">annualreview@port.ac.uk</a> prior to the appropriate deadline.</p> <p>PGRS are exempt from completing an Annual Review if they have already submitted their thesis for examination or are in an approved period of interruption. An interruption is approved by FRDC following submission of a UPR4 Changes to</p>	Research Degrees Team

<sup>1</sup> The regulations can be found by going to [www.port.ac.uk/registry/researchdegrees](http://www.port.ac.uk/registry/researchdegrees) and following the link to Useful Information

Step	Action	Action Required By...
	<p>Registration form which is available at <a href="https://myport.port.ac.uk/guidance-and-support/research-degrees/research-degree-guidance">https://myport.port.ac.uk/guidance-and-support/research-degrees/research-degree-guidance</a>. An Annual Review is not required in the same year that a PGRS is submitting for Major Review.</p> <p>If a PGRS is coming to the end of their normal period of registration (e.g. end of third year for full-time PhD) and will be requesting an extension period, an Annual Review will also be required by the deadline as above.</p> <p>It is advised that the PGRS has a meeting with their supervisory team towards the end of their registration year, to discuss objectives and priority tasks for the year ahead, as well as training and personal development needs. There are questions on the UPR8A and B forms relating to this so this meeting should take place prior to the deadline for submission for Annual Review.</p>	
<b>Review Panel Confirmed</b>	FRDC/DRDC confirms the Review Panel members for each PGRS.	FRDC
<b>Submission</b>	<p>PGRS submits appropriate evidence (as determined on an annual basis by FRDC. See requirements and UPR8(A) form at <a href="https://myport.port.ac.uk/guidance-and-support/research-degrees/research-degree-guidance/annual-review">https://myport.port.ac.uk/guidance-and-support/research-degrees/research-degree-guidance/annual-review</a> to <a href="mailto:annualreview@port.ac.uk">annualreview@port.ac.uk</a> by the appropriate deadline (see above).</p> <p>Normally, your First Supervisor will attend the Annual Review meeting and therefore see your completed UPR8A form. If you wish to have a confidential Annual Review without the involvement of your First Supervisor then please do ensure you answer question 1 of the UPR8A form appropriately.</p> <p>Separate to the PGRS submission, the Supervisory team will submit the UPR8(B) form at <a href="https://myport.port.ac.uk/guidance-and-support/research-degrees/research-degree-guidance/annual-review">https://myport.port.ac.uk/guidance-and-support/research-degrees/research-degree-guidance/annual-review</a> to <a href="mailto:annualreview@port.ac.uk">annualreview@port.ac.uk</a> by the appropriate deadline (see above).</p>	PGRS & First Supervisor
<b>Non-receipt: PGRS</b>	If there are no extenuating circumstances for late/non-submission reported then the PGRS may be withdrawn.	Research Degrees Team
<b>Non-receipt: First Supervisor</b>	On receipt of the submission from the PGRS, an email receipt will be returned, copied to the First Supervisor with a request for submission of the UPR8(B) form.	Research Degrees Team
	If there are no extenuating circumstances for late/non-submission reported then an email reminder is sent to the First Supervisor, copied to the Departmental Research Degrees Coordinator (DRDC) and FRDC.	Research Degrees Team
	If the UPR8(B) has still not been received within 2 weeks of the previous reminder, further notification is sent to the First Supervisor, copied to the Head of Department, DRDC and FRDC.	Research Degrees Team

Step	Action	Action Required By...
<b>Dissemination to Panel</b>	All submission documents are collated and sent to the Review Panel with a copy of the previous year’s Review decision report, if applicable, prior to the Annual Review meeting taking place.	Research Degrees Team
<b>Review Meeting Held</b>	<p>A panel meeting, which will include a presentation by the PGRS unless a poster event has already taken place, is arranged by the Panel Chair, First Supervisor, department, or faculty, depending on the requirements determined by FRDC.</p> <p>The PGRS should be given the opportunity at the Review meeting to provide an overview and discuss with the panel members their research project.</p> <p>Where the First Supervisor is not a member of the review panel they, and any other member of the supervisory team, may be present at the review meeting as an observer, with the agreement of the PGRS and review panel. They will not be able to partake in the discussion nor have input into the outcome of the meeting.</p>	Review Panel & PGRS
<b>Completion of UPR11 Form</b>	The panel review the evidence presented for Annual Review and complete the UPR11 – Annual Progress Decision form electronically (sent to the panel from <a href="mailto:annualreview@port.ac.uk">annualreview@port.ac.uk</a> ). It must be sent to all Review Panel Members to agree as a record and outcome of the review before being forwarded to <a href="mailto:annualreview@port.ac.uk">annualreview@port.ac.uk</a> .	Review Panel
<b>Decisions Available at Annual Review Meeting</b>	<p>Following the Annual Review meeting, one of the following decisions may be made:</p> <ul style="list-style-type: none"> <li>• Confirm progression</li> <li>• Confirm progression with recommendations</li> <li>• Application Insufficient (Final Review meeting required)</li> </ul> <p>PGRS will be notified of the outcome verbally by the Review Panel at the meeting and formal confirmation will be emailed from <a href="mailto:annualreview@port.ac.uk">annualreview@port.ac.uk</a>, along with guidance on any action to be taken.</p>	Review Panel