

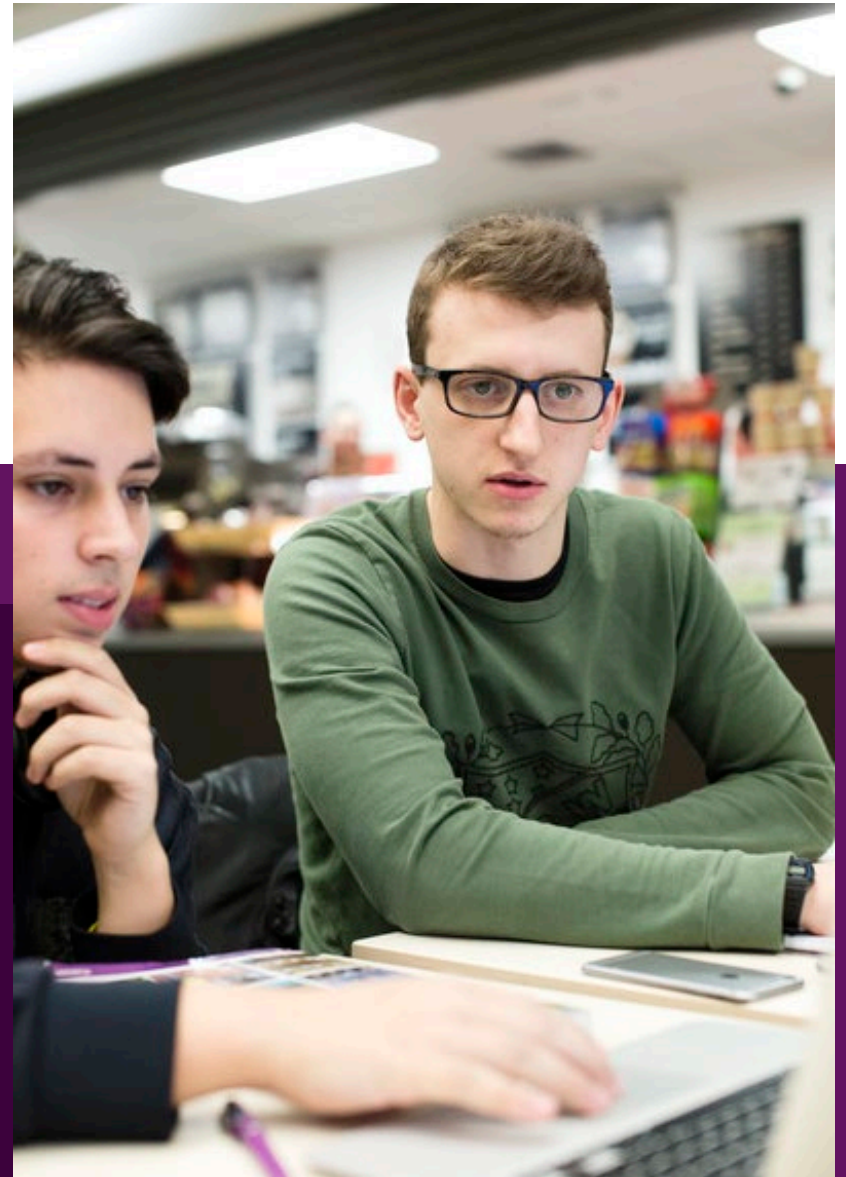
UNIVERSITY OF
PORTSMOUTH

Major & Annual Review

Outline of Regulatory Aspects of the
Process

Donna Crighton

Student Admin Services, DSAA



Session Objectives

By the end of this session, you will:

- Have an overview of the Major/Annual Review processes
- Know what sources of guidance are available for the Major/Annual Review processes and where to find them

Useful Contacts

- **Faculty/Department**
 - Departmental Research Degree Coordinators (DRDC's)
 - Chair, Faculty Research Degree Committee (FRDC)
- **Central**
 - Research Degrees, Student Administration Services, Department for Student & Academic Administration
 - Research Degrees Team Ext. 7707
 - majorreview@port.ac.uk
 - annualreview@port.ac.uk

Regulations

- Research Students are governed by
 - *Regulations for Higher Degrees by Research,*
 - *Regulations for Professional Doctorates, or*
 - *Regulations for PhD by Publication*
- Available at:

www.port.ac.uk/researchdegrees

<p>How to Apply</p> <p>Find out about the Research Degrees available here at Portsmouth, the areas of research, How to Apply and Apply Online ... [GO]</p>	<p>Research Degrees Committees</p> <p>An overview on how the research degrees here at Portsmouth are managed through the committees: URDC, FRDC and GSMB ... [GO]</p>	<p>Research Degree Regulations and Handbooks</p> <p>Regulations for Higher Degree by Research, Handbooks, key policies, documents and guidance ... [GO]</p>	<p>New PGR Students</p> <p>Further guidance and information for those New PGRS who have received an offer on a Research Degree Programme ... [GO]</p>	<p>Major Review</p> <p>Guidance for PGRS and supervisors can be found in the PGRS Student Handbook ... [GO]</p>	<p>PGR Examination</p> <p>Guidance can be found in the PGRS Student Handbook or for further details see the Supervisor Handbook ... [GO]</p>
<p>Forms</p> <p>All the forms required for Postgraduate Research Student (PGRS) and Supervisors during a PGRS' Registration ... [GO]</p>	<p>Useful Information</p> <p>Regulations for Higher Degree by Research, Student Handbook, Supervisor Handbook including key policies, documents and guidance appropriate for PGRS & those supporting PGRS ... [GO]</p>	<p>Annual Review</p> <p>Details regarding the arrangements for Annual Review, guidance, procedures and supporting documents can be found here ... [GO]</p> <p>FAQs for Annual Review ... [GO]</p>	<p>Research Degree Programmes</p> <p>Further information and details for specific Research Degree Programmes ... [PhD] ... [Prof.Doc] ... [MD] ... [PhD by Pub] ... [MPhil]</p>	<p>Research Degree Partnerships</p> <p>Guidance and supporting documents for PGRS and those involved with supporting PGRS ... [GO]</p>	<p>Graduate School</p> <p>The Graduate School provide training & development opportunities for PGRS (though the GSDP) and for Supervisors through the Research Supervision Events ... [GO]</p>

Research Degrees Operational Handbook

- Initial point of reference for all Research Students and Supervisors (updated annually)
- Guidance on the key processes and other circumstances that may arise
- Available at: www.port.ac.uk/researchdegrees
 - click on Research Degree Regulations and Handbooks

Reviewing Process

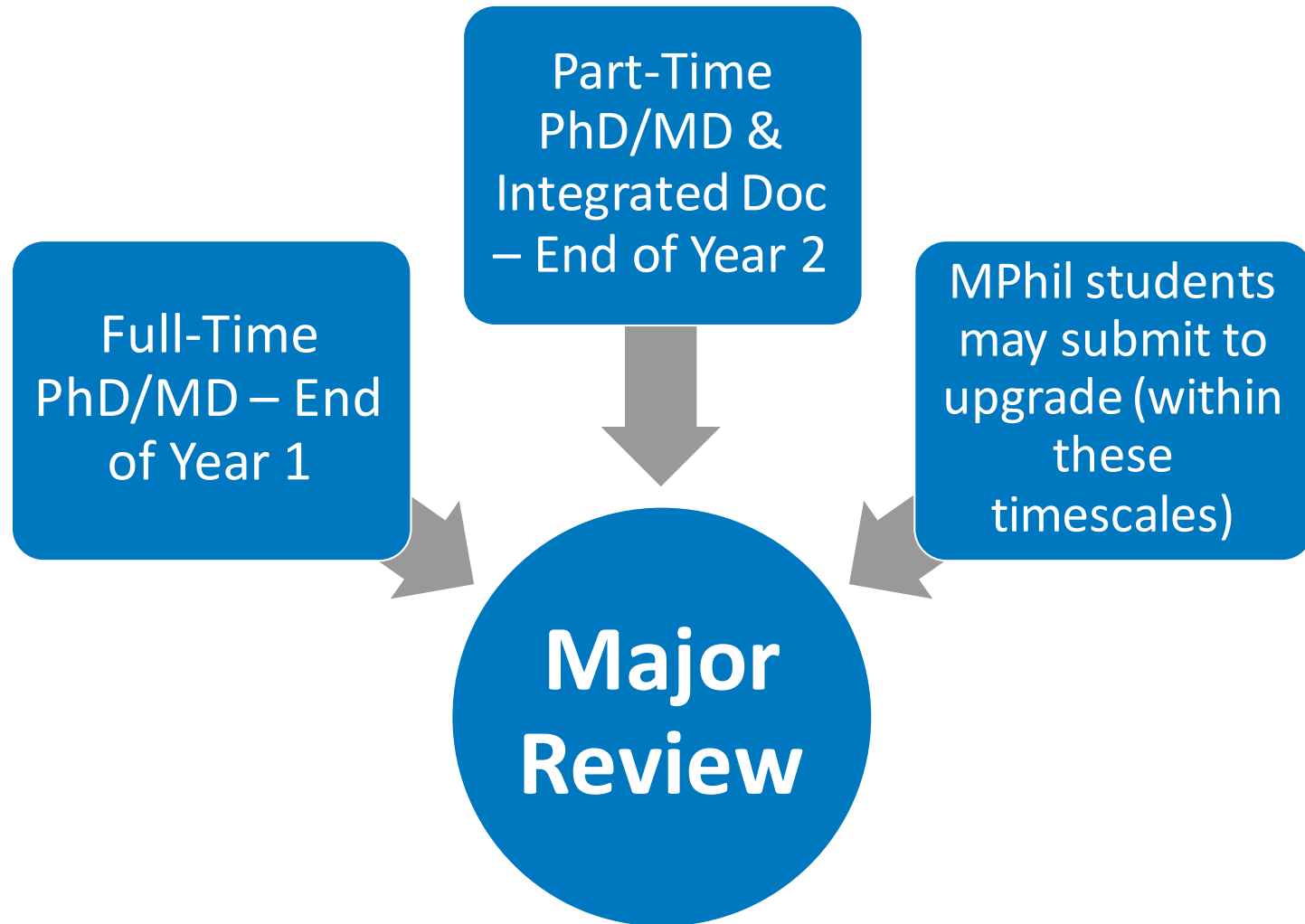
- *UK Quality Code for Higher Education (Part B – Assuring and Enhancing Academic Quality)*
 - *Chapter B11: Research Degrees*
(The Quality Assurance Agency for Higher Education (QAA), June 2012)
www.qaa.ac.uk/
- *Indicator 13*
 - “Higher education providers put in place clearly defined mechanisms for monitoring and supporting research student progress, **including formal and explicit reviews** of progress at different stages. Research students, supervisors and other relevant staff are made aware of progress monitoring mechanisms, including the importance of keeping appropriate records of the outcomes of meetings and related activities.”

Purpose of Major Review

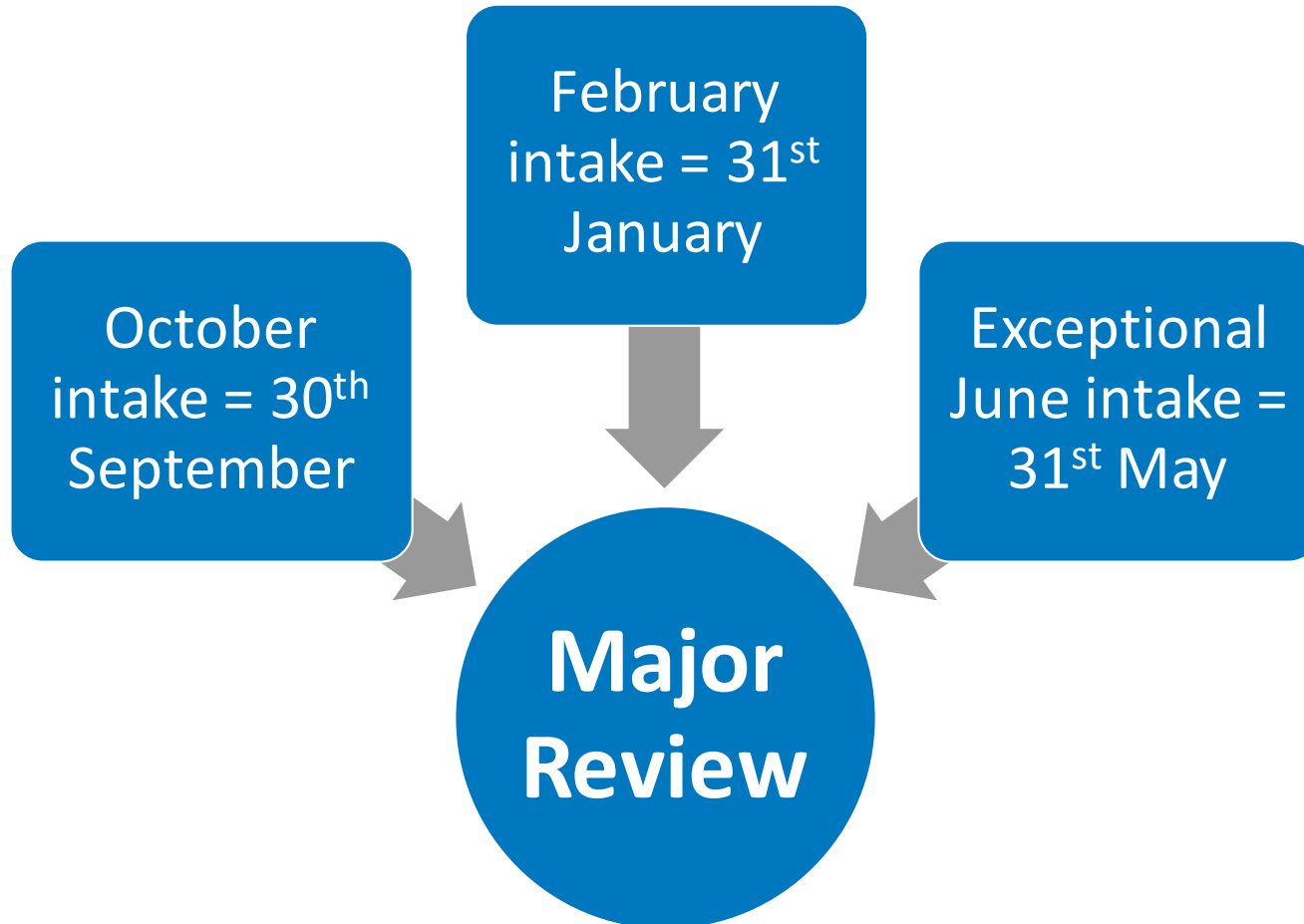
- “The purpose of the assessment procedure is to assess whether the student has the capability to complete satisfactorily, within the prescribed time limits, a PhD or MD thesis.”

(Regulations for Higher Degrees by Research, Major Review, Section 6, 1.2.1)

Timescale: Major Review



Major Review Submission Dates



Further information on the Major Review process is available in the Research Degrees Operational Handbook

The Major Review Process – Reminder

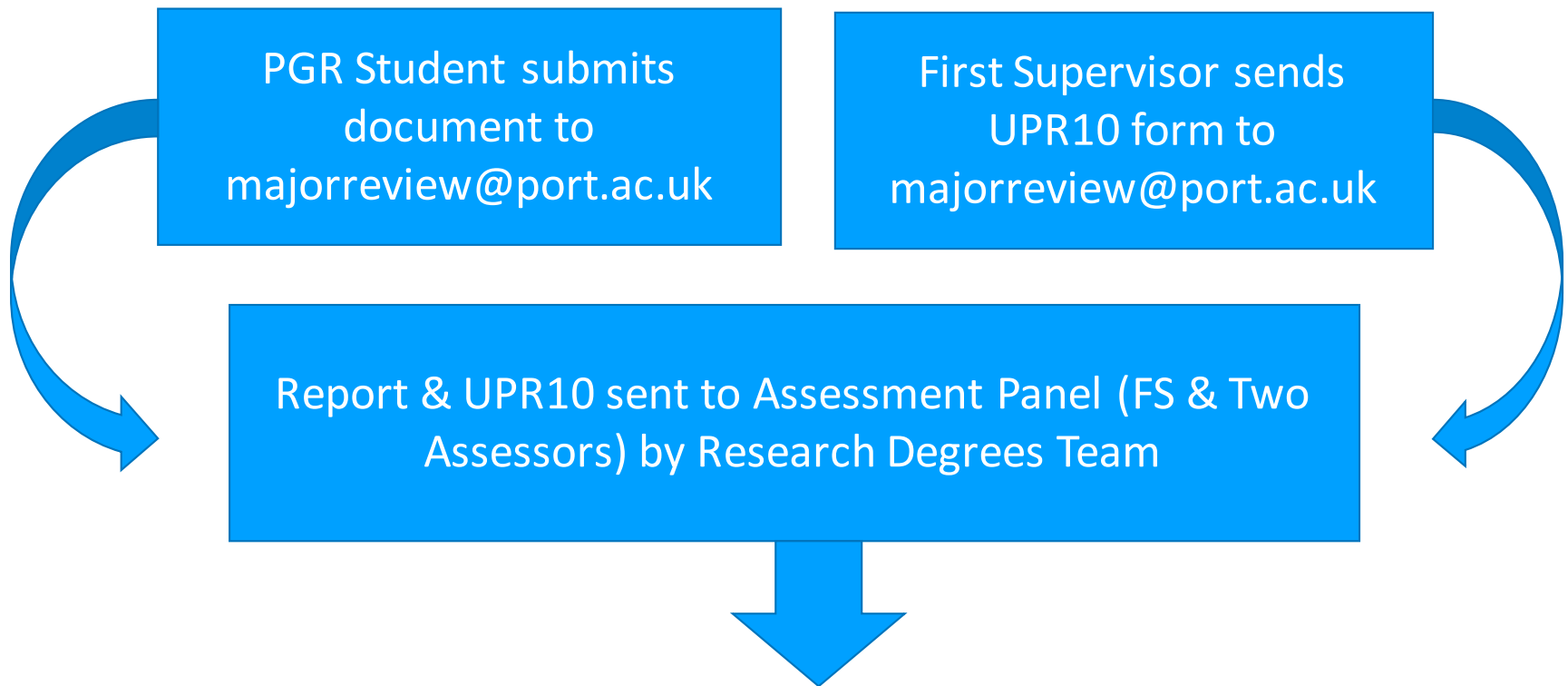
Research Degrees Team send reminder to PGR Student and Supervisory Team for Major Review to be submitted by ~DATE~

PGR Student completes Major Review document

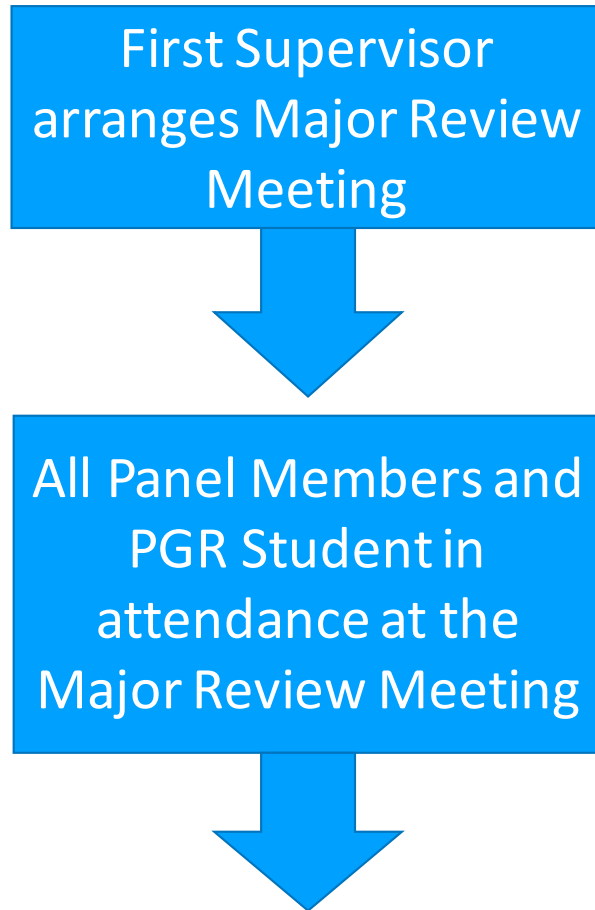
First Supervisor completes UPR10

FRDC's & DRDC's supply list of approved Assessors

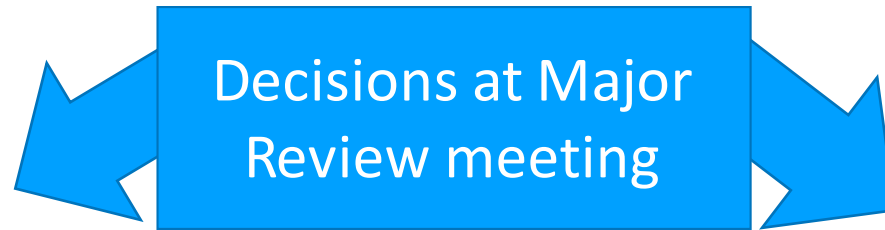
The Major Review Process Submissions



The Major Review Process Meeting



The Major Review Process Outcomes



Confirm Registration (PhD or MD)
– upgrade to PhD if MPhil
Student

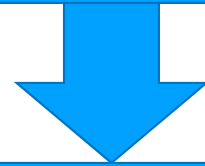
Application Insufficient:
Final Review meeting
required (see next slide)

Assessment Panel's recommendation sent to Research
Degrees Team (UPR13 form) who confirm decision in writing

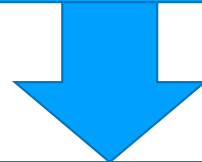
The Major Review Process

Final Review

Application Insufficient: Final Review meeting required

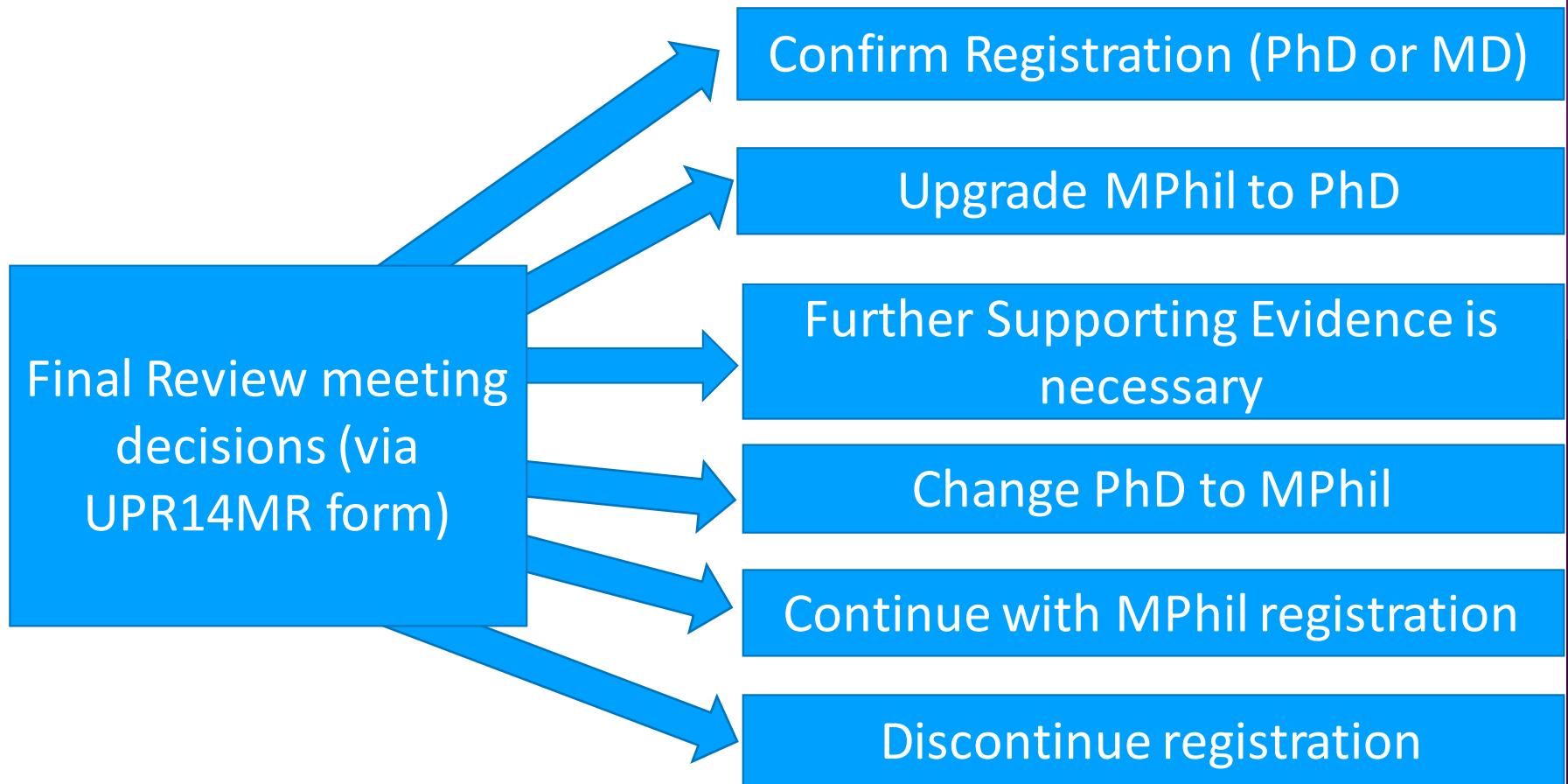


Work required and submission date notified to PGR Student by Research Degrees Team



After submission, documents are sent to the panel. First Supervisor organises Final Review meeting date, time & venue and notifies Research Degrees Team

The Major Review Process Final Review Outcomes

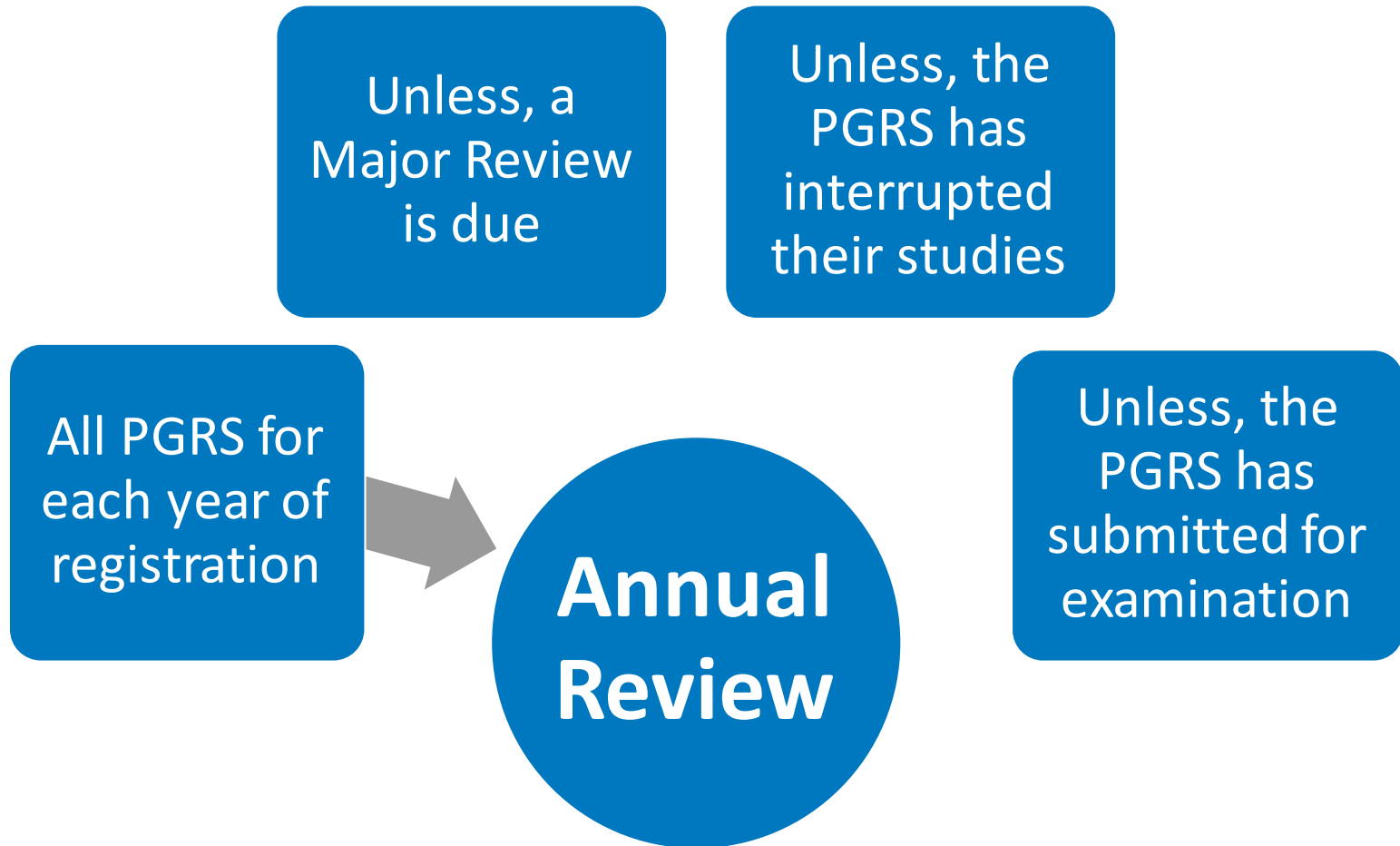


Annual Review

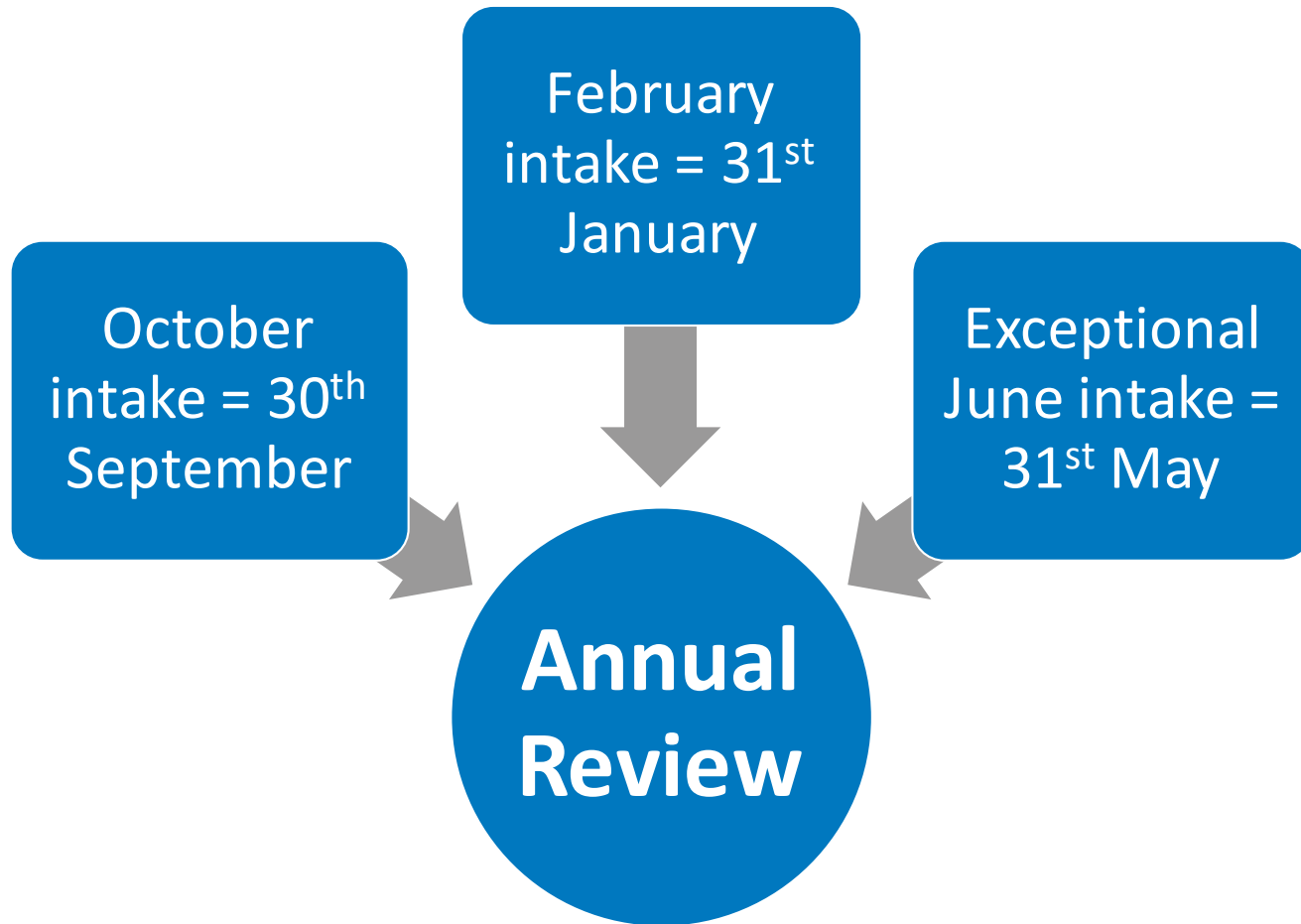
- “The purpose of the assessment procedure is to assess whether the student is actively engaged in the research programme and making satisfactory progress.”

(Regulations for Higher Degrees by Research, Annual Review, Section 7, 1.2.1)

Annual Review



Annual Review Submission Dates



Guidance on the Annual Review requirements is available at www.port.ac.uk/annualreview

The Annual Review Process Reminder

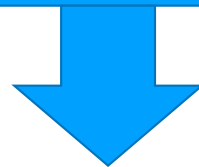
Research Degrees Team send reminder to PGR Student and Supervisory Team for Annual Review to be submitted by ~DATE~



PGR Student completes UPR8A and gathers additional evidence as required



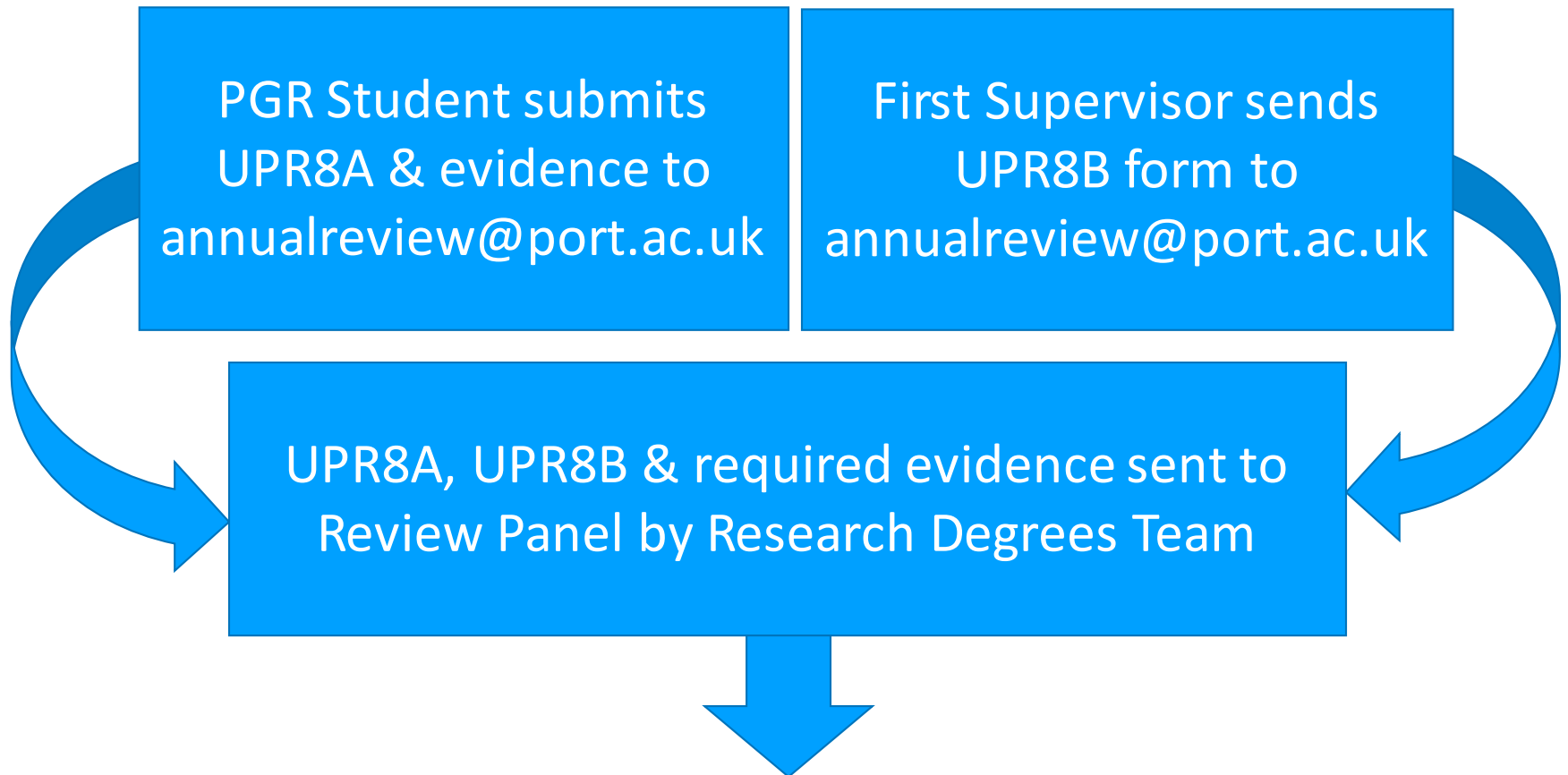
Supervisory team complete UPR8B



FRDC's & DRDC's supply list of approved Reviewers



The Annual Review Process Submissions



The Annual Review Process Meeting

Annual Review Meeting arranged

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graph TD; A[Annual Review Meeting arranged] --> B[All Panel Members and PGRS in attendance at the Annual Review Meeting]; B --> C[ ];
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All Panel Members and PGRS in attendance at the Annual Review Meeting

The Annual Review Process Outcomes

Decisions at Annual Review meeting (UPR11)

Confirm
Registration

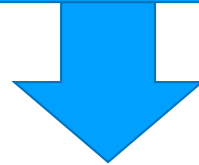
Confirm
Registration, with
recommendations

Application Insufficient:
Final Review meeting
required

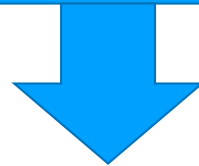
Review Panel's recommendation sent to Research Degrees Team
via UPR11 form, who confirm decision in writing

The Annual Review Final Review

Application Insufficient: Final Review meeting required



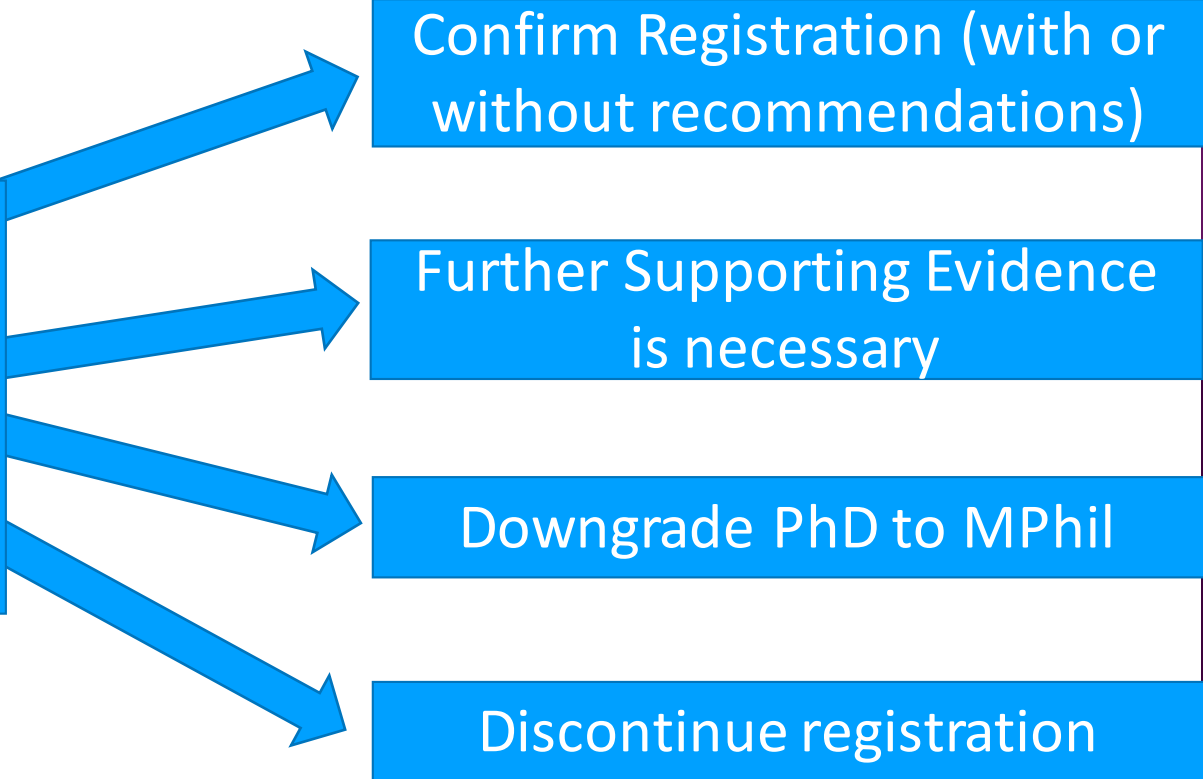
Work required and submission date notified to PGR Student by Research Degrees Team



After submission, documents are sent to the panel. First Supervisor organises Final Review meeting date, time & venue and notifies Research Degrees Team

The Annual Review Final Review Outcomes

Final Review meeting
decisions via
UPR14AR form



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graph LR; A[Final Review meeting decisions via UPR14AR form] --> B[Confirm Registration (with or without recommendations)]; A --> C[Further Supporting Evidence is necessary]; A --> D[Downgrade PhD to MPhil]; A --> E[Discontinue registration];
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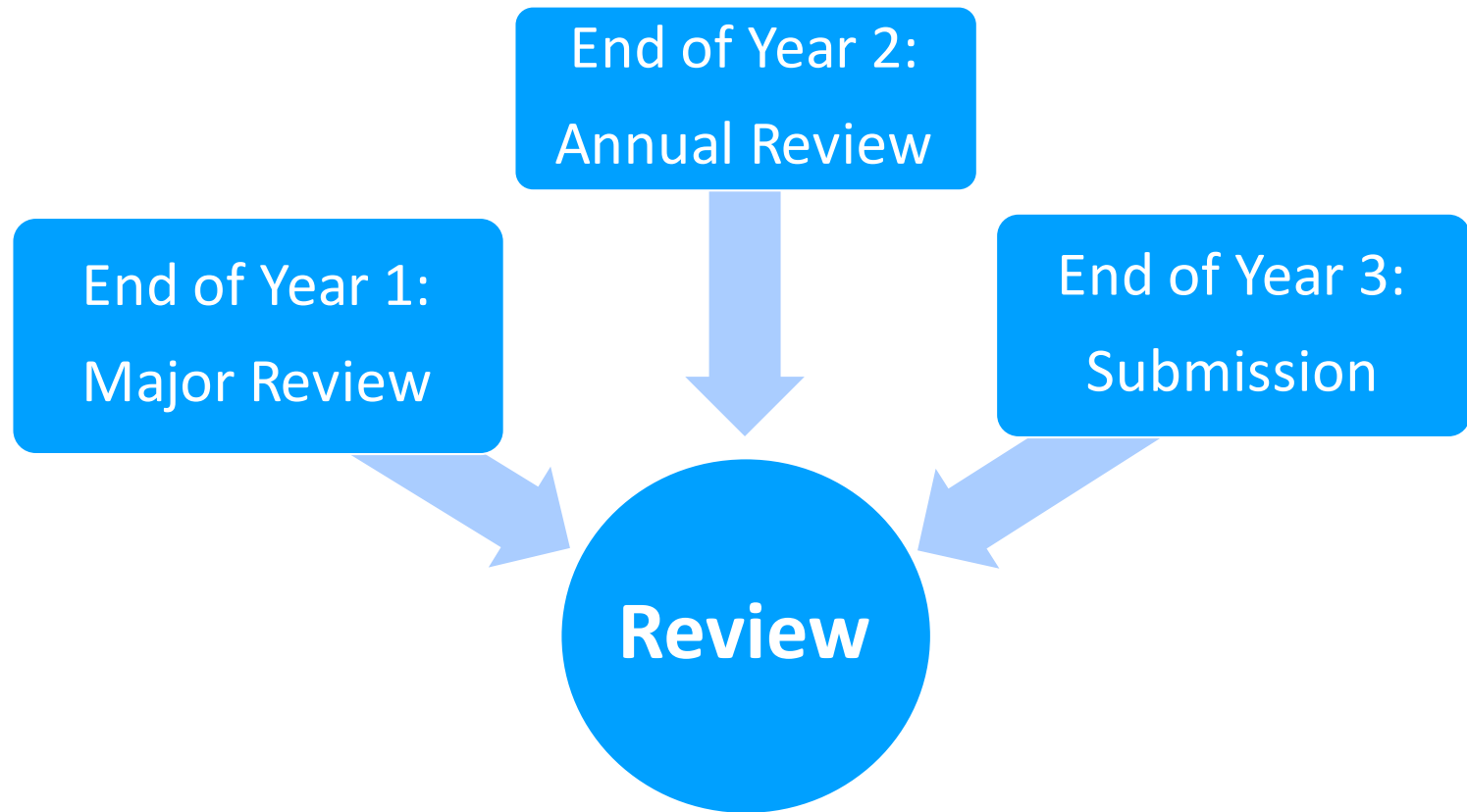
Confirm Registration (with or without recommendations)

Further Supporting Evidence is necessary

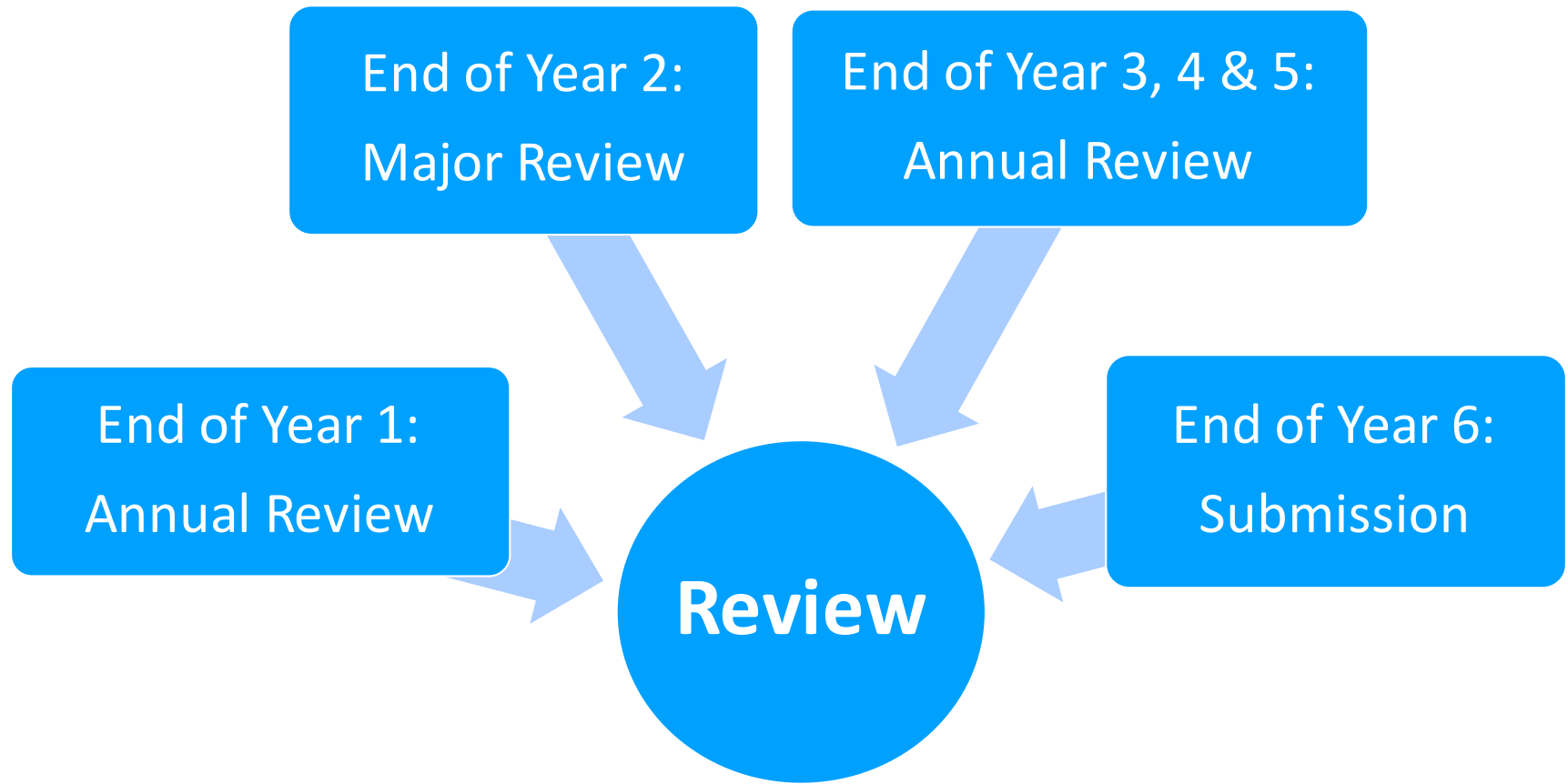
Downgrade PhD to MPhil

Discontinue registration

Review Timescales – Full Time PhD/MD



Review Timescales – Part Time PhD/MD



Appeals

- PGRS may appeal against the Process after the Decision at:
 - Major Review
 - Annual Review
 - Interim Examination
 - *Viva voce* Examination
- Details of the procedure are available at...
www2.port.ac.uk/accesstoinformation/policies/academicregistry/filetodownload,10403,en.pdf
- Contact...
 - George Allison, Assistant Registrar (Assessment & Student Regulations), Ext. 3468



**UNIVERSITY OF
PORTSMOUTH**

**Any further
questions**

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majorreview@port.ac.uk

