

Annual Review: Guidance for Reviewers

- 1) The Annual Review Panel is made up of at least two members of academic staff, at least one of whom is independent of the supervisory team (Regulations for Higher Degrees by Research and Regulations for Professional Doctorates, Annual Review, 1.2.4, and Regulations for the Integrated Doctoral Programme, Annual Review, 1.3.4)
- 2) Full details of the Panel set up have been agreed by the Faculty Research Degree (FRD) Committee, which has also confirmed the required format for the review and the evidence required for the Postgraduate Research Student (PGRS) to submit. For the full details please see the Annual Review Webpage <https://myport.port.ac.uk/guidance-and-support/research-degrees/annual-review>
- 3) The Review Meeting is an opportunity for the PGRS to present an overview of their work and progress since the last review (Annual Review or Major Review).
- 4) Prior to the Annual Review meeting, the approved Review Panel will be sent the following evidence from annualreview@port.ac.uk:
 - UPR8A – Annual Progress Review - Student Form
 - UPR8B – Annual Progress Review – Supervisor Form
 - Copy of the PGRS' last decision report (this could be Annual Review or Major Review)
 - Evidence of research training and personal development undertaken (either as a SkillsForge print out or part of the presentation)
 - Evidence of progress as required by FRD Committee (i.e. Presentation slides/e-copy of Poster, plus any additional evidence submitted)
- 5) At the end of the Review Meeting, the Panel will hold a discussion without the PGRS (nor First Supervisor if not a member of the Panel) present to make their decision. The PGRS will then be called back and informed of the result. The majority decision will be upheld. The Panel may wish to offer feedback and advice. The meeting and outcome should be recorded on the UPR11 – Annual Progress Review – Decision Form. This form will then be forwarded to the PGRS by the Research Degrees Team, Student Administration Services, Department for Student and Academic Administration.
- 6) Where the PGRS has requested to meet with the Review Panel without their Supervisor(s) being present, the FRD Coordinator will be notified by the Research Degrees Team following receipt of the UPR8A Form in order to appoint another Reviewer who is also independent of the supervisory team, only where there is not already two independent reviewers confirmed.
- 7) The PGRS should be given the opportunity to raise any issues they have regarding the supervisory team, with or without the Supervisor(s) present. A separate report should then be forwarded to the Departmental Research Degrees Coordinator (DRDC) to address these issues. If the DRDC is a member of the supervisory team then any issues should be forwarded to the FRD Coordinator.
- 8) Decisions available at Annual Review Meeting include:
 - (i) Progress (see point 9 for more information)
 - (ii) Progress with Recommendations (see point 10 for more information)
 - (iii) Application Insufficient (Final Review Meeting Required) (see point 11 for more information)
- 9) If the Panel's decision is "Progress," the UPR11 (Annual Progress Review Decision) Form should be completed and returned to annualreview@port.ac.uk (see point 12).
- 10) If the Panel's decision is "Progress with Recommendations," the UPR11 is to be completed and details of the recommendations must be provided on the form, including who has to complete the recommendation and a deadline by which it is to be completed.
- 11) If the Panel decides that the application submitted by the PGRS is insufficient and does not show that they are actively engaged in the research programme or making satisfactory progress then a Final Review Meeting is to be held. The PGRS must be informed and the following information must be included on the UPR11. It may be

helpful for the panel to give full details of the requirements on a separate sheet, as follows:

- Details of any work to be submitted to the Panel
 - Deadline for submission to annualreview@port.ac.uk (2 months from the date of the meeting)
 - The structure of the meeting (for example, if you want the PGRS to give a presentation)
- 12) Following the Annual Review Meeting the Panel must ensure that the UPR11 is completed electronically and emailed to annualreview@port.ac.uk with details of the decision and the requirements for re-submission if a Final Review Meeting is required. The PGRS will be formally advised of the result of the Review Meeting by the Research Team.
- 13) As soon as the date, time and venue for a Final Review Meeting have been agreed, the Research Degrees Team must be informed at annualreview@port.ac.uk. The PGRS will be formally notified of the meeting by the Research Degrees Team.

At the Final Review Meeting the Panel will decide one of the following:

- (i) That the PGRS may continue their research degree registration
 - (ii) That further supporting evidence is necessary - in which case details of the requirement must be made clear
 - what the nature of this evidence must be
 - the deadline for its submission to annualreview@port.ac.uk
 - which member(s) of the panel will determine whether or not the further supporting evidence is sufficient
 - (iii) That the PGRS must change their PhD registration to a MPhil registration with any appropriate decrease of the registration period
 - (iv) That the PGRS' programme of research is discontinued.
- 14) Following the Final Review Meeting the outcome must be notified to the PGRS by the panel and the decision should be recorded on the UPR14AR – Annual Review Final Review Decision Report before being sent to annualreview@port.ac.uk. Following receipt of the UPR14AR, the Research Degrees Team will formally notify the PGRS of the outcome. This form will be forwarded to the PGRS.

NB: For Professional Doctorate students, a decision to withdraw them would then have to be confirmed by the Board of Examiners and where relevant, any exit award given.

APPEALS

Under the Regulations for Higher Degrees by Research, as with Major Review, PGRS' could appeal against Annual Review. The only valid grounds for Appeal are:

- (i) that there has been a significant and material administrative error in the information received and considered by the examiners or assessment panel; or
- (ii) that the examination had not been conducted in accordance with the University's regulations for higher degrees by research or assessment panel; or
- (iii) that some other material irregularity had occurred in the examination or assessment panel procedure; or
- (iv) that the PGRS' performance was adversely affected by illness or other good cause that related to the PGRS' personal circumstances, that she or he had been unable, for a sound and acceptable reason related to the circumstances themselves, to divulge before the meeting of the examiners and which might have had a bearing on the examiner's decision.

Extract from the [Regulations](#)

For further information or guidance please contact the Research Degrees Team at annualreview@port.ac.uk