

## SECTION A5

### ANNUAL REVIEW

#### Process

- 5.1 Postgraduate research degrees candidates are required to attend an annual review meeting by the anniversary of their registration. The exceptions are those who have formally submitted their thesis to the Doctoral School and those registered for PhD by Published Work, for whom alternative monitoring arrangements exist (see Part B, Regulation 5.2 below).
- 5.2 The annual review meeting should normally be held face-to-face. However, where this is not possible it may take place using a video link.
- 5.3 The annual review meeting is conducted by a panel of at least two suitably qualified academics who are independent of the student and the supervisors and who have received appropriate staff development.
- 5.4 A candidate for a postgraduate research degree, except those submitting for a PhD by Published Work, shall be ineligible to act as a panel member.
- 5.5 The candidate and at least one member of the supervisory team (preferably the First Supervisor) must attend.
- 5.6 For MD (Res) students one of the supervisors attending the review meeting must be the medical practitioner.
- 5.7 Particular attention is given to a student's progress during the Annual Review at the end of their first year of registration.
- 5.8 The purpose of the Annual Review meeting is to decide if:
  - (a) the student is actively engaged on the research programme and is making good progress;
  - (b) the student and supervisors are maintaining regular and frequent contact;

- (c) the student is likely to achieve the academic standards of the degree for which registered;
- (d) the student is likely to gain their award within the normal permissible time scales;
- (e) all issues raised by any previous Annual Review meeting have been successfully addressed

5.9 The documents required for Annual Review are:

- (a) A submission by the candidate looking back over the previous year which will take the form of a self-evaluation of work undertaken, training undertaken, development of researcher skills, progress towards meeting research goals and the success of the supervisory arrangements;
- (b) At least one piece of written work by the candidate derived from their current registered research (e.g. a draft chapter of the thesis). This work to have been written during the period under review. The written work must be submitted to Turnitin and the originality report discussed with the First Supervisor prior to submission;
- (c) The supervisory team will, having considered the candidate's submission, address the same matters in its own written submission which will include a confirmation that the required minimum number of supervision sessions has taken place and records of the meetings;
- (d) A schedule for the coming year which will include a timetable for the completion of the thesis. This must be agreed by the candidate and the supervisory team. If appropriate it must include the timing for upgrade/confirmation of registration.

5.10 The panel will ensure that the student is offered time to meet with them without the supervisors being present.

5.11 The possible recommendations from annual review are that:

- (a) the student proceeds to the next year of their programme;
- (b) the student resubmits their documentation for a reconvened review meeting to be held within two months of the date of the letter notifying them of this decision;

- (c) the student should be discontinued for demonstrating lack of progress (this recommendation can only be made after a reconvened review meeting).
- 5.12 The candidate will be informed of the recommendation of the reviewers and supplied with all reports but the final decision rests with the FRDSC.
- 5.13 Within 10 working days of a recommendation being reached the reviewers will produce a joint report for FRDSC concerning the Annual Review meeting (but see Regulation 5.17 below).
- 5.14 If a student is required to resubmit for annual review the reviewers will provide a statement of the deficiencies to be addressed (the joint report).
- 5.15 If a student fails to attend their annual review meeting or submit the required documents, they will be treated as a resubmission and the procedure outlined in Regulation 5.11(b) above will apply.
- 5.16 If a student fails to attend their reconvened review meeting or submit the required documents the FRDSC will be informed and will discontinue the student.
- 5.17 Where the reviewers are unable to reach a joint recommendation the chair of the FRDSC will arrange for an additional independent panel member to be appointed. The additional panel member will review the submitted documentation and meet with the student and supervisor(s) to discuss progress. They will then meet with the members of the original panel to produce a joint report for FRDSC. Any dissenting member of the panel may produce a minority report. All reports will be tabled at FRDSC with a recommendation that the majority report be approved.
- 5.18 For any academic year in which the candidate's Upgrade/Confirmation of Registration review occurs that process will also serve as Annual Review.
- 5.19 No candidate will come to the end of a 24 month period (intermissions exempted) without having an Annual Review.
- 5.20 Additionally to the normal requirements for all postgraduate research students enrolled with the University, special reporting or progress mechanisms may be put into place by the University in connection with the terms and conditions of the grant of an Anglia Ruskin University postgraduate research studentship (in any of the forms in which they may be

offered), or in connection with the conditions of any externally sponsored studentship or 'fees only' bursary on the basis of which the University has enrolled the student.

- 5.21 As part of our processes for monitoring postgraduate research activity the RDSC will receive a report and action plan regarding Annual Review as part of the Annual Faculty Report (see Regulation 1.22 above).