Annual Review of PGR Students on the Bioethics & Medical Jurisprudence Programme

Frequently Asked Questions - Students

1. What is the purpose of the Annual Review?

The purpose of the annual review is to provide you and your supervisors an opportunity to reflect on the progress you have made over the academic year and to ensure that you are on track to meet the milestones at the end of the year. The review enables you to share experiences as a research student with two independent reviewers (members of academic staff) who are not formally involved in your studies and to gain advice from them about your progress and future plans. The review will also give you the chance to ask advice and share your thoughts on the supervision you have received.

2. What do I have to do in advance of my annual review?

First, you and your supervisors must meet to discuss the review and then complete your respective sections of the annual review form on eProg (see separate guidance for that). You and your supervisors should agree on a 5,000-word sample of your writing towards your thesis from the year* and you must attach this to the annual review form, for your reviewers to evaluate to help them gauge your progress.

*For $\mathbf{1}^{\text{st}}$ year students (full-time or part-time) and part-time $\mathbf{2}^{\text{nd}}$ year students, the sample should be from your $\mathbf{1}^{\text{st}}$ year report.

3. Do I have to produce a piece of writing especially for this review?

No. The writing that you submit for the review should be a portion of the written work you have produced in this year of the programme. Students should submit written work that accords with their point in the timeline of the full-time or part-time programme (see appendices). So, as follows:

- 1st year students of the part-time programme should submit a 5,000-word sample of their writing produced in these first 9 months (towards their '1st year report') OR if the entirety of their writing this year has not exceeded 7,500 words then all of their writing to date should be submitted for reviewer comment;
- <u>1st year students</u> of the **full-time** programme and <u>2nd year students</u> of the **part-time** programme should submit their full 1st year reports with an indication attached of a specific section of approximately 5,000 words within the report that best 'showcases' the standard of writing (student and supervisors should agree on this section);
- 3rd year students of the part-time programme and 2nd year students of the full-time programme should submit their article 1, with some indication as to how near to the final version this piece submitted for review is;

- 4th year students of the **part-time** programme should submit article 2, with some indication as to how near to the final version this piece submitted for review is;
- All other students not previously referred to above should submit article 3, with some indication as to how near to the final version this piece submitted for review is.

4. How long will the review meeting last?

Usually, the review will last between 20 and 40 minutes.

5. How do I know if I have made 'good enough' progress?

As the PhD in Bioethics & Medical Jurisprudence is a structured programme, you should be at or at least near to the stage of the programme corresponding to your year and month of study (eg.. year 2, month 9) as outlined in the study timelines in the appendix to this document (appendix 1 is the timeline of the full-time programme, appendix 2 is the part-time version).

'Good enough' also refers to the <u>quality</u> of your writing. It does not necessarily need to be polished and in final form, but it should have reached, or nearly reached (through successive redrafting if necessary) a level of analytical, critical and structural competence potentially suitable for publication. As these skills develop over the course of the three years of study, expectations in this regard might be a little lower in the early years of PhD registration.

Taking all of these issues into account, reviewers will make a recommendation on the annual review form with regard to your progress. The School's PGR Committee will make the final decision on whether or not you can proceed to the next year of study or if further work/review is required before that can happen.

6. What happens if progress is not deemed to be 'good enough'?

Two things will happen: (1) you will be given a clear indication of exactly how your work has not reached the expected standard; and (2) you will be required to submit further work as appropriate and may be required to undergo an additional review before the start of the next academic year, all the while under a period of more intensive supervision.

A review panel will be reconvened if necessary to determine whether the work is now up to standard and will make a recommendation concerning progression to the next year of study. In order to progress, the revised work must demonstrate the quality and/or quantity that had previously been identified as lacking — and thus bringing you back on track with your study and your progression.

If the review panel consider that the work is still not up to standard, it will be considered whether the work is more suitable for an MPhil. The School's PGR Committee will make a decision concerning continuation/withdrawal from the programme/transfer to MPhil.

APPENDIX 1 – FULL-TIME PROGRAMME TIMETABLE

Schedule for writing the structured doctoral thesis Schedule for full-time students

N.B. The e		e students will devote on this programme	at least 30 hours a week to
Date	Teaching	Supervision	Deliverable
Year1 January	Classical and contemporary questions in bioethics: Week long course	While no supervisors will have been assigned to individual students yet students	Students will be expected to attend all classes and submit reflective learning diaries to course tutors.
February	Teaching from 10-4pm on Wednesdays:	should consult with tutors of all courses	
March	Key Issues in Medical Jurisprudence; Moral Theory as Applied to	regarding their research proposal and the development	
April	Bioethics; Argumentation in Bioethics and Medical Jurisprudence	of their first year report.	
May	International and Comparative Perspectives to Medical Jurisprudence: Week long course	Supervisors assigned after draft outline of report is presented	Draft outline of first year report including 3-4 research questions to be presented to cohort and staff
June		Students should start	Draft sections of the first year
July		meeting regularly	report to be submitted to
August		with supervisors to prepare the first year	supervisors as arranged with these supervisors for comment.
September		report in line with	these supervisors for comment.
October	At least 2, 1 day meetings will be convened during	guidance provided. This is a substantial	Full first year report due in for year 1 annual review
November	this period where	piece of work	
December	students should present sections of their first year reports to their peers and to staff for feedback (Advanced Argumentation I)	(12,000-15,000 words) and care must be taken to allocate sufficient time to this.	
forms, reviewing decision will be	the year students, together g the past 12 months and p	roducing a detailed time on this review and the co	mplete the progress assessment etable for the next 12 months. A simpleted first year report whether
Year 2		Students must meet	
January	At least 2, 1 day meetings	regularly with their	
February	will be convened during this period where	supervisors (contact must be at least twice	There is an
March	this period where students should present versions of article 1 to their peers and to staff for feedback. (Advanced	a month with regular face-to-face meetings throughout this period). Students	Draft of article 1 submitted to supervisors for comment. expectation that students will present versions of
April	Argumentation II)	must produce 2	their papers
May	Presentations will be	articles for	at

June July	around 30-40 mins long.	publication in this period, submitting drafts of these articles regularly to	Article 1 submitted for publication	conferences throughout the programme.
August		supervisors and		Financial
September	At least 2, 1 day meetings will be convened during this period where students should present versions of article 2 to	acting on their feedback. Supervisors will advise on suitable places for submission	Draft of article 2 submitted to supervisors for comment.	support for attending conferences can be applied for
October November	their peers and to staff for feedback (Advanced	of articles.		details on BlackBoard.
December	Argumentation II) Presentations will be around 30-40 mins long.		Article 2 submitted for publication	
forms, reviewin	the year students, together of the past 12 months and pro-	oducing a detailed timeta		
Year 3 January	At least 2, 1 day meetings will be convened during this period where students should present versions of article 3 to	Students must meet regularly with their supervisors (contact must be at least twice a month with regular		
February	their peers and to staff for feedback (Advanced Argumentation III) Presentations will be	face-to-face meetings throughout this period). Students must submit drafts of	Draft of article 3 submitted to supervisors for comment.	There is an expectation that students will
March	around 30-40 mins long.	their third article submitting drafts this article regularly to supervisors and		present versions of their papers at
April		acting on their feedback.		conferences throughout
May		Supervisors will advise on suitable places for submission of this article.	Article 3 submitted for publication	the programme. Financial support for
June		Students need to revise their first year		attending conferences
July		report to produce the introduction and conclusion for their thesis (in line with the guidance provided by the Programme	Draft of introduction to be submitted to supervisors for comment.	can be applied for – details on BlackBoard
August		Director). Students should expect that		
September	At least 2, 1 day meetings will be convened during this period where students should present version of their	these revisions will be substantial as their research remit is likely to have evolved considerably since	Draft of conclusion to be submitted to supervisors for comment.	
October	introduction and conclusion to their peers	year 1. The amount of time it will take to		
November	and to staff for feedback (Advanced Argumentation III) Presentations will be around 30-40 mins long.	complete this task should not be underestimated. During this period	Complete draft of thesis to be submitted to supervisors for comment.	

December	students should continue to have regular contact and meetings with their supervisors as detailed above.	submitted for	
Doctoral thesis is examined by oral examined	mination (viva) by one i	nternal examiner (Univers	ity of

Doctoral thesis is examined by oral examination (viva) by one internal examiner (University of Manchester) and one external examiner.

APPENDIX 2 -

PART-TIME PROGRAMME TIMETABLE

Schedule for writing the structured doctoral thesis Schedule for part-time students

Date	Teaching	Supervision	Deliverable
Year1 January	Classical and contemporary questions in bioethics: Week long course	While no supervisors will have been assigned to individual students yet	Students will be expected to attend all classes and submit reflective learning diaries to
February	Teaching from 10-4pm on Wednesdays:	students should consult with tutors of all courses	course tutors.
March	─ Key Issues in Medical Jurisprudence; Moral Theory as Applied to Bioethics;	regarding their research proposal and the development of their first	
April	Argumentation in Bioethics and Medical Jurisprudence	year report.	
May	International and Comparative Perspectives to Medical Jurisprudence: Week long course	Supervisors assigned after draft outline of report is presented	Draft outline of first year report including 3-4 research questions to be presented to cohort and staff
June		Students should start	Draft sections of the first
July		meeting regularly with	year report to be submitted
August		supervisors to prepare the first year report in line	to supervisors as arranged with these supervisors for
September		with guidance provided.	comment.
October	At least 2, 1 day meetings will be	This is a substantial	
November	convened during this period where	piece of work (12,000-	
December	students should present sections of their first year reports to their peers and to staff for feedback (Advanced Argumentation I)	15,000 words) and care must be taken to allocate sufficient time to this.	Draft of 'Ethical or Legal background to this problem' – one or the other - submitted to supervisors for comment.
	the year students, together with sup- ast 12 months and producing a detailed		
Year 2		Students must meet	Draft of 'Ethical or Legal
January	At least 2, 1 day meetings will be convened during this period where students should present sections of their first year reports to their peers and to staff for feedback (Advanced Argumentation II)	regularly with their supervisors (contact must be at least once a month with regular faceto-face meetings throughout this period).	background to this problem/Literature review' – whichever one was not previously submitted-submitted to supervisors for comment.
February		Students must complete the first year report in this	
March	_	period, submitting drafts	Definit Diff
April		of sections of this report regularly to supervisors and acting on their feedback.	Draft of Philosophical or legal approach to be submitted to supervisors for comment
May		1	İ

June				
July				
September	At least 2, 1 day meetings will be			
October	convened during this period where students should present sections		Full first year repo	
November	of their first year reports to their peers and to staff for feedback			
December	(Advanced Argumentation II)			
reviewing the pa	the year students, together with supast 12 months and producing a detage based on this review and the comD)	iled timetable for the next	12 months. A decisio	n will be
Year 3	At least 2, 1 day meetings will be	Students must meet		
January	convened during this period where students should present versions of article 1 to their peers and to staff for feedback (Advanced	regularly with their supervisors (contact must be at least once a month with regular face-		There
February	Argumentation III))	to-face meetings throughout this period). Students must submit		expect ation that
March		drafts of their first article submitting drafts this article regularly to supervisors and acting		student s will present version
April		on their feedback. Supervisors will advise on suitable places for		s of their papers
May		submission of this article.	Dorft of artists 4	at
June			Draft of article 1 submitted to supervisors for comment.	confere nces throug hout
July				the progra
August				mme. Financi al
September	At least 2, 1 day meetings will be convened during this period where students should present drafts of			support for
October	article 1 to their peers and to staff for feedback (Advanced			attendi ng confere
November December	Argumentation III)		Article 1 submitted for publication	nces can be applied
December				for – details on BlackB oard
	the year students, together with sup ast 12 months and producing a detailed			

Year 4	At least 2, 1 day meetings will be	Students must meet		
January	convened during this period where	regularly with their		
January	students should present versions	supervisors (contact		
	of article 2 to their peers and to	must be at least once a		There is
	staff for feedback.	month with regular face-		an
February		to-face meetings		expectat
-	At this stage part-time students	throughout this period).		ion that
	may be allocated to a new cohort.	Students must submit		students
March	-	drafts of their second		will
Maich		article submitting drafts		present
		this article regularly to		versions
		supervisors and acting		of their
April		on their feedback.		papers
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Mov	-	on suitable places for		confere
May		submission of this article.		nces
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June			Draft of article 2	out the
			submitted to	program
			supervisors for	me.
			comment.	Financia
July				I
				support
August	-			for
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September	At least 2, 1 day meetings will be			confere
	convened during this period where			nces
October	students should present drafts of			can be
	article 2 to their peers and to staff			applied
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November			submitted for	details
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December			publication	BlackBo
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	the year students, together with sup ast 12 months and producing a detailed			ent ionns,
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	convened during this period where	regularly with their		an
January	students should present versions	supervisors (contact		expectat
	of article 3 to their peers and to	must be at least once a		ion that
	staff for feedback.	month with regular face-		students
February	Stall for recuback.	to-face meetings		will
lobidary		throughout this period).		present
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	_	drafts of their third article		of their
March		submitting drafts this		
				papers
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A	-	supervisors and acting		confere
April		on their feedback.		nces
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May	-	submission of this article.	Draft of article 3	program
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