

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 1st year students (full-time or part-time) and part-time 2nd year students, the sample should be from your 1st 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;
- 1st year students of the **full-time** programme and 2nd year students 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 quality 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

<i>N.B. The expectation is that full-time students will devote at least 30 hours a week to study on this programme</i>			
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 should consult with tutors of all courses regarding their research proposal and the development of their first year report.	Students will be expected to attend all classes and submit reflective learning diaries to course tutors.
February	Teaching from 10-4pm on Wednesdays:		
March	Key Issues in Medical Jurisprudence; Moral Theory as Applied to Bioethics;		
April	Argumentation in Bioethics and Medical Jurisprudence		
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 meeting regularly with supervisors to prepare the first year report in line with guidance provided. This is a substantial piece of work (12,000-15,000 words) and care must be taken to allocate sufficient time to this.	Draft sections of the first year report to be submitted to supervisors as arranged with these supervisors for comment. Full first year report due in for year 1 annual review
July			
August			
September	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 I)		
October			
November			
December			
(At the end of the year students, together with supervisors, will complete the progress assessment forms, reviewing the past 12 months and producing a detailed timetable for the next 12 months. A decision will be made at this stage based on this review and the completed first year report whether the student will continue to year 2 of the PhD)			
Year 2 January	At least 2, 1 day meetings will be convened during this period where students should present versions of article 1 to their peers and to staff for feedback. (Advanced Argumentation II) Presentations will be	Students must meet regularly with their supervisors (contact must be at least twice a month with regular face-to-face meetings throughout this period). Students must produce 2 articles for	There is an expectation that students will present versions of their papers at
February			
March			
April			
May			

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

<i>N.B. The expectation is that part-time students will devote at least 15 hours a week to study on this programme</i>			
Date	Teaching	Supervision	Deliverable
Year 1 January	Classical and contemporary questions in bioethics: Week long course	While no supervisors will have been assigned to individual students yet students should consult with tutors of all courses regarding their research proposal and the development of their first year report.	Students will be expected to attend all classes and submit reflective learning diaries to course tutors.
February	Teaching from 10-4pm on Wednesdays:		
March	Key Issues in Medical Jurisprudence; Moral Theory as Applied to Bioethics;		
April	Argumentation in Bioethics and Medical Jurisprudence		
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 meeting regularly with supervisors to prepare the first year report in line with guidance provided. This is a substantial piece of work (12,000-15,000 words) and care must be taken to allocate sufficient time to this.	Draft sections of the first year report to be submitted to supervisors as arranged with these supervisors for comment.
July			
August			
September	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 I)		
October			
November			
December			
(At the end of the year students, together with supervisors, will complete the progress assessment forms, reviewing the past 12 months and producing a detailed timetable for the next 12 months.)			
Year 2 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)	Students must meet regularly with their supervisors (contact must be at least once a month with regular face-to-face meetings throughout this period). Students must complete the first year report in this period, submitting drafts of sections of this report regularly to supervisors and acting on their feedback.	Draft of 'Ethical or Legal background to this problem/Literature review' – whichever one was not previously submitted-submitted to supervisors for comment.
February			
March			
April			Draft of Philosophical or legal approach to be submitted to supervisors for comment
May			

June			
July			Draft of Philosophical/legal approach to be submitted to supervisors for comment (whichever one was not submitted in April)
August			
September	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)		
October			Full first year report due in for year 2 annual review
November			
December			

(At the end of the year students, together with supervisors, will complete the progress assessment forms, reviewing the past 12 months and producing a detailed timetable for the next 12 months. A decision will be made at this stage based on this review and the completed first year report whether the student will continue to year 3 of the PhD)

Year 3	At least 2, 1 day meetings will be convened during this period where students should present versions of article 1 to their peers and to staff for feedback (Advanced Argumentation III)	Students must meet regularly with their supervisors (contact must be at least once a month with regular face-to-face meetings throughout this period). Students must submit drafts of their first article submitting drafts this article regularly to supervisors and acting on their feedback. Supervisors will advise on suitable places for submission of this article.		There is an expectation that students will present versions of their papers at conferences throughout the programme. Financial support for attending conferences can be applied for – details on BlackBoard		
January						
February						
March						
April						
May						
June					Draft of article 1 submitted to supervisors for comment.	
July						
August						
September			At least 2, 1 day meetings will be convened during this period where students should present drafts of article 1 to their peers and to staff for feedback (Advanced Argumentation III)			
October						
November						Article submitted 1 for publication
December						

(At the end of the year students, together with supervisors, will complete the progress assessment forms, reviewing the past 12 months and producing a detailed timetable for the next 12 months.)

Year 4				
January	At least 2, 1 day meetings will be convened during this period where students should present versions of article 2 to their peers and to staff for feedback.	Students must meet regularly with their supervisors (contact must be at least once a month with regular face-to-face meetings throughout this period). Students must submit drafts of their second article submitting drafts this article regularly to supervisors and acting on their feedback. Supervisors will advise on suitable places for submission of this article.		There is an expectation that students will present versions of their papers at conferences throughout the programme. Financial support for attending conferences can be applied for – details on BlackBoard
February	<i>At this stage part-time students may be allocated to a new cohort.</i>			
March				
April				
May				
June			Draft of article 2 submitted to supervisors for comment.	
July				
August				
September	At least 2, 1 day meetings will be convened during this period where students should present drafts of article 2 to their peers and to staff for feedback			
October				
November			Article submitted for publication 2	
December				
(At the end of the year students, together with supervisors, will complete the progress assessment forms, reviewing the past 12 months and producing a detailed timetable for the next 12 months.)				
Year 5				
January	At least 2, 1 day meetings will be convened during this period where students should present versions of article 3 to their peers and to staff for feedback.	Students must meet regularly with their supervisors (contact must be at least once a month with regular face-to-face meetings throughout this period). Students must submit drafts of their third article submitting drafts this article regularly to supervisors and acting on their feedback. Supervisors will advise on suitable places for submission of this article.		There is an expectation that students will present versions of their papers at conferences throughout the programme. Financial
February				
March				
April				
May				
June			Draft of article 3 submitted to supervisors for	

			comment.	Financial support for attending conferences can be applied for – details on BlackBoard
July				
August				
September	At least 2, 1 day meetings will be convened during this period where students should present drafts of article 3 to their peers and to staff for feedback			
October				
November			Article submitted for publication 3 for	
December				
(At the end of the year students, together with supervisors, will complete the progress assessment forms, reviewing the past 12 months and producing a detailed timetable for the next 12 months.)				
Year 6				
January	At least 2, 1 day meetings will be convened during this period where students should present versions of their introduction and conclusions to their peers and to staff for feedback.	Students need to revise their first year report to produce the introduction and conclusion for their thesis (in line with the guidance provided by the Programme Director). Students should expect that these revisions will be substantial as their research remit is likely to have evolved considerably since year 1. <i>The amount of time it will take to complete this task should not be underestimated.</i> During this period students should continue to have regular contact and meetings with their supervisors as detailed above.		There is an expectation that students will present versions of their papers at conferences throughout the programme. Financial support for attending conferences can be applied for – details on BlackBoard
February			Draft of reworked 'Ethical and Legal background to this problem/Literature review' submitted to supervisors for comment.	
March				
April			Draft of reworked Philosophical and legal approaches to be submitted to supervisors for comment	
May				
June				
July			Draft of conclusion to be submitted to supervisors for comment.	
August				
September	At least 2, 1 day meetings will be convened during this period where students should present versions of their introduction and conclusions to their peers and to staff for feedback.		Complete draft of thesis to be submitted to supervisors for comment.	
October				
November				
December			Doctoral thesis completed and submitted for examination	
Doctoral thesis is examined by oral examination (viva) by one internal examiner (University of Manchester) and one external examiner.				