

# School of Law Annual Review Guidance

## Law and Criminology PhD and MPhil Programmes

### 2015-16

This guide should be read in conjunction with information in the online PGR handbook available at: <http://www.law.manchester.ac.uk/pgr-handbook> and the University policy on the Progress and Review of PGR Students: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=612>

**School of Law**  
**Annual Review Guidance – Law and Criminology**  
**PhD and MPhil Programmes**

**CONTENTS**

<b>1. INTRODUCTION TO THE ANNUAL REVIEW</b> .....	<b>3</b>
STRUCTURE AND RESPONSIBILITY OF THE REVIEW PANEL.....	3
<b>2. BEFORE THE REVIEW</b> .....	<b>4</b>
STUDENTS – WHAT YOU NEED TO DO BEFORE THE ANNUAL REVIEW .....	4
SUPERVISORS – WHAT YOU NEED TO DO BEFORE THE ANNUAL REVIEW .....	4
<b>3. AFTER THE REVIEW</b> .....	<b>5</b>
POSSIBLE OUTCOMES OF ANNUAL REVIEWS.....	5
<i>Doctoral degrees</i> .....	5
<i>MPhil degrees</i> .....	5
STUDENTS – WHAT YOU NEED TO DO AFTER THE ANNUAL REVIEW .....	5
SUPERVISORS – WHAT YOU NEED TO DO AFTER THE ANNUAL REVIEW .....	7
<b>4. EXPECTED TIMESCALE FOR PREPARING FOR AND UNDERGOING ANNUAL REVIEWS</b> .....	<b>8</b>

**APPENDICES**

<b>APPENDIX 1 - ANNUAL REVIEW REQUIREMENTS FOR YEAR ONE FULL-TIME STUDENTS (YEAR TWO PART-TIME STUDENTS)</b> .....	<b>10</b>
<b>APPENDIX 2 - ANNUAL REVIEW REQUIREMENTS FOR YEAR TWO FULL-TIME STUDENTS (YEAR FOUR PART-TIME STUDENTS)</b> .....	<b>11</b>
<b>APPENDIX 3 - ANNUAL REVIEW REQUIREMENTS FOR YEAR THREE FULL-TIME STUDENTS (YEAR SIX PART-TIME STUDENTS)</b> .....	<b>12</b>
<b>APPENDIX 4 - STUDENT EPROG GUIDANCE FOR ANNUAL REVIEWS</b> .....	<b>13</b>
ACCESSING YOUR ANNUAL REVIEW FORM.....	13
ACCESSING GUIDANCE AND DOCUMENTS IN THE RESOURCES TAB.....	15
UPLOADING A DOCUMENT TO THE FORM.....	17
EPROG SUPPORT .....	20



- You are advised to read the entire process contained in this guidance document in order to gain a full understanding of Annual Reviews and the steps that must be followed.

If you have any questions, please email [lawpgr@manchester.ac.uk](mailto:lawpgr@manchester.ac.uk)

# 1. Introduction to the Annual Review

Towards the end of each academic year, all postgraduate research students (MPhil, PhD) must undergo an Annual Review. This will involve submission of a substantial report on their studies to date, together with a sample of written work, to a Review Panel. All students must undergo this procedure in order for progress to be reviewed and to determine whether registration onto the next year of study should be permitted.

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.

The length of the programme sets the parameters for the project. The thesis represents what can realistically be achieved, in terms of scale and scope, over three years of full-time work or six years of part-time work. In line with your supervisors' advice, you are expected to plan a project for the period of your degree programme and devise a timetable of work. The annual review enables the School to see whether you are keeping on track and meeting expectations for each year of the programme.

Expectations are described within this document with reference to each year of the full-time programme. Those expectations apply proportionately to part-time students, at the second, fourth and sixth calendar years. However, part-time students do have an annual review meeting each calendar year.

Annual Reviews will take place in June during a two-week period. The PGR Office will inform all students of the two week period in which reviews will take place as soon as possible. The PGR Office will send an individual email to each student confirming the time and date of their review, and also confirm who will make up the student's annual review panel. A more detailed timescale of the annual review process and be found in later pages of this document.

## Structure and Responsibility of the Review Panel

The Review panel will consist of two members of academic staff independent from the supervisory team. It will be the responsibility of the Panel to review your progress to date and to make a recommendation to the School PGR Committee as to whether you should be allowed to register for the next year of study, subject to any additional work being completed to its satisfaction. The review panel will consult with your supervisory team with regards to your progress.

## 2. Before the Review

### Students – What You Need to Do Before the Annual Review

You and your supervisor must meet to discuss the review and then complete your respective sections of the annual review form on eProg (see appendix 4 for eProg guidance). You and your supervisors should agree on a 5,000-word sample of your writing towards your thesis during the year and you must attach this to the annual review form. You do not need to produce a piece of writing specifically for this review. The only original text that you need to produce is some brief additional text to accompany the 5,000 words that explains how the material in the sample contributes to the thesis.

The appendices provide more detailed guidance on the requirements for the written work for the annual review.

The sample of writing will assist your reviewers in assessing your progress to date.

Note that full-time students will need to indicate on the annual review form how they have met the 70 hours of training for the current academic year. Part-time students should indicate how they have met 35 hours of training for the current academic year.

When you have completed all questions in Section A of the eProg form, you should click the 'save and notify supervisor' button.

Please note you should click 'save' on your eProg annual review form regularly, as the form will time out after 20 minutes.

You must have completed section A and uploaded your sample of work to the eProg form by **Wednesday 18 May 2016**.

### Supervisors – What You Need to Do Before the Annual Review

The supervisory team should meet with the student to discuss the review and then complete your respective sections of the annual review form on eProg (see appendix 4 for eProg guidance). You and the student should agree on a 5,000-word sample of the student's writing towards their thesis during the year, for submission to the annual review.

A member of the supervisory team should also consult with the reviewers about the student's progress so far.

Section B of your student's eProg review form should be completed by **Wednesday 25 May 2016**.

**Remember the Annual Review forms will time out after 15-20 minutes, so save the form regularly.**

**Once the supervisor has completed all questions in Section B on the annual review form, you should click the 'save draft' button. Please do not click the 'submit' button, as this will prevent the reviewers entering any information onto the form.**

### 3. After the Review

Students will be given an initial indication of the recommendation that the reviewers will be making to the PGR Committee regarding progress. Once the annual review period has concluded, the next PGR Committee will consider the progress of all students and determine whether they are making satisfactory progress to register for the next year of their programme.

Students will receive a letter sent from the PGR Office confirming the outcome of the review. The following possible outcomes of an annual review are listed below:

#### Possible Outcomes of Annual Reviews

##### Doctoral degrees

Students initially registered on a doctoral degree:

- Continuation - The student has met the required doctoral standards and the recommendation is made for the student to continue registration on the doctoral degree
- Further Review - The student has not met the required doctoral standards and a recommendation is made for the student to produce further work for a further review prior to registration for the next academic year
- Transfer - The student has not met the required doctoral standards and a recommendation is made for the student to be transferred from the doctoral degree to MPhil
- Withdrawal – The student has not met the required standard for doctoral degrees or MPhil and the recommendation is made for the student’s registration to be terminated

##### MPhil degrees

Students initially registered on an MPhil degree:

- Transfer - The student has met the required doctoral standards and a recommendation is made for the student to be transferred from MPhil to the relevant doctoral degree
- Continuation - The student has not met the required standard for transfer to doctoral level and the recommendation is made for the student to register for the MPhil submission pending period
- Withdrawal – The student has not met the required standard for the MPhil and the recommendation is made for the student’s registration to be terminated.

It is a requirement of registration that all students successfully progress via the Annual Review process each year.

You will not be permitted to re-register until the School PGR Office has received confirmation from the Review Panel that your academic progress is satisfactory

#### Students – What You Need to Do After the Annual Review

##### Satisfactory Progress - Non-final Year Students

Once you receive confirmation of satisfactory progress, and that you may progress to the next registration year for your studies, you should arrange a meeting with your supervisory team as soon as possible to discuss the outcome of your review and any comments made by the reviewers or the PGR Office on your programme to date. You and your supervisors should complete part D of the relevant Annual Review form on eProg to confirm this meeting has taken place by **Wednesday 31 August 2016**.

Once the Annual Review form is fully completed and all parties are in agreement with its content your supervisor will submit the form. Once the form has been submitted the compulsory authorisations on the form will need to be completed. An eProg authorisation is a signature to confirm that the form is complete and all relevant parties have read its content. To authorise the form, you need to input your central account username and password; these are the same details you used to log into eProg. The authorisations are at the bottom of the form. Once submitted and all compulsory authorisations are complete the annual review milestone will become 'green'. The authorisations that are to be completed on the annual review form are: supervisor, co-supervisor and student.

### **Satisfactory Progress - Final Year Students**

Once you receive confirmation of satisfactory progress, and that you may progress to submission of your thesis, you should arrange a meeting with your supervisory team as soon as possible to discuss the outcome of your review and any comments made by the reviewers or the PGR Office on your programme to date. You and your supervisors should complete part D of the relevant Annual Review form on eProg to confirm this meeting has taken place by **Wednesday 31 August 2016**. If you are ready to submit your thesis by your thesis submission date, remember to complete your notice of submission on eProg six weeks before submission.

If you are not ready to submit your thesis by your thesis submission date, you will need to request permission to register for the submission pending period, if you have not already done so. To do this you should complete the Request Permission to Register for the Submission Pending Period form and return this to the PGR Office as soon as possible and no later than six weeks prior to your current submission date.

Once the Annual Review form is fully completed and all parties are in agreement with its content your supervisor will submit the form. Once the form has been submitted the compulsory authorisations on the form will need to be completed. An eProg authorisation is a signature to confirm that the form is complete and all relevant parties have read its content. To authorise the form, you need to input your central account username and password; these are the same details you used to log into eProg. The authorisations are at the bottom of the form. Once submitted and all compulsory authorisations are complete the annual review milestone will become 'green'. The authorisations that are to be completed on the annual review form are: supervisor, co-supervisor and student.

### **Unsatisfactory Progress**

If you have received notification that you have not yet made satisfactory progress to enable you to proceed to the next registration year for your studies, the PGR Committee will recommend that you either i) are instructed to complete a further piece of work/meet particular aims to be assessed at a Further Review meeting within 10 weeks; ii) transfer to the MPhil degree (for students registered on a PhD only); or iii) are to be withdrawn from the University as you have failed to meet the standards of a doctoral or MPhil programme. You should arrange a meeting with your supervisory team as soon as possible to discuss the outcome of your review and the comments of your reviewers/the PGR Committee.

## **Supervisors – What You Need to Do After the Annual Review**

### **Satisfactory Progress - Non-final Year Students**

Once a decision has been made on your student's progress, you will be copied into the notification to the student from the PGR Office. A meeting should be arranged with the student and the supervisory team as soon as possible possible to discuss the outcome of their review and any comments made by the reviewers/ the PGR Committee on your programme to date. Students and supervisors should complete part D of the relevant Annual Review form on eProg to confirm this meeting has taken place by **Wednesday 31 August 2016**.

### **Satisfactory Progress - Final Year Students**

Once a decision has been made on your student's progress, you will be copied into the notification to the student from the PGR Office. A meeting should be arranged with the student and the supervisory team as soon as possible possible to discuss the outcome of their review and any comments made by the reviewers/ the PGR Committee on your programme to date. Students and supervisors should complete part D of the relevant Annual Review form on eProg to confirm this meeting has taken place by **Wednesday 31 August 2016**.

If your student is ready to submit by their thesis submission date, you should make sure arrangements are in place to support them in the lead up to submission, such as agreed dates for feedback on drafts etc. If your student isn't ready to submit by their submission date they will need to complete the Request Permission to Register for the Submission Pending Period (SPP) form and return this to the PGR Office as soon as possible and no later than six weeks prior to your current submission date. This application will require your comment and agreement on a timetable for SPP.

### **Unsatisfactory Progress**

Once a decision has been made on your student's progress, you will be copied into the notification to the student from the PGR Office. A meeting should be arranged with the student and the supervisory team as soon as possible to discuss the outcome of their review and any comments made by the reviewers/ the PGR Committee on your programme to date. If your student has not yet made satisfactory progress to enable them to proceed to the next registration year for their studies, the PGR Committee will recommend that they either i) are instructed to complete a further piece of work/meet particular aims to be assessed at a Further Review meeting within 10 weeks; ii) transfer to the MPhil degree (for students registered on a PhD only); or iii) are to be withdrawn from the University as they have failed to meet the standards of a doctoral or MPhil programme. Please note that the exact timeframe in which the further review work must be completed and submitted will be confirmed in the Annual Review Outcome letter.

## 4. Expected Timescale for Preparing for and Undergoing Annual Reviews

The PGR Office will endeavour to keep to the schedule below. Please enable us to achieve this by taking note of and meeting the deadlines assigned to your particular tasks/actions. In the event that the timescale slips, we will work with you to minimise onward delays.

Task / action	Deadline	By Whom
Confirm two-week annual review period to students and staff.	Mid-March 2016	PGR Office
Inform students and supervisors of confirmed annual review details, and send a reminder regarding deadline for submitting documents, etc.	End of April 2016	PGR Office
Student's deadline to submit Part A of the Annual Review Form <b>in eProg</b> and upload sample document for review (agreed by supervisor).	Wednesday 18 May 2016	Student
Supervisors' deadline to complete Part B of the Annual Review Form <b>in eProg</b> , pending the Review	Wednesday 25 May 2016	Supervisory Team
Annual Review Period – All annual reviews should take place in this timeframe	Monday 30 May – Friday 10 June 2016	Students and Annual Review Panel
Chair of annual review panel to complete Part C of the annual review form in eProg.	Wednesday 29 June 2016	Chair of Annual Review Panel
PGR Committee to consider outcome of annual reviews for each student.	Mid-July 2016	PGR Committee
Confirmation of outcome of annual review to be sent to students and supervisors, and ensure recommendation recorded on eProg	End of July 2016	PGR Office
Students to meet with supervisory team to discuss outcome of annual review, and plan further action and future plans. Part D of the eProg form should be completed. If the student is progressing satisfactorily, the form should be submitted and then authorized by the student and supervisory team	Students requiring a further review - Friday 12 August 2016  Students with satisfactory progress – Wednesday 31 August 2016	Student and Supervisory Team
Student to submit work for Further Review and submit Further Review Form to PGR Office – only for students who have not yet met satisfactory progress	Friday 9 September 2016	Student (Supervisors should complete relevant section of further review form)
Further Review to take place and Further Review form to be completed by reviewers	Tuesday 20 September 2016	Students and Annual Review Panel
Chair of PGR Committee to consider the outcome of the Further Review	Thursday 22 September 2016	PGR Director
Confirmation of outcome of annual review to be sent to students and supervisors, and ensure recommendation recorded on eProg	Monday 26 September 2016	PGR Office

## **APPENDICES**

### **Requirements of the Written Work and eProg Guidance**

## **Appendix 1 - Annual Review Requirements for Year One Full-time Students (Year Two Part-time Students)**

At the end of the first year of the programme, students can be expected to have completed the following tasks:

- Surveyed the field and appraised the key bodies of literature that are likely to be relevant to the thesis.
- Refined the research question(s).
- Critically identified a set of tasks to answer the question(s).
- Critically identified appropriate methods to carry out those tasks.
- Prepared for the tasks.
- Decided how the tasks will be timetabled over the next two years.

For all projects, preparing for the tasks will include the organising of appropriate research training. For empirical projects, where sources are restricted in some way, preparation will also include obtaining access to materials and subjects, and securing ethics approval.

By the time of the first year annual review, nine months into the programme, students can be expected to have a clear idea of what they want to achieve in conducting the research and writing the thesis.

Students can also be expected to be writing draft material, in line with their supervisors' advice. That may consist of their own critical notes about themes discovered in the literature, or perhaps briefing papers requested by supervisors, or in some cases passages intended in due course to form early chapters in the thesis (such as a literature review or a discussion of methodology). At the end of the first year, the expectation is that 25,000 words of material will have been drafted for use in the ultimate thesis.

At the first year annual review, reviewers will be looking for evidence that you are on track to meet these expectations.

Therefore, in the first year, it will be helpful for the 5,000 word sample of work to include a narrative which deals with the following:

- A summary of what you want to achieve.
- An explanation of your research questions.
- Your provisional timetable for dealing with the various tasks needed to complete the project.

A cover note which gives the thesis title and a brief overview and plan should be included in the work you submit for review.

The narrative might take (roughly) 1,000 words. If you wish, it could include some reflection on what has and has not gone well up to now. You can then illustrate the work that you have been doing by supplying one or more samples of the writing drafts described above. There is no need to write anything especially for the review. But if you provide more than one sample of writing, you must provide an explanation about the links between multiple passages.

## **Appendix 2 - Annual Review Requirements for Year Two Full-time Students (Year Four Part-time Students)**

In the second year, the expectation is that students will be building the foundations of their argument, by working through the tasks they have set themselves in their timetable. For empirical projects, this is also typically the year in which data collection is conducted and its analysis started.

Reviewers will be looking for evidence that, by the end of the year, you will have completed a proportionate number of the tasks identified in your timetable and will have drafted a further 30,000 words to reflect that. Crucially, in line with your supervisors' advice, they will be expecting you to show that you are aware of the requirements of a PhD (originality, independent critical judgement, and an addition to knowledge) and are reflecting those in your critical analysis.

Your 5,000 word sample of work should therefore consist of a brief indication of the progress with your timetable, again including (if you wish) some reflection on what has and has not gone well over the year, together with one or more draft passages (with short, linking explanations, if more than one) which illustrate(s) your analysis.

A cover note which gives the thesis title and a brief overview and plan should also be included in the work you submit for review. If you provide more than one sample of writing, you must provide an explanation about the links between multiple passages.

## **Appendix 3 - Annual Review Requirements for Year Three Full-time Students (Year Six Part-time Students)**

In the final year, the expectation is that students will continue to work through the remainder of the tasks that they have set themselves. In line with their supervisors' advice, they will also be assembling the thesis more explicitly, by reviewing the outcomes of their tasks and articulating the steps and sequence of their argument. By the end of the year, the expectation is that a maximum of 80,000 words will have been written and the thesis completed.

A cover note which gives the thesis title and a brief overview and plan should also be included in the work you submit for review. If you provide more than one sample of writing, you must provide an explanation about the links between multiple passages.

Reviewers will be expecting you to show the same kind of analysis as in the second year, but with greater maturity. They will also be expecting you to explain how all the work is coming together to demonstrate (in the words of the criteria that will be used by your examiners):

- How successful you will have been in achieving your aims and objectives.
- How the results of your research, as reported in the thesis, will show evidence of originality and independent critical judgement.
- How the research will constitute an addition to knowledge.

Your 5,000 word sample may take the same form as that for the second year.

In addition, it will be helpful if you can now provide a draft abstract of the thesis.

## APPENDIX 4 - Student eProg Guidance for Annual Reviews

### How to access eProg

- Access *eProg* via the student portal: <https://www.portal.manchester.ac.uk/> go to the 'Teaching and Research' tab at the top and select access eProg from the dropdown menus or directly at [www.manchester.ac.uk/eprog](http://www.manchester.ac.uk/eprog).
- Type in your central account username and password.

### Accessing your annual review form

- To access your annual review form, click on either My eProg progression in the My Manchester screen:

The screenshot shows the My Manchester student portal. At the top, there is a search bar and navigation tabs for 'Teaching and Research'. The 'Research' tab is active, and 'My eProg progression' is highlighted with a red circle. Below the navigation, there are several content blocks: 'University news' with articles like 'President's Update', 'Nominations for External Awards and Prizes', 'Science Stroke Art 2014 launches', and 'Britain's most senior judge speaks to University'; 'Teaching' with links to 'Access Blackboard', 'Campus Solutions', 'Book AV equipment', 'Book teaching room', and 'Course reading lists'; 'Research' with 'My eProg progression' circled, 'Book training', 'My publications (eScholar)', 'Funding opportunities', and 'Web of Knowledge'; 'Personal' with 'My webmail', 'My favourites', 'My library', 'My training', and 'My payslips'; 'People' with 'Book training', 'Employment information', 'Find job vacancies', and 'People search'; 'Communities' with 'University', 'University facts and figures', 'Manchester Doctoral College', 'Graduate education support', 'Postgraduate research support contacts', and 'Staff Discount'; and 'Guidance' with 'Code of practice for PG research', 'Ordinances and regulations', 'Crucial guide', 'Alternative guide to funding', and 'University documents'. At the bottom, there are links for 'The Marketplace' and 'Staff Discount'.

or by clicking on your name in the top right hand corner of eProg and then selecting 'My Progression' from the left hand menu:

**My Progression**

Below is a list of all of your progression milestones, associated forms and deadlines. To find out more information about individual milestones please click on the milestone unit code or to access the form you need to complete click on the relevant form link. Once a milestone has been completed, a completion date will be displayed and the status will be updated accordingly.

If you think the list is incorrect or incomplete please contact your [school administrator](#). For questions about researcher development please contact a member of your [faculty researcher development team](#).

An Additional Meeting Form is available to record the outcome of any meetings between a student and a member of their supervisory team other than those prescribed on the student's progression record.

Email alerts will be sent to your University email address 5 days before milestone and form deadlines. [Edit Alert Preferences](#)

Unit Code	Title	Deadline	Status
I0111 TM1000MDS	Introductory Planning Meeting Faculty of Humanities (MBS FT) Introductory Planning Meeting Form	31/10/2013	Form saved on 29/3/2014
UVEXM0001	Expectations 1	30/11/2013	Form saved on 29/3/2014
PGR-IND001	PGR_Student Health and Safety Induction Mandatory Module 1	30/11/2013	Attended 13/12/2013
FOHFTM1144MBS	Researcher Development Faculty of Humanities (MBS ft year 1) Researcher Development Form	31/01/2014	Submitted 14/2/2014 Authorised 1 of 2
I0111 TM1104MDS	Mid-year Review - Year 1 Faculty of Humanities (MBS PhD FT) Mid year review year 1 form	31/03/2014	Submitted 30/9/2014 Authorised 2 of 3
BMANM0170	PhD Deduction Research Ethics Declaration Form	31/05/2014	Form available
FOHFTM1000MBS	Annual review meeting - year 1 Faculty of Humanities (MBS PhD FT) Annual review year 1 form	31/07/2014	Form available
RC4-IND005	RC4 Student Researcher Development - Entrepreneurial work (including fieldwork)	31/07/2014	Attended 18/3/2014
UVLXM0002	Expectations 2	30/11/2014	Form available from 30/8/2014
FOHFTM2244MDS	Researcher Development Faculty of Humanities (MBS ft year 2) Researcher Development Form	31/01/2015	Form available
FOHFTM2223MDS	Mid-year review - year 2 Faculty of Humanities (MBS PhD FT) Mid year review year 2 form	31/03/2015	Form available
FOHFTM2000MBS	Annual review meeting - year 2 Faculty of Humanities (MBS PhD FT) Annual review year 2 form	31/07/2015	Form available
UVEXM0003	Expectations 3	30/11/2015	Form available from 30/8/2015
FOHFTM3344MBS	Researcher Development Faculty of Humanities (MBS ft year 3) Researcher Development Form	31/01/2016	Form available
FOHFTM4400MBS	Mid-Year review - Year 3 and thesis submission planning meeting Faculty of Humanities (MBS PhD FT) Mid year review and thesis submission planning year 3 form	31/03/2016	Form available
FOHFTM4400MBS	Annual review meeting - year 3 Faculty of Humanities (MBS PhD FT) Annual review year 3 form	31/07/2016	Form available

History (Last Updated: 22/03/2014)

Comments and suggestions | Print | My Manchester for Students | Accessibility | Copyright notice | Privacy | Disclaimer | Sign Out

➤ To access the form, click on the link above.

Please refer to this Guidance document before you begin completing your section of the form.

## Accessing guidance and documents in the resources tab

You will be expected to submit a timeline (Progress Status Table) document to be considered by your Annual Review panel. The purpose of the timeline is two-fold: to act as a guide to you in terms of planning for completion and so that you can readily see how far you have already progressed in terms of work completed [but also visualise what remains to be done]. Secondly, it provides a clear illustration your panel who are assessing your progress, what has been achieved.

You can access a copy of the timeline document in the resources tab in the milestone by following the instructions below:

- Click on the Unit Code of the milestone in your 'My Progression' page:

The screenshot shows the 'My Progression' page on the University of Manchester website. The page title is 'My Progression' and it contains a table of milestones. The table has four columns: Unit Code, Title, Deadline, and Status. The unit code 'FOHFTM1990SALC' is highlighted with a red box. The page also includes a navigation menu on the left and a search bar at the top.

Unit Code	Title	Deadline	Status
FOHFTM1000SALC	Faculty Introductory Planning Meeting	01/10/2014	
	Faculty of Humanities (ALC FT) Introductory Planning Meeting Form	01/10/2014	Last saved on 15/9/2014
UVEXM001	Expectations 1	30/11/2014	Form available
	Expectations 1	30/11/2014	Form available
SALCREM001	Ethical Approval	31/01/2015	
	Research Ethics Declaration (ALC FT PhD)	31/01/2015	Form available from 01/01/2014
FOHFTM1134SALC	Faculty Mid-year review - year 1	31/01/2015	Form available
	Faculty of Humanities (ALC PhD FT) Mid year review year 1 Form	31/01/2015	Form available
FOHFTM1144SALC	Faculty Researcher Development	31/01/2015	Form available
	Faculty of Humanities (ALC B year 1) Researcher Development Form	31/01/2015	Form available
FOHFTM1990SALC	Faculty Annual review meeting - year 1	30/06/2015	Form available
	Faculty of Humanities (ALC PhD FT) Annual review year 1 form	30/06/2015	Form available
UVEXM002	Expectations 2	30/11/2015	Form available from 30/8/2015
	Expectations 2	30/11/2015	Form available from 30/8/2015
FOHFTM223SALC	Faculty Mid-year review - year 2	31/01/2016	Form available
	Faculty of Humanities (ALC PhD FT) Mid year review year 2 Form	31/01/2016	Form available
FOHFTM244SALC	Faculty Researcher Development	31/01/2016	Form available
	Faculty of Humanities (ALC B year 2) Researcher Development Form	31/01/2016	Form available
FOHFTM299SALC	Faculty Annual review meeting - year 2	30/06/2016	Form available
	Faculty of Humanities (ALC PhD FT) Annual review year 2 form	30/06/2016	Form available
UVEXM003	Expectations 3	30/11/2016	Form available from 30/8/2016
	Expectations 3	30/11/2016	Form available from 30/8/2016
FOHFTM460SALC	Faculty Mid-year review Year 3 and thesis submission planning meeting	31/01/2017	Form available
	Faculty of Humanities (ALC PhD FT) Mid year review and thesis submission planning year 3 Form	31/01/2017	Form available
FOHFTM344SALC	Faculty Researcher Development	31/01/2017	Form available
	Faculty of Humanities (ALC B year 3) Researcher Development Form	31/01/2017	Form available
FOHFTM399SALC	Faculty Annual review meeting - year 3	30/06/2017	Form available
	Faculty of Humanities (ALC PhD FT) Annual review year 3 form	30/06/2017	Form available
PGR-IND001	PGR Student Health and Safety Induction Mandatory Module 1	30/06/2017	Attempted 19/9/2014

This takes you to the Milestone Profile page, where you should click on the Resources tab. The timeline will be available to download in the resources tab:

The screenshot shows a web browser window with the URL <https://app.manchester.ac.uk/eprog/milestone/profile.aspx?unitId=4746&parentId=5>. The page title is "Milestone Profile" and the sub-header is "FOHFTM1990SALC Faculty Annual review meeting - year 1". The "Resources" tab is selected, and the "View Documents" section is visible. Below this, a table lists documents. A red box highlights the "Title" column, which contains the text "Timeline for Completion".

Title	Author	Type	Size	Uploaded
Timeline for Completion	SALC	doc	42 KB	24/07/2014

Below the table, there is a section for "On-Line Resources" which states: "Below is a list of on line resources associated with this course unit. They will include on-line courses, web links, videos and podcasts. There are no on-line resources available for this unit."

## Uploading a document to the form

You will have been asked to submit a piece of work or several pieces of work for consideration at your Annual Review. You can upload your work to the Annual Review form. Once uploaded, it will become accessible to your review panel in the review form and in your 'My Document store' in eProg (My Document Store is in the left hand menu). The boxes highlighted below are to be used to upload documents:

**Progression Form**  
Notes when completing this form please ensure you save your work regularly

**Faculty of Humanities (ALC PhD FT) Annual review year 1 form**

Supervisors and students are requested to use eProg not only as a tool for recording progress but to highlight any potential issues that with early intervention by a PRR Director or the PRR Office can help and support students throughout their PhD. Any issues of concern can be discussed confidentially by contacting your School PRR Office.

Students and supervisors are advised to read the Policy on the Progress and Review of Postgraduate Research students and the Faculty of Humanities Submission Pending Policy before completing this form.

**Authorisation and submitting the form**

Please note that this form should be completed in full before it is submitted by the main supervisor. The student, main supervisor, co-supervisor, independent reviewer and Full Director will need to authorise the form by entering their username and password once it has been submitted by the main supervisor. The independent reviewer can also submit the form. This form must only be submitted once all work including any resubmitted work has been considered and an overall recommendation has been agreed. Therefore each time changes are made to the form the form must be saved. If the form is submitted before it is fully completed it will become read only but can be resubmitted by a PRR Administrator.

**Important notes** Please save the form regularly, as the page will time out after 10 minutes of inactivity. The form can be saved by using the 'save' button at the bottom of the form.

**Submission of work to be considered – to be completed by students**

Please upload the pieces of written work, including the timeline for completion, to be considered as part of the review into the document upload boxes below. A number of document upload boxes are available although some students may need to upload more than a or 2 pieces of work for consideration. Please consult below's guidance notes and select the 'save' button at the bottom of the form when completed. Once all work for consideration has been uploaded this work will then be accessible from within the document upload box in this form or via a student's document store in eProg. A template copy of the timeline for completion document is available in the resources tab of the eProg form. To view the full up to date student's progression page, click on the link code for the annual review collection, resources in the second tab along.

1. Timeline for completion document:

2. Submitted work to be considered:

3. Submitted work to be considered:

4. Submitted work to be considered:

5. Submitted work to be considered:

6. Submitted work to be considered:

7. Enter the date the work was uploaded to the form:

**Form actions**

The form can be revisited before its deadline date and before it's submitted. Content can be saved using the 'save' button at the bottom of the form.

**Part A** To be completed by the student and made available to the supervisor before the meeting by selecting the 'save and notify supervisor' button at the bottom of the form.

**Part B** To be completed by the supervisor and saved using the 'save' button at the bottom of the form.

**Part C** To be completed by the independent reviewer and saved using the 'save and notify supervisor' button at the bottom of the form.

**Part D** To be completed by the supervisor and saved using the 'save' button at the bottom of the form.

**Part E** To be completed by the supervisor or the independent reviewer. The reviewed decision must have been arrived jointly by the supervisor and the independent reviewer or by the independent reviewer in consultation with the supervisor. Please follow school policy. After part E is completed please select the 'save' button at the bottom of the form.

**Important notes** Only select the 'submit' button at the bottom of the form when the form is fully completed and a final recommendation has been agreed.

**Part F** To be completed by the supervisor or the independent reviewer/s. The reviewed decision must have been arrived jointly by the supervisor and the independent reviewer/s or by the independent reviewer/s in consultation with the supervisor. Please follow school policy.

**Part A**

To be completed by students.

**Progress**

1. What progress have you made on your research/thesis?

Please remember these simple guidelines when you upload documents into eProg either via the document upload boxes within the eProg forms or directly into the document store.

1. Do not use 'double extensions' when uploading documents into eProg, for example:

MyFilename.doc.pdf MyFilename.docx.doc

2. Do not use multiple dots within filenames, for example:

MyFilename.05.02.2014.pdf My.Filename.05.02.14.ver.2.doc

3. The maximum file size that can be uploaded is 20M (20Megabyte).

4. As a general rule when naming files there are a number of special characters that should be avoided, these include:

\ / : \* ? " < > |

The box below lists the file types that are accepted:

fileExtension	contentType
accdb	
aiff	audio/x-aiff
au	audio/basic
avi	video/x-msvideo
bin	application/octet-stream
c	text/plain
c++	text/plain
cc	text/plain
csv	text/plain
doc	application/msword
docx	
dump	application/octet-stream
eps	application/postscript
gif	image/gif
h	text/plain
hin	chemical/x-hin

htm	text/html
html	text/html
ibooks	application/x-ibooks+zip
jar	application/java-archive
jpeg	image/jpeg
jpg	image/jpeg
kin	chemical/x-kinemage
mov	video/quicktime
mpa	video/mpeg
mpe	video/mpeg
mpeg	video/mpeg

### Submission of the form and authorisations

Once the Annual Review process has been completed, the form is fully completed and all parties are in agreement with its content your supervisor will submit the form. Once the form has been submitted the compulsory authorisations on the form will need to be completed. An eProg authorisation is a signature to confirm that the form is complete and all relevant parties have read its content. To authorise the form, you need to input your central account username and password; these are the same details you used to log into eProg. The authorisations are at the bottom of the form - please see an example screenshot below. Once submitted and all compulsory authorisations are complete the annual review milestone will become 'green'. The authorisations that are to be completed on the annual review form are:

- Student
- Main supervisor
- Co supervisor

The screenshot shows a web browser window displaying the 'Form used for Progression Monitoring'. The page is titled 'eProg landing page' and 'Form used for Progression Monitoring'. The URL is <https://uat2.app.manchester.ac.uk/profile/eprog/form.aspx?personId=61912&parentId=16&qand=2133&returnid=13&returnbit=Return&returnq=%3f>. The page content includes:

- 18. Please outline your targets for the next 6 months.** Part B: To be completed by the Supervisors. A progress bar shows 'Good' (filled), 'Satisfactory' (empty), and 'Unsatisfactory' (empty).
- 17. How would you describe your student's progress?**
- 10. Please comment on the student's progress over the reporting period (highlight any areas of concern and cover progress on the research, quality of written work as well as research training and researcher development)**
- 19. Please comment on the student's plans and targets for the next 6 months** (If applicable comment specifically on feedback plans)
- Part C:** To be completed by the student, supervisors and other attendees if applicable.
- 20. Please record the outcome of the discussion and the date of the meeting.**
- 21.** [No document uploaded]
- 22.** Enter the date the report was uploaded to the form:
- 23.** Enter the date of the meeting here:
- 24. Any other issues or actions agreed during the meeting** (It is important that any concerns with progression or attendance are raised early. Intervention by a PG Director or the NSR Office can help support your student. Any issues of concern can be discussed confidentially by contacting your School PGR Office.)
- Confirmation:** We have met with the above named Student and confirm that we have discussed the contents of this form with the student and agree with the notes from this meeting.
- 25. Student was present at the meeting**
- 26. Supervisor was present at the meeting**
- 27. Co Supervisor was present at the meeting**
- 28. If applicable please tick to confirm that the Third Supervisor was present at the meeting**
- 29. Other attendees (e.g. Independent Reviewer), please include names if applicable**
- Authorisations:** A table with columns 'Role', 'Authorised by', and 'Date'. It lists 'Student', 'Main supervisor', and 'Co supervisor', each with an 'Authorise' button. There is also an 'Add extra Authorisation' button.
- Buttons at the bottom right: 'Notify Supervisor', 'Unsubmit', and 'Return'.
- Footer: 'Glossary | Page Configuration (Last Updated: 27/03/2014)', 'Accessibility', 'Copyright notice', 'Privacy', 'Disclaimer', 'Sign Out'.

## eProg support

If you have any questions about eProg, please email [lawpgr@manchester.ac.uk](mailto:lawpgr@manchester.ac.uk) in the first instance.