

School of Law Annual Review Guidance

Bioethics and Medical Jurisprudence PhD and MPhil Programmes

2016-17

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

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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

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 for the annual review process can 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 7 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.

**For 1st year students (full-time or part-time) and part-time 2nd year students, the sample should be from your 1st year report.*

The appendices provide more detailed guidance on the requirements for written work of the 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 and timeline for completion document to the eProg form by **Wednesday 17 May 2017 (for those with annual reviews in June 2017)**.

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 7 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 **22 May 2017 (for reviews taking place in June 2017)**.

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.

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. 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.

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.

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. If your annual review does not take place in June or October, please email Lawpgr@manchester.ac.uk for information on the timescales related to your review period.

October Annual Reviews

Task / action	Deadline	By Whom
Student's deadline to submit Part A of the Annual Review Form in eProg and upload sample document for review (agreed by supervisor).	Monday 3 October 2016	Student
Supervisors' deadline to complete Part B of the Annual Review Form in eProg, pending the Review	Wednesday 5 October 2016	Supervisory Team
Annual Review Period – All annual reviews should take place in this timeframe	Monday 10 October to Friday 21 October 2016	Students and Annual Review Panel
Chair of annual review panel to complete Part C of the annual review form in eProg.	Wednesday 26 October 2016	Chair of Annual Review Panel
PGR Committee to consider outcome of annual reviews for each student.	TBC	PGR Committee
Confirmation of outcome of annual review to be sent to students and supervisors, and ensure recommendation recorded on eProg	TBC	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	Wednesday 30 November 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	Monday 9 January 2017	Student (Supervisors should complete relevant section of further review form)
Further Review to take place and Further Review form to be completed by reviewers	Thursday 19 January 2017	Students and Annual Review Panel
Chair of PGR Committee to consider the outcome of the Further Review	TBC	PGR Director
Confirmation of outcome of annual review to be sent to students and supervisors, and ensure recommendation recorded on eProg	TBC	PGR Office

June Annual Reviews

Task / action	Deadline	By Whom
Confirm two-week annual review period to students and staff.	Mid-March 2017	PGR Office
Inform students and supervisors of confirmed annual review details, and send a reminder regarding deadline for submitting documents, etc.	End of April 2017	PGR Office
Student's deadline to submit Part A of the Annual Review Form in eProg and upload sample document for review (agreed by supervisor).	Wednesday 17 May 2017	Student
Supervisors' deadline to complete Part B of the Annual Review Form in eProg , pending the Review	Monday 22 May 2017	Supervisory Team
Annual Review Period – All annual reviews should take place in this timeframe	5 June - 16 June 2017	Students and Annual Review Panel
Chair of annual review panel to complete Part C of the annual review form in eProg.	22 June 2017	Chair of Annual Review Panel
PGR Committee to consider outcome of annual reviews for each student.	End of June/Early July 2017	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 11 August 2017 Students with satisfactory progress – Friday 11 August 2017	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	TBC	Student (Supervisors should complete relevant section of further review form)
Further Review to take place and Further Review form to be completed by reviewers	TBC	Students and Annual Review Panel
Chair of PGR Committee to consider the outcome of the Further Review	TBC	PGR Director
Confirmation of outcome of annual review to be sent to students and supervisors, and ensure recommendation recorded on eProg	TBC	PGR Office

APPENDICES

Requirements of the Written Work and eProg Guidance

Appendix 1 - Annual Review Requirements for Year One Full-time and Part-time Students

Students should submit written work that accords with their point in the timeline of the full-time or part-time programme.

First 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. A cover note which gives the thesis title and a brief overview and plan should also be included.

First year students of the **full-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). A cover note which gives the thesis title and a brief overview and plan should also be included.

If you wish, you can include some reflection on what has and has not gone well up to now.

Appendix 2 - Annual Review Requirements for Year Two Full-time and 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.

Second year students of the **part-time** programme should submit their full first 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). A cover note which gives the thesis title and a brief overview and plan should also be included.

Second 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. A cover note which gives the thesis title and a brief overview and plan should also be included.

Appendix 3 - Annual Review Requirements for Year Three Full-time Students

Third year Part-time Students

Third year students of the **part-time** programme should submit their *article 1*, with some indication as to how near to the final version this piece submitted for review is. A cover note which gives the thesis title and a brief overview and plan should also be included.

Third year Full-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.

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.

Third year students of the full-time programme should submit *article 3*, with some indication as to how near to the final version this piece submitted for review is. A cover note which gives the thesis title and a brief overview and plan should also be included.

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

Appendix 4 - Annual Review Requirements for Year Four, Five and Six Part-time Students

Fourth Year Part-time Students

Fourth 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. A cover note which gives the thesis title and a brief overview and plan should also be included.

Fifth Year Part-time Students

Fifth year students of the **part-time** programme should submit *article 3*, with some indication as to how near to the final version this piece submitted for review is. A cover note which gives the thesis title and a brief overview and plan should also be included.

Sixth Year 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.

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.

Third year students of the full-time programme should submit *article 3*, with some indication as to how near to the final version this piece submitted for review is. A cover note which gives the thesis title and a brief overview and plan should also be included.

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

Appendix 5 – BMJ Full-time Schedule

DATE	ACTIVITY	Assessed by
Year 1 Semester 1	Attend the seminars within the 3 study blocks. Begin preparing the first year report in order to outline the legal and philosophical background and literature relevant to you topic and your 3 main research questions/papers within your over-arching thesis. Aim to have written approximately 5000 words by January.	Supervisors
Year 1 Semester 2	Complete the first year report (12-15,000 words) in order to submit a sample (5000 words) for the annual review. Start drafting the first paper, aiming to have approx. 5000 words by June/July.	Supervisors and the annual review process (in order to progress to year 2).
Year 2 Semester 1	Complete the first paper and aim to submit to a journal by December/January. If your first paper is a short ethics paper or case commentary, you should aim to begin paper 2 during semester 1.	Supervisors.
Year 2 Semester 2	Complete paper 2 and aim to submit to a journal by Summer. Submit a 5000 sample of your work for the annual review. If paper 2 is a short paper, you should also begin drafting paper 3.	Supervisors and the annual review process (in order to progress to year 3).
Year 3 Semester 1	Complete paper 3 (and paper 4 if you have written 4 shorter papers). Aim to submit to a journal by Dec/Jan.	Supervisors
Year 3 Semester 2 End of Registration	Update/rewrite the first year report in order to provide the introduction and background to your thesis. Write your conclusion, aiming to submit your thesis by the end of your registration.	Supervisors (and Examiners for the final assessment)
SUBMISSION PENDING Max 12 months	You may apply for submission pending if you have not submitted by the end of your registration. You must submit your thesis before the end of submission pending or you will be out of time. Information about submission pending is available at: http://www.law.manchester.ac.uk/pgp-handbook/your-programme/thesis-submission/submission-pending/	Apply to the Law School

Appendix 6 – BMJ Part-time Schedule

DATE	ACTIVITY	Assessed by
Year 1	Attend the seminars within the 3 study blocks in semester 1. Begin preparing the first year report in order to prepare a first draft of the report, introducing your project and describing the legal and philosophical background, with your literature review, for the annual review (5,000 sample required).	Supervisors and the annual review (in order to progress to year 2).
Year 2	Complete the first year report (12-15,000 words). Start drafting the first paper, aiming to have approx. 5000 words by June/July. Submit a sample (5000 words) of your work for the review.	Supervisors and the annual review process (in order to progress to year 3).
Year 3	Complete the first paper and aim to submit to a journal by Summer. If your first paper is a short ethics paper or case commentary, you should also aim to begin paper 2 during year 3. Submit a 5000 word sample of your work for the annual review.	Supervisors and the annual review process (in order to progress to year 4).
Year 4	Complete paper 2 and aim to submit to a journal by Summer. If paper 2 is a short paper, you should also begin drafting paper 3. Submit a 5000 sample of your work for the annual review.	Supervisors and the annual review process (in order to progress to year 5).
Year 5	Complete paper 3 (and paper 4 if you have written 4 shorter papers). Aim to submit to a journal by Summer and submit a 5000 word sample of your work for the annual review.	Supervisors and the annual review process (in order to progress to the final year).
Year 6	Update/rewrite the first year report in order to provide the introduction and background to your thesis. Write your conclusion, aiming to submit your thesis by the end of your registration.	Supervisors (and Examiners for the final assessment)
SUBMISSION PENDING Max 12 months	You may apply for submission pending if you have not submitted by the end of your registration. You must submit your thesis before the end of submission pending or you will be out of time. Information about submission pending is available at: http://www.law.manchester.ac.uk/pgr-handbook/your-programme/thesis-submission/submission-pending/	Apply to the Law School

APPENDIX 7 - 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 select access eProg from the drop down menus or directly at 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 interface. The browser address bar displays <https://app.manchester.ac.uk>. The page features a navigation menu with several categories: University news, Teaching, Research, Personal, People, Communities, Guidance, The Marketplace, and Staff Discount. The 'Research' category is expanded, showing a list of links including 'My eProg progression', which is circled in red. Other links in the 'Research' category include 'Access Blackboard', 'Campus Solutions', 'Book AV equipment', 'Book teaching room', 'Course reading lists', 'Book training', 'My publications (eScholar)', 'Funding opportunities', and 'Web of Knowledge'. The 'Personal' category includes 'My webmail', 'My favourites', 'My library', 'My training', and 'My payslips'. The 'Guidance' category includes 'Code of practice for PG research', 'Ordinances and regulations', 'Crucial guide', 'Alternative guide to funding', and 'University documents'. The 'Teaching' category includes 'Access Blackboard', 'Campus Solutions', 'Book AV equipment', 'Book teaching room', and 'Course reading lists'. The 'People' category includes 'Book training', 'Employment information', 'Find Job vacancies', 'People search', and 'Vitae'. The 'Communities' category includes 'University', 'University facts and figures', 'Manchester Doctoral College', 'Graduate education support', and 'Postgraduate research support contacts'. The 'The Marketplace' and 'Staff Discount' categories are also visible. The page includes a search bar at the top and a welcome message at the bottom.

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 for completion. 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 title. 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
FOHFTM1000MBS	Introductory Planning Meeting Faculty of Humanities (MBS FT) Introductory Planning Meeting Form	31/10/2013 31/10/2013	Last saved on 29/1/2014
UVEXM0001	Expectations 1 Expectations 1	30/11/2013 30/11/2013	Last saved on 29/1/2014
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
FOHFTM1134MBS	Mid-year Review - Year 1 Faculty of Humanities (MBS PhD FT) Mid year review year 1 Form	31/03/2014 31/03/2014	Submitted 30/4/2014 Authorised 2 of 3
BMANM0170	Ethical Declaration Research Ethics Declaration Form	31/05/2014 31/05/2014	Form available
FOHFTM1990MBS	Annual review meeting - year 1 Faculty of Humanities (MBS PhD FT) Annual review year 1 form	31/07/2014 31/07/2014	Form available
PGR-IND005	PGR Student Health and Safety Induction Module 3 - Off-campus work (including fieldwork)	31/07/2014	Attended 13/12/2013
UVEXM0002	Expectations 2 Expectations 2	30/11/2014 30/11/2014	Form available from 30/8/2014
FOHFTM2244MBS	Researcher Development Faculty of Humanities (MBS ft year 2) Researcher Development Form	31/01/2015	Form available
FOHFTM2223MBS	Mid-year review - year 2 Faculty of Humanities (MBS PhD FT) Mid year review year 2 Form	31/03/2015 31/03/2015	Form available
FOHFTM2990MBS	Annual review meeting - year 2 Faculty of Humanities (MBS PhD FT) Annual review year 2 form	31/07/2015 31/07/2015	Form available
UVEXM0003	Expectations 3 Expectations 3	30/11/2015 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
FOHFTM4900MBS	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 31/03/2016	Form available
FOHFTM3990MBS	Annual review meeting - year 3 Faculty of Humanities (MBS PhD FT) Annual review year 3 form	31/07/2016 31/07/2016	Form available

Glossary (Last Updated: 27/03/2014)

To access the form click on the link above.

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 the form.

Authorisation and submitting the form

Please note that the 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 set pieces of work for consideration, please consult with your supervisor and assist 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 system. To access the form go to a student's progression page, click on the link code for the annual review collection, choose 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 sections

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 end of the form.

Part B To be completed by the supervisors 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 supervisors 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 rounded 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. 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 rounded 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

8. 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 eProg form. The browser address bar shows the URL: <https://uat2.app.manchester.ac.uk/profile/eprog/form.aspx?personId=61912&parentId=16&qnrId=2133&returnId=13&returnbit=Return&returnqz=%3f>. The page header includes the University of Manchester logo and a search bar. The main content area contains several sections:

- 16. Please outline your targets for the next 6 months** (Part B) - To be completed by the Supervisors.
- 17. How would you describe your student's progress?** - A table with columns for 'Good', 'Satisfactory', and 'Unsatisfactory'.
- 18. 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 separately in 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 PGR 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 for 'Role', 'Authorised by', and 'Date'. The table lists 'Student', 'Main supervisor', and 'Co supervisor'. Each row has an 'Authorise' button. There is also an 'Add extra Authorisation' button.

At the bottom of the form, there are buttons for 'Notify Supervisor', 'Unsubmit', and 'Return'. The footer includes 'Glossary | Page Configuration (Last Updated: 27/03/2014)', 'Accessibility', 'Copyright notice', 'Privacy', 'Disclaimer', and 'Sign Out'.

eProg support

If you have any questions about eProg, please email lawpgr@manchester.ac.uk in the first instance.