# School of Law Annual Review Guidance

# Bioethics and Medical Jurisprudence 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**

**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 1$^{st}$ year students (full-time or part-time) and part-time 2$^{nd}$ year students, the sample should be from your 1$^{st}$ 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 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 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 **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 **in eProg** 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 **in eProg**, 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<br><br>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 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.<br><br>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 6 – BMJ Part-time Schedule

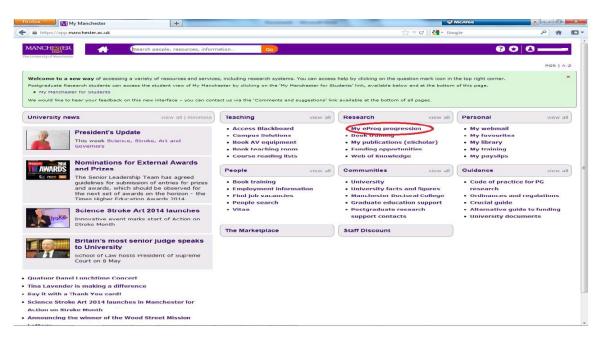| DATE | ACTIVITY | Assessed by |
|---|---|---|
| Year 1 | Attend the seminars within the 3 study blocks in semester 1.<br>Begin preparing the first year report in order to prepare a first draft of the report, introducing your project and describing the legal and philosophical background, with your literature 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.<br>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.<br>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.<br>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).<br>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.<br>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.<br><br>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 |

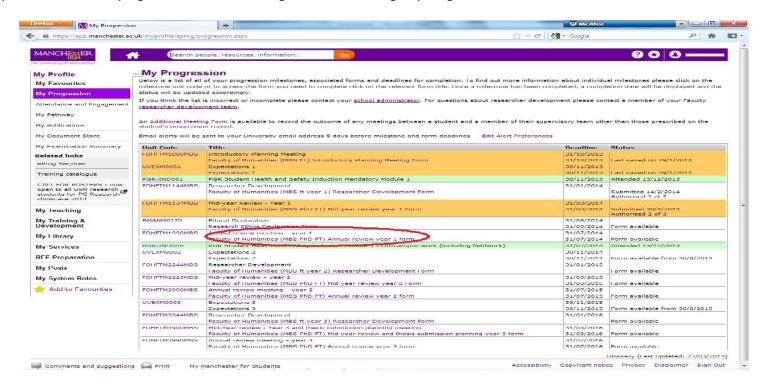# APPENDIX 7 - Student eProg Guidance for Annual Reviews

**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 and select access eProg from the dropdown 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:

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



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

Please refer to this Guidance document before you begin completing your section of the form.
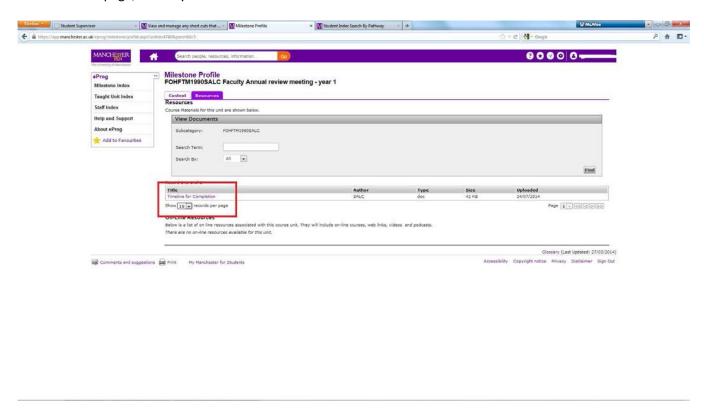
**Accessing guidance and documents in the resources tab**

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:

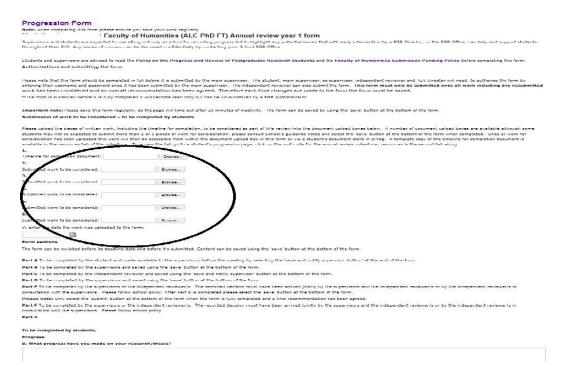➢ Click on the Unit Code of the milestone in your 'My Progression' page:

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:

**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:



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:

\ / : * ? " < > |
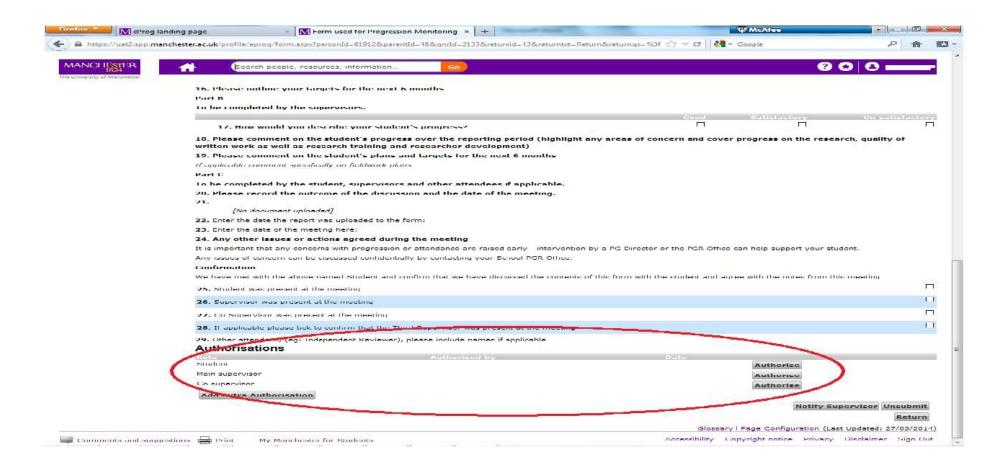
**The box below lists the file types that are accepted:**

| 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

**eProg support**

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