

Guidance on the Annual Review Process for Research Degree Students, Supervisors & Assessors

At the University of Portsmouth, the Annual Review is used for formal monitoring and supporting the progress of all Postgraduate Research Students: “The purpose of the review is to assess whether the student is actively engaged in the research programme and making satisfactory progress” (8.2.1, Annual Review, [Regulations for Research Degrees](#)).

The review provides a forum for discussion and recommendations, which aims to enhance the quality of the work and the achievements a student can attain.

For further information please visit the [Annual Review webpage](#). This includes guidance on what students are required to submit for Annual Review (as determined on an annual basis by Faculty Research Degrees Committees)

Step	Action	Action Required By...
Reminder Sent	<p>An e-mail reminder is sent from annualreview@port.ac.uk to the student and their First Supervisor to remind them that the Annual Review is due, approximately 3 months prior to the deadline. Deadlines for submission to annualreview@port.ac.uk are as follows:</p> <ul style="list-style-type: none"> • October intake students = 30th September • February intake students = 31st January • April intake students = 31st March • June intake students = 31st May • Interrupted students = to take place with next appropriate cohort on return to study and annually thereafter (as advised by Research Degrees Team on an individual basis) <p>Please note, if a student receives an email reminder stating that an Annual Review is due then they are expected to submit by the stated deadline. However, if there are any extenuating circumstances please contact us at annualreview@port.ac.uk prior to the appropriate deadline.</p> <p>Students are exempt from completing an Annual Review if they have already submitted their thesis for examination or are in an approved period of interruption. An Annual Review is not required in the same year that a student is submitting for Major Review.</p>	Research Degrees Team
Review Panel Confirmed	The Deputy Director for Postgraduate Research (DDPGR) confirms the Review Panel members for each student.	FDPGR/DDPGR

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Submission	<p>The student submits appropriate evidence as per the details on the Annual Review web pages by the appropriate deadline (see above).</p> <p>The Supervisory team will submit the UPR8(B) form to annualreview@port.ac.uk by the appropriate deadline (see above).</p> <p>On receipt of the submission from the student, an email receipt will be sent, copied to the First Supervisor with a request for submission of the UPR8(B) form.</p>	Student & First Supervisor
Non-receipt: student	<p>If there are no extenuating circumstances for late/non-submission reported then the Student may be withdrawn.</p> <p>Research Degrees will chase any outstanding submissions and copy in the First Supervisor and DDPGR</p>	Research Degrees Team
Non-receipt: First Supervisor	If the UPR8(B) has not been received Research Degrees will send the First Supervisor an email requesting the form.	Research Degrees Team
	If the UPR8(B) has still not been received within 2 weeks of the previous reminder, further notification is sent to the First Supervisor, copied to the Head of Department, DDPGR and FDPGR.	Research Degrees Team
Documents sent to Panel	All submission documents are collated and sent to the Review Panel with a copy of the previous year's Review decision report, if applicable, prior to the Annual Review meeting taking place.	Research Degrees Team
Review Meeting Held	<p>A panel meeting, which will include a presentation by the Student is arranged by the First Supervisor.</p> <p>The student should be given the opportunity at the Review meeting to provide an overview and discuss with the panel members their research project.</p> <p>Where the First Supervisor is not a member of the review panel they, and any other member of the supervisory team, may be present at the review meeting as an observer, with the agreement of the Student and review panel. They will not be able to partake in the discussion nor have input into the outcome of the meeting.</p>	Review Panel & Student

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Completion of UPR11 Form	<p>At the end of the Review Meeting, the Panel will hold a discussion without the student present to make their decision. The student will then be called back and informed of the result.</p> <p>The Panel may wish to offer feedback and advice. The meeting and outcome should be recorded on the UPR11 form which must be signed by all Review Panel Members (including the First Supervisor if they are part of the panel) to agree as a record and outcome of the review before being forwarded to annualreview@port.ac.uk.</p> <p>The UPR11 form will then be forwarded to the student by Research Degrees.</p>	Review Panel
Decisions Available at Annual Review Meeting	<p>Following the Annual Review meeting, one of the following decisions may be made:</p> <ul style="list-style-type: none"> • Confirm progression • Confirm progression with recommendations • Application Insufficient (Final Review meeting required) <p>The student will be notified of the outcome verbally by the Review Panel at the meeting and formal confirmation will be emailed from annualreview@port.ac.uk, along with guidance on any action to be taken.</p>	Review Panel
Final Review Meeting	<p>If the Panel decides a Final Review meeting should be held they must submit a document to annualreview@port.ac.uk outlining the work the Student is required to complete. The student is then given a deadline for submission which is 2 months from the date Research Degrees sends the document to the student.</p> <p>A 3rd panel member must be approved by the DDPGR for the Final Review meeting.</p> <p>The student must be given 7 days' notice of the Final Review meeting.</p> <p>The outcomes from a Final Review are as follows:</p> <ul style="list-style-type: none"> • Confirm progression • Confirm progression with recommendations • Downgrade student to MPhil (if they are studying for a PhD) • Withdraw registration <p>After the review has taken place the student should be verbally notified of the result and the UPR14 form completed by the panel and sent to annualreview@port.ac.uk</p>	Review Panel