

### **3. Purpose and Timing of the Panel**

#### **3.1 The purposes of an annual review panel:**

- a) to explore the progress of the student since initial enrolment or last panel meeting;
- b) to ensure that the student is on track to complete the award for which he/she is registered within the agreed time-scale (which should be within the remaining period of registration);
- c) to monitor training requirements and schedule set out in the Training Needs Analysis. Where applicable, to review the student's Personal Development Plan;
- d) where relevant, to consider the 'Application for Extension of Period of Registration' for consideration by the relevant Faculty Head of Research Students and Director of the Graduate School.

#### **3.2 The Annual Review Panel should ideally be held at 12 monthly intervals following initial enrolment. The review is due annually around the anniversary of enrolment. This should exclude any period of Interruption of Registration. However it is acceptable to hold it between 10 and 14 months after initial enrolment and subsequently within two months of the anniversary of the original enrolment date.**

Full-time students who are registered on the MPhil with possibility of transfer to PhD or Doctoral Researcher Programme will not be required to have an annual review in year one and part-time students on these routes will not be required to have an annual review panel meeting in year two. It is expected students will concentrate on transfer report submission and formal review during this time.

Once the student has submitted the examinable thesis further Annual Review Panels shall not be required. The only exception to this is where the examiners have invoked Regulation 17.3 whereby the viva voce shall be postponed whilst the student makes further revisions, in which case an Annual Review Panel shall be held as normal.

#### **3.3 The Annual Review Panel may take place face-to-face, via video conferencing or telephone conference as long as all parties can speak and hear at all times.**

#### **3.4 The Annual Review Panel is expected to last approximately one hour.**

#### **3.5 There is an expectation that students will meet Regulation 6.1f), the whole supervision team should meet with the student at least once a year. The Annual Review is perhaps the best time for this to occur.**