

## **Annual Review Panel Guidance Notes**

### **1. Introduction**

These Guidance Notes are issued by the Graduate School Office and are intended to assist research degree students, supervisors and independent assessors in the conduct of Annual Review Panels. They are based on the Research Degree Regulations and Procedures of De Montfort University.

### **2. Regulation Surrounding the Annual Review Panel**

#### Regulation 12.1:

Progress is subject to annual review by a panel of at least three research active and relevant academics, including representation of the supervisory team and at least one member who is independent of the supervisory team. Feedback shall be part of this process. If a student is transferring or requires an extension at the time that annual review is due then this shall form part of the discussion.

The annual review shall also include consideration of:

- a) the student's progress with the Researcher Development Programme, as informed by the initial Training Needs Analysis (see regulation 4.1);
- b) any necessary change in the Training Needs Analysis consequent on the progress of the project;
- c) where applicable, a review of the student's Personal Development Plan.

All enrolled and/or registered students, excluding MA/MSc by Research, shall undertake the Annual Review Process. This excludes students whose enrolment/registration is interrupted.

### **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.

#### **4. Appointment of Independent Assessor(s)**

- 4.1 The Independent Assessor(s) should:
  - a) be qualified to supervise, having attended the Certificate in Research Supervision (CRS) and having been a member or currently still being a member of a supervisory team for a research degree student;
  - b) normally have some relevant subject specific expertise.
- 4.2 It may be that the supervision team feel it would be helpful for the Independent Assessor to be used for more than one of the annual reviews to give continuity, this is acceptable.
- 4.3 The Independent Assessor can act as Internal Examiner **unless** they were involved in assessment of the transfer report or formal review.