ANNUAL PROGRESS REPORT WORKFLOW
USER GUIDE FOR STAFF

CONTENTS
1. INTRODUCTION 2
2. KEY DATES 2
3. ELIGIBILITY 2
4. ANNUAL PROGRESS REPORT STAGES 3
5. THE PROCESS 3
  5.1 Students’ Actions 3
  5.2 Supervisors’ Actions 4
  5.3 DPGRs’ Actions 5
  5.4 FDPPGRs’ Actions 6
  5.5 SAS Actions 6
  5.6 Link Officers’ Actions 6
  5.7 PGR Administrators 7
6. RECOMMENDATIONS 7
7. STIPEND PAYMENTS 7
8. NON-COMPLETION OF THE APR 7
9. APR WORKSHOPS 8
10. USEFUL CONTACTS 8
11. EXAMPLE APR REPORT 9
1. INTRODUCTION

The Annual Progress Report (APR) is an essential part of the Annual Progress Monitoring process which is used to confirm a student’s academic progress on an annual basis so that they can be re-registered for the next academic session and, for funded students, to confirm their continued funding. The policy and process is documented in the Postgraduate Research Code of Practice Appendix 3 Policy and Procedures on the Academic Progress of Postgraduate Research Students. Postgraduate Research Students are required to complete an Annual Progress Report (APR) for each year of their registration (including the final year and during any re-submission period) until their graduation is confirmed. The online PG Progress Report (APR) system in Liverpool Life/TULIP opens for this purpose annually in June.

The APR confirms the discussions and outcomes of the Annual Review meeting (Independent Progress Assessment Panel) and completion of the APR process is a pre-requisite for students to re-register for the next academic session. The APR provides an opportunity for students to describe the progress they have made and to highlight any difficulties they may be experiencing in undertaking their research. The APR provides the opportunity for supervisors to confirm that the student’s progress is satisfactory and/or allows the supervisory team to identify any areas of concern.

2. KEY DATES

<table>
<thead>
<tr>
<th>Deadlines</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/06/2017</td>
<td>APR reports released</td>
</tr>
<tr>
<td>30/06/2017</td>
<td>Students complete APR reports</td>
</tr>
<tr>
<td>31/07/2017</td>
<td>Primary Supervisors complete APR reports</td>
</tr>
<tr>
<td>31/08/2017</td>
<td>DPGRs complete APR reports</td>
</tr>
<tr>
<td>15/09/2017</td>
<td>FDPGRs complete APR reports</td>
</tr>
<tr>
<td>30/09/2017</td>
<td>SAS complete APR reports and re-register students for next academic session</td>
</tr>
</tbody>
</table>

3. ELIGIBILITY

Eligible Students

PGR students on the following programmes are required to complete an APR:

- PhD
- MPhil
- DocMed
- DDSc
This includes those registered as follows:

1. Submission Pending
2. Results Pending
3. Resubmission Pending
4. Suspended – the APR can be completed when the student returns from suspension

**Ineligible Students**

Reports will not be created for PGR students in the following categories:

1. Financially Suspended (FS)
2. New students (registered from 1st May 2017)
3. Students eligible to graduate in July 2017

**4. ANNUAL PROGRESS REPORT STAGES**

There are seven stages in the APR process (two of which are conditional):

1. Student Check
2. Student
3. Primary Supervisor
4. Director of PGR
5. Faculty Director of PGR (conditional)
6. Student Administration and Support (SAS)
7. Link Officer (conditional)

**5. THE PROCESS:**

The PGR Student Team release the APR reports to all eligible students on 1st June. Students and their Supervisors will receive an emailed notification confirming the reports are available. When completing their section of the APR, Supervisors and DPGRs should refer to the Guide on Academic Progress of PGR Students, which is Appendix 3 of the PGR Code of Practice.

**5.1 Students’ Actions:**

**5.1.1 Student Check Stage:** Students access their APR reports via Liverpool Life. The first screen displays the student’s personal data. The student reviews and confirms that the details are correct or makes any amendments in Liverpool Life. The PGR Student Administration Team can refresh the APR report when it is at Check stage to update it before it reaches Student stage. If the report needs refreshing then the student will need to contact the PGR Student Team requesting this.

**5.1.1.1 Access Issues:**

Some students may experience problems accessing their reports. Internet Explorer is the preferred browser to use when accessing Liverpool Life. Furthermore, XJTLU students may experience
problems because of firewall issues. Accessing the reports using Apps Anywhere (http://apps.liv.ac.uk) should overcome this.

If a student has login issues, they should contact the PGR Student Team (pgrs@liverpool.ac.uk) to request the Spider PIN is reset.

5.1.2 Student Stage: Once the student has confirmed their personal details they will need to access the APR report again via Liverpool Life. They can then complete all of the relevant sections, i.e. they will

- provide the project title
- provide information on their progress over the last APR cycle
- note any personal or academic problems that have arisen
- check and confirm supervisory meetings
- check and confirm development and training details
- provide details of publications and outputs
- confirm they are aware that the University has strict guidelines on academic integrity
- confirm that they have noted the earliest and final dates for submission of their thesis
- confirm that they have completed all Annual Progression requirements for the academic year (including the Development Needs Analysis (DNA), Record of Supervisory Meetings and PGR Portfolio of Activity).

If the minimum number of meetings have not been recorded, the APR may be returned to the student for clarification or amendment. Once the report has been completed it can then be forwarded to the Supervisor. There is a drop down menu of actions which the student needs to view to ensure they are sending on their report.

5.2 Supervisors’ Actions:
The Primary Supervisor is asked to review the students report and comment on the progress made in the current academic session. Any issues that have arisen and methods for addressing these should be noted. Please refer to the PGR Code of Practice and Policy and Procedures on the Academic Progress of Postgraduate Research Students (Appendix 3 of the PGR Code of Practice): https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/pgr-code-of-practice/. This link is also embedded in the APR report.

Accessing the reports: Supervisors can access editable students’ reports via their In-Tray in TULIP.
Record of Supervisory Meetings: Meetings that have been logged in the PGR Toolbox will be listed in the student’s section of the PG Progress Report form. Supervisors confirm that the meeting requirements have been met and that any meetings listed as ‘not signed off’ are accurate. The meeting requirements are as follows:

- Full-time students: One meeting per month of registration (12 meetings per full year)
- Part-time students: One meeting every second month (6 meetings per full year)

**International Students on Tier 4 visas** are required by UK Visas and Immigration to demonstrate a minimum of one meeting per month of registration. **A student’s visa may be put at risk if this requirement is not met.**

Summary of progress: Supervisors provide a summary of the progress made by the student during the period since the last APR report. The supervisor should:

- check the meeting dates and confirm that they are an accurate representation of the meetings held
- confirm they have noted the earliest and latest submission dates
- confirm the student is on course to complete the agreed training and development elements within their Development Needs Analysis and they have received and discussed the student's portfolio of activity and agreed targets
- record an appropriate progress recommendation
- confirm all supervisors agree with the recommendation

If the Supervisor requires more information in the report or clarification on an issue, then the report can be returned to the student for amendment. If the report is satisfactory then the supervisor completes the declarations and forwards it to the DPGR. There is a drop down menu of actions and the Supervisor should ensure that they have chosen the option to send on their report.

5.3 DPGRs’ Actions:

The DPGR is asked to review the student’s report and comment on the progress made in the current academic session.

**Accessing the reports**: DPGRs can access editable students’ reports via their In-Tray in TULIP. The DPGR is responsible for ensuring the student has been assessed by an Independent Assessment Panel and recording the recommendation of the Panel into the APR. The DPGR should make reference to any issues highlighted in the report and note how they will be addressed. If the
recommendation is for progress procedures the DPGR should provide additional information in the free text box in the APR report. Please see section 4.1 of Appendix 3 of the PGR Code of Practice.

The LSTM Lead will receive all reports for LSTM students and will sign off on the recommendation made on behalf of UoL.

If the DPGR requires more information in the report or clarification on an issue, then the report can be returned to the student or Supervisor for amendment. If there is an issue that requires Faculty input, then the report can be forwarded to the FDPGR. If the report is satisfactory then the DPGR completes the declarations and forwards it to SAS. There is a drop down menu of actions and the DPGR should ensure that they have chosen the correct option to send on their report.

5.4 FDPGRs’ Actions:
The Faculty Director of PGR will automatically receive reports for independent sign off where a student’s supervisor is also their Director of PGR. Both the DPGR and the Faculty Link Officer can forward APRs to the FDPGR for further input where there are issues raised or discrepancies within the report that need addressing.

If the FDPGR requires more information in the report or clarification on an issue, then the report can be returned to the student/Supervisor/DPGR for amendment. If the report is satisfactory then the FDPGR forwards it to SAS. There is a drop down menu of actions to choose from in order to send on the report.

5.5 SAS Actions:
SAS are responsible for amending the student record once a recommendation has been agreed. Where the report clearly demonstrates good progress and no issues have been highlighted by any party, the report will be completed and the student record amended accordingly. Where there are issues, the reports will be forwarded to the Link Officer.

5.6 Link Officers’ Actions:
The Link Officer will provide advice on issues that may be raised in the APR and either return the report to the student/Supervisor/DPGR for further input or forward it to the FDPGR for further action or independent sign off. Once any required actions have been carried out or issues have been resolved and the report is satisfactory, it can be forwarded to SAS for the APR to be completed and the student record updated.
5.7 PGR Administrators:
School/Institute/Departmental PGR Administrators have view only access to the reports.

6. RECOMMENDATIONS
The recommendations available are as follows:
1. Current Registration Be Continued
2. Transfer to MPhil* at student’s request (PhD only)
3. Transfer to MPhil* due to unsatisfactory progress (PhD only)
4. Transfer to PhD* (MD and MPhil)
5. Student to be subject to PGR Progress Procedures
6. Terminate studies due to poor progress
7. Student has been deemed withdrawn
8. Withdraw at student’s request

Where a transfer of programme has been recommended, the Transfer of Registration form must be completed: https://www.liverpool.ac.uk/student-administration/research-students/a-z-forms-procedures/. This link is also embedded in the APR report. DDSc students will be transferred to MDentSci.

7. STIPEND PAYMENTS
Students receiving a stipend payment administered by the PGR Student Team should complete their reports in line with the stated deadlines to ensure that their stipend payment can be processed promptly. Supervisors and DDPRs should also complete the APR forms for funded PGR students promptly with the aim of having all stages of the APR process completed by 9th September 2017 to limit any potential delays with payments.

8. NON-COMPLETION OF THE APR
If a student fails to complete the APR by the end of September deemed withdrawn procedures should be initiated by the Institute/School/Department. Further information is available in the PGR Code of Practice and Policy and Procedures on the Academic Progress of Postgraduate Research Students (Appendix 3 of the PGR Code of Practice):
https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/pgr-code-of-practice/
9. APR WORKSHOPS

The PGR Student Team will be holding several drop in sessions during June for PGR students who would like advice and assistance on completing their APR. These will take place as follows:

- 8th June 2017 ERTC Eleanor Rathbone Building 10am – 12noon (10.00 – 12.00 hours)
- 15th June 2017 ERTC Eleanor Rathbone Building 3pm – 4.30pm (15.00 – 16.30 hours)
- 21st June 2017 ERTC Eleanor Rathbone Building 10am – 12noon (10.00 – 12.00 hours)

10. USEFUL CONTACTS

If you have any questions about the APR process please contact the PGR Student Team at pgrs@liverpool.ac.uk or 0151 79 54698.

Information about progression requirements is available here: http://www.liv.ac.uk/student-administration/research/progression/
201617 PG Progress Report for Student Name

**STUDENT DETAILS**

Session: 2016-17  
Title: Mr  
Name: Student  
Id: 200000000  
Faculty: Fac of Health & Life Sciences  
Department: Inst Integrative Biology  
Major: Biological Sciences (BIPR)  
Programme: Doctor in Philosophy (PHD/HL/F)  
Year of Study: 2  
Campus: Main Liverpool City Campus  
Tier 4: Yes  
Commence Date: 01-10-2015  
Expected End Date: 30-09-2019  
Earliest Submission Date:  
Last Report Date:  
Attendance: Full-Time  
Permanent Address:  
Term Time Address:  
Phone Number:  
e-Mail: student@liverpool.ac.uk  
Primary Supervisor: Daimark Bennett (75%)  
Other Supervisor(s): John Green (25%)

**Student**

**IMPORTANT** - Please read the following:

*You are reminded that you are still bound by the declaration you signed at first registration.*

There are many avenues available to discuss issues or problems you may have regarding supervision or registration in accordance with University procedure. You are encouraged to discuss such matters with your Supervisor or, if necessary, your Academic Advisor or Director of Postgraduate Research.

However if any such matters do exist and they have not been satisfactorily resolved, please contact the PGR Student Team directly.

**Sponsored students:**

If you are a sponsored student and the letter guaranteeing sponsorship is for a limited period, ending before the start of the next academic session, you must present a further sponsorship letter confirming continuing financial support to the Student Fees and Funding...
Office before the start of the next academic session. Failure to do so will result in you being automatically considered a self-financing student.

**PROJECT TITLE**

Please enter the working title of your thesis or research project.

**DEVELOPMENT AND TRAINING**

Your Liverpool Life record shows that up to 31/05/17 you had completed the postgraduate research development activities listed below. Some activities completed before this date may not yet have been recorded in Liverpool Life. Please note that the current framework does not utilise credits. Students are neither required to achieve a specific number of credits nor have these exempted.

No components found.

Please give details (including dates attended) of any other training courses that are not mentioned above.

None.

**DEVELOPMENT NEEDS ANALYSIS (DNA)**

I have discussed my DNA with my supervisor and it is in progress. (See Student User Guide page 4.)

**RECORD OF SUPERVISORY MEETINGS**

The [PGR Code of Practice](#) states that full-time students are required to meet with their Supervisor a minimum of once a month. Part-time students should meet with their Supervisor every other month.

If the number of meetings below does not comply with this requirement please enter any additional meetings in the text box below. If you do not demonstrate that you have met this requirement this will delay your re-registration.

Your Record of Supervisory Meetings for this academic session shows that up to 31/05/17, meetings with your supervisor took place on the dates listed below.
Please note that this list only displays meetings for which targets have been agreed and signed off by your supervisor.

No meeting dates found in the PGR Toolbox.

Please use the box below to note any other meetings with your supervisor that took place on or before 31/05/17 and which do not appear in this list.

None.

I confirm that the list of supervisory meetings is a true and accurate record of the meetings held over the last APR cycle.

Yes

I confirm that I have had the minimum number of recommended meetings with my Supervisor over the last APR cycle.

Yes

PUBLICATIONS AND OUTPUTS

Please give details of any papers published, presentations given or other outputs from your work undertaken this year.

Lots.

SUMMARY OF PROGRESS

Please give a summary of the progress that you have made since your last report, if any. In this section you should give a brief description of the work you have completed so far, e.g. literature search completed, equipment built, experimental work still continuing etc. You should refer to the summary outcomes of your supervisory meetings and reflect on your agreed project plan and milestones for the academic session. (Minimum 300 words, maximum 750 words)

Lots of progress.
PERSONAL OR ACADEMIC PROBLEMS
Have there been any problems in the last year which you feel have affected your progress?

Yes

If so, please specify below. You can provide further information here, however, please maintain confidentiality by alluding to the issues but do mention who you discussed these with and when. Please also confirm that your School/Institute has been provided with supporting documentation.

Lots

If appropriate, please refer to the webpage for information on Suspensions and Extensions.

ACADEMIC INTEGRITY
I hereby confirm that I am aware that the University has strict guidelines on academic integrity. I understand that it is my responsibility to ensure that I do not present anyone else's work as my own and that full and appropriate acknowledgement will be given where reference is made to the work of others.

Yes

THESIS SUBMISSION DEADLINE
I hereby confirm that I have noted the earliest and final dates for submission of my thesis (see above) and that I am aware that this is the absolute deadline for submission.

Yes

ANNUAL PROGRESSION REQUIREMENTS
I hereby confirm that all sections of my Annual Progression Requirements are fully completed for this academic year, including my Record of Supervisory Meetings and my PGR Portfolio of Activity. I understand that completion of the Annual Progression Requirements is a requirement of registration for the next academic year.

Yes

Supervisor
In completing this APR, Supervisors should refer to the Guide on Academic Progress of PGR Students, which is Appendix 3 of the PGR Code of Practice.

Primary supervisors should consult with all members of the student's supervisory team before completing this form.

RECORD OF SUPERVISORY MEETINGS
Meetings that have been logged in the PGR Toolbox will be listed in the student's section of the PG Progress Report form.
If there are discrepancies, please return the report to the student for amendment.

The meeting requirements are as follows:

Full-time students: One meeting per month of registration (12 meetings per full year)
Part-time students: One meeting every second month (6 meetings per full year)

Please note that International Students on Tier 4 visas are required by UK Visas and Immigration to demonstrate a minimum of one meeting per month of registration. Not meeting this requirement may put your student’s visa at risk.

I confirm that the list of supervisory meetings is a true and accurate record of the meetings held over the last APR cycle.

No

If not, please provide further details.

Where the number of meetings falls below the requirements please note additional meetings that took place. The report can also be returned to your student for further details to be added.

SUMMARY OF PROGRESS

Please give a summary of the progress that the student has made since your last report, if any (250-500 words max).

After 20 years during which inflation was viewed as public enemy number one, the spotlight has recently shifted to deflation, defined as a sustained decline in the aggregate price level. Although deflation has been treated as a new and daunting policy challenge, it is far from new and need not be daunting. In the century before World War I, price levels in many countries declined as often as they rose and, moreover, falling prices were not always associated with recessions. Indeed many deflation

Do you concur with the student’s summary of their own progress?

Yes

THESIS SUBMISSION DEADLINE

Please confirm that you have noted the earliest and final date for submission of this student’s thesis.

Yes

ENGLISH LANGUAGE PROFICIENCY

Has a lack of proficiency in the English language affected progress, or is it likely to affect progress in the future?

No

RECOMMENDATION
I/We recommend that
Current PhD registration be continued

Are there any progress issues?
No

Where the recommendation is for progress procedures, please provide additional information.

After 20 years during which inflation was viewed as public enemy number one, the spotlight has recently shifted to deflation, defined as a sustained decline in the aggregate price level. Although deflation has been treated as a new and daunting policy challenge, it is far from new and need not be daunting. In the century before World War I, price levels in many countries declined as often as they rose and, moreover, falling prices were not always associated with recessions. Indeed many deflation

Do all supervisors agree with this recommendation and the comments made in this report?
Yes

NOTE: The option to change a registration to submission pending is no longer available via this form. Such transfers should be made at the appropriate time using the Transfer of Registration Form. This form is available on the PGR Student Team web site.

DECLARATION

Students are required to fulfil the requirements of the PGR Development Programme for the academic year. Confirmation of this means that you received and discussed the student’s portfolio of activity and agreed targets at the required minimum number of formal supervisory meetings. Completion of the requirements of the PGR Development Programme is a requirement for re-registering for the next academic year.

Please confirm whether your research student is on course to complete the required element(s) of the PGR Development Programme for this year or has already done so.
No

If not, please provide further details.

I declare that I have agreed targets for the required minimum number of formal supervisory meetings.
No

If not, please provide further details.
I understand that completion of the Annual Progress Monitoring process is a requirement for re-registering for the next academic year.

Yes

My student and I have discussed their DNA and it is in progress. (See Supervisor User Guide page 5.)

DPGR

**SUMMARY OF PROGRESS**

Please provide your comments regarding the progress of this student. You should reflect on any concerns, problems or issues, which may have arisen and action which has been taken to address these.

PROGRESS ASSESSMENT PANEL

I confirm that an Independent Progress Assessment Panel (IPAP) has convened to assess the progress of this student.

No

If not, please provide further details.

RECOMMENDATION

I/We recommend that

Current PhD registration be continued

Are there any progress issues?

No

Where the recommendation is for progress procedures, please provide additional information.

FDPGR
SUMMARY OF PROGRESS
Please provide your comments regarding the progress of this student.
You should reflect on any concerns, problems or issues, which may have arisen and action which has been taken to address these.

RECOMMENDATION
I/We recommend that
Current PhD registration be continued
Are there any progress issues?

Yes

Where the recommendation is for progress procedures, please provide additional information.

SAS

VERIFICATION OF THE REPORT AND RECOMMENDATION
I confirm that the report has been verified and any appropriate changes to the student record have been made.

Yes

Link Officer

VERIFICATION OF THE REPORT AND RECOMMENDATION
Please confirm that you have reviewed the whole report.

Yes