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1. INTRODUCTION

The Annual Progress Report (APR) is an essential part of the Annual Progress Monitoring process which is used to confirm your academic progress on an annual basis so that you can be re-registered for the next academic session and, for funded students, to confirm your 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. As a Postgraduate Research Student you are required to complete an Annual Progress Report (APR) for each year of your registration (including the final year and during any re-submission period) until your graduation is confirmed. The online PG Progress Report (APR) system in Liverpool Life opens annually in June for this purpose.

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 you to be re-register for the next academic session. The APR provides an opportunity for you to describe the progress you have made and to highlight any difficulties you may be experiencing in undertaking your research. The APR provides the opportunity for your supervisor to confirm that your 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
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 on 1st June. You and your Supervisor will receive an emailed notification confirming the reports are available.

**Students’ Actions:**

5.1 **Student Check Stage:** You can access your APR report via Liverpool Life (see guidance notes number 11). The first screen displays your personal data. You should review and confirm that the details are correct or make any amendments in Liverpool Life. If you make any changes and would like your report to be updated before you complete the Student section, please contact the PGR Student Team ([pgrs@liverpool.ac.uk](mailto:pgrs@liverpool.ac.uk)) who can refresh the APR report – it needs to be at Check stage for these amendments to appear in the APR.

5.1.1 **Access Issues:**

You may experience login problems when accessing your report. Internet Explorer is the preferred browser to use when accessing Liverpool Life. If you are an XJTLU student you may also experience problems because of firewall issues. Accessing your report using Apps Anywhere ([http://apps.liv.ac.uk](http://apps.liv.ac.uk)) should overcome this.
If you still experience login issues, you should contact the PGR Student Team (pgrs@liverpool.ac.uk) to request that your Spider PIN is reset.

5.2 Student Stage: Once you have confirmed your personal details you will need to access the APR report again via Liverpool Life. You can then complete all of the relevant sections:

- provide your project title
- provide information on your progress over the last APR cycle
- note any personal or academic problems that may have arisen
- check and confirm supervisory meetings
- check and confirm development and training details
- provide details of publications and outputs
- confirm you are aware that the University has strict guidelines on academic integrity
- confirm that you have noted the earliest and final dates for submission of your thesis
- confirm that you 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 you for clarification or amendment, 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):


Once the report has been completed it can then be forwarded to your Supervisor. **There is a drop down menu of actions which you need to view to ensure you are sending on your report.**

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
If you are receiving a stipend payment administered by the PGR Student Team you should complete your report in line with the stated deadlines to ensure that your stipend payment can be processed promptly.

8. NON-COMPLETION OF THE APR
If you fail to complete the APR by the end of September deemed withdrawn procedures may 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: https://www.liverpool.ac.uk/student-administration/research-students/progression/
11. Student Guide

1. Login to Liverpool Life

Login to Liverpool Life using your UoL username and password

liverpool-life.liv.ac.uk

Select the Academic tab
2. Find your report

Select ‘Access your Annual Report Form’

This will take you through to a TULIP page which will display all your Annual Progress Reports and their status.

NB the screen shot displays a 13/14 report that was completed as part of testing. Your 16/17 report will be listed as pending.
3. Student Check

The first stage of the APR is 'Student Check'. Here you are asked to verify that your personal and programme details held by the University are correct.

Should you believe any of your programme details are incorrect you should contact your PGR Administrator in your Institute, School or Department. You should resolve any issues with your programme details before completing the next stage of your report.

If any personal information displayed (e.g. address) is incorrect you should update it in Liverpool Life in the 'Personal Information' portlet.

You should take note of your programme dates. The Expected End Date is the latest date by which you should submit your thesis for examination.
4. ‘Student’ stage

Enter your thesis title.

Check the development training listed accurately reflects the training you have undertaken between 1\textsuperscript{st} June 2016 and 31\textsuperscript{st} May 2017. (NB this training is pulled through from your Liverpool Life student record; not all training activities are logged on Liverpool Life)

If any training is missing list it in the free text box.

Confirm that you have discussed the Development Needs Analysis (DNA) with your Supervisor.
4. ‘Student’ stage continued

All meetings logged in the Record of Supervisory Meetings (RoSM) in the PGR Toolbox, for the period 1st June 2016 to 31st May 2017, will be displayed here, including ones not yet signed off by your supervisor. Full time students should have a minimum of 1 meeting per month, part time students should have 1 meeting every second month. If you are a year 1 student this will be pro rata’d by start date.

Please refer to the Appendix 3 of the PGR Code of Practice: [https://www.liverpool.ac.uk/aqsds/academic-codes-of-practice/pgr-code-of-practice/](https://www.liverpool.ac.uk/aqsds/academic-codes-of-practice/pgr-code-of-practice/)

If you have not recorded sufficient meetings in the RoSM you should log any other supervisory meetings you have had in the free text box.

NB: your report may be returned to you if the minimum number of meetings have not been recorded.

You should describe any outputs generated by your research between 1st June 2016 and 31st May 2017.
5. ‘Student’ stage continued

You should describe any outputs generated by your research between 1st June 2015 and 31st May 2016.

You should describe your progress to date in full detail, noting that brief reports may be rejected and returned to you for further information. The system does not allow you to copy and paste information into the report and you cannot use complex symbols.

You should read and confirm your understanding of the declarations; if there are any outstanding actions you need to complete before agreeing to the statements you should save the report and return to it later.

It is important you mention here anything you consider to have affected your progress. You are reminded that if you consider there are any issues which you have been unable to resolve with your supervisory team, you can raise them with your Director of PGR but you should also mention them here.

In the event that you subsequently make a complaint or appeal, the expectation is that you will already have raised the issues in your APR.

5b. ‘Student’ stage continued

You can save your changes at any time and return to the report at a later date.

Once you are happy with your report you should select ‘Save my Changes and Forward to my Supervisor.’

There is also the option to return your report to Student Check should you need to.

Your stages of the report are complete once it has been forwarded to your Supervisor.