



# **ANNUAL PROGRESS REPORT SYSTEM**

**STUDENT USER GUIDE JUNE 2023**

**Research Degree Administration (RDA)**

**STUDENT ADMINISTRATION AND SUPPORT DIVISION**

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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 and is the basis for re-registration for the next academic session. For funded students, this is also essential 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 (Annual Progress Report, or 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 - IPAP) and completion of the APR process is a pre-requisite for your registration for the next academic session. **If you have not completed your APR by 30 September 2023, you may be deemed withdrawn** (Code of Practice Appendix 3 – 4.4aiii

<https://www.liverpool.ac.uk/media/livacuk/tgsd/code-of-practice-on-assessment/appendix-3-PGR-CoP.pdf>).

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

<b>Deadlines</b>	<b>Actions</b>
Early June 2023	APR reports released
30/06/2023	PGR student's deadline to complete APR reports
31/07/2023	Primary Supervisors deadline to complete APR reports
31/08/2023	DPGRs deadline to complete APR reports
31/08/2023	Final deadline for completion of APR reports for funded students
15/09/2023	FDPGRs deadline to complete APR reports (where required)

## 3. ELIGIBILITY

### **Eligible Students**

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

- PhD
- MPhil
- DocMed
- DSc

This includes those registered as follows:

1. Submission Pending
2. Results Pending
3. Resubmission Pending
4. Suspended – the APR should be completed within 10 working days of returning from suspension

### **Ineligible Students**

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

1. Financially Suspended
2. New students (registered from 1<sup>st</sup> May 2023)
3. Awarded students eligible to graduate in July 2023

### **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 Research Degree Administration (RDA) Team will release the APR reports to all eligible students at the beginning of June 2023. You and your Supervisor will receive an emailed notification confirming when the reports are available.

#### **5.1 Students' Actions:**

5.1.1 Student Check Stage: You can access your APR report via Liverpool Life (see guidance notes number 11 below). 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 Research Degree Administration (RDA) Team ([rda@liverpool.ac.uk](mailto:rda@liverpool.ac.uk)) who can refresh the APR report – it needs to be at Check stage for these amendments to appear in the APR.

5.1.2 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 (<https://storefront.liv.ac.uk/>) should overcome this.

If you need to reset your Liverpool Life PIN, please do so using the link on the Liverpool Life page.

5.1.3 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
- check and confirm supervisory meetings. These will appear on the form if your Record of Supervisory Meetings on the PGR Toolbox is up to date. You can add any meetings or contact with your supervisor that have not been recorded on the PGR Toolbox. Please remember that full-time students need to show evidence of at least 12 meetings per year (6 meetings for part-time).
- provide a summary of your progress during this academic year
- check, confirm and add development and training details. The APR form will show details of your development and training activities recorded on the Portfolio of Activity. You can add any further activities in the free text boxes. If you have not used the Portfolio, you are strongly encouraged to list your activities in the free text boxes.
- mention any problems which you feel have affected your progress
- 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

If the minimum number of meetings has not been recorded, the APR may be returned to you for clarification or amendment, please refer to the [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. Register while Progress Procedures happen

(Note – If progress does not permit continued registration, this will be dealt with outside of this form.)

Any transfer of registration (including changes to Submission Pending) must be requested using the appropriate form: <https://www.liverpool.ac.uk/student-administration/research-students/a-z-forms-procedures/>

## 7. STIPEND PAYMENTS

If you are receiving a stipend payment you should complete your report in line with the stated deadlines to ensure that your stipend payment can be processed promptly. If your report has not been completed by 31<sup>st</sup> August 2023, your payment might be delayed.

## 8. NON-COMPLETION OF THE APR

If you fail to complete the APR by 30<sup>th</sup> September 2023 **you may be deemed withdrawn**. Further information is available in the [Policy and Procedures on the Academic Progress of Postgraduate Research Students](#) (Appendix 3 of the [PGR Code of Practice](#)). If you want to discuss any difficulties with meeting the end of September deadline, please email [rda@liverpool.ac.uk](mailto:rda@liverpool.ac.uk). You can complete your part of the APR even before the IPAP takes place, if it is scheduled after the end of June.

## 9. USEFUL CONTACTS

If you have any questions about the APR process, please contact the Research Degree Administration (RDA) Team ([rda@liverpool.ac.uk](mailto:rda@liverpool.ac.uk)).

Information about progression requirements is available here: <https://www.liverpool.ac.uk/student-administration/research-students/progression/>

## 10. Annual Progress Report FAQs

### Release of Annual Progress Report:

- Q. 'Your 2022/23 PG Progress Report has now been released'. What does this mean?
- A. Your PG Progress Report (Annual Progress Report) is now available for you to access via Liverpool Life. For further guidance go to: <https://www.liverpool.ac.uk/student-administration/research-students/progression/annual-progress/>

### Login Access to the Annual Progress Report:

- Q. I have tried to login to the PG Progress Report (Annual Progress Report) using the emailed link and my Liverpool Life PIN but the system says this is an Invalid Login. What should I do?
- A. To access your report you can either follow the link in the email sent to you by the system, or login to Liverpool Life and access it via the 'academic' tab. First, check to make sure you are using your student ID and Liverpool Life PIN. If you need to request a new PIN, please do so using the link on the Liverpool Life page (make sure you only do this once). An e-mail would be normally sent to you within 24 hours.

Please Note: Internet Explorer is the preferred browser to use when accessing Liverpool Life.

XJTLU students may experience problems because of firewall issues. Accessing the reports using Apps Anywhere (<https://storefront.liv.ac.uk/>) should overcome this.

### Changes to your personal details:

- Q. I have updated my term time address in Liverpool Life. What do I need to do to arrange for my details to be refreshed?
- A. You should email the Research Degree Administration (RDA) Team ([rda@liverpool.ac.uk](mailto:rda@liverpool.ac.uk)) and request that your report is 'refreshed'. The team will then arrange for the report to be updated. Your report will need to be at 'Check' stage. If you have already progressed it to 'Student' stage then you will need return it to 'Check' by choosing the appropriate action in the drop-down menu.

### Students registered from January in this academic session:

- Q. I began my studies in February 2023 and recently handed in my three-month report but as yet have not started my research work. My Annual Progress Report would be very similar. Is this ok?
- A. You must still complete the report and it is ok if the content is similar to the departmental report.

**Students registered from 1<sup>st</sup> May 2023:**

- Q. I just received an email with the link to my 2022/23 PG Progress Report (Annual Progress Report). However, I have been told that I will not be required to complete it because my starting date is on or after 1<sup>st</sup> May 2023. Can I ignore the email?
- A. Students with a start date of 1<sup>st</sup> May (or later) are not required to complete the Annual Progress Report. Contact the Research Degree Administration (RDA) Team ([rda@liverpool.ac.uk](mailto:rda@liverpool.ac.uk)) and they will remove the report.

**Supervisory meetings:**

- Q. My supervisory meetings are not up to date and some are missing even though they were signed off before the 31<sup>st</sup> May 2023. Is there anything that can be done to update this?
- A. The meetings will be pulled through from the Toolbox into the PG Progress Report (Annual Progress Report) and will show as 'not signed off'. Missing meetings can be added to the report in the free-text box.
- Q. I am late with recording and submitting my 'record of supervisory meetings', I recorded them in the Toolbox on 1<sup>st</sup> June and have submitted them to my supervisor to be signed off.
- A. The meetings will not be pulled through if they were entered after the Toolbox has closed (31<sup>st</sup> May). However, they can be added into the PG Progress Report (Annual Progress Report) in the free-text box.
- Q. I have not put any of my meetings in the PGR Toolbox and now I cannot add them as the system has shut me out. I do have a written record of the meetings that took place. Is there any way I can sort this out now that the Toolbox has closed?
- A. The meetings can be added into the PG Progress Report (Annual Progress Report) in the free-text box.

**Supervisor details:**

- Q. My primary supervisor has changed but the details are not correct in the PG Progress Report (Annual Progress Report). How can these be updated?
- A. You should ask your School/Institute PGR Administrator to notify the Research Degree Administration (RDA) Team ([rda@liverpool.ac.uk](mailto:rda@liverpool.ac.uk)) Team of any supervisory changes to update your student record.



- Q. The supervisory split for my other supervisors is incorrect. Can these be updated?
- A. You should ask your School/Institute PGR Administrator to notify the Research Degree Administration (RDA) Team ([rda@liverpool.ac.uk](mailto:rda@liverpool.ac.uk)) of any supervisory changes to update your student record.

**Students on or returning from suspension:**

- Q. I am currently on suspension; do I need to complete my Annual Progress Report?
- A. You do need to complete the report but you can either do so now or nearer the time when you will be resuming your studies. The report must be completed within a month of your return from suspension to enable you to be re-registered.
- Q. I have just returned from suspension and am unsure how the progress report will work as an 'annual' form?
- A. The report covers the period from 1<sup>st</sup> June to 31<sup>st</sup> May so you should complete details of your progress for the time that you were registered between these two dates.
- Q. Since returning from suspension I am unable to open my PGR Toolbox as the tab has disappeared from my Liverpool Life account. What do I do?
- A. If you are experiencing technical issues with the system, such as an error message, contact the IT Service Desk [servicedesk@liv.ac.uk](mailto:servicedesk@liv.ac.uk). For other queries about the use of the PGR Toolbox contact the Research Degree Administration (RDA) Team ([rda@liverpool.ac.uk](mailto:rda@liverpool.ac.uk)).

**Students who have submitted their thesis:**

- Q. I submitted my thesis in May. Do I still need to complete my Annual Progress Report?
- A. Yes. You must complete your reports until the award of the degree has been recommended and you have been notified that you have met the requirements for graduation.
- Q. My PhD viva is scheduled for later in 2023. Do I still need to complete my Annual Progress Report?
- A. Yes. You must complete your reports until the award of the degree has been recommended and you have been notified that you have met the requirements for graduation.

- Q. I have submitted my thesis and successfully passed my viva. I am currently completing minor/major corrections for submission over the coming months. Do I need to complete my Annual Progress Report?
- A. Yes. You must complete your reports until the award of the degree has been recommended and you have been notified that you have met the requirements for graduation.

**Supervisor meetings after thesis submission:**

- Q. I have submitted my thesis; do I need to continue having and recording meetings?
- A. Yes. All students are expected to have and record supervisory meetings until the award of the degree has been recommended. In the run up to your viva it is expected that you remain in contact with your supervisor to ensure you gain adequate advice in advance of your viva.
- Q. I have had my viva and the examiners have recommended 'pass subject to the completion of minor/major modifications', do I need to record meetings?
- A. No, but you are encouraged to continue to liaise with your supervisor until the modifications have been signed off by our examiners.
- Q. I have had my viva and the examiners have recommended 'resubmission', do I need to record meetings?
- A. Yes. The examiners have not recommended an award so you continue to be a registered and active student of the University so you are expected to have and record supervisory meetings.

**Useful links:**

<https://www.liverpool.ac.uk/student-administration/research-students/progression/>

<https://www.liverpool.ac.uk/pgr-development/toolbox/>

## 11. STUDENT GUIDE

### 1. Login to Liverpool Life

Login to Liverpool Life using your Student ID Number and PIN

[liverpool-life.liv.ac.uk](http://liverpool-life.liv.ac.uk)

Select the Academic tab

The image shows two overlapping screenshots of the Liverpool Life website. The left screenshot displays the login page with a red announcement banner at the top. The right screenshot shows the main dashboard with the 'Academic' tab highlighted in a red circle. Blue arrows point from the text instructions to the relevant elements in the screenshots.

**ANNOUNCEMENT:**  
An improved PIN format for Liverpool Life is being introduced on Monday 21st July 2014 to enhance the security of your reset on this date.  
When you next log in to Liverpool Life on or after 21st July, you will be prompted to create a new PIN to meet the required characters, and must include numbers, letters and special characters (e.g. \* : @ | # % . ; \$ & £ < > +).  
You do not need to change your PIN before the 21st July - if you do, you will still need to create a new one after this date.  
If you experience any difficulties with accessing Liverpool Life, or with updating your PIN, please contact [students@liv.ac.uk](mailto:students@liv.ac.uk).

**Secure login**  
Student ID Number:  
  
PIN:  
  
[Forgot PIN?](#)

**Personal Information**  
Student ID: TESTSTU03  
Name: PGR Student, Test SAS  
Permanent Address: The Cottage, Plum Pudding Island, BIRCHINGTON, Kent, CT7 9QS  
Term Time Address: 20 Steven Street, Liverpool, L18 2AA  
Permanent Phone: 0123 3456789  
Term Time Phone: 0123 4567890  
Preferred Email: teststu03@student.liv.ac.uk  
You must ensure that your personal details are correct. Please select an option from the list below.  
View Address(es) and Phone(s)

**Announcements**  
Subject: A Guide to Liverpool Life  
Preview: For an introductory video to Liverpool ...  
Delivery Date: September 1, 2013  
Welcome to Liverpool Life, where you  
Delivery Date: August 30, 2013

**Community**  
Check out the following spaces on the web:  
[Twitter \(@livuni\)](#)  
[YouTube \(uofliverpool\)](#)  
[Facebook](#)  
[Facebook \(International Students\)](#)  
[Weibo](#)

**Apply for Postgraduate Study**  
If you are considering postgraduate study you can submit an application for entry to a programme by clicking on the link below. You can also use this link to check back to review an existing application and

University of Liverpool - Liverpool Life - Windows Internet Explorer  
Home - Sungard Higher Education - Luminis Platform 5.0 - Windows Internet Explorer

Registration Status Registered (RE)  
 ...download and submit a [Transfer of Registration Form](#)  
 Click Here

You can create,view and modify suspensions and extensions requests in Tulip...  
 Click Here

### Annual Progress Report



The online Annual Progress Monitoring Report Form provides an official record of progress on your postgraduate research degree, and offers you an opportunity for feedback. You will receive an email notification in early June each year advising you to access and complete an Annual Progress Report. You should access and complete your APR by the end of June. Further details about this process are available from the [Postgraduate Research Student Team's website](#).

Access your Annual Report Form

### Transcript

To view and print an unofficial copy of your transcript please use the link below:  
 Click Here

Details about ordering an official copy of your transcript are available on the University's website at <http://www.liv.ac.uk/graduation/of>

**2. Find your report**

Select 'Access your Annual Report Form'

This will take you through to a 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 22/23 report will be listed as pending.

The University of Liverpool Information Portal

Logged In As [redacted] Help Logout

Listed below are your online PG Research Progress Reports. Click the 'Select' link to view a report. If you are required to submit a report, you will be notified via your university email when the reporting process begins for each new year.

When you have finished, please log out by clicking the Logout button above and then closing your browser session.

Actions	Term	Status
Select	2013-14	This report is now complete.
Select	2012-13	This report is now complete.

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ntul.liv.ac.uk/pls/new\_portal/webwise.pgpr\_1\_web.edit\_check?p\_awi=2&ops=webwise.pgpr\_web.edit.3&ops=webwise.pgpr\_web.list.4&ops=webwise.pgpr\_w

The University of Liverpool Information Portal (TULIP 2.0 Development)  
PG Progress Report

Home | Teaching | PG Progress Reports | Schools | Reports | Report | PG Progress Report

201314 PG Progress Report for [REDACTED]

Details | Log

Please check the following details. If they are correct, select Confirm that Details are Correct from the dropdown at the bottom of the page and click OK. If they are incorrect, please update your details in Liverpool Life and then ask the PGR Student Team to refresh your report details.

Session: 2013-14  
 Title: Mr  
 Name:  
 Id:  
 Faculty: Fac of Health & Life Sciences  
 Department: Inst Infection & Global Health  
 Major: Veterinary Epidemiology (VEPR)  
 Programme: Doctor in Philosophy (PHD/HL/F)  
 Year of Study: 2  
 Campus: Main Liverpool City Campus  
 Commence Date: 03-01-2012  
 Expected End Date: 02-01-2016  
 Earliest Submission Date: 03-01-2014  
 Last Report Date:  
 Attendance: Full-Time  
 Permanent Address:  
 Term Time Address: \*Information redacted  
 Phone Number:  
 e-Mail:  
 Primary Supervisor:  
 Other Supervisor(s):

Action  
 Confirm that Details are Correct

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### 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.**



201718 PG Progress Report for  
 Details Student Log

Please complete the Student section of the report and then forward the report to your supervisor.

**TO BE COMPLETED BY THE 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.  
 The Guild of Students can also offer advice on academic and personal matters, and there are several support services within the University who can provide support if you face any difficulties. Please refer to the [LDC Handbook](#) for further information on these.  
 However if any such matters do exist and they have not been satisfactorily resolved, please contact the PGR Student Administration 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.

**RECORD OF SUPERVISORY MEETINGS**  
 The [PGR Code of Practice](#) states that full-time postgraduate researchers are required to meet with their Supervisor a minimum of once a month. Part-time postgraduate researchers 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 31/05/18, 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.

Date	Agreed with
24/04/2018	Agreed with
03/04/2018	Agreed with
02/03/2018	Met (signed off)

Please use the box below to note any other meetings with your supervisor that took place on or before 31/05/18 and which do not appear in this list. You can also add any informal meetings that were not recorded in the PGR Toolbox. Please also mention any further meetings that took place via phone or Skype etc. In the absence of meetings, please indicate if there has been email communication with your supervisors.

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

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

#### 4a. 'Student' stage

Enter your thesis title.

All meetings logged in the Record of Supervisory Meetings (RoSM) in the PGR Toolbox, for the period 1<sup>st</sup> June 2022 to 31<sup>st</sup> May 2023 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 Appendix 3 of the PGR Code of Practice:  
<https://www.liverpool.ac.uk/aqs/d/academic-codes-of-practice/pgr-code-of-practice/>

If you have not recorded sufficient meetings in the RoSM you should use the free text box to log any other supervisory meetings, or details of other contact (e.g. informal meetings; Skype) you have had with your supervisor.

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

https://tul.liv.ac.uk/pls/new\_portal/webwise.pgpr\_1\_web.edit\_student?p\_awi=2ops: TULIP

**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)

**RECORD OF PROFESSIONAL DEVELOPMENT AND TRAINING**  
The following data has been extracted from the PGR Portfolio of Activity. Below each domain is a free text box where you can enter any further data that was not entered into the Portfolio of Activity.

**Portfolio of Activity Domain A**  
Seminars and Conference attendance, Library and IT training and all subject specific training including research methods and experimental techniques.

Please use the box below to add activities for Domain A that are not included in the Portfolio of Activity.

**Portfolio of Activity Domain B**  
Attendance at careers events and workshops covering Employability and Entrepreneurship and including attendance at any other Professional development workshops.

Please use the box below to add activities for Domain B that are not included in the Portfolio of Activity.

**Portfolio of Activity Domain C**  
Training and completion of activities relating to Health and Safety, ethics, grant writing and similar activities, including Project Management.

Please use the box below to add activities for Domain C that are not included in the Portfolio of Activity.

**Portfolio of Activity Domain D**  
Details of your Presentations, written publications, teaching and public engagement/Impact activities and related training in for these activities.

Please use the box below to add activities for Domain D that are not included in the Portfolio of Activity.

**4b. 'Student' stage continued**

*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.*

*Details of training recorded on your Portfolio of Activity will be automatically displayed in the APR form. Training activities will be listed according to the domains of the Portfolio of Activity.*

*You can add any further activities in the free text boxes. If no information has been recorded in the Portfolio of Activity, you are strongly encouraged to use these boxes to manually add any development activity and outputs.*

**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.

If appropriate, please refer to the webpage for information on [Suspensions and Extensions](#) and to the relevant Appendix of the [PGR Code of Practice](#).

**ACADEMIC INTEGRITY**

I hereby confirm that I am aware that the University has strict guidelines on academic integrity (see Appendix 4 of the PGR Code of Practice – [PGR Policy on Plagiarism and Dishonest Use of Data](#)). 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.

▾

**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.

▾

**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.

▾

**ACTION**

Action

Save my Changes ▾

OK

Cancel

**Action**

Save my Changes ▾

Save my Changes

Save my Changes and Forward to my Supervisor

Save my Changes and Return to Check Report Details

**4c. 'Student' stage continued**

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

*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.*

*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 completed once it has been forwarded to your Supervisor.***