

**POSTGRADUATE RESEARCH ANNUAL REVIEW PROCESS**

1. **INTRODUCTION**

Postgraduate Research Annual Review is the system that the University operates to review its PGR provision on an annual basis. The review is carried out internally within each Level 2 School/Institute and it primarily aims to:

* Monitor and review academic standards and quality;
* Monitor and review the student experience;
* Highlight best practice for dissemination across the University;
* Highlight areas for development;
* Monitor and review action plans

Annual Review encourages Level 2 areas to reflect on and evaluate the academic year. During years where a PGR Periodic Review is scheduled within a School/ Institute it is not necessary to also undertake PGR Annual Review.

The process enables the University to check the academic health of its provision, to identify areas for development and to identify and disseminate good and/or effective practice in PGR provision. It also aids the School/Institute in their preparations for PGR Periodic Review as it is a similarly evaluative and reflective exercise.

Annual Review also provides a structured mechanism for managing ongoing action plans and feeding relevant issues up to the Faculty and University.

The Dean of School/Institute is responsible for the process but may delegate operational responsibility to their chosen nominee (normally the School/Institute Director of PGR).

The review should be undertaken for all PGR provision offered by the School/ Institute, including PhD, MPhil, MD and professional doctorates. Collaborative provision should be reviewed separately using the Collaborative Partnerships Annual Review template. Consideration of MRes degrees takes place within the Annual Subject Review of postgraduate taught provision.

1. **PROCESS**

The School/ Institute should complete the template pro forma (Appendix 1) referring to the questions under each section and the action plan (Appendix 2). It is important that students are able to contribute to the PGR Annual Review process; the completed pro forma should be made available to students and staff from within the School/ Institute to provide comments and suggest amendments. The Annual Review process should not be a labour-intensive exercise but rather a summary of the previous academic year and a reflection on areas of provision that are managed well and those that need improvement.

The pro forma and the action plan should be completed in July each year (and consider the events of the session that is ending) and be submitted to the first meeting of the relevant Faculty PGR Committee in the following academic year. The Faculty PGR Committee should be responsible for overseeing a Faculty PGR Action Plan (a template for this is provided in Appendix 3) and reporting University issues to the PGR Committee.

1. **MONITORING AND SUPPORT**

Monitoring of the completion of PGR Annual Review is undertaken by the Faculty PGR Committee. The Annual Review process consists of individual school/ institute level reports which are submitted to the first FPGRC meeting of the following academic year. The FPGRC will provide a summary Faculty PGR Annual Review report for submission to the UPGRC, which will provide feedback on each of the Faculty reports.

AQSD can provide advice and guidance on the process and content of the report. AQSD retains institutional oversight of reports and is responsible for producing a summary report of PGR activity across the University to UPGRC. The summary reports give details of activity that has taken place, best practice and action identified. University level issues will be considered at UPGRC.

**The role of Faculty and University PGRC in PGR Annual Review**

Faculty Postgraduate Research Committee

 (i) Reviewing PGR Annual Review Reports:

 The PGR Annual Review reports should be submitted to Faculty PGRC in time for their first meeting of the new academic year. At this meeting FPGRC should review and evaluate the PGR Annual Review reports; seeking to identify any emerging issues, common aspects to the reports, points of particular interest or note, and/or matters that need to be brought to the attention of the University.

 (ii) Providing feedback on the PGR Annual Review Reports:

 The Faculty PGRC will provide feedback on each PGR Annual Review report. If it is considered necessary, Faculty PGRC may request further information or re-submission of the report if Faculty PGRC considers that it was not sufficiently reflective or self-appraising. This should not cause any delay in the Faculty PGR Annual Review summary report being submitted to University PGRC, but it is expected that the Faculty PGR Annual Review summary report will include details about actions being taken by the Faculty to get further information and/or an improved report.

 (iii) Producing the Faculty PGR Annual Review Summary Report:

 The Faculty PGRC is responsible for producing a report for University PGRC summarising the PGR Annual Review reports. The Faculty report will need to be produced in time for submission to the December/ January meeting of University PGRC.

 (v) Faculty PGRC actions arising from PGR Annual Review Reports:

 PGR Annual Review reports may highlight actions that will need to be addressed by the Faculty. The Faculty PGRC should ensure that these actions are followed up and closed down, with feedback provided to relevant parties as appropriate.

 (vi) Ongoing monitoring of PGR Annual Review:

 The Faculty PGRC is responsible for monitoring actions identified for review areas through the PGR Annual Review reports.

University Postgraduate Research Committee

 The University PGRC will receive the Faculty PGR Annual Review summary reports from the Faculty PGRCs and review and evaluate them. It will provide feedback on the reports and it will progress or oversee any institutional level actions that have been identified as a result of the PGR Annual Review process.

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**PGR ANNUAL REVIEW**

APPENDIX 1

TEMPLATE PRO FORMA FOR ANNUAL REVIEW REPORT

|  |  |
| --- | --- |
| **AREA BEING REVIEWED:**  |  |
| **SECTION 1- PROGRAMMES COVERED BY THIS REPORT** |
| * Please list all PGR programme titles on offer within the School/ Institute (e.g PhD, MPhil etc.)
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| **SECTION 2- ADMISSIONS & INDUCTION** |
| * Provide an overview of new enrolments for the academic year
* Has there been any increase or decrease in enrolment numbers?
* Provide an overview of new enrolments for the academic year (including gender composition, ethnicity and disability status)
* What recruitment strategies have been used, if any?
* Have students provided any feedback on the admissions process?
* How have student inductions been managed?
* What are the induction arrangements for students who don’t start in October?
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| **SECTION 3- STUDENT FEEDBACK** |
| * What opportunities have been made available to students to provide feedback this academic year?
* What issues have been raised?
* What actions were taken to address issues raised?
* What actions are outstanding?
	+ Please add them to the Action Plan
* In PRES years please comment on the results
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| **SECTION 4- SUPERVISOR FEEDBACK** |
| * What opportunities have been made available to supervisors to provide feedback this academic year?
* What issues have been raised?
* What actions were taken to address issues raised?
* What actions are outstanding?
	+ Please add them to the Action Plan
 |
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| **SECTION 5- EXTERNAL EXAMINER FEEDBACK** |
| * What process have you employed to review external examiner feedback?
* What themes have been identified?
* What issues have been identified?
* What action has been taken to resolve the issues?
* What actions are outstanding?
	+ Please add them to the Action Plan
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| **SECTION 6- POLICY** |
| * What new policies have been implemented this year? (they may be Department, School, Faculty or University level)
* What approach was taken to implement them?
* Have any issues with the policy/ policies been highlighted during implementation?
	+ If yes, please list and add to the Action Plan
* Are there policies or guidance in place to cover matters related to Equality, Diversity & Inclusion? How are they implemented?
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| **SECTION 7- COMPLAINTS AND APPEALS** |
| * Describe the themes that have arisen in relation to the following (please do not provide information that enables identification of individual students):
* What informal complaints have been submitted by students? (Please describe the circumstances)
	+ What was the outcome?
* What formal complaints have been submitted by students? (Please describe the circumstances)
	+ What was the outcome?
* What appeals have been submitted by students? (Please describe the circumstances)
	+ What was the outcome?
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| **SECTION 8- AREAS FOR DEVELOPMENT** |
| * Please state any areas within the School/ Institute that need developing.
	+ Include appropriate actions within the Action Plan
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| **SECTION 9- AREAS OF GOOD PRACTICE** |
| * Please state best practice within the School/ Institute that should be disseminated across the Faculty/ University
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| **SECTION 10- SIGN OFF**(To be completed by the Dean of School/Institute or their nominee) |
| Name |  |
| Signature |  |
| Date |  |

**PGR ANNUAL REVIEW**

APPENDIX 2

TEMPLATE SCHOOL/ INSTITUTE ACTION PLAN

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| --- | --- | --- | --- | --- | --- | --- |
| Objective | Action | Owner | Deadline | Escalate to Faculty? | Date completed | Carry forward (Y/N) |
|  |  |  |  | Y / N |  | Y / N |
|  |  |  |  | Y / N |  | Y / N |
|  |  |  |  | Y / N |  | Y / N |
|  |  |  |  | Y / N |  | Y / N |
|  |  |  |  | Y / N |  | Y / N |
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| --- | --- | --- | --- | --- | --- | --- |
| Objective | Action | Owner | Deadline | Escalate to University? | Date completed | Carry forward (Y/N) |
|  |  |  |  | Y / N |  | Y / N |
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|  |  |  |  | Y / N |  | Y / N |
|  |  |  |  | Y / N |  | Y / N |
|  |  |  |  | Y / N |  | Y / N |

**PGR ANNUAL REVIEW**

APPENDIX 3

TEMPLATE FACULTY ACTION PLAN