

**PGR PERIODIC REVIEW**

APPENDIX 4

TEMPLATE FOR COLLATING MANAGEMENT INFORMATION

**1. GUIDANCE**

This template is provided for the submission of management information as defined in the sections 7.3 and 7.4 of the PGR Periodic Review Guidance. Space is also provided for the review area to provide a context for and reflective summary of the data.

**Completion of Annual Progress Reports**

*Comment on the completion rate of APRs within the review area*

**Destination/employment of leavers**

*Comment on the raw data (where available locally, and via the Alumni Team)*

**Development training**

*Comment on the uptake of development training and refer to supporting feedback/ statistics (where available locally, and via The Academy)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 |
|  | Applications received |  |  |  |  |  |  |
| Offers made |  |  |  |  |  |  |
| Offers accepted |  |  |  |  |  |  |
| **Summary** |  | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | 2024/25 | | | | |
| Y1 | Y2 | Y3 | Y4 | Y5+ |
| ***Registration*** |  |  |  |  |  |  |
| Full time |  |  |  |  |  |
| Part time |  |  |  |  |  |
| Submission pending | NA |  |  |  |  |
|
| Results pending | NA |  |  |  |  |
| Resubmission pending | NA | NA |  |  |  |
| Registered (total) |  |  |  |  |  |
| **Summary** | Note when data was generated  Please complete a separate grid for each programme type i.e MPhil, PhD, MD, Prof Doc | | | | |
|
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | 2021/2022 | 2022/23 | 2023/2024 | 2024/25 |
| ***APR completions by Department*** | Completed APRs |  |  |  |  |
| Interruptions of Study |  |  |  |  |
| Withdrawals |  |  |  |  |
| **Summary** | Please complete a separate grid for each Department and note when data was generated | | | |
|
|

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | 2024/25 | | | | |
| Y1 | Y2 | Y3 | Y4 | Y5+ |
| ***Progression*** |  |  |  |  |  |  |
| Submitted |  |  |  |  |  |
| Awarded |  |  |  |  |  |
| Transferred out |  |  |  |  |  |
| Transferred in |  |  |  |  |  |
| **Summary** | Note when data was generated | | | | |
|
|

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | 2019/20 | | | | | 2020/21 | | | | | 2021/2022 | | | | | 2022/23 | | | | | 2023/24 | | | | | 2024/25 | | | | |
| Y1 | Y2 | Y3 | Y4 | Y5+ | Y1 | Y2 | Y3 | Y4 | Y5+ | Y1 | Y2 | Y3 | Y4 | Y5+ | Y1 | Y2 | Y3 | Y4 | Y5+ | Y1 | Y2 | Y3 | Y4 | Y5+ | Y1 | Y2 | Y3 | Y4 | Y5+ |
|  | | **Total number per year** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Programme/ mode breakdown*** | PhD Home FT |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PhD Home PT |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PhD OS FT |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MPhil Home FT |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MPhil Home PT |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MPhil OS FT |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MD Home FT |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MD Home PT |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prof Doc FT |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prof Doc PT |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Submission Pending | NA |  |  |  |  | NA |  |  |  |  | NA |  |  |  |  | NA |  |  |  |  | NA |  |  |  |  | NA |  |  |  |  |
| **Summary** | Note when data was generated | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|
|

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | 2019/20 | | | | | 2020/21 | | | | | 2021/2022 | | | | | 2022/23 | | | | | 2023/24 | | | | | 2024/25 | | | | |
| Y1 | Y2 | Y3 | Y4 | Y5+ | Y1 | Y2 | Y3 | Y4 | Y5+ | Y1 | Y2 | Y3 | Y4 | Y5+ | Y1 | Y2 | Y3 | Y4 | Y5+ | Y1 | Y2 | Y3 | Y4 | Y5+ | Y1 | Y2 | Y3 | Y4 | Y5+ |
|  | | **Total number per year split by programme** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Viva recommendations*** | Pass |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Minor Modifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Major modifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Resubmission |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fail |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Summary** | This table will be completed by the Research Degree Administration Team. The summary section will be populated by the School/ Institute  Please complete a separate grid for each programme type i.e MPhil, PhD, MD, Prof Doc  Note when data was generated  Comment on trends Provide context on trends Reference issues that may be contributing factors in trends Gender composition Ethnicity Disability status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|
|

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | 2019/20 | | | | | 2020/21 | | | | | 2021/2022 | | | | | 2022/23 | | | | | 2023/24 | | | | | 2024/25 | | | | |
| Y1 | Y2 | Y3 | Y4 | Y5+ | Y1 | Y2 | Y3 | Y4 | Y5+ | Y1 | Y2 | Y3 | Y4 | Y5+ | Y1 | Y2 | Y3 | Y4 | Y5+ | Y1 | Y2 | Y3 | Y4 | Y5+ | Y1 | Y2 | Y3 | Y4 | Y5+ |
|  | | **Total number per year** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Academic Compliance*** | Complaints |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Appeals |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disciplinary action |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| EACs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Summary** | This table will be completed by the Student Conduct, Complaints and Compliance Team and the School/ Institute  Note when data was generated  Comment on recurring issues Comment on increase/ decrease in issues | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|
|

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | 2019/20 | 2020/21 | 2021/2022 | 2022/23 | 2023/24 | 2024/25 |
|  | | **Total number per year** | | | | | |
| ***Staffing*** | Professor |  |  |  |  |  |  |
| Reader |  |  |  |  |  |  |
| Senior Lecturer |  |  |  |  |  |  |
| Lecturer |  |  |  |  |  |  |
| Technician |  |  |  |  |  |  |
| No of academic staff eligible to supervise PGRs |  |  |  |  |  |  |
| No of academic staff involved with PGR supervision |  |  |  |  |  |  |
| Total number of PGR students |  |  |  |  |  |  |
| **Summary** | Information on staffing will be provided by Human Resources  Note when data was generated | | | | | |
|
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | 2021/2022 | 2022/23 | 2023/2024 | 2024/25 |
|  | | **Total number per year** | | | |
| ***Funding*** | Self-funded |  |  |  |  |
| Other |  |  |  |  |
| *Please add further rows as needed* |  |  |  |  |
| **Summary** | Note when data was generated | | | |
|
|