

## Appendix 5: The Annual Progress Review (APR) Process

The Annual Progress Review has two stages in the process:

- a) completion of the APR Form, and
- b) a review meeting with two independent assessors

The purpose of the Annual Progress Review is to decide if:

- a) the student is actively engaged on the research programme and is making good progress.
- b) the minimum expectations for supervisory contact have been met.
- c) the student is likely to achieve the academic standards of the degree for which registered.
- d) the student is likely to gain their award within the normal permissible time scales.
- e) all issues raised by any previous APR have been successfully addressed.

The APR should include a summary of progress made and an indicative programme for the following year's work and highlight any problems the student wishes to bring to the attention of their Director of Studies and/or the RSB. Students are expected to present evidence of the progress that they have made towards their thesis/draft thesis.

The University considers it good practice for students and their DoS to complete the relevant part of the Annual Progress Review Form together during one of their regular supervisory meetings. The Director of Studies should read and give feedback to the student on the Annual Progress Review submission before it is made; and complete the relevant sections of the form.

### Assessment of APR

Two assessors independent from the supervisory team will be nominated by the RSB to conduct the Annual Progress Review.

Assessors will review the APR form, select, and read a maximum of 2,500 words of the submitted evidence and discuss the student's presentation.

The Annual Review meeting should normally be held face-to-face. However, where this is not possible it may take place using a video conference link. Any reasonable adjustments a student is entitled to, as outlined in their tutor awareness sheet, should be implemented throughout the APR process.

The meeting will take place without the supervisors being present. The independent assessors will put any questions that they have to the student.

The independent assessors provide evaluative comments and a recommendation as to the outcome of the APR, which is then considered by the appropriate RSB.

Where the independent assessors highlight concerns or criticisms, these must be addressed by the student and their supervisors prior to recommendations being forwarded to the RSB.

## Doctor of Philosophy (PhD) Students

The first Annual Progress Review for PhD students will take place in the 9<sup>th</sup> month of study and then every 12 months thereafter, until the final year of registration, when the Annual Progress Review will take place 6 months before the maximum registration date.

Full Time Students	Month of Study	Part Time Students	Month of Study
Year 1	9	Year 1	9
Year 2 (APR & Progression)	21	Year 2	21
Year 3	33	Year 3	33
Year 4	42	Year 4 (APR & Progression)	45
		Year 5	57
		Year 6	69
		Year 7	81
		Year 8	90

### Indicative Word Counts

Students should submit written work, of at least the anticipated word counts below, at each stage of the Annual Progress Review. Where word counts are significantly below the guides given here, students should provide an outline of the work that they have undertaken.

	Subject Area	Full-time PhD	Part-time PhD
Year 1	Sciences	7,200	3,600
	Arts, Social Sciences & Humanities	14,400	7,200
	Arts with portfolio of work	3,200	1,800
Year 2	Sciences	18,000	7,200
	Arts, Social Sciences & Humanities	36,000	14,400
	Arts with portfolio of work	8,000	3,200
Year 3	Sciences	27,000	12,600
	Arts, Social Sciences & Humanities	54,000	25,200
	Arts with portfolio of work	12,000	4,550
Year 4 If appropriate	Sciences	36,000	18,000
	Arts, Social Sciences & Humanities	62,000	36,000
	Arts with portfolio of work	20,000	8,000
Year 5 If appropriate	Sciences		22,300
	Arts, Social Sciences & Humanities		44,640
	Arts with portfolio of work		9,920
Year 6 If appropriate	Sciences		27,000
	Arts, Social Sciences & Humanities		54,000
	Arts with portfolio of work		12,000
Year 7 If appropriate	Sciences		31,320
	Arts, Social Sciences & Humanities		58,140
	Arts with portfolio of work		13,920
Year 8 If appropriate	Sciences		36,000
	Arts, Social Sciences & Humanities		62,000
	Arts with portfolio of work		20,000

### APR Activities

Full-time PhD	Suggested Activities
Year 1	<p><b>APR</b></p> <ul style="list-style-type: none"> <li>Submit an APR Progress Report</li> <li>Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>Outline of the proposed thesis structure</li> <li>10-minute (maximum) presentation of research programme to assessors with discussion</li> </ul>
Year 2	<p><b>APR and Progression</b></p> <ul style="list-style-type: none"> <li>Submit APR Progress Report</li> <li>Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>10-minute (maximum) presentation of research programme to assessors and discussion.</li> <li>Commentary on work against the proposed thesis structure</li> <li>Statement of <b>anticipated</b> contribution to knowledge</li> <li>An indicative references/<b>bibliography</b></li> <li>Statement of how the work will meet the Learning Outcomes for the award sought.</li> </ul>

Year 3	<b>APR</b> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Evidence of thesis in draft</li> <li>• 20 minutes of questions and answers in the style of a mock viva against the submitted written work.</li> <li>• Commentary on work against the proposed thesis structure</li> </ul>
Year 4 If appropriate	<b>APR</b> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Full draft of thesis</li> <li>• Statement of how any comments/ suggested amendments from the previous year's Q&amp;A have been addressed.</li> </ul>

<b>Part-time PhD</b>	<b>Suggested Activities</b>
Year 1	<b>APR</b> <ul style="list-style-type: none"> <li>• Submit an APR Progress Report</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• Outline of the proposed thesis structure</li> <li>• 5-minute presentation of research programme to assessors with discussion</li> </ul>
Year 2	<b>APR</b> <ul style="list-style-type: none"> <li>• Submit an APR Progress Report</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• Commentary of thesis against the proposed thesis structure</li> <li>• 10-minute presentation of research programme to assessors with discussion</li> </ul>
Year 3	<b>APR</b> <ul style="list-style-type: none"> <li>• Submit an APR Progress Report</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter .</li> <li>• Commentary of thesis against the proposed thesis structure</li> <li>• 10-minute presentation of research programme to assessors with discussion</li> </ul>
Year 4	<b>APR and Progression</b> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• Presentation of research programme to assessors</li> <li>• Commentary on work against the proposed thesis structure</li> <li>• Statement of contribution to knowledge</li> <li>• Bibliography</li> <li>• Statement of how the work will meet the Learning Outcomes for the award sought.</li> </ul>
Year 5	<b>APR</b> <ul style="list-style-type: none"> <li>• Submit an APR Progress Report</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• Commentary of thesis against the proposed thesis structure</li> <li>• 10-minute presentation of research programme to assessors with discussion</li> </ul>
Year 6	<b>APR</b> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• 20 minutes of questions and answers in the style of a mock viva against the submitted written work.</li> <li>• Commentary on work against the proposed thesis structure</li> </ul>
Year 7 If appropriate	<b>APR</b> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Evidence of draft thesis.</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• Statement of how any comments/ suggested amendments from the previous year's Q&amp;A have been addressed.</li> <li>• 10-minute presentation of research programme to assessors with discussion</li> </ul>
Year 8 If appropriate	<b>APR</b> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Full draft of thesis</li> <li>• If available following viva, corrections &amp; statement on progress against corrections</li> </ul>

## Master of Philosophy (MPhil) Students

The first Annual Progress Review for MPhil students will take place in the 6<sup>th</sup> month of study and then every 12 months thereafter, until the final year of registration, when the Annual Progress Review will take place 6 months before the maximum registration date.

Full Time Students	Month of Study	Part Time Students	Month of Study
Year 1	6	Year 1	6
Year 2 (APR & Progression)	18	Year 2 (APR & Progression)	18
		Year 3	30
		Year 4	42

### Indicative Word Counts

Students should submit written work, of at least the anticipated word counts below, at each stage of the Annual Progress Review. Where word counts are significantly below the guides given here, students should provide an outline of the work that they have undertaken.

Full-time MPhil	Subject Area	Words
Year 1	Sciences	10,000
	Arts, Social Sciences & Humanities	14,400
	Arts with portfolio of work	10,000
Year 2	Sciences	20,000
	Arts, Social Sciences & Humanities	36,000
	Arts with portfolio of work	20,000

Part-time MPhil	Subject Area	Words
Year 1	Sciences	4,000
	Arts, Social Sciences & Humanities	7,200
	Arts with portfolio of work	4,000
Year 2	Sciences	10,000
	Arts, Social Sciences & Humanities	14,400
	Arts with portfolio of work	10,000
Year 3	Sciences	15,000
	Arts, Social Sciences & Humanities	25,200
	Arts with portfolio of work	15,000
Year 4	Sciences	20,000
	Arts, Social Sciences & Humanities	36,000
	Arts with portfolio of work	20,000

### APR Activities

Full-time MPhil	Suggested Activities
Year 1	<p><b>APR</b></p> <ul style="list-style-type: none"> <li>• Submit an APR Progress Report</li> <li>• Evidence that the draft thesis is in progress– e.g. draft the most recent chapter.</li> <li>• Outline of the proposed thesis structure</li> <li>• 10-minute (maximum) presentation of research programme to assessors with discussion</li> </ul>
Year 2	<p><b>APR and Progression</b></p> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• 10-minute (maximum) presentation of research programme to assessors and discussion.</li> <li>• Commentary on work against the proposed thesis structure</li> <li>• Statement of anticipated contribution to knowledge</li> <li>• An indicative references/bibliography</li> <li>• Statement of how the work will meet the Learning Outcomes for the award sought</li> </ul>

Part-time MPhil	Suggested Activities
Year 1	<b>APR</b> <ul style="list-style-type: none"> <li>• Submit an APR Progress Report</li> <li>• Evidence that the draft thesis is in progress – e.g. draft of the most recent chapter.</li> <li>• Commentary of thesis against the proposed thesis structure</li> <li>• 10-minute presentation of research programme to assessors with discussion</li> </ul>
Year 2	<b>APR</b> <ul style="list-style-type: none"> <li>• Submit an APR Progress Report</li> <li>• Evidence that the draft thesis is in progress – e.g. draft of the most recent chapter.</li> <li>• Commentary of thesis against the proposed thesis structure</li> <li>• 10-minute presentation of research programme to assessors with discussion</li> </ul>
Year 3	<b>APR and Progression</b> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Evidence that the draft thesis is in progress – e.g. draft of the most recent chapter.</li> <li>• 10-minute presentation of research programme to assessors with discussion</li> <li>• Commentary on work against the proposed thesis structure</li> <li>• Statement of contribution to knowledge</li> <li>• Bibliography</li> <li>• Statement of how the work will meet the Learning Outcomes for the award sought.</li> </ul>
Year 4 If appropriate	<b>APR</b> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Evidence of thesis in draft</li> <li>• Commentary of thesis against the proposed thesis structure</li> <li>• 10-minute presentation of research programme to assessors with discussion</li> <li>• Full draft of thesis</li> </ul>

## Professional Doctorate (ProfDoc) Students

Professional Doctorate students do not complete APR during the taught phase of the degree.

Full-time students in Stage 2 of the Professional Doctorate shall demonstrate satisfactory progress by month 33 (month 9 of year 3) of their Professional Doctorate by submission of an 'Annual Review and Progression Form' accompanied by an oral presentation to the independent assessors.

Full Time ProfDoc	Month of Study	Part Time Students	Month of Study
Year 1	-	Year 1	-
Year 2	-	Year 2	-
Year 3 (APR & Progression)	33	Year 3	-
Year 4	42	Year 4	-
		Year 5 (APR & Progression)	57
		Year 6	69
		Year 7	81
		Year 8	90

### Indicative Word Counts

Students should submit written work, of at least the anticipated word counts below, at each stage of the Annual Progress Review. Where word counts are significantly below the guides given here, students should provide an outline of the work that they have undertaken.

Full-time ProfDoc	Written Work – Guide for Anticipated Word Count (no upper limit)	
Year 3	Professional Doctorate Sciences	15,050 - 18,750
	Professional Doctorate Arts, Social Sciences & Humanities	24,000 - 30,000
Year 4	Professional Doctorate Sciences	20,000 - 25,000
	Professional Doctorate Arts, Social Sciences & Humanities	32,000 - 40,000
Part-time ProfDoc	Written Work – Guide for Anticipated Word Count	
Year 5	Professional Doctorate Sciences	12,400 - 15,500
	Professional Doctorate Arts, Social Sciences & Humanities	19,840 - 24,800
Year 6	Professional Doctorate Sciences	15,050 - 18,750
	Professional Doctorate Arts, Social Sciences & Humanities	24,000 - 30,000
Year 7	Professional Doctorate Sciences	17,400 - 21,750
	Professional Doctorate Arts, Social Sciences & Humanities	27,840 - 34,800
Year 8	Professional Doctorate Sciences	20,000 - 25,000
	Professional Doctorate Arts, Social Sciences & Humanities	32,000 - 40,000

(Where Professional Doctorate Arts, Social Sciences & Humanities = Professional Doctorate in Counselling Psychology, Professional Doctorate in Education and Professional Doctorate in Health and Wellbeing)

## APR Activities

Full-time ProfDoc	Suggested Activities
Year 3	<b>APR and Progression</b> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• 10-minute (maximum) presentation of research programme to assessors and discussion.</li> <li>• Commentary on work against the proposed thesis structure</li> <li>• Statement of <b>anticipated</b> contribution to knowledge</li> <li>• An indicative references/<b>bibliography</b></li> <li>• Statement of how the work will meet the Learning Outcomes for the award sought.</li> </ul>
Year 4	<b>APR</b> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Full draft of thesis</li> <li>• Statement of how any comments/ suggested amendments from the previous year's Q&amp;A have been addressed.</li> </ul>

Part-time ProfDoc	Suggested Activities
Year 5	<b>APR and Progression</b> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• Presentation of research programme to assessors</li> <li>• Commentary on work against the proposed thesis structure</li> <li>• Statement of contribution to knowledge</li> <li>• Bibliography</li> <li>• Statement of how the work will meet the Learning Outcomes for the award sought.</li> </ul>
Year 6	<b>APR</b> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• 20 minutes of questions and answers in the style of a mock viva against the submitted written work.</li> <li>• Commentary on work against the proposed thesis structure</li> </ul>
Year 7 If appropriate	<b>APR</b> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Evidence of draft thesis.</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• Statement of how any comments/ suggested amendments from the previous year's Q&amp;A have been addressed.</li> <li>• 10-minute presentation of research programme to assessors with discussion</li> </ul>
Year 8 If appropriate	<b>APR</b> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Full draft of thesis</li> <li>• If available following viva, corrections &amp; statement on progress against corrections</li> </ul>

## Medical Doctorate (MD) Students

Full-time students admitted to the degree of MD shall demonstrate satisfactory progress by month 9 (Part-time month 21) of their research degree by submission of an 'Annual Review and Progression Form' accompanied by an oral presentation to the independent assessors.

Full-time MD	Month of Study	Indicative Word Count
Year 1 (APR & Progression)	9	20,000
Year 2	21	40,000

Part time MD	Month of Study	Indicative Word Count
Year 1	9	10,000
Year 2 (APR & Progression)	21	20,000
Year 3	33	30,000
Year 4	45	40,000
Year 5	57	50,000

### APR Activities

Full-time MD	Suggested Activities
Year 1	<p><b>APR and Progression</b></p> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• 10-minute (maximum) presentation of research programme to assessors and discussion.</li> <li>• Commentary on work against the proposed thesis structure</li> <li>• Statement of <b>anticipated</b> contribution to knowledge</li> <li>• An indicative references/<b>bibliography</b></li> <li>• Statement of how the work will meet the Learning Outcomes for the award sought.</li> </ul>
Year 2	<p><b>APR</b></p> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Evidence of thesis in draft</li> <li>• 20 minutes of questions and answers in the style of a mock viva against the submitted written work.</li> <li>• Commentary on work against the proposed thesis structure</li> </ul>

Part-time MD	Suggested Activities
Year 1	<p><b>APR</b></p> <ul style="list-style-type: none"> <li>• Submit an APR Progress Report</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• Outline of the proposed thesis structure</li> <li>• 5-minute presentation of research programme to assessors with discussion</li> </ul>
Year 2	<p><b>APR and Progression</b></p> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• Presentation of research programme to assessors</li> <li>• Commentary on work against the proposed thesis structure</li> <li>• Statement of contribution to knowledge</li> <li>• Bibliography</li> <li>• Statement of how the work will meet the Learning Outcomes for the award sought.</li> </ul>
Year 3	<p><b>APR</b></p> <ul style="list-style-type: none"> <li>• Submit an APR Progress Report</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• Commentary of thesis against the proposed thesis structure</li> <li>• 10-minute presentation of research programme to assessors with discussion</li> </ul>
Year 4	<p><b>APR</b></p> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• 20 minutes of questions and answers in the style of a mock viva against the submitted written work.</li> <li>• Commentary on work against the proposed thesis structure</li> </ul>
Year 5 If appropriate	<p><b>APR</b></p> <ul style="list-style-type: none"> <li>• Submit APR Progress Report</li> <li>• Evidence of draft thesis.</li> <li>• Evidence that the draft thesis is in progress– e.g. draft of the most recent chapter.</li> <li>• Statement of how any comments/ suggested amendments from the previous year's Q&amp;A have been addressed.</li> <li>• 10-minute presentation of research programme to assessors with discussion</li> </ul>