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| **FORM UPR11** Annual Review – Decision Report | | | | http://www.port.ac.uk/departments/services/marketingandcommunications/corporateidentity/logo/filetodownload,199986,en.jpg | |
| **Postgraduate Research Student (PGRS) Information** | | | **Student ID:** |  | |
| **PGRS Name:** |  | | | | |
| **First Supervisor Name:** |  | **First Supervisor Present?** | | YES  NO |  |
| **Independent Reviewer:**  (Panel Chair) |  | **Other Reviewer(s):** | |  | |
| **Review Cohort:**  **(Oct, Feb Apr or June)** |  | **Thesis Deadline Date:** | |  | |
| **Course:** |  | | | | |
| **Date of Review Event:** |  | | | | |

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| **Information considered by the Panel:** | | | | | |
| The UPR8A Student Progress Report | | YES NO | | |  |
| The UPR8B First Supervisor Progress Report | | YES NO | | |  |
| Copy of last year’s decision report? (Annual or Major Review) | | YES NO | | |  |
| Evidence of research training and personal development undertaken during the period of review | | YES NO | | |  |
| Evidence of progress required for the PGRS as approved by the Faculty Research Degree (FRD) Committee in the form of: (please give details of evidence received, ie interview, chapter, presentation) | | YES NO | | |  |
| **Summary & Quality of Evidence:** | | | | | |
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| **Progression and Engagement** | |  | | | |
| 1 | All PGRS are expected to undertake ten days (full-time PGRS) and five days (part-time PGRS) of research development activity during each year of registration. In addition to sessions undertaken through the Graduate School Development Programme, this can include other personal and research development events. | | | | |
| Has the PGRS satisfactorily completed the research and personal development training that has been identified by the supervisory team and/or at the previous review? | | YES NO | |  |
| Approximate number of days training undertaken in the last year: | |  | | |
| 2 | Has the work been ethically reviewed by the Faculty Ethics Committee or relevant external body?  Ethical Review Reference:  **NB: All research must be reviewed by the relevant Faculty Ethics Committee.** [**http://www.port.ac.uk/research/ethics/**](http://www.port.ac.uk/research/ethics/) **If NO (or future studies are to be conducted) – then Outcome from Annual Review should ensure inclusion of a Recommendation that Ethical Review is undertaken.** | | YES  NO |  | |
| 3 | Is the PGRS developing skills in academic debate, are they able to defend their decisions and analysis? | YES NO | | |  |
| 4 | Is the PGRS’ level of written communication sufficient for writing a thesis?  As necessary, please advise the PGRS to seek available support from EAP/ASK/GSDP, OR, include specific requirements in report of further work required (if applicable to Decision below) | YES NO | | |  |
| 5 | Is the PGRS’ level of oral communication sufficient for defending the thesis at a *viva voce*?  As necessary, please advise the PGRS to seek available support from EAP/ASK/GSDP, OR, include specific requirements in report of further work required (if applicable to Decision below) | YES NO | | |  |
| 6 | In the supervisors' view, or in the PGRS’ own view, does the PGRS require any academic support that she/he is currently not receiving? (e.g. library resources, IT support, research method/skills training, research funds, conference participation, professional contacts).  (If so, please provide details in the Decision below) | YES NO | | |  |
| 7 | Have there been any personal or extenuating circumstances which have affected the PGRS’ progress during the last year? | | YES NO | |  |
| If yes, has any action been taken? Please give summary below: | | | | |
| Has the Panel taken this into account before making their recommendation on the PGRS’ progress? | | YES NO | |  |

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| **Decision:**  Research Regulation, Annual Review 1.2.1 – The purpose of the assessment procedure is to assess whether the student is actively engaged in the research programme and making satisfactory progress.  (Please indicate as appropriate) | | | |
| **Confirm Registration** | | |  |
| **Confirm Registration with recommendations (with clear deadlines where appropriate)\*** | | |  |
|  | Recommendation | Who to take action (e.g., PGRS, First Supervisor, DRDC, FRDC, etc.) | Deadline  (where appropriate) |
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| \*Where Recommendations are given these will be followed up at the next Annual/Major Review by the panel who will be given a copy of the decision form, unless alternative deadlines are appropriate and then agreement should be made as to who and how this is to be followed up | | | |
| **Application Insufficient (Final Review Meeting Required)**  (The PGRS will submit further work as specified by the Panel within an agreed deadline prior to the Final Review Meeting. See below for Guidance.) | | |  |
| Evidence Required for Final Review:  Please give details of the evidence required for the Final Review Meeting. | | | |
| The Panel should tell the PGRS what further work is required for re-submission.  The time permitted for the preparation and submission of the work is **2 months**.  The PGRS will receive written formal notification via email, with a copy of this form, from Research Degrees Team.  In accordance with the regulations, an additional independent reviewer will be appointed to ensure that there is an odd number of reviewers on the panel. If there is already an odd number then an additional reviewer is not required.  The First Supervisor will arrange the date for the Final Review Meeting with the panel and the PGRS in due course. The First Supervisor will then inform the Research Degrees Team at [annualreview@port.ac.uk](mailto:annualreview@port.ac.uk) | | | |

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| **Signatures:** | | |
| **Independent Reviewer:**  (Panel Chair)\* |  | **Date:** |
| **Other Reviewer(s)\*:** |  | **Date:**  **Date:** |

\*All Reviewers must see and acknowledge this UPR11 Form. This can be done either by signing the form (inserted (scanned) electronic signature at picture icon(s)) or forwarding an email to [annualreview@port.ac.uk](mailto:annualreview@port.ac.uk) to confirm. Any forms without all necessary signatures will be returned.

**Please return the completed form to** [**annualreview@port.ac.uk**](mailto:annualreview@port.ac.uk)**. It will be forwarded to the PGRS and their First Supervisor for information.**