

SCHOOL OF ENGINEERING, PHYSICAL AND MATHEMATICAL SCIENCES:

Department of Mathematics:

Annual Review Information:

Timeline:

- Annual Reviews for students in the Department of Mathematics typically take place in September, and must take place at least for each 12 months of study.
- These meetings are distinct from quarterly review meetings, and take a broader look at progress and future plans than is typically done at Quarterly Review Meetings.
- You will be notified approximately 6 weeks before your deadline, informing you that you are due to undertake an annual review. It is expected that you will liaise with your supervisory team to arrange the meeting at a time that suits all involved.
- Two weeks before your meeting is due to take place, you will need to send a copy of all the relevant documents to your supervisory panel, with the [Doctoral School](#) copied in.
- Within a week of the meeting taking place – one of the members of the panel (typically your supervisor) should ensure the [annual review form](#) is signed by all parties, and then submitted with the supporting documents to the [Doctoral School](#) for processing.

Composition of the Annual Review Panel:

In order to be considered properly constituted, your annual review panel must consist of **at least one** member of your supervisory team, **as well as** an independent member of staff from the Department/School.

Annual Review Documentation:

As part of the Annual Review Process, you are expected to submit a written report showing your progress to date. The exact structure and format of this report should be discussed with your supervisor. In addition to this, you will be required to submit the following documents **at least two weeks prior** to your meeting taking place:

- [PGR Student Training Log](#)
- [Supervisory Meetings Log](#)
- Ethical Review Form (If Required)

The Annual Review will start with a short (c.15 minute) presentation covering the research work that has been conducted over the past year. This should also include plans for the next year and mention all research training and developmental activities that have been undertaken. You may be asked to show your plans towards completion of the thesis. It is expected that you will answer questions from the panel as part of this presentation.

Annual Review Outcomes:

After your meeting has taken place, there are three possible outcomes that the Annual Review Panel can choose from. These are:

- Good progress
- Satisfactory progress, save for minor concerns in one or more areas
- Unsatisfactory progress

If you receive an outcome of 'Unsatisfactory progress', you will be required to undertake a further review within a few months of the original meeting. The deadline for this referral meeting will be clearly stated on the Annual Review form and confirmed by the Doctoral School when the form is processed. In certain cases, the department/School may consider whether to issue a formal warning.