

# SCHOOL OF ENGINEERING, PHYSICAL AND MATHEMATICAL SCIENCES:

## Department of Physics

### Annual Review Information:

#### Timelines:

- 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 supervisory team (typically your primary supervisor) should ensure the document is signed by all parties, and then submitted to the Doctoral School for processing.

#### Composition of the Annual Review Panel:

In the Department of Physics, an Annual Review Panel is considered properly constituted when it consists of your second supervisor and **at least one** 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 primary supervisor however the information below gives a general indication of what will be expected for each annual review. In addition to the report, 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)
- A copy of the Confirmation of Completion Receipt from the latest PRES Survey.

#### Three-Month Report:

3 months after you have started your studies, you should consult with your primary supervisor to see if it is appropriate for a short report detailing your training received to date and plans for the remainder of the year to be submitted.

#### First-Year Report:

Within 12 months of commencing your studies, you are expected to write a report of approximately

3000-5000 words describing the work carried out so far, how well the objectives set have been met and containing a plan for the second year. The student should send this and all other standard documents to the primary supervisor in the first instance.

The primary supervisor writes a report on the student's progress and then forwards all the documents to the student's second supervisor and independent observer, who then carry out the annual review panel with the student.

#### Second Year Report:

The second year report is carried out as above, however the student is also expected to provide a statement on the anticipated contents of the thesis, along with a timeline for completion.

#### Third-Year Report:

For the third year report, the student is expected to write a report explaining the work carried out in the previous year, comparing the objectives that were set during the last annual review. The report ought to also contain a detailed plan for the completion of the thesis, including a table of contents, an indication of which sections of the thesis have been completed and giving an estimate of the time required to complete the thesis.

#### Fourth-Year Report:

At least 6 months prior to the students final submission deadline, they are required to complete a 'Pre-Submission Interview' with the PGR Lead and the student's supervisory team, determining what action needs to be taken in order to submit the thesis by the deadline.

#### **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.