



# SCHOOL OF LIFE SCIENCES AND THE ENVIRONMENT

## Department of Psychology:

### **Annual Review Information:**

#### **Timeline:**

The first Annual Review for students in the Department of Psychology take place around 9 months from initial registration. Annual Reviews should then place at the end of the second and third years of study (after 24 and 36 months of study).

Please note that the Second Year Annual Review will still need to be undertaken even if the student has completed their Upgrade within the same period.

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 PhD lead) should ensure the document is signed by you, then submitted 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 (your PhD lead).

#### **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)

In addition to the standard documents above, you will be required to provide the additional documents:

- A brief summary of each study performed to date, including the stage of data collection/analysis and writing up. It would normally be expected that you provide at least one empirical study will be completed in your first year, with subsequent annual reviews providing a summary list indicating which studies have been carried out since the last review
- An outline of the studies to be performed over the following 12 months
- An outline of the thesis/chapter plan – indicating which have been drafted and which have been completed.
- A timeline for completion, including a Gantt chart where appropriate

#### First Year Review:

For your first review only you should also provide:

- A concise report of around 4-5000 words, including a literature review and empirical data
- A contents page for your PURE webpage.

#### Second and Third Year Review:

For subsequent annual reviews you should also provide:

- A copy of your Gantt chart from the previous review, to indicate what has changed since the last review,
- A list of the outcomes and recommendations of the last review – indicating what targets have been met and not met.

#### **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.

#### **Pre-Submission Interviews:**

All students in the Department of Psychology will be invited to attend a Pre-Submission Interview with the Departmental Lead (or their nominee) six months prior to their final submission deadline.

This meeting takes the place of a final annual review and gives students the opportunity for a relaxed chat with someone who is not their supervisor to discuss their thesis in general terms and reflect on how the programme has been. Once complete, the [Pre-Submission Interview Form](#) should be completed and submitted to the Departmental Lead for comments before being submitted to the Doctoral School for processing.