



Annual progress review

Scope

All full and part-time research students, including those registered on a validated research degree programme, and academic and administrative staff who have a responsibility for overseeing the annual progress review, and re-registration, of research degree students.

Senate Regulations:

[Regulation 24 – Doctoral Programmes](#)

[Regulation 23 – Masters Degree by Research](#)

Date approved/re-approved

APPSC 17 June 2009

Date for review

To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Graduate School Committee, as required.

To be read in conjunction with Section 9 of the University's Quality Manual and in particular the policy on the Registration of a research degree student.

Equality and Diversity statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.

Annual Progress Review

The purpose of the annual progress review is to ensure that the research student is making good academic progress in their proposed research. It also aims to ensure that the student and the supervisory team are in contact with each other and that they are meeting to discuss the progress of the research regularly.

The decision that the research student be permitted to re-register or that they be advised that their registration will be withdrawn requires approval from the School Board of Studies on the recommendation of the Senior Tutor/Director of Research.

The following statements should be read alongside the University's Regulations for Doctoral Programmes (doc) and Masters Degrees by Research (doc). The statements are intended to provide further clarity on the policies and processes that assure the quality and enhancement of research degree provision across the University and which are outlined in the Framework for Research Degrees Provision.

Principles

- The academic progress of a research student will be reviewed in their sixth month of study in the first year in order that any training needs may be addressed and research topics identified. A research student can not be withdrawn because of a lack of progress after the six month review;
- The academic progress of a research student will otherwise be reviewed within the anniversary of the student's registration and by no later than 30 September of each academic year until submission of the thesis;
- A research student will have the opportunity to provide feedback on their supervision and/or their experience as a research student in the University through the annual progress review;
- A research student will complete an annual progress review form, providing evidence of their academic progress to date and how they intend to meet their aims and objectives in the forthcoming academic year, for further consideration by the supervisor(s). The first annual review will normally be the time at which a full-time research student might look to transfer from Master of Philosophy to Doctor of Philosophy;
- The first supervisor will complete an annual progress review form for each research student under their supervision. The supervisor shall meet with the student and indicate in writing whether the student should or should not be permitted to re-register and progress to the next academic year;
- The research student is required to indicate whether they agree with the report and/or with the outcomes of the annual progress review in writing;
- Should a research student be advised that their registration has been withdrawn the student shall be advised of their right to appeal against a School's decision concerning his or her registration status.