



ANNUAL PROGRESS REVIEW POLICY

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.

FEBRUARY 2020

Annual Progress Review Policy

1. In this policy “you”, “your” and “yours” means a postgraduate researcher registered for a research degree awarded by City, University of London. “We”, “us” and “our” means the University or any of its staff, depending on the context.
2. This policy clarifies the annual progress review process. The following statements should be read alongside the University’s Regulations for Doctoral Programmes ([Senate Regulation 24](#)) and Masters Degrees by Research ([Senate Regulation 23](#)). 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 [Research Degrees Framework](#).
3. The University’s Research Degrees Framework and Regulations apply equally to partnership provision unless different arrangements have been agreed between the University and the partner institution, and have received University approval. Details will be set out in the Memorandum of Agreement for the partnership and in information provided to postgraduate researchers.

Principles

4. The purpose of the annual progress review is to ensure that you are making good academic progress in your proposed research. It also aims to ensure that you and your supervisory team are in contact with each other and that you are meeting regularly to discuss the progress of your research project.
5. Any decision regarding re-registration, downgrading your registration (if relevant), or withdrawing your registration, requires approval from the Doctoral College Board of Studies, on the recommendation of the Senior Tutor/Associate Dean of Research and Enterprise and School Research Programme(s) Committee.
6. Your academic progress will be reviewed in your sixth month of study in the first year, to ensure that any training needs are being met and research topics have been properly identified. You cannot be withdrawn because of a lack of progress after the six-month review.
7. Your academic progress will otherwise be reviewed during each year of registration, and by no later than 30 June of each academic year until the submission of your thesis. Mid-year enrolments must be reviewed no later than the annual anniversary of your enrolment date.
8. You will have the opportunity to provide feedback on your progress and/or your experience in the University through the annual progress review.
9. You will complete an annual progress review form, providing evidence of your academic progress to date and how you intend to meet your aims and objectives in the forthcoming academic year, for further consideration by your supervisor(s). The first annual review will normally be the time at which a full-time doctoral researcher might look to transfer their registration from Master of Philosophy to Doctor of Philosophy.
10. Your first supervisor will also contribute to your annual progress review form. Your

supervisor will meet with you and confirm one of the following outcomes:

- If the annual review is satisfactory:
 - That you are allowed to re-register,
- If the annual review is not satisfactory:
 - If further action is needed:
 - That you will be permitted to resubmit your progress report without a reconvened annual review meeting. Your supervisor must provide guidance in writing on the matters that you need to address, and you must resubmit your progress report within two months of receiving the guidance from your supervisor
 - To defer the decision to a second annual review meeting to be convened within two months. Your supervisor must provide guidance in writing on the matters that you need to address
 - That your registration is downgraded to MPhil (if you had previously transferred to PhD)
 - That your registration is withdrawn (which should be supported by evidence that you received written warnings on lack of progress during your candidature)

11. Should you be advised that your registration is being withdrawn or downgraded, you will be advised of your right to appeal the decision.

Policy Title	
Annual Progress Review	
Policy Enabling Owner and Department	Responsible for Implementation and Department
Quality and Academic Development, Student and Academic Services	City Doctoral College; Schools
Approving Body	Date of Approval
Senate (upon recommendation from Doctoral College Board of Studies)	17/06/2009 (APPSC)
Last Reviewed	Review Due Date
February 2022	February 2025
Publication of Policy (<i>tick as appropriate</i>)	
For public access online (internet)? <input checked="" type="checkbox"/>	For staff access only (intranet)? <input type="checkbox"/>
Queries about this policy should be referred to	
QUAD@city.ac.uk <i>Quality and Academic Development, Student and Academic Services</i>	