Alliance Manchester Business School

Doctoral Programmes 2022-23

Annual Review – Guidance for PGRs and Panels
(MPhil & PhD)

CONTENTS

All parties are advised to read the entire process contained in this guidance document in order to gain a full understanding of Annual Reviews and the steps to follow.

If you have any questions, please contact the Humanities Doctoral Academy 'Progression & Welfare' team at HUMS.doctoralacademy.support@manchester.ac.uk or call us on 0161 275 1200

This document outlines School practice and procedure under the University Policy on the Progress and Review of Postgraduate Researchers.

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1   Introduction to the Annual Review

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Towards the end of each academic year, all Postgraduate Researchers (MPhil, PhD) are required to undergo an Annual Review. This will involve submission of a substantial report on your studies to date and a formal presentation to a Review Panel comprising at least your supervisory team and a further academic member of staff fulfilling the role of Independent Reviewer (also known as Chair). All PGRs must undergo this procedure in order for progress to be reviewed and for determining whether registration onto the next year of study should be permitted.

Timing:
Annual Reviews will take place in June/early July and should be completed **by Friday 7th July 2023** at the latest. Taking place to this timescale enables PGRs to receive feedback that supports their forward planning for the next year and/or allows them time to re-submit their work, if this is deemed necessary, and register for the next year when progression is approved.

Format:
Annual Reviews may take place in-person on campus or remotely via Zoom/Teams.

All PGRs are required to submit written work in advance of the review. The details of this will depend on your programme, current year of study, and Division/discipline area (see the table below).

PGRs are expected to submit a piece of work for discussion as well as a plan for the coming year that indicates the relationship of the work plan to the overall research strategy.

	Year 1	Year 2	Year 3
A&F	Pilot Project/ Extended literature review/ Methodology chapter (25-35 pages) Work plan	Chapter/ paper Work plan in relation to research strategy	Chapter/ paper Submission work plan in relation to research strategy
IMP	Research Proposal (5000 words) Work plan	Research Fieldwork report (7000) Work plan in relation to research strategy	Substantial piece of written work (chapter/paper) Submission work plan in relation to research strategy
MSM	Research Proposal (5000 words) Work Plan	Substantial piece of written work (7000) Work Plan in relation to research strategy	Substantial piece of written work (chapter/paper) Submission work plan in relation to research strategy
PMO	Research Proposal (5000 words)	Substantial piece of written	Substantial piece of written work

	Work plan	work (7000)	(chapter/paper)
		Work Plan in relation to research strategy	Submission work plan in relation to research strategy

2   Structure and Responsibility of the Review Panel

The Review will be conducted by an Independent Reviewer (Chair). The panel will usually consist of at least your Supervisors and the Independent Reviewer. Other academics from your research group or discipline may also be present.

It will be the responsibility of the Panel to review your progress to date and to make a decision as to whether you should be allowed to register for the next year of study.

3   PGRs: What do you have to do

Step 1:
You should prepare your written work as detailed in **Section 1** of this document, and submit it via the Annual Review Form in eProg **no later than 7 days before the date of your Review** from where your Review Panel (Supervisory team and Independent Reviewer) will access your work.

Step 2:
You must also complete the **Progress Status Table** (available in the Resources tab of the Annual Review milestone - see eProg screenshot on page 19-20 of this document). Submit the completed Table along with your written work via the Annual Review Form in eProg.

Step 3:
Ensure that you complete the Student Section (Part A – all questions) of the 'Annual Review Form' in eProg **no later than 7 days before the date of your Review**. When you are satisfied with your responses, click the **'Save and Notify Supervisor'** button and this in turn will alert your Supervisory Team that the form is ready for their input.

Step 4:
Normally you would be asked to prepare a 10-15 minute presentation for your Annual Review based on the work that you have agreed to present; this may vary slightly across Divisions.

4   Assessing your Work

When assessing work, Review Panels usually consider a number of the following aspects:

- Evidence of an ability to plan and undertake a project intended to lead to a PhD thesis (including resource allocation).
- Satisfactory discussion of the purpose of the investigation, originality and contribution to knowledge.
- An adequate critical discussion demonstrating knowledge and understanding of the relevant literature.
- Evidence of the specific research skills required in the area concerned and in research management and related skills.
- A clearly written and satisfactorily presented document and demonstration of an adequate ability in thesis-writing and in the use of academic English.

- Demonstration of an adequate ability to use computing and other facilities in the research area.
- An adequate outline of your intentions for the remaining years of study and progress against the plan.

The Annual Review is a supportive occasion to allow the PGR to both reflect on what they have been able to do as well as make plans for the future year(s).

5	Supervisors: What do you have to do

The Supervisory Team should:

(i) **Liaise with the Divisional PGR Coordinator and Research Group Heads/Associate Heads of Research in the appointment of an Independent Reviewer (Chair) for the PGR's review**. In line with University Policy, it is the PGR Director/Divisional PGR Coordinator who approves the reviewer, but special permission only needs to be requested for reviewers who fall outside the School supervision policy. Where a member of staff is appointed as an Independent Reviewer more than once, they can no longer act as the Internal Examiner or Independent Chair of the thesis.

Note: Independent Reviewers will be granted access to the PGR's eProg record (where appropriate) as Internal Assessors until **17 September 2023**.

(ii) **Agree a date and time for the Review to take place**. The Humanities Doctoral Academy 'Progression & Welfare' team will monitor the scheduling of Reviews, so please inform HUMS.doctoralacademy.support@manchester.ac.uk as soon as the date and time are agreed with all parties (the supervisory team, the Independent Reviewer and the PGR).

(iii) **Schedule the Review meeting – this may be conducted in-person on campus or via Zoom/Teams** (following appropriate security guidelines). If you require a room for an in-person Review, please notify the Humanities Doctoral Academy 'Progression & Welfare' team at: HUMS.doctoralacademy.support@manchester.ac.uk. Alternatively, if your Divisional office is able to book a suitable room (with the necessary presentation equipment), please do approach them in the first instance.

(iv) After your student has completed Part A of the form and alerted you, the Supervisory Team must **complete Part B of the Annual Review form no later than 5 days before the date of the PGR's Review.** When you are satisfied with your responses, click on the **'Save and Notify Supervisor'** button only. Please note: This action is for the purposes of notifying the Independent Reviewer (Internal Assessor) that the form (Part C) is ready for their input prior to the Review meeting taking place and whose comments should be based on the PGR's submitted written work and any comments made in Parts A & B of the form.

6	Review Panels: What do you have to do

Before the Review:
The Independent Reviewer (Chair) should complete Part C of the Annual Review form ahead of the Review Meeting.

At the Review:
The Panel should have access to the student's completed form (Parts A-C) via www.eprog.manchester.ac.uk during the session.

Following the Review:
The Panel (Supervisors and Independent Reviewer) should discuss as soon as possible to finalise their decision on the progression of the student (if this is not made immediately after their presentation). The decision should be agreed by all members of the Panel [see below if the Panel cannot reach agreement]. The Panel must then complete Parts D & E of the Annual Review form and be satisfied with the completed content of these sections, culminating in one of the following actions:

> ➢ **If the student passes the Review without need for re-submission:**

   The Main Supervisor must click the **'Submit'** button.

   OR

> ➢ **If the student is required to re-submit with additional work with/without a further Review Meeting:**

   The Main Supervisor must only click the **'Save Draft'** button. Do not click 'Submit'.

The form must be fully completed and either 'Submitted' or 'Saved' in eProg as per the above **within 3 days** of the review taking place.

Where the formal review panel cannot reach agreement, a recommendation should be presented to the PGR Director for final approval. The PGR Director can approve or overrule the formal review panel decision.

Re-Submissions:
If the Panel requires the student to complete additional work, details should be specified in a separate report to be uploaded to the Annual Review Form in eProg (Part F). The deadline for submission of this additional work should be **no later than 4 September 2023.**

If a student is required to make a further presentation to the Panel in addition to re-submission of the written work, this must take place **no later than 11 September 2023**. The Panel will be expected to turn around the decision on this re-submission (and further presentation, if applicable) **within 3 working days** of the session taking place to enable the PGR to re-register (if appropriate) on time.

Note: The Humanities Doctoral Academy 'Progression & Welfare' team will inform you of the re-submission process as the need arises.

IMPORTANT NOTE: THE ANNUAL REVIEW FORM for a Re-Submission

The form should be saved regularly as the page will time-out after 20 minutes. The form must **only** be **submitted** once **all** work (including any re-submitted work) has been considered and an overall recommendation has been agreed. Therefore, each time changes are made to the form, the form must be saved.

The Main Supervisor will be responsible for submitting the fully completed form AFTER a final decision is made on the Annual Review.

Authorising the Annual Review Form:
This should only take place if the PGR has **NOT** received a 'Referred' Recommendation (i.e. to undertake additional work in order to satisfy the requirements of the Annual Review).

All parties (including the PGR) must then log in to **sign/authorise** the completed form in order for the milestone to show as **Completed** in eProg. Please make every effort to complete the records of your respective PGRs as soon as possible after the Review.

If you have difficulties at any stage of the process, please contact the Humanities Doctoral Academy 'Progression & Welfare' team at HUMS.doctoralacademy.support@manchester.ac.uk or call on 0161 275 1200.

7	Expected Timescale for Preparing for and Undergoing Annual Reviews

The Doctoral Academy will endeavour to keep to the schedule below. Please enable us to achieve this by taking note of and meeting the deadlines assigned to your particular tasks/actions. In the event that the timescale slips, we will work with you to minimise onward delays.

Task / action	By When	By Whom
Appoint Independent Reviewers (Chairs) to panels and inform Doctoral Academy 'Progression & Welfare' team (HUMS.doctoralacademy.support@manchester.ac.uk)	No later than 3 June	Divisional PGR Coordinator in liaison with Research Group Heads/Divisional Coordinators where necessary
Agree date for the Review with Independent Reviewer and the PGR, and inform the Doctoral Academy 'Progression & Welfare' team	No later than 8 June	Supervisory team
Deadline for the PGR to submit written work to Annual Review form **in eProg**	No later than 7 days before the date of the Review	The PGR
Deadline for the PGR to complete Part A of the Annual Review Form **in eProg**	No later than 7 days before the date of the Review	The PGR
Supervisors' deadline to complete Part B of the Annual Review Form **in eProg**, pending the Review	No later than 3 days before the date of the Review	Supervisory team
Independent Reviewer's (Chair) deadline to complete Part C of the Annual Review Form in eProg	In time for the Review meeting	Independent Reviewer
Review period	15 June – 7 July 2023	All

Save **OR** Submit Review Forms **in eProg**	Immediately after Review meeting	Main Supervisor
Check Review forms and remind supervisors/Independent Reviewers to complete any missing sections; and Check Review recommendations and update Annual Review log	Review day +3days	Doctoral Academy 'Progression & Welfare' team
Check that Ethics questions on the Review forms are completed in full and that a PDF copy of the outcome of the Ethics Decision Tool has been uploaded; store a copy on the Student's File	Review day +3days	Doctoral Academy 'Progression & Welfare' team
Review and approve all recommendations and inform Doctoral Academy 'Progression & Welfare' team	Review day +5days	PGR Director/Divisional Coordinators
Inform the PGR of decision/further action	On receipt of outcome approval from PGR Director/Divisional Coordinators	Doctoral Academy 'Progression & Welfare' team
Prepare for any re-submissions / re-presentations (if applicable)	As and when first outcomes are confirmed	Doctoral Academy 'Progression & Welfare' team

8   Guidance for the Review Panels – Principles of Reviews

The University and Faculty of Humanities require that the progress of all Postgraduate Researchers is monitored annually. PGRs must satisfy the Annual Review Panel that appropriate progress has been made relevant to the point in their studies.

Completion of the formal Review process each year is a condition of registration for the following year. A Postgraduate Researcher will not be permitted to register for subsequent years unless they have successfully completed the Annual Review process for that year.

Annual Reviews should be treated as examinations in as much as if a meeting is cancelled, it will be re-scheduled at the nearest possible date. Further, should the student fail to attend, or fail to submit a piece of work that is to be reviewed at that meeting without presenting any mitigating circumstances, then the panel will record this on their file and call for a re-scheduled meeting. Where a PGR submits a piece of work that fails at the Annual Review, or does not submit the work requested, this will be recorded as a first submission.

Repeated non-attendance of scheduled formal progress review meetings, failure of a piece of work on second submission or repeated non-submission of review material without the presentation of mitigating circumstances will lead to the case being referred to the Postgraduate Research Committee for consideration and possible withdrawal.

Key Features of the Annual Review (all years)
The key features of the AMBS Annual Review process are:

- Reviews take place annually for all PGRs.

- Reviews will take place no later than the end of the first week of July. This timing allows PGRs the appropriate time to re-submit if required, and allows Panels time to conduct the re-submission review and make appropriate judgements prior to the date at which PGR are required to register for the next year of study.
- The PGR prepares a piece of written work and summarises their year's progress in the Annual Review Form prior to the review, and makes a formal Presentation to a Review Panel.
- A Report is made on the Annual Review Form by the Review Panel, outlining the judgement and giving details of any further action required by the PGR.
- The PGR may be asked to re-submit (with or without a further presentation) or undertake further work no later than up to 10 weeks after the first Annual Review attempt (see **Section 6** for the 2022-23 timescale).
- Failure of the Review means that the PGR will not be allowed to proceed to the next year of study.

The First Year Review

The First Year Review possesses certain characteristics which the panel should consider:

i) Assessment results from the Research Training programme – these will be ratified by an Exam/Progression Board to be held in June/July 2023 and passed to the Independent Reviewer (Chair) of the Review Panel.

ii) Written Report and presentation by PGR

iii) Any additional academic matters (for example, evidence of academic malpractice, attendance of workshops and RTP core courses, attendance and participation at Research Seminars in your Subject Area Group, attendance and participation at the AMBS Doctoral Conference, late submission of assessments, unauthorised absence etc).

By considering the full range of work undertaken by PGRs during the first year (or part-time equivalent), the Review Panel should come to the conclusion whether the PGR has made progress in their research which is consistent to a standard expected after 9 months (or part-time equivalent) on the Programme.

The Panel is required to make an academic judgement about a PGR's progress. If the Review Panel has concerns about their progress, they should use their experience to assess whether:

a) poor performance in a particular area will, for example, have a significant impact on the PGR's ability to pursue their research in year 2.

b) the PGR has failed to demonstrate the fundamental skills and knowledge which provide the platform for advanced research.

c) failure in part of the Research Training programme necessitates re-submission or re-examination. (For more detailed guidance on notional compensation for failed courses and recommendations for re-examination, please see Annex 1 or contact the RTP Director).

Recommendations of the Review Panel (all years)

The possible recommendations of the Review Panel (1st attempt) are:

- Review Passed: Continue to next year of study
- Review Referred: Further work required (a further Review Panel meeting may or may not be required)

PGRs may be informed of the outcome of the Review at the time of the review or at the latest within 3 working days of the review. This will be supplemented by a detailed Review Panel Report.

Review Panels are empowered to block progression of a PGR and insist on further work. All referred and failed recommendations, or exceptional cases where there is disagreement between members of the Review Panel, will be reviewed by the Director of Postgraduate Research before ratification.

Ratification of PGR progression is ultimately the responsibility of the Postgraduate Research Committee or its Chair.

The Review Panel's Report (all years)

The report should:

- Be a written report which is agreed by the Review Panel and is completed within 3 working days of the review.
- Be accurate, detailed and unambiguous.
- Clearly state the outcome of the review.
- Include detailed feedback to the PGR on their progress for the year to date including Research Training (if applicable), Review Report, Review Presentation and any other academic matters which are of specific note or concern.
- If further action is required by the PGR in order to progress to the next year, the nature of this work (e.g. re-submission, re-examination, additional work) should be clearly stated. The report should state clearly the basis upon which any resubmission will be judged.
- Clearly state if the review panel has **any** concerns about the PGR's progress and future research plan, even if the panel is recommending continuation to the next year of study.

Re-Submission (all years)

PGRs whose progress is unsatisfactory will have the opportunity to do additional work to demonstrate that they can reach the required standard for PhD or MPhil work. This additional work must be submitted no later than <u>up to</u> 10 weeks after the first Annual Review attempt (see **Section 6** for the 2022-23 timescale) and will be reconsidered by the Panel, which may involve a further formal Presentation.

The exact nature of the re-submission should be defined by the Review Panel. However, the work requested should aim to re-assure the panel that any deficiencies identified have been addressed. Examples include:

- Re-examination in one of the Research Training courses (if applicable) determined by the Exam Board held in June/July 2023;
- Re-examination in a PGT course (if applicable) determined by the Exam Board held in June/July 2023;
- Make corrections/amendments to the Written Report submitted by the PGR;
- Prepare additional work as specified;
- Make another presentation.

The Review Panel will reconvene (if required) to discuss the re-submission when it is received and will then make one of the following final recommendations:

- CONTINUATION - Satisfactory Progress: The PGR has met the required doctoral standards and the recommendation is made for the PGR to continue registration on the doctoral degree.
- TRANSFER* - Unsatisfactory Progress: The PGR has not met the required doctoral standards and a recommendation is made for the PGR to be transferred from the doctoral degree to MPhil.
- WITHDRAWAL - Unsatisfactory Progress: The PGR has not met the required standard for doctoral degrees or MPhil and the recommendation is made for the PGR's registration to be terminated.

(*) If the recommendation is to transfer to the MPhil programme, it is usual that the PGR will register for Year 1 of the MPhil programme and pay the appropriate full registration fee. This is because it is unlikely that PGRs will have completed sufficient fieldwork, empirical or experimental research to

proceed directly to the Submission Pending (or writing up) stage of an MPhil. Any case for a PGR to transfer directly to writing up an MPhil must be approved by the Director of Postgraduate Research.

Progression into Submission Pending
When reviewing PGRs in Year 1 of the MPhil and Year 3 of the PhD (and part-time equivalents), the Review Panel should also give consideration to whether a PGR has reached the point where registration for the Submission Pending period is appropriate.

In reaching a recommendation, the Review Panel should consider the following:

- Does the panel expect that the thesis will be submitted by the end of the prescribed period of the Programme? (i.e. end of Year 3 FT/6 PT for PhD; end of Year 1 FT/2 PT for MPhil; or currently in a period of Extension to Programme)

- If you answered **NO**, consider:
    i. Have the fieldwork, data collection and analysis been completed?
    ii. Has a significant amount of high quality writing been received by the supervisory team?
    iii. Has the PGR provided a realistic timetable for completion of final drafting of the thesis, including details of what remains to be done?
    iv. Is there a suitable, agreed schedule for supervision for the submission pending period (this should not normally be more than one hour per month)?

- *If the answer is YES to all the questions (i to iv) above*, does the panel recommend that an application for Submission Pending be approved?

- *If not all of the questions (i to iv) above are answered YES*, does the candidate have grounds for an extension to their programme to allow the conditions for Submission Pending registration to be met?

If the Panel determine that this would be an appropriate step, the PGR should be encouraged to formally apply for special permission to register for Submission Pending. Such applications are considered by the PGR Director.

Unsatisfactory Progress

It is the responsibility of the supervisors to indicate to a PGR at any stage if their progress is unsatisfactory and help the PGR to identify any problem areas or issues affecting their progress. The supervisors should provide support and guidance wherever possible. Where a PGR's progress has been identified as unsatisfactory, supervisors should monitor and re-assess their progress at regular intervals, at least every 6 months. If progress continues to be unsatisfactory, the matter should be discussed with the supervisory team and referred to the Postgraduate Research Committee and the PGR should be informed in writing.

> **Reminder: Important Note on eProg**
> Please select the 'Save' button at the bottom of the Annual Review form if further work (i.e. a re-submission/further review) is required from the PGR.
>
> Select the 'Submit' button at the bottom of the form if the review is fully completed, the recommendation agreed, and the form can be ratified by the PGR Director. Compulsory authorisations will appear once the form is submitted. Please note that the system will not alert users that there is an authorisation to complete.
>
> Please contact the Humanities Doctoral Academy 'Progression & Welfare' team if you are unsure (HUMS.doctoralacademy.support@manchester.ac.uk).

9	References and Further Information

- Policy on the Progress and Review of Postgraduate Research Students (October 2022): http://documents.manchester.ac.uk/display.aspx?DocID=612

Assessment and Completing your First Year

The marks from the assessed work undertaken as part of the RTP will be considered by an Exam/Progression Board and a recommendation passed to your First Year Review Panel, along with other aspects of your PhD study, including pilot projects and/or research proposal and literature review, as part of the formal review of your progress in your first year of study. First year PhDs are required to have successfully completed the RTP before progression to Year 2. PGRs are expected to achieve marks of 60% or more in the credit-bearing RTP courses.

If you do not achieve a mark of 50%, you will be deemed to have failed the assessment. You will be advised of your mark; you will receive feedback on your performance and will have one further opportunity to take this assessment. This work will be marked and both the original mark and the re-assessment mark will be forwarded to the Exam/Progression Board for consideration as a re-assessment. The course leader will give you details of this opportunity which may be either:

- Re-submission of the same assignment
- Submission of an alternative assignment

If you achieve marks of 50-60% on a course, the Exam/Progression Board may recommend further work, such as:

- Submit another assessment related to this course
- Submit further work as specified
- Make corrections to your review report.

The Exam/Progression Board have some discretion on making their recommendations and will take into consideration marks on other courses. For example, if you achieved a mark in the mid-50s on one course but considerably higher than 60% in the others, you may not be required to submit another assessment for the course.

Extract from the AMBS Doctoral Programmes PGR Handbook (2022-23)

Taught Exit Awards (applicable for PGRs who started their PhD programme from September 2022 onwards)

The 1st year of the full-time PhD programme (or Years 1 & 2 on a part-time basis) consists of a compulsory taught programme of Research Training (RTP). The course units delivered in this RTP and forming each of our PhD programmes (Accounting and Finance; Business and Management; Science, Technology and Innovation Policy) are credit-bearing and contribute to an early exit award in cases whereby a PGR may not be able to progress to submitting their PhD thesis.

Exit Awards

- Postgraduate Certificate is awarded following successful completion of 60 credits
- Postgraduate Diploma is awarded following successful completion of 120 credits

All course units that make up the credits must be assessed and the appropriate pass mark must be attained.

The points where a PGR might be considered for a taught early exit award (Postgraduate Diploma / Postgraduate Certificate) would be:

- After completion of the first year FT and second year PT
- At any future point beyond the first year FT or second year PT where it is clear (e.g. as a result of an Annual Review) that the candidate is not performing sufficiently well to be transferred to the MPhil as an early exit route.

A PGR would not be eligible to receive the Postgraduate Diploma (or Postgraduate Certificate) if they are recommended for the award of MPhil instead of the PhD.

The taught exit awards will be as follows:

- Postgraduate Diploma in Accounting and Finance
- Postgraduate Certificate in Accounting and Finance
- Postgraduate Diploma in Business and Management
- Postgraduate Certificate in Business and Management
- Postgraduate Diploma in Science, Technology and Innovation Policy
- Postgraduate Certificate in Science, Technology and Innovation Policy

10   Annual Review Flowchart

Process Step	Responsible
Appoint Independent Reviewer (Chair) & inform DA 'Progression & Welfare' team	Divisional PGR Coordinator
Agree Review date & inform DA 'Progression & Welfare' team	Supervisory Team
Schedule in-person or Zoom/Teams Meeting for the Review	Supervisory Team
Submit Written Work and complete Part A of Annual Review Form	The PGR
Complete Part B of Annual Review Form	Supervisory Team
Complete Part C of Annual Review Form	Independent Reviewer
Undertake the Review Meeting	The PGR & Review Panel
Complete Parts D & E (& Part F if a resubmission is required) of the Annual Review Form	Review Panel
Check Review Form is completed fully and correctly	DA 'P&W' team
Review and Approve Recommendation	PGR Director
Inform PGR of Decision (For re-submission, repeat from Step 2)	DA 'P&W' team

Repeat the process for resubmission

APPENDICES

APPENDIX 1: Divisional Coordinators - Contact Details

A&F PGR Coordinator: Prof. Edward Lee
Email: edward.lee@manchester.ac.uk

A&F – Accounting Coordinator: Dr. Georgios Voulgaris
Email: georgios.voulgaris@manchester.ac.uk

A&F – Finance Coordinator: Prof. Maria Marchica
Email: maria.marchica@manchester.ac.uk

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IMP PGR Coordinator: Dr. Karl Taeuscher
Email: karl.taeuscher@manchester.ac.uk

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MSM PGR Coordinator: Dr. Ilma Chowdhury
Email: ilma.chowdhury@manchester.ac.uk

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PMO PGR Coordinator: Prof. Sharon Clarke
Email: s.g.clarke@manchester.ac.uk

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APPENDIX 2: Student eProg Guidance for Annual Reviews

How to access eProg

➢ Access *eProg* via the PGR portal: https://www.portal.manchester.ac.uk/ go to the 'Teaching and Research' tab at the top and select access eProg from the dropdown menus or directly at www.manchester.ac.uk/eprog.

➢ Type in your central account username and password.

Accessing your annual review form

➢ To access your annual review form, click on either My eProg progression in the My Manchester screen:
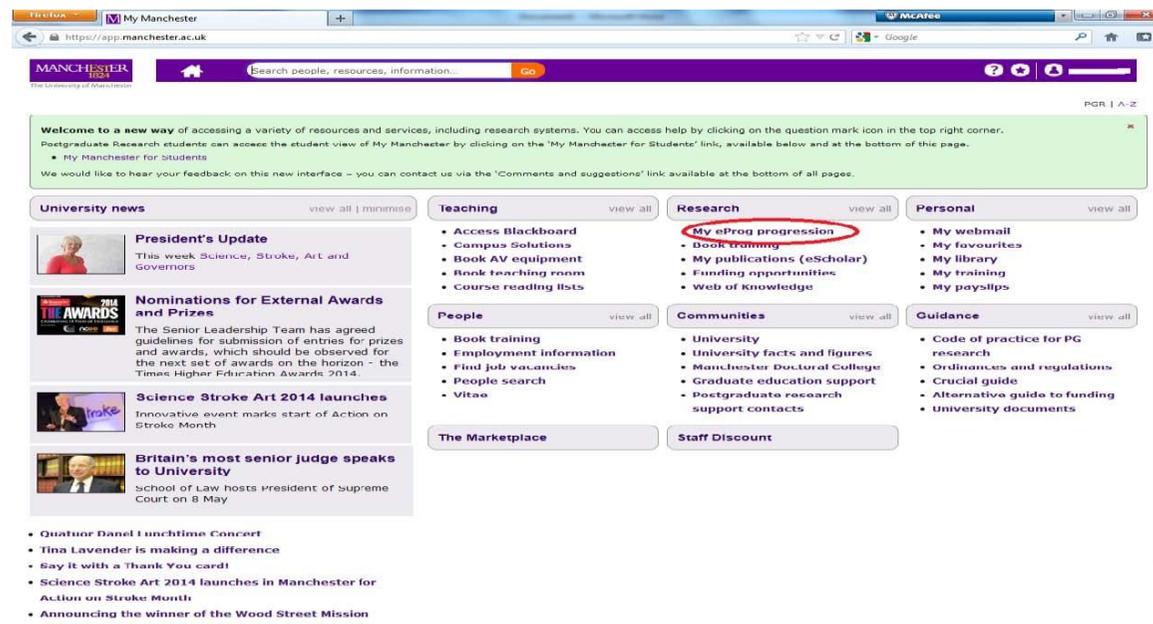
or by clicking on your name in the top right hand corner of eProg and then selecting 'My Progression' from the left hand menu:

> ➢ To access the form, click on the link above.

Please refer to this Guidance document before you begin completing your section of the form.

Accessing guidance and documents in the resources tab

You will be expected to submit a timeline (Progress Status Table) document to be considered by your Annual Review panel. The purpose of the timeline is two-fold: to act as a guide to you in terms of planning for completion and so that you can readily see how far you have already progressed in terms of work completed [but also visualise what remains to be done]. Secondly, it provides a clear illustration your panel who are assessing your progress, what has been achieved.

You can access a copy of the timeline document in the resources tab in the milestone by following the instructions below:

> ➢ Click on the Unit Code of the milestone in your 'My Progression' page:

This takes you to the Milestone Profile page, where you should click on the Resources tab. The timeline will be available to download in the resources tab:

Uploading a document to the form

You will have been asked to submit a piece of work or several pieces of work for consideration at your Annual Review. You can upload your work to the Annual Review form. Once uploaded, it will become accessible to your review panel in the review form and in your 'My Document store' in eProg (My Document Store is in the left hand menu). The boxes highlighted below are to be used to upload documents:

Please remember these simple guidelines when you upload documents into eProg either via the document upload boxes within the eProg forms or directly into the document store.

1. Do not use 'double extensions' when uploading documents into eProg, for example:

MyFilename.doc.pdf MyFilename.docx.doc

2. Do not use multiple dots within filenames, for example:

MyFilename.05.02.2014.pdf My.Filename.05.02.14.ver.2.doc

3. The maximum file size that can be uploaded is 20M (20Megabyte).

4. As a general rule when naming files there are a number of special characters that should be avoided, these include:

\ / : * ? " < > |

The box below lists the file types that are accepted:

fileExtension	contentType
Accdb	
aiff	audio/x-aiff
au	audio/basic
Avi	video/x-msvideo
Bin	application/octet-stream
C	text/plain
c++	text/plain
Cc	text/plain
Csv	text/plain
Doc	application/msword
Docx	
Dump	application/octet-stream
Eps	application/postscript
Gif	image/gif
H	text/plain
Hin	chemical/x-hin

Htm	text/html
Html	text/html
Ibooks	application/x-ibooks+zip
Jar	application/java-archive
Jpeg	image/jpeg
Jpg	image/jpeg
Kin	chemical/x-kinemage
Mov	video/quicktime
Mpa	video/mpeg
Mpe	video/mpeg
Mpeg	video/mpeg

Submission of the form and authorisations

Once the Annual Review process has been completed, the form is fully completed and all parties are in agreement with its content your supervisor will submit the form. Once the form has been submitted the compulsory authorisations on the form will need to be completed. An eProg authorisation is a signature to confirm that the form is complete and all relevant parties have read its content. To authorise the form, you need to input your central account username and password; these are the same details you used to log into eProg. The authorisations are at the bottom of the form - please see an example screenshot below. Once submitted and all compulsory authorisations are complete the annual review milestone will become 'green'. The authorisations that are to be completed on the annual review form are:
- PGR (Student)
- Main supervisor
- Co supervisor
- Independent Reviewer
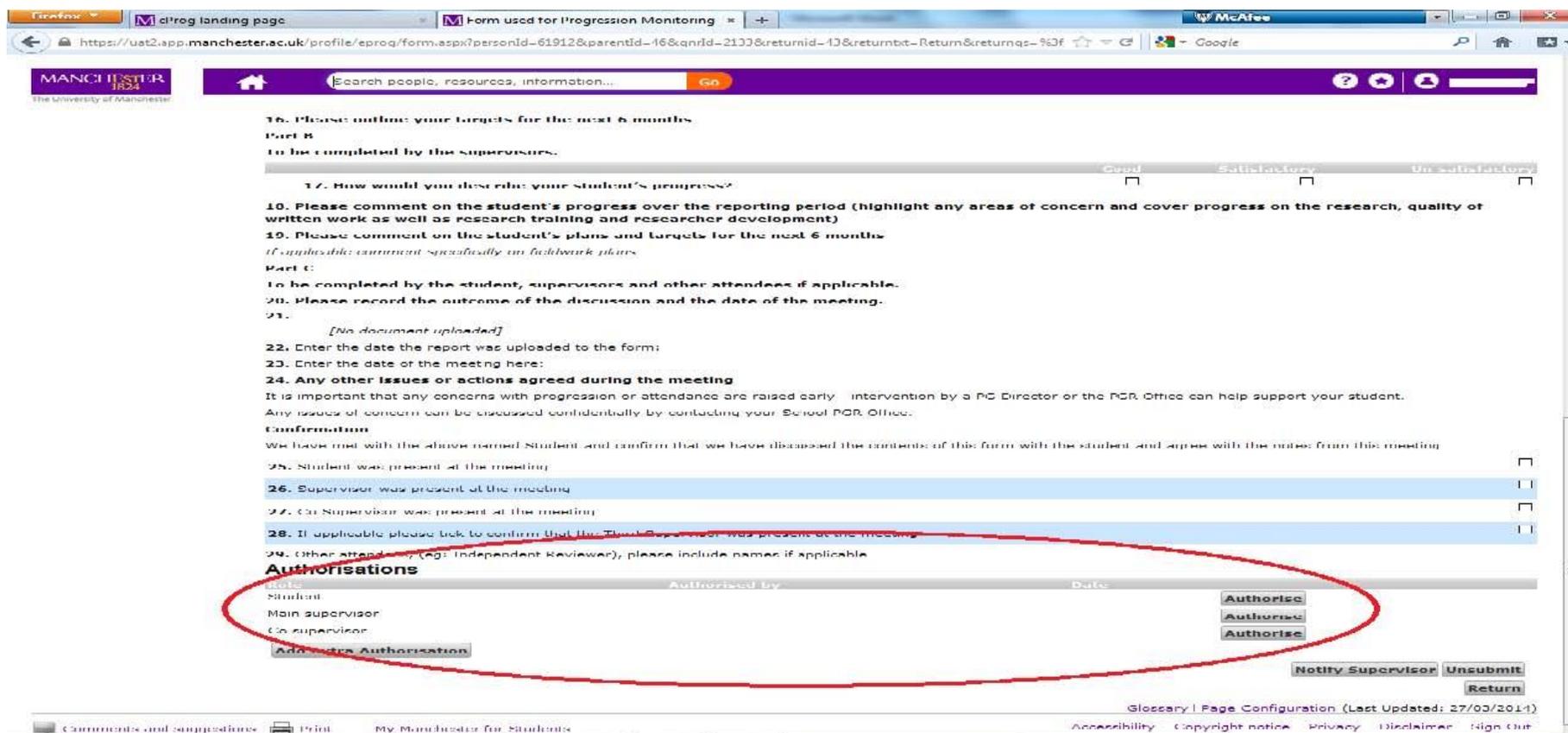
eProg support

If you have any questions about eProg, please contact the Doctoral Academy 'Progression & Welfare' team at:
HUMS.doctoralacademy.support@manchester.ac.uk