School of Social Sciences Annual Review Guidance

Law PhD and MPhil Programmes

2024-2025

This guide should be read in conjunction with information in the online PGR handbook available at: Progress and reviews - Postgraduate research handbook - The University of Manchester and the University policy on the Progress and Review of PGR Students: http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=612

School of Social Sciences
Annual Review Guidance – Law PhD and MPhil Programmes

You 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 that must be followed.

**If you have any questions, please email
HUMS.doctoralacademy.support@manchester.ac.uk**

1. Introduction to the Annual Review

Towards the end of each academic year, all postgraduate research students (MPhil, PhD) must undergo an Annual Review. This will involve submission of a substantial report on their studies to date, together with a sample of written work, to a Review Panel. All students must undergo this procedure in order for progress to be reviewed and to determine whether registration onto the next year of study should be permitted.

The purpose of Annual Reviews is for PGRs to:

- present work to date and plans for next year;
- provide feedback on progress of the PhD in a manner that is positive and constructive and indicates the extent to which (i) the work is meeting doctoral level standards within the constraints imposed by the pandemic; and (ii) ongoing plans to see how the PGR can meet doctoral requirements by the time of submission;
- be forward facing, with an emphasis upon planning for the next year; although this is already a facet of the annual review, this is particularly important this year and may involve a discussion of the need for rescoping of the research strategy;
- address any issues of concern in relation to progression and provide sufficient time for the re-working and resubmission of work.

The length of the programme sets the parameters for the project. The thesis represents what can realistically be achieved, in terms of scale and scope, over three years of full-time work or six years of part-time work. In line with your supervisors' advice, you are expected to plan a project for the period of your degree programme and devise a timetable of work/for completion. The annual review enables the Department to see whether you are keeping on track and meeting expectations for each year of the programme.

Expectations are described within this document with reference to each year of the full-time programme. Those expectations apply proportionately to part-time students, at the second, fourth and sixth calendar years. However, part-time students do have an annual review meeting each calendar year.

Annual Reviews will usually take place in June for September starters, and October for January starters. The Humanities Doctoral Academyffice will inform all students of the two week period in which reviews will take place as soon as possible. The Humanitiies Doctoral Academy Office will send an individual email to each student confirming the time and date of their review, and also confirm who will make up the student's annual review panel. A more detailed timescale of the annual review process and be found in later pages of this document.

Students should attend their annual review in person. If this is not possible, the review can be held virtually (via zoom/Teams). The annual review meeting must not be held via email.

Please note that if a student has had a change in their programme e.g. an interruption, or change in mode of attendance, this may change the timing of their annual review meeting.

Structure and Responsibility of the Review Panel

The annual review panel will consist of a member of academic staff acting as independent/external reviewer, and a member of the supervisory team. In exceptional cases, the annual review panel may also

include the PGR Director. It will be the responsibility of the Panel, in consultation with all members of the supervisory team, to review your progress to date and to make a recommendation to the PGR Director as to whether you should be allowed to register for the next year of study, subject to any additional work being completed to its satisfaction. The review panel will consult with your supervisory team with regards to your progress.

2. Before the Review

Students – What You Need to Do Before the Annual Review

You and your supervisor must arrange to discuss remotely the review and then complete your respective sections of the annual review form on eProg (see appendix 5 for further guidance on this). You and your supervisors should agree on a 5,000-word sample of your writing towards your thesis during the year and you must attach this to the annual review form. For the Year 1 review, the document should be based on a literature review, a definition of the nature of the research problem, identification of appropriate analytic frameworks and the main research hypotheses, if applicable, identification of appropriate research method/s and data, plus a timetable to completion (this can be submitted as a separate document). Please note students in Year 1 are required to give a short presentation, i.e. no more than 15 minutes, on their research project at the start of the annual review meeting. For the Year 2 and onwards reviews, you do not need to produce a piece of writing specifically for this review. The only original text that you need to produce is some brief additional text to accompany the 5,000 words sample of your writing that explains how the material in the sample contributes to the thesis.

You must also upload a timeline for completion that has been agreed with your supervisory team to your annual review form. A template timeline for completion can be found in appendix 1.

The appendices provide more detailed guidance on the requirements for the written work for the annual review.

The sample of writing will assist your reviewers in assessing your progress to date.

Note that students should indicate on the annual review form any training completed throughout the last academic year, where prompted.

When you have completed all questions in Section A of the eProg form, you should click the 'save and notify supervisor' button.

Please note you should click 'save' on your eProg annual review form regularly, as the form will time out after 10 minutes.

You must have completed section A and uploaded your sample of work and timeline for completion to the eProg form at least 2 weeks prior to your annual review meeting.

Supervisors – What You Need to Do Before the Annual Review

The supervisory team should arrange a meeting with the student to discuss (and prepare for) the review, and then complete your respective sections of the annual review form on eProg (see appendix 5 for further guidance). You and the student should agree on a 5,000-word sample of the student's writing towards their thesis during the year, for submission to the annual review. You and your student should also agree on the timeline for completion that the student should upload to their annual review form. Provided you think it is appropriate, a request can made by the PGR student (with the support of the supervisory team) to the Humanities Doctoral Academy regarding the length of the draft written piece of work to be submitted for review (see above for details).

A member of the supervisory team should also actively consult with the reviewers about the student's progress so far.

Remember the Annual Review forms will time out after 10 minutes, so save the form regularly.

Once the (co-)supervisor has completed all questions in Section B on the annual review form, they should click the *'save draft'* button. Please do not click the *'submit'* button, as this will prevent the reviewers entering any information onto the form.

Reviewers – What you need to do before the Annual Review

The purpose of the Annual Review is primarily to establish the progress of PhD students and in particular to take a view on the likely contribution of the thesis and on the time frame in which the thesis is likely to be submitted.

The reviewer is , therefore, concerned to establish clearly:

> i. Whether sufficient progress has been made since the last Annual Review (or the start of the programme)
> ii. The likely contribution of the thesis and whether it is achievable and sufficient
> iii. Whether a robust and appropriate methodology has been deployed
> iv. A realistic and detailed timescale for the achievement of the contribution and for the submission of the thesis, considering the current situation.

In order to do this, the reviewer is required to critically evaluate the documentation provided by the student in advance of the review. To that end, particular attention must be paid to the requirements regarding the written documentation to be submitted in advance of the review meeting. The Year 1 document should be based on a literature review, a definition of the nature of the research problem, identification of appropriate analytic frameworks and the main research hypotheses, identification of appropriate research method/s and data, plus a timetable to completion. For the Year 2 and onwards reviews, the students do not need to produce a piece of writing specifically for this review. The only original text that they need to produce is some brief additional text to accompany the 5,000 words sample of their writing that explains how the material in the sample contributes to the thesis.

The Reviewer is required to monitor and critically assess progress on the basis of evidence of progress as detailed in; the sample of the written work submitted by the student, the information provided by the student and the supervisors on eProg and the discussion with the student and supervisory team during the review meeting. Whilst the reviewer may be flexible about what constitutes evidence of progress, as this is dependent on the nature of the student's research, it is important to remember that there must be clear evidence of satisfactory progress.

It is important that whilst annual reviews are taking place within the usual timeframe, that supervisors and reviewers take account of the disruption caused to the PGR's planned programme of work into account and ensure that the PGR is able to move forward with their studies. The annual review is intended as a supportive occasion to allow the student to both reflect on what they have been able to do as well as make plans for the following year(s).

However, there may be students who have issues around progression. In these instances (e.g. where issues of a lack of progress have been raised earlier in the year and or noted in the mid-year review), the reviewers should seek to get clarification during the review meeting with the student and the supervisory team.

Reviewers are required to allocate part of the meeting to discuss with the student (without the presence of the supervisory team) issues related to the supervisor-supervisee relationship.

3. After the Review – Students, Supervisors and Independent Reviewers

Meeting between Student and Supervisors
Students will be given an initial indication of the recommendation that the reviewers will be making to the PGR Director regarding progress.

Within 10 working days of the annual review, the supervisors and the student should arrange a meeting to discuss the annual review and the initial recommendation of the reviewers. During the student/supervisors meeting or immediately following the meeting, the supervisor(s) should complete PART D of the annual review form (see appendix 5 for further guidance).

The Final Recommendation
The supervisor(s) should then liaise with the independent reviewer to agree a final recommendation to be considered by the PGR Director This recommendation should be recorded on PART E of the annual review form (see appendix 5 for further guidance).

Where progression – in all years, but especially from Year 1 to Year 2 - is a concern (e.g.: where issues of a lack of progress have been raised earlier in the year and or noted in the mid-year review). In these instances, normal procedures should be followed - whereby the PGR student is asked to resubmit work after their annual review, with up to 10 weeks following the initial review to complete the remedial work, which is to be re-assessed prior to starting the next year. Should this newly submitted work not be satisfactory – again - normal procedures should be followed. In such instances, we ask that the Primary Supervisor contacts the PhD Director as soon as possible and that they liaise with the Independent Reviewer, as and where appropriate.

Once the Annual Review process has been completed, the form is fully completed, and all parties are in agreement with its content, your supervisor(s) will submit the form. Once the form has been submitted the compulsory authorisations on the form will need to be completed (see appendix 7 for further guidance). Once the annual review period has concluded, the next PGR Director will consider the progress of all students and determine whether they are making satisfactory progress to register for the next year of their programme.

Please note: that if the recommendation is that the student is referred to complete further work the supervisors and reviewers must agree the further work to be completed and record this in PART F of the annual review form (see appendix 5 for further guidance). Please be aware that you should indicate a timeframe in which the work should be completed, for consideration by the PGR Director. Note that the Progress and Review Policy permits 10 weeks at the most for further work to be completed and submitted.

Students will receive a letter sent from the Humanities Doctoral Academy confirming the outcome of the review. The following possible outcomes of an annual review are listed below:

Possible Outcomes of Annual Reviews

Doctoral degrees

Students initially registered on a doctoral degree:

i.   CONTINUATION - The student has met the required doctoral standards and the recommendation is made for the student to continue registration on the doctoral degree.

ii. RESUBMIT (remedial work) – the student has almost met the required doctoral standards but further work must be done to continue registration. Following the first attempt at a formal review, students will normally be given one opportunity to resubmit work for a further review and will normally be given up to 10 weeks after the first panel meeting to complete the remedial work and submit it to the panel for consideration. The resubmission and review of the submitted work should, where possible, take place before the end of the student's current year of study. The outcome of 'RESUBMIT' should be based on the quantity and quality of the revisions that would be necessary to achieve the standard required in the time available. Following the review of the remedial work the outcome 'RESUBMIT (remedial work)' must not be recommended. The outcome must be either, 'Continuation', 'Transfer' or 'Withdrawal'.

iii. TRANSFER – The student has not met the required doctoral standards and a recommendation is made for the student to be transferred from the doctoral degree to MPhil.

iv. WITHDRAWAL –The student has not met the required standard for doctoral degrees or MPhil and the recommendation is made for the student's registration to be terminated.

MPhil degrees

Students initially registered on an MPhil degree:

i.   TRANSFER - The student has met the required doctoral standards and a recommendation is made for the student to be transferred from MPhil or MSc by Research to the relevant doctoral degree.

ii. CONTINUATION -The student has not met the required standard for transfer to doctoral level and the recommendation is made for the student to continue where applicable on the MSc by Research degree, or register for the MPhil submission pending period.

iii. RESUBMIT (remedial work) – the student has almost met the required standard of the programme but further work must be done to continue registration. Following the first attempt at a formal review, students will normally be given one opportunity to resubmit work for a further review and will normally be given up to 10 weeks after the first panel meeting to complete the remedial work and submit it to the panel for consideration. Following the review of the remedial work the outcome 'RESUBMIT (remedial work)'must not be recommended.

iv. WITHDRAWAL – The student has not met the required standard for the MPhil, MDC or MSc by Research and the recommendation is made for the student's registration to be terminated.

Applicants who do not meet the formal criteria for admittance onto a doctoral programme may be admitted to the degree of MPhil in the first instance, depending on the admission criteria in the School, and be reviewed for progression on to the doctoral degree at their first formal progress review. Students on the MPhil programme who wish to be considered for an upgrade to the PhD programme must inform their supervisors, reviewers and the Humanities Doctoral Academy at the earliest opportunity.

It is a requirement of registration that all students successfully progress via the Annual Review process each year.

You will not be permitted to re-register until the Humanities Doctoral Academy has received confirmation from the Review Panel and the PGR Directorthat your academic progress is satisfactory.

Satisfactory Progress - Students who are not in their Final Year

Once you receive confirmation of satisfactory progress, and that you may progress to the next registration year for your studies, you should arrange a meeting with your supervisory team as soon as possible to discuss the outcome of your review and any comments made by the reviewers or the Humanities Doctoral Academcy on your programme to date.

Once the Annual Review 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. 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: supervisor, co-supervisor and student.

Satisfactory Progress - Final Year Students

Once you receive confirmation of satisfactory progress, and that you may progress to submission of your thesis, you should arrange a meeting with your supervisory team as soon as possible to discuss the outcome of your review and any comments made by the reviewers or the Humanities Doctoral Academy on your programme to date. If you are ready to submit your thesis by your thesis submission date, remember to complete your notice of submission on eProg six weeks before submission.

If you are not ready to submit your thesis by your thesis submission date, you will need to request permission to register for the submission pending period, if you have not already done so. To do this you should complete the Request Permission to Register for the Submission Pending Period form and return this to the Humanities Doctoral Academy as soon as possible and no later than eight weeks prior to your current submission date.

Once the Annual Review 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. 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: supervisor, co-supervisor and student.

Unsatisfactory Progress

If you have received notification that you have not yet made satisfactory progress to enable you to proceed to the next registration year for your studies, the PGR Director will recommend that you either i) RESUBMIT (remedial work) - you have almost met the required standard of the programme but further work must be done to continue registration. Following the first attempt at a formal review, students will normally be given one opportunity to resubmit work for a further review and will normally be given up to 10 weeks after the first panel meeting to complete the remedial work and submit it to the panel for consideration; ii) TRANSFER - you have not met the required doctoral standards and a recommendation is made for the student to be transferred from the doctoral degree to MPhil (for students registered on a

PhD only); or iii) WITHDRAWAL - you have failed to meet the standards of a doctoral or MPhil programme and the recommendation is made for your registration to be terminated. You should arrange a meeting with your supervisory team as soon as possible to discuss the outcome of your review and the comments of your reviewers/the PGR Director.

Satisfactory Progress - Students who are not in their Final Year

Once a decision has been made on your student's progress by the PGR Director, you will be copied into the notification to the student from the Humanities Doctoral Academy. A meeting should be arranged with the student and the supervisory team as soon as possible possible to discuss the outcome of their review and any comments made by the reviewers/ the PGR Directoron their programme to date.

Satisfactory Progress - Final Year Students

Once a decision has been made on your student's progress, you will be copied into the notification to the student from the Humanities Doctoral Academy. A meeting should be arranged with the student and the supervisory team as soon as possible possible to discuss the outcome of their review and any comments made by the reviewers/ the PGR Director on your programme to date.

If your student is ready to submit by their thesis submission date, you should make sure arrangements are in place to support them in the lead up to submission, such as agreed dates for feedback on drafts etc. If your student isn't ready to submit by their submission date they will need to complete the Request Permission to Register for the Submission Pending Period (SPP) form and return this to thHumanities Doctoral Academy as soon as possible and no later than eight weeks prior to your current submission date. This application will require your comment and agreement on a timetable for SPP.

Unsatisfactory Progress

Once a decision has been made on your student's progress, you will be copied into the notification to the student from the Humanities Doctoral Academy. A meeting should be arranged with the student and the supervisory team as soon as possible to discuss the outcome of their review and any comments made by the reviewers/ the PGR Director on your programme to date. If your student has not yet made satisfactory progress to enable them to proceed to the next registration year for their studies, the PGR Director will recommend that they either:

i) RESUBMIT (remedial work) - you have almost met the required standard of the programme but further work must be done to continue registration. Following the first attempt at a formal review, students will normally be given one opportunity to resubmit work for a further review and will normally be given up to 10 weeks after the first panel meeting to complete the remedial work and submit it to the panel for consideration.;

ii) TRANSFER - you have not met the required doctoral standards and a recommendation is made for the student to be transferred from the doctoral degree to MPhil (for students registered on a PhD only); or

iii) WITHDRAWAL - you have failed to meet the standards of a doctoral or MPhil programme and the recommendation is made for your registration to be terminated. You should arrange a meeting with your supervisory team as soon as possible to discuss the outcome of your review and the comments of your reviewers/the PGR Director.

Please note that the exact timeframe in which the further review work must be completed and submitted will be confirmed in the Annual Review Outcome letter.

4. Expected Timescale for Preparing for and Undergoing Annual Reviews

The HUMS DA Office 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. If your annual review period does not take place in June or October, please email HUMS.doctoralacademy.support@manchester.ac.uk for information about the schedule for your annual review

June 2025 Annual Reviews

Task / action	Deadline	By Whom
Confirm two-week annual review period to students and staff.	May 2025	HUMS Doctoral Academy
Inform students and supervisors of confirmed annual review details, and send a reminder regarding deadline for submitting documents, etc.	Late May 2025	HUMS Doctoral Academy
Student's deadline to submit Part A of the Annual Review Form **in eProg** and upload sample document for review and timeline for completion (agreed by supervisor).	14 May 2025	Student
Supervisors' deadline to complete Part B of the Annual Review Form **in eProg**, pending the Review	2 June 2025	Supervisory Team
Annual Review Period – All annual reviews should take place in this timeframe	2 June – 28 June 2025	Students and Annual Review Panel
Chair of annual review panel to complete Part C of the annual review form in eProg.	Immediately following reviewing meeting	Chair of Annual Review Panel
Supervisors to meeting with student following annual review meeting and complete Part D of the annual review form in eProg.	Within 10 working days of review meeting between reviewer and student	Supervisory Team
Supervisors and reviewers to agree recommendation on students' progress and record in Part E of annual review form in eProg	15 July 2025	Chair of Annual Review Panel
Student to submit work for Further Review in part F of eProg annual review form – only for students who have not yet met satisfactory progress	Refer to outcome of annual review on eProg	Student (Supervisors should complete relevant section of further review form)
Further Review to take place and reviewers to record recommendation for the outcome of the further review in part F of annual review form	w/c 15 September 2025	Students and Annual Review Panel
Chair of PGR Director to consider the outcome of the Further Review	22 September 2025	PGR Director

Task / action	Deadline	By Whom
Confirmation of outcome of annual review to be sent to students and supervisors, and ensure recommendation recorded on eProg	24 September 2025	HUMS Doctoral Academy

October 2025 Annual Reviews

Task / action	Deadline	By Whom
Student's deadline to submit Part A of the Annual Review Form **in eProg** and upload sample document for review (agreed by supervisor).	9 September 2025	Student
Supervisors' deadline to complete Part B of the Annual Review Form **in eProg**, pending the Review	11 September 2025	Supervisory Team
Annual Review Period – All annual reviews should take place in this timeframe	1 October to 15 October 2025	Students and Annual Review Panel
Chair of annual review panel to complete Part C of the annual review form in eProg.	21 October 2025	Chair of Annual Review Panel
Students to meet with supervisory team to discuss outcome of annual review, and plan further action and future plans. Part D of the eProg form should be completed. If the student is progressing satisfactorily, the form should be submitted and then authorized by the student and supervisory team	25 November 2025	Student and Supervisory Team
Student to submit work for Further Review and submit Further Review Form to Humanities Doctoral Academy – only for students who have not yet met satisfactory progress	13 January 2026	Student (Supervisors should complete relevant section of further review form)
Further Review to take place and Further Review form to be completed by reviewers	20 January 2026	Students and Annual Review Panel
Chair of PGR Director to consider the outcome of the Further Review	TBC	PGR Director
Confirmation of outcome of annual review to be sent to students and supervisors, and ensure recommendation recorded on eProg	TBC	HUMS DA

APPENDICES

Requirements of the Written Work and eProg Guidance

Appendix 1 – Timeline for Completion

Progress Status Table

Please complete the following table with details of your progress in relation to your thesis, stating where appropriate what you have already completed to final draft/submission standard and what research, writing etc still needs to be undertaken. An example is included on the next page to indicate the kind of information required.

Chapter #	Chapter Content and Detail	Progress	Still to be done

EXAMPLE: This is a basic example of how to complete the progress table on the previous page. Naturally in the early stages you will have little actually completed and much to do, but this table should identify the tasks ahead of you and act as a record of progress as you advance through the programme.

Chapter #	Chapter Content and Detail	Progress	Still to be done
1	Introduction	Not started	Everything.

2	Literature Review
	  ▸ Early literature
	  ▸ Initial criticisms and problems
	  ▸ Second Wave
		Literature search and review fully completed. Chapter finished and written up.	Revisions, possible addition of new, recent papers before final submission.

3	Investigating Macroeconomic and Financial Interactions in the G7 With Unilateral Threshold Based Nonlinear Adjustment
	  ▸ Evidence in Support of Integration & Spillover
	  ▸ 4-Step Testing Procedure of Threshold Cointegration & Model Specification
	  ▸ Specification & Estimation of two distinct T-VECMs
	  ▸ Model evaluation
		Literature search and review completed, data collection, programming and estimation completed. Preliminary analysis conducted. Draft write up partially complete.	Draft chapter to be completed, revisions and adjustments to be conducted in light of supervisor comments.
			
			Chapter to be written as job-market paper (?)

4	Multivariate Markov Switching Models	Data collection complete, programming/estimation underway	Model estimation and evaluation. Draft chapter to be written.
5	Further research chapter	Not started	Everything
6	Conclusion	Not started	Everything

Appendix 2 - Annual Review Requirements for Year One Full-time Students (Year Two Part-time Students)

At the end of the first year of the programme, students would be required to have made sufficient progress into their specific PGR programme. However, in order to progress into year 2 of a full-time postgraduate research programme, the postgraduate research student must demonstrate that they:

1. Have set out a significant research question to be addressed and articulated the purpose of the investigation.
2. Have analysed the existing literature and are able to place their research into context within the relevant field of knowledge.
3. Have identified appropriate methods to address the research questions.
4. Are proficient in the relevant theoretical approaches and research methods and skills.
5. Have taken appropriate steps to address any training or development needs identified in their initial planning meeting and made plans to address any further training needs.
6. Have undertaken all required researcher development and research training to attain the skills and experience necessary to achieve the research plan at this stage and, where applicable, to fulfill any funder requirements.
7. Have completed training on ethics and research integrity, either through Epigeum or equivalent training offered by their school.
8. Have made, in conjunction with their main supervisor, an initial assessment of how their project potentially involves ethical considerations, and if required, have submitted an application for ethical approval. (NB: No work on a research project that involves ethical issues can take place until pre-screening has been fully completed and, if required, formal ethical approval has been obtained.)
9. Are able to write clearly, appropriately using academic English.
10. Have robust plans for the second year of their research that provide evidence of an ability to plan and undertake a research project leading to a doctoral thesis (of whatever format), including appropriate risk assessments and resource allocation.

For all projects, preparing for the tasks will include the organising of appropriate research training. For empirical projects, where sources are restricted in some way, preparation will also include obtaining access to materials and subjects, and securing ethics approval.

By the time of the first year annual review, nine months into the programme, students can be expected to have a clear idea of what they want to achieve in conducting the research and writing the thesis.

Students can also be expected to be writing draft material, in line with their supervisors' advice. That may consist of their own critical notes about themes discovered in the literature, or perhaps briefing papers requested by supervisors, or in some cases passages intended in due course to form early chapters in the thesis (such as a literature review or a discussion of methodology). At the end of the first year, the expectation is that 25,000 words of material will have been drafted for use in the ultimate thesis.

At the first year annual review, reviewers will be looking for evidence that you are on track to meet these expectations.

Therefore, in the first year, it is required that the 5,000 word work to be submitted will be structured as follows:
- Literature review
- Definition of the nature of the research problem

- Identification of appropriate theoretical/analytic frameworks and the main research hypotheses
- Identification of appropriate research method/s and data
- Timetable to completion (can be separate).

A cover note which gives the thesis title and a brief overview and plan should be included in the work you submit for review.

The narrative might take (approximately) 1,000 words. If you wish, it could include some reflection on what has and has not gone well up to now. You can then illustrate the work that you have been doing by supplying the document described above. There is no obligation to provide something else additional to the documents outlined above. But if you provide an additional document, e.g. more than one sample of writing, you must provide an explanation about its use in the thesis.

Students are also advised to consult the [Faculty of Humanities Progress Criteria Framework](#).

Appendix 3 - Annual Review Requirements for Year Two Full-time Students (Year Four Part-time Students)

For progression into year 3 of a full-time postgraduate research programme, the postgraduate research student must demonstrate that they:

1. are able to explain the research questions their project will answer and how this will lead to a substantial original contribution to knowledge
2. have begun to acquire the wider background knowledge of their research field required for the degree and can demonstrate a firm understanding of the field or discipline within which the thesis falls
3. can apply the relevant research methods, techniques and theoretical approaches required to make an original contribution to knowledge or understanding
4. have undertaken all training required at this stage, including where appropriate those based on funder requirements
5. have continued to reflect on and address development needs
6. have considered all ethical issues (including data management) where applicable and taken the appropriate action
7. have the ability to write up their research in an appropriate academic format for assessment by peer reviewers and examiners
8. have robust plans for the final year of their research, based on the expectation that the project will be completed and the thesis submitted on time, indicating any risks and how these will be mitigated

Therefore, reviewers will be looking for evidence that, by the end of the year, you will have completed a proportionate number of the tasks identified in your timetable and will have drafted a further 25,000 words to reflect that. Crucially, in line with your supervisors' advice, they will be expecting you to show that you are aware of the requirements of a PhD (originality, independent critical judgement, and an addition to knowledge) and are reflecting those in your critical analysis.

Your 5,000 word sample of work should therefore consist of a brief indication of the progress with your timetable, again including (if you wish) some reflection on what has and has not gone well over the year, together with one or more draft passages (with short, linking explanations, if more than one) which illustrate(s) your analysis.

A cover note which gives the thesis title and a brief overview and plan should also be included in the work you submit for review. If you provide more than one sample of writing, you must provide an explanation about the links between multiple passages.

Students are also advised to consult the [Faculty of Humanities Progress Criteria Framework](#).

Appendix 4 - Annual Review Requirements for Year Three Full-time Students (Year Six Part-time Students)

In the final year, the expectation is that students will continue to work through the remainder of the tasks that they have set themselves. In line with their supervisors' advice, they will also be assembling the thesis more explicitly, by reviewing the outcomes of their tasks and articulating the steps and sequence of their argument. By the end of the year, the expectation is that a maximum of 80,000 words will have been written and the thesis completed.

A cover note which gives the thesis title and a brief overview and plan should also be included in the work you submit for review. If you provide more than one sample of writing, you must provide an explanation about the links between multiple passages.

Reviewers will be expecting you to show the same kind of analysis as in the second year, but with greater maturity. The reviewers will be expecting you to demonstrate that you; have clearly identified a significant contribution to knowledge:

1. have robust plans for the submission pending period of their research, based on the expectation that the project will be completed and the thesis submitted on time, indicating any risks and how these will be mitigated
2. can apply the relevant research methods, techniques and theoretical approaches required to make an original contribution to knowledge or understanding
3. have undertaken all required training
4. have considered all ethical issues (including data management) where applicable and taken appropriate action.
5. have completed all research and have made significant progress towards writing up their research in an appropriate academic format for it to be critically assessed by peer reviewers and examiners

Your 5,000 word sample may take the same form as that for the second year.

In addition, it will be helpful if you can now provide a draft abstract of the thesis.

Students are also advised to consult the [Faculty of Humanities Progress Criteria Framework](#).

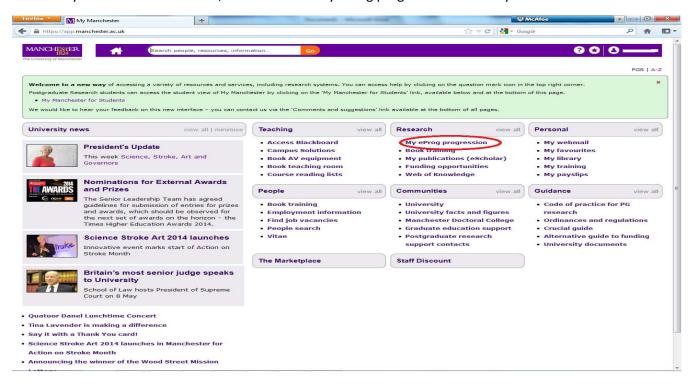# APPENDIX 5 - Completion and Submission of the Annual Review Form in eProg

How to access eProg

Access *eProg* via the student portal: https://www.portal.manchester.ac.uk/ go to the Teaching and research tab at the top select access eProg from the drop down menus or directly at www.manchester.ac.uk/eprog
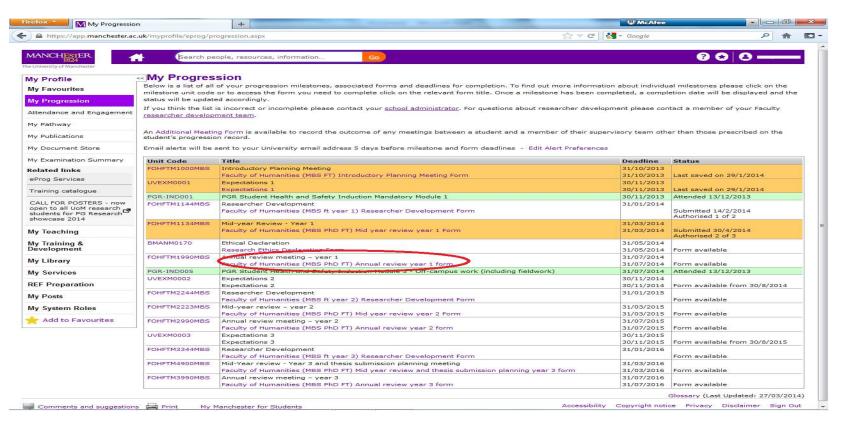
Type in your central account username and password

Accessing your annual review form

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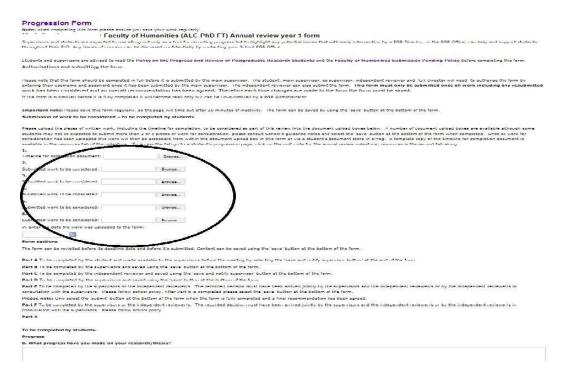
Or, by clicking on your name in the top right hand corner of eProg and then selecting 'My Progression' from the left hand menu:

To access the form click on the link above.

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

eProg Annual Review Form: Sections for completion - Student, Supervisor and Independent Reviewers

Part A To be completed by the **student** and made available to the supervisors **before the meeting** by selecting the 'save and notify supervisor button' at the end of the form. (This should be completed at least two weeks before the meeting).

Part B To be completed by the **supervisors** and saved using the 'save' button at the bottom of the form. This should be completed **before the meeting**.

Part C To be completed by the **independent reviewer(s)** and saved using the 'save and notify supervisor' button at the bottom of the form.

Part D To be completed by the **supervisors** and saved using the 'save' button at the bottom of the form.

Part E To be completed by the **supervisors and/or the independent reviewer/s**. The recorded decision must have been arrived at by the independent reviewer/s in consultation with the supervisors. After Part E is completed please select the 'save' button at the bottom of the form.

Please note: Only select the 'submit' button at the bottom of the form when the form is fully completed and a final recommendation has been agreed.
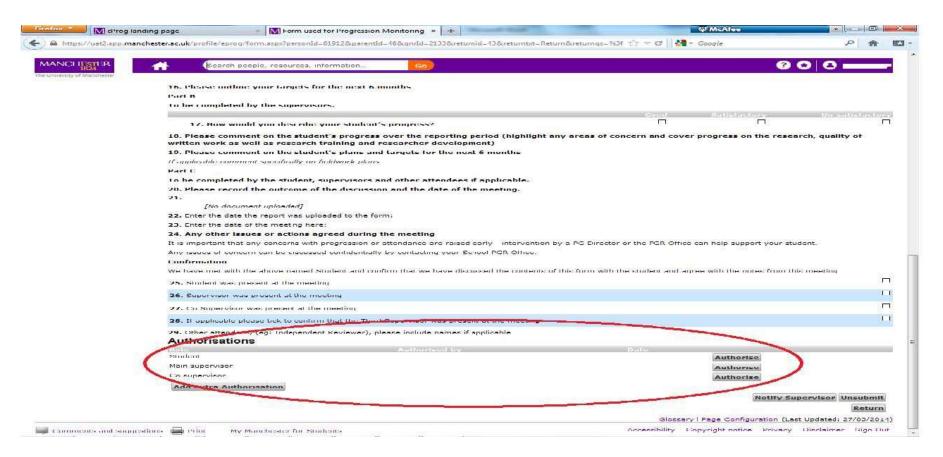
Part F (Resubmissions) To be completed by the **independent reviewer/s**. The recorded decision must have been arrived at by the independent reviewer/s in consultation with the supervisors. Please follow school policy.

Submission of the Annual Review 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:

- Student
- Main supervisor
- Co supervisor

eProg support

If you have any questions about eProg, please email HUMS.doctoralacademy.support@manchester.ac.uk in the first instance.