

## **Annual Review Panel Guidance Notes**

### **1. Introduction**

These Guidance Notes are issued by the Graduate School Office and are intended to assist research degree students, supervisors and independent assessors in the conduct of Annual Review Panels. They are based on the Research Degree Regulations and Procedures of De Montfort University.

### **2. Regulation Surrounding the Annual Review Panel**

#### Regulation 12.1:

Progress is subject to annual review by a panel of at least three research active and relevant academics, including representation of the supervisory team and at least one member who is independent of the supervisory team. Feedback shall be part of this process. If a student is transferring or requires an extension at the time that annual review is due then this shall form part of the discussion.

The annual review shall also include consideration of:

- a) the student's progress with the Researcher Development Programme, as informed by the initial Training Needs Analysis (see regulation 4.1);
- b) any necessary change in the Training Needs Analysis consequent on the progress of the project;
- c) where applicable, a review of the student's Personal Development Plan.

All enrolled and/or registered students, excluding MA/MSc by Research, shall undertake the Annual Review Process. This excludes students whose enrolment/registration is interrupted.

### **3. Purpose and Timing of the Panel**

#### **3.1 The purposes of an annual review panel:**

- a) to explore the progress of the student since initial enrolment or last panel meeting;
- b) to ensure that the student is on track to complete the award for which he/she is registered within the agreed time-scale (which should be within the remaining period of registration);
- c) to monitor training requirements and schedule set out in the Training Needs Analysis. Where applicable, to review the student's Personal Development Plan;