



## SCHOOL OF BUSINESS AND MANAGEMENT:

### Semi-Annual Review Information:

#### Timeline:

It is expected that all full-time students in the School of Business and Management will undertake a semi-annual review (SAR) each six months, rather than the usual 12 months. These reviews typically take place in bulk each May/June and November/December.

If you are not able to have a semi-annual review for some reason (such as being outside the UK on a field trip) you should raise this with your supervisor and ensure that the Doctoral School is notified in good time.

It is important to note that part-time students are not expected to undertake semi-annual reviews, and are expected to undertake an annual review at least once every 12 months as usual.

#### Semi-Annual Review Procedure:

Planning for the SARs usually takes place 6 weeks prior to the SARs taking place, and you will be asked to indicate your availability to attend a review meeting. The reviews will be chaired either by the PhD Programme Director or the Deputy PhD Programme Director, and you will be invited to attend alongside your Supervisory Team. It is important to gauge their availability before providing your preferred review date to the Doctoral School.

In cases where the PhD Programme Director or the Deputy PhD Programme Director is a member of your supervisory team, an alternative independent chair for the meeting will need to be found.

Within a week of the meeting taking place – one of the members of the panel (typically your independent chair) should ensure the document is signed by all parties, and then submitted to the [Doctoral School](#) for processing.

#### Semi-Annual Review Documentation:

As part of the Semi-Annual Review Process, you are expected to submit a written report showing your progress to date. The exact structure and format of this report should be discussed with your supervisor. In addition to this, you will be required to submit the following documents **at least three working days prior** to your meeting taking place:

- [PGR Student Training Log](#)
- [Supervisory Meetings Log](#)
- Ethical Review Form (If Required)
- A copy of the Confirmation of Completion Receipt from the latest PRES Survey (if required).
- A copy or link to your Pure Profile.

Please be aware that the School of Business and Management uses its own version of a [Semi-Annual Review Form](#). This form should be used in place of the standard form by all PGR Management students. A copy of this form is also available on the [Annual Review](#) page of the Doctoral School microsite.

### **Semi-Annual Review Outcomes:**

After your meeting has taken place, there are three possible outcomes that the Semi-Annual Review Panel can choose from. These are:

- Satisfactory progress
- Adequate progress, except for minor concerns
- Unsatisfactory progress

If you receive an outcome of 'Unsatisfactory progress', you will be required to undertake a further review within a few months of the original meeting. The deadline for this referral meeting will be clearly stated on the Semi-Annual Review form and confirmed by the Doctoral School when the form is processed. In certain cases, the department/School may consider whether to issue a formal warning.