



# SCHOOL OF ENGINEERING, PHYSICAL AND MATHEMATICAL SCIENCES:

## Department of Electronic Engineering:

### Annual Review Information:

#### Timeline:

For students in the Department of Electronic Engineering, your first review meeting ought to take place around 9 months from initial registration, and no later than 12 months after initial registration. Annual Reviews will then continue each year you are registered on the programme.

You will be notified approximately 6 weeks before your deadline, informing you that you are due to undertake an annual review. It is expected that you will liaise with your supervisory team to arrange the meeting at a time that suits all involved.

Two weeks before your meeting is due to take place, you will need to send a copy of all the relevant documents to your supervisory panel, with the [Doctoral School](#) copied in.

Within a week of the meeting taking place – one of the members of the panel (typically your supervisor) should ensure the [annual review form](#) is signed by all parties, and then submitted with the supporting documents to the [Doctoral School](#) for processing.

#### Composition of the Panel:

In order to be considered properly constituted, the annual review panel should consist of your supervisor, advisor, and at least one other academic who is external to your supervisory team. This independent academic typically ought to be the PGR lead unless this is not possible for whatever reason.

The independent panel member is responsible for chairing the meeting, and for submitting the completed documentation to the Doctoral School after the meeting has concluded.

#### Annual Review Documentation:

For each Annual Review, you will be required to submit the following documents **at least two weeks prior** to your meeting taking place:

- Your working thesis title;
- A summary of your studies performed to date, including the stage of data collection/analysis and writing up. (It would normally be expected that at least one empirical study will be completed by the end of your first year)
- A concise and structured written report, typically including a literature review and empirical data\*
- An outline of your studies to be performed over the next 12 months

- An outline of your thesis/chapter plan
- Your timeline for completion (such as a Gantt Chart)
- The contents page of your Pure Webpage\*
- [PGR Student Training Log](#)
- [Supervisory Meetings Log](#)
- Ethical Review Form (If Required)

*\*First Annual Review Only. The Structure and contents of this written report should be decided in discussion with your supervisor.*

Please note that students in the Department of Electronic Engineering are not required to provide confirmation of the completion of the Postgraduate Research Experience Survey (PRES) as part of the requirements of an annual review.

### **Annual Review Outcomes:**

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

- Good progress
- Satisfactory progress, save for minor concerns in one or more areas
- 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 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.