



## SCHOOL OF HUMANITIES:

### Department of Languages, Literatures and Cultures:

#### Annual Review Information:

##### Timeline:

- Annual Reviews in the Department of Languages, Literatures and Cultures take place in June (for September Starters) or November (For January Starters).
- 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 document is signed by all parties, and then submitted to the [Doctoral School](#) for processing.

##### Composition of the Annual Review Panel:

In order to be considered properly constituted, your annual review panel must consist of **at least two** members of your supervisory team, **as well as** an independent member of staff from the Department/School.

##### Annual Review Documentation:

As part of the 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 however this typically includes a thesis abstract and a timetabled research plan for the coming year. In addition to this, you will be required to submit the following documents **at least two weeks prior** to your meeting taking place:

- [PGR Student Training Log](#)
- [Supervisory Meetings Log](#)
- A substantial piece of written work (usually a chapter)\*
- Ethical Review Form (If Required)
- A copy of the Confirmation of Completion Receipt from the latest PRES Survey.

\*Part-Time students, or those who have recently interrupted their studies should liaise with their supervisors to determine how much written work they need to submit to be considered 'substantial'.

### **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.

### **Pre-Submission Interviews:**

All students in the School of Humanities will be invited to complete a Pre-Submission Interview with the Director of Postgraduate Education (or their nominee) six months prior to their final submission deadline.

It is important to note that, unlike other forms of progression reviews, the pre-submission interview is not mandatory but seeks to provide students the opportunity for a relaxed conversation with someone who is not their supervisor to discuss their thesis in general terms, along with their plans for submission and the wider exam process. Once complete, the [Pre-Submission Interview Form](#) should be completed and sent to the Director of Postgraduate Education for comments before being submitted to the [Doctoral School](#) for processing.