



## SCHOOL OF LIFE SCIENCE AND THE ENVIRONMENT:

### Department of Health Studies:

#### Annual Review Information:

##### Timeline:

- The first Annual Review for students in the Department of Health Studies takes place after 12 months.
- 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 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 one** member 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. 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](#)
- Ethical Review Form (If Required)
- A copy of the Confirmation of Completion Receipt from the latest PRES Survey.

##### 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.