



## SCHOOL OF PERFORMING AND DIGITAL ARTS:

### Department of Music:

#### Annual Review Information:

##### Timeline:

- Annual Reviews in the Department of Music take place in May.
- 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 one** 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, but the below is a rough guide to what is expected:

For their **first** annual review, PhD and MPhil Students (except those in Composition) ought to submit:

- A detailed progress report, including an account of literature read and written work produced (c. 500 words)
- An outline or abstract of the intended thesis, and
- A plan for its projected completion.

Composition students should submit:

- A detailed progress report (c.500 words)
- An outline of the projected portfolio
- A plan for its projected completion.

For their **second and subsequent** annual reviews, PhD and MPhil students (except those in Composition) should submit:

- A detailed progress report (c. 1000 words)

- A detailed plan of the proposed thesis including
  - a) A brief abstract containing an overall summary of the intended work
  - b) An account presented chapter-by-chapter, plus details of any appendices
- A timetable for completion.

Composition students should submit:

- A progress report (c.650 words) including details of performances of works
- A plan of the proposed portfolio of compositions (piece-by-piece, with timings; allow c.200 words per piece)
- A timetable for completion.

In addition to the written report, 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.

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

All students in the School of Performing and Digital Arts 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 provides students with 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 the Pre-Submission Interview has taken place, sections 1-3 of the [Pre-Submission Interview Form](#) should be completed and emailed to the Director of Postgraduate Education for comments before being submitted to the [Doctoral School](#) for processing.

