Annual review checklist – Computer Science

According to the Research Degree Regulations section 10 paragraph 1, you are expected to have an annual review every 12 months. Your deadline is always calculated as 12 months from your start date in Year 1 / 12 months from the anniversary of your start date for subsequent years. In your final year, you will be expected to have a pre-submission review with your Departmental PGR Lead within 6 months from your thesis submission deadline unless you submit your thesis before then.

You can find general guidance on the annual review process here.

This is what you can expect from the annual review process within your discipline.

Year 1 Annual Review

- **Documentation to submit before the annual review**
  - Annual review form – Parts 1-4 completed
  - Researcher Development Record (Research training log)
  - Supervisory meeting log
  - Copy of the completed ethical review (if applicable)
  - Proof of completion of SS1001: Academic Integrity on Moodle (https://moodle.royalholloway.ac.uk/)
  - Progress report – reach out to your supervisor / PGR Lead to confirm department-specific guidance to complete the report
  - Reach out to your supervisor / PGR Lead to confirm any department-specific documentation needed
- **Targets you are expected to have met since the beginning of your studies**
  - Reach out to your supervisor / PGR Lead to confirm any department-specific targets to be met
- **General discussion points**
  - Discuss your academic progress to date
  - Discuss your supervision log – e.g., regularity of meetings, mode (in person/online), format, etc.
  - Discuss your research training to date – e.g., have you met the targets, is there anything you'd like to do.
  - Discuss ethics and plagiarism training
  - Reach out to your supervisor / PGR Lead to confirm any department-specific discussion points expected for your Year 1 review
- **Targets to be met by your next review**
  - Discuss and agree what you are expected to complete by your next annual review.
  - Discuss preparations for upgrade.
  - If the outcome of the review is not satisfactory, you will discuss and agree targets to be met by the follow-up review.
  - Reach out to your supervisor / PGR Lead to confirm any department-specific targets you will be expected to meet by your Year 2 review

Year 2 Annual Review

- **Documentation to submit before the annual review**
  - Annual review form – Parts 1-4 completed
  - Researcher Development Record (Research training log) since your previous review
  - Supervisory meeting log since your previous annual review
  - Progress report – reach out to your supervisor / PGR Lead to confirm department-specific guidance to complete the report
  - Reach out to your supervisor / PGR Lead to confirm any department-specific documentation needed
- **Targets you are expected to have met since your last annual review**
  - Reach out to your supervisor / PGR Lead to confirm any department-specific targets to be met
- **General discussion points**
  - Discuss your academic progress to date
  - Discuss your supervision log – e.g., regularity of meetings, mode (in person/online), format, etc.
  - Discuss your research training to date – e.g., have you met the targets, is there anything you'd like to do.
  - Reach out to your supervisor / PGR Lead to confirm any department-specific discussion points expected for your Year 2 review
- **Targets to be met by your next review**
  - Discuss and agree what you are expected to complete by your next annual review.
  - Discuss preparations for upgrade (if this has not happened yet).
  - If the outcome of the review is not satisfactory, you will discuss and agree targets to be met by the follow-up review.
  - Reach out to your supervisor / PGR Lead to confirm any department-specific targets you will be expected to meet by your Year 3 review

Year 3 Annual Review

- **Documentation to submit before the annual review**
  - Annual review form – Parts 1-4 completed
  - Researcher Development Record (Research training log) since your previous review
  - Supervisory meeting log since your previous annual review
  - Progress report – reach out to your supervisor / PGR Lead to confirm department-specific guidance to complete the report
  - Reach out to your supervisor / PGR Lead to confirm any department-specific documentation needed
- **Targets you are expected to have met since your last annual review**
  - Reach out to your supervisor / PGR Lead to confirm any department-specific targets to be met
- **General discussion points**
  - Discuss your academic progress to date
  - Discuss your supervision log – e.g., regularity of meetings, mode (in person/online), format, etc.

    - Discuss your research training to date – e.g., have you met the targets, is there anything you'd like to do.
    - Reach out to your supervisor / PGR Lead to confirm any department-specific discussion points expected for your Year 3 review
- **Targets to be met by your next review**
    - Discuss and agree what you are expected to complete by your next annual review.
    - If the outcome of the review is not satisfactory, you will discuss and agree targets to be met by the follow-up review.
    - Reach out to your supervisor / PGR Lead to confirm any department-specific targets you will be expected to meet by your pre-submission interview

Pre-submission review

- **Documentation to submit before the pre-submission review**
    - Pre-submission review from
- **General discussion points**
    - How close are you to submission?
    - What's left to be completed?