

PGR Annual Progress Review Meetings: Background

Postgraduate Research Service, April 2018

Background

- Nearly all PGR students are required to attend an annual progress review (APR) meeting
- At UEA the submission of review reports and recording of meeting outcomes is automated and is conducted on **eVision**, the web 'front-end' to the University's student records system (SITS) and depends on UEA email accounts to send reminders
- For this reason students at the Norwich Bioscience Institutes do not use the **eVision** system and have their own online process
- External supervisors are not able to use **eVision** so will need to submit their contributions by email (MSWord versions of the forms can be provided) for PGR Service staff to input; they may also need to be provided with PDF copies of the main student/supervisor reports

New developments

Changes have been made to online annual progress review (APR) from 1st April 2018 onwards. These are mainly to accommodate the changes in doctoral training introduced in 2017:

- students have a new task to upload up to three training documents (Personal Development Plan, Training Needs Analysis and Supplementary Training document), if appropriate
- Changes to doctoral training are now incorporated into the student and primary supervisor APR report questions
- Because of these and other changes, new user guides have been written for all the various roles and can be found here:

<https://portal.uea.ac.uk/postgraduate-research/annual-progress-review>

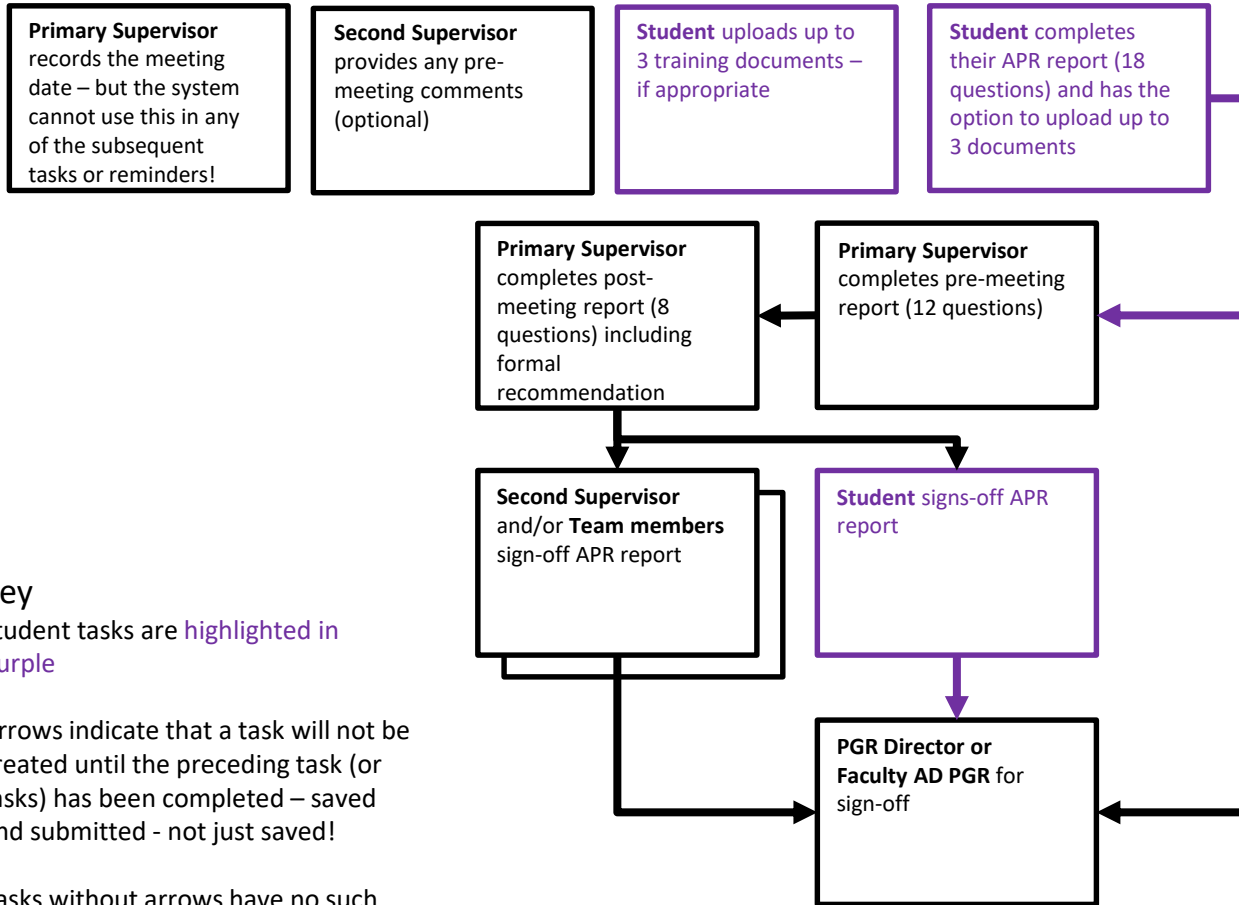
When does it happen?

- The timing of a student's Annual Progress Review (APR) depends on their original registration date and whether they have interrupted their studies and is determined by the student records system (SITS)
- A student's first review should take place about eight months after initial registration, then every twelve months thereafter (with adjustments for interruption)
- These are the system generated APR cycles:

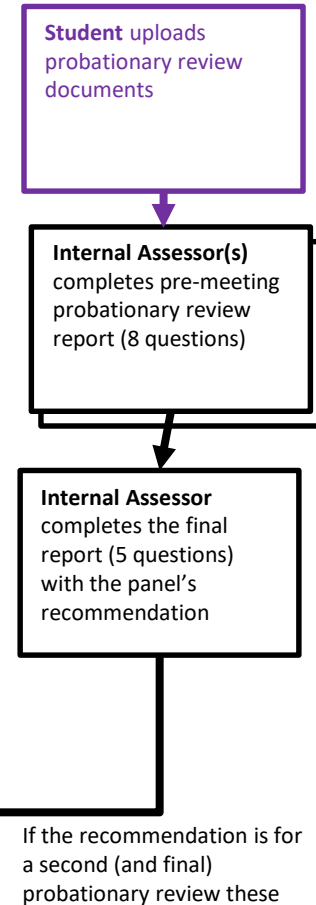
| Course start date | Online review tasks generated | Expected start of student report | Review meeting to take place in |
|--------------------------|--------------------------------------|---|--|
| 01 October | 01 April | 17 or 18 April | May |
| 01 January | 01 July | 17 or 18 July | August |
| 01 April | 01 October | 17 or 18 October | November |
| 01 July | 01 January | 17 or 18 January | February |

PGR Online Annual Progress and Probationary Review

Annual Progress Review Tasks



Probationary Review Tasks



Key
 Student tasks are highlighted in purple

Arrows indicate that a task will not be created until the preceding task (or tasks) has been completed – saved and submitted - not just saved!

Tasks without arrows have no such dependencies

If the recommendation is for a second (and final) probationary review these tasks will be repeated.

PGR Service contacts

If you encounter any problems with any aspect of the system or notice any errors – for example, a change in the supervisory team has not been recorded – please contact the PGR Service team supporting your research programme as follows:

| PGR Service Team | Email | Telephone |
|--|--|------------------|
| HUM - Arts & Humanities | humgrad.school@uea.ac.uk | 01603 59 2546 |
| MAP - MED and Professional Doctorates (ClinPsyD, EdD, MD) | map.pgroffice@uea.ac.uk | 01603 59 1258 |
| SCI - Science | scigrad.school@uea.ac.uk | 01603 59 1705 |
| SSH - Social Science schools and HSC | ssh.pgroffice@uea.ac.uk | 01603 59 3923 |
| NBI Graduate School Office | graduates.nrp@nbi.ac.uk | 01603 450769 |