

Changes to online annual progress review from 01 April 2018

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.

Doctoral Training

For students (not those based at the Norwich Bioscience Institutes)

You will receive an email alerting you to a new task, to be completed before your APR, which allows you to upload up to three training documents, depending on whether you are undertaking a probationary review and are following a Training Pathway or gaining PPD credits. The documents for upload – if appropriate to your circumstances - are:

- Personal Development Plan
- Training Needs Analysis
- Supplementary Training document

Uploading the documents makes them available for your supervisory team, training coordinators and yourself, for future reference.

If you have nothing to upload, please just save and complete the task to stop system reminders. An additional question has been added to the APR student report to determine how you intend to comply with the University's requirements for doctoral training: either the PPD credit or Doctoral Training Pathway. If you are exempt (e.g. a student on the Doctorate in Clinical Psychology programme) then you should select this option. Depending on the option you choose, you then answer an additional question on your PPD training, your Training Pathway, or the reason for exemption, as appropriate.

[Guidance on Doctoral Training](#) and [step-by-step guides to the APR](#) are online.

For supervisors

The primary supervisor's sign-off task now includes questions on the Training Pathway, including a formal recommendation on the progress made towards meeting the requirements of the Training Pathway being followed. For students gaining PPD credits, the questions have not changed.

[Guidance on Doctoral Training](#) and [step-by-step guides to the APR](#) are online.

Other changes to the primary supervisor APR task

To make the difference between the pre-meeting and post-meeting parts of the primary supervisor's report more obvious and to remove the temptation to submit and close it too early - without the formal recommendation - this task has been split into two. The first part – *Answer Primary Supervisor Questions* – is generated once the student has completed their online report and is to be completed before the APR meeting. Once this has been saved and submitted, the second part – *Primary Supervisor Signs Off* - is generated for completion after the meeting. In this the supervisory team's formal recommendation is recorded. In addition, there is a new section for recording the student's progress in training as noted above.

SITS/eVision is not especially sophisticated and the online tasks and email reminders still do not refer to the actual date of the meeting, instead they use a set of notional dates. This means that even if the task is open because the APR meeting is yet to happen – rather than being overdue – it will show in the weekly email of outstanding tasks. Sorry, but there is no technical solution to this at present.

Detailed [step-by-step guidance to the online annual progress and probationary review process can be found online](#). If you have any questions or encounter any difficulties, please [contact your PGR Service team](#).