College of Social Sciences

ANNUAL PROGRESS OVERVIEW GUIDE

ANNUAL PROGRESS – POSTGRADUATE RESEARCH HANDBOOK
The Postgraduate Research Handbook provides information regarding **Annual Progress**

ONLINE ANNUAL PROGRESS INFORMATION AND SUPPLEMENTARY FORMS
Information is available under **Annual Progress Review** including Annual Progress Review Guidelines.

APR SYSTEM TRAINING GUIDES
Guides and training videos available online and below:

TRAINING MATERIALS	TRAINING VIDEOS
APR Training Guide - Administrators	**APR Training Video – Administrators**
APR Training Guide - Students	**APR System Admin Features**
APR Training Guide - Supervisors	**APR Training Video - Students**
APR Training Guide - Convenors	**APR Training Video - Supervisors**
	APR Training Video - Convenors

PGR ANNUAL PROGRESS OVERVIEW
Students will receive an email notification, with a link to follow to login, when the APR is available to complete.

Annual Progress Review forms can also be accessed by Students via a link on MyCampus and by Academics via a link on the Staff homepage. Each School will invite students to complete their APRs according to their own timetable.

Access to the APR online system will be available from March and APR reviews and outcomes should be completed by the end of May.

PGRs in their first year who commence in January or later will attend a progress review during July/August in the first year of study only. Reviews to be completed by the end of August.

Thesis Pending students do not require a full review via the online system. Thesis Pending Review forms will be provided to Schools for completion via OneDrive.

ANNUAL PROGRESS REVIEW OUTCOMES

APR online system outcome options

PGR Annual Review Outcome ◇	Description ◇
A	Student Progress Approved.
B	Student Progress Approved with continued FT/PT registration.
C	Student Progress Approved - Thesis Pending.
D	Student Progress Approved - submit as planned.
E	Student Progress Approved subject to addressing minor issues.
F	Student progress only if substantial issues are addressed and/or further review.

OUTCOME A Student Progress Approved

Students will automatically be alerted via MyCampus to register for the new session. Their current status and end date will remain the same.

OUTCOME B Student Progress Approved with continued FT/PT registration

Student is in the final year of full/part time study and should continue current status. A **Completion Plan** must be uploaded. Students will automatically be alerted via MyCampus to register for the new session. Their current full time or part time status will continue with supervision for a further 12 months (instead of Thesis Pending) and **Postgraduate Research Tuition Fees** will apply for the duration. **TO NOTE**: this outcome is usually selected for those on four year funded plans or for students where further research work is required.

OUTCOME C Student Progress Approved – Thesis Pending

Student is in the final year of full/part time study and should register as Thesis Pending. A **Completion Plan** must be uploaded. Students will automatically be alerted via MyCampus to register for the new session. Their status will change to Thesis Pending, with limited support from the supervisory team and no tuition fees, and their end date will extend for 12 months.

OUTCOME D Student Progress Approved – submit as planned

We recommend that the student be permitted to register for the coming session unconditionally and is on course to submit as planned. Students will automatically be alerted via MyCampus to register for the new session. Their current status and end date will remain the same and they will be expected to submit by the *End of Study* (submission date) as noted in Section A: Review Details*.*

OUTCOME E Student Progress Approved subject to addressing minor issues

We recommend that the student be permitted to register for the coming session subject to minor issues. Please provide condition(s) to be met and deadline in the APR Review Panel comments section. Please note students will not be progressed or permitted to register for the next session until the School confirm they have met their conditions. Schools should email the **Graduate School** to confirm progress. Additionally, if a further interim review is arranged, an **Additional Annual Review Form** should be completed and returned to the **Graduate School**. MyCampus will be updated and student will be alerted via MyCampus to register for the new session. **TO NOTE:** students in their final year of full time or part time study, must provide a **Completion Plan** with confirmation of their status (full time, part time or thesis pending) for the next 12 months.

OUTCOME F Student Progress only if substantial issues are addressed and/or further review.

We do not recommend that the student be permitted to register until substantial action is taken. Please provide condition(s) to be met, deadline and date of further review in the APR Review Panel comments section. Please note students will not be progressed or permitted to register for the next session until the School confirm they have met their conditions. A further interim review should be arranged and **Additional Annual Review Form** completed and returned to the **Graduate School** to confirm the outcome. MyCampus will be updated and student will be alerted via MyCampus to register for the new session. **TO NOTE:** students are in their final year of full time or part time study should provide a **Completion Plan** with confirmation of their status (full time, part time or thesis pending) for the next 12 months.

CURRENT THESIS PENDING STUDENTS

Thesis Pending Review Forms

Pre-populated Thesis Pending Review forms are shared with Schools via OneDrive. Schools arrange distribution of forms to student and supervisors for completion. Forms to be completed and available on OneDrive by the beginning of June for processing by the Graduate School. For those on Leave of Absence (Suspension) a form should be completed on the students return.

Following MyCampus updates by the Graduate School, students will automatically be alerted via MyCampus to register for the new session. They should complete registration even if they have submitted their thesis to ensure they retain access to University facilities including email during their final stages.

FULL/PART TIME STUDENTS WHO HAVE SUBMITTED

Current full/part time students who have submitted their thesis do not require an APR.

FIRST YEAR PGRs

PGRs in year one should ensure **Mandatory Courses for PGRs** are completed ahead of the APR and Data Management Plans are in place in their first year, details available via **forms and supplementary information**.

NOTES & FAQs

Access to online APRs

- Administrators have continuous full access to their School via the PGR Annual Review online system dashboard.
- Current active students have access to all their submissions/forms via MyCampus Student Centre under Academics – PG Annual Review
- Students on Leave of Absence (Suspension) will have access to the APR system upon their return.
- Supervisors have access to their students forms once Section B: Student Assessment has been completed via MyCampus Advisor Centre. Completed forms remain available to supervisors until the end of the year.
- Convenors have access to forms once Section B: Student Assessment and Section C: Supervisor Assessment have been completed via MyCampus – PGR Annual Review tile.
- If a Supervisor or Convenor does not have access to the APR System via MyCampus – raise a call via **UofG Helpdesk** to MyCampus Access and Permissions.

System

- Please see **Online APR** for an example of the form on the system.
- Students can manually update their thesis title in Section B: Student Assessment. Thereafter please contact your School PGR Administrators to make any amendments.
- Any changes to supervisors should be sent to your School PGR Administrators to update MyCampus.