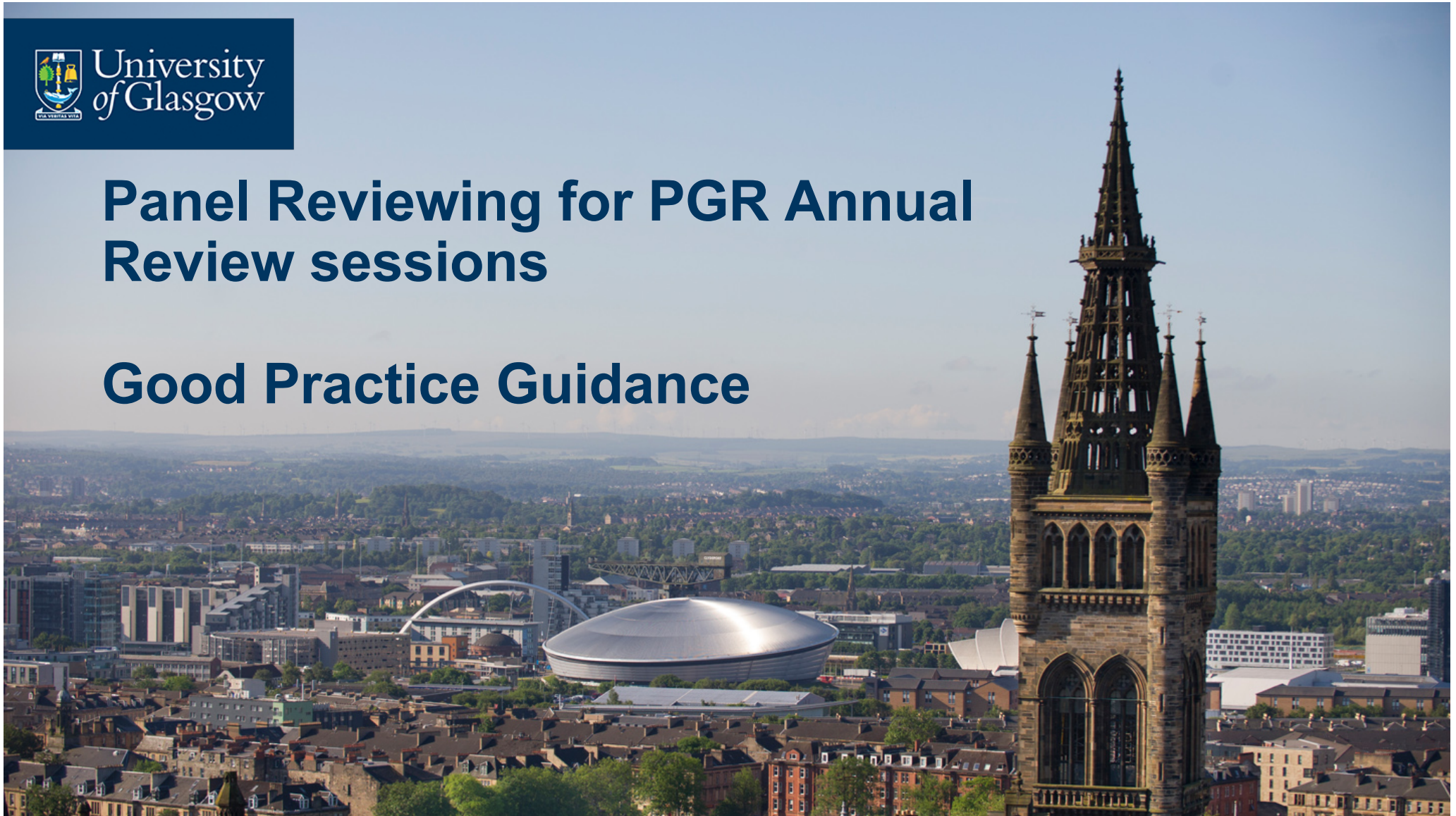




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# Panel Reviewing for PGR Annual Review sessions

## Good Practice Guidance



## **Outline**

- **Purpose of the APR**
- **APR components**
- **Graduate school guidelines on the Formal Assessment Interview**
- **Assessor Membership and Remit**
- **Role of the Panel Assessor**
- **Good practice tips**
- **Possible areas for improvement for APRs**
- **APR consultation with reviewers**

# Purpose of the APR

## PURPOSE

The main purpose of the APR is to assess the student's progress in relation to their stage of study.

- It's an **essential requirement** for every research student.
- Provides an opportunity to discuss all aspects of training needs, milestones, work, achievements and any other issues.
- Allows students to get feedback on their research, personal development and performance.

The supervisory input around the APR is an important component of the APR process.

- **APR components**

Students initiate arrangements for annual reviews. To find out about your School's arrangements, contact your Postgraduate Convener. Even if a student starts after January, they must have an annual review. The process includes:

- **A 3,000 word (approx) report in the style of a journal.**
- **Data Management Plan (DMP)**
- **Presentation** (All students must deliver a presentation, either oral or poster, by the end of their first year.)
- **Formal Assessment Interview**

## Formal Assessment Interview *aka* 'Panel review'

### Assessor Panel are required to:

- Be available for students when they need to meet and discuss their annual review.
- [Formal Assessment Interview](#) is carried out by two assessors who are not involved in the supervision of the student.
- At this point, remedial action is agreed upon if required.
- The panel must upload a formal note of the meeting and action points within one week of the interview.
- Complete the panel review section in the PGR system and upload any docs (less than 20mb).

## **Guidelines on the Formal Assessment Interview**

### **Purpose**

The main purpose of the annual review process is to assess the student's progress in relation to their stage of study. The assessment interview is an important part of this process.

## Guidelines on the Formal Assessment Interview

### More specifically the assessment interview will:

- Provide an opportunity for the research student and assessors to discuss all aspects of work and achievements for the session in relation to,
  - Research progress
  - Laboratory skills
  - Written expression of ideas
  - Presentation and verbal skills
  - Development activities
  - Capacity for original ideas
  - Ability to organise own time and tasks
  - Understanding of relevant literature
  - Development of research plan/thesis structure

## **Guidelines on the Formal Assessment Interview (cont)**

Provide an opportunity for the student and assessors to discuss any issues about their research experience

Provide feedback to the research student on their research, personal development and performance



## **Assessor Membership and Remit**

The student will have an interview with two people. This can be an academic or senior postdoc. These meetings should not normally involve the supervisors.

The aim of the interview is to discuss the student's work in a panel situation and provide feedback on progress. *The assessment interview is tied into the annual progress report and talk.* This interview provides a formal outlet for an important aspect of training and can be used as an alternative to the normal assessor/advisor meeting or indeed as a mock viva.

## Role of the Assessor

The reviewer/assessor, where possible, will be familiar with the area of research.

The reviewer/assessor encourages both student and supervisor to adopt best practices. They assist with solving problems that arise. This can include any problems that may arise between the student and the supervisor.

The role is mainly pastoral and includes the following: Maintaining regular, informal contact with the student during the course of the research. There will be an informal discussion about progress at least once per semester.

Maintaining regular contact with the supervisor during the course of the research project.  
Ensuring awareness of difficulties that might arise.

Encouraging the student to raise problems with the Graduate School or Postgraduate Convener.  
Providing an alternative conduit for information between the student and supervisor. The aim is to solve problems at an early stage.

Discussing the content of the student's annual progress report.

Adding a paragraph to the annual report on the quality and progress of the research & training.

# Guidance is general across MVLS

Please note this is a general guide. It may differ slightly from school to school. Read pages 20 and 21 of PGR Code of Practice or view the **PGR Annual Review Hub**.

## Students are required to:

- Contact their supervisory team/panel reviewers and arrange their annual review during May - July.
- Write a 3000 word journal style report, appropriate to their research.
- Prepare a data management plan for their research projects
- Deliver a presentation, either oral or poster, by the end of their first year with their supervisor. Panel.
- Submit a scientific report, with a note of progress over the year.
- Students should check with their local Postgraduate Convener for any extra requirements.
- Arrange a Formal Assessment Interview with the two Panel Assessors
- When: all to be completed by end of July

# Linking panel assessors recommendations with convener traffic light system

## 3. We recommend that the student

- be permitted to register for the coming session (no further action required)
  - be permitted to register for the coming session subject to the following conditions (minor action required - please provide details below)
  - NOT be permitted to register unless the following substantial action is taken (please provide details below)
  - be excluded from further study (please provide details below)
- 

## 4. Provide Details

# Linking panel assessors recommendations with convener traffic light system

## PGR Traffic Light System



- I recommend that the student be permitted to register for the coming session
- I recommend that the student be permitted register for the coming session subject to the following conditions (minor action required, please provide details below)
- I DO NOT recommend that the student be permitted to register unless the following substantial action is taken (please provide details below)
- Student is due to submit their thesis and only requires to register to complete their degree
- Student has completed, no requirement for progression
- Student should be excluded from further study (please provide details below) or has withdrawn



## **Good Practice tips**

- Completed report uploaded following APR documenting clearly any issues arising and concerns raised by panel reviewers
- Use of recommendations and flagging any concerns to the PGR Conveners
- Adding additional 'interim' reviews to review actions mentioned in minor/substantial recommendations

## Possible areas for improvement in APRs

- Clarity & consistency on what the 'Formal assessment interview' should involve
- Identifying '*best practices*'
- Reporting of the outcome of the interview including documenting any concerns with progress
- Greater use of the recommendations options (linked to PGR conveners traffic light recommendation)
- 'Independence' of panel reviewers





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Thank you.

