**Partner Institution**

**Annual Review of Courses: Postgraduate Research (PGR)**

**Reflecting on the Academic Year 2016**/**17**

*This report should be approved by the relevant senior manager with responsibility for PGR provision at the Partner Institution before being submitted to Laura Ruddick, Senior Postgraduate Research Education Manager (email:* pgresearch@essex.ac.uk) *by* ***noon on Wednesday 31 January 2018****.*

**Purpose:**

* To review and evaluate the course to inform quality assurance and enhancement
* To develop action plans that ensure the enhancement of the programmes under review
* To ensure excellence in the quality of education
* To identify and share good practice

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| **Partner Institution:** |  |
|  |  |
| **Name of Department solely or principally responsible for courses under review:** |  |
| **Date report discussed by Partner Institution:** |  |

A response should be provided covering the following research degrees:

PhD, MPhil, Integrated PhD and Masters by Dissertation.

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| **Courses to which this report applies** *(Please add or delete rows as necessary)*  *Please list all PGR courses offered by the department (separating PhD, MPhil, M by D where offered as stand-alone courses), by course title. Please include those without any students currently registered.* | | **Number of students on the course (all years of study) in the year under review** |
| **Course ID** | **Course Title** |
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| **Total number of students:** | |  |

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| **Report Author(s)** |  |
| **Which Partner Committees have considered this report?** |  |

**Head of Higher Education at the Partner Institution**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(I confirm that the information provided in this report is a correct record)

***SUBMISSION DEADLINE: By noon on Wednesday 31 January 2018****.*

**Section One**

**Update on Action Plan from last year’s Annual Review of Courses: Postgraduate Research**

*(Please add rows as necessary)*

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| **Please state the action taken as an outcome of last year’s Annual Review of Courses**  Please ensure that updates are provided for all objectives identified in last year’s Annual Review of Courses as well as objectives that are still outstanding from the Annual Review of Courses from previous years. Please indicate where objectives are being carried forward, and ensure these are included in Section 5. | | | | | | |
| **Objectives carried forward from previous years** | **Action** | **Means of measuring impact and achievement of objective** | **Responsibility** | **Timescale** | **Progress to date** | **Action carried forward (Y/N)** |
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| **Objective** | **Action** | **Means of measuring impact and achievement of objective** | **Responsibility** | **Timescale** | **Progress to date** | **Action carried forward (Y/N)** |
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**Section Two**

**Please complete the following table and comment on the data for your Department/School/Centre.**

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| --- | --- | --- | --- |
|  |  | **Data for 2016/17** | **Please comment on data where necessary, including any action required, action taken, targets set** |
| 1. | Admissions | | |
| a | Admissions (target)   1. Home & EU 2. Overseas |  |  |
| b | Admissions (actual)   1. Home & EU 2. Overseas |  |  |
| 2. | Confirmation | | |
| a. | Of those due to be confirmed, how many were confirmed at the first opportunity? |  |  |
| b. | Of those due to be confirmed, how many had their decision deferred? |  |  |
| 3. | Submissions | | |
| a. | Of the number of students who submitted their thesis for examination this year, how many submitted **within** 4 years? |  |  |
| b. | Of the number of students who submitted their thesis for examination this year, how many submitted **beyond** 4 years? |  |  |
| 4. | Completions |  |  |
| a. | Of the number of students who completed this year (i.e. had their award conferred), how many completed **within** 5 years? |  |  |
| b. | Of the number of students who completed this year (i.e. had their award conferred), how many completed **beyond** 5 years? |  |  |
| 5. | Non-completions | | |
| a. | Number of those awarded an MPhil as a lesser award than registered for |  |  |
| b. | Number of students who submitted and left with no award (fail) |  |  |
| 6. | Withdrawals | | |
| a. | Total number of withdrawals during the year |  |  |
| b. | Number of students who were required to withdraw due to academic reasons this year |  |  |
| c. | Number of students who withdrew and were in their first year of study this year |  |  |
| 7. | Intermissions | | |
| a. | Total number of students who entered into a period of intermission during the year |  |  |
| b. | Total number of students who were on a period of intermission for the entire academic year |  |  |
| c. | Total number of students who were on a period of intermission at the beginning of the year, but returned to their studies during the year |  |  |
| d. | Total number of students who were on a period of intermission and subsequently withdrew from the University |  |  |
| 8. | Appeals | | |
| a. | Number of appeals upheld |  |  |
| b. | Number of appeals dismissed |  |  |
| 9. | Complaints | | |
| a. | Number of complaints upheld |  |  |
| b. | Number of complaints dismissed |  |  |
| 10. | Employability | | |
| a. | Number of students employed as Graduate Teaching Staff (GTAs and Graduate Laboratory Assistants) |  |  |
| b. | Number of students who completed Cadenza |  |  |
| c. | Number of students taking up study abroad opportunities |  |  |
| 11. | Supervisors | | |
| a. | Number of active supervisors in department (either as main or joint) |  |  |
| b. | Number of professional practice supervisors |  |  |
| c. | Supervisor workload allocation (hours) |  |  |
| 12. | Proficio | | |
| a. | Number of Proficio courses attended by students |  |  |

**Section Three**

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| **Following the review within your department and drawing on your comments in Section Two, please comment on the following (***using as evidence the most recent PRES, SSLC, progression, retention, completion and achievement data, any feedback from individual External Examiners, feedback from sponsors and external funding bodies and any other departmental monitoring systems in place***).**  **In addition, if this is the first report following a *Periodic Review* or *Course Validation*, please complete the relevant sections below.** In subsequent years, updates should be provided in answer to the first two questions of this section of the report and in the action plan in section seven. |
|  |
| **What has been successful this year, including areas of good practice that could be shared?** |
|  |
| **What issues have arisen this year, and what will require monitoring in the forthcoming year?** |
|  |
| **How have you implemented the standard milestone documents for research students and in what ways havethe documents been used?** |
|  |
| **Please highlight how student feedback on the course (s) and modules has been considered and acted upon** |
|  |
| **If this is the first report following a *course validation* please include a summary of the response to conditions and recommendations** |
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| **If this is the first report following a *periodic review* this section must include a response to each Periodic Review recommendation and a summary of the responses to conditions.** |
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**Section Four**

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|  | **Please confirm the following:** |  |  |
|  | **Student involvement with quality assurance and enhancement** | | |
| 1 | Students are consulted in the Annual Review of Courses for postgraduate research provision process. | | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** | |
| 2 | Action Plans from the Annual Review of Courses for postgraduate research provision are regularly reviewed and fed back to students. | | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** | |
| 3 | The department disseminates issues and actions arising from institutional student surveys. | | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** | |
| 4 | Actions identified in the SSLC minutes are followed up and outcomes reported to subsequent meetings. | | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** | |
| 5 | Other forums or methods are used to obtain PGR student feedback. | | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** | |
|  | **Learning, Teaching and Supervision** | | |
| 6 | All supervisors have received adequate training. | | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** | |
| 7 | All new supervisors have been allocated mentors.[[1]](#footnote-1) | | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** | |
| 8 | A record is kept of all supervisory meetings. | | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** | |
| 9 | The allocation of supervision hours is met. | | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** | |

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| 10 | The department monitors student engagement and progress. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 11 | All supervisors are provided with a URL for the Code of Practice for Research Degrees. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 12 | The department supports students whilst they are gathering data/ attending training abroad. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
|  | **Student Performance and Progression** | |
| 13 | All students (except those prevented by illness or other good reasons) have two Supervisory Panels and RSPBs each year (one for part-time, including part-time Distance Learning students) and a record is kept of the meetings. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 14 | The department publishes, reviews and updates clear milestones for confirmation to staff and students. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 15 | The department publishes, reviews and updates clear milestones for progression to the next stage of study and for completion to staff and students. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 16 | Two Research Student Progress Board (RSPBs) are held per year. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 17 | RSPB members are provided with adequate training. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 18 | Systems are in place to ensure all eligible students have had Supervisory Panels and that the RSPBs have reviewed Panel outcomes. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
|  | **Training, Skills and Employability** | |
| 19 | Students and supervisors identify, discuss and update student training needs (Training Needs Analysis) at Supervisory Panels and RSPBs. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 20 | Having analysed students’ training needs, there are sufficient and relevant courses offered internally, available through Proficio or external providers. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 21 | There are sufficient Proficio funds and departmental funds to cover the costs of students’ training. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
|  | **External Examiners, Sponsors, Employers and Other funding bodies** | |
| 22 | Issues raised by viva external examiners are discussed and acted upon. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 23 | Issues raised by sponsors, employers and other funding bodies are discussed and acted upon. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 24 | Action taken is reported to sponsors, employers and other funding bodies. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
|  | **Research resources and intellectual climate** | |
| 25 | The department provides dedicated workspace and social space specifically for PGR students. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 26 | The department provides funding for PGR students to attend conferences. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 27 | The department provides funding for PGR led activities. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 28 | The department provides opportunities for PGR students to join departmental and other research groups. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 29 | Students have the opportunity to interact with staff other than their supervisor, including research active staff and researchers working at the highest level in the student’s chosen field. Students have involvement in knowledge exchange with people and organisations using research outcomes in their work. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 30 | The department encourages a sense of community amongst the PGR cohort and wider research community and encourages the development of peer support networks. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 31 | The department ensures that students have access to welfare and support facilities that recognise the distinctive nature of research degree study. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
|  | **Communication** | |
| 32 | The department disseminates information and implements changes to policies, procedures and guidance relating to PGR provision following decisions of University committees of Senate. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |
| 33 | Students are informed of where to obtain regulations. | |
|  | **Process** | **Evidence**  **e.g. please provide dates of meetings and minutes, website links** |

**Section Five**

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|  | **Please confirm the following:** | **Yes/No** | **Process** | **Evidence**  **e.g. dates of meetings and minutes, website links** |
|  | **Training, Skills and Employability** | | | |
| 1 | Does the department offer advanced-level/level 8 (post-Masters) training (through Proficio or otherwise)? |  |  |  |
| 2 | Does the department offer internships and work experience opportunities? |  |  |  |
|  | **Learning, Teaching and Supervision** | | | |
| 3 | What materials are students required to submit in advance of supervisory board meetings? |  |  |  |
| 4 | Have all supervisors received adequate support (e.g. mentors are allocated)? |  |  |  |

**Section Six**

**Action plan**

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| **Please outline the actions for the 2016/17 academic year**  When agreeing on objectives and actions, please keep in mind that there needs to be an effective means of measuring the impact of actions and whether the objective has been achieved. | | | | | |
| **Objectives carried forward from previous years** | **Action** | **Means of measuring impact and achievement of objective** | **Responsibility** | **Timescale** | **Progress to date** |
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| **New Objective** | **Action** | **Means of measuring impact and achievement of objective** | **Responsibility** | **Timescale** | **Progress to date** |
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1. ‘A new supervisor’ is defined as ‘a supervisor who has not supervised a student through to completion’. [↑](#footnote-ref-1)