Annual Review of Courses: Postgraduate Research
Reflecting on the Academic Year 2021/2022

This report should be completed by the Graduate Director (or equivalent academic staff responsible for PGR provision) supported by the Graduate Administrator, and signed by the Head of Department. Please send a copy of the report to Andrew McCarthy, Postgraduate Research Education Manager (email: pgresearch@essex.ac.uk) by **noon on Wednesday 1 February 2023**

Purpose:
- To review and evaluate the PGR provision within each department
- To inform quality assurance and enhancement
- To consider PGR student feedback
- 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

Reporting Route
- Departmental ARC's will be reviewed by Faculty Deans (PG) ahead of submission to Faculty Education Committee, with a verbal report given by the Graduate Directors and Faculty Deans at the Committee
- Faculty based reports will be submitted to AQSC by the Faculty Deans (PG) and PGRE Manager, along with a PGR Action plan.
- AQSC reports an overview to Education Committee and Senate

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

A response should be provided covering the following research degrees:
PhD, PhP, MPhil, Professional Doctorate, Doctoral Programme, Integrated PhD and Masters by Dissertation.

Courses to which this report applies *(The following list has been prepopulated and should include all PGR courses. Please view this list and amend as appropriate)*		**Number of students on the course (all years of study) in the year under review**
QUAL	**Course Title**	
Total number of students:		

Report Author(s)	
Which Departmental Committees have considered this report?	

Head of Department Signature_____

(I confirm that the information provided in this report is a correct record)
SUBMISSION DEADLINE: By noon on Wednesday 1 February 2023

Section One

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

Please state the action taken as an outcome of last year's Annual Review of Courses (if a PGR Periodic Review has taken place in the past 12 months, please also include any objectives and actions in this section)
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)

Objective from last year	Action	Means of measuring impact and achievement of objective	Responsibility	Timescale	Progress to date	Action carried forward (Y/N)

Section Two

Please complete the following table and comment on the data provided for your department.

		Data for 2021/22	Please comment on data where necessary, including any action required, action taken, targets set
1.	**Admissions**		

a.	Admissions (target)
	  i. Home
	  ii. EU
	  iii. Overseas		

b.	Admissions (actual)
	  i. Home
	  ii. EU
	  iii. Overseas		

c.	Percentage of Offers / applications		
d.	Offers accepted / declined		
2.	**Confirmation**		
a.	Of those due to be confirmed, how many were not confirmed at the first opportunity?		
3.	**KPI's**		
a.	KPI-7a Completion Rate		
b.	KPI-7b Doctoral Awards per Staff		
4.	**Lesser awards/Failure**		

a.	Number of PhD candidates awarded a lesser award:
	  i. MPhil
	  ii. MAD/MSD		

b.	Number of students who submitted and left with no award (fail)		

5.	**Withdrawals**		
a.	Total number of withdrawals during the year		
b.	Number of students who were required to withdraw for academic reasons (discontinued)		
c.	Number of students who withdrew voluntarily		
d.	Number of first years who withdrew from their studies		
6.	**Extensions**		
a.	Number of Max extensions (PN58/PN59) approved		
7.	**Intermission**		
a.	Total number of students who entered intermission during the year		
b.	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 stage 2 complaints upheld		
b.	Number of stage 2 complaints dismissed		
10.	**Employability**		
a.	Number of students employed as Graduate Teaching Staff (GTAs and Graduate Laboratory Assistants)		
b	Number of GTA's/GLA's employed by Department		
c	Number of students who completed Cadenza		
11.	Supervisors		
a.	Number of active supervisors in department (either as main or joint)		
b.	Average number of students per supervisor		
c.	Number of professional practice supervisors		
d.	Supervisor workload allocation (hours)		
12.	**Proficio**		
a.	Total number of Proficio engagements by students (course and conference attendance)		
b.	Number of students who have engaged with Proficio (course and conference attendance)*		
c	Number of students who did not engage with Proficio during the academic year**		
d	Number of Proficio courses delivered by departmental academics		

* Some students may have engaged across internal, external courses and conferences
** Total number of students according to June Progress List, minus the number of students who engaged in Proficio across all three categories

Section Three

Following the reviews within your department and drawing on your comments in Section Two, please comment on the following (*using as evidence feedback; discussion at your departmental Student Voice Group (SVG) meetings; 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 new course validation or approval, please complete question 4 below. In subsequent years, updates should be provided in answer to the first three questions of this section of the report and in the action plan in section five

*** All departments and most courses will have seen significant impacts and changes as a result of the measures surrounding the COVID-19 pandemic. It is expected that this will be discussed in this section, with reflection on the challenges faced and the ongoing impact of these. Departments are also encouraged to identify examples of good practice, including lessons learned, that could be shared across the University***

1. What has been successful this year, including areas of good practice that could be shared?

2. What issues have arisen this year, and what will require monitoring in the forthcoming year?

3. Have there been any difficulties in using the departmental milestones to support and monitor progression? If so, please reflect on how this can be adjusted next year.

4. If this is the first report following a *periodic review* or course approval this section must include a response to each condition and recommendation where appropriate and indicate whether the response has been approved or work is ongoing. In subsequent years, updates should be provided via other relevant sections of the ARC report.

Section Four

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.	**YES / NO**
2	Action Plans from the Annual Review of Courses for postgraduate research provision are regularly reviewed and fed back to students.	**YES / NO**
3	The department disseminates issues and actions arising from departmental student surveys or feedback mechanisms.	**YES / NO**
4	Actions identified in the SVG's minutes are followed up and outcomes reported to subsequent meetings.	**YES / NO**
If you have answered no to any of the above, or wish to provide further information regarding any aspect, please give details below		

Learning, Teaching and Supervision

5	All supervisors have received relevant training and support, including: • All supervisors the completion of the self-assessment confidence tool • Supervisors are signposted to the CPD training available • New supervisors and New to Essex Supervisors have completed the Moodle training, .	**YES / NO**
6	All new supervisors have been allocated co-supervisors and mentors.	**YES / NO**
7	A record is kept of all supervisory meetings.	**YES / NO**
8	The allocation of supervision hours is met.	**YES / NO**
9	The department monitors student engagement and progress.	**YES / NO**
10	All supervisors are provided with a URL for the Code of Practice for Research Degrees.	**YES / NO**
11	The department supports students whilst they are gathering data / attending training abroad.	**YES / NO**

If you have answered no to any of the above, or wish to provide further information regarding any aspect, please give details below

Student Performance and Progression

12	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.	**YES / NO**
13	Students are required to submit materials in advance of Supervisory Panel meetings.	**YES / NO**
14	The department publishes, reviews and updates clear milestones for progression to the next stage of study and for completion to staff and students.	**YES / NO**
15	The dates of RSPB's are made available to both staff and students at the start of each term	**YES / NO**
16	RSPB members are provided with adequate training.	**YES / NO**
17	Systems are in place to ensure all eligible students have had Supervisory Panels and that the RSPBs have reviewed Panel outcomes.	**YES / NO**

If you have answered no to any of the above, or wish to provide further information regarding any aspect, please give details below

Training, Skills and Employability

18	Students and supervisors identify, discuss and regularly update student training needs through the Training Needs Analysis	**YES / NO**
19	Students and supervisors discuss and record additional training recommendations at Supervisory Panel meetings or through the RSPB	**YES / NO**
20	The department are actively seeking feedback from students and supervisors to ensure that, where student numbers are viable, training needs are met internally; delivering courses via Proficio.	**YES / NO**
21	Does the department offer advanced-level/level 8 (post-Masters) training (through Proficio or otherwise)? If 'Yes', please provide details below:	**YES / NO**
22	Does the department actively pursue internships and work experience opportunities for PGR students (CDT, internal and external placements, collaborations with businesses etc)?	**YES / NO**

If you have answered no to any of the above, or wish to provide further information regarding any aspect, please give details below

	External Examiners, Sponsors, Employers and Other funding bodies	
23	When feedback <u>is</u> received regarding the viva process, including from the student, Internal or External Examiner, Independent Chair, Faculty Dean (PG) or PGRE Team, it is discussed and acted upon.	**YES / NO**
24	Issues raised by sponsors, employers and other funding bodies are discussed and acted upon.	**YES / NO**
25	Action taken is reported to sponsors, employers and other funding bodies.	**YES / NO**

If you have answered no to any of the above, or wish to provide further information regarding any aspect, please give details below

	Research resources and intellectual climate	
26	The department has a dedicated workspace specifically for PGR students.	**YES / NO**
27	The department has a dedicated social space specifically for PGR students.	**YES/NO**
28	The department provides funding for PGR students to attend conferences.	**YES / NO**
29	The department has funding for PGR led activities.	**YES / NO**
30	The department provides opportunities for PGR students to join departmental and other research groups.	**YES / NO**
31	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.	**YES / NO**
32	The department takes active steps to develop a sense of community amongst the PGR cohort and wider research community and encourages the development of peer support networks.	**YES / NO**
33	The department ensures that supervisors and professional service colleagues are aware of, and remain up to date with, the University's support services available to students, and can signpost accordingly.	**YES / NO**

If you have answered no to any of the above, or wish to provide further information regarding any aspect, please give details below

	Communication	
34	The department disseminates information and implements changes to policies, procedures and guidance relating to PGR provision following decisions of University committees of Senate.	**YES / NO**
35	Students are informed of where to obtain regulations.	**YES / NO**

If you have answered no to any of the above, or wish to provide further information regarding any aspect, please give details below

PROFESSIONAL DOCTORATES ONLY: Professional Practice Supervisors

36	The Department has an up-to-date list of all professional doctorate students and their professional practice supervisors, including replacement supervisors if a member of staff is on leave	**YES / NO**
37	All professional practice supervisors have received a copy of (or URL for) the Code of Practice on Professional Doctorates	**YES / NO**
38	All professional practice supervisors have received information on departmental arrangements for supervision and appropriate training	**YES / NO**

If you have answered no to any of the above, or wish to provide further information regarding any aspect, please give details below

Section Five

Action plan

Please outline the actions for the 2022/23 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. Please ensure all sections are complete

Objectives carried forward from previous years

Objective carried forward from previous years	Action	Means of measuring impact and achievement of objective	Responsibility	Timescale	Progress to date

New Objectives

These objectives should be based on new findings over the past year (informed by student feedback, including, where relevant, discussions at your departmental Student Voice Group meeting) and should not contain actions previously highlighted.

New Objective	Action	Means of measuring impact and achievement of objective	Responsibility	Timescale	Progress to date