Research Student Annual Progress Review Process

Are you a research student at the **University campus** or at a **partner institution**?

Partner Institution

Follow the process laid out in the **Partner Institution** flowchart

University campus

Student: prepare a document/file of up to 5000 words that is indicative of your current work.

Note: *This file maybe be part of a chapter that the student is currently writing or any other work that the student is/has written relevant to their PhD. The objective is to give the reviewer context within which to conduct the review.*

Student accesses the online system at: https://365systems.bolton.ac.uk/apr/ and completes the form which is submitted along with the attachment described above. (DoS will be emailed automatically)

DoS liaises with a **Reviewer** to set a date/time for the APR review meeting

Note: the **Reviewer** must be someone who is eligible to supervise doctorates as per the PGR Regulations and is independent of the supervisory team and the student.

DoS accesses the online system at: https://365systems.bolton.ac.uk/apr/ and enters through the 'APR Form processing Portal' to look at 'Reviews in Progress'.

Send the APR review meeting request to all parties; copy & paste online link into the system from Zoom etc.

Post Review Meeting

Reviewer accesses the online system at: https://365systems.bolton.ac.uk/apr/ and enters through the 'APR Form processing Portal' to look at 'Reviews in Progress'.

Select appropriate student and complete **Reviewer** sections followed by the Green submit button

APR system sends a completed APR form (pdf file) to;

- Student
- DoS
- Reviewer
- RDC administration

Student and **DoS** need to act on the outcomes contained for each within the APR form.