## School of Environmental Sciences

## PGR Annual Progress: advice and instructions for students

At the end of each academic year (May-June), all PGR students go through an assessment of annual progress. The first stage of this assessment is conducted by an Independent Progress Assessment Panel (IPAP), normally consisting of two or three independent academic members of staff from SoES. In the IPAP interview, you will have the opportunity to demonstrate your knowledge and understanding of your PhD topic and showcase the academic progress that you have made over the past 9 to 12 months. Progress procedures are put in place to support your development as a PhD student and ensure you flourish here in Liverpool. It is also an opportunity for you to point out any obstacles you feel are preventing you from making good academic progress. Obstacles include health or wellbeing issues, problems with your supervisor, laboratory or field issues, inadequate support etc. All conversations and information disclosed in the IPAP are **CONFIDENTIAL**. The panel will not discuss information from the IPAP with other members of staff and all issues raised by you in the IPAP will be handled sensitively. Based on the PGR progress form (year 1) or PhD plan (years 2, 3 and 4) and the interview, the panel will make a recommendation on your progress and registration. The possible outcomes are:

1. For Students that are not yet due an annual review, their initial registration on the programme is confirmed and he/she is permitted to continue on their programme and re-register for the next academic session
2. That the student’s initial registration is downgraded to MPhil and he/she is permitted to re-register for the next academic session under the revised qualification aim
3. That the student has made satisfactory progress and is permitted to re-register for the next academic session
4. That the student has not made sufficient satisfactory academic progress but is permitted a further period of time under review and their academic progress will be assessed further by the Progress Assessment Panel
5. That the student has not made satisfactory academic progress and that his/her studies be terminated immediately
6. That the student should be deemed withdrawn and his/her studies be terminated under the deemed withdrawn procedures

More information can be found on the Academic Progress of Postgraduate Research Students:

<https://www.liverpool.ac.uk/student-administration/research-students/progression/annual-progress/>

All students are required to produce a piece of work before their IPAP interview. The requirements are year and status specific. Please see below for details, including for part-time students and those on the 1+3 ESRC Data Analytics route.

**Full time students:**

**Year 1:**

1. You need to submit a copy of your 3-month PhD plan to Joe Sheridan ([envspgr@liverpool.ac.uk](mailto:envspgr@liverpool.ac.uk)) if you haven’t done so already. This requirement is in the SoES PGR handbook (see page 17 in the SOES Handbook)

2. You need to complete a PGR progress form together with your supervisor (attached to the email) and email to Joe Sheridan ([envspgr@liverpool.ac.uk](mailto:envspgr@liverpool.ac.uk)) at least one week before your IPAP interview. This will be distributed to the panel for discussion during the interview.

3. You need to attend an IPAP interview. Interviews will take 40 minutes. The panel will consist of two or three members of academic staff outside of your supervisory team. You need to prepare a 15-minute presentation for the panel (see exceptions below). The presentation should cover the motivation for your PhD, background, what you want to achieve, what you have done and what you are going to do over the next year. There will then be 20 to 25 minutes for questions and discussion. The questions will test your knowledge and understanding of the PhD topic, as well as the wider context, impact of the research and broader appeal of the work.

**Years 2, 3 and 4**

The IPAP interview will take 20 minutes. You should prepare an in-depth thesis plan with your supervisory team and be prepared to discuss the thesis plan during the IPAP. Please email the thesis plan to Joe Sheridan ([envspgr@liverpool.ac.uk](mailto:envspgr@liverpool.ac.uk)) one week before your IPAP interview.

**Part-time students:**

**Year 1:**

The IPAP interview will take 20 minutes. You need to complete a PGR progress form together with your supervisor (attached to the email) and email to Joe Sheridan ([envspgr@liverpool.ac.uk](mailto:envspgr@liverpool.ac.uk)) at least one week before your IPAP interview. This will be distributed to the panel for discussion during the interview.

**Year 2:**

1. You need to complete a PGR progress form together with your supervisor (attached to the email) and email to Joe Sheridan ([envspgr@liverpool.ac.uk](mailto:envspgr@liverpool.ac.uk)) at least one week before your IPAP interview. This will be distributed to the panel for discussion during the interview.

2. You need to attend an IPAP interview. Interviews will take 40 minutes. The panel will consist of two or three members of academic staff outside of your supervisory team. You need to prepare a 15-minute presentation for the panel (see exceptions below). The presentation should cover the motivation for your PhD, background, what you want to achieve, what you have done and what you are going to do over the next year. There will then be 20 to 25 minutes for questions and discussion. The questions will test your knowledge and understanding of the PhD topic, as well as the wider context, impact of the research and broader appeal of the work.

**Years 3 to 7**:

The IPAP interview will take 20 minutes. You should prepare an in-depth thesis plan with your supervisory team and be prepared to discuss the thesis plan during the IPAP. Please email the thesis plan to Joe Sheridan ([envspgr@liverpool.ac.uk](mailto:envspgr@liverpool.ac.uk)) one week before your IPAP interview.

**ESRC CDT in Data Analytics:**

**Year 1**

The IPAP interview will take 20 minutes. You need to complete a PGR progress form together with your supervisor (attached to the email) and email to Joe Sheridan ([envspgr@liverpool.ac.uk](mailto:envspgr@liverpool.ac.uk)) at least one week before your IPAP interview. This will be distributed to the panel for discussion during the interview.

**Year 2**

1. You need to complete a PGR progress form together with your supervisor (attached to the email) and email to Joe Sheridan ([envspgr@liverpool.ac.uk](mailto:envspgr@liverpool.ac.uk)) at least one week before your IPAP interview. This will be distributed to the panel for discussion during the interview.

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**Years 3 and 4.**

The IPAP interview will take 20 minutes. You should prepare an in-depth thesis plan with your supervisory team and be prepared to discuss the thesis plan during the IPAP. Please email the thesis plan to Joe Sheridan ([envspgr@liverpool.ac.uk](mailto:envspgr@liverpool.ac.uk)) one week before your IPAP interview.