Doctoral College Induction Module: Year 2 onwards

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| Annual progress reviews |
| An Annual progress review (APR) will take place towards the end of each year of study, assuming by that point you have not submitted your thesis for examination. The number of APRs you need to complete will depend on your programme and the method of your study, so please check GRAD or ask your Graduate School if you are unsure.  The Annual Progress Review is intended to be developmental and supportive, enabling a reflection on your progress to date and forward planning for completion of your thesis. The process should not be so onerous that it distracts you from progressing your research and thesis writing.  Extensions will not be granted for APRs as they are intended as a review of your progress to date and not a formal assessment to be 'passed'. You may be ahead of where you planned to be, at the stage you planned to be or behind where you planned to be. The APR will help to identify this and the academic staff may suggest positive action you can take and any additional support which may be required.  You will need to complete the APR form in GRAD and upload a piece of written work so please follow the advice provided by your Graduate School, as the requirements can differ slightly depending on which school or faculty you are in.  The reviewers will arrange a meeting with you via GRAD, and afterwards complete a report, also in GRAD. Any concerns will be raised with the Director of Postgraduate Research Studies (DPGRS).  Further information on APRs is in Section ‘Annual Progress Review (Post Transfer)’ of the [Doctoral College Handbook](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers). |
| Recording challenges in GRAD |
| You should by now be familiar with using GRAD, so just a reminder that you should be recording any challenges you may be facing, and have discussed with your Supervisory team, in the meeting notes. If there are challenges you do not feel comfortable discussing with your supervisors, please speak to your Graduate School or DPGRS.  It is important to keep an up-to-date record of your progress, as well as any challenges or concerns, in GRAD in case you need any additional support further on in your candidature. |
| Fieldwork and travel |
| Travel and fieldwork may be part of your research project. When arranging travel or fieldwork related to your studies at Leeds you must follow the process within your school or faculty. Your supervisor will be able to guide you through the process, including any risk assessment you may be required to undertake.  You can find more information on fieldwork in Section ‘Fieldwork’ of the [Doctoral College Handbook](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers).  As part of your scholarship there may be funding available to support your travel and fieldwork. Please contact your Graduate School for more information. |
| Final Examination |
| When you are preparing to submit your thesis for examination, take some time to look at the [University’s guide to thesis examination](https://students.leeds.ac.uk/info/10125/assessment/773/submitting_your_thesis) for PGRs. This guide includes information on the process for examination entry, formatting of your thesis, presentation of the title page and the statements which must be included, including publications, as well as what to expect during and after the viva.  You can also refer to Section Final Examination’ of the [Doctoral College Handbook](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers).  Make sure you are aware of your maximum submission deadline and if any difficulties arise, please contact your Graduate School as soon as possible for advice.  Remember, all your milestone dates, including maximum submission deadline, are recorded in GRAD.  You will receive a GRAD notification to your University email account when your thesis has been sent out to your examiners (normally within 10 working days of submitting your thesis). This email will include advice about the next stages of the process. If Doctoral College Operations have only recently received your examination entry workflow (or your workflow has not yet been completed), if there are any issues with the length or formatting of the thesis, or if your thesis has been submitted after the maximum time limit there may be a delay in sending your thesis out for examination. You can find more about this stage in the process in the [Guide to the thesis examination process](https://students.leeds.ac.uk/info/10125/assessment/773/submitting_your_thesis).  PGRs are advised to contact Disability Services at the earliest opportunity to discuss the reasonable adjustments and/or additional support that may be needed for an online viva. The process for identifying and agreeing support and reasonable adjustments for the final oral examination is set out in a [separate document](https://ses.leeds.ac.uk/downloads/download/937/pgr_reasonable_adjustments). Please contact your Graduate School if you have any further questions. |