



ANNUAL PROGRESS REPORT SYSTEM

STAFF USER GUIDE JUNE 2024

RESEARCH DEGREE ADMINISTRATION (RDA)

STUDENT LIFE

(FORMERLY STUDENT ADMINISTRATION AND SUPPORT DIVISION)

ANNUAL PROGRESS REPORT WORKFLOW

USER GUIDE FOR STAFF

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1. INTRODUCTION

The Annual Progress Report (APR) is an essential part of the Annual Progress Monitoring process which is used to confirm a student's academic progress on an annual basis and is the basis for re-registration for the next academic session. For funded students, this is also essential to confirm continuation of funding. The policy and process is documented in Appendix 3 of the [PGR Code of Practice - Policy and Procedures on the Academic Progress of Postgraduate Research Students](#).

Postgraduate Research Students are required to complete an Annual Progress Report (APR) for each year of their registration (including the final year and during any re-submission period) until their graduation is confirmed. The online PG Progress Report (Annual Progress Report, or APR) system in Liverpool Life/TULIP opens for this purpose annually in June.

The PG Progress Report, also referred to as the Annual Progress Review or APR, confirms the academic ability of PGR students to progress into the following academic year. **Students whose APR is not completed may be deemed withdrawn** (Code of Practice Appendix 3 – 4.4aiii <https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-3-PGR-CoP.pdf>).

The APR provides an opportunity for students to describe the progress they have made and to highlight any difficulties they may be experiencing in undertaking their research. The APR provides the opportunity for supervisors to confirm that the student's progress is satisfactory and/or allows the supervisory team to identify any areas of concern.

2. KEY DATES

Deadlines	Actions
Early June	APR reports released (Automatic email sent to student and supervisor on release)
30 June	PGR student's deadline to complete APR reports
31 July	Primary Supervisors deadline to complete APR reports
31 August	DPGRs deadline to complete APR reports
31 August	Final deadline for completion of APR reports for funded students
15 September	FDPGRs deadline to complete APR reports (where required)

3. ELIGIBILITY

Eligible Students

PGR students on the following programmes are required to complete an APR:

- PhD (including PhD/MSc)
- MPhil
- DocMed
- DSc

This includes those registered as follows:

1. Submission Pending
2. Results Pending*
3. Resubmission Pending
4. Interruption of Study – the APR should be completed within 10 working days of returning from interruption of study

*As referenced in the Code of Practice Appendix 7 (<https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/pgr-code-of-practice/>)

Ineligible Students

Reports will not be created for PGR students in the following categories:

1. Financially Suspended (FS)
2. New students (registered from 1st May)
3. Students that have uploaded their Final Thesis to the library

4. ANNUAL PROGRESS REPORT STAGES

There are seven stages in the APR process (two of which are conditional):

1. Student Check
2. Student
3. Primary Supervisor
4. Director of PGR
5. Faculty Director of PGR (conditional)
6. Student Administration and Support (SAS)
7. Link Officer (conditional)

5. THE PROCESS:

The Research Degree Administration (RDA) Team will release the APR reports to all eligible students at the beginning of June. Students and their Supervisors will receive an emailed notification confirming the reports are available. When completing their section of the APR, Supervisors and DPGRs should refer to the Policy and Procedures on the Academic Progress of Postgraduate Research Students, which is [Appendix 3 of the PGR Code of Practice](#).

5.1 Students' Actions:

5.1.1 Student Check Stage: Students access their APR reports via Liverpool Life. The first screen displays the student's personal data. The student reviews and confirms that the details are correct or makes any amendments in Liverpool Life. The Research Degree Administration (RDA) Team can refresh the APR report when it is at Check stage to update it before it reaches Student stage. If the report needs refreshing then the student will need to contact the Research Degree Administration (RDA) Team requesting this (rda@liverpool.ac.uk).

5.1.2 Access Issues:

Some students may experience problems accessing their reports. Internet Explorer is the preferred browser to use when accessing Liverpool Life. Furthermore, XJTLU students may experience problems because of firewall issues. Accessing the reports using Apps Anywhere (<https://storefront.liv.ac.uk/>) should overcome this.

If a student has login issues, they can reset their PIN using the link on the Liverpool Life page.

5.1.3 Student Stage: Once the student has confirmed their personal details they will need to access the APR report again via Liverpool Life. They can then complete all of the relevant sections, i.e. they will

- Provide the project title
- Check, confirm and add supervisory meetings, APR's will be returned to students if there are insufficient meetings recorded of at least 12 meetings per year (6 meetings for part-time).
- provide a summary of progress during this academic year
- check, confirm and add development and training details. While this step is not compulsory for completion of the form, supervisors are able to send the report back to the Student Stage if insufficient information is recorded.
- mention any problems which might have affected progress
- confirm that they are aware that the University has strict guidelines on academic integrity
- confirm that they have noted the earliest and final dates for thesis submission

- confirm that they have completed all Annual Progression requirements for the academic year

If the minimum number of meetings has not been recorded, the APR will be returned to the student for clarification or amendment. Once the report has been completed it can then be forwarded to the Supervisor. There is a drop-down menu of actions which the student needs to view to ensure they are sending on their report.

5.2 Supervisors' Actions:

The Primary Supervisor is asked to review the students report and comment on the progress made in the current academic session. Any issues that have arisen and methods for addressing these should be noted. Please refer to Appendix 3 of the [PGR Code of Practice - Policy and Procedures on the Academic Progress of Postgraduate Research Students](#). This link is also embedded in the APR report.

Accessing the reports: Supervisors can access **editable** students' reports via their **In-Tray** (circled in red in the picture below) in TULIP.

Welcome to Tulip

The screenshot shows the Tulip dashboard with several navigation tiles:

- Teaching:** Students, classes, modules, Supervisory meeting records, PG reports and timetables. (Icon: graduation cap)
- Management Information:** Links to the Business Objects and reports relating to data in TULIP. (Icon: bar chart)
- Research & KE:** Research Projects, Outputs and Knowledge Exchange. (Icon: lightbulb)
- HR:** PDR, Portfolio of Activity and other personal data. (Icon: organizational chart)
- Administration:** Personal, general and departmental administration. (Icon: documents)
- Finance:** Planning, Purchasing, Reporting, etc. (Icon: credit card)

On the right side, there are two notification banners:

- A blue banner: "Take a quick tour of the new-look Tulip"
- A yellow banner: "You have 6 items in your In-Tray" (This banner is circled in red in the original image)

Record of Supervisory Meetings: Meetings that have been logged in the PGR Toolbox will be listed in the student's section of the PG Progress Report form. Supervisors confirm that the meeting requirements have been met and that any meetings listed as 'not signed off' are accurate. If there

are insufficient meetings the APR will be returned to the student. The meeting requirements are as follows:

Full-time students: One meeting per month of registration (12 meetings per full year)

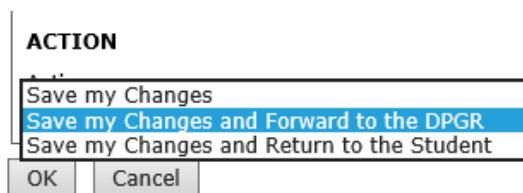
Part-time students: One meeting every second month (6 meetings per full year)

International Students on Student Route / formally Tier 4 visas are required by UK Visas and Immigration to demonstrate a minimum of one meeting per month of registration. **A student's visa may be put at risk if this requirement is not met.**

Summary of progress: Supervisors provide a summary of the progress made by the student during the period since the last APR report. The supervisor should:

- check the meeting dates and confirm that they are an accurate representation of the meetings held. If there are insufficient meetings the APR will be returned to the student to input any missing meetings, or for further clarification as to why there are not enough meetings.
- confirm they have noted the earliest and latest submission dates
- confirm that they agree with the student's training and development record as shown in the Student Stage of the form
- confirm that they have discussed the student's Development Needs Analysis and agreed future targets
- record an appropriate progress recommendation (see paragraph 6 below)
- confirm all supervisors agree with the recommendation

If the Supervisor requires more information in the report or clarification on an issue, then the report can be returned to the student for amendment. If the report is satisfactory then the supervisor completes the declarations and sends it on to the DPGR. There is a drop down menu of actions and the Supervisor should ensure that they have chosen the option to forward their report to the DPGR.



5.3 DPGRs' Actions:

The DPGR is asked to review the student's report and comment on the progress made in the current academic session.

Accessing the reports: DPGRs can access **editable** students' reports via their **In-Tray** in TULIP.

The DPGR is responsible for ensuring the student has been assessed by an Independent Assessment Panel and recording the recommendation of the Panel into the APR. The DPGR should make reference to any issues highlighted in the report and note how they will be addressed. If the recommendation is for progress procedures the DPGR should provide additional information in the free text box in the APR report. Please see section 4.1 of [Appendix 3 of the PGR Code of Practice](#).

The LSTM Lead will receive reports for LSTM students and will sign off on the recommendation made on behalf of UoL.

If the DPGR requires more information in the report or clarification on an issue, then the report can be returned to the student or Supervisor for amendment. If there is an issue that requires Faculty input, then the report can be forwarded to the FDPGR. If the report is satisfactory then the DPGR completes the declarations and forwards it to SAS. There is a drop down menu of actions and the DPGR should ensure that they have chosen the correct option to send on their report.

5.4 FDPGRs' Actions:

The Faculty Director of PGR will automatically receive reports for independent sign off where a student's supervisor is also their Director of PGR. Both the DPGR and the Faculty Link Officer can forward APRs to the FDPGR for further input where there are issues raised or discrepancies within the report that need addressing.

If the FDPGR requires more information in the report or clarification on an issue, then the report can be returned to the student/Supervisor/DPGR for amendment. If the report is satisfactory then the FDPGR forwards it to SAS. There is a drop down menu of actions to choose from in order to send on the report.

5.5 SAS Actions:

SAS are responsible for amending the student record once a recommendation has been agreed. Where the report clearly demonstrates good progress and no issues have been highlighted by any

party, the report will be completed and the student record amended accordingly. Where there are issues, the reports will be forwarded to the Link Officer.

5.6 Link Officers' Actions:

The Link Officer will provide advice on issues that may be raised in the APR and either return the report to the student/Supervisor/DPGR for further input or forward it to the FDPGR for further action or independent sign off. Once any required actions have been carried out or issues have been resolved and the report is satisfactory, the form can be forwarded to SAS for the APR to be completed and registration confirmed.

5.7 PGR Administrators:

School/Institute/Departmental PGR Administrators have view only access to the reports.

6. RECOMMENDATIONS

The recommendations available are as follows:

1. Current Registration Be Continued
2. Register while Progress Procedures happen

RECOMMENDATION

I/We recommend that

Current registration be continued

Register while progress procedures happen

be requested using the **appropriate form**.

PLEASE NOTE: If the students' progress means that continued registration is not recommended, this should be dealt with outside of the APR, and steps should be taken in accordance with section 4.3 (in-session), or 4.1 (outcomes of IPAP), in [Appendix 3 of the Code of Practice](#).

Any other change to a student's registration (e.g. transfer of programme; submission pending etc.) needs to be requested separately using the appropriate form, available here:

<https://www.liverpool.ac.uk/student-administration/research-students/a-z-forms-procedures/> .

7. STIPEND PAYMENTS

Students receiving a stipend payment should complete their reports in line with the stated deadlines to ensure that their stipend payment can be processed promptly. Supervisors and DDPGRs should

also complete the APR forms for funded PGR students promptly with the aim of having all stages of the APR process completed by **31st August** to limit any potential delays with payments.

8. NON-COMPLETION OF THE APR

If a student fails to complete the APR they may be deemed withdrawn. Further information is available in Appendix 3 of the [PGR Code of Practice - Policy and Procedures on the Academic Progress of Postgraduate Research Students](#).

9. USEFUL CONTACTS

If you have any questions about the APR process, please contact the Research Degree Administration (RDA) Team (rda@liverpool.ac.uk).

Information about progression requirements is available on our website with link to CoP Appendix 3: <https://www.liverpool.ac.uk/student-administration/research-students/progression/>