

# Annual Progression Exercise guidance

## Research Integrity training

All Postgraduate Research Students (PGRs) must have completed **mandatory Research Integrity training** no later than month 6 of study. This training provides practical information to help ensure research is conducted to the highest standards and includes a module on the avoidance of plagiarism.

## Annual Progression Exercise

The Annual Progression Exercise is designed to assess the PGRs ability as a researcher, to confirm the suitability of the project and to ensure that the supervisory team is working well. The students should be able to demonstrate they have a thorough background knowledge of their project, be able to appraise key issues critically, be able to describe their research and understand what its significance/contribution is and have a plan of work for future milestones. The format of annual progression exercises may vary between Schools and stage of the research degree but will usually consist of a presentation and/or submission of written work. This is assessed by a review panel, with a minimum of two members, one of whom will not have had any connection with your PGRs work. This is to ensure that there will be an independent member of staff involved with reviewing the research. The review panel should feel confident that the plan of work will develop into a thesis that meets doctoral standards. The formal annual progression assessment is mandatory for all year 1 and year 2 (FT, pro-rated for PT) PhD students; in some disciplines, an assessment/check-point may also take place in year 3, e.g. for 42 or 48 months programmes. Annual progression in year one usually takes place around month nine (for full-time students), but deadlines for each School can vary.

It is important that the students are familiar with the School's expectations and deadlines for the Annual Progression Exercise. If you are not sure about this, please contact your supervisor or [School PGR administrator](#) who can provide further information. The annual progression exercise may have a different name in your school e.g 9-month assessment, PGR1 – please check you know what this is with your [School PGR administrator](#).

### Submission to Turnitin

All year 1 annual progression exercises must be submitted via Turnitin. Your School will guide you on whether you need to submit subsequent annual progression exercises to Turnitin. **The instructions for submitting the annual progression exercise to Turnitin can be found [on this link](#).**