Timeline for PGR Annual Review of 2022/23 academic year

Date	Action
15th June 2023	PGR Annual Review templates with embedded data are issued to School PGR leads (and copied to School Heads of QA or equivalent and College PGR leads and Directors of QA for information).
15th June 2023 – 11th August 2023	**Schools complete PGR Annual Review forms** School PGR leads complete PGR Annual Review, considering embedded data and referring to other documents. Meeting/s of Annual Review Team, chaired by School PGR lead and including the School Head of Research & Knowledge Transfer, School Head of QA or equivalent, PGR representatives and Programme Directors (if appropriate) to consider draft Annual Review Form. School PGR lead and School Head of QA or equivalent sign off form.
11th August 2023*	**Deadline by which School PGR Annual Review form should be uploaded to the relevant folder on Teams** CAL CoSS EPS MDS LES *Please note that Schools in LES have an adjusted deadline of mid-September agreed with the College PGR lead, who will have less time to complete the College PGR Plan.
August/September 2023	Outcomes of the Annual Review process disseminated to PGRs (Postgraduate Researcher).
11th August 2023 – 20th October 2023	Meeting of College PGR Board to consider Annual Review forms from all Schools (Note – keep College committee with responsibility for QA matters informed). Following the College PGR Board meeting, the College PGR lead and College Director with responsibility for QA should prepare a College summary report on the Annual Review process for consideration by the Graduate Research Board and University QAC. Colleges should also check dissemination of outcomes to PGRs is achieved in all Schools.
20th October 2023	**Deadline by which College Summary forms should be uploaded to the College PGR plan folder.**
22nd November 2023	Meeting of Graduate Research Board to consider College Annual Review.
TBC	Summary report issued to UQAC (University Quality Assurance Committee) and Research Committee.