

### Timeline for PGR Annual Review of 2023/24 academic year

Date	Action
14 <sup>th</sup> June 2024	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).
14 <sup>th</sup> June 2024 – 9 <sup>th</sup> August 2024	<p><b>Schools complete PGR Annual Review forms</b></p> <p>School PGR leads complete PGR Annual Review, taking into account embedded data and making reference to other documents.</p> <p>Meeting/s of Annual Review Team, chaired by School PGR lead and including the School Head of Research &amp; 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.</p>
9 <sup>th</sup> August 2024	<p><b>Deadline by which School PGR Annual Review form should be submitted to College PGR lead and copied to the University Graduate School, College DQA and Head of Research and Knowledge Transfer.</b></p> <p>*Please note that College PGR leads can adjust their deadline from 9<sup>th</sup> August up to September 13<sup>th</sup> 2024, however, the College PGR lead will then have less time to complete and sign off the College PGR Plan.</p>
August/September 2024	Outcomes of the Annual Review process disseminated to PGRs.
9 <sup>th</sup> August 2024 – 18 <sup>th</sup> October 2024	<p>Meeting of College PGR Board to consider Annual Review forms from all Schools (Note – keep College committee with responsibility for QA matters informed).</p> <p>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.</p>
18 <sup>th</sup> October 2024	<b>Deadline by which College Summary forms should be submitted to University Graduate School</b>
20 <sup>th</sup> November 2024	Meeting of Graduate Research Board to consider College Annual Review.
TBC	Summary report issued to UQAC and Research Committee.