



ANNUAL PROGRESS REPORT SYSTEM

STUDENT USER GUIDE JUNE 2024

Research Degree Administration (RDA)

STUDENT LIFE

(FORMERLY STUDENT ADMINISTRATION AND SUPPORT DIVISION)

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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 your academic progress and is the basis for re-registration for the next academic session. For funded students, this is also essential to confirm your continued funding. The policy and process is documented in the [Postgraduate Research Code of Practice](#) (Appendix 3: *Policy and Procedures on the Academic Progress of Postgraduate Research Students*). **As a Postgraduate Research Student, you are required to complete an Annual Progress Report (APR) for each year of your registration (including the final year and during any re-submission period) until your graduation is confirmed.** The online PG Progress Report (Annual Progress Report, or APR) system in Liverpool Life opens annually in June for this purpose.

The APR confirms the discussions and outcomes of the Annual Review meeting (Independent Progress Assessment Panel - IPAP) and completion of the APR process is a pre-requisite for your registration for the next academic session. **If you have not completed your APR, you may be deemed withdrawn** (Code of Practice Appendix 3 – 4.4aiii

<https://www.liverpool.ac.uk/media/livacuk/tgsd/code-of-practice-on-assessment/appendix-3-PGR-CoP.pdf>).

The APR provides an opportunity for you to describe the progress you have made and to highlight any difficulties you may be experiencing in undertaking your research. The APR provides the opportunity for your supervisor to confirm that your 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
30 June	PGR student's deadline to complete APR reports (You can complete your part of the APR even before the IPAP takes place, if it is scheduled after the end of June.)
31 July	Primary Supervisors deadline to complete APR reports
31 August	DPGRs deadline to complete APR reports
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
- DDSc

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
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. You and your Supervisor will receive an emailed notification confirming when the reports are available.

5.1 Students' Actions:

5.1.1 Student Check Stage: You can access your APR report via Liverpool Life (see guidance notes number 11 below). The first screen displays your personal data. You should review and confirm that the details are correct or make any amendments in Liverpool Life. If you make any changes and would like your report to be updated before you complete the Student section, please contact the Research Degree Administration (RDA) Team (rda@liverpool.ac.uk) who can refresh the APR report – it needs to be at Check stage for these amendments to appear in the APR.

5.1.2 Access Issues:

You may experience login problems when accessing your report. Internet Explorer is the preferred browser to use when accessing Liverpool Life. **If you are an XJTLU student**, you may also experience problems because of firewall issues. Accessing your report using Apps Anywhere (<https://storefront.liv.ac.uk/>) should overcome this.

If you need to reset your Liverpool Life PIN, please do so using the link on the Liverpool Life page.

5.1.3 Student Stage: Once you have confirmed your personal details you will need to access the APR report again via Liverpool Life. You can then complete all of the relevant sections:

- provide your project title
- check and confirm supervisory meetings. These will appear on the form if your Record of Supervisory Meetings on the PGR Toolbox is up to date. You can add any meetings or contact with your supervisor that have not been recorded on the PGR Toolbox. Please remember that full-time students need to show evidence of at least 12 meetings per year (6 meetings for part-time).
- provide a summary of your progress during this academic year
- check, confirm and add development and training details. The APR form will show details of your development and training activities recorded on the Portfolio of Activity. You can add any further activities in the free text boxes. If you have not used the Portfolio, you are strongly encouraged to list your activities in the free text boxes.
- mention any problems which you feel have affected your progress
- confirm you are aware that the University has strict guidelines on academic integrity
- confirm that you have noted the earliest and final dates for submission of your thesis
- confirm that you 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 you for clarification or amendment, and may cause delays with re-registration, and potential funding. Please

refer to the [Policy and Procedures on the Academic Progress of Postgraduate Research Students](#) (Appendix 3 of the [PGR Code of Practice](#)).

Finally, once the report has been completed it can then be forwarded to your Supervisor. **There is a drop down menu of actions which you need to view to ensure you are sending on your report.**

6. RECOMMENDATIONS

The recommendations available are as follows:

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

(Note – If progress does not permit continued registration, this will be dealt with outside of this form.)

Any transfer of registration (including changes to Submission Pending) must be requested using the appropriate form: <https://www.liverpool.ac.uk/student-administration/research-students/a-z-forms-procedures/>

7. STIPEND PAYMENTS

If you are receiving a stipend payment you should complete your report in line with the stated deadlines to ensure that your stipend payment can be processed promptly. If your report has not been completed by 31st August, your payment might be delayed.

8. NON-COMPLETION OF THE APR

If you fail to complete the APR you may be deemed withdrawn. Further information is available in the [Policy and Procedures on the Academic Progress of Postgraduate Research Students](#) (Appendix 3 of the [PGR Code of Practice](#)). If you want to discuss any difficulties with completing the APR by the deadline, please email rda@liverpool.ac.uk.

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 here: <https://www.liverpool.ac.uk/student-administration/research-students/progression/>

10. Annual Progress Report FAQs

Release of Annual Progress Report:

- Q. 'Your PG Progress Report has now been released'. What does this mean?
- A. You will have received an email with a link to the PG Progress Report (Annual Progress Report), which is now available for you to access via Liverpool Life. For further guidance go to:
<https://www.liverpool.ac.uk/student-administration/research-students/progression/>

Login Access to the Annual Progress Report:

- Q. How do I log in?
- A. To access your report you can either follow the link in the email sent to you by the system, or login to Liverpool Life and access it via the 'academic' tab.

Please Note: Internet Explorer is the preferred browser to use when accessing Liverpool Life.

- Q. I have tried to login to the PG Progress Report (Annual Progress Report) using the emailed link and my Liverpool Life PIN but the system says this is an Invalid Login. What should I do?
- A. First, check to make sure you are using your student ID and Liverpool Life PIN. If you need to request a new PIN, please do so using the link on the Liverpool Life page (make sure you only do this once). An e-mail would be normally sent to you within 24 hours.

XJTLU students may experience problems because of firewall issues. Accessing the reports using Apps Anywhere (<https://storefront.liv.ac.uk/>) should overcome this.

Changes to your personal details:

- Q. I have updated my term time address in Liverpool Life. What do I need to do to arrange for my details to be refreshed?
- A. You should email the Research Degree Administration (RDA) Team (rda@liverpool.ac.uk) and request that your report is 'refreshed'. The team will then arrange for the report to be updated. Your report will need to be at 'Check' stage. If you have already progressed it to 'Student' stage then you will need return it to 'Check' by choosing the appropriate action in the drop-down menu.

Students registered before May in this academic session:

- Q. I began my studies before May do I still need to complete the APR?

A. You must still complete the report as the APR forms the basis of your re-registration for the next academic year.

Q. I recently handed in my three-month report/IPAP but as yet have not started my research work. My Annual Progress Report would be very similar. Is this ok?

A. It is ok if the content is similar to the departmental report/ IPAP.

Students registered from 1st May:

Q. I just received an email with the link to my PG Progress Report (Annual Progress Report).

However, I have been told that I will not be required to complete it because my starting date is on or after 1st May. Can I ignore the email?

A. Students with a start date of 1st May (or later) are not required to complete the Annual Progress Report. Contact the Research Degree Administration (RDA) Team (rda@liverpool.ac.uk) and they will remove the report.

Supervisory meetings:

Q. My supervisory meetings are not up to date and some are missing even though they were signed off before the 31st May. Can this be updated?

A. The meetings will be pulled through from the Toolbox into the PG Progress Report (Annual Progress Report) and will show as 'not signed off'. **Missing meetings can be added into the PG Progress Report (Annual Progress Report) in the free-text box.**

Q. I am late with recording and submitting my 'record of supervisory meetings', I recorded them in the Toolbox on 1st June and have submitted them to my supervisor to be signed off.

A. The meetings will not be pulled through if they were entered after the Toolbox has closed (31st May). **Missing meetings can be added into the PG Progress Report (Annual Progress Report) in the free-text box.**

Q. I have not put any of my meetings in the PGR Toolbox and now I cannot add them as the system has shut me out. I do have a written record of the meetings that took place. Is there any way I can sort this out now that the Toolbox has closed?

A. The meetings must be added into the PG Progress Report (Annual Progress Report) in the free-text box, or the APR will be returned to you, and may cause delays with the re-registration, and potential funding.

Supervisor details:

- Q. My primary supervisor has changed but the details are not correct in the PG Progress Report (Annual Progress Report). How can these be updated?
- A. You should ask your School/Institute PGR Administrator to update your record and notify the Research Degree Administration (RDA) Team (rda@liverpool.ac.uk) Team who will ensure your Annual Progress Report is allocated to your primary supervisor. Please note RDA can only refresh the report when it is at student check stage.

Students on or returning from interruption of study:

- Q. I am currently on interruption of study; do I need to complete my Annual Progress Report?
- A. You do need to complete the report but you can either do so whilst on interruption, or within ten working days from returning from interruption of study to enable you to be re-registered. You can indicate in the APR that your studies have been interrupted during the progress period.
- Q. Since returning from interruption of study I am unable to open my PGR Toolbox as the tab has disappeared from my Liverpool Life account. What do I do?
- A. If you are experiencing technical issues with the system, such as an error message, contact the IT Service Desk servicedesk@liv.ac.uk.

Students who have submitted their thesis for examination:

- Q. I submitted my thesis. Do I still need to complete my Annual Progress Report?
- A. Yes. You must complete your Annual Progress Report until you have uploaded your final thesis to the library, in line with the Code of Practice Appendix 3 (<https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-3-PGR-CoP.pdf>).

Supervisor meetings after thesis submission:

- Q. I have submitted my thesis; do I need to continue having and recording meetings?
- A. Yes. All students are expected to have and record supervisory meetings until the award of the degree has been recommended. In the run up to your viva it is expected that you remain in contact with your supervisor to ensure you gain adequate advice in advance of your viva.
- Q. I have had my viva and the examiners have recommended 'pass subject to the completion of minor/major modifications', do I need to record meetings?

- A. No, but you are encouraged to continue to liaise with your supervisor until the modifications have been signed off by our examiners.
- Q. I have had my viva and the examiners have recommended 'resubmission', do I need to record meetings?
- A. Yes. The examiners have not recommended an award so you continue to be a registered and active student of the University so you are expected to have and record supervisory meetings.

Useful links:

<https://www.liverpool.ac.uk/student-administration/research-students/progression/>

<https://www.liverpool.ac.uk/pgr-development/toolbox/>

11. STUDENT GUIDE

1. Login to Liverpool Life

Login to Liverpool Life using your Student ID Number and PIN

liverpool-life.liv.ac.uk

Select the Academic tab

The screenshot displays the Liverpool Life portal interface. At the top left is the University of Liverpool logo and the text "UNIVERSITY OF LIVERPOOL LIVERPOOL LIFE". The main heading reads "Welcome to Liverpool Life". Below this is a "Sign In" section with a "Student ID Number:" label and a "Username" input field. A note states: "(Your Student ID will be a nine digit number, e.g. 201234567)". Below the input field is a "PIN:" label and a "Password" input field. A "Forgot PIN?" link is present. A large "SIGN IN" button is at the bottom of the sign-in section. A note at the bottom of the sign-in section reads: "NOTE: If you wish to bookmark access to Liverpool Life, please do so after login." To the right of the sign-in section is a "Features" list including "Online", "Modul", "Tutor", "Fees", "PGR", and "Facilit". Below this is a "Forgotten" section with "Fees and Funding", "Reset", and "If you". On the right side of the page, there is a "Liverpool Life" header with a search bar, a home icon, and a "Sign Out" button. Below the header is a "Home" section with "Home Community / Home". A navigation menu on the left includes "Home", "Academic" (circled in red), "PGR Toolbox", "Fees and Funding", "Help", and "Library". The main content area is divided into three columns: "Personal Information" (showing Student ID TESTSTU03, Name, PGR Student, Test SAS, and Permanent/Term Time addresses), "Luminis Announcements" (showing "You currently have no announcements." and a "Show Hidden" checkbox), and "Liverpool+" (describing the program).

2. Find your report

Select 'Access your Annual Report Form'

This will take you through to a page which will display all your Annual Progress Reports and their status.

NB the screen shot displays a 22/23 report that is shown as part of testing. Your current report will be listed as pending.

Annual Progress Report



The online Annual Progress Monitoring Report Form provides an official record of progress on your postgraduate research degree, and offers you an opportunity for feedback. You will receive an email notification in early June each year advising you to access and complete an Annual Progress Report. You should access and complete your APR by the end of June. Further details about this process are available from the [Postgraduate Research Student Team's website](#).

[Access your Annual Report Form](#)

Transcript

The Unofficial Transcript document is no longer available.
For exam results, please use the Exams Results Portal link below.
[Note - You may be asked to log into the Student Intranet]

[Exams Results Portal](#)

For further information about official documents, please visit the Official Documentation web page

[Official Documentation](#)

[Show more](#)

You are not logged in

[Update/Cancel](#)

Attendance



The University of Liverpool Information Portal

[Help](#) [Logout](#)

Logged In As Test PGR Student (TESTSTU03)

Test PGR Student

Listed below are your online PG Research Progress Reports. Click the 'Select' link to view a report. If you are required to submit a report, you will be notified via your university email when the reporting process begins for each new year.

When you have finished, please log out by clicking the Logout button above and then closing your browser session.

Actions	Term	Status
Select	2022-23	Please select this report and check your personal details. This report must reach your supervisor by 30 June 2023 .

PG Progress Report

202223 PG Progress Report for Test SAS PGR Student

Details | Log

Please check the following details. If they are correct, select Confirm that Details are Correct from the dropdown at the bottom of the page and click OK. If they are incorrect, please update your details in Liverpool Life and then ask the Research Degree Administration Team to refresh your report details.

STUDENT DETAILS

Session: 2022-23
Title: Mr
Name: Test SAS PGR Student
Id: TESTSTU03
Faculty: Fac of Health & Life Sciences
School: Institute of Systems, Molecular & Integrative Biology
Major: Biological Sciences (BIPR)
Programme: Doctor in Philosophy (PHD/HL/F)
Year of Study: 4
Campus: Main Liverpool City Campus
Commence Date: 01-10-2019
Expected End Date: 31-10-2023
Earliest Submission Date: 01-10-2021
Last Report Date: 31-05-2022
Attendance: Full-Time
Permanent Address: 52 Dunbabin Road
LIVERPOOL
Merseyside
L16 7QH
Term Time Address: 20 Steven Street
Liverpool
L18 2AA
Phone Number: 01234567890
e-Mail: rda@liverpool.ac.uk
Primary Supervisor: Elaine Langford
Other Supervisor(s):

ACTION

Action

OK Cancel

3. Student Check

The first stage of the APR is 'Student Check'. Here you are asked to verify that your personal and programme details held by the University are correct.

If any of your programme details are incorrect you should contact your PGR Administrator in your Institute, School or Department. You should resolve any issues with your programme details before completing the next stage of your report.

If any personal information displayed (e.g. address) is incorrect you should update it in Liverpool Life in the 'Personal Information' portlet.

You should take note of your programme dates. **The Expected End Date is the latest date by which you should submit your thesis for examination.**



PG Progress Report

202223 PG Progress Report for Test SAS PGR Student

[Details](#) [Student](#) [Log](#)

Please complete the Student section of the report and then forward the report to your supervisor.

TO BE COMPLETED BY THE STUDENT

IMPORTANT - Please read the following:

You are reminded that you are still bound by the declaration you signed at first registration.

There are many avenues available to discuss issues or problems you may have regarding supervision or registration in accordance with University procedure. You are encouraged to discuss such matters with your Supervisor or, if necessary, with the Research Degree Administration Team.

The Guild of Students can also offer advice on academic and personal matters, and there are several support services within the University who can provide support if you face any difficulties. Please refer to the [PGR Handbook](#) for further information. However if any such matters do exist and they have not been satisfactorily resolved, please contact the Research Degree Administration Team directly.

Sponsored students:

If you are a sponsored student and the letter guaranteeing sponsorship is for a limited period, ending before the start of the next academic session, you must present a further sponsorship letter confirming continuing financial support for the next academic session. Failure to do so will result in you being automatically considered a self-financing student.

PROJECT TITLE

Please enter the working title of your thesis or research project.

RECORD OF SUPERVISORY MEETINGS

The [PGR Code of Practice](#) states that full-time postgraduate researchers are required to meet with their Supervisor a minimum of once a month. Part-time postgraduate researchers should meet with their Supervisor every other month.

If the number of meetings below **does not** comply with this requirement please enter any additional meetings in the text box below. If you do not demonstrate that you have met this requirement this will delay your re-registration.

Your Record of Supervisory Meetings for this academic session shows that up to 31/05/23, meetings with your supervisor took place on the dates listed below.

Please note that this list only displays meetings for which targets have been agreed and signed off by your supervisor.

No meeting dates found in the PGR Toolbox.

Please use the box below to note any other meetings with your supervisor that took place on or before 31/05/23 and which do not appear in this list. You can also add any informal meetings that were not recorded in the PGR Toolbox. Meetings can take place via phone or Skype etc. In the absence of meetings, please indicate if there has been email communication with your supervisors.

I confirm that the list of supervisory meetings is a true and accurate record of the meetings held over the last APR cycle.

I confirm that I have had the minimum number of recommended meetings with my Supervisor over the last APR cycle.

4a. 'Student' stage

Enter your thesis title.

All meetings logged in the Record of Supervisory Meetings (RoSM) in the PGR Toolbox, eg. in 2023/24 for the period 1st June 2023 to 31st May 2024 will be displayed here, including ones not yet signed off by your supervisor. Full time students should have a minimum of 1 meeting per month, part time students should have 1 meeting every second month. If you are a year 1 student this will be pro rata'd by start date.

Please refer to Appendix 3 of the PGR Code of Practice:

<https://www.liverpool.ac.uk/agrd/academic-codes-of-practice/pgr-code-of-practice/>

If you have not recorded sufficient meetings in the RoSM you should use the free text box to log any other supervisory meetings, or details of other contact (e.g. informal meetings; Skype) you have had with your supervisor.

NB: your report will be returned to you if the minimum number of meetings has not been recorded.

SUMMARY OF PROGRESS

Please give a summary of the progress that you have made since your last report, if any. In this section you should give a brief description of the work you have completed so far, e.g. literature search completed, equipment built, experimental work still continuing etc. You should refer to the summary outcomes of your supervisory meetings and reflect on your agreed project plan and milestones for the academic session. (Minimum 300 words, maximum approximately 4,000 characters)

RECORD OF PROFESSIONAL DEVELOPMENT AND TRAINING

The following data has been extracted from the PGR Portfolio of Activity. Below each domain is a free text box where you can enter any further data that was not entered into the Portfolio of Activity.

Portfolio of Activity Domain A

Seminars and Conference attendance, Library and IT training and all subject specific training including research methods and experimental techniques.

Please use the box below to add activities for Domain A that are not included in the Portfolio of Activity.

Portfolio of Activity Domain B

Attendance at careers events and workshops covering Employability and Entrepreneurship and including attendance at any other Professional development workshops.

Please use the box below to add activities for Domain B that are not included in the Portfolio of Activity.

Portfolio of Activity Domain C

Training and completion of activities relating to Health and Safety, ethics, grant writing and similar activities, including Project Management.

Please use the box below to add activities for Domain C that are not included in the Portfolio of Activity.

Portfolio of Activity Domain D

Details of your Presentations, written publications, teaching and public engagement/Impact activities and related training in for these activities.

Please use the box below to add activities for Domain D that are not included in the Portfolio of Activity.

PERSONAL OR ACADEMIC PROBLEMS

Have there been any problems in the last year which you feel have affected your progress?

If appropriate, please refer to the webpage for information on [Suspensions and Extensions](#) and to the relevant Appendix of the [PGR Code of Practice](#).

ACADEMIC INTEGRITY

I hereby confirm that I am aware that the University has strict guidelines on academic integrity (see Appendix 4 of the PGR Code of Practice - [PGR Policy on Plagiarism and Dishonest Use of Data](#)). I understand that it is my responsibility to ensure that I do not present anyone else's work as my own and that full and appropriate acknowledgement will be given where reference is made to the work of others.

4b. 'Student' stage continued

You should describe your progress to date in full detail, noting that brief reports may be rejected and returned to you for further information. The system does not allow you to copy and paste information into the report and you cannot use complex symbols.

Details of training recorded on your Portfolio of Activity will be automatically displayed in the Annual Progress Report form. Training activities will be listed according to the domains of the Portfolio of Activity.

You can add any further activities in the free text boxes. If no information has been recorded in the Portfolio of Activity, you are strongly encouraged to use these boxes to manually add any development activity and outputs.

PERSONAL OR ACADEMIC PROBLEMS

Have there been any problems in the last year which you feel have affected your progress?

If appropriate, please refer to the webpage for information on [Suspensions and Extensions](#) and to the relevant Appendix of the [PGR Code of Practice](#).

ACADEMIC INTEGRITY

I hereby confirm that I am aware that the University has strict guidelines on academic integrity (see Appendix 4 of the PGR Code of Practice - [PGR Policy on Plagiarism and Dishonest Use of Data](#)). I understand that it is my responsibility to ensure that I do not present anyone else's work as my own and that full and appropriate acknowledgement will be given where reference is made to the work of others.

THESIS SUBMISSION DEADLINE

I hereby confirm that I have noted the earliest and final dates for submission of my thesis (see above) and that I am aware that this is the absolute deadline for submission.

ANNUAL PROGRESSION REQUIREMENTS

I hereby confirm that all sections of my Annual Progression Requirements are fully completed for this academic year, including my Record of Supervisory Meetings and my PGR Portfolio of Activity. I understand that completion of the Annual Progression Requirements is a requirement of registration for the next academic year.

ACTION

Action

OK Cancel

ANNUAL PROGRESSION REQUIREMENTS

I hereby confirm that all sections of my Annual Progression Requirements are fully completed for this acad understand that completion of the Annual Progression Requirements is a requirement of registration for the

Save my Changes
 Save my Changes and Forward to my Supervisor
 Save my Changes and Return to Check Report Details
 Save my Changes and Forward to my Supervisor v

OK Cancel

4c. 'Student' stage continued

It is important you mention here anything you consider to have affected your progress. You are reminded that if there are any issues which you feel you have been unable to resolve with your supervisory team, you can raise them with your Director of PGR, but you should also raise them here.

In the event that you subsequently make a complaint or appeal, the expectation is that you will already have raised the issues in the APR.

You should read and confirm your understanding of the declarations; if there are any outstanding actions you need to complete before agreeing to the statements you should save the report and return to it later.

You can save your changes at any time and return to the report at a later date.

Finally, once you are happy with your report you should select 'Save my Changes and Forward to my Supervisor'.

There is also the option to return your report to Student Check should you need to.

Your stages of the report are completed once it has been forwarded to your Supervisor.