

Check list for CDT student 1st-year progression

Student version

1. **End of month 9** — Prepare *short summary report*
2. **Early month 10** — Discuss with supervisor timing of Research Progress Review.
3. **Early month 10** — Prepare *presentation*.
4. **Prior to the review** — Fill out your part of the “Research Progress Review Form” (COMPM1080) on eProg.
5. **Before the end of month 10** — Have the review with your supervisors and independent assessor.
6. **After review** — Be sure to understand the feedback. There may be two types: helpful suggestions and required (or strongly suggested) remedies. Pay particular attention to the latter. Your supervisor will tell you if you will have a panel examination and why.
7. **Before end of month 12** — (If required) End of year examination before the independent panel.
8. **Year 2** Your progression follows that of 3-year PhD students for their first year.

Description of required components

Short report: This should describe the statement of the problem or research question, why it is important, what idea is going to be used to address it, and what progress (if any) has been made. It should also include a time plan.

Presentation: This should be pitched to your supervisor and the independent assessor, who should be sufficiently expert to understand the technicalities, but will *not* know your specific problem or your motivation. It should be a technical presentation. It is expected that the presentation last about 15–20 minutes, followed by questions from the supervisor and assessor. This would then be followed by a discussion of the research, research motivation, other related work, any issues about research progress, and whatever else the assessors deem appropriate. This may be followed by a private discussion between the assessors, and then by feedback to the student. The whole thing should last about an hour.

Long report: *There is no required long report for CDT students at the end of year 1.* There is one required at the end of year 2.

End of Year examination: There will be an end of year examination only if issues are identified at the Research Progress Review which raise concerns about the student’s performance. The end of year examination will consist of a brief (10 minute) presentation by the student followed by questions from the independent examiners. The goal of this is to ascertain whether

the student is making good progress and is on track to succeed. After the examination, the panel will take all of the evidence of the student's performance, including the short report, assessment of the long report, the student's presentation and handling of questions, performance in the Scientific Methods courses, and the supervisor's assessment, to determine whether the student should be allowed to progress into the second year, withdraw but submit for an MPhil, or withdraw.

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Supervisor version

1. **Month 9** — Make sure your students are aware of the need to produce a *short summary report* and a 15-20 minute presentation.
2. **Early month 10** — Identify the independent assessor. This cannot be a member of the supervisory team; the report 2nd-reader is an appropriate choice.
3. **Early month 10** — Organise time and place of the review.
4. **Before the end of month 10** — Hold the review.
5. **After review** — Give feedback to the student. This may be of two types: helpful suggestions (usually), and required (or strongly suggested) remedies, when the student appears to be under-performing or shows some weakness which needs to be corrected for you to be confident they will be able to produce a thesis. *This needs to be recorded in eProg*, to provide information to the EoY interview panel as well as to the student. The relevant form is **COMPM1080**.
6. You need to inform the student if an independent panel interview is required. This holds if holds of a student you have serious concerns whether they will be able to achieve a PhD, are not engaged, or have failed the taught component.
7. **Prior to the EoY examination (if required)** — Update your assessment of the achievements and progress of the student on eProg form **COMP2000**. If any remedial actions were assigned, report whether they have been done.
8. **After the EoY examination** — (If you did not attend the panel meeting) discuss with the panel the recommendation.

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Independent assessor/2nd reader version

1. **Before the review** — Read the short report.
2. **At the review** — Lead the questioning of the student's work and the discussion of the research motivation, background and related work, etc.
3. **After review** — Together with the supervisor(s), give feedback to the student. This may be of two types: helpful suggestions (usually), and required (or strongly suggested) remedies when the student appears to be under-performing or shows some weakness which needs to be corrected for you to be confident they will be able to produce a thesis.

Together with the supervisor(s) *record the outcome in eProg*, to provide information to the EoY interview panel as well as to the student. this.

4. Note: a long report is no longer required for CDT students at the end of year 2. Only at the end of year 2 is it required.