

Check list for 3-year PhD student 1st-year progression

Student version

1. **End of month 8** — Prepare *short summary report*
2. **Early month 9** — Discuss with supervisor timing of Research Progress Review.
3. **Early month 9** — Prepare *presentation*.
4. **Prior to the review** — Fill out your part of the “Research Progress Review Form” (COMPM1060) on eProg.
5. **Before the end of month 9** — 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.
7. **Beginning of month 11** — Submit long report.
8. **Before end of month 12** — End of year examination before the independent panel.

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: This is as described in the Handbook for your programme.

End of Year examination: 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 8** — Make sure your students are aware of the need to produce a *short summary report* and a 15-20 minute presentation.
2. **Early month 9** — Identify the independent assessor. This cannot be a member of the supervisory team; the report 2nd-reader is an appropriate choice.
3. **Early month 9** — Organise time and place of the review.
4. **Before the end of month 9** — 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 form **COMPM1060 Research Progress Review** on eProg should be used for this.
6. **Prior to the EoY examination** — Update your assessment of the achievements and progress of the student on eProg form **COMPM2000**. If any remedial actions were assigned, report whether they have been done.
7. **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. New forms will appear to allow for this.

4. **Prior to the EoY examination** — Read the long report, write your assessment of the long report, and upload it to eProg.