

## **END OF YEAR 1 (PhD)**

**Overview:** Progression at the end of year one is determined by a two stage process: a Research Progress Review (in month nine) with an Independent Assessor and an End of Year interview (in month eleven) with an allocated examiner.

### **[Month 8] Research Progress Report**

1. The supervisor informally recruits the Independent Assessor (who should be a domain expert or in a closely related domain to the student) and arranges the review time and location and records this on eProg form *COMPM1069, Research Progress Review Arrangements*.

2. The Student submits the Research Progress Report to eProg form *COMPM1070, Research Progress Review - 3 yr PHD (year 1) and CDT (year 2)*. The report should comprise a research proposal, a brief summary of the research so far, and a research plan and should be 1,500 words excluding references – 500 words to include the social / technical / research impact explicitly (along with the student's ORCID). The supervisory team and the assessor will check the format and length and can return this to the student unread if it does not meet specification.

### **[Month 9] Research Progress Review**

1. The review will last about one hour with 15-20 min presentation given by the student, followed by questions and discussions led by the independent assessor. The outcome is documented via eProg and can be two-fold:

- (i) Progress is as expected, student is on good path towards PhD: no further action required.
- (ii) Progress is unsatisfactory / questionable.

Should progress be inadequate the student will have to submit additional work (via eProg), which is assessed by the independent assessor. This work is by default a Long Report. However, the independent assessor can assign remedial action (any reasonable additional work if it is explicitly documented), such as writing a paper, performing a critical review, etc.

Any remedial action is noted in *eProg COMPM1070, Research Progress Review - 3yr PHD (year 1) and CDT (year 2)*. This is re-evaluated by the independent assessor for Progression. This assessment report being available one week preceding the progression interview and sent to SSO (who will pursue reports not returned) for onward distribution to the Examiner.

### **[Month 11] End-of-Year Interview**

1. If additional work has been requested by the Independent Assessor two examiners are required otherwise there will just be one examiner. Progress on additional work should be recorded by the supervisor in form *COMPM2000, Research Progress Update*.

2. Examiners are allocated to a student (and their supervisory team), by Student Support. You will be able to see your examiner(s) in eProg form *COMPM1990, End of Year Interview Arrangements (Part A)*. In this case, it should be assumed that the examiner is not an expert in the particular research field, and the technical level of your presentation should be pitched accordingly.

3. The Supervisor and Examiner(s) arrange a time / date / location between themselves and complete eProg form *COMPM1990, End of Year Interview Arrangements (Part A)*. At a minimum the examiner(s) and supervisor are present (optimally the supervisory team is present) to conduct the examination. The student will not be able to progress or register without this interview.

4. The student will give a 15 minute oral presentation describing the goals of the research; why the research is important, a summary of work complete, work underway, and future direction. This will be followed with questioning by the examiner(s) and supervisory team and include technical questions by the supervisory team. The interview is not intended to be a 'rubber stamp' to progression but an in-depth presentation, Q&A, and discussion which both assesses the student's progress and gauges the student's ability to complete, while also providing the student with a learning experience of answering detailed questions in examination conditions.

5. The student will leave and the examiner(s) and supervisor, informed by the supervisor and independent assessor reports, will reach a conclusion. If any remedial action was given at the Research Progress Review, the supervisor will inform the panel whether it was satisfactorily completed (and the work stored in eProg may be accessed). The goal of this examination is to ascertain whether the student has made sufficient progress and is on track to succeed at producing a PhD in time.

6. If the examiner and supervisor are satisfied the student progresses to the 2<sup>nd</sup> year. If not, the student may be offered the opportunity to complete an MPhil. However, if progress is not sufficient for an MPhil then the student is not able to progress. There is no 'conditional progression' subject to remedial action at this stage. The examiner will complete form *FEPSM1990, First Year PhD Progression Decision*. Should progress be approved SSO will activate the student record for registration and email the student. The student should then complete the online registration process.

### **eProg Forms**

**COMPM1069, Research Progress Review Arrangements** - completed by the supervisor and authorised by the student.

**COMPM1070, Research Progress Review - 3 yr PHD (year 1) and CDT (year 2)** - student completes Part A and uploads the Research Progress Report. The Independent Assessor completes Part B.

**COMPM1990, End of Year Interview Arrangements** – SSO completes Part A (allocated examiner), supervisor completes Part B (arrangements for examination).

**FEPSM1900, Submit Year 1 progress report (if transferring/continuing on a PhD)** – student submits Research Progress Report here.

**COMPM2000, Research Progress Update** – Supervisor updates any actions from the Progress Review (if any).

**FEPSM1990, First Year PhD Progression Decision** – student completes Part A, examiner completes Part B.