

### 2.2.6 IGGI PhD Year 1

During your first year of PhD study, you will be researching the area and background for your PhD, and developing appropriate skills.

#### First Year Objectives

The University sets 6 objectives for the first year, outlined in the following table.

University objectives for first year progress

1	Student can describe the direction their research is taking and the research questions it addresses
2	Student has planned in a realistic fashion the second year (or equivalent) of their research, indicating any risks and how these will be mitigated
3	Student has sufficient acquaintance with the relevant field of knowledge to place their research into context
4	Student has sufficient proficiency in the relevant research methods, techniques and theoretical approaches to move their research to the next stage
5	Student has undertaken all required training
6	Student has considered ethical issues (including data management) where applicable

You cannot progress to the second year of the PhD if you cannot demonstrate that you have met these objectives. There is an approved set of evidence that Computer Science progression panels use to assess whether you have met each objective. IGGI students have Computer Science Progression Panels because this is the department in which the IGGI programme is based.

The first year has milestones, TAP meetings, and deliverables that guide you towards meeting the first progression hurdle (see table below).

#### Year 1

Event	Month due	Deliverable	Meeting	Outcome
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TAP meeting	To be completed by end of month 6	TAP form	TAP meeting	Feedback on performance in initial training and objectives Date of TAP 2 must be confirmed in this meeting
TAP meeting	To be completed by end of month 10	First year report draft <i>Supervisor's draft report</i> TAP form	TAP meeting	Agreement on revisions required for Progression Panel meeting
Univ. Progress Point (UPP)	11-12	First year report <i>Supervisor's report</i>	Progression panel (PP)	Pass or referral with a corrections list
UPP Referral (if required)	15	Corrected first year report Summary of corrections made <i>Comment from supervisor on corrections</i>	Either PASS OR Recorded PP	Pass OR MSc transfer OR fail

### First Year Report

To be submitted at least a week in advance of the TAP meeting in month 10.

- Introduction describes *the direction your research is taking and the research questions it addresses (1)*.
  - Ultimately, this contributes to planning chapter 1 of the PhD thesis
- Context section needs to demonstrate *sufficient acquaintance with the relevant field of knowledge to place your research into context (3)*.
  1. Summary of the area, in-depth review of key papers
  2. Contributes to the first PhD thesis draft context and lit. review
- Conclusion:
  1. summarise contextual/background/literature areas requiring further study;
  2. state the *relevant research methods, techniques and theoretical approaches to move their research to the next stage (4)*;
  3. report progress made in applying methods, techniques and theoretical approaches (e.g. initial results).
    - This will lead to identifying learning activities or training required to move forward, which should be included in your TAP form.
    - You must be able to show that you have a good chance of acquiring the practical skills required to undertake the planned research, or that you are seriously addressing inadequate skills through training etc.: you can be failed at this point if you have inadequate **practical skills** for the research you are undertaking, and are not demonstrating the ability to improve.
- Plan: using a diagram, table, or text, present a plan that evidences that you *have planned in a realistic fashion the second year (FTE) of your research, indicating any risks and how these will be mitigated (2)*.
  - Include with the plan evidence that you *have considered ethical issues (including data management) where applicable (6)*.

## Supervisor's Report

Your supervisor will then prepare a report in Skillsforge covering the following:

1. Comment on general progress achieved, stating clearly whether the student's progress meets - or indeed exceeds - your expectations for an IGGI PhD student in their first year.
2. Comment on the performance in the core IGGI training modules.
3. Comment on the student's First Year Report (this should be attached to your report).
4. Note any key points that relate to the student's (in)ability to proceed, that arose from the TAP form or TAP meeting in month 10

## Evidencing that objectives have been met

The main evidence on which your progress is judged is your [First year report](#) and your [supervisor's progress report](#). You may be present at the Progression Panel meeting, but your supervisor will not be present.

- The introduction section of the first year report evidences objective (1); the body of the report evidences objective (3); and the conclusion of the report evidences objective (4). The supervisor's progress report should comment on the sufficiency of these points, and the Progression Panel will discuss these with the student.
- Note that, in relation to objective (4), a student who is unable to develop proficiency in practical skills (e.g. in relevant computer programming) that are clearly essential for their research would not normally be able to progress.
- The plan, presented at the end of the first year report and the supervisor's comments on this in the supervisor's progress report meet objective (2). The text accompanying the plan should identify ethical and data management issues -- evidencing objective (6) -- as well as any significant risks.
- **TRAINING:** You must undertake the required research integrity tutorial and BERT, and must complete the core IGGI training modules during the first year. Training is also discussed in the two TAP meetings.
- The supervisor's report should confirm that required training has been completed, evidencing objective (5). Note that the training requirement meets objective (6), since [ethical issues](#) and [research data management](#) are covered in the required tutorials and discussion prompted in TAP meetings by the TAP form.