
To: All Research Students in the Department of Physics who are in the first year of their PhD study, and started 1st October 2016

As a first year research student, your registration status, has been '*probationary*' up to this point. Like all research students, you are expected to undergo a review towards the end of the first year, in which your progress and aptitude for continuing to doctoral research is assessed. If all goes well, you will emerge from this process registered for the PhD (or MPhil if that is what you were aiming for). If it goes less well, a range of options exist to try to help get you back on track or, if necessary, to bring you to a suitable exit point.

You can find further details of the *probationary review* process on the Degree Committee website at:

<http://www.dpcp.physsci.cam.ac.uk/graduatestudents/1styear>

You may have already received some information from your group, however I am writing now to summarise what is expected in the Department of Physics, and to give you an outline of the process once you have submitted.

Preparing your report

- You should be preparing a written report of progress towards the PhD (including courses attended) and of your plans for future research. The report should be between 8,000 and 12,000 words long including figures, captions and footnotes – but NOT including tables, bibliography and appendices.

Your report should include the following:

- ✓ An introduction;
- ✓ A statement of the research objective(s), placing these in context with previous work, and outlining the approach(es) to be taken;
- ✓ A description of the elements of work that have been completed, and how they connect to the PhD research objective(s);
- ✓ An outline plan for the program of research in subsequent years, including a list of the tasks to be undertaken, an assessment of the resources needed: e.g. data, equipment, computing resources, and realistic estimates of timings and dates;
- ✓ A bibliography.

Other content may be included if you think this is helpful, e.g. if your research requires the assistance of specific collaborators providing samples or equipment access. You are encouraged to discuss issues such as these, or the need to include other content that might be helpful for the assessors to see, with your supervisor prior to submitting your report.

- Please make sure you have read and understood the University's rules about how to acknowledge the work of others in your written report – this is most important and breaches of these rules are taken very seriously – see <http://www.admin.cam.ac.uk/univ/plagiarism/students/>

How to submit your report (by 5pm Friday 7 July 2017)

- You should submit your report by logging onto the following Moodle site, using your Raven login:
<https://www.vle.cam.ac.uk/mod/assign/view.php?id=3348821>
Please follow the Moodle instructions that are attached to this email. You should upload the following **two** documents to the Moodle course by the deadline:
 1. First-year report saved as a single .pdf file in the following format:
[Surname]_[Firstname]_Report
 2. Completed and signed Declaration & Certificate of Submission as a .pdf file in the following format:
[Surname]_[Firstname]_Certificate
- You must include the Declaration and Certificate of Submission in your submission. The Certificate of Submission has a voluntary disclosure of disability section. Please make sure that you complete this if there are any circumstances that could affect the conduct of your viva.
- You should make sure that you log in and submit no later than **5pm on Friday 7 July 2017**.
- If you are unable to submit by the deadline then you should apply to the Degree Committee for an extension following the guidance on the website (<http://www.dpcp.physsci.cam.ac.uk/prorextend/>).

What happens next?

1. Two Assessors, neither of whom is your Principal Supervisor, will be appointed by the Degree Committee. The Assessors will read your report and make a brief preliminary report on it.
2. They will contact you to arrange a meeting for an oral examination (viva). Your supervisor can give you more information about how the viva will be conducted.
3. After the oral, the Assessors will submit a report to the Degree Committee on the outcome of the assessment and make their recommendation on registration for the PhD. Their reports will be sent to you for feedback and to your Supervisor and the Department.
4. Your Supervisor will comment on your progress in the light of the Assessors' reports and make his or her own recommendation on your registration – this is done online in the CamSIS supervision reporting system.
5. The Department will consider the Assessors' reports together with your Supervisor's recommendation and recommend an outcome to the Degree Committee, which will then advise the Student Registry on the details of your registration.
6. The recommendations of your Supervisor, the Department and the DC will be visible to you in your CamSIS self-service once the Student Registry has read them.

If you have any queries about the content of your report, please discuss this with your Supervisor in the first instance.

Please do explore the Degree Committee link below, as it contains far more detail about the probationary review process and the outcomes.

<http://www.dpcp.physsci.cam.ac.uk/graduatestudents/1styear>

If you need further help, please contact the Department Graduate Office (admissions@phy.cam.ac.uk).

Kind regards
Surayya Khan

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