

3-MONTH PROGRESS REPORT

The Three Month Report must demonstrate that you have started working on your PhD meaningfully. It must therefore at least address the following questions:

- What is the PhD topic about?
- What is the state-of-the-art in the literature and how is the PhD likely to advance this?
- What are the research methods to be adopted?
- What is the plan of work until the 9th month stage?

The report should be no more than 5 pages long (A4, at least 11pt font), including figures, plus appendices covering:

- Diagrammatic workplan
- Ethics review – Please discuss this with your supervisor and information and forms can be found at the following link
<https://intranet.birmingham.ac.uk/finance/accounting/Research-Support-Group/Research-Ethics/Ethical-Review-Forms.aspx>
PLEASE NOTE THAT FOR PGR STUDENT PROJECTS, ALL FORMS (INCLUDING THE ONLINE SELF ASSESSMENT FORM) MUST BE COMPLETED AND SUBMITTED BY THE STUDENT'S ACADEMIC SUPERVISOR AND A COPY INCLUDED WITH THE REPORT.
- Risk assessment - forms can be found at
http://www.eee.bham.ac.uk/techsupp/risk_declaration.doc
- Development needs analysis - information about completion can be found at
<https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/skills/dna.aspx>
- A short web page - a copy to be included with your report and launched on your research group website. Instructions for producing a web can be found at the following address:-
<http://postgrad.eee.bham.ac.uk/info/>

After submission of the report the following process will be undertaken

- The report will be assessed by the supervisor(s) and independent assessor within 2 weeks of the date of submission, unless otherwise agreed with the Head of Postgraduate Research Studies
- A meeting will be held between the PhD student, supervisor(s) and independent assessor within 4 weeks of the date of submission, unless otherwise agreed with the Head of Postgraduate Research Studies. **You will need to prepare presentation slides for the progress review meeting.**
- If the rate of progress is deemed to be satisfactory and the quality of the work is up to the expected standard, then the PhD student proceeds to the next milestone

- If not, the PhD student is referred to the EECE School Postgraduate Progress Panel to agree on a remedial action plan before deciding whether to recommend that either the student proceeds or withdraws. The panel shall include the primary supervisor and independent assessor as well as at least three other independent academic staff as members.