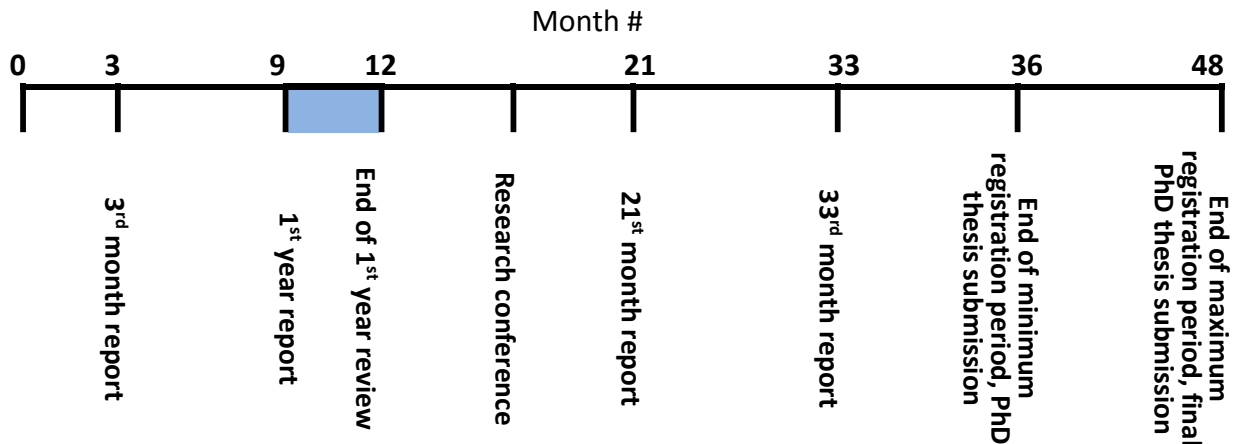


School of Engineering

PhD Student Reporting, Monitoring and Training

A. Reporting and Monitoring

Timeline:



A.1. Regular supervision

Regular progress reviews (on a monthly basis) with supervisor(s) to be documented via the GRS2 form or similar written record.

The PGR Administrator will maintain a record of the documentation for attendance monitoring purposes.

A.2. Three-Month Report

- It must demonstrate that the student has started working on their PhD meaningfully. It must therefore at least address the following questions:
 - What is the PhD topic about (project background and research question)?
 - What is the initial aim and what are the objectives of the PhD?
 - What is the state-of-the-art in the literature and how the PhD aims to advance this?
- The report should be at least 1 page long and no more than 10 pages (A4, at least 11pt font). The report should answer all the above questions. Additionally, the report should include appendices covering:
 - A diagrammatic workplan to 9 months (Gantt chart)
 - An ethics review (if required for the PhD).
 - A risk assessment of the PhD project (please note that a separate risk assessment is needed for any new experiment in the lab).
- **Assessment:** The Three-Month report will be assessed by the supervisor(s) and independent assessor (approached by the main supervisor) via email or Canvas, with any feedback being given to the PhD student normally within 4 weeks of the date of submission.
- **Outcomes:** 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 supervisor(s) and independent assessors will suggest a recovery plan, notify the

School Postgraduate Tutor, and the PhD student proceeds to the next milestone under caution.

- The outcome will be written up formally on the appropriate form.

A.3. Nine-Month Report for 1st year review

- It must define a clear direction for the PhD research (e.g. research question, aims and objectives, methodology, work carried out, future workplan, publication plan, etc.) and demonstrate tangible progress towards producing original contributions.
- The style and format to be used is that of a discipline-relevant journal paper (between 5,000 to 8,000 words, excluding references with minimum front size of 11pt). The report should include a section about how the PhD student responded and dealt with the feedback from the previous assessment.
- In addition, an updated version of the appendices in the Three-Month report, and training etc undertaken within the period since the last assessment should be included as appendices. The Gantt chart should show all the 36 months.
- **Assessment:** The report will be assessed by the supervisor(s) and independent assessor normally (approached by the main supervisor) within 4 weeks of the date of submission. A face-to-face meeting will be held between the PhD student, supervisor(s) and the independent assessor as soon as possible thereafter, unless otherwise agreed by the School Postgraduate Tutor.
- **Outcome:** If the rate of progress is deemed to be satisfactory and the quality of the work is up to the expected standard¹, then the PhD student proceeds to the next milestone; this decision will be reached before the end of the first year of full-time registration. If not, the student is referred to the School of Engineering Postgraduate Progress Panel normally no later than 6 weeks after the date of submission; the panel will convene, interview the student and assessors and finally arrive at one of three recommendations:
 - Withdraw;
 - Transfer to MPhil (MSc by research) and produce a revised workplan to submission;
 - The student will perform an additional set of agreed tasks, report back to the panel, which will review this submission and reach a decision to recommend that the PhD student, proceeds to PhD, transfers to MPhil, or withdraws; this decision normally will be reached before the end of the first year of full-time registration.
 - The outcome will be written up formally on a GRS3 form.

A. 4. Internal research conference presentation

- A School of Engineering PhD research conference (organized by the PGRs and the organizing committee will be formed through the PGR Reps from the three departments) will be held over a two-day period in weeks 9-10 of the Spring term in each year. The conference will be compulsory for all 2nd year PhD students and optional for the 1st and 3rd year PhD students. The presentation should be 15 minutes long and include:
 - Introduction of the research project (PhD)

¹ A thesis for a doctoral degree should represent an original contribution to knowledge, demonstrate that the Registered Student can exercise independent judgement and be worthy of publication in whole or in part in a learned journal or the equivalent.

- Progress of the PhD (work done so far)
- Plan of the work to be done in the remaining time of the PhD

A.5. Twenty-one Month Report

- The length of this report should be at least 10 pages (A4, at least 11pt font), including figures, but excluding references.
- The report should include:
 - A clear statement of the originality of the research
 - An update on progress since the last assessment, including how feedback has been used and capture the issues raised and what has been done following this
 - A revised workplan
 - A review of publications submitted and future plans to publish
 - Updated appendices from Nine-Month report
 - A new appendix on future career plans (optional)
- **Assessment:** The Twenty-month report will be assessed as per the Nine-Month report.
- **Outcomes:** If the rate of progress is deemed to be satisfactory, then the PhD student proceeds to the next milestone; if not the student is referred to the School of Engineering Postgraduate Progress Panel normally no later than 6 weeks after the date of submission; the panel will convene, interview the student and assessors and finally arrive at one of three recommendations:
 - Withdraw;
 - Transfer to MPhil (MSc by research) and produce a revised workplan to submission;
 - The student will perform an additional set of agreed tasks, report back to the panel, which will review this submission and reach a decision to recommend that the PhD student, proceeds to PhD, transfers to MPhil, or withdraws; this decision normally will be reached before the end of the second year of full-time registration.
 - The outcome will be written up formally on a GRS3 form.

A.6. Thirty-three Month Report

- The length of the report should be no more than 3 pages (A4, at least 11pt font), plus an appendix and must include:
 - A clear statement of final original contributions
 - A detailed workplan up to and including submission date
 - Final publication plans
 - Thesis structure, including a list of chapters and sections
 - Viva preparation plans
 - Intention to Submit form as an appendix (optional)
- **Assessment:** The **Thirty-three** month report will be assessed by the supervisor(s) and an independent assessor (approached by the main supervisor) via email or Canvas, with any feedback being given to the PhD student normally within 4 weeks of the date of submission.
- **Outcomes:** If the rate of progress is deemed to be satisfactory, then the PhD student proceeds to submission; if not, the School Postgraduate Progress Panel is informed and will convene a meeting with the PhD student, their supervisor(s) and their independent assessor to arrive at one of two recommendations:

- PhD students and supervisors to meet up and agree on a recovery plan;
- Proceed to completion, with further periodic assessments detailed below.
- The outcome will be written up formally on a GRS3 form.

A.7. Reports from 36 month onwards

- A single side of A4 (at least 11 pt font) must be submitted every three months starting at the end of the 36th month to:
 - Summarise technical progress since the previous report
 - Provide an update on the thesis submission plan
 - Provide an update on planned or actual publications
- **Assessment:** The report will be assessed by the supervisor(s) and independent assessor via email or Canvas, with any feedback being given to the PhD student normally within 4 weeks of the date of submission.
- **Outcomes:** The PhD student proceeds to submission, subject to satisfactory progress. If progress is not deemed to be satisfactory the School Postgraduate Progress Panel is informed and will convene a meeting with the PhD student, their supervisor(s) and their independent assessor to arrive at one of two recommendations:
 - PhD students and supervisors to meet up and agree on a recovery plan;
 - Proceed to completion, with further periodic assessments up to the maximum permitted period of registration.
 - The outcome will be written up formally on the appropriate form.

B. Training (Timetable of the training courses will be published separately).

B.1. A series of formal, mandatory sessions, each run once a year.

	Activity	Duration	Aim	Yr
1	How to get an MPhil, MRes or PhD	1 hour	To introduce PGRs to the requirements and expectations of PG research.	1
2	The PhD Review	1 hour	To clarify the requirements and expectations of the PGR review process.	1
3	Plagiarism	1 hour	To clarify what is considered as a Plagiarism and its consequences.	1
4	Literature Review	2 hours	To introduce PGRs to the process of reading and analysing academic literature critically. To identify the key elements of literature and to develop the required thought processes for critical evaluation in order to write detailed, focused critical reviews.	1
5	Research Methodology	1 hour	To introduce PGRs to the management of research and to programme design. To provide examples of good and poor practice.	1
6	Writing Good Journal Papers	2 hours	Tools and techniques for writing for publication in journals.	1-3

B.2. A series of voluntary activities, each offered once a year

7	Scientific Computing	3 hours	To introduce PGRs to the methods behind scientific computing and to ensure that simulation-based research outputs are meaningful.	1-3
8	Analysis and Interpretation of Data	3 hours	To introduce PGRs to data management skills and techniques, data interpretation skills and statistical techniques.	1-3
9	Coniston Team Building	3 days	Team building exercises to encourage a better understanding of the skills, expertise and aspirations of PhD students in the School.	1-3
10	Writing a PhD thesis	2 hours	To introduce PGRs to academic writing and in particular a PhD thesis.	1-3

B.3. A series of informal lunchtime seminars, each offered three times each year. Attendance by PGRs voluntary, but encouraged. Seminars take the form of informal, roundtable discussion, led by one or more academics. Open to all PGRs.

Possible titles include:

- i. Annual review – what to do and what to expect (a refresher of the induction seminar)
- ii. Information Retrieval – tips and hints on WoK and Google Scholar. Referencing.
- iii. Getting noticed – tips and hints on Google Scholar, ResearchID, LinkedIn, Orcid.
- iv. Writing up and viva preparation.
- v. So you want to be an academic? – an insight into post docs and lectureships.