

9-MONTH PROGRESS REPORT AND MEETING

A **9 month report** is now due from you. The report should state clearly on the front that it is the **9 month** report. You should also include your supervisors name(s) and the project title.

- 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 an IEEE Transactions paper¹ (up to a maximum of 8 double column pages), plus an updated version of the appendices in the 3rd month report
- Updated Risk assessment:
http://www.eee.bham.ac.uk/techsupp/risk_declaration.doc
- Updated Web Page: <http://postgrad.eee.bham.ac.uk/info/>
- Revised Development Needs document:
<https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/skills/dna.aspx>

After submission of the report the following process will be undertaken

- The report will be assessed by the supervisor(s) and independent assessor within 4 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 as soon as possible thereafter, unless otherwise agreed with the Head of Postgraduate Research Studies. **You will need to prepare slides for 12 month 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; this decision will be reached before the end of the first year of full-time registration
- If not, the student is referred to the EECE School Postgraduate Progress Panel no later than 6 weeks after the date of submission (see separate guidelines for the preparation expected for the panel hearing); the panel will arrive at one of three recommendations:
 - o Withdraw
 - o Transfer to MSc by research and produce a revised workplan to submission

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http://www.ieee.org/publications_standards/publications/authors/author_templates.html

- o 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 MSc by research, or withdraws; this decision will be reached before the end of the first year of full-time registration