**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.

1. 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
2. The style and format to be used is that of an IEEE Transactions paper[[1]](#footnote-1) (up to a maximum of 8 double column pages), plus an updated version of the appendices in the 3rd month report
3. Updated Risk assessment: <http://www.eee.bham.ac.uk/techsupp/risk_declaration.doc>
4. Updated Web Page: <http://postgrad.eee.bham.ac.uk/info/>
5. 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:
* Withdraw
* Transfer to 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 MSc by research, or withdraws; this decision will be reached before the end of the first year of full-time registration

1. <http://www.ieee.org/publications_standards/publications/authors/author_templates.html> [↑](#footnote-ref-1)