**TO:** 2nd year PhD students and PhD Supervisors

**FROM:** Prof. Neil Hunt

**DATE:** 12th June 2017

## FIRST ANNOUNCEMENT

## for Postgraduate Reports, Posters & Vivas

### SECOND YEAR PhD (& 3rd year CDT students)

**PLEASE NOTE :**

1. **Posters**: Second year PhD students will be required to present a poster as part of a PG Poster Session to be held

**in the Department of Physics**

**on Thursday 24th August 2016**

1. **Titles and Abstracts:** Please submit to Audrey McKinnon by e-mail (Audrey.mckinnon@strath.ac.uk) a title and abstract of not more than 100 words.

**by Wednesday 9th August 2017**

1. **Reports**: Second year postgraduates are required to complete an Annual Progress Report on SPIDER (see guidance notes for year 2).

As part of the report you will attach

* A PDF version of your poster
* A 1-page thesis plan
* **CHANGE FOR 2017:** Students should also submit a draft of a journal article. A copy of a paper that has been submitted/published at any point in the first two years of study is acceptable. If no publication has been forthcoming, a draft article should be prepared (please use a template or formatting style from a journal appropriate to your research area).

 To complete the Annual Progress Report on SPIDER :

 - go to your PG record on SPIDER (MyStuff>>databases>>PG Records)

 - select the “Reports and PDP” tab

 - click on “University Annual Progress Report”

 - complete sections 1A and1B (see year 2 guidance notes) and submit the report

**by Wednesday 16th August 2017**

After submission, part 2 of the form will be completed by your supervisor before your viva.

1. **Vivas**: Second year postgraduates must submit to a viva examination (~45 mins. with a Committee of 3, Chairman, 1st Supervisor, 2nd supervisor).

Most vivas will take place in

 **September 2017 – to be arranged**

**Please Note:**

(i) I have asked for the Titles and Abstracts to be submitted more than a week before the Conference to allow time to produce an Abstract Booklet for use at the Conference and poster session.

(ii) **N.B.** Reports/Titles/Abstracts MUST BE SUBMITTED ON TIME whether or not you are going to be available on the scheduled Conference/poster session and Viva dates.

(iii) *It is the responsibility of the Supervisor to bring forward all of the Report and Viva Progress Procedures if they are going to be away for the complete period. Academics who have already indicated that they will not be available during these times in August should let Audrey know when they will be available.*

**Further information**

Please send title and abstract (no more than 100 words) to Audrey.mckinnon@strath.ac.uk as per sample below;

Your Name:

1st Supervisor:

2nd supervisor :

Title:

Abstract:

**Note to Staff Only**

Please keep in mind that the deadline for postgraduate decisions is the end of September. Ideally I would like the reports to be assessed and vivas to be completed early enough to allow a postgraduate to be asked to go away to rethink or rewrite some of the work and undergo a second viva, if the Viva Committee think this is required.