

1st Year PhD Students : Postgraduate Reports, Talks & Vivas

1. **Talks:** First year PhD students are required to present a talk on their project (approximately 15mins) at the **Departmental Postgraduate Conference at Ross Priory on Wednesday 21st August**.

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

Your Name:

1st Supervisor:

Title:

Abstract:

Abstract submission deadline : Wednesday 14th August

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

As part of the report form you will attach an extended report of approximately 3000 words.
(N.B. Anything substantially longer than 3,000 words should contain an Appendix. The Viva Committee will only read 3,000 words!)

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 and 1B (see year 1 guidance notes below) and submit the report

Report submission deadline : Wednesday 14th August

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

3. **Vivas:** First year PhD students must submit to a viva examination (~45 mins. with a committee of 3: Chairperson/assessor, 1st Supervisor & 2nd Supervisor.)

Late August/September 2019 – to be arranged

Please Note:

- (i) Titles and abstracts are to be submitted a week before the Conference to allow time to produce an abstract booklet for use at the conference.
- (ii) The conference timetable will be published shortly before the conference
- (iii) **N.B.** Reports **MUST BE SUBMITTED ON TIME** whether or not you are going to be available for the conference.
- (iv) *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.*

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.

PhD Annual Progress Report Form – Guidance Notes for 1st Year PhD Students

Part 1A (Student)

Contact with Supervisor:

No need to provide meeting “dates” – a rough average frequency of meetings will suffice e.g. daily, weekly, twice weekly

Regulations & Code of Practice:

University regulations for Postgraduate Degrees can be found at :

https://www.strath.ac.uk/media/ps/sees/ee/regulations/General_and_Course_Regulations_for_Graduate_and_Post_graduate_Awards_and_Degrees_2018-19_V2.docx

University Policy & Code of Practice for Research Degrees can be found at:

https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Policy_and_Code_of_Practice_for_PGR_Study.pdf

Research Progress:

Please provide a brief summary of:

- progress to date
- achievements
- any changes to project aims/methods

These should be expanded upon in your extended report (to be attached to part 1A – see below).

Files:

Please upload your extended 1st year report, which should be around 3000 words in length (anything substantially exceeding 3000 words should use appendices).

Your report should contain the following information:

- Motivation/Aims
- Review of Relevant Literature/Recent Work
- Methods
- Progress/Results to Date
- Next Steps/Future Work (including identification of future training courses/needs)
- References

Part 1B (Student)

Future Plans:

Please provide a plan of work over the next year of your project with timescales.

Researcher Development Programme:

In the “details” section please list all courses attended (SUPA/University/Other) during the previous year.

For each SUPA course, please state the number of hours equivalent credit associated with the course (You can find the list of SUPA courses you have attended/completed in your My.SUPA account at <http://my.supa.ac.uk>.)

Files :

No uploads required for part 1B