**TO:** 1st year PhD students and PhD Supervisors

**FROM:** Prof. Neil Hunt

**DATE:** 12th June 2017

## FIRST ANNOUNCEMENT

## for Postgraduate Reports, Talks & Vivas

### FIRST YEAR PhD (& 2nd year CDT students)

1. **Talks**: First year PhD students are required to present a talk (approximately 15mins) at the Departmental Postgraduate Conference

**at Ross Priory**

**on Wednesday 23rd August 2017**

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

**by Wednesday 9th August 2017**

1. **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 and1B (see year 1 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**: First year PhD students must submit to a viva examination (~45 mins. with a committee of 3: Chairman, 1st Supervisor & 2nd Supervisor.)

**September 2017 – to be arranged**

**Please Note:**

1. 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.
2. The PG conference timetable will be published shortly before the conference
3. **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.
4. *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.