**TO:** 3rd year PhD students and PhD Supervisors

**FROM:** Dr. Gordon Robb

**DATE:** 11th June 2018

## FIRST ANNOUNCEMENT

## for Postgraduate Reports, Posters & Vivas

### THIRD YEAR PhD

**PLEASE NOTE :**

1. **Reports**: Third year postgraduates are required to complete an Annual Progress Report on SPIDER (see guidance notes for year 3).

As part of the report you will attach

* An updated 1-page thesis plan

 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 3 guidance notes) and submit the report

**by Thursday 9th August**

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

1. **Progress meeting**: Third year postgraduates must submit to a Progress Assessment Meeting (~15 mins. with appropriate assessor).

Most meetings will take place in

 **September 2018 – to be arranged**

**Please Note:**

(i) **N.B.** Reports/Titles/Abstracts MUST BE SUBMITTED ON TIME whether or not you are going to be available on the scheduled meeting dates.

(ii) *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 progress assessment, if the assessor thinks this is required.