



University  
of Glasgow

# Annual Progress Reviews

...for SoCS PhD students

**Dr Paul Henderson**

# Why?

- **goal = help you to get a PhD!**

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- **opportunity to...**
  - **present work & achievements**
  - **raise any issues**
  - **receive feedback**

# Why?

- **goal = help you to get a PhD!**
- **opportunity to...**
  - **present work & achievements**
  - **raise any issues**
  - **receive feedback**
- **determines whether should progress to next year**
  - **...and feasibility of completing the PhD**

## When?

- Year 1 = **9 months after start**
- Year 2 = **21 months after start**
- Year 3 = **33 months after start**
- **Ed Harris or Brittany Langley will contact you beforehand**
  - but it's your responsibility to contact panel

# When?

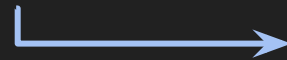
- Year 1 = 9 months after start
  - research plan expressed in a thesis statement
- Year 2 = 21 months after start
  - completed work and your remaining research plan
- Year 3 = 33 months after start
  - plan to complete research and write up (on time!)
- Ed Harris or Brittany Langley will contact you beforehand
  - but it's your responsibility to contact panel

# First year

- **important!**
  - **ensures you have good understanding of your field**
  - **ensures you are well-placed to make a contribution to it**
  - ***natural product of first year's work***

# First year

- **important!**
  - ensures you have good understanding of your field
  - ensures you are well-placed to make a contribution to it
  - *natural product of first year's work*
- **≥1wk before:**
  - submit 3x forms on MyCampus  
self assessment, training needs, data management
  - submit report (~15 pages)



# Progress report

- **survey of the field**
- **description of work done in 1st year**
  - **incl. any experiments, results, insights**

# Progress report

- **survey of the field**
- **description of work done in 1st year**
  - incl. any experiments, results, insights
- **thesis statement**
  - discuss significance of topic
  - how it fits into broader context / literature
- **research plan**
  - for rest of PhD
  - clear timeline, milestones
- **discuss it with your supervisor!**

# Thesis statement

- **one paragraph**
- **explicitly outlines the goal of your work**
  - one main idea
  - specific, not vague
  - (often) opinionated – not just factual – justifies a discussion
- **mentions significance of topic**
- **mentions how it fits into broader context / literature**

useful guidance →



# Process

1. you submit via MyCampus:
  - 3x forms
  - progress report
2. supervisor submits their assessment via MyCampus
3. you review supervisor feedback, discuss, confirm on MyCampus  
...prior to the meeting
4. progression meeting

# Progression meeting

- **you, two assessors, convenor**
  - **convenor makes sure things go smoothly**
  - ***usually* no convenor for 2nd/3rd year**
- **assessors evaluate student's work**
- **primary supervisor does not attend**

# Progression meeting

- 1. student gives short presentation (~15min)**
- 2. discussion with assessors**
- 3. opportunity for student to ask questions / raise issues**
- 4. student leaves the room, assessors discuss**
- 5. student told outcome**
  - typically 60–90min in first year, then 45–60min later years**

# Progression meeting

- **typical questions...**
  - can you give more detail on certain aspects?
  - can you justify the proposed approach scientifically?
  - will you have enough time to finish the work?
  - what happens if this experiment fails?
- **ask for clarification if you don't understand a question!**
- **argue your case – don't have to agree with everything**

# Outcomes

- **progress to next year of study with no conditions** → most common
- **progress after addressing minor issues**
- **progress after addressing significant issues**
- **substantial issues** → rare  
student would benefit from a defined programme of work and support and a further review of progress before deciding on progression

# Outcomes

- **if not unconditional progression...**
- **you'll be given a list of issues to address**
  - e.g. update the report
  - e.g. provide an extra document
  - e.g. run more experiments
  - e.g. repeat the progression meeting (very rare)
- **talk to your supervisor for guidance!**

# Further information

- **Graduate School website**

- progression rules
- training
- writing / submitting thesis
- other policies & procedures
- code of practice



- **SoCS PGR website**

- research student guide
- support services
- FAQs
- forms (absence, progression, travel, ...)





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**Any questions..?**

**...or email [socs-rsc@glasgow.ac.uk](mailto:socs-rsc@glasgow.ac.uk)**