



University
of Glasgow

PhD Student Annual Progress Review 2025

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Annual Progress Review

- All research students complete an annual progress review, to:
 - Provide an opportunity to present aspects of their work and achievements for the session, and to raise any issues about their research experience
 - Receive feedback on their research, personal development and performance, and set goals for the coming year's study
 - Determine whether they should progress to the following year of research study, and gauge the feasibility of completion within the timescale allotted
- The **goal is to help you get a PhD** – to discuss and receive feedback from people outside your immediate supervisory team, who may offer new perspectives



Annual Progress Review: Timings

Year 1	9 Months	You submit a report (~15 pages) and a self-assessment form, training needs assessment form, and data management plan via MyCampus Progression meeting – presentation and discussion Emphasis on your research plan expressed in a Thesis Statement
Year 2	21 Months	Same documents and progression meeting Emphasis on completed work and your remaining research plan
Year 3	33 Months	Same documents and progression meeting Emphasis on plan to complete research and write up

- Ed Harris or Brittany Langley will contact you prior to the review, with details of your review panel and timing for the review – **you** must then contact the panel to arrange the progression meeting at a mutually agreeable time



First Year Progress Report and Meetings

- **First year progress meeting is critical** – to ensure you have a good understanding of major related work taking place in the area of research, and to provide feedback to allow you to be in the best place to make an appropriate contribution to the area of research
- Help improve your presentation and communication skills
- **The report and meeting should be a natural product of the first year: summary of what has been done and overview of work ahead**



First Year Progress Report

- First year progress report will contain the following:
 - A **survey of the field** in which you are working
 - A **description of the work done** during the year, presented using the research method (including presentation of any results obtained and insights gained)
 - A **thesis statement** with a discussion of the significance of that topic and how it fits into the broader context of the subject area
 - An **outline research plan** for the remaining PhD programme (e.g., research goals, required resources, measures of success, timeline, etc)
- The report should be presented as normally expected in an academic/scientific paper
 - Reports are normally no longer than 15 pages
 - We expect that you discuss your report with your supervisor



Progress Report Guidance (1/2)

- A key goal of the first year report is to develop an initial **thesis statement** – this is not expected to be the final version; it's a working statement that will be developed in the future
- A thesis statement is a paragraph-long statement that **explicitly outlines the goal of your work**. A good thesis statement:
 - expresses one main idea
 - is specific and not vague
 - takes a position and does not just state facts – justifies a discussion
- Advice on How to Write a Thesis Statement:
 - <https://wts.indiana.edu/writing-guides/how-to-write-a-thesis-statement.html>
 - Examples of thesis statements can be found at <http://theses.gla.ac.uk/> (search the repository by latest additions in Computing Science)



Progress Report Guidance (2/2)

- **Focus your work** – combining two large pieces of work in a thesis statement is hard; better to focus on one aspect of the work, and clearly note the research direction and contribution
- You can include appendices in your report if you have material you'd like to present to the panel that can't be included in the main body of the report due to space limitations, but **your report should stand alone without the appendices**
- You're advised to give to your supervisors plenty of time to provide comments on the report and fill in the forms; documents should be submitted at least a week before the progression meeting



Submitting Your Progress Report (1/2)

- **You must submit the following via MyCampus:**
 - PGR Annual Review form, including Training Needs Analysis and Training Log
 - Your data management plan
 - Template: <http://eprints.gla.ac.uk/179057/>
 - Guidance: <http://eprints.gla.ac.uk/179058/>
 - Your progress report
- **After you complete your part**, your supervisor will be able to submit their assessment of the your progress via MyCampus
- Review your supervisor's feedback, discuss with them, and **confirm via MyCampus** – this **must** be done at least one week prior to your progression meeting



Submitting Your Progress Report (2/2)

- Progress reviews **must** be submitted via MyCampus
- <https://www.gla.ac.uk/research/ourresearchenvironment/prs/pgrcodeofpractice/annualprogressreview/>
- Note:
 - Your supervisor will not be able to enter their comments until you have uploaded your report and other documents, and completed the progression form
 - The assessment panel will not be able to see your record in MyCampus until your supervisor has completed their part **and** you have signed-off as having reviewed their comments



The Progression Meeting

- Attended by the student, two assessors, and (sometimes) also a convener
 - A convener attends all first year progress meetings, and meetings in later years if there was an issue with progression the previous year; their role is to help facilitate the meeting and to make sure everything runs smoothly
 - The assessors evaluate the student's work
 - The student's primary supervisor **does not** attend the progression meeting
- Format of the meeting:
 - Student gives a short presentation summarising their work (10-15 minutes)
 - This is followed by discussion; an opportunity to ask questions and/or raise issues
 - After the discussion, the student withdraws while the committee discusses their progress
 - Meetings usually last around 90 minutes



Progression Meeting Guidance

- Typical types of questions in the meeting:
 - Can you justify the research approach you are implementing scientifically?
 - Can you generalise your research approach?
 - Can you elaborate on certain parts/aspects of your report?
 - Why did you choose to conduct an experiment in a specific way?
- You're encouraged to ask for clarification if you don't understand a question



Outcome of the Progression Meeting

- At the end of the meeting, the convener will convey the outcome to the student:
 - Progress to next year of study with no conditions – **most cases**
 - Progress to next year of study after addressing minor issues
 - Progress to next year of study after addressing significant issues
 - Substantial issues to address: the student would benefit from a defined programme of work and support and a further review of progress before deciding on progression
- In all but the first case, a specific list of issues to be addressed will be provided with an agreed action plan – this may involve revisions to the progress report, additional technical work, and potentially a second progression meeting
- The **outcome of the review** will be uploaded to MyCampus



Further Information (1/2)

- Graduate School website provides information on:
 - Postgraduate Research Programmes (MSc, MPhil, PhD,...)
 - Progression
 - Training
 - Writing and submitting your thesis (format, procedure...)
 - Policies and procedures
 - PGR Code of Practice

<https://www.gla.ac.uk/colleges/scienceengineering/graduateschool/postgraduateresearchstudy/>



Further Information (2/2)

- The School of website provides information on
 - Research Student Guide
 - Support services
 - FAQs
 - Forms (absence, progression, travel, expenses, submission,...)

<https://www.gla.ac.uk/schools/computing/postgraduateresearch/informationforresearchstudents/localinformation/>



PhD Student Annual Progress Review

- Details of progress meetings will be circulated shortly – meetings usually take place in July for students that started in October
- Start thinking about preparing your progress report
- Any questions? Please send email to socs-rsc@glasgow.ac.uk