**PhD Progress Meetings:**

**Requirements for the Student Self-Review Document**

This document provides guidance on how you could prepare your self-review. Note that while there is no prescribed format, it is useful to use the format below as a template. However you should also check with your department in case they have any additional special requirements.

The responsibility for preparing the self-review rests with the candidate. It should be uploaded into eVision at least a week before the meeting is scheduled.

It is very likely that candidates will want to consult their supervisors on the production and material in the self-review document. This should be done with sufficient warning to ensure that the document can be distributed on-time, in negotiation with the supervisor.

Information on the PhD reporting progress, including some background information on the review document can be found here: <https://www.otago.ac.nz/graduate-research/study/phddoctoral/programme/reporting-progress>

**1. Overview of Project**

Produce an approximately half page description of your PhD research project and why it “matters”. This should be written for a general audience (i.e., is not professional disciplinary writing). While you can re-use this text from review to review, you should check that it is still a good description of what you are currently doing.

**2. Overview of activities in the last reporting period**

Produce an approximately half to one page description of your activities in the last year (or 6

months if this is your first review). In particular this should focus on work related to your thesis research, such as: data collected, experiments undertaken; draft chapters submitted to supervisors. This should be written for an educated reader, but not someone who is knowledgeable about the details of your field.

**3. Issues**

Comment on any issues or difficulties which have occurred in the reporting period.

(if none, simply note “*none*”).

**4. Changes**

If there is a plan to undertake any major changes in your research plan, please report on them in this subsection. Examples of changes which should be reported are:

*Part-time/Full-Time status Adding/Replacing Supervisors*

*Department/EFT splits Major Thesis Topic changes*

(if none, simply note “*none*”).

**5. Outputs since last report (use any of these headings which are relevant in your case)**

* seminars
* presentations at conferences or workshops (note if oral or posters)
* papers in press or published
* papers submitted
* papers in preparation
* outreach articles / written outputs relevant to the PhD but not “professional outputs”
* outreach talks or events in which you undertook a leading role
* other relevant outputs

**6. Activities and other highlights (use any of these headings which are relevant in your case)**

* Conferences/Workshops Attended
* Awards and Prizes
* Courses Attended
* Other (research visits, field trips, etc.)

**7. Employment**

What employment have you undertaken in the reporting period (if any), and for whom?

Provide Employer Name, position and Hours per week. Just a sentence per position is fine.

**8. Work Plan**

* 6-month review: plan for the next 6 months, including data to collect, experiments to be undertaken, and chapters to be submitted to your supervisor, and any other tasks planned for the period.
* Year 1 review: detailed plan for the next year, list of other tasks needed to complete thesis research with suggested dates for completion.
* Year 2 & 3 review: detailed plan for the next year, including list of remaining tasks needed to complete thesis research and write-up, including planned dates for the completion of each task.
* Year 4 review (and subsequent years): detailed plan for the remainder of the PhD, including list of remaining tasks needed to complete thesis research and write-up, including planned dates for the completion of each task.

**9. Expected Submission Date**

* 6-month review: date of end of 3 year enrolment period (for full time candidates)
* Year 1 review (and subsequent years): suggested PhD submission date

**10. Thesis outline**

* Year 1 review: chapter headings
* Year 2 review: chapter headings along with a very short description of what will likely be in each chapter, or a set of major subheadings
* Year 3 review (and subsequent years): chapter headings along with a short description of what will likely be in each chapter, and/or a set of major subheading

**11. Writing schedule**

Estimate here how much has been written for each chapter. This could be done in a table, as part of 10 above.

**12. Attached Documents (may not be used for most review reports and/or candidates)**

If there is anything you particularly want to discuss at the review meeting, or report back to the Progress Meeting Chair, feel free to attach it/copy it to the end of the self-review document. It would be helpful if you had a sentence at the end explaining the reason behind any attachments.