

School of Medicine Progress Review Report Requirements for PhD Students

In addition to the self-assessment form on MMS students should prepare a written report for each PGR Review as outlined in the table below.

*Note: students are encouraged to plan and draft these reports with the assistance of their supervisor/s. Supervisors should view the report before it is submitted to the review panel. Assessment forms should be uploaded to MMS and reports sent to review committee and pgmed@st-andrews.ac.uk at least **1 week prior to** the review meeting.*

Time point	School of Medicine requirement
4 months* (F/T) 8 months (P/T)	The 4-month report should consist of the following components: • A literature review based on the current aims of your project, with references • A defined, testable hypothesis • Research aims and/or objectives • Anticipated outcomes • Planned experimental approaches The total length of the report should not exceed 4,000 words (references not included in the word count).
9 months (F/T) 18 months (P/T)	The first-year report should consist of the following components: • Updated hypothesis with clear aims and objectives • A description of the results to date, including figures, tables, etc. • A description of the work planned for the remainder of your first year, and for your second and third years. • A data management plan Please consult the Data Management Plan website or email research-data@st-andrews.ac.uk for assistance. The total length of the report should be discussed with your supervisor and will vary according to subject area. Generally, we recommend reports at this stage are between 1,000-6,000 words but should not exceed 10,000 words (not including references, figures and tables).
21 months (F/T) 42 months (P/T)	The second-year report should consist of the following components: • Updated hypothesis with clear aims and objectives • Figures and tables you intend to include in your final thesis (i.e., an expanded version of what you submitted at 9-12 months). • A brief discussion of the most significant results you have to date. • A detailed description of the work planned for your final year with an accompanying GANTT chart. • An updated data management plan (this may not be much, possibly some policies that have changed or a change in methodologies you may be using). The total length of the report should be discussed with your supervisor and will vary according to subject area. Generally, we recommend reports at this stage should not exceed 10,000 words (not including references, figures and tables).
33 months (F/T) 66 months (P/T)	The third-year report should consist of the following components: • Provide a thesis outline (Chapters 1, 2, 3, 4, etc with proposed titles for each of the results chapters) and indicate the status of each chapter, including the discussion, i.e., how complete is each chapter (expressed in % roughly). • Include your results figures, tables, etc within the appropriate results chapter headings in your proposed thesis outline.

	• A detailed description of the work still to be completed with an accompanying GANTT chart with <u>CLEAR deadlines</u> for completion of chapters. • Include a target date for submission • Include a list of any manuscripts in preparation submitted or accepted. The total length of the report should be discussed with your supervisor and will vary according to subject area. Generally, we recommend reports at this stage should not exceed 15,000 words (not including references, figures and tables).
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In addition to these report milestones part-time PhD students will have interim meetings with their review committee at 4 months to ensure they have access to systems, equipment and support required for studies and at 30 months and 54 months to ensure they meet with their committee in each year of study. **These meetings require no formal written report.**

***Students on the Wellcome Trust DTP should see specific guidance as to what is required at the 4-month stage on the PGR progress reviews page in the school Handbook.**

MSc(Res) milestones and report requirements can be found on the PGR progress reviews page in the school handbook.

MD milestones and report requirements can be found on the PGR progress reviews page in the school handbook.

Oral presentations for the review meeting: For each review meeting, students are encouraged to prepare a 10-minute PowerPoint presentation. Below is some advice on how to structure the presentation, depending on which milestone review you are undertaking.

4 months: 1-2 slides of brief background/context for your project. 1 slide outlining the hypothesis and aims of the study. 2-3 slides on the research methodology you are planning to utilise. 2-3 slides with a brief description of any results obtained to date (there may be minimal at this early stage). Finally, 1-2 slides listing the expected outcomes and any significant challenges you might foresee in the next 6 months.

First and Second Year Reports: 1-2 slides of background/context for your project. 1 slide reminding the panel of your hypothesis and aims. You may want to add 1 slide to briefly remind the panel of the research methodologies, but these are likely to be heavily incorporated into your results slides so no need to have a separate section for these if you have a lot of results to discuss. Use around 4-5 slides to present your most significant results obtained to date (you won't have time to go through everything). 1-2 slides on your expected outcomes according to your results to date and again note any significant challenges you might foresee in the next 12 months. 1 slide: include a basic timeline (GANTT chart) of your progress and expected progress over the course of the remainder of the PhD, including writing of the thesis. At this stage, this is just an indication so do not worry if it changes over time.

Third Year Reports: The final presentation may be slightly longer (up to 20 mins) and will follow the same format as the first- and second-year format but given you will be more experienced, you can determine how many slides you need for each section. Just keep the presentation to 20 mins to allow enough time to discuss the work, remember your panel will

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have read your detailed report. One key difference is that your GANTT chart should be a lot more accurate now, with realistic timelines for expected completion dates.

Author:	kr16	Approval Committee:	PGRC
Consultees:	Jp287, ckm		
Location/s (Med Handbook):	https://medhandbook.st-andrews.ac.uk/pgc-progress-reviews/		
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
14/05/24	New word version created	Converted from pdf version supplied
05/08/24	Retyped from pdf version	
05/02/24	Re-written by JP as DoPGR	More detail for reports and information on oral presentations added
14/10/25	Wellcome DTP 4 month report details updated to match existing document	
28/09/26	Update by ckm as DoPGR	Following school PGRC timings of milestones have been changed and remits have been updated.