

# Reporting structure

## Reporting structure

All reports must be accompanied by a signed declaration from the academic and industrial supervisors. At each stage the academic supervisor can advise; continue, re-write report and review 3 months later, transfer to MRes, withdraw.

### Assuming an October start

#### First report ( 3 months ) 1 Jan

- Project definition and scoping document ( 2 -3 pages )

#### Conference 1

- Poster

#### Second report ( 10 months ) 31 July

- Abstract
- Initial Lit Review
- Methods and Materials or Theoretical Approach
- Initial Results and discussion
- References
- Work plan for next year

Approx length 30 pages

#### Conference 2

- 15 min talk

#### Third report ( 18 months ) April 1

4000 word maximum (plus diagrams and tables) report concerning their research work.

The report should contain:

1. A Title
2. An Index
3. A Statement of Objectives
4. A short Summary of Achievements
5. A concise Review of Results with Discussion and Conclusions
6. A Statement of Future Plans
7. An economical number of Figures and Tables
8. A Project Risk Assessment form and a Chemical Hazards Risk Assessment form.

#### April Conference 3

- 30 minute talk

#### Fourth report ( 30 months ) April 1

- Mini paper ( 20 - 25 pages text plus 8 -10 Figs ) or published paper
- Work plan

#### Conference 4

- 30 minute talk

#### Fifth report ( 36 months ) Sept 30

Detailed thesis plan and work plan for final year

#### Final report ( 42 months ) April 1

- Introduction with business case
- Complete Lit Review
- Materials and methods or Theoretical Approach
- At least two Results chapters
- References, Approx length 120 -150 pages