

**Title of Project**

Confirmation/Transfer Report for PhD in Geology

by

Student’s Name

**Advisory Panel**

Name, Supervisor

Name, Panel Member

Name, Panel Member

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# List of Abbreviations

ABR Add frequently used abbreviations here if necessary

# List of Figures

Figure 1.1 Add figure title here

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Table 1.1 Add table title here

# Abstract

(This should summarise the research aims, methods, findings to date and anticipated outcomes. 300 words maximum.)

# 1. Aims and Objectives

Provide a concise description of the main research aim(s) and specific objectives, including hypotheses where appropriate. Explain briefly how the research aims and objectives relate to previous research and how they will provide an appreciable, original contribution to knowledge. This section can refer to the literature review prepared for the first Advisory Panel meeting, which should be included in an appendix.

The report should be in Times New Roman 12-point font, 1.5 line spacing, and must include section numbers and page numbers. It must be carefully proofread and spellchecked before submission.

As noted in the College Calendar, “the student must ensure that a draft of the confirmation / transfer report is made available to the Supervisor with sufficient time for the Supervisor to read it and provide comments.” The timeline can be agreed between the student and supervisor, but it is recommended that the draft report should be produced at least one month before the submission deadline, i.e. by 1st October for September registrants and by 1st April for March registrants, in order to allow adequate time both for feedback from the supervisor and for the student to make alterations based on that feedback.

The confirmation / transfer report must be submitted to the panel by email as a Word document or pdf <12Mb in size (i.e. small enough to be transmitted through the College email system). Panel members may also request a hard copy of the report from the student.

# 2. Methodology

Describe the research methods (including field, laboratory and data analysis techniques as appropriate). Cite references for standard / widely used methods rather than providing details, and focus on any new methods or modifications you’re using.

# 3. Results to Date

Summarise the key findings to date, using tables and figures where appropriate, and provide a preliminary interpretation of the results.

# 4. Difficulties Encountered

Describe any difficulties encountered, e.g. with research methodologies including equipment issues, and how these have been or will be overcome.

# 5. Next Steps and Future Work

Provide a workplan both for the immediate future and for the remainder of the Ph.D. (In the case of Ph.D. transfer reports, this refers to a workplan both for the immediate future and for completion of a Ph.D. assuming that transfer is granted). This workplan should include a list of tasks and milestones and a Gantt chart. Where appropriate, discuss contingency plans if the anticipated results are not obtained.

# 6. Publications

List publications submitted or accepted to date (if any) and provide provisional titles and brief descriptions for anticipated publications.

# 7. Other

For example, comment on any additional research or training undertaken or planned which is not part of the core Ph.D. research described in the report.

# References

The reference list should be compiled in EndNote and the references in the report should normally be cited and listed according to the Harvard system. (Note that the reference list for the literature review in the appendix should be included in that appendix.)

# Appendices

The literature review prepared for the first Advisory Panel meeting should be included as an appendix (amended / updated if appropriate based on feedback from that meeting).

Tables or graphs of data can also be included in an appendix if these are necessary or helpful to the confirmation / transfer panel. However the main results to date should be presented and discussed in the main body of the report.