**Department of Electrical and Electronic Engineering**

**Early Stage Assessment Form (ESA)**

Full-time students = submission by 9 months + assessment by 10 months

Part-time students = submission by 18 months + assessment by 20 months

**Please read the** [**EEE PhD Milestones Guidelines**](http://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/eee-phd-milestones-guidelines/)**, then complete this form electronically and email it to the next person in the process. There is NO need for signature.**

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| **Section A – completed by STUDENT**  **🡺 then email to supervisor(s) + assessors + CC: your research group administrator ->** [**CAS**](mailto:w.hsissen@imperial.ac.uk)**;** [**CSP**](mailto:v.rodriguez-gonzalez@imperial.ac.uk)**;** [**OSD**](mailto:s.brace@imperial.ac.uk)**,** [**ISN**](mailto:j.obrien@imperial.ac.uk)**;**  [**CAP (Raluca)**](mailto:raluca.reynolds@imperial.ac.uk)**;** [**CAP (Julian)**](mailto:j.kessell@imperial.ac.uk)  **Remember to attach the Turnitin ESA report** | | | | | | | | | | | | |
| **Student’s Name** | |  | | | | | | | **CID** |  | | |
| Full-time  Part-time | Research Group:  CAS CAP  CSP ISN  OSD  Please also add your CDT abbreviation (if applicable): | | | **Date of initial PhD registration**  (as per [My.Imperial.ac.uk](https://my.imperial.ac.uk/)) | | | | | | | |  |
| **ESA due date**  (as per [My.Imperial.ac.uk](https://my.imperial.ac.uk/)) | | | | | | | |  |
| **Is this your first ESA?** | | YES  **NO**, please give the date of previous ESA: | | | | | | |
| **If you missed ESA deadline, please provide the reason for lateness** | | |  | | | | | | | | | |
| **Provisional title of research project** | | |  | | | | | | | | | |
| **Supervisor(s) name(s)** | | |  | | | | | | | | | |
| **Has ethical approval for the research been agreed?** | | | | | YES NO NOT REQUIRED | | | | | | | |
| **As you started your postgraduate research degree on or after 24 September 2019, you must submit a copy of your ESA report to Turnitin for an originality check before your ESA Assessment.**  **Once you have submitted your ESA report on Blackboard via Turnitin, you will need to save your ESA report (with your originality report) as a pdf file, and then email it to your ESA supervisor and assessors.**  [**ESA Assignment Submission - Dept. of Electrical and Electronic Engineering**](https://bb.imperial.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=_1708664_1&course_id=_20287_1&mode=reset)  **If you are unable to access Blackboard, please contact EEE PG Office (**[**eeepgoffice@imperial.ac.uk**](mailto:eeepgoffice@imperial.ac.uk)**)** | | | | | | | | | | | | |
| Have you discussed with your supervisor the [Mutual expectations](https://www.imperial.ac.uk/students/success-guide/pgr/progressing-through-your-phd-/working-with-your-supervisor/) for the Research Degrees student and supervisor partnership information provided by the Graduate School? | | | | | | | | | | | YES NO | |
| Have you met with your Personal Tutor yet?  Personal Tutors are enablers and may provide advice on how to improve your PhD experience. | | | | | | | | | | | YES NO  OTHER…….. | |
| Have you completed the College’s compulsory**\*** [Plagiarism Awareness online course](https://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/research-integrity/plagiarism-awareness-doctoral-students/)?  (**\***students who have already completed this course at an UG or PG programmes from Imperial are exempt) | | | | | | | | | | | YES  NO  EXEMPT | |
| Non-native speaker who scored Level 1 or 2 in DACR A1, have you taken DACR A2? [Doctoral Academic Communication Requirement (DACR)](https://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement/) | | | | | | | YES  NO, but I am following the course at the CfAE  EXEMPT (non-native speakers who score Level 3 or 4 in DACR A1 are exempt from taking DACR A2) | | | | | |
| List the Graduate School’s [**professional development programme courses**](http://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/) you have taken.  **Professional Skills Attendance Requirements**  Doctoral students are required to accumulate a minimum of 4 credits by the Late Stage Review (LSR) as follows:   * By the Early Stage Assessment (ESA) – 2 credits * By the Late Stage Review (LSR) – a further 2 credits  |  |  | | --- | --- | | **Course Type** | **Number of Credits** | | Online courses | 1 | | Face-to-face workshops | 1 | | Webinars | 1 | | 1. Day Retreat | 1 | | 2 Day Retreat | 3 | | 5 Day Global Fellows Programme | 4 |  * 1. **MPhil Students**: must complete a minimum of two credits by the ESA. The LSR professional development credit requirement does not apply to MPhil students. | | | | | | | | | | | | |
| **Title** | | | | | | | **Outcome** | | | | | |
|  | | | | | | | | Complete; or  To be completed on (date): | | | | |
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| **Please list any publications or external presentations you might have given.** | | | | | | | | | | | | |
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| **Section B – completed by ASSESSORS, after the assessment**  **🡺 then email to supervisor(s) + CC:** **research group administrator**  **Please read the** [**EEE PhD Milestones Guidelines**](http://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/eee-phd-milestones-guidelines/) | | | | | | | |
| **Date of ESA examination:** | | | | |  | | |
| **1. Comments on the written report** | | | | | | | |
|  | | | | | | | |
| Overall Assessment (tick one) | | Poor | Satisfactory | Good | | | Very Good |
| **2. Comments on the oral examination** | | | | | | | |
|  | | | | | | | |
| Overall Assessment (tick one) | | Poor | Satisfactory | Good | | | Very Good |
| **3. Comments on the plan of future work:** | | | | | | | |
|  | | | | | | | |
| Overall Assessment (tick one) | | Poor | Satisfactory | Good | | | Very Good |
| **4. Please provide answers for the following:** | | | | | | | |
| Does the student understand the research problem adequately at this stage? | | | | | | Yes No | |
| Has the student a critical awareness of the relevant literature on the subject? | | | | | | Yes No | |
| Has the student the capacity to pursue research? | | | | | | Yes No | |
| **Are you happy that the student’s ESA has been passed as free from plagiarism after being tested through Turnitin? The ESA report should have been submitted to you (with originality report) by the student.**  **If NO, please contact the student for the originality report.** | | | | | | Yes No | |
| **5. Do you recommend that registration for the PhD can continue?** | | | | | | Yes No | |
| If **NO**, what course of action do you recommend?  Re-submit (full-time: within 2 months / part-time: within 4 months from ESA due date)  Transfer to MPhil registration  Fail/Withdraw | | | | | | | |
| **Assessors names** |  | | | | | | |

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| **Section C – completed by SUPERVISOR(s)**  **🡺 then email to your research group administrator**  **Please read the** [**EEE PhD Milestones Guidelines**](http://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/eee-phd-milestones-guidelines/) | | | |
| **Please discuss this section of the form with the student prior to completion.**  **Comments by the Supervisor(s) based upon the student ESA report and oral examination:**  Feedback and discussion between the Supervisor(s) and the student on the student’s training and development. Supervisors may wish to cover the following as part of this conversation:   * departmental and technical courses completed by the student and future training * Graduate School professional skills courses completed (see appendix A) and those recommended prior to the Late Stage Review * If appropriate, creating a Data Management Plan for research to be undertaken, * Other training and development opportunities * For students starting on or after 24 September 2019, any concerns with respect to the Turnitin report | | | |
|  | | | |
| Have you discussed with your student [mutual expectations](https://www.imperial.ac.uk/students/success-guide/pgr/progressing-through-your-phd-/working-with-your-supervisor/) information provided by the Graduate School?  YES NO | | | |
| Supervisor(s) name(s) |  | Date: |  |

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| **Section D – completed by research group administrator** | |
| Has the student completed the Graduate School’s **plagiarism awareness** online course? | Yes  Not applicable, if completed previous degree at Imperial |
| Has the student satisfied the Graduate School Professional Skills requirement (2 by ESA – then another 2 by LSR)? | Completed 2 by ESA, missing 2 by LSR  Completed all 4 by ESA |
| Did the student score Level 1 or 2 in DACR A1 and then take DACR A2? [Doctoral Academic Communication Requirement (DACR)](https://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement/) | Yes No EXEMPT  (non-native speakers who score Level 3 or 4 in DACR A1 are exempt from taking DACR A2) |

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| **Section E – DPS** | | | | |
| **Do you recommend the PhD registration should continue?** | | | Yes No | |
| If **NO**, what course of action do you recommend?  Re-submit (full-time: within 2 months / part-time: within 4 months from ESA due date)  Transfer to MPhil If transfer is recommended, please give reason:  Non-completion of professional skills development training  Academic performance  Fail/withdraw | | | | |
| DPS approval |  | Date: | |  |