**Pre-confirmation guidelines**

There are no formal rules or requirements around the pre-confirmation session (beyond the fact that you need to have one within 3-6 months of candidature). Based on experience from 2017 we have compiled a list of guidelines to help you plan for your meeting.

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**It is advised that you plan for a short informal presentation approximately 15-20 slides / 15-20 minutes. Ideally the meeting will take 45minutes but if more time is required a full 60 minute slot should be booked.**

The following key things that need to be included

1. What is the gap in the literature that this project is addressing? Why is that gap important, why does it need to be filled? (note that this needs to be understood by all members of your advisory committee of which some are likely to be non-experts)
2. What new knowledge will be generated through this project that will help address this need?
3. Describe the planned methods including any of the following that is relevant. Equipment (i.e. EEG, Eye tracking, questionnaire), population (1st year REP, Mturk, clinical populations). Expected participant numbers, recruitment strategies if the participants are neither REP or Mturk.
4. Any costs associated with the project and/or candidature. In terms of personal funding if you have a scholarship state the title and duration of the scholarship, if you don’t then indicate your plans for supporting your living expenses. If the project has costs that require grant funding that is yet to be obtained then mention that.
5. Highlight any other issues that might impact feasibility such as the need for additional funding, ethical approval, training, recruitment.
6. At pre-confirmation please provide a detailed expected timeline leading to confirmation at around 10 months (full-time equivalence) and an approximatetimeline for completion of all data collection and analysis by 2.5 years with PhD submission at 3 years. By the time you get to the confirmation you will need to include a detailed timeline that includes all planned experiments, literature reviews and thesis write-up, however this is not required at pre-confirmation. All timelines need to be presented as realistically leading to thesis submission in 3 years if everything goes to plan. If there are any visa requirements that also impact your timeline then these should also be mentioned

Note that you need to attempt to address each of these points or highlight specific details that you are still trying to figure out. It is sometimes necessary that core questions, methods or other aspects of your proposed plan end up changing throughout the course of the PhD, but it is essential that you have a feasible plan to start, so that your committee can evaluate the suitability of your project as proposed at Confirmation.

It is also worth remembering that many staff are away or unavailable through mid-Dec to mid-Feb, so keep that in mind when planning your pre-confirmation and confirmation meetings. Months can be lost if you plan to hold one of these meetings in Jan as that is unlikely to be possible.