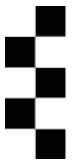


**Department of Government: Milestones for PhD Students**

<b>Milestones</b>	<b>Criteria for progress</b>	<b>Deliverables</b>	<b>Deadline</b>
M1: Confirmation and Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	<ul style="list-style-type: none"> <li>▪ Training Needs Analysis to be completed.</li> <li>▪ Attend Proficio courses and plan for further courses to attend, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Term 1 for full-time students; Term 2 for part-time students</li> <li>▪ By end of Term 3 for full-time students; Term 6 for part-time students</li> </ul>
	B: Choose research topic and demonstrate significance/impact of research.	<p>Research Project Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> <li>▪ Write central research problem/questions to be answered.</li> <li>▪ Methodological considerations.</li> <li>▪ Feasibility Report – identifying sources, access and ethical considerations</li> <li>▪ Create project plan, outlining objectives for each stage.</li> </ul>	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
	C: Demonstrate understanding of chosen topic within the context of the field.	<ul style="list-style-type: none"> <li>▪ Critical Literature Review (where relevant)</li> </ul>	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
	D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the four year maximum period.	<ul style="list-style-type: none"> <li>▪ Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills.</li> </ul>	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> <li>▪ Create a detailed, realistic plan of work/timetable for Year 2.</li> <li>▪ Produce supervisory panel report written in a clear and self-reflective style</li> </ul>	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)

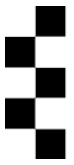


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	<p>F: Subject-specific milestones:</p> <p>1) You will have been assigned a PhD supervisor.</p> <p>2) Identification of 1 or 2 additional members of academic staff to sit on supervisory boards</p> <p>3) Enrol in and successfully complete GV994 and other modules, as required.</p> <p>4) Attendance at Ph.D. colloquium and other relevant seminars held in the Department or in other relevant disciplines</p> <p>5) Demonstration of satisfactory completion of extended proposal</p> <p>6) Progress on dissertation</p>	<p>1) You should meet regularly with your supervisor, <i>typically at least once a fortnight</i> in your first year. This pattern should continue throughout your time in the program, unless you have reasons to be away from campus, such as carrying out fieldwork.</p> <p>2) Consensus and report of panel members to Ph.D. director and Graduate Administrator.</p> <p>3) Enrolment and satisfactory progress in GV994, and other modules, as required.</p> <p>4) Evidence of engagement in colloquium and seminars</p> <p>5) To be demonstrated in a poster style presentation to academics during the last week of January.</p> <p>6) Journal based' PhD' – research proposal in complete form and draft of one paper. If you are doing an article based dissertation, it is ideal to have at least a draft of the first paper circulating</p>	<p>1) Assignment of PhD Supervisor before commencement of study. Meetings—ongoing with evidence (can be e-mails, informal notes) of their occurrence.</p> <p>2) Report due to Graduate Administrator (in e-mail format) no later than November 15<sup>th</sup>. Student should take responsibility for sending e-mail.</p> <p>3) Note by Professional Development Seminar Organisers of Successful Progress on the module in summer 2015. Evidence of satisfactory progress in other modules, as required.</p> <p>4) Student engagement with Departmental events to be reviewed by boards and RSPB.</p> <p>5) Approval form the First Year Defence Panel that the extended proposal is satisfactory.</p> <p>6) End of first year, preferably evidenced after second board.</p>
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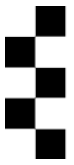
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		<p>over the summer between the first and second year of the PhD programme. Ideally, this paper will be under peer review.</p>	
		<p>Monograph based PhD' – research proposal in complete form and draft of one chapter (typically a literature review or theory chapter). Additional evidence of progress should exist in the form of the preparation or undertaking fieldwork, notes, archival visits etc.</p> <p>A timeline that maps out how future progress will be achieved in subsequent years.</p>	
<p>M2: Progress from Year 2 to Year 3 (or equivalent for part-time students)</p>	<p>A: Review training needs and knowledge required to continue with research project and complete the thesis.</p>	<ul style="list-style-type: none"> <li>▪ Training Needs Analysis to be reviewed.</li> <li>▪ Attend Proficio courses and plan for further courses to attend, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Term 4 for full-time students; Term 8 for part-time students</li> <li>▪ By end of Term 6 for full-time students; Term 12 for part-time students</li> </ul>
	<p>B: Demonstrate work of the quality and quantity expected at the end of Year 2</p>	<ul style="list-style-type: none"> <li>▪ Produce draft chapters equivalent to 2/3rds of the number proposed/ 2 papers</li> <li>▪ Report on research undertaken to date</li> </ul>	<p>By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)</p>
	<p>C: Review significance and impact of research and articulate output.</p>	<p>For example:</p> <ul style="list-style-type: none"> <li>▪ Deliver workshop</li> <li>▪ Present research to students and staff at seminars/conferences</li> <li>▪ Write journal articles</li> </ul>	<p>By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)</p>
	<p>D: Demonstration of effective project</p>	<ul style="list-style-type: none"> <li>▪ Create a detailed, realistic plan of work/</li> </ul>	<p>By end of year Supervisory Panel (Term</p>



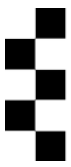
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	<p>management through the setting of research goals and prioritisation of activities.</p>	<p>timetable for Year 3.</p> <ul style="list-style-type: none"> <li>▪ Produce supervisory panel report written in a clear and self-reflective style</li> </ul>	<p>6 for full-time students; Term 12 for part-time students)</p>
	<p>E: Specific Departmental Expectations for Second Year Students pertaining to Dissertation</p>	<ul style="list-style-type: none"> <li>▪ Students doing a 'journal based' PhD should have completed drafts of at least 2 papers. At least one of these papers should have been placed under peer review by the end of the first half of your second year. Ideally a second paper also will be under peer review. It is likely that the first peer reviews will require you to revise your initial submission, and time in the second year should be allocated for this purpose. Students doing a 'monograph based' PhD should have completed drafts of at least 2/3rds of the substantive chapters of their PhD.</li> <li>▪ If students are planning an academic career, they should discuss placement projections with their supervisor and other academics and familiarize themselves with the current state of the academic job market.</li> <li>▪ A revised timetable should be approved</li> </ul>	<p>By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)</p>



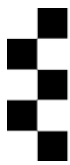
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		by the supervisor to ensure that the thesis will be completed in draft form by the end of the third year of registration (minimum period).	
M3: Progress from Year 3 (or equivalent for part-time students) to Completion Year	A: Ability to reflect on skills and knowledge development and its application to the research project	▪ Training Needs Analysis reviewed	By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)



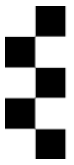
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	<p>B: Demonstrate work of the quality and quantity expected at the end of Year 3 (or equivalent for part-time students)</p>	<ul style="list-style-type: none"> <li>▪ Research completed (experimental, empirical and theoretical work, where relevant)</li> <li>▪ Produce all draft chapters/ at least papers</li> </ul>	<p>By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)</p>
	<p>C: Demonstrate ability to complete within the maximum period.</p>	<ul style="list-style-type: none"> <li>▪ Produce a realistic completion year plan.</li> <li>▪ Produce supervisory panel report written in a clear and self-reflective style</li> </ul>	<p>By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)</p>
	<p>D: Subject-specific milestones</p> <p>1) Related to Dissertation</p>	<p>1) Journal based': draft of all three research papers. Note that failure to do so will require you to seek approval for an extension to the minimum period of study. 'Monograph based': drafts of all substantive chapters of the thesis.</p> <p>-Note that failure to do so will require you to seek approval for an extension to the minimum period of study. <i>You will be allowed to go into completion year only if the submitted papers/chapters are judged to be of a standard deemed appropriate for by the Departmental postgraduate research progress board.</i></p>	<p>1) By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)</p>



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	<p>2) Meet professionalisation requirements concerning presenting one's work</p> <p>3) Seek to publish one's work</p>	<p>2) Presented at least one paper to the PhD Colloquium. By the end of the third year you should aim to have attended relevant conferences, presented papers at them, and to have a plan for submission of your work for publication.</p> <p>3) For 'Monograph based' dissertations, students should, with the advice of their supervisors and other academics, seek out potential presses that will turn the dissertation into a published book.</p> <p>For 'Journal based' dissertations, the third paper should be readied for submission for peer review. The two earlier papers should be either published or in revision for further submission.</p>	<p>2) By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)</p> <p>3) By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)</p>
M4: During Completion Year	A: Clear evidence of progress towards submission	<ul style="list-style-type: none"> <li>▪ Completed final draft of thesis for supervisor(s)/supervisory panel comment</li> </ul>	By interim Supervisory Panel prior to submission/Term 2 of completion year (Term 11/12 for full-time students; Term 20/21 for part-time students)
	B: Department specific attitudes towards submission	<ul style="list-style-type: none"> <li>▪ Revise and rewrite chapters.</li> <li>▪ Submit the approved thesis to supervisor and panel members for comments.</li> <li>▪ Do final corrections. Submit thesis before the end of the academic year.</li> <li>▪ Thesis no longer than 80,000</li> </ul>	By interim Supervisory Panel prior to submission/Term 2 of completion year (Term 11/12 for full-time students; Term 20/21 for part-time students)



**Department of Government: Milestones for PhD Students**

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