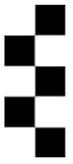**University of Essex**

Department of Literature, Film, and Theatre Studies: Standard Milestones for PhD Students

Milestones	Criteria for progress	Deliverables	Deadline
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.	▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate.	▪ Term 1 for full-time students; Term 2 for part-time students ▪ By end of Term 3 for full-time students; Term 6 for part-time students
	B: Confirm research topic and demonstrate significance/impact of research.	Update research Project Proposal, including (dependent on subject area): ▪ Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Create project plan, outlining objectives for each stage.	To be submitted for the first Supervisory Board; by end of term 1 for full-time students; by end of Term 2 for part-time students)
	C: Demonstrate understanding of chosen topic within the context of the field.	▪ Critical Literature Review in the form of annotated bibliography to be submitted for the first supervisory board	By the first Supervisory Board (deadline as above)
	D: Demonstrate the ability to analyse material critically and to produce work of the quality and quantity indicating completion within the three year minimum period.	▪ Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. The expectation is that the student will have produced around 15,000 words of quality research writing	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.	▪ Create a detailed, realistic plan of work/ timetable for Year 2.	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
	F: Subject-specific milestones	▪ Demonstration of initiative, independence and self-reliance in research as well as of a good collaboration with the supervisor. ▪ The ability to write clearly and in	

		a style appropriate to purpose (as evidenced in the material submitted to the boards). ▪ Subject specific goals as identified by the supervisor.	
M2: Progress from Year 2 to Year 3 (or equivalent for part-time students)	A: Review training needs and knowledge required to continue with research project and complete the thesis.	▪ Training Needs Analysis to be reviewed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate.	▪ Term 4 for full-time students; Term 8 for part-time students ▪ By end of Term 6 for full-time students; Term 12 for part-time students
	B: Demonstrate work of the quality and quantity expected at the end of Year 2	▪ Produce 2/3 of thesis in quality drafts ▪ Report on research and writing undertaken to date	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
	C: Review significance and impact of research and articulate output.	For example: ▪ Deliver a workshop ▪ Present research at seminars/conferences ▪ Write journal articles	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
	D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	▪ Create a detailed, realistic plan of work/ timetable for Year 3 in order to complete within the three year minimum period.	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
	E: Subject-specific milestones	▪ A knowledge of the most recent work within one's field and in related areas as demonstrated in written work. ▪ The capacity to effectively support the learning of others when involved in teaching, mentoring or demonstrating activities. ▪ The development and maintenance of co-operative networks and working relationships with supervisors, colleagues and peers within the institution and the wider research community. ▪ The ability to listen, give and receive feedback and respond perceptively to others as	By end of Year 2

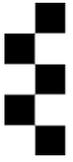|			
		evidenced in the discussions at supervisory board meetings.	

M3: Completion in Year 3 (or equivalent for part-time students) or, if necessary, progress from Year 3 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 Board (Term 9 for full-time students; Term 18 for part-time students)
	B: Demonstrate work of the quality and quantity expected at the end of Year 3 (or equivalent for part-time students)	▪ Research completed (critical, theoretical and empirical work where relevant) ▪ Produce entire thesis in draft.	By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)
	C: Demonstrate ability to complete within the minimum period, or if necessary, progress from Year 3 to Completion Year and complete within maximum period.	▪ Produce final draft of the thesis by end of term 8 and submission by end of term 9. OR (if necessary) Produce a realistic Completion Year plan.	By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)
	D: Subject-specific milestones	▪ Plan and create the overall construction of the thesis. ▪ Demonstrate the ability to present one's skills, personal attributes, and experiences through an effective CV to be submitted for the end of year Supervisory Board.	By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)

In the exceptional circumstances that you need a completion year the last board in year 3 or equivalent for part-time students will be the board that will decide on your progress into the maximum period. See "Completion Supervisory Board."

M4: During Completion Year	A: Clear evidence of progress towards submission	▪ Completed final draft of thesis for supervisor(s)/ supervisory board comments	By Supervisory Board in completion year (Term 10 for full-time students; Term 19 for part-time students)

Expected outcomes:
▪ Completed and submitted final doctoral thesis in the range of 60-80,000 words or the agreed equivalent for PhD creative practice.
▪ Successfully passed viva voce examination.

Further expected outcomes:
▪ The ability to constructively defend research outcomes in viva voce examination and in academic fora such as seminars, conferences and publications

Department of Literature, Film, and Theatre Studies: Standard Milestones for PhD Students

- The development and maintenance of co-operative networks and working relationships with supervisors, colleagues and peers within the institution and the wider research community.
- The ability to understand the processes for research funding and evaluation of research in the UK and globally.
- The ability to set realistic and achievable career goals, and identifying and developing ways to improve employability