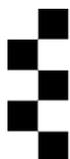
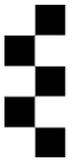


Essex Business School Standard Milestones for PhD Students – 2018 – 2019 entry

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.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and Insite workshops ▪ Regular attendance at department research seminars ▪ Plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ 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: 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"> ▪ Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ Create project plan, outlining objectives for each stage. ▪ Feasibility report- identifying sources, access and ethical considerations 	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"> ▪ Critical literature Review 	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.	<p>Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. One of the following should be provided:</p> <ul style="list-style-type: none"> • Draft methodology chapter.. • Detailed outline of the conceptual framework (This is equivalent to approx. 20% of overall thesis) 	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
	E: Demonstration of	<ul style="list-style-type: none"> ▪ Create a detailed 	By Confirmation Board



	effective project management through the setting of research goals and prioritisation of activities.	<p>realistic plan of work/ timetable for the next six months.</p> <ul style="list-style-type: none"> Supervisory Panel reports written in a clear and self-reflective style 	(Term 3 for full-time students; Term 6 for part-time students)
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.	<ul style="list-style-type: none"> Training Needs Analysis to be completed. Attend Proficio courses and Insite workshops Regular attendance at department research seminars Plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> 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	<p>Drafts of following chapters:</p> <ul style="list-style-type: none"> Literature review Methodology At least one data analysis chapter Report on research undertaken to date <p>(This is equivalent approx. 40% of overall thesis)</p>	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)
	C: Review significance and impact of research and articulate output.	<ul style="list-style-type: none"> Presentation of research project to staff and students at annual PhD conference 	By end of year Supervisory Panel (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.	<ul style="list-style-type: none"> Continuing detailed, realistic plans of work/ timetable for the next six months which demonstrates the ability to submit within the three year standard PhD period (six years for part-time students) Supervisory Panel report written in a clear and self-reflective style 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)
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	<ul style="list-style-type: none"> Training Needs Analysis reviewed Regular attendance at department research 	By end of year Supervisory Panel (Term 7 for full-time students; Term 15 for



	research project	seminars	part-time students)
	B: Demonstrate work of the quality and quantity expected when nearing submission or equivalent for part-time students)	<ul style="list-style-type: none"> ▪ Research completed (experimental, empirical and theoretical work, where relevant) ▪ Minimum 4 draft chapters (This is equivalent to approx. 70% of overall thesis).	By end of year Supervisory Panel (Term 7 for full-time students; Term 15 for part-time students)
	C: Clear evidence of progress towards submission.	<ul style="list-style-type: none"> ▪ Continuing detailed, realistic plans of work/ timetable for the next six months. ▪ Supervisory Panel report written in a clear and self-reflective style ▪ Completed final draft of thesis for supervisor(s)/ supervisory Panel comment (This is equivalent to approx. 100% of completed thesis).	By end of year Supervisory Panel (Term 7/8 for full-time students; Term 15/16 for part-time students)
If Required M4: Request to Enter Completion Period	A Administrative milestones B: Clear plan to submission	<ul style="list-style-type: none"> ▪ Submit approval of thesis title form Timeline of work needing to take place before submission ▪ Submission date agreed 	Timeline agreed by supervisory Panel