![University of Essex logo]

Institute for Social and Economic Research: Soc-B: Standard Milestones for CDT PhD

Overview of Course structure

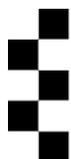| Year 1	Research Skills Training (workshops, auditing modules, project assignments)
Year 2	Research/Thesis
Year 3	Research/Thesis
Year 4*	Research/Thesis

*The course has a minimum and maximum period of 4 years with no further period of completion.

Details of course milestones

Milestones	Criteria for progress	Deliverables	Deadline
M1: Progression Year 1 to year 2	A: Assess training needs and knowledge required to undertake rotation modules and complete the thesis	▪ Initial Training Needs Analysis (TNA) to be completed ▪ Attend Soc-B workshops. ▪ Attend appropriate Proficio courses as identified from TNA ▪ Regular attendance at ISER, psychology, or other research seminars as agreed with student ▪ Plan for further courses to attend, as appropriate	▪ Term 1 for both full- and part-time students for initial training needs assessment ▪ By end of Term 3 for full-time students; Term 6 for part-time students
	B: Students complete two rotation projects in year 1	▪ Short report (max 2,500 words) from each assignment demonstrating evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills.	▪ Module 1 – End of autumn term ▪ Module 2 – end of spring term
	C: Students develop an outline of project to be conducted from year 2	▪ Outline of project PhD (approximately 10,000 word) project with topic area articulated including: research question; methods required to conduct research; brief project plan. Supervision team and data sources agreed ▪ Research Team informed in order to ensure student record updated accordingly	End of Term 3 for full-time students; term 6 for part-time students
M2: Confirmation and Progress to	A: Review training needs and knowledge	▪ Training Needs Analysis to be completed	▪ Term 6 for full-time students; Term 12 for

Year 2 (or equivalent for part-time students)	required to continue with research project and complete the thesis	- Attend Proficio courses and Soc-B workshops. - Regular attendance at department research seminars. - Plan for further courses to attend, as appropriate	part-time students • By end of Term 6 for full-time students; Term 12 for part-time students
	B: Choose research topic and demonstrate significance/impact of research	Research Project Proposal, including (dependent on subject area): - Central research problem/questions to be answered - Methodological considerations - List of potential empirical sources, access and ethical considerations. - Project plan, outlining objectives for each stage	• By Confirmation Board (Term 6 for full-time students; Term 12 for part-time students)
	C: Demonstrate understanding of chosen topic within the context of the field	• Critical Literature Review	• By Confirmation Board (Term 6 for full-time students; Term 12 for part-time students)
	D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the standard period	• 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: - Draft methodology chapter - Detailed outline of the conceptual framework (This is equivalent to approx. 20% of overall thesis)	• By Confirmation Board (Term 6 for full-time students; Term 12 for part-time students)
	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities	- Continuing detailed, realistic plan of work/ timetable for next six months - Supervisory panel report written in a clear and self-reflective style	• By Confirmation Board (Term 6 for full-time students; Term 12 or part-time students)
M3: Progress from Year 3 to Year 4 (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 completed. - Attend Proficio courses and Soc-B workshops. - Regular attendance at department research seminars.	• Term 7 for full-time students; Term 13 for part-time students • By end of Term 9 for full-time students; Term 18 for part-time students

		■ Plan for further courses to attend, as appropriate	

	B: Demonstrate work of the quality and quantity expected at the end of Year 3	■ Drafts of following chapters
		 ■ Literature review
		   ■ Methodology
		   ■ At least one data analysis chapter
		   ■ (This is equivalent approx. 60% of overall thesis)
			■ By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)

	C: Review significance and impact of research and articulate output	■ Presentation of research project to staff and students at annual PhD conference	■ By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)
	D: Demonstration of effective project management through the setting of research goals and prioritisation of activities	■ Continuing detailed, realistic plan of work/ timetable for next 6 months ■ Supervisory panel report written in a clear and self-reflective style	■ By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)
M4: During Completion Year	No provision for extension beyond 4 years full time or 7 years part-time		