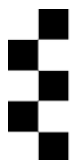


Faculty of Humanities: Standard Milestones for PhD Students (2018/19)

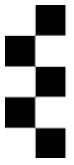
Milestones	Criteria for progress	Deliverables	Deadline
M1: Confirmation and Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ First supervisory Panel (end of 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.	<p>Updated 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. ▪ Feasibility Report – identifying sources, access and submitting ethical approval form if necessary ▪ Create project plan, outlining objectives for each stage. 	To be submitted for the first Supervisory Panel; (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.	<ul style="list-style-type: none"> ▪ Critical Literature Review in the form of annotated bibliography; and/or equivalent piece of initial creative/critical work scoping out field accompanied by an initial outline of thesis to be submitted for the first Supervisory Panel 	By the first Supervisory Panel (deadline as above)
	D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the three year standard PhD period (six years for part-time students).	<ul style="list-style-type: none"> ▪ Evidence that academic/creative writing and/or creative practice is of standard and quality expected at PhD level, including adequate referencing 	By Confirmation Panel (second Supervisory Panel) (Term 3 for full-time students; Term 6 for part-time students)



		<ul style="list-style-type: none"> and language skills. The expectation is that the student will have produced around 15,000 words of quality research writing or equivalent creative practice, or equivalent combination of critical/creative work 	
	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> Create a detailed, realistic plan of work/ timetable for Year 2. Produce progress report to submit to the Panel written in a clear and self-reflective style 	By Confirmation Panel (2 nd supervisory Panel which is Term 3 for full-time students; Term 6 for part-time students)
	F: Subject-specific milestones	<ul style="list-style-type: none"> 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 Panels). (Where applicable) creative practice at level of artistic and/or methodological sophistication appropriate to Ph.D. Subject specific goals as identified by the supervisor. 	By Confirmation Panel (2 nd supervisory Panel which is 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	A: Review training needs and knowledge required to continue with research	<ul style="list-style-type: none"> Training Needs Analysis to be reviewed. 	<ul style="list-style-type: none"> To be discussed at Panel 3 (which is Term 4 for full-time

students)	project and complete the thesis.	<ul style="list-style-type: none"> Attend Proficio courses and plan for further internal, and external, courses to attend, as appropriate. 	<p>students; Term 8 for part-time students)</p> <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Produce 2/3 of thesis in draft And/or equivalent creative practice Produce progress report on work and training undertaken to date written in a clear and self-reflective style 	By end of year Supervisory Panel number 4 (Term 6 for full-time students; Term 12 for part-time students)
	C: Review significance and impact of research and articulate output.	<p>For example:</p> <ul style="list-style-type: none"> Deliver workshop Present research to students and staff at seminars/conferences Write journal articles 	By end of year Supervisory Panel 4 (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"> Create a detailed, realistic plan of work/timetable for Year 3, which demonstrates the ability to submit within the three year standard PhD period (six years for part-time students). Produce progress report to submit to Panel on all work and training undertaken, written in a clear and self-reflective style 	By end of year Supervisory Panel 4 (Term 6 for full-time students; Term 12 for part-time students)
	E: Subject-specific milestones	<p><i>Department to add as appropriate.</i></p> <ul style="list-style-type: none"> A knowledge of the most recent work within one's field and in related areas as demonstrated in written work. The capacity to 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)

		<p>effectively support the learning of others when involved in teaching.</p> <ul style="list-style-type: none"> ▪ 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 evidenced in the discussions at supervisory Panel meetings. 	
M3: Year 3 (or equivalent for part-time students)	A: Ability to reflect on skills and knowledge development and its application to the research project	<ul style="list-style-type: none"> ▪ Training Needs and/or professional development needs to be reviewed 	By the Term 7 progress board, so evidence to be presented at Panel 6, (term 9 for full-time students; Term 15 for part-time students).
	B: Demonstrate work of the quality and quantity expected when nearing submission	<ul style="list-style-type: none"> ▪ Research completed (experimental, empirical and theoretical work, and, where applicable, the main body of creative work e.g. production of play, filming completed) ▪ Produce entire thesis in draft 	By the Term 9 progress board (so Panel 6, term 9 for full-time students; Term 18 for part-time students).
	C: Clear evidence of progress towards submission	<ul style="list-style-type: none"> ▪ Completed final draft of thesis for supervisor(s)/ supervisory panel comment 	By Panel 6, Term 9 (or term 18 for part-time).
	D: Subject-specific milestones	<p><i>Department to add as appropriate.</i></p> <ul style="list-style-type: none"> ▪ Demonstrate the ability to present one's skills, personal 	By Panel 5, (term 7) for full-time students (term 14 for part-time)



		attributes, and experiences through an effective CV to be submitted for the end of year Supervisory Panel.	
If required: M4: Request to enter Completion period, one term at a time	A: Clear plan to submission	<ul style="list-style-type: none"> • Timeline of work needed to take place before submission • Submission date agreed • The main body of research completed including where applicable, creative practice as research so performances should have taken place, filming completed. • The majority of the thesis completed in draft 	Timeline agreed by Supervisory Panel

Expected outcomes:

- Completed and submitted final doctoral thesis in the range of 60-80,000 words for a wholly critical dissertation; OR the agreed equivalent for PhD including creative practice (normally the creative work plus critical accompaniment of max 40, 000 words at Ph.D.)
- 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
- 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

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