<table>
<thead>
<tr>
<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
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<tr>
<td>M1: Confirmation and Progress to Year 2 (or equivalent for part-time students)</td>
<td>A: Assess training needs and knowledge required to undertake research project and complete the thesis.</td>
<td>▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and Insite workshops ▪ Regular attendance at department and external research seminars ▪ Plan for further courses to attend, as appropriate.</td>
<td>▪ 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</td>
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<td>Research Paper 1 Proposal, including (dependent on subject area):</td>
<td>By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)</td>
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<td>▪ Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ List of potential empirical data sources (for empirical paper) ▪ Paper 1 plan, outlining objectives for each stage. Feasibility report – identifying sources, access and ethical considerations</td>
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<td>C: Demonstrate understanding of chosen topic within the context of the field.</td>
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<td>Critical literature Review</td>
<td>By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)</td>
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<td>D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the four year maximum period.</td>
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<td>Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. A substantive Paper 1 draft will need to include elements of the following:</td>
<td>By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)</td>
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| E: Demonstration of effective project management through the setting of research goals and prioritisation of activities. | • Continuing detailed, realistic plans of work/ timetable for the next six months.  
• Supervisory panel report written in a clear and self-reflective style | By Confirmation Board (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. | • Training Needs Analysis to be completed.  
• Attend Proficio courses and Insite workshops  
• Regular attendance at department and external research seminars  
• 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 | Drafts of following chapters  
• Introduction and Conclusion chapter  
• Complete draft of Research Paper 1  
• Substantial draft of Paper 2 | 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. | • 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. | • 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 | By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students) |
| 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 | ▪ Training Needs Analysis reviewed  
▪ Regular attendance at department research seminars | By end of year Supervisory Panel (Term 7 for full-time students; Term 15 for part-time students) |
| --- | --- | --- | --- |
| | B: Demonstrate work of the quality and quantity expected when nearing submission or equivalent for part-time students | ▪ Complete drafts of Research Paper 1 and 2 including introduction and conclusion chapters  
▪ Substantial draft of Paper 3 including introduction and conclusion chapters | 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. | ▪ Continuing detailed, realistic plans of work/timetable for the next six months.  
▪ Supervisory panel reports written in a clear and self-reflective style  
▪ Completed draft of Paper 3  
▪ Completed introduction and conclusion chapters for all 3 papers  
▪ Produce complete draft of thesis for supervisor(s)/supervisory panel comment | 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: Clear plan to submission  
▪ Timeline of work needing to take place before submission  
▪ Submission date agreed | Timeline agreed by Supervisory board. |
| | B: Administrative milestones  
▪ Submit approval of thesis title form. Timeline of work needing to take place before submission.  
▪ Submission agreed date | |