

### Essex Business School Standard Milestones for PhD Students 2019–20

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"> <li>▪ Training Needs Analysis to be completed.</li> <li>▪ Attend Proficio courses and Insite workshops</li> <li>▪ Regular attendance at department and external research seminars</li> <li>▪ Plan for further courses to attend, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Term 1 for full-time students; Term 2 for part-time students</li> <li>▪ By end of Term 3 for full-time students; Term 6 for part-time students</li> </ul>
	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"> <li>▪ Write central research problem/questions to be answered.</li> <li>▪ Methodological considerations.</li> <li>▪ Create project plan, outlining objectives for each stage.</li> <li>▪ Feasibility report- identifying sources, access and ethical considerations</li> </ul>	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"> <li>▪ Critical literature Review</li> </ul>	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"> <li>• Draft methodology chapter</li> <li>• Detailed outline of the conceptual framework</li> </ul> <p>(This is equivalent to approx. 20% of overall thesis)</p>	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.	<ul style="list-style-type: none"> <li>▪ Create a detailed and realistic plan of work/ timetable for the next six months.</li> <li>▪ Supervisory Panel reports written in a clear and self-reflective style</li> </ul>	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.	<ul style="list-style-type: none"> <li>▪ Training Needs Analysis to be completed.</li> <li>▪ Attend Proficio courses and Insite workshops</li> <li>▪ Regular attendance at department and external research seminars</li> <li>▪ Plan for further courses to attend, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Term 4 for full-time students; Term 8 for part-time students</li> <li>▪ By end of Term 6 for full-time students; Term 12 for part-time students</li> </ul>
	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"> <li>▪ Literature review</li> <li>▪ Methodology</li> <li>▪ At least one data analysis chapter</li> <li>▪ Report on research undertaken to date</li> </ul> <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"> <li>▪ Presentation of research project to staff and students at annual PhD conference</li> </ul>	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"> <li>▪ 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)</li> <li>▪ Supervisory Panel report written in a clear and self-reflective style</li> </ul>	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 research project	<ul style="list-style-type: none"> <li>▪ Training Needs Analysis reviewed</li> <li>▪ Regular attendance at department research seminars</li> </ul>	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)	<ul style="list-style-type: none"> <li>▪ Research completed (experimental, empirical and theoretical work, where relevant)</li> <li>▪ Minimum 4 draft chapters (This is equivalent to approx. 70% of overall thesis).</li> </ul>	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"> <li>▪ Continuing detailed, realistic plans of work/ timetable for the next six months.</li> <li>▪ Supervisory Panel report written in a clear and self-reflective style</li> <li>▪ Completed final draft of thesis for supervisor(s)/ supervisory Panel comment</li> </ul> <p>(This is equivalent to approx. 100% of completed thesis).</p>	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"> <li>▪ Submit approval of thesis title form Timeline of work needing to take place before submission</li> <li>▪ Submission date agreed</li> </ul>	Timeline agreed by supervisory Panel