

**Faculty of Humanities**  
**East 15 Acting School Milestones for PhD Students 2019-20 Entry**

<b>Milestones</b>	<b>Criteria for progress</b>	<b>Deliverables</b>	<b>Deadline</b>
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 plan for further courses to attend, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ First Supervisory Panel (Term 1 for FT students; Term 2 for PT students).</li> <li>▪ By Confirmation Board (end of Term 3 for FT students; Term 6 for PT 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>▪ Feasibility Report – identifying sources, access and ethical considerations</li> <li>▪ Create project plan, outlining objectives for each stage.</li> </ul>	By Confirmation Board
	C: Demonstrate understanding of chosen topic within the context of the field.	<ul style="list-style-type: none"> <li>▪ Critical Literature Review</li> <li>▪ Critical Review of Relevant Practice (if required)</li> </ul>	By Confirmation Board
	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"> <li>▪ Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. Submit 10,000 words in good draft.</li> </ul>	By Confirmation Board
	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, realistic plan of work/timetable for Year 2.</li> <li>▪ Produce supervisory board report written in a clear and self-reflective style</li> </ul>	By Confirmation Board
M2: Progress from Year 2 to Year 3	A: Review training needs and knowledge required to continue	<ul style="list-style-type: none"> <li>▪ Training Needs Analysis to be reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Third Supervisory Panel</li> </ul>

(or equivalent for part-time students)	with research project and complete the thesis.	<ul style="list-style-type: none"> <li>Attend Proficio courses and plan for further courses to attend, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Fourth Supervisory Panel (end of Term 6 for FT students; Term 12 for PT students)</li> </ul>
	B: Demonstrate work of the quality and quantity expected at the end of Year 2	<ul style="list-style-type: none"> <li>Produce another 10,000 words in good draft.</li> <li>Report on research undertaken to date demonstrating that at least half of thesis exists in draft form.</li> </ul>	Fourth Supervisory Panel
	C: Review significance and impact of research and articulate output.	<p>For example:</p> <ul style="list-style-type: none"> <li>Present research to students and staff at seminars/conferences</li> <li>Write journal articles</li> </ul>	Fourth Supervisory Panel
	D: 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, 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).</li> <li>Produce supervisory board report written in a clear and self-reflective style</li> </ul>	Fourth Supervisory Panel
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"> <li>Training Needs Analysis reviewed</li> </ul>	Fifth Supervisory Panel (Term 7 FT students; Term 14 for PT students)
	B: Demonstrate work of the quality and quantity expected when nearing submission	<ul style="list-style-type: none"> <li>Research completed (empirical and theoretical work)</li> <li>Produce main body of the thesis in draft form.</li> </ul>	Sixth Supervisory panel (End of Term 8 FT students; Term 16 for PT Students)
	C: Clear evidence of progress towards submission	<ul style="list-style-type: none"> <li>Completed final draft of thesis for supervisor(s)/supervisory board comment</li> </ul>	Submitted to Supervisors Term 9 for FT student (Term 18 PT)
	D: Subject-specific milestones	Produce an effective CV presenting one's skills, personal attributes and achievements.	Sixth Supervisory panel
If required: M4: Request to enter Completion period	A: Clear plan to submission	<ul style="list-style-type: none"> <li>Timeline of work needing to take place before submission</li> <li>Submission date agreed</li> </ul>	Timeline agreed by Supervisory Panel.

List of Supervisory Panels:

First Supervisory Panel: End of Term 1 (Term 2 Part-Time)

Confirmation Board: End of Term 3 (Term 6 Part-Time)

Third Supervisory Panel: End of Term 4 (Term 8 Part-Time)

Fourth Supervisory Panel: End of Term 6 (Term 12 Part-Time)

Fifth Supervisory Panel: End of Term 7 (Term 14 Part-Time)

Sixth Supervisory Panel: End of Term 8 (Term 16 Part-Time)