

Department of History: Standard Milestones for PhD Students - 2019-20 entry

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"> ▪ 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: Narrow down research topic and demonstrate significance/impact of research. <i>The proposal must be detailed and be significantly more in-depth than the proposal submitted when applying. It must reflect ongoing research.</i>	Research Project Proposal (6000 words), including (dependent on subject area): <ul style="list-style-type: none"> ▪ Write central research problem/questions to be answered. ▪ Identify preliminary argument. ▪ Methodological considerations – explain rationale for selecting primary sources; consider strengths and limitations of primary sources; identify approaches or analytical tools used by scholars for similar sources; specify methods informing analysis or might be needed. ▪ Feasibility Report – identify primary sources (and their location), access to sources, travel required, and ethical considerations. ▪ Create project plan, outlining objectives for each stage. 	By Confirmation Panel and RSPB (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"> ▪ Critical Literature Review (8000 words), to acceptable standard ▪ Elaborate research questions to be answered in the thesis to acceptable standard. ▪ Identify major debates, themes, and gaps in the wider scholarship that 	By Confirmation Panel and RSPB (Term 3 for full-time students; Term 6 for part-time students)

		<ul style="list-style-type: none"> relate to the topic. ▪ Identify specific scholarly discussions on your topic. ▪ Situate project within wider scholarly conversations. 	
	D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the three year standard PhD (six years for part-time students).	<ul style="list-style-type: none"> ▪ Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. ▪ Evidence that writing and research requirements are being met (via proposal and critical literature review). 	By Confirmation Panel and RSPB (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"> ▪ Create a detailed, realistic plan of work/timetable for Year 2. ▪ Produce supervisory board reports written in a clear and self-reflective style 	By Confirmation Board and RSPB (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"> ▪ Training Needs Analysis to be reviewed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. ▪ Prepare 2500-word report on research undertaken to date – identify opportunities and challenges in research; provide overview of primary sources and preliminary analysis or methodological questions arising; consider the possible implications for project (e.g. direction, new ways of thinking, revised training needs). 	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Produce a <i>minimum</i> of 16000 words for thesis (e.g. two draft chapters). 	By end of year Supervisory Panel and RSPB (Term 6 for full-time students; Term 12

			for part-time students)
	C: Review significance and impact of research and articulate output.	For example: <ul style="list-style-type: none"> ▪ Deliver workshop ▪ Present research to students and staff at seminars or conferences. 	By end of year Supervisory Panel and RSPB (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 supervisory panel reports written in a clear and self-reflective style. 	By end of year Supervisory Panel and RSPB (Term 6 for full-time students; Term 12 for part-time students)
M3: 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"> ▪ Training Needs Analysis reviewed 	By the Term 7 progress board 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"> ▪ Research completed (experimental, empirical and theoretical work, where relevant) ▪ Prepare 1000-word report on research undertaken to date – identify opportunities and challenges; consider methodological questions arising. 	By the Term 7 progress board for full-time students; Term 15 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 interim Supervisory panel and RSPB prior to submission/Term 7/8 for full-time students; Term 15 - 16 for part-time students).
If required: M4: During Completion Year	A: Clear plan to submission.	<ul style="list-style-type: none"> ▪ Clear plan to submission date agreed. 	Timeline agreed by Supervisory Panel and RSPB.