### Department of Language and Linguistics: Milestones for PhD Students - 2019-20 entry

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<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
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| **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. | ▪ Use Moodle to complete Training Needs Analysis.  
▪ In conjunction with supervisor, plan for Proficio and other training courses to attend according to needs.  
▪ Attend at least four of the workshops offered throughout the academic year as part of LG595.  
▪ Regular attendance to Departmental seminars and research groups as relevant. | 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: Choose research topic and demonstrate significance/impact of research.** | Research Project Proposal fully developed, including:  
▪ Write central research problem/questions to be answered.  
▪ Methodological considerations.  
▪ Feasibility Report – identifying sources, access and ethical considerations  
▪ Create realistic and complete project plan, outlining objectives for each stage. | By End of Term 2 for full-time students; Term 4 for part-time students |
| **C: Demonstrate understanding of chosen topic within the context of the field.** | Critical Literature Review (where relevant) | By Confirmation Panel (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 three year standard PhD period (six year for part-time students).** | Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills.  
▪ Have completed enough written work equivalent to 1/3 of thesis in draft format; i.e., have written 15-20,000 words. In the case of a monograph-based thesis this should translate into drafts of two main chapters, such as literature review and | By Confirmation Panel (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 reviewed.
- Attend Proficio courses and plan for further courses to attend, as appropriate.
- Regular attendance to Departmental seminars and research groups as relevant.

**B: Demonstrate work of the quality and quantity expected at the end of Year 2**
- Have completed enough written work equivalent to 2/3 of thesis in draft format; i.e., have written 45-50,000 words. In the case of a monograph-based thesis this should translate into drafts of at least three main chapters and all data collection should have been finalised. In the case of a journal-based thesis this should translate into a full draft of two papers.
- Report on research undertaken to date

**C: Review significance and impact of research and articulate output.**

For example:
- Deliver workshop
- Present research to students and staff at seminars/conferences
- Write journal articles

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<th>Event Description</th>
<th>Details</th>
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| E: Demonstration of effective project management through the setting of research goals and prioritisation of activities. | ▪ Create a detailed, realistic plan of work/timetable for Year 2.  
▪ Produce Supervisory Panel report written in a clear and self-reflective style | By Confirmation Panel (Term 3 for full-time students; Term 6 for part-time students) |
| F: Have begun to collect and analyse evidence for application to your research questions. | ▪ Provide short written report on progress to supervisor. | By Confirmation Panel (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) | ▪ Training Needs Analysis to be reviewed.  
▪ Attend Proficio courses and plan for further courses to attend, as appropriate.  
▪ Regular attendance to Departmental seminars and research groups as relevant.  
▪ Have completed enough written work equivalent to 2/3 of thesis in draft format; i.e., have written 45-50,000 words. In the case of a monograph-based thesis this should translate into drafts of at least three main chapters and all data collection should have been finalised. In the case of a journal-based thesis this should translate into a full draft of two papers.  
▪ Report on research undertaken to date | 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 |
| C: Review significance and impact of research and articulate output. | For example:  
▪ Deliver workshop  
▪ Present research to students and staff at seminars/conferences  
▪ Write journal articles | By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students) |
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<th>M3: Year 3 (or equivalent for part-time students)</th>
<th>A: Demonstrate ability to reflect on skills and knowledge development and its application to the research project</th>
<th>B: Demonstrate work of the quality and quantity expected when nearing submission</th>
<th>C: Clear evidence of progress towards submission</th>
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<td>D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.</td>
<td>▪ 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 year for part-time students). ▪ Produce Supervisory Panel report written in a clear and self-reflective style.</td>
<td>▪ Training Needs Analysis reviewed ▪ Regular attendance to Departmental seminars and research groups as relevant.</td>
<td>▪ Have completed full draft of thesis for supervisor(s)/Supervisory Panel’s comment</td>
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<td>▪ Research completed (experimental, empirical and theoretical work, where relevant) ▪ Have produced full, good drafts of all main chapters for a monograph-based thesis or a full draft of three papers for a journal-based thesis. In either case, you should have submitted 80% of the thesis to your supervisor.</td>
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<td>If required: M4: Request to enter Completion period</td>
<td>A: Clear plan to submission</td>
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<td>▪ Timeline of work needing to take place before submission ▪ Final polishing of full thesis ▪ Submission date agreed ▪ Student is expected to complete course ‘Surviving the Viva’ which is offered by the University Learning and Development Unit.</td>
<td>Timeline agreed by Supervisory Panel and included in the Supervisory Panel report.</td>
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<td>By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)</td>
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