

**Faculty of Humanities – Department of Literature, Film and Theatre Studies: 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"> ▪ First supervisory Panel (end of 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: Confirm research topic and demonstrate significance/impact of research.	<p>Updated Research Project Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> ▪ Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and submitting ethical approval form if necessary ▪ Create project plan, outlining objectives for each stage. 	To be submitted for the first Supervisory Panel; (end of term 1 for full-time students; by end of Term 2 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 in the form of annotated bibliography; and/or equivalent piece of initial creative/critical work scoping out field accompanied by an initial outline of thesis to be submitted for the first Supervisory Panel 	By the first Supervisory Panel (deadline as above)
	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"> ▪ Evidence that academic/creative writing and/or creative practice is of standard and quality expected at PhD level, including adequate referencing and language skills. ▪ The expectation is that by the time of their confirmation Panel the student will have produced 	By Confirmation Panel (second Supervisory Panel) (Term 3 for full-time students; Term 6 for part-time students)

		<p>around 15,000 words in total of quality research writing or equivalent creative practice, or equivalent combination of critical/creative work (so material submitted to the first Panel counts as part of this total, as does other quality writing such as an annotated bibliography or literature review, transcribed interview or rewritten project proposal.)</p>	
	<p>E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.</p>	<ul style="list-style-type: none"> ▪ Create a detailed, realistic plan of work/ timetable for Year 2. ▪ Produce progress report to submit to the Panel written in a clear and self-reflective style 	<p>By Confirmation Panel (2nd supervisory Panel which is Term 3 for full-time students; Term 6 for part-time students)</p>
	<p>F: Subject-specific milestones</p>	<ul style="list-style-type: none"> ▪ Demonstration of initiative, independence and self-reliance in research as well as of a good collaboration with the supervisor. ▪ The ability to write clearly and in a style appropriate to purpose (as evidenced in the material submitted to the Panels). ▪ (Where applicable) creative practice at level of artistic and/or methodological sophistication appropriate to Ph.D. ▪ Subject specific goals as identified by the supervisor. 	<p>By Confirmation Panel (2nd supervisory Panel which is Term 3 for full-time students; Term 6 for part-time students)</p>

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 internal, and external, courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ To be discussed at Panel 3 (which is 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 2/3 of thesis in draft ▪ And/or equivalent creative practice ▪ Produce progress report on work and training undertaken to date written in a clear and self-reflective style 	By end of year Supervisory Panel number 4 (Term 6 for full-time students; Term 12 for part-time students)
	C: Review significance and impact of research and articulate output.	<p>For example:</p> <ul style="list-style-type: none"> ▪ Deliver workshop ▪ Present research to students and staff at seminars/conferences ▪ Write journal articles 	By end of year Supervisory Panel 4 (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 progress report to submit to Panel on all work and training undertaken, written in a clear and self-reflective style 	By end of year Supervisory Panel 4 (Term 6 for full-time students; Term 12 for part-time students)
	E: Subject-specific milestones	<p><i>Department to add as appropriate.</i></p> <ul style="list-style-type: none"> ▪ A knowledge of the most recent work within one's field and in related areas as demonstrated in written work. ▪ The capacity to effectively support the learning of others when involved in teaching. ▪ The development and maintenance of co- 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)

		<p>operative networks and working relationships with supervisors, colleagues and peers within the institution and the wider research community.</p> <ul style="list-style-type: none"> ▪ The ability to listen, give and receive feedback and respond perceptively to others as evidenced in the discussions at supervisory Panel meetings. 	
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"> ▪ Training Needs and/or professional development needs to be reviewed 	By the Term 7 progress board, so evidence to be presented at Panel 6, (term 9 for full-time students; Term 15 for part-time students).
	B: Demonstrate work of the quality and quantity expected when nearing submission	<ul style="list-style-type: none"> ▪ Research completed (experimental, empirical and theoretical work, and, where applicable, the main body of creative work e.g. production of play, filming completed) ▪ Produce entire thesis in draft 	By the Term 9 progress board (so Panel 6, term 9 for full-time students; Term 18 for part-time students).
	C: Clear evidence of progress towards submission	<ul style="list-style-type: none"> ▪ Completed draft of thesis for supervisor(s)/ supervisory panel comment 	By Panel 6, Term 9 (or term 18 for part-time).
	D: Subject-specific milestones	<p><i>Department to add as appropriate.</i></p> <ul style="list-style-type: none"> ▪ Demonstrate the ability to present one's skills, personal attributes, and experiences through an effective CV to be submitted for the end of year Supervisory Panel. 	By Panel 5, (term 7) for full-time students (term 14 for part-time)
If required: M4: Request to enter Completion period, one term at a time	A: Clear plan to submission	<ul style="list-style-type: none"> • Timeline of work needed to take place before submission • Submission date agreed 	Timeline agreed by Supervisory Panel

		<ul style="list-style-type: none"> • The main body of research completed including where applicable, creative practice as research so performances should have taken place, filming completed. • The majority of the thesis completed in draft 	
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Expected outcomes:

- Completed and submitted final doctoral thesis in the range of 60-80,000 words for a wholly critical dissertation; OR the agreed equivalent for PhD including creative practice (normally the creative work plus critical accompaniment of max 40,000 words at Ph.D.)
- Successfully passed viva voce examination.

Further expected outcomes:

- The ability to constructively defend research outcomes in viva voce examination and in academic fora such as seminars, conferences and publications
- The development and maintenance of co-operative networks and working relationships with supervisors, colleagues and peers within the institution and the wider research community.
- The ability to understand the processes for research funding and evaluation of research in the UK and globally.
- The ability to set realistic and achievable career goals, and identifying and developing ways to improve employability

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