## Institute for Social and Economic Research: Standard 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 for Paper 1 | ▪ Training Needs Analysis to be completed  
▪ Attend Proficio courses and plan for further courses to attend, as appropriate  
▪ Regular attendance at ISER research seminar and research group meetings | ▪ 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 for Paper 1 and demonstrate potential significance/impact of research | Research Project Proposal, including (dependent on subject area):  
▪ Produce a clear statement of the central research problems/questions to be answered.  
▪ Methodological considerations.  
▪ Feasibility Report – identifying data sources, access and ethical considerations (especially if experimental work involved)  
▪ Create project plan, outlining objectives for each stage | ▪ 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 | Critical Literature Review (where relevant) | ▪ 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 | Evidence that academic writing is at (or close to) the standard expected at PhD level, including adequate referencing and language skills  
▪ It should be clear that the student is on track to produce a complete draft of Paper 1 by the end of | ▪ By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students) |
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<th>M2: Progress from Year 2 to Year 3 (or equivalent for part-time students)</th>
<th>Term 4 (for full-time students; Term 7 for part-time)</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 board report written in a clear and self-reflective style | • 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) | Term 4 for full-time students; Term 8 for part-time students |
| A: Review training needs and knowledge required to continue with Paper 2 | • Training Needs Analysis to be reviewed  
• Attend Proficio courses and plan for further courses to attend, as appropriate  
• Regular attendance at ISER research seminar and research group meetings | • By end of Term 6 for full-time students; Term 12 for part-time students |
| M2: Progress from Year 2 to Year 3 (or equivalent for part-time students) | Term 4 for full-time students; Term 8 for part-time students |
| B: Demonstrate work of the quality and quantity expected at the end of Year 2 | • Produce two draft papers: a full draft of Paper 1; a draft of the research undertaken to date for Paper 2  
• Evidence that academic writing is at the standard expected at PhD level, or is very close to achieving it.  
• Report on research undertaken to date | • Full draft of Paper 1 by Term 4 (Term 7 for part-time students). All else by end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students) |
| M2: Progress from Year 2 to Year 3 (or equivalent for part-time students) | Term 4 for full-time students; Term 8 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 Board (Term 6 for full-time students; Term 12 for part-time students) |
| M2: Progress from Year 2 to Year 3 (or equivalent for part-time students) | Term 4 for full-time students; Term 8 for part-time students |
| D: Demonstration of effective project management through the setting of research goals and prioritisation of activities | • Create a detailed, realistic plan of work/timetable for the work on Paper 3 to be carried out in Year 3  
• 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) | • By end of year Supervisory Board (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: Ability to reflect on skills and knowledge development and its application to the research project</th>
<th>▪ Produce supervisory board report written in a clear and self-reflective style</th>
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| B: Demonstrate work of the quality and quantity expected when nearing submission | ▪ Training Needs Analysis reviewed  
▪ Regular attendance at ISER research seminar and research group meetings | ▪ By the Term 7 progress board for full-time students; Term 15 for part-time students |
| C: Clear evidence of progress towards submission | ▪ Research completed (experimental, empirical and theoretical work, where relevant)  
▪ Produce full drafts of all three Papers to PhD standard  
▪ Enter completion | ▪ By the Term 7 progress board for full-time students; Term 15 for part-time students |
| If Required: M4: Request to enter Completion period | A: Clear plan to submission | ▪ Final polishing of all chapters.  
▪ Timeline of work needing to take place before submission  
▪ Submission date agreed | ▪ Timeline agreed by Supervisory board. |