

Faculty of Social Sciences: Standard Milestones for PhD Students - 2019-20 entry

Requirement	Action
<p>M 1 : Achieve confirmation of PhD status and progress to Year 2 (Year 3 for part-time students)</p> <p><i>Deadline: by the Term 3 Confirmation Board (Term 6 for part-time students) for all requirements, except that the Training Needs Analysis must be completed by the end of Term 1.</i></p>	
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/or plan for further courses to attend, as appropriate
B: Choose research topic and demonstrate significance/impact of research.	<p>Research Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> ▪ PhD students chosen to produce a monograph: Write central research problem/questions to be answered ▪ PhD students chosen to produce 3 journal papers: Write three main research questions for each paper ▪ Methodological considerations ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Plan outlining objectives for each stage
C: Demonstrate understanding of chosen topic within the context of the field.	<ul style="list-style-type: none"> ▪ Critical Literature Review and Research Proposal together should be at least 10,000 words.
D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the standard PhD period (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.
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 report written in a clear and self-reflective style
F: Professionalisation	<ul style="list-style-type: none"> ▪ Attend First Year PhD Colloquium
<p>M2: Progress to Year 2 (year 4 for part-time students)</p> <p><i>Deadline: by the end of year 2 Supervisory Board (year 4 for part-time students)</i></p>	
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. ▪ Undertake original research on topic.
B: Demonstrate work of the quality and quantity expected at the end of Year 2	<ul style="list-style-type: none"> ▪ PhD students chosen to produce a monograph: At least 25,000 words of the thesis need to be written in draft ▪ PhD students chosen to produce 3 journal papers: The student has produced a full/completer version of the first paper and a draft of Paper 2, e.g. each paper of 8,000-10,000 words ▪ Produced a report on research undertaken to date
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

	<ul style="list-style-type: none"> ▪ Start to write journal articles or book chapters
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 board reports written in a clear and self-reflective style
E: Professionalisation	<ul style="list-style-type: none"> ▪ Attend second year PhD colloquium
<p>M3: Year 3 (years 5 and 6 for part-time students)</p> <p><i>Deadline: by end of year 3 Supervisory Board (year 6 for part-time students)</i></p>	
A: Ability to reflect on skills and knowledge development and its application to the research project	<ul style="list-style-type: none"> ▪ Ensure all training needs have been met
B: Demonstrate work of the quality and quantity expected when nearing submission	<ul style="list-style-type: none"> ▪ PhD students chosen to produce a monograph: The student has completed all the substantive chapters in draft, and the methodology chapter in a full draft. In total the draft thesis should have reached minimum of 60,000 words ▪ PhD students chosen to produce 3 journal papers: The student has produced a full/completer version of Paper 1 and Paper 2 and a draft of Paper 3, e.g. each paper of 8,000-10,000 words
C: Clear evidence of progress towards submission	<ul style="list-style-type: none"> ▪ Completed final draft of thesis for supervisor(s)/ supervisory board comment
D: Professionalisation	<ul style="list-style-type: none"> ▪ Present paper at external conference ▪ If possible, submit paper for publication
E: If completion period required, clear plan to submission	<ul style="list-style-type: none"> ▪ Detailed plan for submission agreed by end of year 3 (year 6 for part-time students) Supervisory Board
<p>M4: If required, Completion Period. Completion periods will be approved on a termly basis and will be for a maximum of 11 months in total</p>	
A: Must complete PhD no later than 11 months after entering completion year	<ul style="list-style-type: none"> ▪ Progress checked regularly by supervisor(s) ▪ Submission date agreed