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

<table>
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<th>Requirement</th>
<th>Action</th>
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| **M 1 : Achieve confirmation of PhD status and progress to Year 2 (Year 3 for part-time students)** | **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.  
**A: Assess training needs and knowledge required to undertake research project and complete the thesis**  
- 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.**  
- Research Proposal, including (dependent on subject area):  
  - 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.**  
- 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).**  
- 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.**  
- 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**  
- Attend First Year PhD Colloquium |

| **M2: Progress to Year 2 (year 4 for part-time students)** | **Deadline:** by the end of year 2 Supervisory Board (year 4 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.  
- Undertake original research on topic.  
**B: Demonstrate work of the quality and quantity expected at the end of Year 2**  
- 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.**  
For example:  
- Deliver workshop  
- Present research to students and staff at seminars/conferences |
### M3: Year 3 (years 5 and 6 for part-time students)

**Deadline: by end of year 3 Supervisory Board (year 6 for part-time students)**

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<th>A: Ability to reflect on skills and knowledge development and its application to the research project</th>
<th>Ensure all training needs have been met</th>
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| B: Demonstrate work of the quality and quantity expected when nearing submission | 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/complète 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 | Completed final draft of thesis for supervisor(s)/supervisory board comment |
| D: Professionalisation | Present paper at external conference  
If possible, submit paper for publication |
| E: If completion period required, clear plan to submission | Detailed plan for submission agreed by end of year 3 (year 6 for part-time students) Supervisory Board |

### 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

| A: Must complete PhD no later than 11 months after entering completion year | Progress checked regularly by supervisor(s)  
Submission date agreed |