

**Faculty of Social Sciences**  
**Essex Business School Milestones for 3-Paper PhD Students 2020-21**

<b>Milestones</b>	<b>Criteria for progress</b>	<b>Deliverables</b>	<b>Deadline</b>
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"> <li>▪ Training Needs Analysis to be completed.</li> <li>▪ Attend Proficio courses and Insite workshops</li> <li>▪ Regular attendance at department and external research seminars</li> <li>▪ Plan for further courses to attend, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Term 1 for full-time students; Term 2 for part-time students</li> <li>▪ By end of Term 3 for full-time students; Term 6 for part-time students</li> </ul>
	B: Choose research topic and demonstrate significance/impact of research.	<p>Research Paper 1 Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> <li>▪ Write central research problem/questions to be answered.</li> <li>▪ Methodological considerations.</li> <li>▪ List of potential empirical data sources (for empirical paper)</li> <li>▪ Paper 1 plan, outlining objectives for each stage. Feasibility report – identifying sources, access and ethical considerations</li> </ul>	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.	<ul style="list-style-type: none"> <li>▪ Critical literature Review</li> </ul>	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 of standard and ability expected at PhD level, including adequate referencing and language skills. A substantive Paper 1 draft will need to include elements of the following: <ul style="list-style-type: none"> <li>• Introduction and conclusion</li> <li>• Literature review</li> <li>• Methodology</li> <li>• Data description</li> <li>• Preliminary empirical analysis</li> </ul>	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> <li>▪ Continuing detailed, realistic plans of work/ timetable for the next six months.</li> <li>▪ Supervisory panel report written in a clear and self-reflective style</li> </ul>	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
Assess whether the planned research requires completion of the new <a href="#">COVID Risk Assessment</a> for PGR student research and placement activities. All such risk assessments should be discussed at subsequent SPs and RSPBs.			
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"> <li>▪ Training Needs Analysis to be completed.</li> <li>▪ Attend Proficio courses and Insite workshops</li> <li>▪ Regular attendance at department and external research seminars</li> <li>▪ Plan for further courses to attend, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Term 4 for full-time students; Term 8 for part-time students</li> <li>▪ By end of Term 6 for full-time students; Term 12 for part-time students</li> </ul>

	B: Demonstrate work of the quality and quantity expected at the end of Year 2	<p>Drafts of following chapters</p> <ul style="list-style-type: none"> <li>▪ Introduction and Conclusion chapter</li> <li>▪ Complete draft of Research Paper 1</li> <li>▪ Substantial draft of Paper 2</li> </ul>	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)
	C: Review significance and impact of research and articulate output.	<ul style="list-style-type: none"> <li>▪ Presentation of research project to staff and students at annual PhD conference</li> </ul>	By end of year Supervisory Panel (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"> <li>▪ Continuing detailed, realistic plans of work/ timetable for the next six months which demonstrates the ability to submit within the three year standard PhD period (six years for part-time students)</li> <li>▪ Supervisory panel report written in a clear and self-reflective style</li> </ul>	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)
Assess whether the planned research requires completion of the new <a href="#">COVID Risk Assessment</a> for PGR student research and placement activities. All such risk assessments should be discussed at subsequent SPs and RSPBs.			
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"> <li>▪ Training Needs Analysis reviewed</li> <li>▪ Regular attendance at department research seminars</li> </ul>	By end of year Supervisory Panel (Term 7 for full-time students; Term 15 for part-time students)
	B: Demonstrate work of the quality and quantity expected when nearing submission or equivalent for part-time students)	<ul style="list-style-type: none"> <li>▪ Complete drafts of Research Paper 1 and 2 including introduction and conclusion chapters</li> <li>▪ Substantial draft of Paper 3 including introduction and conclusion chapters</li> </ul>	By end of year Supervisory Panel (Term 7 for full-time students; Term 15 for part-time students)

	C: Clear evidence of progress towards submission.	<ul style="list-style-type: none"> <li>▪ Continuing detailed, realistic plans of work/ timetable for the next six months.</li> <li>▪ Supervisory panel reports written in a clear and self-reflective style</li> <li>▪ Completed draft of Paper 3</li> <li>▪ Completed introduction and conclusion chapters for all 3 papers</li> <li>▪ Produce complete draft of thesis for supervisor(s)/ supervisory panel comment</li> </ul>	By end of year Supervisory Panel (Term 7/8 for full-time students; Term 15/16 for part-time students)
If Required: M4: Request to enter Completion Period	A: Clear plan to submission	<ul style="list-style-type: none"> <li>• Timeline of work needing to take place before submission</li> <li>• Submission date agreed</li> </ul>	Timeline agreed by Supervisory board.
	B: Administrative milestones	<ul style="list-style-type: none"> <li>▪ Submit approval of thesis title form. Timeline of work needing to take place before submission.</li> <li>▪ Submission agreed date</li> </ul>	
Assess whether the planned research requires completion of the new <a href="#">COVID Risk Assessment</a> for PGR student research and placement activities. All such risk assessments should be discussed at subsequent SPs and RSPBs.			