## Faculty of Social Sciences

**Essex Business School Standard Milestones for PhD Students 2020–21**

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<tr>
<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 project and complete the thesis. | - Training Needs Analysis to be completed.  
- Attend Proficio courses and Insite workshops  
- Regular attendance at department and external research seminars  
- Plan for further courses to attend, as appropriate. | - 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 and demonstrate significance/impact of research.** | Research Project Proposal, including (dependent on subject area): | - Write central research problem/questions to be answered.  
- Methodological considerations.  
- Create project plan, outlining objectives for each stage.  
- Feasibility report-identifying sources, access and ethical considerations | 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 | | 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. One of the following should be provided:  
- Draft methodology chapter  
- Detailed outline of the conceptual framework (This is equivalent to approx. 20% of overall thesis) | | By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students) |
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| **E**: Demonstration of effective project management through the setting of research goals and prioritisation of activities. | - Create a detailed and realistic plan of work/timetable for the next six months.  
- Supervisory Panel reports written in a clear and self-reflective style | 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 [COVID Risk Assessment](#) 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. | - Training Needs Analysis to be completed.  
- Attend Proficio courses and Insite workshops  
- Regular attendance at department and external research seminars  
- Plan for further courses to attend, as appropriate. | - 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 | **Drafts of following chapters:**  
- Literature review  
- Methodology  
- At least one data analysis chapter  
- Report on research undertaken to date (This is equivalent approx. 40% of overall thesis) | By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students) |

<p>| <strong>C</strong>: Review significance and impact of research and articulate output. | <strong>Presentation of research project to staff and students at annual PhD conference</strong> | By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students) |</p>
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<th>M3: Progress from Year 3 (or equivalent for part-time students) to Completion Year</th>
<th>A: Ability to reflect on skills and knowledge development and its application to the research project</th>
<th>B: Demonstrate work of the quality and quantity expected when nearing submission or equivalent for part-time students</th>
<th>C: Clear evidence of progress towards submission</th>
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<td>D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.</td>
<td>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)</td>
<td>Supervisory Panel report written in a clear and self-reflective style</td>
<td>By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)</td>
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<td>By end of year Supervisory Panel (Term 7 for full-time students; Term 15 for part-time students)</td>
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<td>By end of year Supervisory Panel (Term 7/8 for full-time students; Term 15/16 for part-time students)</td>
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Assess whether the planned research requires completion of the new [COVID Risk Assessment](#) for PGR student research and placement activities. All such risk assessments should be discussed at subsequent SPs and RSPBs.

- By end of year Supervisory Panel (Term 7 for full-time students; Term 15 for part-time students)
Assess whether the planned research requires completion of the new [COVID Risk Assessment](#) for PGR student research and placement activities. All such risk assessments should be discussed at subsequent SPs and RSPBs.

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<th>If Required M4: Request to Enter Completion Period</th>
<th>A Administrative milestones</th>
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<td>B: Clear plan to submission</td>
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- Submit approval of thesis title form
- Timeline of work needing to take place before submission
- Submission date agreed

Timeline agreed by supervisory Panel