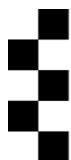


**Faculty of Social Sciences**  
**Department of Language and Linguistics Milestones for PhD Students - 2020-21 Entry**

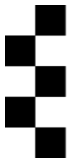
Milestones	Criteria for progress	Deliverables	Deadline
M1: Confirmation and Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	<ul style="list-style-type: none"> <li>▪ Complete Training Needs Analysis, e.g., using the relevant Moodle resources.</li> <li>▪ In conjunction with supervisor, plan for Proficio and other training courses to attend according to needs [Covid 19 contingency: either dual-mode or online exclusively as appropriate].</li> <li>▪ Attend at least four of the workshops offered throughout the academic year as part of LG595. [Covid 19 contingency: Three might be sufficient as long as student's needs are addressed; these could be attended either in dual-mode or online exclusively as appropriate. Flexibility here might help students to focus on other work as necessary given the circumstances].</li> <li>▪ Regular attendance to Departmental seminars and research groups as relevant [Covid 19 contingency: Although these might be taking place online, this component is very important to keep a sense of community, support, and strong research environment].</li> </ul>	<p>Term 1 for full-time students; Term 2 for part-time students</p> <p>By end of Term 3 for full-time students; Term 6 for part-time students</p>
	B: Choose research topic and demonstrate significance/impact of research.	<p>Research Project Proposal fully developed, including:</p> <ul style="list-style-type: none"> <li>▪ Write central research problem/questions to be answered.</li> <li>▪ Methodological considerations.</li> <li>▪ Feasibility Report – identifying sources, access and ethical considerations</li> <li>▪ Create realistic and complete project plan, outlining objectives for each stage</li> </ul>	<p>By End of Term 2 for full-time students; Term 4 for part-time students</p>

		[Covid 19 contingency: Alternative plans, for example in relation to data collection, should be considered in case of further disruption].	
	C: Demonstrate understanding of chosen topic within the context of the field.	<ul style="list-style-type: none"> <li>Critical Literature Review (where relevant)</li> </ul>	By Confirmation Panel (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 three year standard PhD period (six year for part-time students).	<ul style="list-style-type: none"> <li>Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills.</li> <li>Have completed enough written work equivalent to 1/3 of thesis in draft format; i.e., have written 15-20,000 words. In the case of a monograph-based thesis this should translate into drafts of two main chapters, such as literature review and methodology. In the case of a journal-based thesis this should translate into a full draft of one paper or substantial literature review and methodology drafts which will inform the overall project.</li> </ul>	By Confirmation Panel (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>Create a detailed, realistic plan of work/ timetable for Year 2.</li> <li>Produce Supervisory Panel report written in a clear and self-reflective style</li> </ul>	By Confirmation Panel (Term 3 for full-time students; Term 6 for part-time students)
	F: Have begun to collect and analyse evidence for application to your research questions.	<ul style="list-style-type: none"> <li>Provide short written report on progress to supervisor.</li> </ul>	By Confirmation Panel (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	A: Review training needs and knowledge required	<ul style="list-style-type: none"> <li>Training Needs Analysis to be reviewed.</li> </ul>	Term 4 for full-time students; Term 8

<p>equivalent for part-time students</p>	<p>to continue with research project and complete the thesis.</p>	<ul style="list-style-type: none"> <li>▪ Attend Proficio courses and plan for further courses to attend, as appropriate [Covid 19 contingency: training could take place either in dual-mode or online exclusively as appropriate].</li> <li>▪ Regular attendance to Departmental seminars and research groups as relevant [Covid 19 contingency: Although these might be taking place online, this component is very important to keep a sense of community, support, and strong research environment].</li> </ul>	<p>for part-time students</p> <p>By end of Term 6 for full-time students; Term 12 for part-time students</p>
	<p>B: Demonstrate work of the quality and quantity expected at the end of Year 2</p>	<ul style="list-style-type: none"> <li>▪ Have completed enough written work equivalent to 2/3 of thesis in draft format; i.e., have written 45-50,000 words. In the case of a monograph-based thesis this should translate into drafts of at least three main chapters and all data collection should have been finalised. In the case of a journal-based thesis this should translate into a full draft of two papers.</li> <li>▪ Report on research undertaken to date [Covid 19 contingency: if special measures and/or modifications to the original plan have been necessary, these must be reported].</li> </ul>	<p>By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)</p>
	<p>C: Review significance and impact of research and articulate output.</p>	<p>For example:</p> <ul style="list-style-type: none"> <li>▪ Deliver workshop [Covid 19 contingency: e.g., online].</li> <li>▪ Present research to students and staff at seminars/conferences [Covid 19 contingency: e.g., online].</li> <li>▪ Write journal articles</li> </ul>	<p>By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)</p>



	D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> <li>▪ 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) [Covid-19 impact taken into account if relevant]</li> <li>▪ Produce 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)
M3: Year 3 (or equivalent for part-time students)	A: Demonstrate 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 to Departmental seminars and research groups as relevant [Covid 19 contingency: e.g., online].</li> </ul>	By the Term 7 Supervisory Panel for full-time students; Term 15 for part-time students
	B: Demonstrate work of the quality and quantity expected when nearing submission	<ul style="list-style-type: none"> <li>▪ Research completed (experimental, empirical and theoretical work, where relevant)</li> <li>▪ Have produced full, good drafts of all main chapters for a monograph-based thesis or a full draft of three papers for a journal-based thesis. In either case, you should have submitted 80% of the thesis to your supervisor.</li> </ul>	By the Term 7 Supervisory Panel for full-time students; Term 15 for part-time students By interim Supervisory Panel prior to submission/Term 8 for full-time students; Term 16 for part-time students)
	C: Clear evidence of progress towards submission	<ul style="list-style-type: none"> <li>▪ Have completed full draft of thesis for supervisor(s)/ Supervisory Panel's comment</li> </ul>	By end of year Supervisory Panel (Term 9 for full-time students; Term 18 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>• Final polishing of full thesis</li> <li>• Submission date agreed</li> <li>• Student is expected to complete course 'Surviving the Viva' which is offered by the University Learning and Development Unit.</li> </ul>	Timeline agreed by Supervisory Panel and included in the Supervisory Panel report.



University of Essex

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.