University of Essex

Institute for Social and Economic Research
Soc-B: Standard Milestones for CDT PhD Students – 2020-21 Entry

Overview of Course structure

Year 1	Research Skills Training (workshops, auditing modules, project assignments)
Year 2	Research/Thesis
Year 3	Research/Thesis
Year 4*	Research/Thesis

*The course has a minimum and maximum period of 4 years with no further period of completion.

Details of course milestones

Milestones	Criteria for progress	Deliverables	Deadline
M1: Progression Year 1 to year 2	A: Assess training needs and knowledge required to undertake rotation modules and complete the thesis	- Initial Training Needs Analysis (TNA) to be completed - Attend Soc-B workshops. - Attend appropriate Proficio courses as identified from TNA - Regular attendance at ISER, psychology, or other research seminars as agreed with student - Plan for further courses to attend, as appropriate	- Term 1 for both full- and part-time students for initial training needs assessment - By end of Term 3 for full-time students; Term 6 for part-time students
	B: Students complete two rotation projects in year 1	Short report (max 2,500 words) from each assignment demonstrating evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills.	- Module 1 – End of autumn term - Module 2 – end of spring term
	C: Students develop an outline of project to be conducted from year 2	Outline of project PhD (approximately 10,000 word) project with topic area articulated including: research question; methods required to conduct research; brief project plan. Supervision team and data sources agreed	End of Term 3 for full-time students; term 6 for part-time students

		▪ Research Team informed in order to ensure student record updated accordingly	
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: Confirmation and Progress to Year 2 (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 Soc-B workshops. ▪ Regular attendance at department research seminars. ▪ Plan for further courses to attend, as appropriate	▪ Term 6 for full-time students; Term 12 for part-time students ▪ By end of Term 6 for full-time students; Term 12 for part-time students
	B: Choose research topic and demonstrate significance/impact of research	Research Project Proposal, including (dependent on subject area): ▪ Central research problem/questions to be answered ▪ Methodological considerations ▪ List of potential empirical sources, access and ethical considerations. ▪ Project plan, outlining objectives for each stage	▪ By Confirmation Board (Term 6 for full-time students; Term 12 for part-time students)
	C: Demonstrate understanding of chosen topic within the context of the field	▪ Critical Literature Review	▪ By Confirmation Board (Term 6 for full-time students; Term 12 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 6 for full-time students; Term 12 for part-time students)

	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities	• Continuing detailed, realistic plan of work/ timetable for next six months • Supervisory panel report written in a clear and self-reflective style	• By Confirmation Board (Term 6 for full-time students; Term 12 or 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.			
M3: Progress from Year 3 to Year 4 (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 Soc-B workshops. • Regular attendance at department research seminars. • Plan for further courses to attend, as appropriate	• Term 7 for full-time students; Term 13 for part-time students • By end of Term 9 for full-time students; Term 18 for part-time students

	B: Demonstrate work of the quality and quantity expected at the end of Year 3	• Drafts of following chapters
		• Literature review
		  • Methodology
		  • At least one data analysis chapter
		  • (This is equivalent approx. 60% of overall thesis)
			• By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)

	C: Review significance and impact of research and articulate output	• Presentation of research project to staff and students at annual PhD conference	• By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)
	D: Demonstration of effective project management through the setting of research goals and prioritisation of activities	• Continuing detailed, realistic plan of work/ timetable for next 6 months • Supervisory panel report written in a clear and self-reflective style	• By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)
M4: During Completion Year	No provision for extension beyond 4 years full time or 7 years part-time		
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.			