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

Overview of Course structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Course</th>
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<tbody>
<tr>
<td>Year 1</td>
<td>Research Skills Training (workshops, auditing modules, project assignments)</td>
</tr>
<tr>
<td>Year 2</td>
<td>Research/Thesis</td>
</tr>
<tr>
<td>Year 3</td>
<td>Research/Thesis</td>
</tr>
<tr>
<td>Year 4*</td>
<td>Research/Thesis</td>
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*The course has a minimum and maximum period of 4 years with no further period of completion.

Details of course milestones

<table>
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<tr>
<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
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</table>
| 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 |
| 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) |

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.
| 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 | |