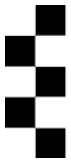
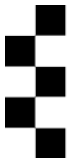


**Faculty of Social Sciences  
Department of Sociology Milestones for PhD Students – 2020-21 Entry**

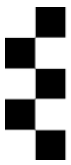
Criteria for progress	Deliverables	Deadline
<b>M1: Confirmation and Progress to Year 2 (or equivalent for part-time students)</b>		
A: Assess training needs and knowledge required to undertake research project and complete the thesis.	<ul style="list-style-type: none"> <li>- Training Needs Analysis to be completed.</li> <li>- Attend Sociology PhD colloquium, Proficio courses and plan for further courses to attend, as appropriate.</li> </ul>	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.	<ol style="list-style-type: none"> <li>1) Revised Research Proposal</li> <li>2) Research Project Plan, including (dependent on subject area):               <ul style="list-style-type: none"> <li>o Write central research problem/questions to be answered and literature review.</li> <li>o Write Methodological considerations report/chapter.</li> <li>o Feasibility Report – identifying sources, ethical considerations and prepare ethnical approval</li> <li>o Secure ethical approval where necessary</li> <li>o Outline objectives for each stage of the research.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1) Improved version of the Research Proposal should be ready by first Board in Term 1; term 2 for part time students</li> <li>2) By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)</li> </ol>
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 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 three year period.	<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 15,000-20,000 words.</li> <li>- In the case of a monograph-based thesis this should translate into drafts of two main chapters, such as literature review/theory and most of the methodology.</li> <li>- In the case of a journal-based thesis this should translate into a full draft of one paper and/or substantial literature review / theory</li> </ul>	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)



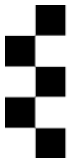
	and methodology drafts which will inform the overall project.	
E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> <li>- Create a detailed, realistic plan of work/ timetable for Year 2.</li> <li>- Produce supervisory board 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)
F: Subject-specific milestones: 1) You will have been assigned a PhD supervisor. 2) Identification of a chair of supervisory boards 3) Attendance at Ph.D. colloquium and other relevant seminars held in the Department or in other relevant disciplines. 4) Demonstration of satisfactory completion of extended proposal/paper. 5) Progress on dissertation/paper	<p>1) You should meet regularly with your supervisor, <i>typically at least once a fortnight</i> in your first year. This pattern should continue throughout your time in the program, unless you have reasons to be away from campus, such as carrying out fieldwork.</p> <p>2) Send Progress Report of board members to PGR administrator</p> <p>3) Regular attendance to PhD colloquium, as required. Evidence of engagement in colloquium and seminars. To be demonstrated in second PhD supervisory panel.</p> <p><b>4) Monograph based PhD:</b> research proposal in complete form and draft of two chapters (typically a literature review and/or theory &amp; methods chapter). Additional evidence of progress should exist in the form of the preparation or undertaking fieldwork, notes, archival visits etc.</p> <p><b>4) Journal paper-based PhD:</b> research proposal in complete form and completed draft of Paper</p> <p>1. If you are doing an article-based dissertation, it is ideal this paper will be submitted for peer review in a journal.</p> <p>5) A timeline that maps out how future progress will be achieved in subsequent years.</p>	<ul style="list-style-type: none"> <li>- Meetings with supervisors —ongoing with evidence (can be e-mails, informal notes) of their occurrence.</li> <li>- Progress report due to PGR administrator. Student should take responsibility for sending e-mail.</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.		
<b>M2: Progress from Year 2 to Year 3 (or equivalent for part-time students)</b>		
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 reviewed.</li> <li>- Attend Proficio courses and Department’s PhD colloquium and plan for further courses to attend, as appropriate.</li> </ul>	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



<p>B: Demonstrate work of the quality and quantity expected at the end of Year 2</p>	<p>Completed 2/3<sup>rd</sup> of research:</p> <ul style="list-style-type: none"> <li>- Monograph based PhD: Completed data collection and have begun data analysis with first draft of one empirical chapter based on data collected</li> <li>- Journal based PhD: Drafts of 2 papers</li> <li>- Report on research undertaken to date</li> </ul>	<p>By end of year Supervisory Board (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</li> <li>- Present research to students and staff at seminars/conference</li> <li>- Write journal articles, as appropriate</li> </ul>	<p>By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)</p>
<p>D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.</p>	<ul style="list-style-type: none"> <li>- Create a detailed, realistic plan of work/ timetable for Year 3.</li> <li>- Produce supervisory board report written in a clear and self- reflective style</li> </ul>	<p>By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)</p>
<p>E: Specific Departmental Expectations for Second Year Students pertaining to Dissertation</p>	<p>2/3<sup>rd</sup> of PhD research should be completed:</p> <ul style="list-style-type: none"> <li>- Students doing a 'monograph based' PhD should have completed at least 2/3rds of their PhD research: for example - in addition to their year 1 work for Confirmation - a chapter on Literature review and/or theory; a chapter on methodology and fieldwork report and a draft of first empirical chapter.</li> <li>- Students doing a 'journal based' PhD should have final version of Paper 1 and completed drafts of Paper 2.</li> <li>- At least one of these papers should have been placed under peer review by the end of the first half of your second year. It is likely that the first peer reviews will require you to revise your initial submission, and time in the second year should be allocated for this purpose.</li> <li>- A revised timetable should be approved by the supervisor to ensure that the thesis will be completed in draft form by the end of the third year of registration.</li> </ul>	<p>By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)</p>
<p>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.</p>		
<p><b>M3: Year 3 (or equivalent for part-time students)</b></p>		



<p>A: Ability to reflect on skills and knowledge development and its application to the research project</p>	<ul style="list-style-type: none"> <li>- .Training Needs Analysis reviewed</li> </ul>	<p>By beginning of year 3 Supervisory Board (Term 7 for full-time students; Term 15 for part-time students)</p>
<p>B: Demonstrate work of the quality and quantity expected at the end of Year 3 (or equivalent for part-time students)</p>	<ol style="list-style-type: none"> <li>1) Research completed (experimental, empirical and theoretical work, where relevant)</li> <li>2) Produce all draft chapters/ papers</li> </ol>	<ol style="list-style-type: none"> <li>1) By the term 7 Supervisory Panel (Term 15 for part-time students)</li> <li>2) By interim Supervisory Panel prior to submission/Term 7/8 for full-time students; Term 15-16 for part-time students)</li> </ol>
<p>C: Clear evidence of progress towards submission</p>	<ul style="list-style-type: none"> <li>- Completed final draft of thesis for supervisor(s)/ supervisory board comment</li> <li>- Submission date agreed</li> <li>- Internal and external examiners identified</li> </ul>	<p>By interim Supervisory Panel prior to submission/Term 7/8 for full-time students; Term 15-16 for part-time students)</p>
<p>D: Subject-specific milestones 1) Related to Dissertation 2) Meet professionalization requirements concerning presenting one's work</p>	<ol style="list-style-type: none"> <li>1) 'Journal-paper based': Final versions of Paper 1 and Paper 2 and completed draft of Paper 3. Note that failure to do so will require you to seek approval for an extension. Please note that extensions require the approval of the Deputy Dean for Education is not a guarantee.  'Monograph based': drafts of all substantive chapters of the thesis. Note that failure to do so will require you to seek approval for an extension. Please note that extensions require the approval of the Deputy Dean for Education is not a guarantee.  <i>You will be allowed to go into completion year only if the submitted papers/chapters are judged to be of a standard deemed appropriate for by the Departmental postgraduate research progress committee (RSPB).</i></li> <li>2) Attend the PhD Colloquium frequently and present at least one paper in seminar, conference, and/or colloquium.</li> </ol>	<p>By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)</p>
<p><b>M4: If necessary, request to enter completion period</b></p>		



A: Clear evidence of progress towards submission	- Timeline of work needing to take place before submission	Termly progress report to supervisor and/or board members if necessary
B: Department specific attitudes towards submission	- Revise and rewrite chapters/papers. - Thesis should be between 60,000 and 80,000 words.	
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.		