

Faculty of Social Sciences
Essex Business School Standard Milestones for PhD Students 2021–22

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"> ▪ Training Needs Analysis to be completed in consultation with supervisor. ▪ Training modules with assessment to be completed as applicable. ▪ Attend Proficio courses and Insite workshops ▪ Regular attendance at department and external research seminars ▪ Plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ 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): <ul style="list-style-type: none"> ▪ 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.	<ul style="list-style-type: none"> ▪ Critical literature Review 	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)

	<p>D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the four year maximum period.</p>	<p>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:</p> <ul style="list-style-type: none"> • Draft methodology chapter • Detailed outline of the conceptual framework <p>(This is equivalent to approx. 20% of overall thesis)</p>	<p>By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)</p>
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	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ 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.	<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ 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)
	C: Review significance and impact of research and articulate output.	<ul style="list-style-type: none"> ▪ Presentation of research project to staff and students at annual PhD conference 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)

	D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ 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) ▪ Supervisory Panel report written in a clear and self-reflective style 	By end of year Supervisory Panel (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.			
M3: Progress from Year 3 (or equivalent for part-time students) to Completion Year	A: Ability to reflect on skills and knowledge development and its application to the research project	<ul style="list-style-type: none"> ▪ Training Needs Analysis reviewed ▪ Regular attendance at department research seminars 	By end of year Supervisory Panel (Term 7 for full-time students; Term 15 for part-time students)
	B: Demonstrate work of the quality and quantity expected when nearing submission or equivalent for part-time students)	<ul style="list-style-type: none"> ▪ Research completed (experimental, empirical and theoretical work, where relevant) ▪ Minimum 4 draft chapters (This is equivalent to approx. 70% of overall thesis). 	By end of year Supervisory Panel (Term 7 for full-time students; Term 15 for part-time students)
	C: Clear evidence of progress towards submission.	<ul style="list-style-type: none"> ▪ Continuing detailed, realistic plans of work/ timetable for the next six months. ▪ Supervisory Panel report written in a clear and self-reflective style ▪ Completed final draft of thesis for supervisor(s)/ supervisory Panel comment <p>(This is equivalent to approx. 100% of completed thesis).</p>	By end of year Supervisory Panel (Term 7/8 for full-time students; Term 15/16 for part-time students)

<p>If Required M4: Request to Enter Completion Period</p>	<p>A Administrative milestones</p> <p>B: Clear plan to submission</p>	<ul style="list-style-type: none"> ▪ Submit approval of thesis title form Timeline of work needing to take place before submission ▪ Submission date agreed 	<p>Timeline agreed by supervisory Panel</p>
<p>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.</p>			