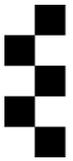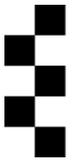# University of Essex

Faculty of Social Sciences
Department of Government Milestones for PhD Students – 2021-22 Entry
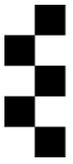
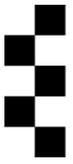| Milestones	Criteria for progress	Deliverables	Deadline
M1: Confirmation and Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate.	▪ 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): ▪ Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Create project plan, outlining objectives for each stage. ▪ A termly check-in meeting (either in group or individually with the relevant research division head	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.	▪ Critical Literature Review (where relevant)	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)

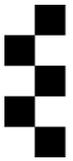|	D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the four year maximum period. Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills.	▪ Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. ▪ 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,	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)

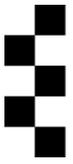|		
		such as literature review and methodology. ▪ In the case of a journal-based thesis this should translate into a full draft of one paper or substantial literature review and methodology drafts which will inform the overall project.	
	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	▪ Create a detailed, realistic plan of work/ timetable for Year 2. ▪ Produce supervisory board report written in a clear and self-reflective style.	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.	1) You should meet regularly with your supervisor, *typically at least once a fortnight* 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.	1) Assignment of Ph.D. supervisor no later than 1 November. Meetings—ongoing with evidence (can be e-mails, informal notes) of their occurrence.
	2) Identification of 1 or 2 additional members of academic staff to sit on supervisory boards	2) Consensus and report of board members to Ph.D. director and the Graduate Administrator-govpgquery@essex.ac.uk	2) Report due to PGR administrator no later than November 15th. Student should take responsibility for sending e-mail.
	3) Enrol in and successfully complete GV994 and one module of GV970, GV971, GV975, GV976, GV990 and GV992 (depending on	3) Enrolment and satisfactory progress in GV994 and one module of GV970, GV971, GV975, GV976, GV990 and GV992 (depending on own research	3) Evidence of satisfactory progress in other modules, as required.

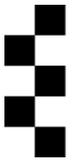|			
	4) Attendance at Ph.D. colloquium and other relevant seminars held in the Department or in other relevant disciplines.	4) Evidence of engagement in colloquium and seminars (at least one presentation and one discussion over the course of the PhD).	4) Student engagement with Departmental events to be reviewed by boards and RSPB.
	5) Demonstration of satisfactory progress of dissertation.	5) To be demonstrated in second PhD supervisory panel. Journal-based PhD: research proposal in complete form and draft of one paper. If you are doing an article based dissertation, it is ideal to have at least a draft of the first paper circulating over the summer between the first and second year of the PhD programme. Ideally, this paper will be under peer review. Monograph based PhD: research proposal in complete form and draft of two chapters (typically a literature review or theory & methods chapter). Additional evidence of progress should exist in the form of the preparation or undertaking fieldwork, notes, archival visits etc. A timeline that maps out how future progress will be achieved in subsequent years.	5) End of first year, preferably evidenced after second board: Approval from the PhD supervisory panel and confirmation by RSPB that the progress is satisfactory.
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	A: Review training needs and knowledge required to continue with	▪ Training Needs Analysis to be reviewed.	▪ Term 4 for full-time students; Term 8 for part-time students

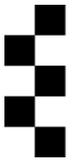| students)	research project and complete the thesis.	▪ Attend Proficio courses and plan for further courses to attend, as appropriate. ▪ A termly check-in meeting (either in group or individually with the relevant research division head	▪ By end of Term 6 for full-time students; Term 12 for part-time students
	B: Demonstrate work of the quality and quantity expected at the end of Year 2	▪ Produce draft chapters equivalent to 2/3rds of the number proposed/2 papers ▪ Report on research undertaken to date	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
	C: Review significance and impact of research and articulate output.	For example: ▪ Deliver workshop ▪ Present research to students and staff at seminars/conference ▪ Write journal articles	By end of year Supervisory Board (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.	▪ Create a detailed, realistic plan of work/ timetable for Year 3. ▪ Produce supervisory board report written in a clear and self-reflective style	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)

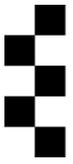|	E: Specific Departmental Expectations for Second Year Students pertaining to Dissertation	▪ Students doing a 'journal based' PhD should have completed drafts of at least 2 papers. At least one of these papers should have been placed under peer review by the end of the first half of your second year. Ideally a second paper also will be under peer review. 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. Students doing a 'monograph based' PhD should have completed drafts of at	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)

		least 2/3rds of the substantive chapters of their PhD. ▪ Enrolment and satisfactory progress in one module of GV970, GV971, GV975, GV976, GV990 and GV992 (depending on own research division). ▪ If students are planning an academic career, they should discuss placement projections with their supervisor and other academics and familiarize themselves with the current state of the academic job market. ▪ 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 (minimum period). ▪ Evidence of engagement in colloquium and seminars (at least one presentation and one	
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: Year 3 (or equivalent for part-time students)	A: Ability to reflect on skills and knowledge development and its application to the research project	▪ Training Needs Analysis reviewed	By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)
	B: Demonstrate work of	▪ Research completed	By the term 7

	the quality and quantity expected at the end of Year 3 (or equivalent for part-time students)	(experimental, empirical and theoretical work, where relevant) ▪ Produce all draft chapters/ at least papers	Supervisory Panel (Term 15 for part-time students)
	C: Clear evidence of progress towards submission	▪ Completed final draft of thesis for supervisor(s)/ supervisory board comment	By interim Supervisory Panel prior to submission/Term 7/8 for full-time students; Term 15 - 16 for part-time students)
	D: Subject-specific milestones 1) Related to Dissertation	▪ Enrolment and satisfactory progress in one module of GV970, GV971, GV975, GV976, GV990 and GV992(depending on own research division). 1) Journal based': draft of all three research papers. Note that failure to do so will require you to seek approval for an extension to the minimum period of study. Please note that extensions to one's minimum period require the approval of the Deputy Dean for Education is not a guarantee. 2) 'Monograph based': drafts of all substantive chapters of the	1) By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)

		Note that failure to do so will require you to seek approval for an extension to the minimum period of study. Please note that extension to one's minimum period requires the approval of the Deputy Dean for PGRE is not a guarantee. *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.*	
	2) Meet professionalization requirements concerning presenting one's work	2) Presented at least one paper to the PhD Colloquium. By the end of the third year you should aim to have attended relevant conferences, presented papers at them, and to have a plan for submission of your work for publication.	2) By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)
	3) Seek to publish one's work	3) For 'Monograph based' dissertations, students should, with the advice of their supervisors and other academics, seek out potential presses that will turn the dissertation into a published book. For `Journal based' dissertations, the third paper should be readied for submission for peer review. The two earlier papers should be either	3) By end of year Supervisory Board (Term 9 for full-time students; Term 18 for part-time students)

		published or in revision for further submission. ▪ Submit the approved thesis to supervisor and board members for comments. ▪ Do final corrections. Submit thesis before the end of the academic year.	
M4: If necessary, request to enter completion period	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. ▪ Thesis no longer than 80,000 ▪ Evidence of engagement in colloquium and seminars (at least one presentation and one discussion over the course of the PhD).	
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.			