

Faculty of Social Sciences

Department of Sociology Milestones for PhD Students 2021-22 entry

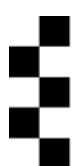
Monograph-based PhD – Full-time students

YEAR 1 REQUIREMENTS

1.	At the first supervision of the year, supervisor(s) and student to carry out an analysis of the student’s training needs for the PhD and complete a training needs analysis form
2	Attendance: (i) Meet regularly with your supervisor(s), typically at least once a fortnight (ii) Attend twice-yearly supervisory panels (once a year for part-timers) (iii) Attend Year 1 PhD colloquium and other relevant seminars. (iv) Attend any courses needed, including Proficio courses
3.	Complete the student sections of the Department’s supervisory report prior to each supervisory panel.
4.	By the first Supervisory Panel at end of Term 1, (i) Confirm the decision to produce a journal paper-based thesis (ii) Produce an improved research proposal including indicating significance of the research
5.	By the end of Term 1, in discussion with the Supervisory Panel, determine whether the planned research requires completion of the new Covid Risk Assessment.
6.	By the Confirmation Panel at the end of Term 3, write a research project plan of a total 15,000 words consisting of the following components: (i) Identify the central research problem/questions (ii) A critical literature review as a draft chapter of the thesis (at least 6,000 words) (iii) A methodology outline covering data sources, ethics, and feasibility (iv) Where necessary, have submitted an application for ethical approval (v) Reconsider whether completion of the research requires a Covid Risk Assessment (vi) Identify objectives and a plan of work for each stage of the research (vii) Demonstrate the ability to produce work of the quality and quantity to complete a PhD within 3 years. A recommendation for confirmation by the Supervisory Panel has first to be approved by the Department’s Research Students’ Progress Board and then by the University’s Dean of Postgraduate Research Education

YEAR 2 REQUIREMENTS

1	At the first supervision of the year, review training needs analysis with supervisor(s), considering whether previously identified needs have been met, and whether new needs have arisen/can be identified
2.	At the first supervision of the year, determine with supervisor whether a Covid Risk Assessment is needed
3.	Attendance: (i) Meet with your supervisor(s) at least every 4 weeks (ii) Attend twice-yearly supervisory panels (iii) Attend the Year 2 PhD colloquium and other relevant seminars (iv) Attend Proficio or other courses as appropriate in the light of the reviewed training needs analysis
4.	Complete the student sections of the Department’s supervisory report prior to each panel.



5.	By the Supervisory Panel at the end of Term 6 (i) Have completed almost all data collection (ii) Have started data analysis (iii) Produce a self-reflective report on the data and the data collection process (iv) Produce a full draft of one substantive chapter (v) Demonstrate work of the quality and quantity expected for a PhD student at the end of Year 2 (vi) Show effective project management, including a realistic plan of work for Year 3 allowing you to meet the requirements set out below under 5.
6.	By the end of Term 6 have started to present research at workshops/ conferences/ seminars
7.	Supervisor(s) and student to discuss student's career plans at least once during the year

YEAR 3 REQUIREMENTS

1.	At the first supervision, review the training needs analysis especially re ability to reflect on skills and knowledge development and its application to the research
2	Attendance: (i) Meet with your supervisor(s) at least once every 4 weeks (ii) Attend twice-yearly supervisory panels (iii) Attend the Year 3 PhD colloquium (iv) Attend any Proficio courses in the light of the reviewed training needs analysis
3.	Complete the student section of the Department's supervisory report prior to each panel.
4	By the first Supervisory Panel of the year have completed data collection
5.	By the Supervisory Panel at the end of year: (i) Produce drafts of remaining substantive chapters (ii) Produce a full draft of the methodology chapter (iii) Demonstrate work of the quality and quantity necessary for a PhD. (iv) Have at least 80% of your thesis in draft. (v) If a Completion Period is necessary, have a detailed plan for submission
6.	Continue to present research at workshops/seminars /conferences
7.	The Standard Period of study for a full-time PhD is 3 years
8.	The maximum Completion Period following the Standard Period is eleven months
9.	Completion Period: (i) You will only be able to have a completion period beyond Year 3 if you have completed the tasks set out in 5. above. (ii) Completion periods are granted on a termly basis by the Dean for Postgraduate Research Education following a recommendation by the Research Students Progress Board (iii) If a completion period is required, you must produce a clear plan for final completion with an agreed submission date

PART-TIME STUDENTS

The full-time requirements apply except that:

1.	The Standard Period for a part-time PhD is 6 years and students have two part-time years to complete each year's work. Note that the maximum Completion
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	Period of eleven months as for full-time students, however Completion Periods can only be requested on a termly basis).
2..	Supervisory panels are held yearly at the end of terms 3, 6, 9 etc.
3.	The Year 1 PhD colloquium should normally be attended in Year 1, the Year 2 colloquium in Year 3 and the Year 3 colloquium in Year 5.