Postgraduate Research milestones are used to ensure students are making sufficient progress during their studies, and to provide a supportive framework to guide students through the various stages of their research. The Milestones should also help to keep students on track to submit within the appropriate period. PGR supervisors should talk through the relevant milestones during supervisory meetings, and they should be referred to on a regular basis.

Supervisory Panels and Research Students’ Progress Boards will use the milestones to reflect on the level of progress being made, ahead of making a recommendation. Whilst the milestones are specific for each department and type of course, it is recognised that every research journey is different, and that whilst the milestones provide an overarching framework of expectations, a degree of flexibility should be given, based on the trajectory and scope of research.

Students and supervisors are encouraged to supplement these milestones with individual research plans which take into account the specifics of an individual research project and the individual circumstances of the PGR student.

### Year 1

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Requirement</th>
<th>Term to undertake work</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ahead of the first Supervisory Panel</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| M1.1 | Assess training needs and knowledge required to undertake programme  
  - Training Needs Analysis to be completed.  
  - Review Proficio courses. | 1 |
| M1.2 | Choose/narrow down the research topic  
  Research Project  
  - Write central research problem/questions to be answered.  
  - Identify interest, sources and access to data and ethical considerations  
  - Explore potential methodological approaches to topic. | 3 |
| M1.3 | 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 1000-word supervisory panel report written in a clear and self-reflective style | 3 |
| M1.4 | Subject-specific milestones  
  Professional Practice  
  - Attendance at bi-termly taught sessions  
  - Successfully completed HS908 & HS900 | 3 |
Research preparation
- Attendance at bi-termly taught sessions
- Successfully complete HS995
- Present poster at HSC Annual Staff- Student Research Conference.

The Supervisory Panel will make a recommendation to the Research Students’ Progress Board, ahead of the next academic year. Further information regarding Supervisory Panels and Research Students’ Progress Boards can be found here: https://www.essex.ac.uk/student/postgraduate-research/pgr-progress

### Year 2

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Requirement</th>
<th>Term to undertake work</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ahead of the second Supervisory Panel</strong></td>
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</tbody>
</table>
| M2.1 | Review training needs and knowledge required to continue with research project and complete the thesis.  
- Training Needs Analysis to be reviewed.  
- Attend Proficio courses and plan for further courses to attend, as appropriate. | 6 |
| M2.2 | Demonstrate work of the quality and quantity expected at the end of Year 2  
- Produce 3000-word supervisory panel report | 6 – by Supervisory Panel |
| M2.3 | 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 panel report written in a clear and self-reflective style | 6 – by Supervisory Panel |
| M2.4 | Subject-specific milestones  
- Present poster at the HSC Annual Staff- Student Research Conference  
- Complete all taught modules  
- Successfully complete two 15 credit modules  
Research preparation  
- Attendance at bi-termly taught sessions  
- Successfully complete HS947 and either modules HS948 or HS927 | 6 |
## Year 3

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Requirement</th>
<th>Term to undertake work (To be used as a guide only)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ahead of the third Supervisory Panel</strong></td>
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<td></td>
</tr>
<tr>
<td>M3.1</td>
<td>Ability to reflect on skills and knowledge development and its application to the research project Training Needs Analysis reviewed</td>
<td>9 – by Supervisory Panel</td>
</tr>
</tbody>
</table>
| M3.2       | Demonstrate work of the quality and quantity expected at the end of Year 3 (or equivalent for part-time students)  
|            | • Produce 3000-word supervisory panel report  
|            | • Evidence of written work of doctoral level e.g., submit draft introduction and/or literature review chapter(s) | 9 – by Supervisory Panel                           |
| M3.3       | Demonstrate clear evidence of progress towards submission  
|            | • Produce supervisory panel report written in a clear and self-reflective style | 9 – by Supervisory Panel                           |
| M3.4       | Subject-specific milestones  
|            | • Structure of thesis determined  
|            | • Ethical approval attained  
|            | • Present research at HSC Conference | 9                                                   |

The Supervisory Panel will either confirm to the Research Student Progress Board that the student is ready to submit their thesis or recommend that a period of completion is required (see below).

## Year 4

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Requirement</th>
<th>Term to undertake work (To be used as a guide only)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ahead of the fourth Supervisory Panel</strong></td>
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</tbody>
</table>
| M4.1       | Ability to reflect on skills and knowledge development and its application to the research project  
|            | • Training Needs Analysis to be reviewed.  
|            | • Attend Proficio courses and plan for further courses to attend, as appropriate. | 12                                                  |
| M4.2       | Demonstrate work of satisfactory quality and quantity  
|            | • Produce 3000-word supervisory panel report written in a clear and self-reflective style | 12                                                  |
| M4.3       | Demonstrate clear evidence of progress towards submission  
|            | • Present research to students and staff at seminars/conference | 12                                                  |
| M4.4       | Subject-specific milestones  
|            | • Submit draft  
|            | • Chapters equivalent to approx. 70% of overall thesis. | 12                                                  |

The Supervisory Panel will either confirm to the Research Student Progress Board that the student is ready to submit their thesis or recommend that a period of completion is required (see below).
### Year 5

<table>
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<tr>
<th>Milestone</th>
<th>Requirement</th>
<th>Term to undertake work</th>
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</thead>
</table>
| M5.1      | Ability to reflect on skills and knowledge development and its application to the research project  
- Training Needs Analysis to be reviewed.  
- Attend Proficio courses and plan for further courses to attend, as appropriate. | 15 |
| M5.2      | Demonstrate work of the quality and quantity expected at the end of Year 5  
- Research completed | 15 |
| M5.3      | Demonstrate clear evidence of progress towards submission  
- Completed final draft of thesis for supervisor(s)/supervisory panel comment  
- Produce supervisory panel report written in a clear and self-reflective style | 15 |
| M5.4      | Subject-specific milestones  
- Present thesis research at the HSC Conference | 15 |

The Supervisory Panel will either confirm to the Research Student Progress Board that the student is ready to submit their thesis, or recommend that a period of completion is required (see below).

### Completion Period

If, at the 6th supervisory Panel, a student isn't on track to submit their thesis by the end of year 3 (year 6 for Part time students), a recommendation for a period of completion can be requested from the RSPB, for approval by the Faculty Dean (Postgraduate)

<table>
<thead>
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</table>
| C1.1      | Clear evidence of progress towards submission  
- Timeline of work needing to take place before submission  
- Submit approval of thesis title form  
- Timeline of work needing to take place before submission  
- Submission date agreed | Timeline agreed by Supervisory panel. |