

Department of Psychology
Faculty of Science and Health
PhD Students

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

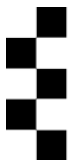
Supervisory panels and Research Students’ Progress Boards use the milestones to guide judgements on progress and to shape a recommendation. It is recognised that every research journey is different and that, whilst the milestones provide an overarching framework of expectations, a degree of flexibility is also required based on the 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.

For students who have switched between FT and PT status, the following milestones will not directly apply and may require discussion with your supervisor, the PGR psychology administrator and the PGR Director. There is not perfect alignment between the FT and PT timelines, which are provided by the university.

Year 1 (Full time)
Year 1 and 2 (Part time)

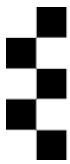
Milestone	Requirement	Terms to undertake work	
		<i>(To be used as a guide only)</i>	
Ahead of the first Supervisory Panel		FT	PT
M1.1	<p>Identify the research topic with provisional research question(s) and consideration for significance and viability of research.</p> <p>Develop an appropriate plan for progression of project during the next phase (up to second supervisory panel).</p> <p>Assess training needs and knowledge required to undertake research project and complete the thesis, subject to current plan development.</p> <ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed ▪ Consider Proficio courses (if applicable at this stage) <p>Compulsory: Produce supervisory panel report written in a clear and self-reflective style, circulate to panel in advance of meeting</p>	1	1-2



Ahead of the second Supervisory Panel			
M1.2	<p>Develop the ability to produce work of the quality and quantity to complete a PhD.</p> <p>Produce a report (approximately 10,000 words, hence '10k report') including, for example:</p> <ul style="list-style-type: none"> ▪ Central research questions ▪ Methodological considerations ▪ Feasibility report—identifying sources, access and ethical considerations ▪ Project plan, outlining objectives for each stage ▪ Demonstrate familiarity with literature and methodology <p>Compulsory: Submit this (first) 10k report to supervisors in advance of second supervisory panel and separately to PGR Administrator when submitting the SP report (via email).</p>	1-2	1-5
M1.3	<p>Demonstration of effective project management through the setting of research goals and prioritisation of activities.</p> <ul style="list-style-type: none"> ▪ Have a realistic plan of work/timetable for the next stage ▪ Compulsory: Produce supervisory panel report, circulate to panel in advance of meeting ▪ Commence data collection, if appropriate ▪ Attend Proficio courses and plan for further courses to attend, as appropriate 	1-2	1-5
M1.4	<p>Demonstration of presentation skills.</p> <ul style="list-style-type: none"> ▪ Compulsory: Present at PGR conference in May ▪ Take up opportunities to present at academic conferences, where possible 	3-4 (depends on start date)	4-6 (depends on start date)
<p>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</p>			

**Year 2 (Full time)
Year 3 and 4 (Part time)**

Milestone	Requirement	Terms to undertake work <i>(To be used as a guide only)</i>	
		FT	PT
Ahead of the third Supervisory Panel (Confirmation Board)			
M2.1	<p>Demonstrate knowledge of statistics for psychologists.</p> <ul style="list-style-type: none"> ▪ Complete PS908 or PS946-7-AU and PS947-7-SP, where required. 	1-3	1-6
M2.2	<p>Demonstrate understanding of chosen topic within the context of the field.</p> <ul style="list-style-type: none"> ▪ Collect and analyse data of one or more experiments. 	2-4	5-7

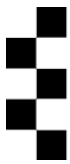


M2.3	Demonstrate the ability to produce work of the quality and quantity in order to complete within the three year standard PhD period (six years for part-time students; intermediate for those who have switched FT/PT). <ul style="list-style-type: none"> Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills Revisions to 1st 10k report based on supervisor feedback 	3-4	6-7
M2.4	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 reviewed Attend Proficio courses and plan for further courses to attend, as appropriate Compulsory: Produce supervisory panel report, circulate to panel in advance of meeting 	4	7
For PT students, we strongly recommend a supplementary supervisory panel in term 10			
Ahead of the fourth Supervisory Panel			
M2.5	Demonstrate work of the quality and quantity expected toward the end of Year 2 by producing a second 10k report (approximately 10,000 words, not including first 10k), including, for example: <ul style="list-style-type: none"> Development of thesis Draft format of thesis into chapters/papers Methods, analysis of research so far Plan for completion of project <p>Compulsory: Submit 10k report to supervisors in advance of fourth supervisory panel and separately to PGR Administrator when submitting the SP report (via email).</p>	4-5	8-11
M2.6	Review significance and impact of research and articulate output. <ul style="list-style-type: none"> Compulsory: Present at PGR conference in May Consider writing journal articles Take up opportunities to present at academic conferences 	6	12
M2.7	Demonstration of effective project management through the setting of research goals and prioritisation of activities. <ul style="list-style-type: none"> Understand and be able to articulate a detailed, realistic plan for Year 3 which demonstrates the ability to submit within the three year standard PhD period (six years for part-time students; intermediate for those who have switched FT/PT). Continue data collection Compulsory: Produce supervisory panel report, circulate to panel in advance of meeting 	6	12
The Supervisory Panel will make a recommendation to the Research Student Progress Board, ahead of the next academic year. Further information regarding Supervisory Panels and Research Student Progress Boards can be found here: https://www.essex.ac.uk/student/postgraduate-research/pgr-progress			

Year 3 (Full time)
Year 5 and 6 (Part time)

Milestone	Requirement	Term to undertake work	
		FT	PT
Ahead of the fifth Supervisory Panel		FT	PT

(To be used as a guide only)



M3.1	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 Compulsory: Produce supervisory panel report, circulate to panel in advance of meeting 	7	13
M3.2	Demonstrate work of the quality and quantity expected when nearing submission. <ul style="list-style-type: none"> Complete data collection and analyse data Submit substantial portions of thesis to supervisor 	5-7	12-13
Ahead of the sixth Supervisory Panel			
M3.3	Clear evidence of progress towards submission. <ul style="list-style-type: none"> Submit complete near-final draft of thesis to supervisors. Compulsory: Produce supervisory panel report, circulate to panel in advance of meeting, outlining timeline of any work needed before submission. Submission date agreed. 	8-9	14-16
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)

Milestone	Requirement	Term to undertake work <i>(To be used as a guide only)</i>
C1.1	Clear plan to submission. <ul style="list-style-type: none"> Timeline of work needed before submission. Submission date agreed. 	Timeline agreed by Supervisory Panel