



# The School of Philosophical, Historical, and Interdisciplinary Studies

## Faculty of Arts and Humanities

### Curating PhD Students

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.

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**Year 1 (Full time), Year 1 and 2 (Part time)****DUE BY: the first Supervisory Panel**

Milestone	Requirement	Full Time term	Part Time term
M1.1	Assess training needs and knowledge required to undertake the combined theoretical and practical curatorial project (i.e. a major, research-driven curatorial output) and complete the accompanying research-based document. Complete the Training Needs Analysis to support this.	1	1-2
M1.2	<p>Choose a curatorial theme and demonstrate the wider significance/impact of the theme and curatorial approach with respect to contemporary discourses concerning the production, distribution, and reception of curatorial outputs. To demonstrate this, <b>create a Curatorial Project Proposal</b>, including (dependent on subject area):</p> <ul style="list-style-type: none"> <li>▪ Description of curatorial thesis and curatorial output contents (this should include a provisional working title, a detailed explanation of the general concept, and a list and brief discussion of proposed or potential artists/works).</li> <li>▪ Identification of central curatorial problems/strategies to be addressed.</li> <li>▪ Methodological considerations.</li> <li>▪ Feasibility Report – identifying sources, access and ethical considerations</li> <li>▪ Project plan, outlining objectives for each stage.</li> </ul> <p>The Curatorial Project Proposal, including a preliminary curatorial plan of the curatorial output project (e.g. a project timeline identifying next steps, and assessing the available resources to do the project) will be presented at the first Supervisory Panel <b>for full-time students only</b>. If the relevant Panel requires it, these submissions can be reworked and resubmitted for the Confirmation Panel.</p>	1-2	
M1.3	<p>Demonstrate understanding of chosen curatorial topic/approach within the context of the field, in the following ways:</p> <ul style="list-style-type: none"> <li>▪ Critical Literature Review (where relevant).</li> <li>▪ Critical review of selected curatorial topic/approach with regard to contemporary discourses of curatorial output practice.</li> <li>▪ <b>Together these Critical Reviews and the Project Proposal should comprise 10,000-15,000 words</b></li> </ul> <p>To be presented at the first Supervisory Panel <b>for full-time students only</b>. If the relevant Panel requires it, these submissions can be reworked and resubmitted for the Confirmation Panel.</p>	1-2	

**DUE BY: the part-time interim Supervisory Panel - Part-Time Students ONLY**

Milestone	Requirement	Full Time term	Part Time term
M1.2	<p>Choose a curatorial theme and demonstrate the wider significance/impact of the theme and curatorial approach with respect to contemporary discourses concerning the production, distribution, and reception of curatorial outputs. To demonstrate this, <b>create a Curatorial Project Proposal</b>, including (dependent on subject area):</p> <ul style="list-style-type: none"> <li>▪ Description of curatorial thesis and curatorial output contents (this should include a provisional working title, a detailed explanation of the general</li> </ul>		4-5



	<p>concept, and a list and brief discussion of proposed or potential artists/works).</p> <ul style="list-style-type: none"> <li>▪ Identification of central curatorial problems/strategies to be addressed.</li> <li>▪ Methodological considerations.</li> <li>▪ Feasibility Report – identifying sources, access and ethical considerations</li> <li>▪ Project plan, outlining objectives for each stage.</li> </ul> <p>The Curatorial Project Proposal, including a preliminary curatorial plan of the curatorial output project (e.g. a project timeline identifying next steps, and assessing the available resources to do the project) will be presented at the interim Supervisory Panel <b>for part-time students only</b>. If the relevant Panel requires it, these submissions can be reworked and resubmitted for the Confirmation Panel.</p>		
M1.3	<p>Demonstrate understanding of chosen curatorial topic/approach within the context of the field, in the following ways:</p> <ul style="list-style-type: none"> <li>▪ Critical Literature Review (where relevant).</li> <li>▪ Critical review of selected curatorial topic/approach with regard to contemporary discourses of curatorial output practice.</li> <li>▪ <b>Together these Critical Reviews and the Project Proposal should comprise 10,000-15,000 words</b></li> </ul> <p>To be presented at the interim Supervisory Panel <b>for part-time students only</b>. If the relevant Panel requires it, these submissions can be reworked and resubmitted for the Confirmation Panel.</p>		4-5

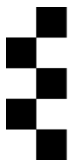
**DUE BY: the second Supervisory Panel (Confirmation Board)**

Milestone	Requirement	Full Time term	Part Time term
M1.4	Attend Proficio courses and plan for further courses to attend, as appropriate.	2-3	4-6
M1.5	<p>Demonstrate the ability to produce work of the quality and quantity in order to complete within the three-year standard PhD period, in the following ways:</p> <ul style="list-style-type: none"> <li>▪ Evidence that theoretical/practical curatorial skills and academic writing (including adequate referencing and language skills) are of standard and ability expected at PhD level.</li> <li>▪ Evidence that the student has completed roughly one third of the work necessary to complete the project.</li> </ul>	3	5-6
M1.6	<p>Demonstrate effective project management through the setting of research goals and prioritisation of activities, in the following ways:</p> <ul style="list-style-type: none"> <li>▪ Create a detailed, realistic plan of work/timetable for Year 2.</li> <li>▪ Produce Supervisory Panel report written in a clear and self-reflective style</li> </ul>	3	6

Has the student and supervisory team considered whether the research will be using human participants, and if so, has sought and received formal university ethics approval.

Has the student and supervisory team considered whether the research uses security-sensitive material, and if so, has sought and received formal university registration of this material.

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 (Full time), Year 3 and 4 (Part time)****DUE BY: the third Supervisory Panel**

Milestone	Requirement	Full Time term	Part Time term
M2.1	Review training needs and (theoretical/practical) knowledge and skills required to continue with the independent curatorial project and complete the accompanying research-based document. Review the Training Needs Analysis to assist with this.	4	9

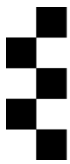
**DUE BY: the fourth Supervisory Panel**

Milestone	Requirement	Full Time term	Part Time term
M2.2	Attend Proficio courses and plan for further courses to attend, as appropriate.	5-6	10-12
M2.3	Demonstrate work of the quality and quantity expected at the end of Year 2 by producing <b>c. 20,000- 30,000 words in good draft</b> , outlining the curatorial project's specific goals, storyline, provisional educational plan, promotional strategies and estimate costs.	5	10-11
M2.4	Review significance and impact of curatorial theme and approach, and articulate output. For example: <ul style="list-style-type: none"> <li>▪ Deliver workshop</li> <li>▪ Present research to students and staff at seminars/conferences</li> <li>▪ Write journal articles.</li> </ul>	6	12
M2.5	Demonstrate effective project management as well as an understanding of the inner mechanisms required to prepare and present a curatorial project through producing an outline of the curatorial output development, identifying tasks and deadlines, and prioritisation of activities, in the following ways: <ul style="list-style-type: none"> <li>▪ Research/Planning stage completed, prepare for production stage.</li> <li>▪ Create a detailed, realisable curatorial output, and a promotional plan/timetable for Year 3, which demonstrates the ability to submit within the three-year standard PhD period (six years for part-time students).</li> <li>▪ Produce Supervisory Panel report written in a clear and self- reflective style.</li> </ul>	6	12
M2.6	Students must formally present their work to staff and students at the Art History presentation day in Week 34. This will be in the form of a 20-30 minute presentation of some specific aspect of/argument from their dissertation.	6	12

Has the student and supervisory team considered whether the research will be using human participants, and if so, has sought and received formal university ethics approval.

Has the student and supervisory team considered whether the research uses security-sensitive material, and if so, has sought and received formal university registration of this material.

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)****DUE BY: the fifth Supervisory Panel**

Milestone	Requirement	Full Time term	Part Time term
M3.1	Demonstrate ability to reflect on skills and knowledge development and its application to the independent curatorial project, in the following ways; <ul style="list-style-type: none"> <li>Training Needs Analysis reviewed</li> <li>Enter production stage: Implement the promotional plan, develop the educational programme, prepare the curatorial output components, organise shipping, mounting and installation of loaned works.</li> </ul>	7	13
M3.2	Demonstrate work of the quality and quantity expected when nearing submission in the following ways: <ul style="list-style-type: none"> <li>Enter functional phase: Present the curatorial output to the public, implementing any educational/events programme and conducting visitor surveys etc.</li> <li>Have a substantial portion of the accompanying research-document (focusing on the curatorial project's conceptual/developmental phase) in good draft.</li> </ul>	7	14-15

**DUE BY: the sixth Supervisory Panel**

Milestone	Requirement	Full Time term	Part Time term
M3.3	Demonstrate clear evidence of progress towards submission with the completed final draft of thesis for supervisor(s)/supervisory panel.	8-9	16-18

Has the student and supervisory team considered whether the research will be using human participants, and if so, has sought and received formal university ethics approval.

Has the student and supervisory team considered whether the research uses security-sensitive material, and if so, has sought and received formal university registration of this material.

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 6<sup>th</sup> 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	Demonstrate clear evidence of progress towards submission with the completed final draft of thesis for supervisor(s)/supervisory panel. This will include detailed reference as to what remains to be completed, and a timeline for outstanding actions.  Clear plan to submission date agreed, including: <ul style="list-style-type: none"> <li>Timeline of work needing to take place before submission</li> <li>Submission date agreed</li> </ul>	Timeline agreed by Supervisory Panel and RSPB.