

# Edge Hotel School

## Faculty of Arts and Humanities

### PhD Students

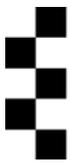
Postgraduate Research milestones are used to ensure students are making sufficient progress during their studies, and to provide a supportive framework to guide students through the various stages of their research. The Milestones should also help to keep students on track to submit within the appropriate 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/decision. The milestones reflect the minimum requirements that students should meet if they are to be on a trajectory to complete on time. Therefore, if a student is seeking to complete and submit their PhD within three years, it would be necessary that they discuss this with their supervisors to develop a programme of work that provides a more rapid trajectory. It is recognised that every research journey is different, and that whilst the milestones provide an overarching framework of expectations, it may be necessary to adjust the programme of work, based on the trajectory and scope of research. For example, the nature of work that 'critically engages with the literature' may vary depending on the research project and therefore a degree of flexibility may given in this regard.

Therefore, 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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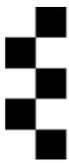
## Year 1 (Full time), Year 1 and 2 (Part time)

## Ahead of the first Supervisory Panel

Milestone	Requirement	Full Time term	Part Time term
M1.1	<p>Assess training needs and knowledge required to undertake research project and complete the thesis.</p> <ul style="list-style-type: none"> <li>Complete the Training Needs Analysis (TNA) in consultation with supervisor</li> <li>Regular attendance at department and external research seminars.</li> <li>Attend Proficio courses and plan for further courses to attend, as per training needs analysis.</li> </ul> <p>Develop a realistic project plan, detailing actions and specific objectives for the first year to achieve the remaining sub-components of Milestone 1 and provisional plans for subsequent years.</p>	1	1-3

## Ahead of the second Supervisory Panel (Confirmation Board)

Milestone	Requirement	Full Time term	Part Time term
M1.2	<p>Develop the research topic and demonstrate significance/impact of research within the context of a 3,000 words Research Project Proposal, including:</p> <ul style="list-style-type: none"> <li>Write central research problem/questions to be answered.</li> <li>Identify sources and literature scope.</li> <li>Methodological and epistemological considerations. including type of data analysis and nature of data analysis process.</li> <li>Feasibility – ethical considerations and data access issues.</li> <li>Make the case for the ‘contribution to knowledge’</li> </ul> <p>Evaluate progress against the project plan formulated for M1.1 and revise if necessary.</p>	2	4
M1.3	<p>Demonstrate a deep understanding of the chosen topic within the context of the field through the production of a Critical Literature Review</p> <ul style="list-style-type: none"> <li>Indicating an ability to produce work of the quality and quantity necessary to complete within the three-year standard PhD period (six years for part-time students), especially by evidencing that academic writing is of a standard and ability expected at PhD level, including adequate referencing and language skills.</li> <li>Student has completed a review of the secondary literature in the field, established a critical position in relation to it, and identified the major sources to be used.</li> <li>Submit up to 20,000 words (excluding footnotes) in draft format. This should be a substantial piece of work, which should include the foundation of the critical literature review chapter(s).</li> </ul>	3	6
M1.4	<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>Produce a Supervisory Panel report written in a clear and self-reflective style that evaluates progress against the project plan formulated for Milestone 1.1</li> <li>Create a detailed, realistic project plan detailing actions and specific objectives for Year 2.</li> <li>Produce a 20 min seminar presentation to an internal academic audience.</li> </ul>	3	6



Further guidance relating to the expectations of a Law / Human Rights PhD can be found in the Essex Law School Postgraduate Research Student Handbook.

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>

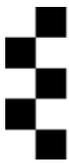
## Year 2 (Full time), Year 3 and 4 (Part time)

### Ahead of the third Supervisory Panel

Milestone	Requirement	Full Time term	Part Time term
M2.1	Review training needs and knowledge required to continue with the research project by reviewing the TNA. <ul style="list-style-type: none"> <li>Attend Proficio courses and plan for further courses to attend, as appropriate.</li> <li>Evidence of completion of workshops linked to research skills and writing.</li> </ul>	4	7-9
M2.2	Submit approximately 10,000 words methodology chapter demonstrating: <ul style="list-style-type: none"> <li>Philosophical underpinnings of methodological approach taken.</li> <li>Justification (and full applied description) of data retrieval methods.</li> <li>Data analysis process.</li> </ul> Ethical considerations.	4	7-9

### Ahead of the fourth Supervisory Panel

Milestone	Requirement	Full Time term	Part Time term
M2.3	Demonstrate work of the quality and quantity expected at the end of Year 2. Produce a progress report on research undertaken to date demonstrating that at least half of thesis exists in draft form (including outline of main findings).	5	10
M2.4	Present research to students and staff at seminars/ conferences	5	10-11
M2.5	Demonstrate effective project management through the setting of research goals and prioritisation of activities, in the following ways: <ul style="list-style-type: none"> <li>Create a detailed, realistic plan of work/timetable for Year 3. This plan needs to be embedded within the supervisory board report, indicating a realistic timeframe for completion within the three-year standard PhD period (six years for part-time students). In a feasible manner, the plan needs to identify which draft chapter will be submitted for supervisory review as part of the write up period.</li> </ul> The supervisory board report needs to be written in a clear and self-reflective style.	6	12
M2.6	Submit 10,000 to 20,000 words findings/discussion chapter(s) demonstrating: <ul style="list-style-type: none"> <li>Presentation and analysis of your findings from your research</li> </ul> Link your findings to your research problem/questions and to previous research	6	12



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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>

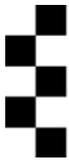
## Year 3 (Full time), Year 5 and 6 (Part time)

### Ahead of the fifth Supervisory Panel

Milestone	Requirement	Full Time term	Part Time term
M3.1	Demonstrate the ability to reflect on skills and knowledge development and its application to the research project. <ul style="list-style-type: none"> <li>Review the Training Needs Analysis as part of this.</li> <li>Regular attendance at department and/or external research seminars.</li> <li>Seek out further training on viva preparation.</li> <li>Training plan (to-date) to be reviewed and submitted with Supervisory Panel report, as evidence of progress.</li> </ul> Draw on experiences undertaken through Proficio courses, conferences/workshops and/or relevant teaching to support the report.	7	13-14
M3.2	<ul style="list-style-type: none"> <li>Produce a draft journal article derived from one of the draft chapters (for instance: a critical literature review chapter or a methodology-based chapter).</li> </ul>	7	14

### Ahead of the sixth Supervisory Panel

Milestone	Requirement	Full Time term	Part Time term
M3.3	Submit up to 10,000 words for each of introduction chapter and conclusion chapter, with the conclusion chapter focusing on: <ul style="list-style-type: none"> <li>A summary of your thesis, which re-addresses the research objectives</li> <li>Your contribution to knowledge</li> <li>Limitations of your research</li> <li>Theoretical and practical implications</li> </ul>	8	15-16
M3.3	Attain subject-specific milestone (department specific) through demonstrating the ability to present one's competencies, personal attributes and accomplishments through an effective CV to be submitted to the end of year Supervisory Panel (where appropriate).	8	17
M3.4	Demonstrate clear evidence of progress towards submission by completing the final draft of thesis for supervisor(s)/ supervisory board comment.	9	18



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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)

<b>Milestone</b>	<b>Requirement</b>	<b>Term to undertake work</b> <i>(To be used as a guide only)</i>
C1.1	Clear plan to submission, including; <ul style="list-style-type: none"> <li>• Submit a plan of work and corresponding timeline, outlining the work to be undertaken ahead of submission.</li> <li>• Timeline of work needs to ensure support feedback from supervisors, including supervisor reviews of thesis draft in a set period.</li> </ul> Submission date agreed	Timeline agreed by Supervisory Panel.