



# Institute for Social and Economic Research

## Faculty of Social Sciences

### Soc-B Students

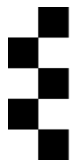
Postgraduate Research milestones are used to ensure students are making sufficient progress during their studies, and to provide a supportive framework to guide students through the various stages of their research. The Milestones should also help to keep students on track to submit within the appropriate 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. Students should determine whether they will produce a monograph- or paper-based dissertation during year 1 and should then read reference to chapters and/or papers below as relevant to their thesis format.

#### Contents

<b>Year 1 (Full time), Year 1 and 2 (Part time)</b> .....	2
<b>Ahead of the first Supervisory Panel</b> .....	2
<b>Ahead of the second Supervisory Panel (Confirmation Board)</b> .....	2
<b>Year 2 (Full time), Year 3 and 4 (Part time)</b> .....	2
<b>Ahead of the third Supervisory Panel</b> .....	2
<b>Ahead of the fourth Supervisory Panel (Confirmation Board)</b> .....	3
<b>Year 3 (Full time), Year 5 and 6 (Part time)</b> .....	3
<b>Ahead of the fifth Supervisory Panel</b> .....	3
<b>Ahead of the sixth Supervisory Panel</b> .....	3
<b>Year 4 (Full time), Year 7 and 8 (Part time)</b> .....	4
<b>Ahead of the seventh Supervisory Panel</b> .....	4
<b>Ahead of the eighth Supervisory Panel</b> .....	4

**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	Assess training needs and knowledge required to undertake rotation modules and complete the thesis <ul style="list-style-type: none"> <li>Initial Training Needs Analysis (TNA) to be completed</li> </ul>	1	2

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

Milestone	Requirement	Full time term	Part time term
M1.2	Professional development <ul style="list-style-type: none"> <li>Attend Soc-B workshops.</li> <li>Attend appropriate Proficio courses as identified from TNA</li> <li>Regular attendance at ISER or other department's research seminars as agreed with student</li> <li>Plan for further courses to attend, as appropriate</li> <li>Present at research student seminars or research group meetings</li> </ul>	1-3	1-6
M1.3	Students complete two rotation projects in year 1 <ul style="list-style-type: none"> <li>Module 1 – End of autumn term</li> <li>Module 2 – End of spring term</li> </ul> Short report (max 2,500 words) from each assignment demonstrating evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills	1 2	2 4
M1.4	Students choose research topic and develop research proposal to be conducted from year 2 <ul style="list-style-type: none"> <li>PhD research proposal (approximately 10,000 word) with topic area articulated including: research question; methods required to conduct research; brief project plan. Supervision team and data sources agreed</li> <li>Postgraduate Research Education Team informed in order to ensure student record updated accordingly</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)****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 research project and complete the thesis.	4	8



	<ul style="list-style-type: none"> <li>• Training Needs Analysis to be completed</li> </ul>		
--	---	--	--

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

Milestone	Requirement	Full time term	Part time term
M2.2	Professional development <ul style="list-style-type: none"> <li>• Attend Proficio courses and Soc-B workshops.</li> <li>• Regular attendance at department research seminars.</li> <li>• Plan for further courses to attend, as appropriate</li> <li>• Present at research student seminars or research group meetings</li> </ul>	4-6	7-12
M2.4	Demonstrate understanding of chosen topic within the context of the field <ul style="list-style-type: none"> <li>• Critical Literature Review</li> <li>• Draft of literature review chapter</li> </ul>	6	12
M2.5	Demonstrate the ability to produce work of the quality and quantity in order to complete within the four-year standard period. <ul style="list-style-type: none"> <li>• Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. One of the following should be provided:</li> <li>• Draft of first analytical chapter</li> <li>• Detailed outline of the conceptual framework</li> </ul>	6	12
M2.6	Demonstration of effective project management through the setting of research goals and prioritisation of activities <ul style="list-style-type: none"> <li>• Continuing detailed, realistic plan of work/timetable for next six months</li> <li>• Supervisory Panel report written in a clear and self-reflective style</li> </ul>	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 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>

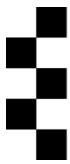
### Year 3 (Full time), Year 5 and 6 (Part time)

#### Ahead of the fifth Supervisory Panel

Milestone	Requirement	Full time term	Part time term
M3.1	Review training needs and knowledge required to continue with research project and complete the thesis <ul style="list-style-type: none"> <li>• Training Needs Analysis to be completed.</li> </ul>	7	14

#### Ahead of the sixth Supervisory Panel

Milestone	Requirement	Full time term	Part time term
M3.2	Professional development <ul style="list-style-type: none"> <li>• Attend Proficio courses and Soc-B workshops.</li> </ul>	7-9	15-18



	<ul style="list-style-type: none"> <li>Regular attendance at department research seminars.</li> <li>Plan for further courses to attend, as appropriate</li> <li>Present at research student seminars or research group meetings</li> </ul>		
M3.3	Demonstrate work of the quality and quantity expected at the end of Year 3. <ul style="list-style-type: none"> <li>Produce two draft papers: a full draft of Paper 1; a draft of the research undertaken to date for Paper 2</li> <li>Evidence that academic writing is at the standard expected at PhD level, or is very close to achieving it.</li> <li>Report on research undertaken to date</li> </ul>	9	18
M3.4	Review significance and impact of research and articulate output <ul style="list-style-type: none"> <li>Presentation of research project to staff and students at annual PhD conference</li> </ul>	9	18
M3.5	Demonstration of effective project management through the setting of research goals and prioritisation of activities <ul style="list-style-type: none"> <li>Continuing detailed, realistic plan of work/ timetable for next 6 months</li> <li>Supervisory Panel report written in a clear and self-reflective style</li> </ul>	9	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 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>

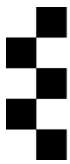
### Year 4 (Full time), Year 7 and 8 (Part time)

#### Ahead of the seventh Supervisory Panel

Milestone	Requirement	Full time term	Part time term
M4.1	Review training needs and knowledge required to continue with research project and complete the thesis <ul style="list-style-type: none"> <li>Training Needs Analysis to be completed.</li> </ul>	10	20

#### Ahead of the eighth Supervisory Panel

Milestone	Requirement	Full time term	Part time term
M4.2	Professional development <ul style="list-style-type: none"> <li>Attend Proficio courses and Soc-B workshops.</li> <li>Regular attendance at department research seminars.</li> <li>Plan for further courses to attend, as appropriate</li> <li>Present at research student seminars or research group meetings</li> </ul>	10-12	21-24
M4.3	Demonstrate work of the quality and quantity expected at the end of Year 4. Drafts of following chapters: <ul style="list-style-type: none"> <li>Introduction chapter</li> <li>Literature review</li> <li>At least three empirical data analysis chapters</li> <li>Conclusions chapter</li> </ul>	12	24



M4.4	Review significance and impact of research and articulate output <ul style="list-style-type: none"><li>• Presentation of research project to staff and students at annual PhD conference</li></ul>	12	24
M4.5	Demonstration of effective project management through the setting of research goals and prioritisation of activities <ul style="list-style-type: none"><li>• Continuing detailed, realistic plan of work/timetable to submission</li><li>• Supervisory Panel report written in a clear and self-reflective style</li></ul>	12	24

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 Students' Progress Board that the student is ready to submit their thesis, or recommend that a period of extension is required.