



# The School of Philosophical, Historical, and Interdisciplinary Studies

## Faculty of Arts and Humanities

### History 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.

#### 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> .....	3
<b>Ahead of the third Supervisory Panel</b> .....	3
<b>Ahead of the fourth Supervisory Panel</b> .....	3
<b>Year 3 (Full time), Year 5 and 6 (Part time)</b> .....	4
<b>Ahead of the fifth Supervisory Panel</b> .....	4
<b>Ahead of the sixth Supervisory Panel</b> .....	4
<b>Completion Period</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 research project and complete the thesis. Complete the Training Needs Analysis in order to do this.	1	1
M1.2	Choose research topic and demonstrate significance/impact of research with a Research Project Proposal (6000 words), including (dependent on subject area): <ul style="list-style-type: none"> <li>Write central research problem/questions to be answered.</li> <li>Identify preliminary argument.</li> <li>Methodological considerations – explain rationale for selecting primary sources; consider strengths and limitations of primary sources; identify approaches or analytical tools used by scholars for similar sources; specify methods informing analysis or might be needed.</li> <li>Feasibility Report – identify primary sources (and their location), access to sources, travel required, and ethical considerations.</li> <li>Create project plan, outlining objectives for each stage.</li> </ul> Note - The proposal must be detailed and be significantly more in-depth than the proposal submitted when applying. It must reflect ongoing research.	2	2/3

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

Milestone	Requirement	Full Time term	Part Time term
M1.3	Attending Proficio courses and planning for further courses to attend, as appropriate.	3	4
M1.4	Demonstrate understanding of chosen topic within the context of the field, in the following ways; <ul style="list-style-type: none"> <li>Critical Literature Review (8000 words), to acceptable standard</li> <li>Elaborate research questions to be answered in the thesis to acceptable standard.</li> <li>Identify major debates, themes, and gaps in the wider scholarship that relate to the topic.</li> <li>Identify specific scholarly discussions on your topic.</li> <li>Situate project within wider scholarly conversations.</li> </ul>	3	5
M1.5	Demonstrate the ability to produce work of the quality and quantity in order to complete within the three year standard PhD (six years for part-time students), in the following ways; <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.</li> <li>Evidence that writing and research requirements are being met (via proposal and critical literature review).</li> </ul>	3	6
M1.6	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 2.</li> <li>Produce supervisory board reports 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)**

**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. Training Needs Analysis to be reviewed.	4	7
M2.2	Demonstrate effective project management through the setting of research goals and prioritisation of activities, with the following steps; <ul style="list-style-type: none"> <li>• Create a detailed, realistic completion plan.</li> <li>• Produce Supervisory Panel report written in a clear and self- reflective style</li> </ul>	4	8

**Ahead of the fourth Supervisory Panel**

M2.3	Review training needs and knowledge required to continue with research project and complete the thesis, in the following ways; <ul style="list-style-type: none"> <li>• Attend Proficio courses and plan for further courses to attend, as appropriate.</li> <li>• Prepare 2500-word report on research undertaken to date – identify opportunities and challenges in research; provide overview of primary sources and preliminary analysis or methodological questions arising; consider the possible implications for project (e.g. direction, new ways of thinking, revised training needs).</li> </ul>	5	9
M2.4	Demonstrate work of the quality and quantity expected at the end of Year 2 by producing a minimum of 16000 words for thesis (e.g. two draft chapters).	5	10
M2.5	Review significance and impact of research and articulate output. For example: <ul style="list-style-type: none"> <li>• Deliver workshop</li> <li>• Present research to students and staff at seminars or conferences.</li> </ul>	6	11
M2.6	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, which demonstrates the ability to submit within the three year standard PhD period (six years for part- time students).</li> <li>• Produce Supervisory Panel reports 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	Demonstrate ability to reflect on skills and knowledge development and its application to the research project by reviewing the Training Needs Analysis.	7	13
M3.2	Demonstrate work of the quality and quantity expected when nearing submission (or equivalent for part-time students), in the following ways; <ul style="list-style-type: none"> <li>• Research completed (experimental, empirical and theoretical work, where relevant)</li> <li>• Prepare 1000-word report on research undertaken to date – identify opportunities and challenges; consider methodological questions arising.</li> </ul>	7	15

**Ahead of 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 comment.	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 Students' 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	To request a period of completion, if required, a student must: Show clear evidence of progress towards submission, (including detailed reference as to what remains to be completed, and a timeline for outstanding actions). <ul style="list-style-type: none"> <li>▪ - Completed final draft of thesis for supervisor(s)/ supervisory board comment.</li> </ul>	Timeline agreed by Supervisory Panel and RSPB.