



# Department of Language & Linguistics

## Faculty of Social Sciences

### Integrated 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. 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.

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**Masters Year**

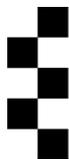
| <b>Milestone</b> | <b>Requirement</b>   | <b>Term to undertake work</b><br><i>(To be used as a guide only)</i> |
|------------------|--|--|
| MY1              | Student meets progression criteria as outlined in the Rules of Assessment. <ul style="list-style-type: none"> <li>Decision made following interim examination board</li> </ul>   | Interim examination board in June.                                   |
| MY2              | Student completes dissertation, meeting progression requirements as set out in the Rules of Assessment. <ul style="list-style-type: none"> <li>Final PGT examination board held in September to ratify marks</li> <li>Postgraduate Research Education Team informed in order to ensure student record updated accordingly</li> </ul> | Final examination board in September                                 |

**Year 1 (Full time), Year 1 and 2 (Part time)****Ahead of the first Supervisory Panel**

| <b>Milestone</b> | <b>Requirement</b>   | <b>Full time term</b> | <b>Part time term</b> |
|------------------|--|-----------------------|-----------------------|
| M1.1             | Assess training needs and knowledge required to undertake research project and complete the thesis. <ul style="list-style-type: none"> <li>Complete Training Needs Analysis, e.g., using the relevant Moodle resources.</li> <li>In conjunction with supervisor, plan for Proficio and other training courses to attend according to needs.</li> </ul> | 1                     | 2                     |

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

| <b>Milestone</b> | <b>Requirement</b>  | <b>Full time term</b> | <b>Part time term</b> |
|------------------|---|-----------------------|-----------------------|
| M1.2             | Attend at least four of the workshops offered throughout the academic year as part of LG595.  | 1-3                   | 1-6                   |
| M1.3             | Regular attendance to Departmental seminars and research groups as relevant.  | 1-3                   | 1-6                   |
| M1.4             | Choose research topic and demonstrate significance/impact of research. Research Project Proposal fully developed, including: <ul style="list-style-type: none"> <li>Write central research problem/questions to be answered.</li> <li>Methodological considerations.</li> <li>Feasibility Report – identifying sources, access and ethical considerations.</li> <li>Create realistic and complete project plan, outlining objectives for each stage.</li> </ul>   | 2                     | 4                     |
| M1.5             | Demonstrate understanding of chosen topic within the context of the field. <ul style="list-style-type: none"> <li>Critical Literature Review (where relevant)</li> </ul>  | 3                     | 6                     |
| M1.6             | Demonstrate the ability to produce work of the necessary quality and quantity in order to complete within the three-year standard PhD period (six years for part-time students). <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>Have completed enough written work equivalent to 1/3 of thesis in draft format; i.e., have written 15-20,000 words. This should translate into drafts of two main chapters, such as literature review and methodology.</li> </ul> | 3                     | 6                     |
| M1.7             | Demonstration of effective project management through the setting of research goals and prioritisation of activities. <ul style="list-style-type: none"> <li>Create a detailed, realistic plan of work/ timetable for Year 2.</li> </ul>  | 3                     | 6                     |



|      |   |   |   |
|------|---|---|---|
|      | <ul style="list-style-type: none"> <li>Produce Supervisory Panel report written in a clear and self-reflective style.</li> </ul>  |   |   |
| M1.8 | <p>Have begun to collect and analyse evidence for application to your research questions.</p> <ul style="list-style-type: none"> <li>Provide short written report on progress to supervisor.</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)

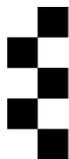
#### Ahead of the third Supervisory Panel

| Milestone | Requirement  | Full time term | Part time term |
|-----------|--|----------------|----------------|
| M2.1      | <p>Review training needs and knowledge required to continue with research project and complete the thesis.</p> <ul style="list-style-type: none"> <li>Training Needs Analysis to be reviewed.</li> </ul> | 4              | 8              |

#### Ahead of 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.   | 4-6            | 7-12           |
| M2.3      | Regular attendance to Departmental seminars and research groups as relevant.  | 4-6            | 7-12           |
| M2.4      | <p>Demonstrate work of the quality and quantity expected at the end of Year 2.</p> <ul style="list-style-type: none"> <li>Have completed enough written work equivalent to 2/3 of thesis in draft format; i.e., have written 45-50,000 words. This should translate into drafts of at least three main chapters and all data collection should have been finalised.</li> <li>Report on research undertaken to date.</li> </ul>                                | 6              | 12             |
| M2.5      | <p>Review significance and impact of research and articulate output; for example:</p> <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             |
| M2.6      | <p>Demonstration of effective project management through the setting of research goals and prioritisation of activities.</p> <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 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      | Demonstrate ability to reflect on skills and knowledge development and its application to the research project. <ul style="list-style-type: none"> <li>• Training Needs Analysis reviewed.</li> <li>• Regular attendance to Departmental seminars and research groups as relevant.</li> </ul> | 7              | 15             |

#### Ahead of the sixth Supervisory Panel

| Milestone | Requirement   | Full time term | Part time term |
|-----------|---|----------------|----------------|
| M3.2      | Demonstrate work of the quality and quantity expected when nearing submission. <ul style="list-style-type: none"> <li>• Research completed (experimental, empirical and theoretical work, where relevant).</li> </ul> | 7              | 15             |
| M3.3      | Have produced full, good drafts of all main chapters. In other words, you should have submitted 80% of the thesis to your supervisor.   | 8              | 16             |
| M3.4      | Clear evidence of progress towards submission. <ul style="list-style-type: none"> <li>• Have completed full draft of thesis for supervisor(s)/ Supervisory Panel's comment.</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 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 sixth 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 made by the RSPB, for approval by the Faculty Dean (Postgraduate).

| Milestone | Requirement   | Term to undertake work<br><i>(To be used as a guide only)</i>                     |
|-----------|---|---|
| C1        | Clear plan to submission. <ul style="list-style-type: none"> <li>• Timeline of work needing to take place before submission.</li> <li>• Final polishing of full thesis.</li> <li>• Submission date agreed.</li> <li>• Student is expected to complete courses such as 'Surviving the Viva' and 'Preparing the Viva' offered by Proficio.</li> </ul> | Timeline agreed by Supervisory Panel and included in the Supervisory Panel report |