School of Sport, Rehabilitation and Exercise Sciences

Faculty of Science and Health

Prof Doc 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.

You will be given a BOX folder which you, your supervisory team, and panel members will have access to. You will upload all panel related documentation to BOX. The panel report form is also available in your BOX folder. Edit and amend work in BOX.

Contents

Year 1

Ahead of the first Supervisory Panel

Milestone	Requirement	Term to undertake work *(To be used as a guide only)*
M1.1	Assess training needs and knowledge required to undertake programme. ▪ Training Needs Analysis to be completed. ▪ Review Proficio courses	1
M1.2	Choose/narrow down the research topic Research Project Proposal, including (dependent on subject area): ▪ Identify potential research problems/questions to be answered. ▪ Identify interest, sources and access to data and ethical considerations ▪ Explore potential methodological approaches to the topic	3
M1.3	Demonstration of effective project management through the setting of research goals and prioritisation of activities. ▪ Create a plan of work/ timetable for Year 2. ▪ Produce 500-word annual report written in a clear and self-reflective style. ▪ Complete panel report	3
M1.4	Subject-specific milestones **Professional Practice** ▪ Engagement with SE901 ▪ Successfully complete SE901 **Research Preparation** ▪ Engagement with PG research methods module (SE747 or SE738) ▪ Successfully complete PG research methods module (SE747 or SE738) ▪ Present poster at SRES Research Conference	3

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

Year 2 Progress Meeting
Check-in meetings alternating with the formal Supervisory Panels

Milestone	Requirement	Term to undertake work *(To be used as a guide only)*
M2.1a	Review training needs and knowledge required to continue with research project and complete the thesis. ▪ Training Needs Analysis to be reviewed. Attend Proficio courses and plan for further courses to attend, as appropriate.	4
M2.1b	Update on modules covered in M 1.4	4
M2.1c	Progress on SE902 (M2.4)	4

Ahead of the second Supervisory Panel

Milestone	Requirement	Term to undertake work *(To be used as a guide only)*
M2.2	Demonstrate work of the quality and quantity expected at the end of Year 2	6 - by Supervisory Panel
M2.3	Review significance and impact of research and articulate output. ▪ Present poster at the SRES t Research Conference	6
M2.3	Demonstration of effective project management through the setting of research goals and prioritisation of activities. ▪ Create a detailed, realistic plan of work/ timetable for Year 3. ▪ Agree the research topic / question for thesis. ▪ Write a central research problem/question to be answered. ▪ Identify interest, sources and access to data and ethical considerations ▪ Complete supervisory panel report 10-minute presentation – work to date and planned work	6 - by Supervisory Panel
M2.4	Subject-specific milestones ▪ Present poster at the SRES Research Conference ▪ Successfully complete SE902 plus research module(s) equivalent to 30 credits	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 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

Year 3 Progress Meeting

Check-in meetings alternating with the formal supervisory panels

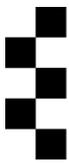| Milestone	Requirement	Term to undertake work *(To be used as a guide only)*
M3.1a	Ability to reflect on skills and knowledge development and its application to the research project Training Needs Analysis reviewed	7
M3.1b	Update on modules covered in M 2.4	7
M3.1c	Progression of chapter (literature review – M3.2)	7

Ahead of the third Supervisory Panel

Milestone	Requirement	Term to undertake work *(To be used as a guide only)*
M3.2	▪ Demonstrate work of the quality and quantity expected at the end of Year 3 ▪ Explore potential methodological approaches to the topic. ▪ Produce 1500-word annual report ▪ Evidence of written work (chapter i.e. literature review) of doctoral level	9 – by Supervisory Panel
M3.3	Demonstrate clear evidence of progress towards submission ▪ Complete supervisory panel report. ▪ Create a detailed, realistic plan of work/ timetable for Year 4 ▪ 10-minute presentation – work to date and planned work	9 – by Supervisory Panel
M3.4	Subject-specific milestones. ▪ Structure of thesis determined ▪ Ethical approval applied for ▪ Present thesis research at the SRES Conference	9

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 4

Year 4 Progress Meeting
Check-in meetings alternating with the formal supervisory panels

Milestone	Requirement	Term to undertake work *(To be used as a guide only)*
M4.1a	▪ Review training needs and knowledge required to continue with a research project and complete the thesis Training Needs Analysis to be reviewed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate.	10.
M3.1b	Progression of research (literature review – M4.2)	10

Ahead of Fourth supervisory panel

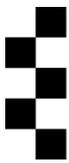| Milestone	Requirement	Term to undertake work *(To be used as a guide only)*
M 4.2	Demonstrate work of the quality and quantity expected at the end of Year 4. ▪ Produce 1500-word annual report ▪ Literature review completed and / study draft	12 - by Supervisory Panel
M 4.3	Demonstration of effective project management through the setting of research goals and prioritisation of activities. ▪Create a detailed, realistic plan of work/ timetable for Year 5 ▪Produce 1500-word annual report 10-minute presentation – work to date and planned work ▪Complete supervisory panel report.	12 - by Supervisory Panel
M 4.4	Subject-specific milestones ▪ Clearly articulated structure for completed thesis ▪ Submit draft – equivalent to 70% of overall thesis. Present research to students and staff at seminars/conference	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 5

Year 5 Progress Meeting
Check-in meetings alternating with the formal supervisory panels

Milestone	Requirement	Term to undertake work *(To be used as a guide only)*
M 5.1a	Review training needs and knowledge required to continue with a research project and complete the thesis	13.

	▪ Training Needs Analysis to be reviewed. Attend Proficio courses and plan for further courses to attend, as appropriate.	
M5.1b	Progression of research (literature review – M5.2)	13

Ahead of fifth Supervisory Panel

Milestone	Requirement	Term to undertake work *(To be used as a guide only)*
M 5.2	Demonstrate work of the quality and quantity expected at the end of Year 5. ▪ Research completed ▪ Completed final draft of thesis ▪ Submit approval of thesis title form.	15
M 5.3	Demonstration of effective project management through the setting of research goals and prioritisation of activities. ▪ Completed final draft of thesis for supervisor(s)/ supervisory panel comment. ▪ Complete supervisory panel report. ▪ 10-minute presentation – work to date and planned work	15 - by Supervisory Panel
M 5.4	Subject-specific milestones ▪ Present research to students and staff at seminars/conference	15

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).

Year 6 Completion

If, at the 5th supervisory Panel, a student isn't on track to submit their thesis by the end of year 5, 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 *(To be used as a guide only)*
C 6.1	During completion period. ▪ Timeline of work needing to take place before submission ▪ Submission data agreed ▪ Submit approval of thesis title form.	Timeline agreed by Supervisory panel