

Your studies

**School of
Philosophy
and Art History**

Postgraduate research

STUDENT HANDBOOK
2020-21



University of Essex

Welcome from the Director of Graduate Studies



I would like to extend a very warm welcome to all graduate research students entering the School of Philosophy and Art History.

Essex Art History has a well-established international reputation and a long tradition of graduate training in almost all areas of European art and architecture from 1300 to the present, and in the art and architecture of Latin America and of the United States. We have achieved excellent results in recent student surveys and were ranked in the Top Ten in the most recent Research Excellence Framework (REF), which measures research performance nationally. Staff are research active and supervise both MA and PhD students. There is a large and lively graduate community at Essex with conferences organised by PhD students, along with an exciting postgraduate research journal, *re•bus*.

Essex Philosophy has an equally well-established international reputation with a distinctive orientation towards modern European as well as moral and political philosophy, with special emphasis on phenomenology, critical theory, German idealism, the philosophy of religion, and medical humanities. Across these fields we tend to focus on 'existential' issues, fundamental questions about human existence. In the past few years we have enjoyed a string of successes: we were among the Top Ten Philosophy submissions in the last REF; we had very high ratings in the last National Student Satisfaction Survey (NSS); and we have been awarded a series of externally funded research grants, including large grants for the *Essex Autonomy Project* and the *Ethics of Powerlessness*. Those successes are a reflection of the distinctive character of Philosophy at Essex: intensive, close-knit, original, focused.

Study at graduate level can be a demanding and challenging enterprise, which requires personal determination and commitment in addition to a well-trained intellect and a lively and productive imagination. We aim to provide the best environment we can in which to conduct study and research, and we urge you to take advantage of all the events and facilities available. You are warmly encouraged to attend our School Research Seminars, which are held at 4pm every Thursday during the autumn and spring terms and provide an occasion to hear both external visiting speakers and internal speakers from the faculty and the graduate community. There are additionally various guest lectures, in addition to other relevant activities throughout the University, and annual mini-courses in both Philosophy and Art History. On the Philosophy side of the School we also offer various research seminars, informal reading groups, and three research colloquia.

Finally, this booklet provides information about the Faculty of Humanities, the Postgraduate Research Education (PGRE) Team, the School, details about assessment procedures and guidelines for writing and submitting a thesis. To obtain comprehensive information about regulations relevant to graduate students please look on the University website.

Your comments on School arrangements are important as we are constantly alert to the need to accommodate students' changing interests within a responsible educational programme. This involves ensuring that we maintain the optimal content and format for our programmes, and your input, both formal and informal, is a vital part of the process. Please make your views known.

We all hope that you will have a happy and fruitful time here at Essex and we shall do our best to ensure that you do.

Professor Béatrice Han-Pile, Director of Graduate Studies

Contents

Welcome from the Director of Graduate Studies	i
Introduction.....	5
Practicalities and Getting Started.....	6
Right to Study.....	6
Student visas.....	6
Explore your Campus.....	6
Get connected.....	6
Working while studying	7
Your personal belongings	7
The Essex Experience	8
Equality, Diversity and Inclusion	8
Student communities.....	10
Essex Sport.....	10
Students' Union.....	10
Essex Spirit, social media and What's on?	11
About The School of Philosophy and Art History (SPAH).....	12
Social Media.....	12
Meet the team	13
Your supervisor	13
Learning and Teaching	14
Student Staff Partnership.....	14
The academic year.....	15
Making changes to your study	15
Periods of study	16
Milestones	17
Supervisory Panels	19
Timeline of the Supervisory Panel	23
Submission of work to the Supervisory Panel.....	24
Extenuating Circumstances	24
Research Students' Progress Board (RSPB)	24

Library Services	25
Research Skills Development	26
Proficio	26
Assessment and Academic Integrity	27
Ethics in research.....	27
Risk assessments in research	27
Academic Integrity and Academic Offences	27
Referencing	27
Academic Skills and Support	28
Language classes	28
Learning a Language	28
Extenuating Circumstances	29
Submission of Thesis	29
Thesis Submission Pre-Examination	29
Thesis Submission for Award.....	29
Thesis Deposit and Retention	29
Examiners and the Viva	30
Exit Awards (Professional Doctorate students only)	30
Appeals	30
Student Voice	31
Student Representatives.....	31
Student Voice Groups	31
Student Surveys.....	31
You Matter.....	32
Student Services Hub	32
Support for disabilities and conditions	32
Seeing a Doctor	32
Counselling services	32
UK Immigration Advice and Guidance	32
Money management	33
Students' Union Advice	33

Residence Life	33
Religion, faith and beliefs	33
Harassment support.....	33
COVID-19 (Coronavirus).....	33
Health and safety on campus.....	34
Making a Complaint	34
Student Development.....	35
Careers Services.....	35
CareerHub.....	35
Big Essex Award	35
Volunteering	35
Essex Interns	35
You Are Essex	36
Your Award Certificate	36
Graduation.....	36
GradIntelligence	36
References.....	36
Alumni	37
What comes next?	37
Appendix: Milestones	38
Appendix A: Standard Milestones for PhD Students 2019-2020 entry – Philosophy	39
Appendix B: Standard Milestones for MPhil Students - Philosophy	42
Appendix C: Standard Milestones for PhD Students – Art History	45
Appendix D: Art History: Standard Milestones for MPhil Students	48
Appendix E: Milestones for practice-based PhD in Curating	51
Appendix F: Milestones for Masters by Dissertation Students (Philosophy, Curating and Art History)	54

Introduction

All Schools and Departments at Essex create a Student Handbook each year. These are designed to be useful tools for you to find out what you need to know about your department, the University and its academic policies and procedures, and all of the resources available to you.

We know things might be a little different this year, but we remain absolutely determined to provide you with the best Essex education and student experience we can while safeguarding your health and wellbeing. Make sure that you keep up to date with what we all need to do to [keep safe as a community](#).

At Essex we celebrate diversity and challenge inequality. You are welcomed to a truly diverse community where differences are celebrated, and individuality is valued. Your contribution is welcomed and encouraged based on your own thoughts and experiences. As part of our community you will have the freedom to explore, experiment, challenge your discipline and have your ideas shaped by peer and professional knowledge from all over the world. Essex is about more than just getting a degree: we have so much to offer our students!

Things might have to change and adapt over the year, so make sure that you're checking online and keeping in touch with your department for the latest updates. The [Student Directory](#) contains a wealth of other helpful sources of information which you may also find useful,.

Practicalities and Getting Started

You've made it to Essex! We've outlined below the most important things you need to make sure you do as soon as possible to get your time at Essex started.

Registration

Whether a new or returning student, you will need to [officially register](#) at the start of each academic year. Registration is not only a formal procedure of enrolling you into the University, but also connects you to a number of vital systems which allow you to access your online Welcome and Induction information and start your studies. As part of this process, you will need to activate your Essex IT account, register online and, once you arrive on campus, undertake a Right to Study check and collect your student registration card.

Right to Study

The University must ensure all students have the right to study at the University of Essex for the whole duration of their course. If you require [immigration permission](#) to study in the UK, this will be checked when you first register on your course and as necessary thereafter. Students have a duty to maintain valid UK immigration permission that allows study for the duration of their course, failure to do so may lead to withdrawal from the University under the [University's General Regulations](#).

Student visas

The University has [many duties](#) as a Tier 4 sponsor and must ensure we remain compliant in order to retain our Tier 4 sponsor status. Students with a Tier 4 or Short-term student visa have responsibilities to the University and the Home Office. There will be conditions attached to your visa that restrict what you can do in the UK, breaking any of the conditions may mean you can't remain in the UK and complete your course. Please be aware that changes to your course, whether due to academic failure or choice, must be considered against the Immigration rules and guidance in place at the time, this can mean that some academic options may not be available to you.

If you are coming to the UK on or after 1 January 2021 to study, you may be applying for a visa under the new immigration rules that the UK government intend to introduce. These rules will also apply to European and Swiss nationals who do not already have EU settled status or UK immigration permission. The government aim to release the new rules in the autumn of 2020, we'll publish more information on our [immigration web pages](#) after they have been published and considered.

Explore your Campus

There is a broad range of [facilities](#) across each of our campuses to support your experience at Essex, whether in person or virtually. For the latest information, see the updates on [services on campus](#) and make sure that you're aware of the [guidance](#) for those coming onto campus.

Get connected

Your IT account

You will need to activate [your Essex IT account](#). Once you're set up, you can access your Essex email, log in to Moodle, access lab computers and library services, print for free on campus, connect to campus wi-fi, and much more. When you activate your account, you should register an external e-mail address and passphrase so that if you [forget your password](#), you can also reset it using these details. If you have forgotten those also, you should either visit the IT Helpdesk or call 01206 872345. Make sure you keep your password safe and do not share it with others!

Campus Wi-fi

If you are studying on any of our campuses, connect to our Wi-Fi by simply finding the 'eduroam' network on your device and use the same log in details as your IT account to connect up!

Essex Apps

The University has a variety of online systems and platforms designed to enhance your learning and help make processes, such as submitting coursework, easier. We have rounded up the top platforms, portals and apps that you need to know about!

MyEssex

[MyEssex](#) is your online account. This is different to your applicant portal – you can use MyEssex to view your timetable, update your personal details, request replacement student cards or supporting documents, monitor your course progress, let us know if you'll miss a lecture or class, contact the Student Services Hub, and much more.

PocketEssex

[Pocket Essex](#) is the University's official app for students; its interface of icons act as a portal through to a variety of areas and resources. PocketEssex links to many areas that MyEssex does, but also takes you through to other key resources, such as the Students' Union, FindYourWay and the Library.

Find Your Way

When on campus, we know that finding your way can be challenging to start with. Our Colchester campus in particular can be difficult to navigate with a historically complex room numbering system! [FindYourWay](#) is our interactive campus map designed to get you from A to B on either the Colchester or Southend campuses with quick and easy directions.

Zoom

Zoom is the principal delivery mechanism used by the University for online meetings, presenting, teaching and training. This [quick start guide](#) gives you an introduction to the essentials of joining and participating in a Zoom webinar or meeting.

Working while studying

Many students choose to work part-time to supplement their income. Working during your course can also give you excellent skills and experience to boost your CV. Our [Student Services Hub](#) can help you find part-time work. There are also many opportunities to [work in paid jobs on campus](#).

You can access recommendations on working hours, as well as guidance on rates of pay and National Insurance contributions on the [Careers Services webpages](#).

If you have a student visa, please read our information on [working in the UK for international students](#) before you start looking for a job. The country you're from and your visa type will determine whether or not you can work in the UK. If you can work, the type of work you are allowed to undertake and the number of hours you can work will be restricted.

Your personal belongings

The University does not cover costs for personal damage or loss of possessions; only in instances where the University has been negligent would a claim be viable for compensation for personal belongings. Therefore, you are strongly advised to take out personal insurance cover for your possessions. This is especially important for valuable items, such as laptops, phones and tablets.

The Essex Experience

The University of Essex is proud of its inclusivity and its international community. Our campuses and our University are places that are welcoming, where every single person can feel they have a place where they belong and where you can find the world in one place. As part of our ongoing commitment we have created a [Student Charter](#) as a pledge that every student becomes a part of when they join us. With the Student Charter you agree to support our community and we promise to provide you with a transformational educational experience.

Embrace the Essex Values

We are different at Essex. We are brave, we are bold, and we embrace challenges and drive change. Our values are underpinned by this very culture. While we full heartedly encourage students to challenge the status quo and explore the unknown, we expect that students do so respectfully, intelligently and act as true ambassadors for the University. The University has a [Code of Student Conduct](#) that outlines the rules and regulations that help us maintain our high standards of behaviour.

Equality, Diversity and Inclusion

The University recognises the value of diversity and is committed to equality of opportunity within the University. It therefore aims to create the conditions whereby students and staff are treated with dignity and respect, and solely on the basis of their merits, abilities and potential, regardless of race, ethnic or national origin, gender, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations, or any other irrelevant distinction.

The University is committed to a programme of action to ensure that this [policy](#) is fully effective.

SPAH Women's Officer and local SWIP branch

Whether you are an Art History, Philosophy or ISC student, if you want to speak confidentially to a female member of staff, we have a dedicated Women's officer for this very purpose. In 2020-21, this will be Dr Ellisif Wasmuth (for contact details, please see below [add cross reference/link to staff list]). They can also tell you more about the local branch of the [Society for Women in Philosophy](#) (SWIP).

School of Philosophy and Art History Policy on Equality

The School of Philosophy and Art History aims to treat all staff and students who are part of the School, and also visitors to the School, equally in all relevant respects. We acknowledge that historically women and minorities have been disadvantaged in many aspects of university and academic life, through both conscious and unconscious assumptions, biases, and prejudices, and through unfavourable practical arrangements. We are committed to changing this situation. We believe that the School in general will benefit academically, intellectually, and socially from an energetic commitment to promoting equality.

1. This commitment entails that all students and staff of the School should strive to be conscious of ways in which their behaviour may be disrespectful, detrimental or damaging to the activities and equal status of women and other underrepresented groups.
2. It is part of the responsibility of everyone in the School to maintain an atmosphere for work and study in which equality is the norm. On occasions, this may require us to bring contrary behaviour to the attention of the person concerned, as well as to accept appropriate criticism of our own behaviour.
3. Within the School our commitment to equality involves consideration of the following (non-exhaustive) list of issues:

-
- a) Ensuring a female presence on committees and decision-making bodies within the School.
 - b) Ensuring female participation in selection processes (e.g. regarding applications for PGT and PGT studentships, regarding posts – academic and administrative – within the School).
 - c) Giving consideration to the representation of female and minority thinkers, writers, and artists on the syllabi for modules within the School.
 - d) Taking measures to allow female and underrepresented voices to be adequately heard during seminars, discussions, question and answer sessions, etc.

4. In terms of broader professional activities, our commitment to equality involves consideration of the following (non-exhaustive) list of issues:

- a) Invitation of female and minority speakers when setting up conferences.
- b) Inclusion of female and minority authors when editing collections of articles.
- c) Inclusion of female and minority representation on editorial/advisory boards.
- d) Awareness of possible implicit bias when refereeing/assessing non-anonymised work.

What is Implicit Bias?

Controlled research studies demonstrate that people typically hold unconscious assumptions about groups of people that influence their judgments about members of those groups in negative ways. This is particularly true for traditionally discriminated-against groups like women, minorities, and disabled people. All people display these biases, including those who belong to the discriminated-against groups. Counteracting these biases requires us to become aware of the ways they might be affecting our assessments of our colleagues, teachers, and students.

Examples of Implicit Bias:

- Recommendation letters for women tend to be shorter, provide ‘minimal assurances’ rather than solid recommendation, raise more doubts, portray women as students rather than professionals, and mention their personal lives more (Trix and Psenka 2003).
- Job applicants with “white-sounding” names are more likely to be interviewed for open positions than equally qualified applicants with “African-American-sounding” names (Bertrand & Sendhil 2004)
- When the *same* CV is randomly assigned a female or a male name, both male and female assessors rate male applicants better in terms of teaching, research, and service experience, and are more likely to hire them (Steinpreis et al 1999).
- Female post-doc applicants to the Medical Research Council of Sweden needed substantially more publications to achieve the same rating as male applicants (Wenneras & Wold 1997).

Counteracting Implicit Bias:

Remember that you are not immune. For example, a recent meta-analysis of 122 research reports (involving a total of 14,900 subjects) revealed that implicit bias scores better predict stereotyping and prejudice than explicit self-reports (Greenwald et al 2009.).

Promote diversity

Research shows that assumptions are more likely to negatively affect evaluation of women and minorities when they represent a small proportion (less than 25%) of the relevant group. Exposure to

“positive” exemplars (e.g. Martin Luther King in history class) decreased implicit bias against Blacks (Dasgupta & Greenwald 2001).

Work on your own prejudice:

Awareness of statistical discrepancies between the ideal of impartiality and actual performance – coupled with a commitment to that ideal – helps counteract implicit bias.

E.g. in one study, a mental imagery exercise of imagining a professional business woman decreased implicit stereotypes of women (Blair et al 2001).

E.g. contact with female professors and deans decreased implicit bias against women for college-aged women (Dasgupta & Asgari 2004)

Student communities

We pride ourselves on being a welcoming and inclusive student community. The University recognises the value of diversity and are committed to equality of opportunity within the University. We aim to create an environment whereby students and staff are treated with dignity and respect, and solely on the basis of their merits, abilities and potential regardless of their background whether that is race, gender, sexual orientation, religious beliefs, or any other distinction.

We offer a wide range of support to individuals and [groups of student members](#), such as our [postgraduate students](#) – our student communities - who may have specific requirements, interests or responsibilities- to help fulfil your potential. Whether you are an international student, a mature student, a BAME student or have any other requirements or needs, we here at Essex want to welcome you with open arms. The University is committed to a programme of action to ensure that this [policy](#) is fully effective.

Essex Sport

Learning doesn't just happen in the classroom. Keeping active during your studies is a great way to meet new people, help relieve stress, maintain good physical and mental wellbeing, increase productivity, and improve your employability.

Visit the [Essex Sport](#) website or [download the app](#) to discover all the ways you can keep active during your time at Essex. In order to ensure the welfare of our community there may be changes to opening hours or what's available, so do check on the website for the latest information.

Students' Union

We're famous for our [Students' Union at Essex](#), and for good reason. Here you're not just a member of a normal Students' Union; you're part of a family. We work hard to support our PGR community, and are here from day one of your research, to the moment you graduate to support you in any way we can.

The Students' Union is run by students for students, and you have the ability to shape what we do. From deciding who leads the SU by electing our entire Student Leadership team including the PGR officer, to shaping your own experiences at Essex, we are here to represent your views and work with you to make amazing things happen.

Get involved!

There are opportunities to join 45 [Sports Clubs](#), to get involved with our [BUCS teams](#) which offer the opportunity to play competitively in a wide range of sports across the year. If you just want to try a sport, don't want to commit to a regular team, or would rather not play competitively, check out our [Just Play](#) programme.

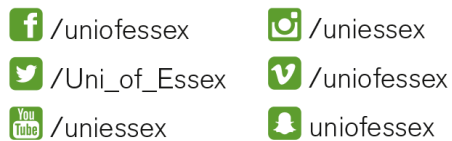
We have [120 Societies](#) where you can meet people with similar interests, challenge yourself with something new or, if you can't find what you're looking for, [start your own!](#)

We also have our very own letting agency [SU Homes](#) designed to offer help and support for students to find off campus accommodation.

Essex Spirit, social media and What's on?

Keep up to date with important news, events and offers from across the University with our Essex Spirit newsletter, delivered directly to your Essex email address.

Follow us on social media:



Our [Events calendar](#) brings together all the events happening across our three campuses, so you can make the most of your time at Essex.

About The School of Philosophy and Art History (SPAH)

School of Philosophy and Art History (SPAH)

Room 6.130

University of Essex

Wivenhoe Park

Colchester CO4 3SQ

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Email: spahpg@essex.ac.uk

Web: www.essex.ac.uk/spah

Social Media

Philosophy

Facebook: <https://www.facebook.com/PhilosophyatEssex/>

Twitter: <https://twitter.com/essexphilosophy?lang=en>

Art History

Facebook: <https://www.facebook.com/EssexArtHistory/>

Twitter: <https://twitter.com/essexarthistory?lang=en>

Instagram: <https://www.instagram.com/arthistoryessex/>

ISC

Facebook: <https://www.facebook.com/ISC.interdisciplinarystudies>

Twitter: https://twitter.com/ISC_Essex

Meet the team

A full list of all staff can be found on [the SPAH and ISC 'Our People' page](#) on the University's [website](#). Below is a summary of the roles of staff that can help you with a variety of areas during your time at Essex.

Head of the School

All students have the right to see the Head of School, Dr Diana Presciutti, on matters with which they are dissatisfied. If you are unable to see the Head of School in her academic support hours, you should make an appointment through the School Manager.

Director of Education

As a member of the School's leadership team, the Director of Education supports the Head of School in the conception, planning and delivery of undergraduate, taught postgraduate and research degree programmes. With the Head of School, the Director of Education ensures the quality and consistent standard of education within the broader course framework in both Philosophy and Art History. Again, you can speak to the Director of Education about course provision if you have any queries.

Professional Services Team

For administrative queries related to your studies, the best is to contact James Jefferies (spahpg@essex.ac.uk), our Senior Support Student Administrator, who will refer to you to the relevant Director of Graduate Studies if need be. The School Manager is Hannah Whiting and Deputy School manager is Sarah Crowther. For any finance queries, please contact Katherine Bailey.

Your supervisor

A supervisor will have been appointed for you during the admissions process. You are expected to have regular contact with your supervisor during your studies and they should be the first port of call for any concerns/problems.

Supervision of research students during periods of leave

Academic staff serving as supervisors of postgraduate research students will, on occasion, take periods of research leave for research purposes. During some periods of research leave, supervisors may not be in residence at the University. It is incumbent upon the supervisor, with the approval of the Graduate Director of Research, to develop a plan for the continuing supervision of students during periods of research leave. In making such arrangements, it is the policy of the department that:

- a) Members of staff are expected to continue to carry out their role as supervisor during periods of research leave.
- b) Members of staff on research leave are not expected to attend Supervisory Panel but are expected to provide a written assessment of progress.
- c) Members of staff on research leave should make arrangements for continuing contact with their supervisees, whether through face-to-face meetings, or through some form of remote communication,
- d) In cases where a member of staff plans to be out-of-residence for an extended period during their research leave, an alternate member of staff should be named (by the Graduate Director of Research, in consultation with the supervisor) as a local contact for the supervisee student. The local contact is not meant to act as a substitute supervisor (see point (A) above) but to serve as a designated point of contact in the Department during the period when the supervisor is out-of-residence.

Learning and Teaching

The University is committed to providing equal opportunities for all our students regardless of where or how you study. Our diverse student population is taken into account when developing the resources, services and facilities on and off campus, when we create our courses, write publications and course materials, and set our policies and regulations.

Student Staff Partnership

As a Postgraduate Research student, you have a responsibility to:

- Read the documentation provided, including the [regulations](#) for your degree, the [Code of Practice](#) and details of the departmental supervisory arrangements.
- Attend meetings with your supervisors and Supervisory Panels as arranged, and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.
- Keep in regular contact with your supervisor. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in discussion/review of the student's work and progress at least once a month (and bi-monthly for part-time students).
- Provide updates on progress as outlined in the [Progress and Appeals Procedures for Research Degree Students](#)
- Carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.
- Familiarise yourself with the departmental [milestones](#) for your degree and the requirements for your chosen thesis format. The milestones are designed to help you submit your thesis by the deadline and are used to assess your progress during your period of study. The milestones will be considered at your RSPB which takes place twice a year (or equivalent for part-time students). It's important that you review your milestones regularly to ensure you'll be ready to submit your thesis by the required date.
- Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.
- Familiarise yourself with the expectations and conventions regarding academic referencing other people's work.
- Attend any research training and generic skills courses as agreed with your supervisor.
- As requested, submit reports on progress to professional practice and research supervisors, Supervisory Panels, or the departmental Research Students' Progress Board.
- Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. This may take the form of a logbook or research portfolio to be signed off by your supervisor.
- Inform the relevant supervisor promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students' Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.
- Discuss any supervisory problems with your supervisor or the Head of Department. Alternatively, if you feel unable to talk to a member of the departmental staff, please contact the [Postgraduate Research Education Team](#) to discuss the concerns. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not always be possible for suitable alternative arrangements to be made.
- You must present your thesis for examination by the end of the final term of your standard period, or by the end of the prescribed completion period.
 - A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted an extension, you will not be expected to register or pay the prescribed fee for that two-week period.

- If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree, unless you are permitted an exceptional further period of completion.
- Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.
- Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.

The academic year

The academic year uses a week numbering system that covers the 52 weeks of a calendar year but corresponds to typical term dates. So, the start of the academic year is week 1, which is Welcome week, with teaching commencing in week 2.

Term	Week numbers
Autumn	2-11
Spring	16-25
Summer	30-39

You can view the University's week numbers with the equivalent dates in the week by week [calendar](#). The University's [key dates](#) include an overview of the start and end of each term and exam periods.

Making changes to your study

If you feel as though your research has changed direction and that it would be appropriate to change your degree title, please discuss this with your supervisor, as they'll be best placed to advise on the most suitable option. You may also feel it appropriate to change to a differing degree type (from PhD to MSD for example), again please discuss this with your supervisor in the first instance.

Once you have decided that you want to change your degree title, you will need to make a formal request using the online Change of Course/Degree title form (available here: www.essex.ac.uk/esf/).

Until your final term, you may request **a transfer from one mode of study** to another, for example from full-time to part-time, including distance learning, or vice-versa. You should discuss any proposed change with your supervisor.

If you are a **sponsored student**, you should discuss any proposed change with your funding body and/or check its terms and conditions. If you are a UK Research and Innovation funded student, you should contact the Postgraduate Research Education team to discuss your request to change your mode of study.

Once you have decided you want to change your mode of study, you will need to make a formal request, using the online **Change of Mode of Study form**, which will need to be approved by your department and the Dean. You can find the form at: www.essex.ac.uk/esf/

If your request is approved your period of study will be adjusted pro-rata.

Thinking of leaving or taking a break?

You may experience doubts at some point during your studies. If you're thinking about leaving Essex, we're here to support you and give you the advice you need to help you make an informed choice. You can contact your department, supervisor or Student Services Hub to speak in confidence about your concerns, and also the [different options available to you](#) and the impact they may have.

Periods of study

A typical timetable would look like this:

First year (first term of your research)	Planning, conceptualisation, reading, writing a critical review of the secondary literature in your field, establishing your position regarding it, and identifying the sources you intend to use. You should keep a critical bibliography of the material you are reading.
First year (second term of your research)	You should now be working on the primary materials of your thesis, writing draft chapters as soon as possible.
	At the end of your first year (end of second year for part timers) your second supervisory panel will be the Confirmation of PhD Status panel. The Panel will review the evidence to confirm whether your progress and work is at PhD level.
Second Year	The process of investigation and writing continues.
	At the end of the second year for part-timers the supervisory panel in summer will be the Confirmation Panel. The Panel will review the evidence to confirm whether your progress and work is at PhD level.
Third year (first term)	The completion of draft chapters
Third year (second term)	Revision of your thesis into a final version ready for submission, inclusive of the notes, bibliography and an abstract.

This is a broad description of a typical pattern of progression from first to third year of the thesis.

		<i>Students first registered between 2008-09 to 2017-18</i>		Students first registered from 2018-19 onwards	
Research degree	Mode	Minimum	Maximum	Standard	Completion
Masters by Dissertation (MA or MSc by dissertation)	FT	One year	Two years	One year	Up to one year
	PT	Two years	Three years	Two years	Up to one year
Master of Philosophy (MPhil)	FT	Two years	Three years	Two years	Up to one year
	PT	Four years	Five years	Four years	Up to one year
Doctor of Medicine (MD)	PT only	Two years	Three years	Two years	Up to one year
Doctor of Philosophy (PhD)	FT	Three years	Four years	Three years	Up to one year
	PT	Six years	Seven years	Six years	Up to one year
Doctor of Philosophy Integrated (PhD)	FT	Four years	Five years	Four years	Up to one year
	PT	Eight years	Nine years	Eight years	Up to one year
Professional Doctorate	FT/PT	See individual programmes	See individual programmes	See individual programmes	See individual

Milestones

Postgraduate research milestones are used to ensure you're making sufficient progress during your studies and to keep you on track to submit within the appropriate period. PGR supervisors will talk through the relevant milestones during supervisory meetings, and you should refer to them on a regular basis.

If you first registered prior to October 2017, you should discuss appropriate milestones with your supervisor.

Select the relevant milestone by choosing the year you started your course, your course subject and qualification level. **Milestones can be found [here](#)** and also in the appendices.

Student Staff Partnership

Your most important academic contact in the Department is your supervisor, who is normally appointed for the duration of your degree. Your supervisor will advise you about all intellectual aspects of your research, including your research methods, your sources, and literature to be consulted. Any written work you do, including draft chapters of the thesis, will be read in the first instance by the supervisor.

The supervisor has overriding responsibility for the individual student, and their main responsibilities are as follows:

- Maintaining regular face-to-face contact with students at least once a month (bimonthly for part-time students) until the thesis has been submitted and, if this arises, during any referral period and corrections. In the case of distance learning students, supervisors must maintain regular contact with the student through electronic and/or other means such as Skype/Zoom.
- Maintaining regular contact with the student in order to provide general guidance on the research project as a whole and specific assistance on matters of detail; ensuring that the student prepares written work for discussion and criticism according to an agreed timetable.
- Familiarise themselves with the University regulations for research degrees and associated policies, the Code of Practice, and the departmental supervisory arrangements and conduct their supervision in line with the expectations set out in the above documents and as part of standard departmental practice. Provide guidance about the nature and standard of research work expected, including advice on attaining that standard, together with advice on academic practice in the discipline, matters of research design, ethical issues, and appropriate health and safety issues. Supervisors should make it clear to each research student that it is possible for the research and writing up to be completed within the Standard/Minimum period and provide guidance on the appropriate volume of research
- work for the degree in question. They should also assist each research student in developing a clear timetable of work and emphasise the importance of keeping to it.
- Offering individual support to the student by helping him/her surmount disappointments, crises of confidence, etc.
- Request written work as appropriate and comment on such work within a reasonable time.
- Supervisors must encourage their students to read the Academic Offences Policy. Supervisors are encouraged to conduct formative exercises to run student's work through plagiarism detection

software in their first term of study.

- Be reasonably accessible to students and advise them of any lengthy absences which will change the routine of monthly meetings. Keep each student well informed in advance about any prospective periods of leave and the planned supervisory arrangements during the leave.
- Identify and record the student's training needs at the beginning of their studies and review them on a regular basis and at least every Supervisory Panel. Ensure that the student has opportunities to develop appropriate generic and research skills and that a record of course/workshop completion and attendance is kept.
- Keep a record of dates of formal supervisions with the student and of written work submitted, including the feedback and when it was provided, which can be produced later if necessary. In addition, when supervising a student with a Tier 4 visa provide monthly confirmation, via the appropriate proforma, of contact with the student.
- Report on each student's progress to the Supervisory Panel indicating what has been achieved, advising the Panel where they believe that the student is unlikely to reach the standard for the degree for which they are registered or where progress is slow, and ensure that the chair of the Panel forwards a report on the Panel to the Director of Graduate Studies in time for the next Research Students' Progress Board meeting.
- Warn and advise students in writing, with a copy to the Director of Graduate Studies, where work is not of the appropriate standard or is being produced too slowly, and of steps that might be taken to remedy the situation.
- Liaising with the Director of Graduate Studies, and reporting when necessary to grant awarding bodies on the progress of students in receipt of awards
- Ensure that students understand the requirements of the degree, provide guidance on the examination process, help students to prepare for the viva voce examination, and direct the student to appropriate training.
- The supervisor and Head of Department are responsible for approving the proposed title for the thesis, which indicates that the thesis is close to submission. The Approval of Title Form should be submitted to the Postgraduate Research Education Team at least two months prior to submission in order for the appointment of the examiners process to start.
- Nominate examiners for a candidate's thesis in appropriate time.
- The supervisor should not normally be present during the viva but is encouraged to be in the Department on the day to support the candidate at the conclusion of the viva. With the permission of the candidate and the examiners, the supervisor is permitted to be present when the examiners inform the candidate of the result of the viva.
- Writing references. Where appropriate, encourage students to think about their subsequent employment, and possible future career trajectories, and direct the student to suitable sources of training, advice and support.

A supervisor may recommend that their postgraduate researcher attend a particular taught course in the Department (or in another department). If a student wishes to attend such a course you must obtain the consent of your supervisor beforehand. You must also obtain the permission of the course

tutor before the course begins and make yourself fully aware of the tutor's conditions of permission, especially of the level of participation the tutor requires. Any student may attend any lecture given in the University.

The supervisor and the postgraduate researcher will arrange a working timetable at the start of their relationship. The norm is one meeting a month, but meetings may be more frequent during the first months of your research, and again as the writing of the thesis nears completion.

Supervisory Panels

The Supervisory Panel and responsibilities:

The Supervisory Panel is responsible for formally monitoring students' progress and reports to the Department's Research Students' Progress Board.

Departments set up a Supervisory Panel for every student being examined by thesis or dissertation only whether registered for a PhD, MPhil, or MA by Dissertation.

The system of Supervisory Panels is designed to give you fresh perspectives on your work, and the benefit of the research experience of qualified staff other than your supervisor. It is also designed to guide you in keeping to the timetable of work agreed as well as to provide you with experience of defending your work.

At the meeting, which will last for one hour, the panel will critically (but constructively) discuss your submission and ask questions about past and future work on the thesis. Panel meetings complement and should not replace or repeat normal supervision.

At each meeting in the year, the Panel will make a recommendation to the Research Students' Progress Board (RSPB) that you be allowed to continue, or that you be required to discontinue with your studies, or that you alter your status.

Supervisory Panel members

The Panel is composed of the supervisor(s) and one or two other members of academic staff. The latter are chosen on the basis of their competence to comment on the empirical or thematic substance of a student's work, or to comment on structural or procedural issues.

The Supervisory Panel should be chaired by a Panel member who is not supervising the student who will write up the Supervisory Panel report and circulate to all members to sign and verify. It is the responsibility of the supervisor to nominate the members of the Supervisory Panel, and for the Director of Graduate Studies to ratify the composition of the Panel.

During the final twelve months before submission of your thesis, no member of staff who is nominated as your internal examiner may comment on drafts of the thesis or offer a judgement as to the overall quality of the thesis.

Supervisory panel reports: progression and criteria

After each Panel meeting, the chair of the Supervisory Panel will be required to complete a short report which is considered by the Department's Research Students' Progress Board (RSPB). The report may make suggestions for improvement.

You must sign the Supervisory Panel report to show that you have read it and send it back to the Senior Student Administrator (spagpg@essex.ac.uk) by the date given in the email sent to you.

All Supervisory Panel report forms up require comments to be entered under the following set of criteria:

- Record of supervisory contact and meetings since last Panel and supervisor's comments on current progress
- Report on discussion of submitted work (identifying strengths and weaknesses)
- Outline of the student's achievements and skills enhanced to date
- Outline of Milestones met for current year of study
- Recommendations for work before the next Panel
- A discussion of the extenuating circumstances presented to the Panel (if applicable)
- Confirmation and discussion of ethical approval (if applicable)

Additional criteria are, however, required at two stages of the candidate's progression:

(1) Confirmation of PhD Status (at the end of the first year of study)

Doctoral researchers will be registered for a Standard/Minimum period (three years for full- time students; six years for part-time students) with an initial registration status as an MPhil/PhD student. Students are supervised as PhD students but PhD status will need to be confirmed at the end of their first year of study.

In the first year, towards the end of the third term of study (end of the second year for part- timers), the second Supervisory Panel of the year will be the Confirmation Panel. The Panel will review the evidence to confirm whether progress and work is at PhD level.

In order to decide whether to confirm PhD status, the Supervisory Panel will apply the following criteria:

- The student has completed a review of the secondary literature in the field, established a critical position in relation to it, and identified the major primary and secondary sources to be used.
- The student is advanced in examining secondary sources, has demonstrated this in a substantial draft chapter outlining the conceptual framework of the thesis, and has begun to examine primary sources.
- The student has adequately formulated the topic and produced a clear outline of the thesis, together with a plan of work for the remainder of the minimum period.
- The quality and quantity of work so far produced indicates the student has an original thesis that can be completed on time. The expectation is that the student has produced 15,000 words of quality research writing in total (material that has been submitted to the first Supervisory Panel can count as part of this total, as does other quality writing such as an annotated bibliography or literature review, transcribed interview or rewritten project proposal).

If a student does not meet the confirmation criteria at their summer term Panel, they will have to present their work at a further Panel to be held in August/September. If they are still unable to meet the criteria, they will be downgraded to MPhil status. The Confirmation Panel can make the following recommendations to the Research Students' Progress Board (RSPB):

- Confirm PhD status
- Defer the decision regarding PhD status to the next Panel (this deferral can only happen once).
- Another Supervisory Panel will be held before the start of the next academic year for the Research
- Students' Progress Board to make a final decision on a student's progress)
- Change status to MPhil
- Discontinuation

(2) At the end of the Standard/Minimum Period (3 years full-time, 6 years part- time)

In order for a student to progress beyond the Standard/Minimum Period into a Completion Period (if necessary) the Panel will be asked to answer three questions:

- Has a substantial portion of the thesis been written in draft and is it of a satisfactory quality?
- Has all research been completed?
- Confirmation of the anticipated submission date. Confirmation that the student has a clear plan of work for the completion period in order to submit their thesis at the end of this period

Please note, the Supervisory Panel and the Research Students' Progress Board will only permit students to enter a completion period if they have completed all their milestones for their third year of study. This includes completing all research. Completion period will only be granted to students as a writing up period.

If students have not completed their research, the Supervisory Panel and the Research Students' Progress Board will look to extend the students' Minimum/Standard period instead (this would require students to pay a higher fee than completion period fees).

Confirmation of PhD status

When PhD status has been confirmed by the Research Students' Progress Board the student will be sent an email indicating that their formal registration status has been changed to PhD instead of MPhil/PhD. The Standard/Minimum Period will be unchanged. Students will continue to have two Supervisory Panels each year (and at least one for part-timers) and the full range of decisions regarding progress will remain open to the Panel.

This means that confirmation is not a guarantee that a subsequent recommendation of downgrading or discontinuation could not be made if good progress did not continue.

If the first Confirmation Panel does not recommend that a student's PhD status should be confirmed the student will continue as an MPhil/PhD student until a second Confirmation Panel is held around three months later before the start of the next academic year. If, however, a student accepts the assessment that their status be downgraded or discontinued, then this change will take place

immediately. In such cases, the student does not have a right of appeal. A student who is downgraded to MPhil will have revised Minimum and Maximum dates.

If the decision regarding PhD status is deferred to a second Confirmation Panel, or a student decides not to accept the recommendation of the first Confirmation Panel of downgrading or discontinuation, then a second Confirmation Panel will be held just before the start of the second year (beginning of the third year for part-timers).

If, following the second Confirmation Panel, PhD status is not confirmed, then the Panel will recommend to the Research Students' Progress Board either downgrading to MPhil or discontinuation. At this point, a student has a right of appeal against that decision. The RSPB's recommendation is made to the Deputy Dean of Postgraduate Research and Education (Faculty of Humanities).

Supervisory panel arrangements

Supervisory Panel meetings will be arranged directly by the Senior Student Administrator who will email out reminders of this. Students will then need to discuss arrangements with the chair and supervisor/s to arrange a time to suit everyone.

Timeline of the Supervisory Panel

A Supervisory Panel must formally meet with a full-time student twice every year including in the completion and referral period (in January and May/June in the first year, and thereafter normally in November/December and May/June), and with a part-time student at least once a year (normally in May/June) including in the completion and referral period.

For the 2020-21 academic year, supervisory panels will be held in the following weeks:

WEEKS	KEY DATES	STUDENTS EXPECTED TO SUBMIT
6	Paperwork due: Mon 9 Nov 20	All full-time students (except students starting in October 2020). Students who are due to submit OR resubmit by January 2021
8	Supervisory panels: W/c 23 Nov 20	Students whose completion period OR extension to maximum period ends in January 2021 Students who are in their first term of completion period from October 2020 AND/OR are planning to submit their thesis by January 2021
19	Paperwork due: Mon 8 Feb 21	All full-time students who started in October 2020. Students who are due to submit OR resubmit by April 2021
21	Supervisory panels: W/c 22 Feb 21	Students whose completion period OR extension to maximum period ends in April 2021 Students who are in their first term of completion period from January 2021 AND/OR are planning to submit their thesis by April 2021
34	Paperwork due: Mon 24 May 21	Full time students who started in October 2020 and are coming to the end of their 1 st year All full and part-time students including students who started in January 2021. Students who are due to submit OR resubmit by October 2021
36	Supervisory panels: W/c 7 Jun 21	Students whose completion period OR extension to maximum period ends in October 2021 Students who are in their first term of completion period from April 2021 AND/OR are planning to submit their thesis by October 2021
45	Paperwork due: Mon 9 Aug 21	Students who started in April 2021
47	Supervisory panels: W/c 23 Aug 21	Students whose progress decision was deferred at the Summer Research Students' Progress Board.

Submission of work to the Supervisory Panel

For each Supervisory Panel, the postgraduate researcher is required to produce the following materials:

- A Research Progress report (one page) (template will be sent in advance)
- Outline of thesis structure (one page) (template will be sent in advance)
- A piece of written work including bibliography and references (approximately 25 pages), the nature of which is decided upon by the supervisor in consultation with the researcher
- An updated CV (required for the first Supervisory Panel in the third year of your studies)
- For the first supervisory panel in the first year, the paper submitted should be an annotated bibliography, i.e. a critical review of the literature in the field, which makes clear the postgraduate researcher's own position regarding the existing literature, and the approach you intend to use.

Please see the relevant [milestones](#) for more information.

For the second panel in the first year and panels in the second and third years, a draft (or polished) chapter is an appropriate paper.

Please send your panel submission electronically to the Senior Student Administrator by email attachment only (spahpg@essex.ac.uk) by the deadlines stated above.

The Senior Student Administrator will circulate your submission to the Panel members ahead of the Supervisory Panel meeting.

Extenuating Circumstances

If you have extenuating circumstances that you wish to make your Supervisory Panel and the Research Progress Students' Board aware of, you will need to contact the Senior Student Administrator for the relevant form to complete. You must submit this form and supporting evidence with your work by the dates above.

You will need to indicate on the form whether you give permission for all decision-making staff (i.e. your Supervisory Panel and the Research Students' Progress Board) to have access to the form and evidence.

Research Students' Progress Board (RSPB)

The RSPB is made up of senior members of academic staff and is chaired by the Graduate Director, PGR. It "reviews the progress of every student through to the award of a degree, withdrawal or failure, on the basis of the reports from the Supervisory Panel, including the written report from the student. Where no Supervisory Panel has taken place, for instance because a student is carrying out research abroad, the supervisor and the student must each submit a progress report. A decision/recommendation for discontinuation, downgrading or upgrading or to confirm PhD status or change to MPhil, to permit entry into completion, or to extend the minimum period can only be made by the RSPB."

Principal Regulations for Research Degrees: <https://www.essex.ac.uk/-/media/documents/about/governance/principal-regulations-research-degrees.pdf>

Professional Doctorate rules of assessment: <https://www1.essex.ac.uk/students/exams-and-coursework/ppg/pgr/assess-rules.aspx>

The Research Students' Progress Board formally monitors the progress of all research students three/four times a year, on the basis of the first and second (and third if applicable) annual reports of the Supervisory Panel.

You will have the opportunity to comment on the reports of the Panel, in writing on your panel reports, for the Research Students' Progress Board to consider.

The Research Students' Progress Board is chaired by the Director of Graduate Studies and includes the Head of Department, the Director of Research and other senior academic members of staff. Each students' Panel report and the recommendation from the Supervisory Panel will be considered at each meeting.

It is important to note that the Research Students' Progress Board can overturn the recommendation from the Supervisory Panel if they feel that they disagree with the outcome that the Panel has recommended.

The final recommendation regarding your progress lies with the Research Students' Progress Board.

You will be informed of the Research Students' Progress Board's decision regarding your progress by the Senior Student Administrator and/or the Postgraduate Research Education Team (depending on the decision made) in writing after each Research Students' Progress Board meeting has been held. If a Supervisory Panel report has recommended that you discontinue or that your status be changed, you will be given the opportunity to attend the meeting of the Research Students' Progress Board reviewing the case. If the Research Students' Progress Board decides to accept such a recommendation, you will be informed in writing and you may request a review at which point the University's Guidelines for Supervisory Arrangements for Research Students come into operation and the Deputy Dean of Postgraduate Research Education (Faculty of Humanities) will set up a Review Committee.

Library Services

The library provides access to an extensive digital library of books and journals to support your research. As well as a team of specialist Academic Liaison Librarians who can advise on appropriate resources for your area, there is also a Scholarly Communications and Research Support team, who can advise on a variety of topics including open access and how/where to publish your work. Online support in these areas can be found in the [Library's Research Support guide](#). A range of workshops and training sessions are also held throughout the year through [Newcomers](#), a collaborative network run by Library Services, the Research Enterprise Office, and the UK Data Archive that aims to support researchers, and offer training across the research lifecycle.

At our Colchester Campus, the **Albert Sloman Library** on Square 5 is open for long hours and has a variety of study spaces, including a dedicated Postgraduate Study Room. The Library offers a dedicated Helpdesk, live chat and the opportunity to book appointments with specialist staff to help you through your studies and beyond.

See the [Library website](#) for the latest information on all our libraries and the services available, including opening hours.

Research Skills Development

Proficio

Proficio is our innovative professional development scheme for doctoral students, and it's unique to Essex. We believe that your academic and professional development is vital to your growth as a postgraduate research student and so we credit your Proficio account with funds that can be spent on a variety of courses and for conference attendance. You can find out more information via:

<https://www1.essex.ac.uk/students/study-resources/research.aspx>

You can contact the Proficio team at: proficio@essex.ac.uk

Assessment and Academic Integrity

Undertaking a research degree varies for each person. Some are predominantly lab based, others require significant library research, and some must undertake taught modules. All schools and departments at the University employ a variety of assessment methods, and these will be tailored based on your research area and the course you're on.

Ethics in research

All research involving human participants, whether undertaken by the University's staff or students, **must** undergo an ethics review by an appropriate body and ethical approval **must** be obtained before it commences. You should first read the [Guidelines for Ethical Approval of Research Involving Human Participants](#) and then submit an Ethical Approval application form via [ERAMS](#). You should be aware that ethical approval cannot be granted retrospectively so it is very important that you make your application before you start to recruit participants or collect data from them.

Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority and / or NHS Research Ethics Committee approval.

Research involving vulnerable groups may require a DBS check if you are engaging in regulated activity. More information about the DBS check process can be found on the [University's DBS webpages](#).

Risk assessments in research

If the research you are undertaking could potentially harm participants, researchers or the University (e.g. risks to physical or mental health, safeguarding or reputational, legal or financial risks) you will need to carry out a risk assessment, which you may be asked to provide as part of the ethics approval process. Your academic supervisor will be able to advise you on this.

You can book onto [Research Risk Assessment training](#) online, where there is also further information about risk assessment and managing health and safety risks.

If you are planning to carry out research abroad it is important that you research your destination, so that you are aware of [security, safety or culture issues](#) that may affect you or your research. The University has comprehensive travel insurance, which you will be able to arrange by completing the online [Travel Insurance Application Form](#).

Academic Integrity and Academic Offences

The University expects students to complete all assessment with honesty and integrity and to follow our [conventions for academic writing](#) (including appropriate referencing of sources) and ethical considerations. If you don't meet these expectations, then you may be charged with having committed an [academic offence](#), a matter the University takes very seriously.

It is your responsibility to make yourself aware of the regulations governing examinations and how to correctly prepare your coursework. An academic offence can take place even if you didn't mean to commit one, and examples include plagiarism, falsifying data or evidence, and communicating with another candidate in an examination.

Referencing

Respecting authorship through good academic practice is one of the key values of higher education in the UK. Referencing is how you acknowledge all sources used within a piece of work. You must reference all work used whether cited directly (quotes), or indirectly (paraphrasing and summarising).

Referencing allows you to give credit to other's ideas, work, research, theories, concepts, outcomes and results, and demonstrates your breadth of reading and knowledge on a subject. If you do not reference properly, this could amount to [plagiarism](#), which is an [academic offence](#).

There are styles of referencing which will determine exactly how you format your reference. Your departmental referencing style is Chicago. You must use this referencing style. Guidance on your referencing style is available [online](#), including an interactive referencing tutorial. You can also take the [Academic Integrity course on Moodle](#).

Academic Skills and Support

Every student arrives at Essex with the same spirit of determination but different experiences of education and levels of academic readiness. Skills for Success can help you identify your talents and strengthen those areas you need to develop.

We are committed to ensuring that every student is able to get the most out of their academic study and achieve their potential on their course, which is why [Skills for Success team](#) is available to help by providing support, resources and workshops on:

- [Academic writing](#)
- [Maths and stats](#)
- [Digital Skills](#)
- [Research](#) and [referencing](#)
- [English language](#)
- [Exam revision](#)

The Skills for Success team can also provide further [learning and study skills information and support](#) for disabled students.

Proofreading services

Before considering the use of proofreading services, all students should first discuss their work with their supervisor(s). Many students seek 'proofreading' services at some point during their studies, but different types of editing can occur under this name which may not be appropriate in an academic context where work is assessed and could potentially qualify as an [academic offence](#). The University is keen to ensure as far as possible that students understand what [proofreading work should entail](#) and the acceptable boundaries to which any proofreading or editing must adhere to.

The University maintains a list of [local freelance proofreaders](#) who offer services to students and staff at Essex that have read and agreed to abide by the [University's policy and guidance on proofreading](#).

Language classes

English classes for dependants

The [Department of Language and Linguistics](#) offers dependants of international students and staff at the chance to improve their English language, through our [ECDIS](#) programme, at no extra cost. Classes are taught at the Colchester Campus at three basic levels: Elementary (A1/A2), Intermediate (B1/B2) and Advanced (C1/C2) and will focus on listening, speaking, reading and writing.

Learning a Language

Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you're looking for a job. There are a number of ways to do it, so [look online](#) to discover the best option for you.

Extenuating Circumstances

[Extenuating circumstances](#) are circumstances beyond your control which cause you to perform less well during your studies than you might have expected or to miss an assessment or milestone. In general, valid extenuating circumstances will be of a medical or personal nature that affect you for any significant period of time and/or during assessment.

Your department will review your claim at your Supervisory Panel and RSPB and determine an appropriate course of action to take into account your extenuating circumstances, if appropriate.

If you do need to make an extenuating circumstances claim, you should first read the guidance very carefully and seek advice from [SU Advice](#) or the [Student Services Hub](#). Please be prepared that you may need to include supporting evidence with your claim. Extenuating circumstance claims must be submitted to your Graduate Administrator in your department/school by no later than two weeks before the meeting of the Supervisory Panel, or by the deadline published by the department/school if different. It cannot be guaranteed that forms submitted after this date will be referred to the panel/RSPB. You should also ensure that you record at least a brief summary of your extenuating circumstances on your Supervisory Panel report form.

Submission of Thesis

Thesis Submission Pre-Examination

All candidates for a Masters by Dissertation (MAD or MSD), Master of Philosophy (MPhil), Doctor of Medicine (MD), Doctor of Philosophy (PhD) and Professional Doctorate must submit an electronic copy of their thesis for examination.

The electronic copy should take the format of one PDF document containing all chapters, references and appendices.

All registration fees and debts must be paid before the thesis can be accepted for submission.

You should submit the following as attachments via email to: pgrsubmission@essex.ac.uk:

- a) A single PDF copy of your entire thesis; and
- b) A submission form (RD1) completed and signed by yourself.

Information on thesis word counts and formatting can be found [here](#)

Thesis Submission for Award

Following the completion of the examination process, the candidate will be notified via email that in order to gain their award they must submit one electronic version of their thesis to the online [Research Repository](#). Following the receipt of this deposit, the candidate will be awarded their postgraduate research degree.

Thesis Deposit and Retention

Your thesis will be made open access when deposited in the online Research Repository. Students wishing to [place a restriction or embargo](#) on their thesis must do so via the [Approval of Title \(intention to submit\) form](#) prior to the submission of their thesis for examination.

When depositing your thesis in the [online Repository](#) you will be required to read and accept the conditions stipulated in the Thesis Deposit Agreement. The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository.

Examiners and the Viva

Your supervisor will not normally be present during **your viva** and will not normally have any contact with your examiners other than to arrange their appointment. [More information on the examination process](#) and viva can be found on the Student Directory.

Exit Awards (Professional Doctorate students only)

If a student does not meet the progression requirements on the Professional Doctorate, or the examiners feel that the thesis has not met the requirements for the Professional Doctorate, they may be eligible to receive an exit award or lower award, as appropriate for the course. Details of the available exit/lower awards can be found in the [Code of Practice: Professional Doctorates](#).

Appeals

PGR students wishing to [appeal](#) against either a progress decision (a recommendation made by the Research Students' Progress Board (RSPB)) or an examination decision (an outcome decided upon by the examiners following a viva voce) should follow the [Appeals Procedure](#).

Please note that research students on the first year of an Integrated PhD (a 4-year programme) or a research student on a Professional Doctorate programme who wishes to appeal against a progress decision of the RSPB (e.g. being downgraded or discontinued) should do so in accordance with the above procedure. However, students who wish to appeal against the decision of the Board of Examiners' consideration/decision of their taught marks should appeal in accordance with the Academic Appeals Procedures for Undergraduate and Postgraduate Taught Programmes of Study.

Student Voice

At the University of Essex, the views, ideas and feedback of our students are at the heart of what the University does. The time students take to offer feedback is hugely appreciated and this feedback, both positive and developmental, is used to help make short and longer-term improvements, both to the experience of current students, but also for Essex students of the future. You can do this in a number of ways at Essex through your [Student Voice](#).

Student Representatives

You can contact or volunteer to be a [student representative](#) who represent the voice of fellow students in departmental Student Voice Groups (SVG) and other University level committees.

Student Voice Groups

[Student Voice Groups](#) (SVGs) are made up of [student representatives](#) and members of staff. SVGs typically meet once per term and provide an accessible arena for students to discuss with staff issues connected to teaching, learning and student support. They also provide an opportunity for the department or school to consult with students and receive feedback on new proposals.

Student Surveys

[Student satisfaction surveys](#) enable the University to gauge overall satisfaction amongst students. When the results have been reviewed and analysed, the University can then enhance your experience of learning at Essex.

A new PGR Student Voice Survey will be launching in 2021, designed by students for students, details of which will be emailed to all students nearer the time.

You Matter

We know university life can throw up all kinds of concerns and questions. Everyone has [mental health](#) – sometimes your mental health may be good, other times it may be not so good. It could be stress related to deadlines, general worries or concerns about friends and family members. Whatever is worrying you, if you need some information, advice or support, the University offer a wide range of services and support to help you.

Student Services Hub

If you need practical advice, a confidential conversation, or general information and guidance on University life, no matter what the issue is, the [Student Services Hub](#) is the place to go. You can find out about health and wellbeing, accommodation, careers services, money matters and much more. Your questions matter and you'll get answers from our team of experts.

To Contact the Student Services Hub please use this link to access our web pages and talk to us on Live Chat: [Ask the Hub](#)

Support for disabilities and conditions

We encourage all new students with a disability, long term medical condition, specific learning difficulty or mental health difficulty to disclose and register with the [Student Services Hub](#) so that we can plan how best to [support you in your studies](#).

Funding opportunities

UK students may be eligible for a [Disabled Students' Allowance grant](#). If you are not a UK student, you may be eligible for [other grants and funding](#). We would recommend you [contacting the Student Services Hub](#) to discuss all the options that may be available to you, as well as for general advice, support and information on health and wellbeing issues.

Personal Emergency Evacuation Plans (PEEP)

If you have a permanent or temporary disability that may mean you have difficulty in evacuating one or more areas, you can arrange for a [Personal Emergency Evacuation Plan \(PEEP\)](#).

Seeing a Doctor

If you're studying on a course for more than six months, you're required to register with a local doctor. Our Colchester Campus has its own [health centre](#) or you can use the [NHS Choices postcode](#) finder to find your nearest doctor. If you require emergency medical or mental health services, there are a [number of options available](#) both through the NHS and also the University, regardless which campus you are studying at.

Counselling services

Our University offers a wide [range of services and resources](#) to support all of our students. with a variety of counselling opportunities.

If you feel you would benefit from support, including counselling, please [contact your Student Services Hub](#). [You can find more information, including the full range of counselling services available to you.](#)

UK Immigration Advice and Guidance

[Immigration advice and guidance](#) is regulated in the UK by the Office of the Immigration Services Commissioner (OISC) and can only be given by those that are authorised to do so. We publish lots of information and guidance on our website for students and you can contact one of our authorised

advice services via the 'ask us a question section' for further advice about the UK's student immigration rules.

Money management

If you get into financial difficulty you should get help and talk to someone as soon as possible. The sooner your problem is identified, the sooner it can be solved. You may be eligible to apply for financial support to assist you with short-term unexpected and unforeseen costs. Advisers in our [Student Services Hub](#) and our independent [Students' Union Advice](#) can listen and talk you through the issues you are experiencing.

Students' Union Advice

Our [SU Advice](#) service also offers free, confidential, independent and impartial advice on many issues that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex. You can speak to us about Academic processes and procedures, representation at University meetings, Tier 4 UK visa extensions, housing, complaints, welfare and consumer issues.

Colchester students – suadvice@essex.ac.uk; 01206 874034

Southend students – suacsou@essex.ac.uk; 01702 328235 (term time only)

Loughton students – suaclou@essex.ac.uk; 01206 874034

Residence Life

Our [Residence Life team](#) is here to help you settle in and support you during your time living on campus. Each residents' assistant (RA) is assigned an area and will aim to get to know you and organise a range of social activities. Plus, they can help if you've got any concerns or complaints. Residence Life operates outside of office hours when other University support services are closed.

Religion, faith and beliefs

We're proud of our vibrant and diverse [multicultural community](#) and welcome everyone, of all faiths and none. The calm, friendly and supportive atmosphere in our Faith Centre is a welcoming place for staff, students and the wider community to meet, interact and engage with each other.

Harassment support

We are Essex. We pride ourselves on being a [welcoming and inclusive student community](#). We offer a wide [range of support](#) to individuals and groups of student members who may have specific requirements, interests or responsibilities – to help you fulfil your potential.

We encourage a culture of dignity and respect. We're committed to upholding an environment that's free from any form of harassment or bullying. Though rare, these incidents can occur and if they do our [Harassment Report and Support Service](#) of trained Harassment Support Workers are on hand to help.

COVID-19 (Coronavirus)

The health and wellbeing of our students is our priority. This means we are constantly monitoring advice from the UK Government, Public Health England, the Foreign and Commonwealth Office, and the World Health Organisation, and updating our guidance for students in line with their advice.

Our [guidance to students on protecting yourself and others from COVID-19](#) is updated regularly. It is advisable to check the page frequently to be sure you are up to date with the latest guidance and information from the University.

Health and safety on campus

Our campuses are generally very [safe environments](#). We want to ensure that things stay this way. In order to achieve this, we work closely with local agencies including the police and borough councils. Take a look at our website for [general information and advice](#).

Please familiarise yourself with [fire safety and emergency evacuation procedures](#) for your accommodation, work or study location. If you have a permanent or temporary disability that may mean you have difficulty in evacuating one or more areas, you can arrange for a [Personal Emergency Evacuation Plan \(PEEP\)](#).

Please take note of our [advice on the safe use of electrical items and prohibited electrical items](#) in residential and non-residential areas.

All students residing on campus should complete the Moodle [Fire Safety Course for Residents training](#).

If you have any health and safety concerns or need to report an incident, please use the [University's reporting service](#) to notify us.

Making a Complaint

The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination.

The University aims to resolve complaints quickly and informally in accordance with the [Student concerns and complaints procedure](#) which can be found on our website.

Student Development

Careers Services

The Career Services team offer a programme of information, advice, guidance and support through various events, workshops and one- to- one sessions. We also have teams dedicated to Work Based Learning, Placements and Internships that can provide information and support as needed. Find out more about the Career Services available to you here: <https://www1.essex.ac.uk/careers/>

CareerHub

Find hundreds of part-time jobs, internships and graduate vacancies, book on to careers events and workshops, take career assessments, practice your interview skills, build your CV, and connect with employers on CareerHub, the online Essex careers and jobs portal. Login with your Essex username and password.

careerhub.essex.ac.uk/students/login

Big Essex Award

The Big Essex Award is a way to get recognition for the extra-curricular and voluntary activities that you complete during your time at Essex, both on and off campus. All verified activities will be included on your university transcript, the Further Achievement Report (FAR). Postgraduate students can use GradIntelligence to record any extra-curricular activities you may be involved in through the Big Essex Award.

<https://gradintel.com/index.php/en/account-support/recover/students>

Volunteering

Join the vTeam and be the difference. There are plenty of opportunities to volunteer during your time at Essex. The vTeam, run by the Students Union, is a fantastic opportunity to meet new people, make friends, give something to the local community, and gain valuable skills.

www.essex.su/vteam

Essex Interns

Essex interns create paid internships exclusively for you as an Essex student. They're flexible too; part time during term time or full time in vacations. Sign up for Essex Interns to kick-start your career.

www.essex.ac.uk/careers/internships

You Are Essex

Your Award Certificate

Once your exam board has met, it can take between 7-10 working days for your results to be confirmed and published. The University's [exam board and publication of results schedule](#) is updated in the summer term, and you will be notified once this information is available online. As soon as your results are ready, you will be sent an email and directed to a password protected web page. You will be able to see your marks obtained and any decisions that you must make in order to progress to the next stage of study.

Upon graduating from your studies, you will receive a [degree certificate](#) and a copy of your academic transcript. You will also be invited to attend the next Graduation ceremony available to you.

Graduation

The culmination of all your hard work, [Graduation](#) ceremonies take place at our Colchester Campus each July in the Ivor Crewe Lecture Hall. All eligible students studying at our Colchester, Loughton and Southend Campuses will be invited to attend.

Students with exam boards held in Autumn term will be invited to attend our Winter Graduation ceremony where these are held; students with exam boards held in Spring or Summer term will be invited to attend our Summer Graduation ceremony.

GradIntelligence

If you studied an undergraduate degree with us at Essex, you would have had access to your [Higher Education Achievement Report \(HEAR\)](#) record which would also show any awards or additional achievements you have received formal recognition for. However, this is currently only available for undergraduate awards; postgraduate students can instead use [GradIntel](#) to record any extra-curricular activities or achievements during your studies, such as the [Big Essex Award](#).

References

Requesting references from members of staff

If you require a personal reference, always ask permission from a member of staff before giving their name as a referee. You should consider from whom it is most appropriate to request a reference and who will be best equipped to evidence your character and performance in the subject.

For example, final year project supervisors, year organisers, and core course supervisors are likely to be more suitable than lecturers that have taught you on a first-year option course. Every reasonable effort will be made to meet a request for reference for a student who has undertaken study within our Department. Requests received from students who have graduated from the University within the last three years will be prioritised. Requests received outside of this period may, of course, be met if a member of staff is equipped with the necessary information and is willing to provide a reference.

It is always helpful if you can provide the member of staff with details about the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time – it is not always possible for a member of staff to write a reference immediately.

Copies of references

A copy of any reference provided will be retained within our department for no longer than three years for taught students.

Alumni

Essex is forever and although your time here will fly by, you'll be part of the Essex family for life. When you graduate, you'll get an alumni card and join a community of over 100,000 fellow graduates around the world. We'd love to keep in touch and invite you to our alumni events, networking and volunteering opportunities, as well as offer you special alumni benefits. Want to know more? Visit [our website!](#)

What comes next?

The world is your oyster! The options and opportunities open to you as a graduate can be overwhelming. You may know the exact path and next steps that you wish to take, or you might not, and this is okay. Our Careers Services can offer information, guidance and advice on your different options after graduation and you can return to Essex for these services at any time.

Whatever you choose to do, please stay in touch! Keep us up to date with your achievements and explore the variety of ways through which you can give back to Essex too.

Appendix: Milestones

Progress is monitored against the following milestones (pro-rata for part time students):

By the end of the first year MPhil/PhD students should have a clear sense of the research questions that they wish to address and of any research training they need to do. For their first Supervisory Panel (January), students are required to submit material in a specific form: a 5,000-word Critical Literature Review (i.e. an evaluative account of the most relevant scholarly literature in their area of research), and a 2,000-word detailed Project Outline. The Project Outline should locate the student's research in the field described in the Critical Literature Review. In the case of PhD students, this material will form the basis of the Supervisory Panel's assessment of the student's progress, and, subsequently, of the Progress Board's recommendation to the Deputy Dean (Postgraduate Research Education) concerning the continuation of the student's studies after the first year. Submission of these two related documents is a minimum expectation, and need not preclude work on draft chapters of the thesis. Further notes pertaining to the Critical Literature Review and Project Outline are included in Appendix A. For their second Supervisory Panel (June), first year PhD students are further required to produce a substantial piece of work toward the PhD (10,000 words)

By the end of the second year PhD students will be expected to have completed at least two draft chapters of their thesis or equivalent (15,000 – 20,000 words) and an updated project outline. In considering whether or not to recommend that students proceed to the following year, the Supervisory Panel will consider whether the work submitted demonstrates potential to make a significant contribution to philosophy, the ability to conduct initial research and to test ideas (whether of the student or of other authors in the field), and an understanding of the research context.

By the end of the third year, the Progress Board will recommend to the Deputy Dean (Postgraduate Research Education) that the student proceed to the completion period, so long as they are satisfied that a substantial portion of the thesis at a level appropriate for **doctoral research** is written in draft, and that the thesis will be ready for submission within the completion period. If the Progress Board does not recommend that a student proceed to the completion period because there is no realistic expectation that the student will be ready to present the thesis for examination within the completion period, then the student must apply for an extension to the Standard Period and will be required to pay the appropriate full-time or part-time fee.

Appendix A: Standard Milestones for PhD Students

2019-2020 entry – Philosophy

MPhD students are expected to have completed their Critical Literature Review and Project Outlines by their first Supervisory Panel which is typically held in **weeks 17/18**. MPhD students should provide them plus an extra 10,000 words by their Confirmation Panel which will is typically held in **week 37/38**.

Milestones	Criteria for progress	Deliverables	Deadline
M1: Confirmation and Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 1 for full-time students; Term 2 for part-time students ▪ By end of Term 3 for full-time students; Term 6 for part-time students.
	B: Choose research topic and demonstrate significance/impact of research.	<p>Research Project Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> ▪ Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Create project plan, outlining objectives for each stage. 	<p>A research outline and a critical literature review will be presented at the first supervisory board, i.e. during term 2 for F/T students, or during term 4 for P/T students.</p> <p>If the relevant Panel requires it, these submissions can be reworked and resubmitted for the Confirmation Panel (Term 3 for full-time students; Term 6 for part-time students).</p>
	C: Demonstrate understanding of chosen topic within the context of the field.	<ul style="list-style-type: none"> ▪ Critical Literature Review. Together the Critical Literature review and the Research Project Proposal should comprise 5,000-10,000 words 	Same as M1B.
	D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the	<ul style="list-style-type: none"> ▪ Evidence that academic writing is of standard and ability expected at PhD level, including 	By Confirmation Panel (Term 3 for full-time students;

	three year standard PhD period.	<p>adequate referencing and language skills.</p> <ul style="list-style-type: none"> ▪ Evidence that the student has completed roughly one third of the work necessary to complete the dissertation. ▪ This will standardly take the form of a 10,000-word chapter in good draft (in addition to the Project Plan and Literature Review outlined above). 	Term 6 for part-time students).
	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Create a detailed, realistic plan of work/ timetable for Year 2. ▪ Produce Supervisory Panel report written in a clear and self-reflective style 	By Confirmation Panel (Term 3 for full-time students; Term 6 for part-time students).
M2: Progress from Year 2 to Year 3 (or equivalent for part-time students)	A: Review training needs and knowledge required to continue with research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be reviewed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 4 for full-time students; Term 8 for part-time students. ▪ By end of Term 6 for full-time students; Term 12 for part-time students.
	B: Demonstrate work of the quality and quantity expected at the end of Year 2.	<ul style="list-style-type: none"> ▪ Produce another 10000 words in good draft. ▪ Report on research undertaken to date. 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students).
	C: Review significance and impact of research and articulate output.	<p>For example:</p> <ul style="list-style-type: none"> ▪ Deliver workshop ▪ Present research to students and staff at seminar/conferences ▪ Write journal articles. 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students).
	D: Demonstration of effective project management through the setting of research	<ul style="list-style-type: none"> ▪ Create a detailed, realistic plan of work/ timetable for Year 3, which demonstrates the ability to submit within the three year 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12

	goals and prioritisation of activities.	<p>standard PhD period (six years for part-time students).</p> <ul style="list-style-type: none"> ▪ Produce Supervisory Panel report written in a clear and self-reflective style. 	for part-time students).
M3: Year 3 (or equivalent for part-time students)	A: Ability to reflect on skills and knowledge development and its application to the research project.	<ul style="list-style-type: none"> ▪ Training Needs Analysis reviewed. 	By Term 7 Supervisory Panel for full-time students; Term 15 for part-time students.
	B: Demonstrate work of the quality and quantity expected when nearing submission.	<ul style="list-style-type: none"> ▪ Research completed (experimental, empirical and theoretical work, where relevant) ▪ Have a substantial portion of the thesis in good draft (standardly about two thirds of the work). 	By Term 7 Supervisory Panel for full-time students; Term 15 for part-time students.
	C: Clear evidence of progress towards submission.	<ul style="list-style-type: none"> ▪ Completed final draft of thesis for supervisor(s)/ Supervisory Panel. 	By interim Supervisory Panel prior to submission: Term 7/8 for full-time students; Term 15-16 for part-time students.
If required: M4: Request to enter Completion period	A: Clear plan to submission.	<ul style="list-style-type: none"> • Timeline of work needing to take place before submission • Submission date agreed 	Timeline agreed by Supervisory Panel.

Appendix B: Standard Milestones for MPhil

Students - Philosophy

Milestones	Criteria for progress	Deliverables	Deadline
M1: Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 1 for full-time students; Term 2 for part-time students. ▪ By end of Term 3 for full-time students; Term 6 for part-time students.
	B: Choose research topic and demonstrate significance/impact of research.	<p>Research Project Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> ▪ Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Create project plan, outlining objectives for each stage. 	<ul style="list-style-type: none"> ▪ A research outline and a critical literature review will be presented at the first Supervisory Panel, i.e. during term 2 for F/T students, or during term 4 for P/T students. ▪ If the relevant Panel requires it, these submissions can be reworked and resubmitted for the next Panel (Term 3 for full-time students; Term 6 for part-time students).
	C: Demonstrate understanding of chosen topic within the context of the field.	Critical Literature Review. Together the Critical Literature review and the Research Project Proposal should comprise 5,000-10,000 words	<ul style="list-style-type: none"> ▪ A research outline and a critical literature review will be presented at the first Supervisory Panel, i.e. during term 2 for F/T students, or during term 4 for P/T students. ▪ If the relevant Panel requires it, these submissions can be reworked and resubmitted for the next Panel (Term 3 for full-time students; Term 6 for part-time students).
	D: Demonstrate the ability to produce work of the quality and quantity in order to complete an MPhil	<ul style="list-style-type: none"> ▪ Evidence that academic writing is of standard and ability expected at MPhil level, including 	<ul style="list-style-type: none"> ▪ By end of year 1 SP and RSPB – (Term 3) for full-time students; ▪ By end of year 2 SP and RSPB – (Term 6) for part-time students.

	within the three year maximum period.	<p>adequate referencing and language skills.</p> <ul style="list-style-type: none"> ▪ Evidence that the student has completed roughly one third of the work necessary to complete the dissertation. ▪ This will standardly take the form of a 10,000-word chapter in good draft (in addition to the Project Plan and Literature Review outlined above). 	
	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Create a detailed, realistic plan of work/ timetable for Year 2. ▪ Produce Supervisory Panel report written in a clear and self-reflective style. 	<ul style="list-style-type: none"> ▪ By end of year 1 SP and RSPB –(Term 3) for full-time students; ▪ By end of year 2 SP and RSPB – (Term 6) for part-time students.
M2: During Year 2	A: Review training needs and knowledge required to continue with research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be reviewed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 4 for full-time students; Term 8 for part-time students ▪ By end of Term 6 for full-time students; Term 12 for part-time students.
	B: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Create a detailed, realistic completion plan. ▪ Produce Supervisory Panel report written in a clear and self-reflective style. 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students).
	C: Demonstrate work of the quality and quantity expected for an MPhil at the end of Year 2 (or equivalent for part-time students).	<ul style="list-style-type: none"> ▪ Research completed (empirical and theoretical work, where relevant). ▪ Have a substantial portion of the thesis in good draft (standardly about two thirds of the work). ▪ Produce a realistic completion year plan (if needed). ▪ Produce Supervisory Panel report written in a clear and self-reflective style. 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students).

		<ul style="list-style-type: none"> ▪ Present research at Philosophy Research Colloquium. ▪ Completed final draft of thesis for Supervisor(s)/ Supervisory Panel. 	
M3: Completion Year (if needed)	A: Clear evidence of progress towards submission.	<ul style="list-style-type: none"> ▪ Timeline of work needing to take place before submission 	Timeline agreed by Supervisory board.

Appendix C: Standard Milestones for PhD Students

– Art History

(i.e., *not* the practice-based PhD in Curating)

M1: Confirmation and Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 1 for full-time students; Term 2 for part-time students ▪ By end of Term 3 for full-time students; Term 6 for part-time students.
	B: Choose research topic and demonstrate significance/impact of research.	<p>Research Project Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> ▪ Central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Project plan, outlining objectives for each stage. 	<p>A Research Project Proposal and a critical literature review will be presented at the first supervisory Panel, i.e. during term 2 for F/T students, or during term 4 for P/T students.</p> <p>If the relevant Panel requires it, these submissions can be reworked and resubmitted for the Confirmation Panel (Term 3 for full-time students; Term 6 for part-time students).</p>
	C: Demonstrate understanding of chosen topic within the context of the field.	<ul style="list-style-type: none"> ▪ Critical Literature Review (where relevant). Together the Critical Literature review and the Research Project Proposal should comprise 5,000-10,000 words 	Same as M1B.
	D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the three year standard PhD period.	<ul style="list-style-type: none"> ▪ Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. ▪ Evidence that the student has completed roughly one third of the work 	By Confirmation Panel (Term 3 for full-time students; Term 6 for part-time students)

		<p>necessary to complete the dissertation</p> <ul style="list-style-type: none"> This will standardly take the form of a 10,000-word chapter in good draft (in addition to the Project Plan and Literature Review outlined above). 	
	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> Create a detailed, realistic plan of work/ timetable for Year 2. Produce Supervisory Panel report written in a clear and self-reflective style 	By Confirmation Panel (Term 3 for full-time students; Term 6 for part-time students)
M2: Progress from Year 2 to Year 3 (or equivalent for part-time students).	A: Review training needs and knowledge required to continue with research project and complete the thesis.	<ul style="list-style-type: none"> Training Needs Analysis to be reviewed. Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> Term 4 for full-time students; Term 8 for part-time students By end of Term 6 for full-time students; Term 12 for part-time students.
	B: Demonstrate work of the quality and quantity expected at the end of Year 2	<ul style="list-style-type: none"> Produce another 10000 words in good draft. Report on research undertaken to date. 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students).
	C: Review significance and impact of research and articulate output.	<p>For example:</p> <ul style="list-style-type: none"> Deliver workshop Present research to students and staff at seminars/conferences Write journal articles. 	<p>By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)</p> <p>Art History research students formally present their research to staff and students in Term 6 for full-time students/Term 12 for part-time students.</p>
	D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> 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). 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students).

		<ul style="list-style-type: none"> ▪ Produce Supervisory Panel report written in a clear and self-reflective style. 	
M3: Progress from Year 3 (or equivalent for part-time students)	A: Ability to reflect on skills and knowledge development and its application to the research project.	<ul style="list-style-type: none"> ▪ Training Needs Analysis reviewed. 	By Term 7 Supervisory Panel for full-time students; Term 15 for part-time students.
	B: Demonstrate work of the quality and quantity expected when nearing submission.	<ul style="list-style-type: none"> ▪ Research completed (experimental, empirical and theoretical work, where relevant) ▪ Have a substantial portion of the thesis in good draft (standardly about two thirds of the work). 	By Term 7 Supervisory Panel for full-time students; Term 15 for part-time students.
	C: Clear evidence of progress towards submission.	<ul style="list-style-type: none"> ▪ Completed final draft of thesis for supervisor(s)/Supervisory Panel. 	By interim Supervisory Panel prior to submission: Term 7/8 for full-time students; Term 15-16 for part-time students.
If required: M4: Request to enter Completion period.	A: Clear plan to submission.	<ul style="list-style-type: none"> • Timeline of work needing to take place before submission ▪ Submission date agreed 	Timeline agreed by Supervisory Panel.

Appendix D: Art History: Standard Milestones for MPhil Students

Milestones	Criteria for progress	Deliverables	Deadline
M1: Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 1 for full-time students; Term 2 for part-time students. ▪ By end of Term 3 for full-time students; Term 6 for part-time students.
	B: Choose research topic and demonstrate significance/impact of research.	<p>Research Project Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> ▪ Central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and ethical considerations. ▪ Project plan, outlining objectives for each stage. 	<ul style="list-style-type: none"> ▪ A Research Project Proposal and a critical literature review will be presented at the first Supervisory Panel, i.e. during term 2 for F/T students, or during term 4 for P/T students. ▪ If the relevant Panel requires it, these submissions can be reworked and resubmitted for the next Panel (Term 3 for full-time students; Term 6 for part-time students).
	C: Demonstrate understanding of chosen topic within the context of the field.	Critical Literature Review. Together, the Critical Literature review and the Research Project Proposal should comprise 5,000-10,000 words	<ul style="list-style-type: none"> ▪ A research outline and a critical literature review will be presented at the first Supervisory Panel, i.e. during term 2 for F/T students, or during term 4 for P/T students. ▪ If the relevant Panel requires it,

			these submissions can be reworked and resubmitted for the next Panel (Term 3 for full-time students; Term 6 for part-time students).
	D: Demonstrate the ability to produce work of the quality and quantity in order to complete an MPhil within the three-year maximum period.	<ul style="list-style-type: none"> ▪ Evidence that academic writing is of standard and ability expected at MPhil level, including adequate referencing and language skills. ▪ Evidence that the student has completed roughly one third of the work necessary to complete the dissertation ▪ This will standardly take the form of a 10,000-word chapter in good draft (in addition to the Project Plan and Literature Review outlined above). 	<ul style="list-style-type: none"> ▪ By end of year 1 SP and RSPB – (Term 3) for full-time students; ▪ By end of year 2 SP and RSPB – (Term 6) for part-time students.
	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Create a detailed, realistic plan of work/ timetable for Year 2. ▪ Produce Supervisory Panel report written in a clear and self-reflective style. 	<ul style="list-style-type: none"> ▪ By end of year 1 SP and RSPB – (Term 3) for full-time students; ▪ By end of year 2 SP and RSPB – (Term 6) for part-time students.
M2: During Year 2 (or equivalent for part-time students)	A: Review training needs and knowledge required to continue with research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be reviewed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 4 for full-time students; Term 8 for part-time students. ▪ By end of Term 6 for full-time students; Term 12 for part-time students.
	B: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Create a detailed, realistic completion plan. ▪ Produce Supervisory Panel report written in a clear and self-reflective style. 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students).

	<p>C: Demonstrate work of the quality and quantity expected for an MPhil at the end of Year 2 (or equivalent for part-time students).</p>	<ul style="list-style-type: none"> ▪ Research completed (empirical and theoretical work, where relevant) ▪ Have a substantial portion of the thesis in good draft (standardly about two thirds of the work). ▪ Produce a realistic completion year plan (if needed). ▪ Produce Supervisory Panel report written in a clear and self-reflective style. ▪ Completed final draft of thesis for Supervisor(s)/ Supervisory Panel. 	<p>By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students).</p>
<p>M3: Completion Year (if needed)</p>	<p>A: Clear evidence of progress towards submission.</p>	<ul style="list-style-type: none"> ▪ Timeline of work needing to take place before submission 	<p>Timeline agreed by Supervisory board.</p>

Appendix E: Milestones for practice-based PhD in

Curating

Students pursuing a practice-based PhD in Curating are expected to have completed their Critical Literature Review, Project Outlines, and a curatorial plan of their proposed exhibition project by their first Supervisory Panel, which will be held in weeks 17/18. If necessary, such students may be asked to revise these materials by the Confirmation Panel, which will be held in week 37/38. For more information regarding the Critical Literature Review and Detailed Project Outline, please see Appendix A.

Milestones	Criteria for progress	Deliverables	Deadline
M1: Confirmation and Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	<ul style="list-style-type: none"> Training Needs Analysis to be completed. Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> Term 1 for full-time students; Term 2 for part-time students By end of Term 3 for full-time students; Term 6 for part-time students.
	B: Choose research topic and demonstrate significance/impact of research.	Research Project Proposal, including (dependent on subject area): <ul style="list-style-type: none"> Central research problem/questions to be answered. Methodological considerations. Feasibility Report – identifying sources, access and ethical considerations Project plan, outlining objectives for each stage. 	A Research Project Proposal and a critical literature review will be presented at the first supervisory Panel, i.e. during term 2 for F/T students, or during term 4 for P/T students. If the relevant Panel requires it, these submissions can be reworked and resubmitted for the Confirmation Panel (Term 3 for full-time students; Term 6 for part-time students).
	C: Demonstrate understanding of chosen topic within the context of the field.	<ul style="list-style-type: none"> Critical Literature Review (where relevant). Together the Critical Literature review and the Research Project Proposal should comprise 5,000-10,000 words 	Same as M1B.
	D: Demonstrate the ability to produce work of	<ul style="list-style-type: none"> Evidence that academic writing is of 	By Confirmation Panel (Term 3 for

	the quality and quantity in order to complete within the three year standard PhD period.	<p>standard and ability expected at PhD level, including adequate referencing and language skills.</p> <ul style="list-style-type: none"> ▪ Evidence that the student has completed roughly one third of the work necessary to complete the dissertation ▪ This will standardly take the form of a 10,000-word chapter in good draft (in addition to the Project Plan and Literature Review outlined above). 	full-time students; Term 6 for part-time students)
	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Create a detailed, realistic plan of work/ timetable for Year 2. ▪ Produce Supervisory Panel report written in a clear and self-reflective style 	By Confirmation Panel (Term 3 for full-time students; Term 6 for part-time students)
M2: Progress from Year 2 to Year 3 (or equivalent for part-time students).	A: Review training needs and knowledge required to continue with research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be reviewed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 4 for full-time students; Term 8 for part-time students ▪ By end of Term 6 for full-time students; Term 12 for part-time students.
	B: Demonstrate work of the quality and quantity expected at the end of Year 2	<ul style="list-style-type: none"> ▪ Produce another 10000 words in good draft. ▪ Report on research undertaken to date. 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students).
	C: Review significance and impact of research and articulate output.	<p>For example:</p> <ul style="list-style-type: none"> ▪ Deliver workshop ▪ Present research to students and staff at seminars/conferences ▪ Write journal articles. 	<p>By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)</p> <p>Art History research students formally present their research to staff and students in Term 6 for full-time</p>

			students/Term 12 for part-time students.
	D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ 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). ▪ Produce Supervisory Panel report written in a clear and self-reflective style. 	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students).
M3: Progress from Year 3 (or equivalent for part-time students)	A: Ability to reflect on skills and knowledge development and its application to the research project.	<ul style="list-style-type: none"> ▪ Training Needs Analysis reviewed. 	By Term 7 Supervisory Panel for full-time students; Term 15 for part-time students.
	B: Demonstrate work of the quality and quantity expected when nearing submission.	<ul style="list-style-type: none"> ▪ Research completed (experimental, empirical and theoretical work, where relevant) ▪ Have a substantial portion of the thesis in good draft (standardly about two thirds of the work). 	By Term 7 Supervisory Panel for full-time students; Term 15 for part-time students.
	C: Clear evidence of progress towards submission.	<ul style="list-style-type: none"> ▪ Completed final draft of thesis for supervisor(s)/Supervisory Panel. 	By interim Supervisory Panel prior to submission: Term 7/8 for full-time students; Term 15-16 for part-time students.
If required: M4: Request to enter Completion period.	A: Clear plan to submission.	<ul style="list-style-type: none"> • Timeline of work needing to take place before submission ▪ Submission date agreed 	Timeline agreed by Supervisory Panel.

Appendix F: Milestones for Masters by Dissertation Students (Philosophy, Curating and Art History)

Milestones	Criteria for progress	Deliverables	Deadline
M1: Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ Term 1 for full-time students; Term 2 for part-time students ▪ By end of Term 3 for full-time students; Term 6 for part-time students
	B: Clarify research topic and demonstrate an understanding of topic and relevance to wider research	<p>Research Project Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> ▪ Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Create project plan, outlining objectives for each stage. 	<ul style="list-style-type: none"> ▪ By first Supervisory Panel and RSPB (Term 1 for full-time students; Term 2/3 for part-time students)
	C: Demonstrate the ability to produce work of the quality and quantity in order to complete a Masters by Dissertation within the two year maximum period.	<ul style="list-style-type: none"> ▪ Evidence that academic writing is of standard and ability expected at Masters by dissertation level, including adequate referencing and language skills. ▪ Write critical literature review 	<ul style="list-style-type: none"> ▪ By end of year 1 SB and RSPB – (Term 3) for full-time students; ▪ By end of year 2 SB and RSPB – (Term 6) for part-time students.
	D: Demonstrate work of the quality and quantity expected at the end of Year 1	<ul style="list-style-type: none"> ▪ Create a detailed, realistic plan of work leading to submission ▪ Produce sufficient draft chapters/papers ▪ Report on research undertaken to date ▪ Research completed (empirical and 	<ul style="list-style-type: none"> ▪ By end of year Supervisory Panel (Term 3 for full-time students; Term 6 for part-time students)

		<p>theoretical work, where relevant)</p> <ul style="list-style-type: none"> ▪ Produce supervisory panel report written in a clear and self-reflective style 	
	<p>E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.</p>	<ul style="list-style-type: none"> ▪ Create a detailed, realistic completion plan (if required) ▪ Produce supervisory panel report written in a clear and self-reflective style 	<ul style="list-style-type: none"> ▪ By end of year Supervisory Panel (Term 3 for full-time students; Term 6 for part-time students)
<p>M2: Completion Year (if needed)</p>	<p>A: Clear evidence of progress towards submission</p>	<ul style="list-style-type: none"> ▪ Completed final draft of thesis for supervisor(s)/supervisory panel comment 	<ul style="list-style-type: none"> ▪ By Supervisory Panel prior to submission.