

Essex Business School: Standard Milestones for Integrated PhD Students 2019-20

Milestones	Criteria for progress	Deliverables	Deadline
M1: Progression from Masters to Year 1 of MPhD	A: Student passes taught modules to proceed to dissertation for separate Masters award or continue with Integrated PhD	<ul style="list-style-type: none"> ▪ Decision made following interim examination board and confirmed by SP/RSPB. ▪ Research Team informed in order to ensure student record updated accordingly. 	<ul style="list-style-type: none"> ▪ Interim examination board in June. June/July RSPB to confirm.
	B: Student proceeds to complete all taught modules, achieving a mark of 65 overall (and the dissertation, achieving a mark of 60)	<ul style="list-style-type: none"> ▪ Final PGT examination board held in November to ratify marks and progress decision confirmed by SP/RSPB. ▪ For students who chose to have a Masters award, this must be confirmed to the Research Team in order for student record to be updated accordingly. ▪ For students who chose not to have a separate Masters award, this must be confirmed to the Research Team in order for student record to be updated accordingly. Progress decision to be confirmed by SP/RSPB. 	<ul style="list-style-type: none"> ▪ Final examination board in November and RSPB in November/December. ▪ Final examination board in November. ▪ Final examination board in November and RSPB in November/December.
M2: 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 Insite workshops. ▪ Regular attendance at department and external research seminars. 	<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

		<ul style="list-style-type: none"> Plan for further courses to attend, as appropriate. 	
	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. 	By Confirmation Board (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 	By Confirmation Board (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 within the four year maximum 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. One of the following should be provided: <ul style="list-style-type: none"> Draft methodology chapter. Detailed outline of the conceptual framework <p>(This is equivalent to approx. 20% of overall thesis)</p>	By Confirmation Board (Term 3 for 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 next six months. Supervisory panel report written in a clear and self-reflective style 	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)

M3: 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 completed. ▪ Attend Proficio courses and Insite workshops. ▪ Regular attendance at department and external research seminars. ▪ 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	<p>Drafts of following chapters</p> <ul style="list-style-type: none"> ▪ Literature review ▪ Methodology ▪ At least one data analysis chapter ▪ Report on research undertaken to date (This is equivalent approx. 40% of overall thesis) 	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.	<ul style="list-style-type: none"> ▪ Presentation of research project to staff and students at annual PhD conference. 	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 goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Continuing detailed, realistic plan of work/ timetable for next 6 months which demonstrates the ability to submit within three year standard PhD period (six years for part-time students). ▪ 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)
M4: Progress from Year 3 (or equivalent for part-time students) to Completion Year	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 ▪ Regular attendance at department and external research seminars. 	By end of year Supervisory Panel (Term 7 for full-time students; Term 15 for part-time students)
	B: Demonstrate work of the quality and quantity expected when nearing	<ul style="list-style-type: none"> ▪ Research completed (experimental, empirical and 	By end of year Supervisory Panel (Term 7

	<p>submission (or equivalent for part-time students)</p>	<p>theoretical work, where relevant)</p> <ul style="list-style-type: none"> ▪ Minimum 4 draft chapters. (This is equivalent approx. 70% of overall thesis) 	<p>for full-time students; Term 15 for part-time students)</p>
	<p>C: Clear evidence of progress towards submission.</p>	<ul style="list-style-type: none"> ▪ Continuing detailed realistic plans of work/timetable for the next six months. ▪ Supervisory panel report written in a clear and self-reflective style ▪ Completed final draft of thesis for supervisor(s)/supervisory panel for comment <p>(This is equivalent approx. 100% of completed thesis)</p>	<p>By end of year Supervisory Panel (Term 7/8 for full-time students; Term 15/16 for part-time students)</p>
<p>If required M5: Request to Enter Completion Period</p>	<p>A: Administrative milestones</p> <p>B: Clear plan to submission</p>	<ul style="list-style-type: none"> ▪ Submit approval of thesis title form ▪ Timeline of work needing to take place before submission ▪ Submission agreed date 	<p>Timeline agreed by Supervisory Panel</p>