University of Essex

Faculty of Social Sciences
Department of Language and Linguistics Milestones for Integrated PhD Students - 2021-22 Entry

Milestones	Criteria for progress	Deliverables	Deadline
M1: Progression from Masters to Year 1 of MPhD	A: Student meets progression criteria as outlined in the Rules of Assessment	▪ Decision made following interim examination board and confirmed by RSPB. ▪ Research Team informed in order to ensure student record updated accordingly.	Interim examination board in June. June/July RSPB to confirm.
	B: Student completes dissertation, meeting progression requirements as set out in the Rules of Assessment	▪ Final PGT examination board held in November to ratify marks and progress decision confirmed by RSPB.	Final examination board in November and RSPB in November/December.
Assess whether the planned research requires completion of the new COVID Risk Assessment for PGR student research and placement activities. All such risk assessments should be discussed at subsequent SPs and RSPBs.			
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.	▪ Complete Training Needs Analysis, e.g., using the relevant Moodle resources. ▪ In conjunction with supervisor, plan for Proficio and other training courses to attend according to needs [Covid 19 contingency: either dual-mode or online exclusively as appropriate]. ▪ Attend at least four of the workshops offered throughout the academic year as part of LG595. [Covid 19 contingency: Three might be sufficient as long as student's needs are addressed; these could be attended either in dual-mode or online exclusively as appropriate. Flexibility here might help students to focus on other work as necessary given the circumstances]. ▪ Regular attendance to Departmental seminars and research groups as relevant [Covid 19 contingency:	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

		Although these might be taking place online, this component is very important to keep a sense of community, support, and strong research environment].	
	B: Choose research topic and demonstrate significance/impact of research.	Research Project Proposal fully developed, including: ▪ Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Create realistic and complete project plan, outlining objectives for each stage [Covid 19 contingency: Alternative plans, for example in relation to data collection, should be considered in case of further disruption].	By End of Term 2 for full-time students; Term 4 for part-time students
	C: Demonstrate understanding of chosen topic within the context of the field.	▪ Critical Literature Review (where relevant)	By Confirmation 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 within the three year standard PhD period (six year for part-time students).	▪ Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. ▪ Have completed enough written work equivalent to 1/3 of thesis in draft format; i.e., have written 15-20,000 words. In the case of a monograph-based thesis this should translate into drafts of two main chapters, such as literature review and methodology. In the case of a journal-based thesis this should translate into a full draft of one paper or substantial literature review and methodology drafts which will inform the overall project.	By Confirmation Panel (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.	▪ 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)
	F: Have begun to collect and analyse evidence for application to your research questions.	▪ Provide short written report on progress to supervisor.	By Confirmation Panel (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.	▪ Training Needs Analysis to be reviewed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate [Covid 19 contingency: training could take place either in dual-mode or online exclusively as appropriate]. ▪ Regular attendance to Departmental seminars and research groups as relevant [Covid 19 contingency: Although these might be taking place online, this component is very important to keep a sense of community, support, and strong research environment].	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	▪ Have completed enough written work equivalent to 2/3 of thesis in draft format; i.e., have written 45-50,000 words. In the case of a monograph-based thesis this should translate into drafts of at least three main chapters and all data collection should have been finalised. In the case of a journal-based thesis this should translate into a full draft of two papers. ▪ Report on research undertaken to date [Covid 19 contingency: if special measures and/or modifications to the original plan have been necessary, these must be reported].	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	For example: ▪ Deliver workshop [Covid 19 contingency: e.g., online].	By end of year Supervisory Panel (Term 6 for full-time

	and articulate output.	▪ Present research to students and staff at seminars/ conferences [Covid 19 contingency: e.g., online]. ▪ Write journal articles	students; Term 12 for part-time students)
	D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	▪ Create a detailed, realistic plan of work/ timetable for Year 3 which demonstrates the ability to submit within the three year standard PhD period (six year for part-time students) [Covid-19 impact taken into account if relevant] ▪ 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)
M4: Year 3 (or equivalent for part-time students)	A: Demonstrate ability to reflect on skills and knowledge development and its application to the research project	▪ Training Needs Analysis reviewed ▪ Regular attendance to Departmental seminars and research groups as relevant [Covid 19 contingency: e.g., online].	By the 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	▪ Research completed (experimental, empirical and theoretical work, where relevant) ▪ Have produced full, good drafts of all main chapters for a monograph-based thesis or a full draft of three papers for a journal-based thesis. In either case, you should have submitted 80% of the thesis to your supervisor.	By the Term 7 Supervisory Panel for full-time students; Term 15 for part-time students By interim Supervisory Panel prior to submission/Term 8 for full-time students; Term 16 for part-time students)
	C: Clear evidence of progress towards submission	▪ Have completed full draft of thesis for supervisor(s)/ Supervisory Panel's comment	By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)
If required: M5: Request to enter Completion period	A: Clear plan to submission	• Timeline of work needing to take place before submission • Final polishing of full thesis • Submission date agreed	Timeline agreed by Supervisory Panel and included in the Supervisory Panel report.

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		• Student is expected to complete course 'Surviving the Viva' which is offered by the University Learning and Development Unit.	