**School of Sport, Rehabilitation and Exercise Sciences****Faculty of Science and Health****PhD Students**

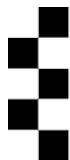
Postgraduate Research milestones are used to ensure students are making sufficient progress during their studies, and to provide a supportive framework to guide students through the various stages of their research. The Milestones should also help to keep students on track to submit within the appropriate period. PGR supervisors should talk through the relevant milestones during supervisory meetings and they should be referred to on a regular basis.

Supervisory Panels and Research Students' Progress Boards will use the milestones to reflect on the level of progress being made, ahead of making a recommendation. Whilst the milestones are specific for each department and type of course, it is recognised that every research journey is different, and that whilst the milestones provide an overarching framework of expectations, a degree of flexibility should be given, based on the trajectory and scope of research.

Students and supervisors are encouraged to supplement these milestones with individual research plans which take into account the specifics of an individual research project and the individual circumstances of the PGR student.

Year 1 (Full time)
Year 1 and 2 (Part time)

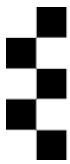
Milestone	Requirement	Term to undertake work <i>(To be used as a guide only)</i>	
		FT	PT
Ahead of the first Supervisory Panel			
M1.1	Assess training needs and knowledge required to undertake research project and complete the thesis. <ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Identify if there are any modules you wish to attend and audit ▪ Courses to attend. <ul style="list-style-type: none"> ○ What are Milestones and panel boards ○ How to use library resources ○ Why and how to apply for ethics ○ How to write a proposal ○ Critical reading and PG study skills in STEM. ○ Student support and Well-Being 	1	2
M1.2	Choose/narrow down the research topic and demonstrate significance/impact of research. Research Project Proposal, including (dependent on subject area): <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. 	1	3
Ahead of the second Supervisory Panel			
M1.3	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. 	2	4



	Produce supervisory board report written in a clear and self- reflective style <ul style="list-style-type: none"> Attend Proficio courses and plan for further courses to attend, as appropriate. 		
M1.4	Subject-specific milestones <ul style="list-style-type: none"> 3000-word annual report including plan with timeline 10-minute presentation Poster presentation at SRES conference	3	6
The Supervisory Panel will make a recommendation to the Research Students' Progress Board, ahead of the next academic year. Further information regarding Supervisory Panels and Research Students' Progress Boards can be found here: https://www.essex.ac.uk/student/postgraduate-research/pgr-progress			

**Year 2 (Full time)
Year 3 and 4 (Part time)**

Milestone	Requirement	Term to undertake work <i>(To be used as a guide only)</i>	
		FT	PT
Ahead of the third Supervisory Panel (Confirmation Board)			
M2.1	Demonstrate understanding of chosen topic within the context of the field. Critical Literature Review (where relevant)	4	7
M2.2	Demonstrate the ability to produce work of the quality and quantity in order to complete within the three-year standard PhD period (six years for part-time students). <ul style="list-style-type: none"> Evidence that academic writing is of standard, and ability expected at PhD level, including adequate referencing and language skills. 	4	8
M2.3	Subject-specific milestones <ul style="list-style-type: none"> Literature review appropriate for central topic Draft experimental / study chapter Updated annual report 10-minute presentation Response to previous recommendations Oral presentation at SRES conference 	4	9
M2.4	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. Evidence of attendance / completion of course linked to research skills and writing 	4	9
Ahead of the fourth Supervisory Panel			
M2.5	Demonstrate work of the quality and quantity expected at the end of Year 2 <ul style="list-style-type: none"> Produce 2 draft chapters/ papers Report on research undertaken to date 	5	10
M2.6	Review significance and impact of research and articulate output. For example: <ul style="list-style-type: none"> Deliver workshop Present research to students and staff at seminars/conferences Write journal articles 	5	11
M2.7	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 board report written in a clear and self- reflective style 	6	12
M2.8	Subject-specific milestones <ul style="list-style-type: none"> 3000-word annual report including plan with timeline 	6	12



	<ul style="list-style-type: none"> Oral presentation at SRES conference 		
<p>The Supervisory Panel will make a recommendation to the Research Student Progress Board, ahead of the next academic year. Further information regarding Supervisory Panels and Research Student Progress Boards can be found here: https://www.essex.ac.uk/student/postgraduate-research/pgr-progress</p>			

**Year 3 (Full time)
Year 5 and 6 (Part time)**

Milestone	Requirement	Term to undertake work <i>(To be used as a guide only)</i>	
		FT	PT
Ahead of the fifth Supervisory Panel			
M3.1	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 Evidence of attendance / completion of course linked to research skills and writing 	7	13
M3.2	Demonstrate work of the quality and quantity expected when nearing submission <ul style="list-style-type: none"> Data collection near completion (experimental, empirical and theoretical work, where relevant) Produce 4 draft chapters/ papers 	7	15
Ahead of the sixth Supervisory Panel			
M3.3	Clear evidence of progress towards submission <ul style="list-style-type: none"> Completed final draft of thesis for supervisor(s)/ supervisory board comment 	8	16
M3.4	Subject-specific milestones <ul style="list-style-type: none"> Oral presentation at SRES conference 	8	17
M3.5	Submit thesis	9	18
The Supervisory Panel will either confirm to the Research Student Progress Board that the student is ready to submit their thesis or recommend that a period of completion is required (see below).			

Completion Period

If, at the 6th supervisory Panel, a student isn't on track to submit their thesis by the end of year 3 (year 6 for Part time students), a recommendation for a period of completion can be requested from the RSPB, for approval by the Faculty Dean (Postgraduate)

Milestone	Requirement	Term to undertake work <i>(To be used as a guide only)</i>
		Timeline agreed by supervisory panel
C1.1	To request a period of completion, a student must: <ul style="list-style-type: none"> Submit a plan of work and corresponding timeline, outlining the work to be undertaken ahead of submission supervisor should add a supporting statement confirming the suitability and feasibility of the work plan and timeline for completion. Submit approval of title form. 	Timeline agreed by supervisory panel