East 15 Acting School

Faculty of Arts and Humanities

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.

Contents

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

Ahead of the first Supervisory Panel

Milestone	Requirement	Full Time term	Part Time term
M1.1	• Assess training needs and knowledge required to undertake research project and complete the thesis. Complete the Training Needs Analysis in order to do this. • Submit an Annotated Bibliography (no more than 150 words per annotation) on 6-10 key sources (i.e. articles, books and book chapters) for the chosen research subject.	1	1-3

Ahead of the second Supervisory Panel (Confirmation Board)

Milestone	Requirement	Full Time term	Part Time term
M1.2	Attend Proficio courses and plan for further courses to attend, as appropriate.	2	4
M1.3	Choose research topic and demonstrate significance/impact of research with the Research Project Proposal, including (dependent on subject area): • 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.	2	5
M1.4	Demonstrate understanding of chosen topic within the context of the field with the following; • A Critical Literature Review • A Critical Review of Relevant Practice (if required)	3	6
M1.5	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) by evidencing that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. Submit 10,000 words in good draft.	3	6
M1.6	Demonstrate effective project management through the setting of research goals and prioritisation of activities, in the following ways; • Create a detailed, realistic plan of work/ timetable for Year 2. • Produce supervisory board report written in a clear and self- reflective style	3	6

Has the student and supervisory team considered whether the research will be using human participants, and if so, has sought and received formal university ethics approval.

Has the student and supervisory team considered whether the research uses security-sensitive material, and if so, has sought and received formal university registration of this material.

The Supervisory Panel will make a recommendation to the Research 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)

Ahead of the third Supervisory Panel

Milestone	Requirement	Full Time term	Part Time term
M2.1	• Review training needs and knowledge required to continue by reviewing the Training Needs Analysis. • A revisited written submission of up to 8,000 words based on the feedback offered during the Confirmation Board Panel and subsequent Supervisory Meetings.	4	7-9

Ahead of the fourth Supervisory Panel

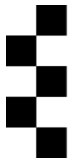| Milestone	Requirement	Full Time term	Part Time term
M2.2	Attend Proficio courses and plan for further courses to attend, as appropriate.	5	10
M2.3	Demonstrate work of the quality and quantity expected at the end of Year 2, in the following ways; • Produce another 10,000 words in good draft. • Report on research undertaken to date demonstrating that at least half of thesis exists in draft form.	5	11
M2.4	Review significance and impact of research and articulate output. For example: • Present research to students and staff at seminars/conferences • Write journal articles	6	12
M2.5	Demonstrate effective project management through the setting of research goals and prioritisation of activities, in the following ways; • 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

Has the student and supervisory team considered whether the research will be using human participants, and if so, has sought and received formal university ethics approval.

Has the student and supervisory team considered whether the research uses security-sensitive material, and if so, has sought and received formal university registration of this material.

The Supervisory Panel will make a recommendation to the Research Students' Progress Board, ahead of the next academic year. Further information regarding Supervisory Panels and Research Students' Progress Boards can be found here: https://www.essex.ac.uk/student/postgraduate-research/pgr-progress

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

Ahead of the fifth Supervisory Panel

Milestone	Requirement	Full Time term	Part Time term
M3.1	Demonstrate the ability to reflect on skills and knowledge development and its application to the research project. Review the Training Needs Analysis as part of this.	7	13-15

Ahead of the sixth Supervisory Panel

Milestone	Requirement	Full Time term	Part Time term
M3.2	Demonstrate work of the quality and quantity expected when nearing submission, in the following ways; • Research completed (empirical and theoretical work) • Produce main body of the thesis in draft form.	8	16
M3.3	Complete subject-specific milestones, for example; Produce an effective CV presenting one's skills, personal attributes and achievements.	8	17
M3.4	Demonstrate clear evidence of progress towards submission by completing the final draft of thesis for supervisor(s)/ supervisory board comment.	9	18

Has the student and supervisory team considered whether the research will be using human participants, and if so, has sought and received formal university ethics approval.

Has the student and supervisory team considered whether the research uses security-sensitive material, and if so, has sought and received formal university registration of this material.

The Supervisory Panel will either confirm to the Research Student Progress Board that the student is ready to submit their thesis, or recommend that a period of completion is required (see below).

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 *(To be used as a guide only)*
C1.1	Clear plan to submission, including; • Timeline of work needing to take place before submission, including full details of work yet to be undertaken • Submission date agreed	Timeline agreed by Supervisory Panel.