## Essex Business School: Standard Milestones for Integrated 3-Paper PhD Students

<table>
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<tr>
<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
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<td><strong>M1: Progression from Masters to Year 1 of MPhD</strong></td>
<td><strong>A:</strong> Student passes taught modules to proceed to dissertation for separate Masters award or continue with Integrated PhD</td>
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- Decision made following interim examination board and confirmed by SP/RSPB.  
- Research Team informed in order to ensure student record updated accordingly.  
- 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) |  
- 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.  
- Final examination board in November. |  |
| **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. |  
- Training Needs Analysis to be completed.  
- Attend Proficio courses and Insite workshops.  
- Regular attendance at department research seminars. |  
- 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 |
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| B: Choose research topic and demonstrate significance/impact of research. | Research Paper 1 Proposal, including (dependent on subject area):  
- Central research problem/questions to be answered.  
- Methodological considerations.  
- List of potential empirical data sources (for empirical paper).  
- Paper 1 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. | 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. | Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. A substantive Paper 1 draft will need to include elements of the following:  
- Introduction and conclusion  
- Literature review  
- Methodology  
- Data Description  
- Preliminary empirical analysis | 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. | Continuing detailed, realistic plans 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) |  |
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<th><strong>M3: Progress from Year 2 to Year 3 (or equivalent for part-time students)</strong></th>
<th><strong>A: Review training needs and knowledge required to continue with research project and complete the thesis.</strong></th>
<th><strong>B: Demonstrate work of the quality and quantity expected at the end of Year 2</strong></th>
<th><strong>C: Review significance and impact of research and articulate output.</strong></th>
<th><strong>D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.</strong></th>
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| | **Training Needs Analysis to be completed.**  
**Attend Proficio courses and Insite workshops.**  
**Regular attendance at department research seminars.**  
**Plan for further courses to attend, as appropriate.** | **Drafts of Introduction and Conclusion chapter.**  
**Complete draft of Research Paper 1**  
**Substantial draft of Research Paper 2** | **Presentation of research project to staff and students at annual PhD conference.** | **Continuing detailed, realistic plan of work/ timetable for next 6 months.**  
**Supervisory Panel report written in a clear and self-reflective style** |
| **A: Ability to reflect on skills and knowledge development and its application to the research project** | **Training Needs Analysis reviewed**  
**Regular attendance at department research seminars.** | | | |
| M5: During Completion Year (if needed) | A: Clear evidence of progress towards submission | B: Complete draft of Research Paper 3  
Completed introduction and conclusion chapters for all three papers.  
Produce complete draft of thesis for supervisor(s)/Supervisory Panel comment. | By interim Supervisory Panel prior to submission/Term 2 of completion year (Term 11/12 for full-time students; Term 20/21 for part-time students) |
| C: Demonstrate ability to complete within the maximum period. | ▪ Produce a realistic completion year plan (if required). Supervisory Panel report written in a clear and self-reflective style | By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students) | |

- Substantial draft of Research Paper 3 including introduction and conclusion chapters.