# School of Health and Social Care: Standard Milestones for PhD Students

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
</tr>
</thead>
</table>
| M1: 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 plan for further courses to attend, as appropriate. | ▪ 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 |
| B: Choose/narrow down the research topic and demonstrate significance/impact of research. | 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. | By Confirmation Board (Term 4 for full-time students; Term 7 for part-time students) |
| C: 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 board report written in a clear and self-reflective style | By Confirmation Board (Term 4 for full-time students; Term 7 for part-time students) |
| D: Demonstrate work of the quality expected at the end of year 1. | 3,000 word report – this may be a first draft of the research proposal or other piece of work. | By Supervisory Panel in Term 3 for full-time students; Term 6 for part-time students. |
| E: Demonstrate involvement in School-wide Research activities as expected at the end of year 1. | Poster presentation at the School’s Staff-Student Research Conference | At the School’s Annual Conference (summer term). |
| F: Demonstrate knowledge of Ethics and Research Governance approval processes | Decisions have been made regarding which ethics and research governance approvals | By Supervisory Panel in Term 3 for full-time students; Term 6 for part-time students. |
### School of Health and Social Care: Standard Milestones for PhD Students

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>are required.</td>
</tr>
</tbody>
</table>

Approved by Deputy Dean via PGRE Office: August 2017
### M2: Confirmation

**A: Demonstrate understanding of chosen topic within the context of the field.**
- Critical Literature Review (where relevant)

**B: Demonstrate the ability to produce work of the quality and quantity in order to complete within the four year maximum period.**
- A 10,000 word document that evidences that academic writing is of standard and ability expected at PhD level, including adequate referencing, critical evaluation/discussion and language skills.

**C: Demonstrate the ability to communicate appropriately to lay and expert audiences as expected in year 2.**
- A 10 minute oral presentation of the proposed research outlining progress to date.

**By Confirmation Board (Term 4 for full-time students; Term 7 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.

**B: Demonstrate work of the quality and quantity expected at the end of Year 2**
- Produce at least 30% of thesis in draft form
- Report on research undertaken to date (3,000 word report)

**C: Review significance and impact of research and articulate output.**
- Deliver workshop
- Present research to students and staff at seminars/conferences
- Write journal articles

**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.
- 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)**

---

Approved by Deputy Dean via PGRE Office: August 2017
### School of Health and Social Care: Standard Milestones for PhD Students

<table>
<thead>
<tr>
<th>M4: Progress from Year 3 (or equivalent for part-time students) to Completion Year</th>
<th>A: Ability to reflect on skills and knowledge development and its application to the research project</th>
<th>▪ Training Needs Analysis reviewed</th>
<th>By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E: Demonstrate involvement in School-wide Research activities as expected at the end of year 3.</td>
<td>▪ Research completed (experimental, empirical and theoretical work, where relevant i.e. all data has been collected) ▪ Produce 60% of thesis in draft form that supervisor(s) have judged to be of acceptable standard.</td>
<td>By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)</td>
<td></td>
</tr>
<tr>
<td>B: Demonstrate work of the quality and quantity expected at the end of Year 3 (or equivalent for part-time students)</td>
<td>▪ Produce a realistic completion year plan. ▪ Produce supervisory panel report written in a clear and self-reflective style</td>
<td>By end of year Supervisory Panel (Term 9 for full-time students; Term 18 for part-time students)</td>
<td></td>
</tr>
<tr>
<td>C: Demonstrate ability to complete within the maximum period.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E: Demonstrate involvement in School-wide Research activities as expected at the end of year 3.</td>
<td></td>
<td></td>
<td>At the School’s Annual Conference (summer term).</td>
</tr>
<tr>
<td>M5: During Completion Year</td>
<td>A: Clear evidence of progress towards submission</td>
<td>▪ Completed final draft of thesis for supervisor(s)/supervisory board comment</td>
<td>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)</td>
</tr>
</tbody>
</table>