# Department of Language and Linguistics: Milestones for PhD Students

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| M1: 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 plan for further courses to attend, as appropriate.  
▪ Attend at least four of the workshops offered throughout the academic year as part of LG595. | ▪ 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 Project Proposal, including  
▪ 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 3 for full-time students; Term 6 for part-time students) |
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| | C: Demonstrate understanding of chosen topic within the context of the field. | ▪ Critical Literature Review (where relevant) | 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. | 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. | ▪ 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 Board (Term 3 for full-time students; Term 6 for part-time students) |
| | F: Have begun to collect | Provide short written report | By Confirmation Board |
and analyse evidence for application to your research questions. | on progress to supervisor (Term 3 for full-time students; Term 6 for part-time students)
### M2: 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. | 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 | Produce 2 draft chapters/ papers or 30% of the complete thesis.  
Report on research undertaken to date | 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 and articulate output | For example:  
Deliver workshop  
Present research to students and staff at seminars/conferences  
Write journal articles | By end of year Supervisory Panel  
(Term 6 for full-time 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.  
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) |

### M3: Progress from Year 3 (or equivalent for part-time students) to Completion Year

| A: Demonstrate ability to reflect on skills and knowledge development and its application to the research project | Training Needs Analysis reviewed | By end of year Supervisory Panel  
(Term 9 for full-time students; Term 18 for part-time students) |
|---|---|---|
| B: Demonstrate work of the quality and quantity expected at the end of Year 3 (or equivalent for part-time students) | Research completed (experimental, empirical and theoretical work, where relevant)  
Submit good drafts of 75% of the chapters of your thesis to your supervisor | By end of year Supervisory Panel  
(Term 9 for full-time students; Term 18 for part-time students) |
| C: Demonstrate ability to complete within the maximum period. | Produce a realistic completion year plan.  
Produce 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) |
### M4: During Completion Year

**A: Clear evidence of progress towards submission**

- Completed final 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)**