## Essex Business School Milestones for 3-Paper PhD Students – 2018-2019 entry

<table>
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<tr>
<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
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</table>
| 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 Insite workshops  
▪ Regular attendance at department research seminars  
▪ 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 research topic and demonstrate significance/impact of research. | Research Paper 1 Proposal, including (dependent on subject area):  
▪ Write 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. Feasibility report – identifying sources, access and ethical considerations | By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students) |
<p>| 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: | By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students) |</p>
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<tr>
<th>M2: Progress from Year 2 to Year 3 (or equivalent for part-time students)</th>
<th>A: Review training needs and knowledge required to continue with research project and complete the thesis.</th>
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<tr>
<td>B: Demonstrate work of the quality and quantity expected at the end of Year 2</td>
<td>Drafts of following chapters</td>
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<tr>
<td>C: Review significance and impact of research and articulate output.</td>
<td>Presentation of research project to staff and students at annual PhD conference</td>
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<td>D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.</td>
<td>Continuing detailed, realistic plans of work/timetable for the next six months which demonstrates the ability to submit within the three year standard PhD period</td>
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- Introduction and conclusion
- Literature review
- Methodology
- Data description
- Preliminary empirical analysis

- Continuing detailed, realistic plans of work/timetable for the next six months.
- Supervisory panel report written in a clear and self-reflective style

- 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.

- 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

- By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)

- By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)

- By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)
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<tr>
<th>M3: Year 3 (or equivalent for part-time students)</th>
<th>A: Ability to reflect on skills and knowledge development and its application to the research project</th>
<th>By end of year Supervisory Panel (Term 7 for full-time students; Term 15 for part-time students)</th>
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|  | ▪ Training Needs Analysis reviewed  
▪ Regular attendance at department research seminars |  |
|  | B: Demonstrate work of the quality and quantity expected when nearing submission or equivalent for part-time students) | By end of year Supervisory Panel (Term 7 for full-time students; Term 15 for part-time students) |
|  | ▪ Complete drafts of Research Paper 1 and 2 including introduction and conclusion chapters  
▪ Substantial draft of Paper 3 including introduction and conclusion chapters |  |
|  | C: Clear evidence of progress towards submission. | By end of year Supervisory Panel (Term 7/8 for full-time students; Term 15/16 for part-time students) |
|  | ▪ Continuing detailed, realistic plans of work/ timetable for the next six months.  
▪ Supervisory panel reports written in a clear and self-reflective style  
▪ Completed draft of Paper 3  
▪ Completed introduction and conclusion chapters for all 3 papers  
▪ Produce complete draft of thesis for supervisor(s)/ supervisory panel comment |  |
| If Required: M4: Request to enter Completion Period | A: Clear plan to submission | Timeline agreed by Supervisory board. |
|  | ▪ Timeline of work needing to take place before submission  
▪ Submission date agreed |  |
|  | B: Administrative milestones |  |
|  | ▪ Submit approval of thesis title form. Timeline of work needing to take place before submission.  
▪ Submission agreed |  |