# Faculty of Humanities: Standard Milestones for PhD Students (2018/19)

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<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
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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. | First supervisory Panel (end of 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: Confirm research topic and demonstrate significance/impact of research. | Updated Research Project Proposal, including (dependent on subject area):  
▪ Write central research problem/questions to be answered.  
▪ Methodological considerations.  
▪ Feasibility Report – identifying sources, access and submitting ethical approval form if necessary  
▪ Create project plan, outlining objectives for each stage. | To be submitted for the first Supervisory Panel; (end of term 1 for full-time students; by end of Term 2 for part-time students) |
| | C: Demonstrate understanding of chosen topic within the context of the field. | Critical Literature Review in the form of annotated bibliography; and/or equivalent piece of initial creative/critical work scoping out field accompanied by an initial outline of thesis to be submitted for the first Supervisory Panel | By the first Supervisory Panel (deadline as above) |
| | D: 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). | Evidence that academic/creative writing and/or creative practice is of standard and quality expected at PhD level, including adequate referencing | By Confirmation Panel (second Supervisory Panel) (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 progress report to submit to the Panel written in a clear and self-reflective style | By Confirmation Panel (2nd supervisory Panel which is Term 3 for full-time students; Term 6 for part-time students) |
|---|---|---|
| F: Subject-specific milestones | ▪ Demonstration of initiative, independence and self-reliance in research as well as of a good collaboration with the supervisor.  
▪ The ability to write clearly and in a style appropriate to purpose (as evidenced in the material submitted to the Panels).  
▪ (Where applicable) creative practice at level of artistic and/or methodological sophistication appropriate to Ph.D.  
▪ Subject specific goals as identified by the supervisor. | By Confirmation Panel (2nd supervisory Panel which is 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) | A: Review training needs and knowledge required to continue with research | ▪ Training Needs Analysis to be reviewed.  
▪ To be discussed at Panel 3 (which is Term 4 for full-time) |
### A: Students project and complete the thesis.

- Attend Proficio courses and plan for further internal, and external, courses to attend, as appropriate.

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<th>Students</th>
<th>Term 8 for part-time students</th>
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<td>By end of Term 6 for full-time students; Term 12 for part-time students</td>
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### B: Demonstrate work of the quality and quantity expected at the end of Year 2

- Produce 2/3 of thesis in draft
- And/or equivalent creative practice
- Produce progress report on work and training undertaken to date written in a clear and self-reflective style

| By end of year Supervisory Panel number 4 (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 4 (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, which demonstrates the ability to submit within the three year standard PhD period (six years for part-time students).
- Produce progress report to submit to Panel on all work and training undertaken, written in a clear and self-reflective style

| By end of year Supervisory Panel 4 (Term 6 for full-time students; Term 12 for part-time students) |

### E: Subject-specific milestones

- Department to add as appropriate.
  - A knowledge of the most recent work within one’s field and in related areas as demonstrated in written work.
  - The capacity to

| By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students) |
| M3: Year 3 (or equivalent for part-time students) | A: Ability to reflect on skills and knowledge development and its application to the research project | Effectively support the learning of others when involved in teaching.  
- The development and maintenance of co-operative networks and working relationships with supervisors, colleagues and peers within the institution and the wider research community.  
- The ability to listen, give and receive feedback and respond perceptively to others as evidenced in the discussions at supervisory Panel meetings. | By the Term 7 progress board, so evidence to be presented at Panel 6, (term 9 for full-time students; Term 15 for part-time students). |
| B: Demonstrate work of the quality and quantity expected when nearing submission | Training Needs and/or professional development needs to be reviewed | Research completed (experimental, empirical and theoretical work, and, where applicable, the main body of creative work e.g. production of play, filming completed)  
- Produce entire thesis in draft | By the Term 9 progress board (so Panel 6, term 9 for full-time students; Term 18 for part-time students). |
| C: Clear evidence of progress towards submission | Completed final draft of thesis for supervisor(s)/supervisory panel comment | Department to add as appropriate.  
- Demonstrate the ability to present one's skills, personal | By Panel 6, Term 9 (or term 18 for part-time). |
| D: Subject-specific milestones | | | By Panel 5, (term 7) for full-time students (term 14 for part-time). |
attributes, and experiences through an effective CV to be submitted for the end of year Supervisory Panel.

If required: M4: Request to enter Completion period, one term at a time

A: Clear plan to submission

- Timeline of work needed to take place before submission
- Submission date agreed
- The main body of research completed including where applicable, creative practice as research so performances should have taken place, filming completed.
- The majority of the thesis completed in draft

Timeline agreed by Supervisory Panel

**Expected outcomes:**

- Completed and submitted final doctoral thesis in the range of 60-80,000 words for a wholly critical dissertation; OR the agreed equivalent for PhD including creative practice (normally the creative work plus critical accompaniment of max 40,000 words at Ph.D.)
- Successfully passed viva voce examination.

**Further expected outcomes:**

- The ability to constructively defend research outcomes in viva voce examination and in academic fora such as seminars, conferences and publications
- The development and maintenance of co-operative networks and working relationships with supervisors, colleagues and peers within the institution and the wider research community.
- The ability to understand the processes for research funding and evaluation of research in the UK and globally.
- The ability to set realistic and achievable career goals, and identifying and developing ways to improve employability

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