



School of Health and Social Care

Faculty of Science and Health

Prof Doc Students

Postgraduate Research milestones are used to ensure students are making sufficient progress during their studies, and to provide a supportive framework to guide students through the various stages of their research. The Milestones should also help to keep students on track to submit within the appropriate period. PGR supervisors should talk through the relevant milestones during supervisory meetings, and they should be referred to on a regular basis.

Supervisory Panels and Research Students' Progress Boards will use the milestones to reflect on the level of progress being made, ahead of making a recommendation. Whilst the milestones are specific for each department and type of course, it is recognised that every research journey is different, and that whilst the milestones provide an overarching framework of expectations, a degree of flexibility should be given, based on the trajectory and scope of research.

Students and supervisors are encouraged to supplement these milestones with individual research plans which take into account the specifics of an individual research project and the individual circumstances of the PGR student.

Contents

- Year 1 2
 - Ahead of the first Supervisory Panel..... 2
- Year 2 2
 - Ahead of the second Supervisory Panel 2
- Year 3 3
 - Ahead of the third Supervisory Panel 3
- Year 4 4
 - Ahead of the fourth Supervisory Panel..... 4
- Year 5 5
 - Ahead of the fifth Supervisory Panel..... 5
- Completion Period 5



Year 1

Ahead of the first Supervisory Panel

Milestone	Requirement	Term to undertake work <i>(To be used as a guide only)</i>
M1.1	Assess training needs and knowledge required to undertake programme <ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. Review Proficio courses.	1
M1.2	Choose/narrow down the research topic Research Project <ul style="list-style-type: none"> • Write central research problem/questions to be answered. • Identify interest, sources and access to data and ethical considerations • Explore potential methodological approaches to topic. • Planning for research impact - Define intended impact, identify key stakeholders, and outline engagement activities. Set indicators for measuring progress (refer to the Research Impact Toolkit on the Moodle page). 	3
M1.3	Demonstration of effective project management through the setting of research goals and prioritisation of activities. <ul style="list-style-type: none"> ▪ Create a detailed, realistic plan of work/ timetable for Year 2. ▪ Produce 1000-word supervisory panel report written in a clear and self-reflective style 	3
M1.4	Subject-specific milestones Professional Practice <ul style="list-style-type: none"> • Attendance at bi-termly taught sessions Research preparation <ul style="list-style-type: none"> • Attendance at bi-termly taught sessions • Successfully complete HS900 & HS908 • Successfully complete HS995 • Present poster at HSC Annual Staff- Student Research Conference. 	3

Has the student and supervisory team considered whether the research will be using human participants, and if so, has sought and received formal university ethics approval.

Has the student and supervisory team considered whether the research uses security-sensitive material, and if so, has sought and received formal university registration of this material.

The Supervisory Panel will make a recommendation to the Research Students' Progress Board, ahead of the next academic year. Further information regarding Supervisory Panels and Research Students' Progress Boards can be found here: <https://www.essex.ac.uk/student/postgraduate-research/pgr-progress>

Year 2

Ahead of the second Supervisory Panel

Milestone	Requirement	Term to undertake work <i>(To be used as a guide only)</i>
M2.1	Review training needs and knowledge required to continue with research project and complete the thesis. <ul style="list-style-type: none"> • Training Needs Analysis to be reviewed. Attend Proficio courses and plan for further courses to attend, as appropriate.	6



M2.2	Demonstrate work of the quality and quantity expected at the end of Year 2 <ul style="list-style-type: none"> Produce 3000-word supervisory panel report 	6 – by Supervisory Panel
M2.3	Demonstration of effective project management through the setting of research goals and prioritisation of activities. <ul style="list-style-type: none"> Create a detailed, realistic plan of work/ timetable for Year 3. Produce supervisory panel report written in a clear and self-reflective style Planning for research impact - Define intended impact, identify key stakeholders, and outline engagement activities. Set indicators for measuring progress (refer to the Research Impact Toolkit on the Moodle page) 	6 – by Supervisory Panel
M2.4	Subject-specific milestones <ul style="list-style-type: none"> Present poster at the HSC Annual Staff- Student Research Conference Successfully complete HS947 and either modules HS948 or HS927 Research preparation <ul style="list-style-type: none"> Attendance at bi-termly taught sessions Successfully complete HS994 	6

Has the student and supervisory team considered whether the research will be using human participants, and if so, has sought and received formal university ethics approval.

Has the student and supervisory team considered whether the research uses security-sensitive material, and if so, has sought and received formal university registration of this material.

The Supervisory Panel will make a recommendation to the Research Student Progress Board, ahead of the next academic year. Further information regarding Supervisory Panels and Research Student Progress Boards can be found here: <https://www.essex.ac.uk/student/postgraduate-research/pgr-progress>

Year 3

Ahead of the third Supervisory Panel

Milestone	Requirement	Term to undertake work <i>(To be used as a guide only)</i>
M3.1	Ability to reflect on skills and knowledge development and its application to the research project Training Needs Analysis reviewed	9 – by Supervisory Panel
M3.2	Demonstrate work of the quality and quantity expected at the end of Year 3 (or equivalent for part-time students) <ul style="list-style-type: none"> Produce 3000-word supervisory panel report Evidence of written work of doctoral level e.g., submit draft introduction and/or literature review chapter(s) Engage with potential stakeholders and research users to inform them about the research, gather their reflections on its relevance, process, and potential impact 	9 – by Supervisory Panel
M3.3	Demonstrate clear evidence of progress towards submission <ul style="list-style-type: none"> Produce supervisory panel report written in a clear and self-reflective style 	9 – by Supervisory Panel
M3.4	Subject-specific milestones	9



	<ul style="list-style-type: none"> ▪ Structure of thesis determined ▪ Ethical approval attained ▪ Present research at HSC Conference 	
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Has the student and supervisory team considered whether the research will be using human participants, and if so, has sought and received formal university ethics approval.

Has the student and supervisory team considered whether the research uses security-sensitive material, and if so, has sought and received formal university registration of this material.

The Supervisory Panel will make a recommendation to the Research Students' Progress Board, ahead of the next academic year. Further information regarding Supervisory Panels and Research Students' Progress Boards can be found here: <https://www.essex.ac.uk/student/postgraduate-research/pgr-progress>

Year 4

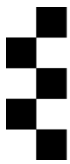
Ahead of the fourth Supervisory Panel

Milestone	Requirement	Term to undertake work <i>(To be used as a guide only)</i>
M4.1	Ability to reflect on skills and knowledge development and its application to the research project <ul style="list-style-type: none"> • Training Needs Analysis to be reviewed. • Attend Proficio courses and plan for further courses to attend, as appropriate. 	12
M4.2	Demonstrate work of satisfactory quality and quantity <ul style="list-style-type: none"> • Produce 3000-word supervisory panel report written in a clear and self-reflective style • Engage with potential stakeholders and research users to inform them about the research, gather their reflections on its relevance, process, and potential impact 	12
M4.3	Demonstrate clear evidence of progress towards submission <ul style="list-style-type: none"> • Present research to students and staff at seminars/conference 	12
M4.4	Subject-specific milestones <ul style="list-style-type: none"> ▪ Submit draft ▪ Chapters equivalent to approx..70% of overall thesis. 	12

Has the student and supervisory team considered whether the research will be using human participants, and if so, has sought and received formal university ethics approval.

Has the student and supervisory team considered whether the research uses security-sensitive material, and if so, has sought and received formal university registration of this material.

The Supervisory Panel will make a recommendation to the Research Students' Progress Board, ahead of the next academic year. Further information regarding Supervisory Panels and Research Students' Progress Boards can be found here: <https://www.essex.ac.uk/student/postgraduate-research/pgr-progress>



Year 5

Ahead of the fifth Supervisory Panel

Milestone	Requirement	Term to undertake work <i>(To be used as a guide only)</i>
M5.1	Ability to reflect on skills and knowledge development and its application to the research project <ul style="list-style-type: none"> • Training Needs Analysis to be reviewed. • Attend Proficio courses and plan for further courses to attend, as appropriate. 	15
M5.2	Demonstrate work of the quality and quantity expected at the end of Year 5 <ul style="list-style-type: none"> • Research completed • Engage stakeholders by presenting findings and gathering feedback on clinical and policy implications, potential impact, and future research 	15
M5.3	Demonstrate clear evidence of progress towards submission <ul style="list-style-type: none"> • Completed final draft of thesis for supervisor(s)/ supervisory panel comment • Produce supervisory panel report written in a clear and self-reflective style 	15
M5.4	Subject-specific milestones <ul style="list-style-type: none"> ▪ Present thesis research at the HSC Conference 	15

Has the student and supervisory team considered whether the research will be using human participants, and if so, has sought and received formal university ethics approval.

Has the student and supervisory team considered whether the research uses security-sensitive material, and if so, has sought and received formal university registration of this material.

The Supervisory Panel will either confirm to the Research Student Progress Board that the student is ready to submit their thesis or recommend that a period of completion is required (see below).

Completion Period

If, at the 5th supervisory Panel, a student isn't on track to submit their thesis by the end of year 5, a recommendation for a period of completion can be requested from the RSPB, for approval by the Faculty Dean (Postgraduate)

Milestone	Requirement	Term to undertake work <i>(To be used as a guide only)</i>
C1.1	Clear evidence of progress towards submission <ul style="list-style-type: none"> • Timeline of work needing to take place before submission • Submit approval of thesis title form • Timeline of work needing to take place before submission • Submission date agreed 	Timeline agreed by Supervisory panel.