

# Department of Sociology

## Faculty of Social Sciences

### Journal PhD 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. Students should determine whether they will produce a monograph- or paper-based dissertation during year 1 and should then read reference to chapters and/or papers below as relevant to their thesis format.

### Contents

- Year 1 (Full time), Year 1 and 2 (Part time)..... 2**
  - Ahead of the first Supervisory Panel..... 2**
  - Ahead of the second Supervisory Panel (Confirmation Board) ..... 2**
- Year 2 (Full time), Year 3 and 4 (Part time)..... 3**
  - Ahead of the third Supervisory Panel ..... 3**
  - Ahead of the fourth Supervisory Panel..... 3**
- Year 3 (Full time), Year 5 and 6 (Part time)..... 3**
  - Ahead of the fifth Supervisory Panel..... 3**
  - Ahead of the sixth Supervisory Panel..... 4**
- Completion Period..... 4**



**Year 1 (Full time), Year 1 and 2 (Part time)**

**Ahead of the first Supervisory Panel**

Milestone	Requirement	Full time term	Part time term
M1.1	At the first supervision of the year, the supervisor(s) and student to carry out an analysis of the student's training needs for completion of the PhD and complete a training needs analysis form	1	1
M1.2	Attendance: (i) Meet regularly with your supervisor(s), typically at least once every four weeks (ii) Attend twice-yearly supervisory panels (once a year for part-timers) (iii) Attend Year 1 PhD colloquium and other relevant seminars (iv) Attend any courses needed, including Proficio courses	1-3	1-6
M1.3	Complete the student sections of the Department's supervisory report prior to each supervisory panel	1-3	1-6
M1.4	By the first Supervisory Panel at end of Term 1: (i) Confirm the decision to produce a journal paper-based thesis (ii) Produce an improved research proposal including indicating significance of the research (iii) Where necessary, have submitted an application for ethical approval for the data collection for at least the first paper		

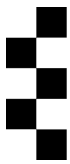
**Ahead of the second Supervisory Panel (Confirmation Board)**

Milestone	Requirement	Full time term	Part time term
M1.5	By the Confirmation Panel at the end of Term 3: (i) Identify the central research problem/questions and produce a tentative plan of work for papers 2 and 3 (ii) Produce a draft of one of the three papers or, if not, a literature review and outline of the methodology for all three (in either case this should amount to approx. 10,000 words in total) (iii) Demonstrate the ability to produce work of the quality and quantity to complete a PhD within 3 years (iv) A recommendation for confirmation by the Supervisory Panel has first to be approved by the Department's Research Students' Progress Board and then by the University's Dean of Postgraduate Research Education	3	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 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 (Full time), Year 3 and 4 (Part time)****Ahead of the third Supervisory Panel**

Milestone	Requirement	Full time term	Part time term
M2.1	At the first supervision of the year, review training needs analysis with supervisor(s), considering whether previously identified needs have been met, and whether new needs have arisen/can be identified	4	7
M2.2	Attendance: (i) Meet with your supervisor(s) at least every 4 weeks (ii) Attend twice-yearly supervisory panels (iii) Attend the Year 2 PhD colloquium and other relevant seminars (iv) Attend Proficio or other courses as appropriate in the light of the reviewed training needs analysis	4-6	7-12
M2.3	Complete the student sections of the Department's supervisory report prior to each panel	4-6	7-12
M2.4	Where necessary, secured ethical approval for any data collection for the second paper	4	7

**Ahead of the fourth Supervisory Panel**

Milestone	Requirement	Full time term	Part time term
M2.5	By the Supervisory Panel at the end of Term 6: (i) Have produced a full draft of two of the three journal papers (ii) Have plans in place for the submission of one of the papers to an appropriate journal (iii) Where necessary, have secured ethical approval for any data collection for the third paper (iv) Demonstrate work of the quality and quantity expected at the end of Year 2 (v) Show effective project management, including a realistic plan of work for Year 3 allowing you to meet the requirements for Year 3 set out below under 5	6	12
M2.7	By the end of Term 6 have started to present research at workshops/conferences/seminars	6	12
M2.8	Supervisor(s) and student to discuss student's career plans at least once during the year	6	12

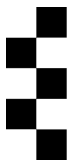
Has the student and supervisory team considered whether the research will be using human participants, and if so, has sought and received formal university ethics approval.

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 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 (Full time), Year 5 and 6 (Part time)****Ahead of the fifth Supervisory Panel**

Milestone	Requirement	Full time term	Part time term
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M3.1	At the first supervision, review the training needs analysis especially re ability to reflect on skills and knowledge development and its application to the research	7	13
M3.2	Attendance: (i) Meet with your supervisor(s) at least once every 4 weeks (ii) Attend twice-yearly supervisory panels (iii) Attend the Year 3 PhD colloquium (iv) Attend Proficio courses as appropriate in the light of the reviewed training needs analysis	7-9	13-18
M3.3	Complete the student section of the Department’s supervisory report prior to each panel	7-9	13-18

**Ahead of the sixth Supervisory Panel**

Milestone	Requirement	Full time term	Part time term
M3.5	By the Supervisory Panel at the end of year: (i) Have full drafts of all three journal papers (ii) Produce an outline of the Introduction and Conclusion to the overall thesis (iii) Demonstrate work of the quality and quantity necessary for a PhD (i) If a Completion Period is required, have a detailed plan for submission	8-9	17-18
M3.6	Continue to present research at workshops/seminars/conferences	7-9	13-18

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 6<sup>th</sup> supervisory Panel, a student isn’t on track to submit their thesis by the end of year 3 (year 6 for Part time students), 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	Completion Period: (i) You will only be able to have a Completion Period beyond Year 3 if you have completed the tasks set out in 5 above (ii) Completion periods are granted on a termly basis by the Dean for Postgraduate Research Education following a recommendation by the Research Students Progress Board (iii) If a completion period is required, you must produce a clear plan for final completion with an agreed submission date	

The maximum Completion Period following the Standard Period is eleven months