

# School of Sport, Rehabilitation and Exercise Sciences

## Faculty of Science and Health

### 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.

You will be given a BOX folder which you, your supervisory team, and panel members will have access to. You will upload all panel related documentation to BOX. The panel report form is also available in your BOX folder. Edit and amend work in BOX.

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**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	Assess training needs and knowledge required to undertake research project and complete the thesis. <ul style="list-style-type: none"> <li>▪ Training Needs Analysis to be completed.</li> <li>▪ Identify if there are any modules you wish to attend and audit</li> <li>▪ Attended appropriate courses.</li> </ul>	1	2
M1.2	Choose/narrow down the research topic and demonstrate significance/impact of research. Research Project Proposal, including (dependent on subject area): <ul style="list-style-type: none"> <li>▪ Produce supervisory panel report.</li> <li>▪ Write central research problem/questions to be answered.</li> <li>▪ Methodological considerations.</li> <li>▪ Feasibility Report – identifying sources, access, and ethical considerations</li> <li>▪ Create project plan, outlining objectives for each stage.</li> <li>▪ 10-minute presentation of where you are and your plans</li> </ul>	1	2/3

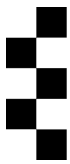
**Ahead of the second Supervisory Panel**

Milestone	Requirement	Full Time term	Part Time term
M1.3	Demonstration of effective project management through the setting of research goals and prioritisation of activities. <ul style="list-style-type: none"> <li>▪ Create a detailed, realistic plan of work/ timetable for Year 2.</li> <li>• Produce supervisory panel report Attend Proficio courses and plan for further courses to attend, as appropriate.</li> </ul>	2/3	4/5
M1.4	Subject-specific milestones <ul style="list-style-type: none"> <li>▪ 3000-word annual report including plan with timeline</li> <li>▪ A draft of literature review (in preparation for confirmation)</li> <li>▪ 10-minute presentation Poster presentation at SRES conference</li> </ul>	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 (Confirmation Board)**

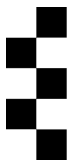
<b>Milestone</b>	<b>Requirement</b>	<b>Full Time term</b>	<b>Part Time term</b>
M2.1	Demonstrate understanding of chosen topic within the context of the field. Critical Literature Review (where relevant)	4	7
M2.2	Demonstrate the ability to produce work of the quality and quantity in order to complete within the three-year standard PhD period (six years for part-time students). <ul style="list-style-type: none"> <li>▪ Evidence that academic writing is of standard, and ability expected at PhD level, including adequate referencing and language skills.</li> <li>▪ Produce supervisory panel report.</li> </ul>	4	7
M2.3	Subject-specific milestones <ul style="list-style-type: none"> <li>▪ Literature review appropriate for central topic</li> <li>▪ Draft experimental / study chapter</li> <li>▪ Updated annual report</li> <li>▪ 10-minute presentation</li> <li>▪ Response to previous recommendations</li> <li>▪ Oral presentation at SRES conference</li> </ul>	4	7
M2.4	Review training needs and knowledge required to continue with research project and complete the thesis. <ul style="list-style-type: none"> <li>▪ Training Needs Analysis to be reviewed.</li> <li>▪ Attend Proficio courses and plan for further courses to attend, as appropriate.</li> <li>▪ Evidence of attendance / completion of course linked to research skills and writing</li> </ul>	4	7

**Ahead of the fourth Supervisory Panel**

<b>Milestone</b>	<b>Requirement</b>	<b>Full Time term</b>	<b>Part Time term</b>
M2.5	Demonstrate work of the quality and quantity expected at the end of Year 2 <ul style="list-style-type: none"> <li>▪ Produce 2 draft chapters/ papers</li> <li>▪ Report on research undertaken to date</li> </ul>	5	10
M2.6	Review significance and impact of research and articulate output. For example: <ul style="list-style-type: none"> <li>▪ Deliver workshop</li> <li>▪ Present research to students and staff at seminars/conferences</li> <li>▪ Write journal articles</li> </ul>	5	11
M2.7	Demonstration of effective project management through the setting of research goals and prioritisation of activities. <ul style="list-style-type: none"> <li>▪ 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).</li> <li>▪ Produce supervisory panel report</li> </ul>	6	12
M2.8	Subject-specific milestones <ul style="list-style-type: none"> <li>▪ 3000-word annual report including plan with timeline</li> <li>▪ Oral presentation at SRES conference</li> </ul>	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
M3.1	Ability to reflect on skills and knowledge development and its application to the research project <ul style="list-style-type: none"> <li>▪ Training Needs Analysis reviewed</li> <li>▪ Evidence of attendance / completion of course linked to research skills and writing</li> </ul>	7	13
M3.2	Demonstrate work of the quality and quantity expected when nearing submission <ul style="list-style-type: none"> <li>▪ Data collection near completion (experimental, empirical and theoretical work, where relevant)</li> <li>▪ Produce 4 draft chapters/ papers</li> <li>▪ Produce supervisory panel report</li> <li>▪ Oral presentation at SRES conference</li> </ul>	7	15

#### Ahead of the sixth Supervisory Panel

Milestone	Requirement	Full Time term	Part Time term
M3.3	Clear evidence of progress towards submission <ul style="list-style-type: none"> <li>▪ Completed final draft of thesis for supervisor(s)/ supervisory board comment</li> </ul>	8	16
M3.4	Subject-specific milestones <ul style="list-style-type: none"> <li>▪ Oral presentation at SRES conference</li> <li>▪ Produce supervisory panel report</li> </ul>	8	17
M3.5	Submit thesis	9	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.

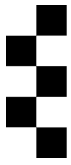
Has the student and supervisory team considered whether the research uses security-sensitive material, and if so, has sought and received formal university registration of this material.

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>
	To request a period of completion, a student must:	Timeline agreed by supervisory panel



C1.1	<ul style="list-style-type: none"><li>▪ Submit a plan of work and corresponding timeline, outlining the work to be undertaken ahead of submission</li><li>▪ supervisor should add a supporting statement confirming the suitability and feasibility of the work plan and timeline for completion.</li><li>▪ Submit approval of title form.</li></ul>	
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