Progression Milestones Guidance: ECS

Each progression milestone requires you to submit a written report in advance of the review meeting summarising your progress to date. Students need to complete Data Management Plan (DMP) and Ethics and other mandatory trainings. All these are to be updated accordingly in each of the progression review. The guidance below outlines the submission requirements as per your academic discipline for each progression milestone.

First Progression Review

Report length:
This report should -, 12 point font, and a maximum of 4000 words.

Report Content:
- The report may contain diagrams.
- Include a list of references) in a standard format.

The report should contain:
- a substantive and critical literature review – i.e. not simply a history of published papers, but a discussion of disputed areas, and the gaps that need to be filled – this will typically be the longest part of the report
- a definition of the main research problem – this will typically be 1-2 pages long
- a discussion of the approach taken so far that may include a description and interpretation of preliminary results (if appropriate – some areas of research take longer than other to generate results)
- a clear plan for the period leading up to the second progression review (this will typically be in the form of a ½ page Gantt chart) and an initial overall plan for the research to be undertaken (including the methods that will be used) during the PhD period (this will typically be 2-3 pages long)

Assessors' expectations:
- made an appropriate and critical survey of the literature
- defined the preliminary objectives and scope of the research
- displayed an appropriate knowledge and understanding of the research methods
- developed a viable research plan to be completed within the degree period

Second Progression Review

Report length:
The report should be 12 pt font, and a maximum of 10,000 words.

Report Content:
- The report can include figures and tables.
- A full reference list should be included (not part of the word count).
- Relevant analytical data may be included as appendices (not part of the word count).

The report will contain:
- title of report, name of candidate, date of submission and supervisor names;
- abstract of less than 200 words;
- the report might in part be in the form of a research paper – this paper may have been published, submitted for publication, or should be in an advanced stage of preparation;

- it follows from this that you are not expected to include in the report every activity you have undertaken in your project prior to the confirmation meeting;
- a research plan in the form of a Gantt chart.

Assessors' expectations:
- a good knowledge of the general research field and specific problems that are the subject of the project, and have made clear progress in the project;
- displayed a good understanding of the methods and techniques used in your research and their limitations (e.g. analytical errors, assumptions, etc.);
- the ability to write in clear scientific English;
- developed a well thought-out plan for the remainder of the project.

Third Progression Review

Report length:

There is no required minimum word limit, but a maximum guideline of 4,000 words is advised.

Report Content:

The report will contain:
- An outline of thesis structure.
- A summary of any research work not yet completed and an estimated completion date for each section of remaining work.
- A projected thesis submission date.
- A list of publications and/or publications submitted.

Assessors' expectations:

You will be expected to evidence that your research project has made clear progress and a credible plan for the submission of a defendable thesis exists.

Interim Progression Review

All research students who have not undergone a Progression Review in the previous twelve months of candidature and who are not due to submit their thesis within the next three months should undergo an Interim Progression Review to ensure that there is ongoing supervision and assessment of their progress between the standard timings of the First, Second and Third Progression Review process. This is especially relevant to **part-time PhD students**.

If a research student is due to submit a Progression Review Report within one month of the next Interim Progression Review, the Faculty Director of the Graduate School may waive the requirement for an Interim Progression Review.

Report length:

There is no required minimum word limit, but a maximum guideline of 4,000 words is advised.

Report Content:

The report will contain:
- A review of the research plan submitted in the previous progression review.
- A summary of any research work not yet completed and an estimated completion date for each section of remaining work, according to the previous progression review research plan.
- A projected date for the next progression review submission.

Assessors' expectations:

You will be expected to evidence that your research project has made clear progress and a credible plan for the submission of the next progression review report.