

For the forms referenced below and the supporting guidance, please see:

<https://www.keele.ac.uk/study/postgraduateresearch/kda/resources/pgrguidanceandforms/>

	Milestone	Deadline	PGR Action Required	Supervisor Action Required
Every 6 months (FT and PT)	Interim Progress Review Reports and updated PLDP submissions.	Every 6 months (FT and PT) at the harvest periods of March-April and September- October	Complete the Interim Progress Review Report Form in Skillsforge (including attaching your PDLP) and submit. Record the Interim Progress Review grade in Section 3.1 of your PDLP.	Complete the Interim Progress Review Report Form in Skillsforge and arrange to review the report and PDLP with your PGR.
Year 1 (FT) Year 1-2 (PT)	Initial electronic Personal Development and Learning Plan (PDLP) completion and submission.	No later than 3 months from start date.	Discuss training with your supervisory team. Use the PGR learning and development guide, website and workshop schedule. Complete the ePDLP with your supervisory team via eVision.	Meet with your PGR to complete ePDLP: this must include research targets and advice on training programmes which your PGR will undertake. If your PGR encounters any issues with accessing eVision email it.service@keele.ac.uk
	Ethical issues addressed and approval sought (if applicable).	ASAP	Discuss relevant ethical issues with your supervisory team and make application for ethical approval.	
	Module registration for non-compulsory module options (if applicable).	ASAP	Discuss non-compulsory modules with your supervisory team. Send request for non-compulsory module enrolment to the relevant school administrator.	Discuss non-compulsory modules with PGR.
	Literature Review completion (or equivalent, if requested)	As requested	A literature review (or similar) forms part of the PR1 report. A separate literature review document is not compulsory, but supervisors can request one in agreement between the supervisor and PGR. Submit to supervisor only if requested.	Review and provide feedback to your PGR.

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	Milestone	Deadline	PGR Action Required	Supervisor Action Required
	Progress Review 1 Report (doctoral progression) - Submission and Independent Review Panel interview.	10 months from start date (FT PGRs). 13 months from start date (0.8 FTE PGRs) 18-20 months from start date (0.5 FTE PGRs).	Complete the Progress Review 1 form in Skillsforge and include an up-to-date PDLP. Meet with the Independent Review Panel.	Confirm the names of the Independent Review Panel members in Skillsforge. Once the PGR has submitted their report PGR Administrators will organise the panel. Post-Review: Discuss the outcome and the potential actions required with your PGR. Complete the form in Skillsforge
Year 2 (FT) Year 3-4 (PT)	Progress Review 2	22 months from start date (10 months into Year 2) (FT PGRs). 28 months from start date (up to 10 months into year 3) (0.8 FTE PGRs) 46 months from start date (10 months into Year 4) (0.5 FTE PGRs)	Complete the Progress Review 2 in Skillsforge and include an up-to-date PDLP. Meet with your supervisory team.	Organise supervisory team interview with your PGR. Post-Interview: complete the Progress Review 2 Report, in Skillsforge.
Year 3 (FT) Year 5-6 (PT)	Progress Review 3 (pre-submission review)	Up to 34 months from start date (up to 10 months into Year 3) (FT PGRs). Up to 45 months from start date (up to 10 months into Year 4) (0.8 FTE PGRs) Up to 70 months from start date (up to 10 months into Year 6) (0.8 FTE PGRs)	Complete the Progress Review 3 form in Skillsforge and include an up-to-date PDLP. Meet with your supervisory team.	Organise supervisory team interview with your PGR. Post-Interview: complete the Progress Review 3 form in Skillsforge.

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	Milestone	Deadline	PGR Action Required	Supervisor Action Required
Final stages	Thesis Title Submission and Examiners Approval	At least 3 months before thesis submission	Discuss thesis title with your supervisory team.	Submit the agreed thesis title and names of potential examiners to your PGR administrator, using an Examination Panel & Thesis Title Approval Form.
	Continuation Status (Applicable to those PGRs who were not able to apply during Progress Review 3)	From 24 months of start date (FT PGRs) From 30 months of start date (0.8 FTE PGRs) From 48 months of start date (0.5 FTE PGRs)	Discuss with your supervisory team whether a change of status to Continuation is required.	Meet with your PGR and complete the Change to Mode of Attendance Form in Skillsforge.
	Thesis Submission.	Within 4 years of start date (24-48 months) (FT PGRs). Within 5 years of start date (30-60 months) (0.8 FTE PGRs) Within 8 years of start date (48-96 months) (0.5 FTE PGRs).	Two weeks before submission, email submissions.pgr@keele.ac.uk to inform them of your intention to submit. Following that, submit to submissions.pgr@keele.ac.uk: A completed and signed Academic Honesty Declaration Form– with your signature; A completed and signed Thesis Submission Form– with both your signature and your lead supervisor's An eThesis, submitted as a single PDF file. Optional Covid-19 impact statement and personal circumstances statement can also be submitted.	In preparation for submission, have a conversation with your PGR about confidential information in the thesis (if relevant) and the length of embargo to request (if desired) - filling Section D of Thesis Submission Form with these details. Sign off Thesis Submission Form (if aware that your PGR is submitting their thesis).

PhD Milestones

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	Milestone	Deadline	PGR Action Required	Supervisor Action Required
	Viva	Ideally no more than 12 weeks following thesis submission.	Your PGR administrator will confirm the viva arrangements with you. Accept the invitation to attend your viva (in person or virtually).	The PGR administrator will confirm the viva arrangements once agreed with all parties.
	Viva outcome	No more than 12 weeks following the viva.	Once approved by the Research Degrees Committee, Student Records will confirm the outcome of your viva. This may include a requirement to submit corrections or a resubmission (which may/may not include a second viva).	Once approved by the Research Degrees Committee, Student Records will confirm the outcome of your PGR's viva. This may include a requirement to submit corrections or attend a second viva.
	Lodge thesis with library	Dependant on viva outcome	Student records will confirm when you are able to submit your thesis to the library, following senate approval.	Student records will confirm when your PGR is able to submit their thesis to the library, following senate approval.
	Graduation	Summer and Winter graduation date (dependant on senate approval date)	The graduation office will contact you with the arrangements for your graduation.	The graduation office will contact your PGR regarding graduation arrangements.