

**Professional Doctorate Milestones (Education and Criminology)** For the forms referenced below and the supporting guidance, please see:  
<https://www.keele.ac.uk/study/postgraduateresearch/kda/researchstudents/pgexaminingguidance/>

Milestone	Deadline	PGR Action Required	Module Lead/Programme Lead/Project Advisor Action Required
SOC-40024 (30) SOC-40018 (30) EDU-40114 (30)	Year 1 Semester 1	Successfully complete any module or combination of modules up to 90 credits from:  SOC-40024: Building Researcher Capacity SOC-40018: Foundations of Social Research EDU-40114: Reflecting on Practice SOC-40020: Qualitative and Quantitative Methodologies SOC-40026: Theory and Methods in Digital Social Research GRT-40017: Dissertation EDU-40027: Dissertation - Education	Module lead and individual programme leads to support PGR in completing the assignment(s)
EDU-50003 (30)	Semester 1 Year 2	Successfully complete module 4 EDU 50003: Methods & Application: Designing and Carrying Out a Pilot Study	Module lead to support PGR in completing the assignment. Project advisor to assist PGR with completion of ethics submission for pilot study
EDU-40107 (60)	Semester 2 Year 2	Successfully complete module 5: EDU 40107: Preparing a Thesis Proposal	Module lead to support PGR in completing the assignment, along with project advisors.
Progression – Progress Review 1	October End of Year 2/ Start of Year 3	Submit to Skillsforge:  • a 10,000 word progression report (from EDU-40107) • a 2000 word summary for the chair  And • deliver an oral presentation to the progression panel as part of a formal meeting with the panel	Individual programme leads to support PGR in the completion of the work ready for progression.  <b><i>PGRs cannot progress if they have failed more than two modules in the taught element of the programme. PGRs can exit the programme with a PGDip in research in their relevant field after completion of year one modules (120 credits), or with an MRes in their relevant field with completion of year</i></b>

				<i>one modules plus the Pilot Study EDU-50003 (180 credits)</i>
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End of taught element and post-progression				
	Milestone	Deadline	PGR Action Required	Lead Supervisor Action Required
Every 6 months following progression	Interim Progress Review Reports and updated PLDP submissions.	<b>Every 6 months</b> at the harvest periods of March-April and September-October	Complete the Interim Progress Review Report Form in Skillsforge and attach an up-to-date PDLP.  Record the Interim Progress Review grade in Section 3.1 of your PDLP.	Complete the Interim Progress Review Report Form (Part One: Supervisor's Report). Submit the form to your PGR Administrator and arrange to review the report and PDLP with your PGR.
Year 3-4	Initial Personal Development and Learning Plan (PDLP) completion and submission.	No later than 3 Months following progression.  Then keep updated with notes from supervisory team and other workshop attendances.	Discuss elements of the taught modules and any additional training with your supervisory team.  Use the Academic Development PGR Learning Guide, website and workshop schedule.	Meet with your PGR to complete PDLP: this must include research targets and advice on  If your PGR encounters any issues with accessing Keele People email <a href="mailto:it.service@keele.ac.uk">it.service@keele.ac.uk</a>
	Ethical issues addressed and approval sought (if applicable).	ASAP	Discuss relevant ethical issues with your supervisory team and make application for ethical approval.	Inform the PGR administrator of the possible requirements and the date of approval.

	Progress Review 2	46 months from start date (10 months into Year 4)	Complete Sections A and B of the Progress Review 2 Report 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 2 Report in Skillsforge.
Year 5-6	Progress Review 3	Up to 70 months from start date (up to 10 months into Year 6)	Complete Sections A and B of the Progress Review 3 Report 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 Report form in Skillsforge
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 68 months of start date.	Discuss with your supervisory team whether a change of status to Continuation is required.	Meet with your PGR and complete the Change of Status Application Form in Skillsforge.
	Thesis Submission.	Within 8 years of start date (72-96 months)	<p>Two weeks before submission, email submissions.pgr@keele.ac.uk to inform them of your intention to submit.</p> <p>Following that, submit to submissions.pgr@keele.ac.uk:</p> <ul style="list-style-type: none"> <li>• A completed and signed Academic Honesty Declaration Form– with your signature;</li> <li>• A completed and signed Thesis Submission Form– with both your signature and your lead supervisor's</li> <li>• An eThesis, submitted as a single PDF file.</li> </ul> <p><b>Optional Covid-19 impact statement and personal circumstances statement can also be submitted.</b></p>	<p>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.</p> <p>Sign off Thesis Submission Form (if aware that your PGR is submitting their thesis).</p>
	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 attend 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.