Professional Doctorate Milestones (Medicine and Health Sciences) 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	Module Lead/Programme Lead/Project Advisor Action Required
Advanced leadership and change management (PHA 40185)	October Year 1	Successfully complete (PHA 40185): 8000-word assignment that focuses on an area of the PGR's professional/clinical practice where they have implemented a change management	Programme lead and individual route leads to support PGR in completing the assignment
Introduction to research methods (PHA 40161)	April Year 1	Successfully complete (PHA 40161): 4000-word critique of two or more methodologies including critically reflecting on using these methodologies in exploring their own practice	Programme lead and individual route leads to support PGR in completing the assignment.
Advanced practice development (APD) (portfolio) (PHA 40130)	October Year 1 and runs across both year 1 and 2	Successfully complete (PHA 40130): a portfolio which includes reflection on learning and professional practice related to their route within the professional doctorate programme	Individual route leads to support PGR in completing the assignment.
Applying research methods in practice (PHA 50005)	October Year 2	Successfully complete (PHA 50005): 4000-word assignment which provides a literature review of the PGR project area and development of the research aims and objectives, theoretical underpinnings and choices of methodology and methods	Route lead to support PGR in completing the assignment. Project supervisor to assist PGR with completion of ethics submission for pilot study
Doctoral pilot study (PHA 50007)	January Year 2	Successfully complete (PHA 50007): 8000-word written report of the pilot study	Route lead to support PGR in completing the assignment, along with project supervisors.
Thesis proposal (PHA 50009)	July Year 2	Successfully complete (PHA 50009): 5000-word research proposal for progression	Route lead to support PGR in completing the assignment, along with project supervisors.

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| | Progress 1 (Progression) | October End of Year 2/ Start of Year 3 | Submit to Skillsforge: 15-minute oral presentation of their project to a formal progression panel which is supported by the progression report | Formal progression panel made up of two examiners and a chair

PGRs cannot progress if they have failed more than two modules in the taught element of the programme. If they have completed 120 credits (of which 90 are level 7), can be awarded a postgraduate diploma in advanced practice or health sciences (dependent on route). PGRs who have completed 180 credits but have chosen not to proceed can be awarded an MSc in advanced practice or health sciences. |

End of taught element and post-progression			
	Milestone	**Deadline**	**PGR Action Required**	**Lead Supervisor Action Required**
Every 6 months after progression	Interim Progress Review Reports and updated PLDP submissions.	**Every 6 months** 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 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 it.service@keele.ac.uk |
| | Ethical issues addressed and approval sought (if applicable). | ASAP | Discuss relevant ethical issues you're 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	6 months from start date (10 months into Year 4)	Complete 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 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 Section C of the Progress Review 3 Report, confirm that your PGR has seen the full report, and return it to your PGR administrator.
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)	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).
	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.

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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.