



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

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Jim c	Milestone	Deadline	Student 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 (Part Two: student's Report) and submit the form to your PGR administrator with an updated PDLP. Record the Interim Progress Review grade in Section 3.1 of your PDLP.	Complete the Interim Progress Review Report Form (Part One: lead supervisor's Report). Submit the form to your PGR administrator and arrange to review the report and PDLP with your student.
	Initial 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 PDLP with your supervisory team and submit to your PGR administrator.	Meet with your student to complete PDLP: this must include research targets and advice on training programmes which your student will undertake. If your student 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 with your supervisory team and make application for ethical approval.	Inform the PGR administrator of the possible requirements and the date of approval.
	Module registration for compulsory and non-compulsory module options (if applicable).	ASAP	Discuss non-compulsory modules with your supervisory team. Send request for non-compulsory module enrolment to the course administrator.	Discuss non-compulsory modules with student.
Year 1 (FT) Year 1-2 (PT)	Literature Review completion (or equivalent, if applicable)	6-8 months from start date (FT students). 12-16 months from start date (PT students).	Nat Sci: Submit to PGR administrator and lead supervisor. HUMSS & FMHS: Submit to lead supervisor for formative feedback. Note that this document may form part of your Progress Review - Year 1 requirements.	Review and provide feedback to your student.



PhD Milestones

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	Progress Review 1 Report (doctoral progression) - Submission and Independent Review Panel interview.	10 months from start date (FT students). 18-20 months from start date (PT students).	Submit to your PGR administrator and supervisory team the following items: Progress Review 1 Report (with Sections A and B completed) Progress Report Up to date PDLP Meet with the Independent Review Panel.	Confirm the names of the Independent Review Panel members to your PGR administrator, who arranges the Independent Review Panel. Post-Review: Discuss the outcome and the potential actions required with your student.
Year 2 (FT) Year 3-4 (PT)	Progress Review 2	22 months from start date (10 months into Year 2) (FT students). 46 months from start date (10 months into Year 4) (PT students)	Complete Sections A and B of the Progress Review 2 Report and submit it, along with your up to date PDLP, to your PGR administrator. Meet with your supervisory team.	Organise supervisory team interview with your student. Post-Interview: complete Section C of the Progress Review 2 Report, confirm that your student has seen the full report, and return it to your PGR administrator.
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 students). Up to 70 months from start date (up to 10 months into Year 6) (PT students)	Complete Sections A and B of the Progress Review 3 Report and submit it, along with your up to date PDLP, to your PGR administrator. Meet with your supervisory team.	Organise supervisory team interview with your student. Post-Interview: complete Section C of the Progress Review 3 Report, confirm that your student has seen the full report, and return it to your PGR administrator.



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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 students who were not able to apply during Progress Review 3.)	From 36 months of start date From 72 months of start date.	Discuss with your supervisory team whether a change of status to Continuation is required.	Meet with your student and complete the Change of Status Application Form. Submit to your PGR administrator.
	Thesis Submission.	Within 4 years of start date (36-48 months) (FT students). Within 8 years of start date (72-96 months) (PT students).	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 can also be submitted.	In preparation for submission, have a conversation with your student 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 student 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 student'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 student 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 student regarding graduation arrangements.