

Professional Doctorate Milestones (Social Sciences and Nursing)

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

<https://www.keele.ac.uk/study/postgraduateresearch/kda/researchstudents/pgrexaminationguidance/>

	Milestone	Deadline	Student Action Required	Module Lead/Programme Lead/Project Advisor Action Required
	Module 1 EDU-40116	October Year 1	Successfully complete module 1 EDU40116: Introduction to theories and methods as a reflective practitioner researcher (6000 word assignment)	Module lead and individual programme leads to support student in completing the assignment
	Module 2 EDU-40104 (EdD) CRI-40034(DCrim)	March Year 1	Successfully complete programme specific module (6000 word assignment): <ul style="list-style-type: none"> EDU 40104: Critical theories and analytical perspectives in education (EdD) CRI 40034: Critical perspectives in criminology and criminal justice (DCrim) 	Module lead and individual programme leads to support student in completing the assignment.
	Module 3 EDU-40117	June Year 1	Successfully complete module 3 EDU 40117: Research Methods and evaluation (6000 word assignment)	Module lead and individual programme leads to support student in completing the assignment.
	Module 4 EDU-40105	November Year 2	Successfully complete module 4 EDU 40105: The pilot study (5000 word assignment)	Module lead to support student in completing the assignment. Project advisor to assist student with completion of ethics submission for pilot study
	Module 5 EDU-50001	May Year 2	Successfully complete module 5: EDU 50001: Preparing and presenting a thesis proposal	Module lead to support student in completing the assignment, along with project advisors.
	Progress 1 (Progression)	October End of Year 2/ Start of Year 3	Submit to PGR administrator (Professional Doctorates): <ul style="list-style-type: none"> a 5000 word progression report a 1000 word summary for the chair <p>And</p> <ul style="list-style-type: none"> deliver an oral presentation to the progression panel as part of a formal meeting with the panel 	Individual programme leads to support student in the completion of the work ready for progression. <i>Students cannot progress if they have failed more than two modules in the taught element of the programme. Students can exit the programme with a PGDip in research in their relevant field after completion of modules 1-4, or with an MRes in their relevant field with completion of modules 1-4 plus a pathway specific dissertation (EDU 40027)</i>

End of taught element and post-progression

	Milestone	Deadline	Student Action Required	Lead Supervisor Action Required
Every 6 months following 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 (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: Supervisor's Report). Submit the form to your PGR Administrator and arrange to review the report and PDLP with your student.
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 student to complete PDLP: this must include research targets and advice on 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 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	46 months from start date (10 months into Year 4)	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 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 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.
	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.

Final stages	Continuation Status (Applicable to those students 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 student and complete the Change of Status Application Form. Submit to your PGR administrator.
	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: <ul style="list-style-type: none"> • 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.
	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.