

Professional Doctorate Milestones (Social Sciences) 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 |
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| | Module 1 EDU-40116 | January 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 or pathway leads to support student in completing the assignment |
| | Module 2 EDU-40104 (EdD) CRI-40034 (DCrim) | May 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 or pathway leads to support student in completing the assignment. |
| | Module 3 EDU-40117 | October Year 1 | Successfully complete module 3 EDU 40117: Research Methods and evaluation (6000 word assignment) | Module lead and individual programme or pathway leads to support student in completing the assignment. |
| | Module 4 EDU-40105 | May 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 |
| | Progression | October End of Year 2/ Start of Year 3 | Successfully complete module 5: EDU 50001: Preparing and presenting a thesis proposal Submit to PGR administrator (Professional Doctorates): <ul style="list-style-type: none"> a 5000 word progression report a 1000 word summary for the chair And <ul style="list-style-type: none"> deliver an oral presentation to the progression panel as part of a formal meeting with the panel | Module lead to support student in completing the assignment, along with project advisors. Individual programme or pathway leads to support student in the completion of the work ready for progression. |

End of taught element and post-progression

| | Milestone | Deadline | Student Action Required | Lead Supervisor Action Required |
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| 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 On advice from your supervisor | 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. |

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| 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 and personal circumstances 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. |