

FRAMEWORK AND REGULATIONS FOR RESEARCH DEGREE AWARDS VALIDATED BY THE UNIVERSITY OF ESSEX

Introduction

1. The following paragraphs provide the framework and regulations for research degree programmes at the University of Suffolk that lead to the following awards of the University of Essex:

- Master of Philosophy (MPhil)
- Doctor of Philosophy (PhD).

2. Separate regulations exist for research degree programmes at the University of Suffolk that lead to awards of the University of Brighton and University of East Anglia.

3. These regulations should be used in conjunction with the University of Suffolk Code of Practice for the Delivery and Management of Postgraduate Research Degree Programmes and the University of Suffolk General Regulations for Students.

4. The academic standards of all postgraduate research degree programmes should be aligned with the Expectations for Standards outlined in the [UK Quality Code for Higher Education](#) and the levels and qualification descriptors in the accompanying [Frameworks for Higher Education Qualifications of UK Degree Awarding Bodies \(2021\)](#) (FHEQ). Additional external reference points should be considered, including the [QAA Doctoral Degree Characteristics Statement \(2020\)](#).

Mode of study

5. Research degree programmes shall provide opportunities for part-time or full-time study. Full-time students are expected to undertake on average 36 hours per week of full-time study, and part-time students are expected to undertake on average 18 hours per week of study.

6. Full-time students may, with the consent of their supervisory team, undertake paid duties alongside their studies, taking into consideration the University's guidelines on working hours for postgraduate research students. Students must, if relevant, fully comply with the terms and conditions of their scholarship / studentship and the requirements of the Home Office.

7. A person either not resident within the UK or, in appropriate circumstances, a UK resident who conducts their work remotely, may, on the recommendation of the Pro Vice-Chancellor Research and Knowledge Exchange (with advice from the Finance team for non UK-based applicants), be accepted as a student for a research degree by part-time or full-time distance learning. As part of the recommendation, the supervisor and student will agree details of the supervisory arrangement, which will include:

- a) the frequency and mode of contact (usually virtual)
- b) the extent of face-to-face contact envisaged
- c) any periods of time to be spent at the University of Suffolk
- d) access to local facilities and expertise where relevant (most commonly in the place of employment), and
- e) arrangements for written reports on research and progress.

8. Students may be permitted to transfer from full-time to part-time registration (including distance learning) and vice-versa with the approval of the Pro Vice-Chancellor Research and Knowledge Exchange or nominee. Changes to mode of study for Student Visa sponsored students should be made in consultation with the University of Suffolk Academic Registrar or approved nominee, to ensure a change does not breach Home Office requirements.

9. Students are not normally allowed to change mode of study within the final six months of the standard period.

Standard and maximum registration periods

10. The standard period is the minimum time a student is required to be registered on the specific research degree, unless there are exceptional circumstances as outlined in paragraph 11. If a student does not submit for examination in the standard period they may be permitted to move into a completion period, up to a maximum of one year for full-time students and two years for part-time students. At the end of the approved completion period a student is expected to submit their thesis. Extensions beyond the completion period will only be agreed in exceptional circumstances approved by the University of Essex Dean of Partnerships on the recommendation of the Pro Vice-Chancellor Research and Knowledge Exchange or nominee.

11. The expectation is that a student will complete their award within the following standard and maximum periods of registration, with the student being required to withdraw if this maximum period of registration is exceeded. A student's period of registration may be extended beyond the maximum by the University of Essex Dean of Partnerships on the recommendation of the Pro Vice-Chancellor Research and Knowledge Exchange or nominee, only in exceptional circumstances.

Award	Full-time study		Part-time study	
	Standard period of registration (years)	Maximum period of registration (years)	Standard period of registration (years)	Maximum period of registration (years)
MPhil	2	3	4	6
PhD	3	4	6	8

12. Where a student applies to transfer to the University of Suffolk from another institution with recognition of prior learning, the standard period of registration should not normally be reduced to any less than one year for full-time students or two years for part-time students. The research degree application should include a mapping of previous learning, training and research outputs against the postgraduate research milestones outlined in Appendix A, to determine the relevant stage of the research degree programme for entry and the reduced standard period of registration.

13. At the end of each academic year during their standard period, a student may be permitted to proceed to the next year by the University of Suffolk Progress Review Committee where it is satisfied that the student has met the milestone requirements as outlined in Appendix A. Progress Review Committee decisions and recommendations will be reported to the University of Essex on a monthly basis, accompanied by appropriate supporting documents as required.

14. In exceptional circumstances, the Progress Review Committee may recommend to the University of Essex Dean of Partnerships that a student's standard period of study is reduced, provided that:

- a) no more than one year of the period shall be waived for a full-time student (pro-rata for part-time students), and
- b) the Committee is satisfied that the student has completed their study and research and is ready to submit the thesis.

15. Periods of intercalation due to extenuating circumstances, normally for a maximum duration of one academic year, do not count as part of the maximum period of registration.

Permission to conduct research away from the University of Suffolk

16. The Associate Dean within the relevant academic school may give permission during the standard period for a student not registered as a distance learning student to conduct research away from the University of Suffolk that is either:

- a) for an extended period of time in the UK, or
- b) outside the UK for any length of time.

17. A student may not spend the first six months of their research degree programme on research away from the University of Suffolk except in special circumstances approved by the Pro Vice-Chancellor Research and Knowledge Exchange or nominee.

18. Normally the maximum time spent on research away from the University of Suffolk is one third of the standard period, except in special circumstances approved by the Pro Vice-Chancellor Research and Knowledge Exchange or nominee. Permission under this regulation for Visa sponsored students should be made in consultation with the University of Suffolk Academic Registrar or approved nominee to ensure such permission does not breach Home Office requirements.

Research degree requirements

19. A student shall follow a programme of supervised research at the University of Suffolk, as approved by the University of Essex.

20. Research degree students are required to:

- a) attend such classes, seminars and meetings as specified by the supervisory team and/or the Research and Knowledge Exchange Directorate
- b) where research will involve human subjects, human tissues, animals or animal tissue, obtain formal ethical approval from the University of Suffolk Research Ethics Committee and any other relevant bodies (e.g. the NHS) before starting their research
- c) attend supervisory meetings and Annual Progress Review meetings as required, and produce work and/or other evidence of progress as required by the supervisory team and other panel members
- d) submit, in accordance with the regulations and rules governing presentation of such work, a thesis for examination under a title which has been approved by the Pro Vice-Chancellor Research and Knowledge Exchange or nominee and the University of Essex Dean of Partnerships, and
- e) be aware of the requirements of these Regulations and the Code of Practice that govern the award for which the student is registered.

Confirmation of PhD registration status

21. All PhD students are initially registered as MPhil/PhD. At the end of the first year of full-time study (or the part-time equivalent), students may have their PhD registration confirmed. The University of Suffolk Progress Review Committee shall determine that a student's PhD status is

confirmed only when it is satisfied that the student has met the Stage 1 milestones outlined in Appendix A. The Progress Review Committee's decision will be reported to the University of Essex, accompanied by appropriate supporting documents as required. A student whose PhD status is confirmed shall have their registration changed to PhD.

22. In exceptional cases, if the Progress Review Committee and the University of Essex Dean of Partnerships are satisfied that a student has produced work of sufficient quality and quantity to provide evidence of appropriate PhD-level progress and the Stage 1 milestones have been met, PhD status could be confirmed earlier.

23. If a student's PhD status is not confirmed at the first meeting of the Progress Review Committee that considers the confirmation recommendation, their progress will be re-evaluated at a follow-up Annual Progress Review meeting which will be held within two months of the original meeting, and a recommendation regarding confirmation of PhD status made to the next Progress Review Committee meeting. If a student's PhD status is not confirmed at the second meeting, the Progress Review Committee shall recommend to the University of Essex Dean of Partnerships that either the student's status be changed to MPhil or that the student be required to withdraw. The University of Essex Dean of Partnerships may accept or reject the recommendation, taking into account all the circumstances. Where the recommendation to change the student's status to MPhil is accepted by the University of Essex Dean of Partnerships, the standard period of study will be reduced accordingly.

Change of status

Downgrading

24. The University of Essex Dean of Partnerships may, after a recommendation from the University of Suffolk Progress Review Committee, require that the registration status of a student for the degree of PhD be changed to the degree of MPhil. Downgrading may take place at any time prior to the submission of the thesis. Downgrading for Visa sponsored students should be made in consultation with the University of Suffolk Academic Registrar or approved nominee to ensure a change does not breach Home Office requirements.

Withdrawal prior to completion

25. The University of Essex Dean of Partnerships may, after a recommendation from the University of Suffolk Progress Review Committee, require a student to discontinue as a research degree student due to not producing work of sufficient quality and quantity to provide evidence of appropriate progress and not meeting agreed milestones.

26. A student who has chosen to withdraw prior to submission of the thesis may re-apply for admission at the appropriate point in order to complete the full award, provided that they were not originally required to withdraw for academic reasons including research misconduct, or where the maximum period of registration is exceeded. Re-entry will be determined in accordance with current admissions requirements.

Change of degree title

27. The Pro Vice-Chancellor Research and Knowledge Exchange may permit a change of degree title via a transfer to an alternative, approved PhD programme. The change will be notified to the University of Essex.

Intercalation

28. Consideration of intercalation cases is undertaken in accordance with the University of Suffolk Intercalation Procedure for Research Degree Students.

Completion (writing up) period

29. The period between the end of the standard period and the end of the last expected submission date is known as the completion period (or 'writing up' period).

30. A student may be permitted to proceed into a completion period if they have met the Stage 3 milestones outlined in Appendix A. The Annual Progress Review panel will consider the amount of work remaining and recommend a period of completion of up to one year for full-time students and two years for part-time students. The recommendation will be considered by the University of Suffolk Progress Review Committee who will submit the relevant recommendation to the University of Essex Dean of Partnerships, accompanied by appropriate supporting documentation, for consideration and approval. Students who are permitted to proceed into a completion period will be required on registration to pay the specified completion period fee as determined by the University of Suffolk.

31. Where a student has not met the Stage 3 milestones as outlined in Appendix A, the University of Essex Dean of Partnerships may extend the standard period by up to six months, on the recommendation of the Progress Review Committee. In such instances, the maximum completion period available to the student will be reduced accordingly by six months. In exceptional cases an extension of more than six months may be granted, or the maximum completion period may not be reduced, and consideration will be given on a case-by-case basis. A student who is not permitted to proceed into a completion period shall pay in advance the appropriate fee for the extended standard period.

Thesis requirements

32. A thesis submitted for the degree of Master of Philosophy (MPhil) must embody the results of research carried out during the approved period of study and should make a contribution to knowledge. In the thesis and the oral examination, the student is required to present the results of research that either forms original work or is an ordered and critical exposition of existing knowledge. The thesis should set out the relationship between the student's work and the wider field of knowledge and should be expressed clearly and concisely. In the case of a thesis involving original creative output, the thesis must embody the results of research carried out and/or output created during the approved period of study and must contain a commentary that addresses the originality and artistic relevance of the work. Within the thesis, the student must show evidence of the originality of the work or an ordered and critical exposition of existing knowledge/the genre. The thesis should demonstrate an understanding of the relationship between the student's work and the wider field of knowledge/the genre and should be expressed clearly and concisely.

33. A thesis submitted for the degree of Doctor of Philosophy (PhD) must embody the results of research carried out during the approved period of study. In the thesis and the oral examination, the student is required to conduct and present original investigations that make a significant contribution to knowledge, to test ideas, whether the student's own or those of others, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express themselves clearly and concisely. In the case of a thesis involving original creative output, the thesis must embody the results of research carried out and/or output created during the approved period of study and must contain a commentary that addresses the originality and artistic relevance of the work. Within the thesis and oral examination, the student must show evidence of the originality of the work, demonstrate an understanding of the relationship of the theme of the thesis to a wider field of knowledge, make a significant contribution to knowledge/the genre, and must express themselves clearly and concisely.

34. The thesis and summary must be in English (this does not include quotations).

35. The expected word count for the thesis for the award of Master of Philosophy (MPhil) is 50,000 words excluding references, bibliography and appendices. The expected word count of the thesis for the award of Doctor of Philosophy (PhD) is 80,000 words excluding references, bibliography and appendices. If a student wishes to submit a thesis where the length is either above or below the expected word count by more than 10%, permission must be sought from the Pro Vice-Chancellor Research and Knowledge Exchange at least one month prior to the intended submission of the thesis.

36. The thesis shall include a summary or abstract of the work not exceeding 300 words in length.

37. The form of a thesis may vary. A thesis will normally consist of an investigation by one author of a unified theme of research. Where a thesis includes any work that has been written or produced in collaboration with another person(s), the candidate must explicitly acknowledge this, and must state, normally in a preface to the thesis, the extent and nature of the contribution of the other person(s). This applies whether or not the co-written or co-produced work has been published in any format before the examination of the thesis.

38. In the case of a thesis involving original creative output, the thesis must embody the results of research carried out and/or output created during the approved period of study. The thesis must contain a commentary that addresses the originality and artistic relevance of the work.

39. A student must clearly identify all sources, published and unpublished, from which material in the thesis is derived, and must supply full references to all sources, in an appropriate format, both in the body of the text and in the bibliography or reference list.

40. A student must ensure that their thesis does not contain material the publication of which may lead to liability under English law, specifically (but not limited to): intellectual property law; data protection law; defamation law; and discrimination law.

41. A thesis may not incorporate, whether in the same or different form, work that has been submitted to this or to any other Higher Education provider for a degree unless the subject of the research is an extension or continuation of research begun for such a degree. In such a case the extent of the material and the degree, if any, obtained should be indicated. The student may be required to produce the work previously submitted. An exception to this regulation will apply where the thesis is resubmitted to the University of Suffolk after unsuccessful submission for a higher award under the University of Essex.

42. A student who is about to submit a thesis must give at least three months' prior notice via submission of an Intention to Submit form to the student administration team within Registry Services. The form should be completed in conjunction with the Lead Supervisor and should confirm the proposed title of the thesis, the thesis abstract, the proposed internal and external examiners (with their CVs) and the proposed Independent Chair for the viva. The Intention to Submit form is subject to approval by the Pro Vice-Chancellor Research and Knowledge Exchange or nominee and the University of Essex Dean of Partnerships.

43. Copies of a thesis for examination shall be submitted electronically according to the University of Suffolk Guidelines for the Presentation of Theses.

Oral / viva voce examination (viva)

44. The viva will normally be held within two months of the submission of the thesis for examination. A student will normally only be excused from the viva, with the permission of the University of Essex Dean of Partnerships on the recommendation of the Pro Vice-Chancellor Research and Knowledge Exchange, where the viva has been arranged for a re-examination following a referral period and where the examiners are in agreement that the student is now in a position to pass the viva, or where there are exceptional circumstances which prevent a student from engaging in the viva process. A viva will not be waived where one or more examiners has deemed from reading the thesis that the student seems likely to fail, to only be eligible for a lower award or to be referred. Where the University of Essex Dean of Partnerships grants permission to waive a viva, the student retains the right to have a viva should they wish.

45. The criteria for selection of internal and external examiners is outlined in the Code of Practice for the Delivery and Management of Postgraduate Research Degree Programmes. Except with the prior permission of the Pro Vice-Chancellor Research and Knowledge Exchange, both examiners (or where more than two are appointed, all examiners) shall be present when a viva is held.

Examination results

46. The outcomes available for each degree are:

- a) Pass subject to no corrections.
- b) Pass subject to typographical / presentational corrections. The student makes any corrections prior to submission of the final version of the thesis, usually within four weeks of being notified of the outcome.
- c) Pass subject to minor corrections to be made within three months. The examiners must provide a list of corrections that they wish to see made. Minor corrections should not require the student to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.
- d) Pass subject to major corrections to be made within six months. The examiners must provide a separate list of corrections that they wish to see made. Major corrections require the student to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of

substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within six months.

- e) Referral for re-examination in up to 12 months. The student has not met the requirements for the degree examined but may resubmit, on one occasion only, a revised thesis for re-examination within 12 months. The examiners must provide a separate statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

For viva outcomes (f) to (i) below, the student is awarded a degree at a lower level from the qualification for which they were initially assessed (i.e. awarding a MPhil to a PhD student). In such cases, the examiners must clearly provide in their statement how the student has met the criteria for the lower award in addition to the reasons for not meeting the criteria for the higher award.

- f) Award of a MPhil subject to no corrections.
- g) Award of a MPhil subject to minor typographical / presentational corrections. The student makes any corrections prior to submission of the final version of the thesis.
- h) Award of a MPhil subject to minor corrections to be made within three months. The student has not met the requirements for the degree examined but has met the requirements for the MPhil subject to the approval of minor corrections. The examiners must provide a list of the corrections that they wish to see made. Minor corrections should not require the student to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.
- i) Award of a MPhil subject to major corrections to be made within six months. The student has not met the requirements for the degree examined but has met the requirements for the MPhil subject to the approval of major corrections. The examiners must provide a list of the corrections that they wish to see made. Major corrections require the student to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, rewriting of substantial parts of the thesis, re-analysis of existing data, etc. and the internal examiner must confirm in writing that these have been made satisfactorily. Revisions must be made and thesis submitted within six months.

- j) Referral for a MPhil. The student has not met the requirements for the degree examined but may resubmit a revised thesis for re-examination for a MPhil. The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.
- k) Fail. The examiners must provide a clear statement describing the shortcomings of the thesis.

47. Any student who receives an outcome that includes 'subject to corrections' who fails to complete the corrections satisfactorily by the deadline will be given additional feedback from the examiner/examination team and afforded one further period to complete the corrections required. Any student who does not successfully complete the corrections to the satisfaction of the examiner/examination team following the second (and final) attempt, may receive an outcome of either a lower award or a fail, as deemed appropriate by the examination team.

48. Refusal by a student to complete the stipulated corrections, including not engaging during the corrections period, will result in the original thesis being returned to the examiner(s) and may result in an outcome of either a lower award or a fail, as deemed appropriate by the examiner/examination team. A student may appeal the final decision in line with the published University of Suffolk Academic Appeals Procedure for Research Degree Students.

Failure to agree

49. In the event of disagreement on the viva outcome, the examiners may, after due consideration between themselves, certify that their failure to agree on an outcome is irreconcilable. Two new examiners shall then be appointed. The new examiners will be informed that the first examiners failed to reach a decision, but will not be shown the preliminary reports. The new examiners shall examine the thesis and conduct a viva in the normal manner. The new examiners may recommend to the Progress Review Committee and the University of Essex Dean of Partnerships any result that was open to the original examiners and their decision on the recommendation shall be final, subject only to any right of appeal that may be given under the provisions of the published University of Suffolk Academic Appeals Procedure for Research Degree Students.

Publication of result

50. The final award is subject to approval by the University of Essex Dean of Partnerships. A student shall normally be informed of the result of the viva by the student administration team within Registry Services within one month from the date of the viva.

51. Students are entitled to receive copies of the examiners' reports on their thesis on request, when examining is complete.

Final thesis submission

52. Before being eligible for the conferment of the degree, the student shall deposit a copy of the thesis into repositories at the University of Suffolk and the University of Essex.

Conferral of awards

53. Upon submission of the thesis to the University of Suffolk and University of Essex repositories, the student will receive an award letter confirming the conferral of the University of Essex award, via Registry Services. Students who have had their award conferred will be invited to the next available and appropriate University of Suffolk graduation ceremony.

Research misconduct

54. If either of the examiners suspects research misconduct at any stage during the examination process, they should notify the student administration team within Registry Services who will arrange for the matter to be investigated in accordance with the University of Suffolk Postgraduate Research Misconduct Policy. The viva shall be suspended.

Appeals and complaints

55. Students have a right to appeal against decisions of a Progress Review Committee or a viva outcome in accordance with the University of Suffolk Academic Appeals Procedure for Research Degree Students which is available, together with appeal forms, on the University website. Any appeal should be made within 15 working days of the notification of the academic decision against which they wish to appeal.

56. Students have a right to make a formal complaint in accordance with the University of Suffolk Student Complaints Procedure which is available, together with complaint forms, on the University of Suffolk website.

Postgraduate Research Milestones

Postgraduate Research milestones are used to ensure students are making sufficient progress during their studies, and to provide a supportive framework to guide students through the various stages of their research. The milestones should also help to keep students on track to submit within the appropriate period. PGR supervisors should talk through the relevant milestones during supervisory meetings and they should be referred to on a regular basis.

Annual Progress Reviews panels and the University of Suffolk Research Progress Committee will use the milestones to reflect on the level of progress being made at the end of each year, ahead of making a recommendation to the University of Essex Dean of Partnerships on progression.

It is recognised that every research journey is different, and that whilst the milestones provide an overarching framework of expectations, a degree of flexibility should be given, based on the subject area, trajectory and scope of research. Students and supervisors are encouraged to supplement these milestones with individual research plans which take into account the specifics of an individual research project and the individual circumstances of the PGR student.

Stage 1 (leading to confirmation of PhD status)

By the end of Year 1 (full-time) or Year 2 (part-time), students are expected to have:

1. Undertaken a training needs analysis to identify gaps in their skills and knowledge, in consultation with their supervisory team.
2. Identified suitable training opportunities, including via the University of Suffolk Doctoral Training Development Programme, the Research and Knowledge Exchange Development Programme and the Early Career Researcher Network, and actively engaged with relevant sessions (including all Stage 1 mandatory sessions).
3. Refined their original thesis proposal, demonstrating understanding of the chosen topic within the context of the field, the significance / impact of their planned research, and the relevant techniques and methods necessary for their research plans.
4. Formulated a realistic project plan detailing research project aims and specific objectives for the first year, and provisional plans for subsequent years.
5. Undertaken a critical literature review (or equivalent) of the findings of others in the field of enquiry.

6. Where relevant, taken steps to ensure that ethical approval is in place before any data collection commences.
7. Engaged with supervisory meetings and produced supervisory meeting reports in a clear and self-reflective style.
8. Demonstrated effective project management through the setting of research goals, prioritisation of activities and evaluation of progress against the project plan (making revisions to the plan as necessary).
9. Demonstrated the ability to produce work of the quality and quantity in order to complete within the standard period, including evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills.
10. Engaged with relevant internal and external research seminars or conferences.

Stage 2

By the end of Year 2 (full-time) or Year 4 (part-time), students are expected to have:

1. Reviewed their training needs analysis to identify remaining gaps in their skills and knowledge, in consultation with their supervisory team.
2. Identified further training opportunities, including via the University of Suffolk Doctoral Training Development Programme and the Research and Knowledge Exchange Development Programme, and actively engaged with relevant sessions (including all Stage 2 mandatory sessions).
3. Demonstrated effective project management through continued review and refinement of research goals, prioritisation of activities and evaluation of progress against the project plan (making revisions to the plan as necessary), to include specific aims and objectives for the second year and provisional plans for the final year.
4. Engaged with supervisory meetings and produced supervisory meeting reports in a clear and self-reflective style.
5. Demonstrated the ability to produce work of the quality and quantity in order to complete within the standard period, including production of draft chapters as agreed with the supervisory team.
6. Demonstrated the ability to justify and defend their interpretation of their research, and to effectively communicate the implications of their research.
7. Engaged with relevant internal and external research seminars or conferences.
8. Undertaken planning for publications and other knowledge exchange activities.

Stage 3 (leading to completion period)

By the end of Year 3 (full-time) or Year 6 (part-time), students are expected to have:

1. Reviewed their training needs analysis to identify remaining gaps in their skills and knowledge, in consultation with their supervisory team.
2. Identified further training opportunities, including via the University of Suffolk Doctoral Training Development Programme and the Research and Knowledge Exchange Development Programme, and actively engaged with relevant sessions (including all remaining mandatory sessions).
3. Demonstrated effective project management through continued review of research goals, prioritisation of activities and evaluation of progress against the project plan (making revisions to the plan as necessary), to include specific aims and objectives for the final year.
4. Engaged with supervisory meetings and produced supervisory meeting reports in a clear and self-reflective style.
5. Demonstrated the ability to produce work of the quality and quantity expected when nearing submission, including completion of research, production of draft chapters as agreed with the supervisory team, and completion of a final draft of the thesis for supervisory team review.
6. Production of a plan for presentation of the thesis.
7. Production of a detailed and realistic submission plan, including preparation of Intention to Submit form and plans for engagement in a mock viva.
8. Actively engaged in career and professional development planning.
9. Engaged with relevant internal and external research seminars or conferences.
10. Undertaken planning for publications and other knowledge exchange activities