

POSTGRADUATE STRUCTURED MANAGEMENT FRAMEWORK FOR A FULL-TIME PHD PROGRAMME – Year 1

Period	Milestones	Activities and support to achieve milestones	Training and development NB: students are required to attend at least one UHI student conference during their registration period.	Role of supervisory team	Reviews and monitoring
1-3M	Agree Research topic	Defining research area and identifying relevant literature Formulate research rationale and begin literature review Third Party Adviser notified by Graduate School	Student AP induction; UHI October or March induction Consider initial training needs/attend relevant training course	Regular discussions about scope of research Discuss research questions and early work on literature review Consider referencing software Agree schedule and format of supervisory meetings	3-month progress review
3M-6M	Identification of preliminary research questions Develop preliminary thesis plan Meet requirements for research ethical approval	Literature review Read UHI Research Ethics Framework and develop application for ethical approval	Training needs analysis (introduction to Vitae Researcher Development Framework)	Regular supervisory meetings	6-month progress review
6M-12M	Complete draft of full literature review Complete draft of thesis plan and thesis timetable	Prepare formal report for submission to thesis panel Continue developing Thesis Plan and thesis timetable	Attend relevant training courses	Provide comments on written material Regular supervisory meetings	
12M	Decision on continuation and confirmation of PhD registration	1 st review meeting with thesis panel	Training needs discussed with thesis panel	Presence at thesis panel and subsequent progress meeting	Probationary progress review (month 12)

POSTGRADUATE STRUCTURED MANAGEMENT FRAMEWORK FOR A FULL-TIME PHD PROGRAMME – Year 2

Period	Milestones	Activities and support to achieve milestones	Training and development NB: students are required to attend at least one UHI student conference during their registration period.	Role of supervisory team	Reviews and monitoring
12-18M	Renewed thesis plan Develop thesis chapters	Review thesis plan based on previous review	Attend relevant training courses; Consider conference attendance/ poster presentations	Regular supervisory meetings Support research process	
18M-24M	Develop thesis chapters	Formal report submitted to thesis panel (optional activity)	Attend relevant training courses; Consider conference attendance – presenting and/or poster submission, as relevant to the discipline	Regular supervisory meetings Support research process Organisation of thesis panel (if used)	
24M	Decision on continuation	2 nd review meeting with thesis panel (optional activity)	Training needs discussed with DoS and (where relevant) thesis panel	Presence at (optional) thesis panel and subsequent progress meeting	Annual progress review (month 24)

POSTGRADUATE STRUCTURED MANAGEMENT FRAMEWORK FOR A FULL-TIME PHD PROGRAMME – Year 3

Period	Milestones	Activities and support to achieve milestones	Training and development NB: students are required to attend at least one UHI student conference during their registration period.	Role of supervisory team	Reviews and monitoring
24-30M	Renewed thesis plan to submission Work on thesis chapters Submit paper for publication, if appropriate for discipline	Review thesis plan based on previous review	Attend relevant training courses Consider conference attendance – presenting and/or poster submission, as relevant to the discipline	Regular supervisory meetings Support research process Feedback on draft chapters	
30M-36M	Finalise thesis Submit paper for publication, if appropriate for discipline	Thesis panel meeting to consider progress towards submission (optional activity) Notice of intention to submit thesis	Career development (careers advice, CV writing, job applications) External conference: oral presentation or poster	Regular supervisory meetings Feedback on draft chapters Identification of external and internal examiners	
36M	Submit thesis Viva examination		Viva training Mock viva	Final read-through of thesis	Submit thesis OR annual progress review until submission

POSTGRADUATE STRUCTURED MANAGEMENT FRAMEWORK FOR A PART-TIME PHD PROGRAMME – Years 1 - 2

Period	Milestones	Activities and support to achieve milestones	Training and development NB: students are required to attend at least one UHI student conference during their registration period.	Role of supervisory team	Reviews and monitoring
1-6M	Agree Research topic Identification of preliminary research questions	Defining research area and identifying relevant literature Formulate research rationale and begin literature review Third Party Adviser notified by Graduate School	Student AP induction; UHI October or March induction Consider initial training needs/attend relevant training course	Regular discussions about scope of research Agree schedule and format of supervisory meetings	3-month and 6-month progress reviews
6M-12M	Develop preliminary thesis plan Meet requirements for research ethical approval	Literature review Read UHI Research Ethics Framework and develop application for ethical approval	Training needs analysis (introduction to Vitae Researcher Development Framework)	Discuss research questions and early work on literature review Regular supervisory meetings	Annual progress review (month 12)
12M-24	Complete full draft of literature review Complete draft of thesis plan and thesis timetable	Prepare formal report for submission to thesis panel Continue developing Thesis Plan and thesis timetable	Attend relevant training courses	Provide comments on written material Regular supervisory meetings	
24M	Decision on continuation and confirmation of PhD registration	Review meeting with thesis panel	Training needs discussed with thesis panel	Presence at thesis panel and subsequent progress meeting	Probationary progress review (month 24)

POSTGRADUATE STRUCTURED MANAGEMENT FRAMEWORK FOR A PART-TIME PHD PROGRAMME- Years 3-4

Period	Milestones	Activities and support to achieve milestones	Training and development NB: students are required to attend at least one UHI student conference during their registration period.	Role of supervisory team	Reviews and monitoring
24-30M	Renewed thesis plan Develop thesis chapters	Review thesis plan based on thesis panel review	Attend relevant training courses Consider attending relevant conference/poster presentations	Regular supervisory meetings Support research process	
30-36M	Develop thesis chapters	Formal report submitted to review panel (optional activity)	Attend relevant training courses Consider conference attendance – presenting and/or poster submission, as relevant to the discipline	Regular supervisory meetings Support research process Feedback on draft chapters Organisation of thesis panel	
36M	Decision on continuation	Review meeting with thesis panel (optional activity)	Training needs discussed with DoS and (where relevant) thesis panel	Regular supervisory meetings	Annual progress review (month 36)
36-42M	Renewed thesis plan Develop thesis chapters	Review thesis plan based on previous review	Attend relevant training courses Consider conference attendance – presenting and/or poster submission, as relevant to the discipline	Regular supervisory meetings Support research process Feedback on draft chapters Organisation of thesis panel	
48M	Decision on continuation	Review meeting with thesis panel (optional activity)	Training needs discussed with DoS and (where relevant) thesis panel	Presence at (optional) thesis panel and subsequent programme monitoring Regular supervisory meetings	Annual progress review (month 48)

POSTGRADUATE STRUCTURED MANAGEMENT FRAMEWORK FOR A PART-TIME PHD PROGRAMME – Years 5 - 6

Period	Milestones	Activities and support to achieve milestones	Training and development NB: students are required to attend at least one UHI student conference during their registration period.	Role of supervisory team	Reviews and monitoring
Only those students who enrolled BEFORE 2021/22					
48-54M	Renewed thesis plan; Develop thesis chapters Submit paper for publication, if appropriate for discipline	Review thesis plan based on previous review	Attend relevant training courses Consider conference attendance – presenting and/or poster submission, as relevant to the discipline	Regular supervisory meetings Support research process Feedback on draft chapters	
54-60M	Finalise thesis Submit paper for publication, if appropriate for discipline	Thesis panel meeting to consider progress towards submission (optional activity) Notice of intention to submit thesis	Career development (careers advice, CV writing, job applications) External conference: oral presentation or poster	Regular supervisory meetings Feedback on draft chapters Identification of external and internal examiners	
60M	Submit thesis Viva examination		Viva training Mock viva	Final read-through of thesis	Submit thesis OR annual progress review until submission
Only those students who enrolled FROM 2021/22					
48-54M	Renewed thesis plan Develop thesis chapters Submit paper for publication, if appropriate for discipline	Review thesis plan based on previous review	Attend relevant training courses Consider conference attendance – presenting and/or poster submission, as relevant to the discipline	Regular supervisory meetings Support research process Feedback on draft chapters Organisation of thesis panel	
60M	Decision on continuation	Formal report submitted to thesis panel (optional activity) Review meeting with thesis panel (optional activity)	Training needs discussed with DoS and (where relevant) thesis panel	Presence at (optional) thesis panel and subsequent progress monitoring	Annual progress review (month 60)
66-72M	Finalise thesis Submit paper for publication, if appropriate for discipline	Thesis panel meeting to consider progress towards submission (optional activity) Notice of intention to submit thesis	Career development (careers advice, CV writing, job applications) External conference: oral presentation or poster	Regular supervisory meetings Feedback on draft chapters Identification of external and internal examiners	
72M	Submit thesis Viva examination		Viva training Mock viva	Final read-through of thesis	Submit thesis OR annual progress review until submission

POSTGRADUATE STRUCTURED MANAGEMENT FRAMEWORK FOR A FULL-TIME MRES PROGRAMME – Year 1

Period	Milestones	Activities and support to achieve milestones	Training and development NB: students are required to attend at least one UHI student conference during their registration period.	Role of supervisory team	Reviews and monitoring
1-3M	Agree research topic; Identification of research questions Development of methodology Develop thesis plan Meet requirements for research ethical approval	Defining research area and rationale Conduct literature review Read UHI Research Ethics Framework and develop application for ethical approval Third Party Adviser notified by Graduate School	Training needs analysis (introduction to Vitae Researcher Development Framework) Student AP induction; UHI October or March induction	Agree schedule and format of supervisory meetings Regular discussions about scope of research	3-month progress review
3M-6M	Develop thesis chapters		Attend relevant training courses	Regular supervisory meetings Support research process	6-month progress review
6M-12M	Completion of thesis chapters Notice of intention to submit thesis		Attend relevant training courses Career development (careers advice, CV writing, job applications)	Regular supervisory meetings Support research process Feedback on draft chapters Identification of external and internal examiners	
12M	Submit thesis Viva examination		Mock viva	Final read-through of thesis	Submit thesis OR annual progress review until submission

POSTGRADUATE STRUCTURED MANAGEMENT FRAMEWORK FOR A PART-TIME MRES PROGRAMME – Years 1 - 2

Period	Milestones	Activities and support to achieve milestones	Training and development NB: students are required to attend at least one UHI student conference during their registration period.	Role of supervisory team	Reviews and monitoring
1-6M	Agree research topic Identification of research questions Development of methodology Develop thesis plan Meet requirements for research ethical approval	Defining research area and rationale Literature review Read UHI Research Ethics Framework and develop application for ethical approval Third Party Adviser notified by Graduate School	Student AP induction; UHI October or March induction Consider initial training needs/attend relevant training course	Agree schedule and format of supervisory meetings Regular discussions about scope of research	3-month and 6-month progress reviews
6-12M	Develop thesis chapters		Training needs analysis (introduction to Vitae Researcher Development Framework) Attend relevant training courses	Regular supervisory meetings Support research process	
12M	Decision on continuation		Attend relevant training courses Optional mock viva	Regular supervisory meetings	Annual progress review (month 12)
12M-24M	Develop thesis chapters Notice of intention to submit thesis		Career development (careers advice, CV writing, job applications)	Regular supervisory meetings Feedback on draft chapters Identification of external and internal examiners	
24M	Submit thesis Viva examination		Mock viva	Final read-through of thesis	Submit thesis OR annual progress review until submission