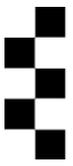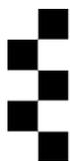**University of Essex**

Faculty of Social Sciences and Department of Government Milestones for MPhil Students – 2018-2019 Entry

Milestones	Criteria for progress	Deliverables	Deadline
M1: Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate.	▪ Term 1 for full-time students; Term 2 for part-time students ▪ By end of Term 3 for full-time students; Term 6 for part-time students
	B: Choose research topic and demonstrate significance/impact of research.	Research Project Proposal, including (dependent on subject area): ▪ Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Create project plan, outlining objectives for each stage.	▪ By first Supervisory Panel and RSPB (Term 1 for full-time students; Term 2/3 for part-time students)
	C: Demonstrate understanding of chosen topic within the context of the field.	Critical Literature Review (where relevant)	▪ By end of year 1 SB and RSPB –(Term 3) for full-time students; ▪ By end of year 2 SB and RSPB – (Term 6) for part-time students.
	D: Demonstrate the ability to produce work of the quality and quantity in order to complete an MPhil within the standard period.	▪ Evidence that academic writing is of standard and ability expected at MPhil level, including adequate referencing and language skills.	▪ By end of year 1 SB and RSPB –(Term 3) for full-time students; ▪ By end of year 2 SB and RSPB – (Term 6) for part-time students.
	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	▪ Create a detailed, realistic plan of work/ timetable for Year 2. ▪ Produce supervisory panel report written in a clear and self-reflective style	▪ By end of year 1 SB and RSPB –(Term 3) for full-time students; ▪ By end of year 2 SB and RSPB – (Term 6) for part-time students.

	F: Subject-specific milestones 1) Related to Dissertation 2) Meet professionalization requirements concerning presenting one's work	▪ Research proposal ▪ Literature Review ▪ Substantive chapter ▪ Present paper at Graduate Colloquium	▪ By end of year 1 SB and RSPB –(Term 3) for full-time students; ▪ By end of year 2 SB and RSPB – (Term 6) for part-time students.

M2: During Year 2 (or equivalent for part-time students)	A: Review training needs and knowledge required to continue with research project and complete the thesis.	▪ Training Needs Analysis to be reviewed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate.	▪ Term 4 for full-time students; Term 8 for part-time students ▪ By end of Term 6 for full-time students; Term 12 for part-time students
	B: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	▪ Create a detailed, realistic completion plan. ▪ Produce Supervisory Panel report written in a clear and self-reflective style	By Supervisory Panel (Term 4 for full-time students; Term 6 for part-time students)
	C: Demonstrate work of the quality and quantity expected for an MPhil at the end of Year 2 (or equivalent for part-time students)	▪ Research completed (empirical and theoretical work, where relevant) ▪ Produce sufficient draft chapters/ papers ▪ Produce Supervisory Panel report written in a clear and self-reflective style ▪ Present research to students and staff at seminars/conference	By Supervisory Panel (Term 4 for full-time students; Term 6 for part-time students)
		▪ Completed final draft of thesis for supervisor(s)/ supervisory panel comment	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)
	D: Subject-specific milestones	▪ Complete draft of thesis	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)
M3: If necessary, request to enter completion period	A: Clear evidence of progress towards submission	▪ Timeline of work needing to take place before submission	• Termly progress report to supervisor and/or board members if necessary
	B: Department specific attitudes towards submission	▪ Revise and rewrite chapters. ▪ Thesis no longer than 50 000 words	