### Department of History: Standard Milestones for Masters by Dissertation Students - 2019-20 entry

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
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| M1: During year 1 | 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: Clarify research topic and demonstrate an understanding of topic and relevance to wider research | Research Project Proposal (2000 words), including (dependent on subject area):  
• Write central research problem/questions to be answered.  
• Methodological considerations. E.g. rationale for selecting primary sources; consider strengths and limitations of primary sources.  
• Include critical literature review to situate project within wider scholarly conversations.  
• 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 the ability to produce work of the quality and quantity in order to complete a Masters by Dissertation within the two year maximum period. | Evidence that academic writing is of standard and ability expected at Masters by dissertation level, including adequate referencing and language skills.  
• Submit one draft chapter.  
• Submit report (500 words) summarising research undertaken to date, issues arising, and next steps. | By end of year 1 SP and RSPB – (Term 3) for full-time students;  
By end of year 2 SB and RSPC – (Term 6) for part-time students. |
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<th>If Required M2: Request to enter Completion Period</th>
<th>A: Clear evidence of progress towards submission.</th>
<th>Timeline of work needing to take place before submission</th>
<th>Timeline agreed by Supervisory board</th>
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| D: Demonstrate work of the quality and quantity expected at the end of Year 1 | ▪ Create a detailed, realistic plan of work leading to submission  
▪ Produce remaining draft chapters.  
▪ Research completed (empirical and theoretical work, where relevant).  
▪ Produce supervisory board report written in a clear and self-reflective style | ▪ By end of year Supervisory Panel (Term 3 for full-time students; 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 completion plan (if required)  
▪ Produce supervisory panel report written in a clear and self-reflective style  
▪ Completed final draft of thesis for supervisor(s)/supervisory panel comment | ▪ By end of year Supervisory Board (Term 3 for full-time students; Term 6 for part-time students) |  |