# Department of Sociology: Standard Milestones for MPhil Students – 2019-20 Entry

<table>
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<th>Requirement</th>
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| **M1: Progress to Year 2 (Year 3 for part-time students)**  <br> *Deadline: by the Term 3 Supervisory Board (Term 6 for part-time students) for all requirements, except that the Training Needs Analysis must be completed by the end of Term 1.*  
  |  
| A: Assess training needs and knowledge required to undertake research and complete the thesis  | ▪ Training Needs Analysis to be completed.  
▪ Attend Proficio courses and/or plan for further courses to attend, as appropriate. |
| B: Choose research topic and demonstrate significance/impact of research.  | ▪ PhD students chosen to produce a monograph: Write central research problem/questions to be answered  
▪ PhD students chosen to produce 3 journal papers: Write three main research questions for each paper  
▪ Methodological considerations.  
▪ Feasibility Report – identifying sources, access and ethical considerations  
▪ Create plan outlining objectives for each stage |
| C: Demonstrate understanding of chosen topic in the context of the field.  | ▪ Critical Literature Review and Research Proposal together should be at least 10,000 words. |
| D: Demonstrate the ability to produce work of the quality and quantity to complete an MPhil in the 3-year max period (five years for part-timers)  | ▪ Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills.  
▪ Start data collection |
| E: Demonstrate effective project management by setting research goals and prioritisation of activities.  | ▪ Create a detailed, realistic plan of work for Year 2.  
▪ Produce supervisory board report written in a clear and self-reflective style |
| F: Professionalisation  | ▪ Attend First Year PhD Colloquium |

**M2: During Year 2 (Year 4 for part-time students) achieve the following**  <br> *Deadline: by the end of year 2 Supervisory Board (year 4 for part-time students) except that by the end of Term 4 (Term 8 for part-time students) the Training Needs Analysis must be reviewed.*  
  |  
| 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.  
▪ Undertake original research on topic. |
| B: Demonstrate work of the quality and quantity expected at the end of Year 2  | ▪ **MPhil students** chosen to produce a monograph: At least 15,000 words of the thesis need to be written in draft  
▪ **MPhil students** chosen to produce journal papers: The student has produced a full version of the Paper 1 and a draft of Paper 2, e.g. each paper of 8,000-10,000 words  
▪ Produced a report on research undertaken to date |
| C: Review significance and impact of research and articulate output.  | For example:  
▪ Deliver workshop  
▪ Present research to students and staff at seminars/conferences |
| D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.  | ▪ Produce supervisory board reports written in a clear and self-reflective style  
▪ Completed draft of thesis for supervisor(s)/ supervisory board comment |
If completion period required, clear plan to submission

- Detailed plan for submission agreed by end of year 3 (year 6 for part-time students) Supervisory Board

E: Professionalisation

- Attend second year PhD colloquium
- Start to write journal articles or book chapters

**M3: If required, request to enter Completion Period. Completion periods will be approved on a termly basis and will be for a maximum of 11 months in total**

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<th>A: Must complete MPhil no later than 11 months after entering completion year</th>
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