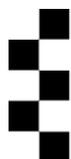


**Faculty of Social Sciences  
Department of Sociology Milestones for Masters by Dissertation Students – 2020-21 Entry**

Criteria for Progress	Deliverables	Deadline
<b>M 1: During Year 1 (Years 1 and 2 for part-time students)</b> <b>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. And B must be completed by the first Supervisory Board (term 1 for full-time students; term 2 for part-time students)</b>		
A: Assess training needs and knowledge required to undertake research and complete the thesis	<ul style="list-style-type: none"> <li>▪ Training Needs Analysis to be completed.</li> <li>▪ Attend Proficio courses and/or plan for further courses to attend, as appropriate</li> </ul>	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 understanding of topic and relevance to wider research	<ul style="list-style-type: none"> <li>• Students chosen to produce a monograph: Write central research problem/questions to be answered</li> <li>• Students chosen to produce journal papers: Write the main research questions for (each) paper</li> <li>• Write central research problem/questions to be answered.</li> <li>• Methodological considerations.</li> <li>• Feasibility Report – identifying sources, access and ethical considerations</li> <li>• Create plan outlining objectives for each stage</li> </ul>	Improved version of the Research Proposal should be ready by first Board in Term 1; term 2 for part time students  By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
C: Demonstrate understanding of chosen topic in the context of the field.	<ul style="list-style-type: none"> <li>▪ Critical Literature Review and Research Proposal together should be at least 10,000 words</li> </ul>	.By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
D: Demonstrate work of the quality and quantity to complete a Masters by Dissertation in the 2 year Standard period (3 years for part-timers)	<ul style="list-style-type: none"> <li>▪ Evidence that academic writing is of standard and ability expected (at least) MAD level, including adequate referencing and language skills.</li> <li>▪ Start data collection</li> </ul>	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
E: Demonstrate effective project management by setting research goals and prioritisation of activities.	<ul style="list-style-type: none"> <li>▪ Create a detailed, realistic plan of work for Year 2.</li> <li>▪ Produce supervisory board report written in a clear and self-reflective style</li> </ul>	.By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)  ▪ .
F: Professionalisation	<ul style="list-style-type: none"> <li>▪ Attend First Year PhD Colloquium</li> </ul>	Meetings with supervisors —ongoing with evidence (can be e-



		mails, informal notes) of their occurrence.
G. If completion period required, clear plan to submission	<ul style="list-style-type: none"><li>▪ Agreed detailed plan for submission</li></ul>	By end of year 1 Supervisory Board (year 2 for part-time students)
<b>M2: 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.</b>		
A: Clear evidence of progress towards submission	<ul style="list-style-type: none"><li>▪ Progress checked regularly by supervisor(s)</li><li>▪ Timeline of work to take place before submission</li></ul>	Termly progress report to supervisor and/or board members if necessary
Assess whether the planned research requires completion of the new <a href="#">COVID Risk Assessment</a> for PGR student research and placement activities. All such risk assessments should be discussed at subsequent SPs and RSPBs.		