University of Essex

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

Criteria for Progress	Deliverables	Deadline
M 1: During Year 1 (Years 1 and 2 for part-time students) ***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**		
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	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	• Students chosen to produce a monograph: Write central research problem/questions to be answered • Students chosen to produce journal papers: Write the main research questions for (each) paper • Write central research problem/questions to be answered. • Methodological considerations. • Feasibility Report – identifying sources, access and ethical considerations • Create plan outlining objectives for each stage	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.	▪ Critical Literature Review and Research Proposal together should be at least 10,000 words	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)	▪ Evidence that academic writing is of standard and ability expected (at least) MAD level, including adequate referencing and language skills. ▪ Start data collection	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.	▪ Create a detailed, realistic plan of work for Year 2. ▪ Produce supervisory board report written in a clear and self-reflective style	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students) ▪
F: Professionalisation	▪ Attend First Year PhD Colloquium	Meetings with supervisors —ongoing with evidence (can be e-

		mails, informal notes) of their occurrence.
G. If completion period required, clear plan to submission	▪ Agreed detailed plan for submission	By end of year 1 Supervisory Board (year 2 for part-time students)
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.**		
A: Clear evidence of progress towards submission	▪ Progress checked regularly by supervisor(s) ▪ Timeline of work to take place before submission	Termly progress report to supervisor and/or board members if necessary
Assess whether the planned research requires completion of the new COVID Risk Assessment for PGR student research and placement activities. All such risk assessments should be discussed at subsequent SPs and RSPBs.		