

Faculty of Social Sciences
Essex Business School Milestones for MPhil Students 2021-22

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.	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and Insite workshops ▪ Regular attendance at department research seminars ▪ Plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> ▪ 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.	<p>Research Project Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ 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)	<ul style="list-style-type: none"> ▪ 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 three year maximum period.	<ul style="list-style-type: none"> ▪ Evidence that academic writing is of standard and ability expected at MPhil level, including adequate referencing and language skills. 	<ul style="list-style-type: none"> ▪ 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.	<ul style="list-style-type: none"> Create a detailed, realistic plan of work/ timetable for Year 2. Produce supervisory panel report written in a clear and self-reflective style 	<ul style="list-style-type: none"> 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.
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.			
Milestones	Criteria for progress	Deliverables	Deadline
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.	<ul style="list-style-type: none"> Training Needs Analysis to be reviewed. Attend Proficio courses and Insite workshops and plan for further courses to attend, as appropriate. 	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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)
		<ul style="list-style-type: none"> 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)

<p>If Required: M3: request to enter Completion Period</p>	<p>A: Clear evidence of progress towards submission</p>	<ul style="list-style-type: none"> ▪ Timeline of work needing to take place before submission 	<p>Timeline agreed by Supervisory panel.</p>
<p>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.</p>			