



**Faculty of Social Sciences
Department of Language and Linguistics
Milestones for Masters by Dissertation Students – 2021-2022 entry**

Milestones	Criteria for progress	Deliverables	Deadline
M1: During year 1	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 plan for further courses to attend, as appropriate [Covid 19 contingency: face-to-face, dual-mode or online exclusively as appropriate]. ▪ Attend at least four of the workshops offered throughout the academic year as part of LG595 [Covid 19 contingency: face-to-face, dual-mode or online exclusively 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: Refine research topic and demonstrate an understanding of topic and relevance to wider research	Research Project Proposal, including (dependent on subject area): <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 [Covid 19 contingency: Alternative plans, for example in relation to data collection, should be considered in case of further disruption]. 	<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 the ability to produce work of the quality and quantity in order to complete a Masters by Dissertation within a maximum of 2 years	<ul style="list-style-type: none"> ▪ Evidence that academic writing is of standard and ability expected at Masters by dissertation level, including adequate referencing and language skills. ▪ Write critical literature review 	<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.



	<p>D: Demonstrate work of the quality and quantity expected at the end of Year 1</p>	<ul style="list-style-type: none"> ▪ Create a detailed, realistic plan of work leading to submission ▪ Produce sufficient draft chapters/ papers ▪ Report on research undertaken to date ▪ Research completed (empirical and theoretical work, where relevant) ▪ Produce supervisory panel report written in a clear and self-reflective style 	<ul style="list-style-type: none"> ▪ By end of year Supervisory Panel (Term 3 for full-time students; Term 6 for part-time students)
	<p>E: Demonstrate effective project management through the setting of research goals and prioritisation of activities.</p>	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ By end of year Supervisory Panel (Term 3 for full-time students; Term 6 for part-time students)
<p>If Required M2: 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 	<ul style="list-style-type: none"> ▪ Timeline agreed by Supervisory board.
<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>			