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<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
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| M1: During year 1 | A: Assess training needs and knowledge required to undertake research project and complete the thesis. | ▪ 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]. | ▪ 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):  
▪ 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]. | ▪ 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 | ▪ 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 | ▪ 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. |
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| **D:** Demonstrate work of the quality and quantity expected at the end of Year 1 | ▪ 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 | ▪ By end of year Supervisory Panel (Term 3 for full-time students; Term 6 for part-time students) |
| **E:** Demonstrate effective project management through the setting of research goals and prioritisation of activities. | ▪ 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 | ▪ By end of year Supervisory Panel (Term 3 for full-time students; Term 6 for part-time students) |
| **If Required**  
**M2:** Request to enter Completion Period | **A:** Clear evidence of progress towards submission  
▪ Timeline of work needing to take place before submission | ▪ Timeline agreed by Supervisory board. |

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.