



YEAR 1 REQUIREMENTS

1.	At the first supervision of the year, the supervisor(s) and student to carry out an analysis of the student’s training needs for satisfactory completion of the MA by Dissertation and complete a training needs analysis form
2	Attendance: (i) Meet regularly with your supervisor(s), typically at least once a fortnight (ii) Attend twice-yearly supervisory panels (once a year for part-timers) (iii) Attend the Year 1 PhD colloquium and other relevant seminars. (iv) Attend any courses needed, including Proficio courses
3.	Complete the student sections of the Department’s supervisory report prior to each supervisory panel.
4.	By the first Supervisory Panel at the end of Term 1, (i) Produce an improved research proposal including a literature review and discussion of the methods, and indicate the significance of the research (ii) Where necessary, have submitted an application for ethical approval for the data collection (iii) Demonstrate the ability to produce work of the quality and quantity to complete an MA by dissertation within one year.
5.	By the end of Term 1, in discussion with the Supervisory Panel, determine whether the planned research requires completion of a Covid Risk Assessment.
6.	Supervisor(s) and student to discuss student’s career plans at least once during the year
7.	By the Supervisory Panel at the end of Term 3: (i) Have completed any data collection and analysis (ii) Have a draft of at least 80% of the dissertation (iii) If a Completion Period is required, have a detailed plan for submission
8.	The Standard Period for a full-time MA by Dissertation is one year
9.	The maximum Completion Period following the Standard Period is eleven months
10.	Completion Period: (i) You will only be able to have a Completion Period beyond the Standard Period if you have completed the tasks set out in 5 above. (ii) Completion periods are granted on a termly basis by the Dean for Postgraduate Research Education following a recommendation by the Research Students Progress Board. (iii) If a completion period is required, you must produce a clear plan for final completion with an agreed submission date

PART-TIME STUDENTS

The full-time requirements apply except that:

1.	The Standard Period for a part-time MA by Dissertation is two years and students have two part-time years to complete the year’s work required for a full-time student. Note that the maximum Completion Period for a part-time MA by Dissertation student is eleven months , as it is for full-time students; however, Completion Periods can only be requested on a termly basis.
2.	Supervisory panels are held yearly at the end of terms 3, 6, etc
3.	The Year 1 Colloquium should normally be attended in the first year.