

Faculty of Social Sciences

Department of Sociology Milestones for MPhil Students 2021-22 entry

Journal Paper-based MPhil – Full-time students

YEAR 1 REQUIREMENTS

1.	At the first supervision of the year, supervisor(s) and student to carry out an analysis of the student's training needs for completion of the MPhil 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 (iii) Attend 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 end of Term 1, (i) Confirm the decision to produce a journal paper-based thesis (ii) Produce an improved research proposal including indicating significance of the research (iii) Where necessary, have submitted an application for ethical approval for data collection for at least the first paper
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.	By the second Supervisory Panel at the end of Term 3 (i) Identify the central research problem questions and produce a tentative plan for the second paper. (ii) Produce a draft of one of the two papers or, if not, a literature review and outline of the methodology for both (in either case this should amount to approx., 8,000 words. (iii) Demonstrates the ability to produce work of the quality and quantity to complete an MPhil within 2 years. (iv) Reconsiders whether completion of the research requires a Covid Risk Assessment

YEAR 2 REQUIREMENTS

1	At the first supervision of the year, review training needs analysis with supervisor(s), considering whether previously identified needs have been met, and whether new needs have arisen/can be identified
2.	At the first supervision of the year, determine with supervisor whether a Covid Risk Assessment is needed
3.	Attendance: (i) Meet with your supervisor(s) at least every 4 weeks (ii) Attend twice-yearly supervisory panels (iii) Attend the Year 2 PhD colloquium and other relevant seminars (iv) Attend Proficio or other courses as appropriate in the light of the reviewed training needs analysis

4.	Complete the student sections of the Department's supervisory report prior to each panel.
	By the Supervisory Panel at the end of Term 4 have, where necessary secured ethical approval for any data collection for the second paper.
5.	By the Supervisory Panel at the end of Term 6 (i) Have produced a full draft of two journal papers (ii) Have plans in place for the submission of one of the papers to an appropriate journal (iii) Produce an outline of the additional Introduction and Conclusion to the thesis as a whole (iv) Demonstrate work of the quality and quantity expected for an MPhil (v) If a Completion Period is required have a detailed plan for submission
6.	By the end of Term 6 have started to present research at workshops/ conferences/ seminars
7.	Supervisor(s) and student to discuss student's career plans at least once during the year
8.	The Standard Period for an MPhil is two years
9.	The maximum Completion Period is eleven months
10.	Completion Period: (i) You will only be able to have a completion period beyond Year 2 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 MPhil is 4 years and students have two part-time years to complete the year's work required for a full-time student. However, the maximum Completion Period for a part-time M Phil student is one year , as it is for full-time students, though 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 PhD colloquium should normally be attended in Year 1, and the Year 2 colloquium in Year 3.