

Department of History
Faculty of Arts and Humanities
MPhil Students

Postgraduate Research milestones are used to ensure students are making sufficient progress during their studies, and to provide a supportive framework to guide students through the various stages of their research. The Milestones should also help to keep students on track to submit within the appropriate period. PGR supervisors should talk through the relevant milestones during supervisory meetings and they should be referred to on a regular basis.

Supervisory Panels and Research Students' Progress Boards will use the milestones to reflect on the level of progress being made, ahead of making a recommendation. Whilst the milestones are specific for each department and type of course, it is recognised that every research journey is different, and that whilst the milestones provide an overarching framework of expectations, a degree of flexibility should be given, based on the trajectory and scope of research.

Students and supervisors are encouraged to supplement these milestones with individual research plans which take into account the specifics of an individual research project and the individual circumstances of the PGR student.

Year 1 (Full time)
Year 1 and 2 (Part time)

Milestone	Requirement	Term to undertake work <i>(To be used as a guide only)</i>	
		FT	PT
Ahead of the first Supervisory Panel			
M1.1	Assess training needs and knowledge required to undertake research project and complete the thesis. Complete the Training Needs Analysis (TNA) in order to do this.	1	1
M1.2	Choose research topic and demonstrate significance/impact of research with a Research Project Proposal (3000 words), including (dependent on subject area): <ul style="list-style-type: none"> • Write central research problem/questions to be answered. • Methodological considerations. E.g. rationale for selecting primary sources; consider strengths and limitations of primary sources; identify approaches or analytical tools. • Feasibility Report – identifying sources, access and ethical considerations • Create project plan, outlining objectives for each stage. 	1	2/3
Ahead of the second Supervisory Panel			
M1.3	Attend Proficio courses and plan for further courses to attend, as appropriate.	2	4
M1.4	Demonstrate understanding of chosen topic within the context of the field, in the following ways; <ul style="list-style-type: none"> • Critical Literature Review (4000 words) • Elaborate research questions to be answered in the thesis. • Identify major debates, themes, and gaps in the wider scholarship. • Situate project within wider scholarly conversations. 	3	5



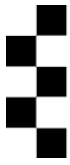
M1.5	Demonstrate the ability to produce work of the quality and quantity in order to complete an MPhil within the two year standard period, in the following ways; <ul style="list-style-type: none"> Evidence that academic writing is of standard and ability expected at MPhil level, including adequate referencing and language skills. Submit report (1000 words) summarising research undertaken to date and issues arising. 	3	6
M1.6	Demonstrate effective project management through the setting of research goals and prioritisation of activities, with the following steps; <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 	3	6
The Supervisory Panel will make a recommendation to the Research Students' Progress Board, ahead of the next academic year. Further information regarding Supervisory Panels and Research Students' Progress Boards can be found here: https://www.essex.ac.uk/student/postgraduate-research/pgr-progress			

**Year 2 (Full time)
Year 3 and 4 (Part time)**

Milestone	Requirement	Term to undertake work <i>(To be used as a guide only)</i>	
		FT	PT
Ahead of the third Supervisory Panel			
M2.1	Review training needs and knowledge required to continue with research project and complete the thesis. Review the Training Needs Analysis in order to do this.	4	7
M2.2	Demonstrate effective project management through the setting of research goals and prioritisation of activities, with the following steps; <ul style="list-style-type: none"> Create a detailed, realistic completion plan. Produce Supervisory Panel report written in a clear and self- reflective style 	4	8
M2.3	Demonstrate work of the quality and quantity expected for an MPhil at the end of Year 2 (or equivalent for part-time students), in the following ways; <ul style="list-style-type: none"> Research completed (empirical and theoretical work, where relevant) Produce one draft chapter. Produce Supervisory Panel report written in a clear and self- reflective style Present research to students and staff at seminars/conference 	4	9
Ahead of the fourth Supervisory Panel			
M2.4	Attend Proficio courses and plan for further courses to attend, as appropriate.	5	10
M2.5	Demonstrate clear evidence of progress towards submission with a completed final draft of thesis for supervisor(s)/ supervisory panel comments.	6	11-12
The Supervisory Panel will make a recommendation to the Research Student Progress Board, ahead of the next academic year. Further information regarding Supervisory Panels and Research Student Progress Boards can be found here: https://www.essex.ac.uk/student/postgraduate-research/pgr-progress			

Completion Period

If, at the 4th supervisory Panel, a student isn't on track to submit their thesis by the end of year 2 (year 4 for Part time students), a recommendation for a period of completion can be requested from the RSPB, for approval by the Faculty Dean (Postgraduate)



Milestone	Requirement	Term to undertake work <i>(To be used as a guide only)</i>
C1.1	To request a period of completion, if required, a student must: Show clear evidence of progress towards submission, (including detailed reference as to what remains to be completed, and a timeline for outstanding actions). <ul style="list-style-type: none">- Completed final draft of thesis for supervisor(s)/supervisory board comment.	Timeline agreed by Supervisory Board.