

**Department of Sociology**  
**Faculty of Social Sciences**  
**Journal Paper-Based MAD Students**

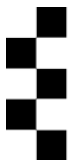
Postgraduate Research milestones are used to ensure students are making sufficient progress during their studies, and to provide a supportive framework to guide students through the various stages of their research. The Milestones should also help to keep students on track to submit within the appropriate 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 (To be used as a guide only)	
		FT	PT
<b>Ahead of the first Supervisory Panel</b>			
M1.1	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	1	1
M1.2	Attendance: (i) Meet regularly with your supervisor(s), typically at least once every 4 weeks (ii) Attend twice-yearly supervisory panels (once a year for part-timers) (iii) Attend Year 1 PhD colloquium and other relevant seminars. (iv) Attend any courses needed, including Proficio courses	1-3	1-3
M1.3	Complete the student sections of the Department's supervisory report prior to each supervisory panel.	1-3	1-6
M1.4	By the first Supervisory Panel at end of Term 1 (i) Produce an improved research proposal including indicating the significance of the research (ii) Where necessary, have submitted an application for ethical approval for the data collection for the journal paper (iii) Demonstrate the ability to produce work of the quality and quantity to complete a MA by Dissertation within one year.	1	1
<b>Ahead of the second Supervisory Panel</b>			



M1.6	<ul style="list-style-type: none"> <li>(i) Have completed any data collection and analysis (</li> <li>(ii) Have a full draft of the journal paper</li> <li>(iii) Have an outline for a separate Introduction and Conclusion to the thesis.</li> <li>(iv) If a completion period is needed, have a detailed plan for submission</li> </ul>	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>

**Completion Period**

If, at the 2<sup>nd</sup> supervisory Panel, a student isn't on track to submit their thesis by the end of year 1 (year 2 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	<p>Completion Period:</p> <ul style="list-style-type: none"> <li>(i) You will only be able to have a Completion Period beyond the Standard Period if you have completed the tasks set out above.</li> <li>(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.</li> <li>(iii) If a completion period is required, you must produce a clear plan for final completion with an agreed submission date</li> </ul>	