

Edge Hotel School

Faculty of Arts and Humanities

MPhil Students

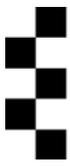
Postgraduate Research milestones are used to ensure students are making sufficient progress during their studies, and to provide a supportive framework to guide students through the various stages of their research. The Milestones should also help to keep students on track to submit within the appropriate 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.

Contents

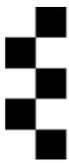
Year 1 (Full time), Year 1 and 2 (Part time)	2
Ahead of the first Supervisory Panel	2
Ahead of the second Supervisory Panel	3
Year 2 (Full time), Year 3 and 4 (Part time)	4
Ahead of the third Supervisory Panel	4
Ahead of the fourth Supervisory Panel	4
Completion Period	4



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

Ahead of the first Supervisory Panel

Milestone	Requirement	Full Time term	Part Time term
M1.1	<p>Assess training needs and knowledge required to undertake research project and complete the thesis.</p> <ul style="list-style-type: none"> • Complete the Training Needs Analysis (TNA) in consultation with supervisor • Attendance at all department and/or external research seminars or otherwise agreed. • Attend Proficio courses and plan for further courses to attend, as per training needs analysis. <p>Develop a realistic project plan, detailing actions and specific objectives for the first year to achieve the remaining sub-components of Milestone 1 and provisional plans for subsequent years.</p>	1	1-2
M1.2	<p>Develop the research topic and demonstrate significance/impact of research within the context of a 3,000 words Research Project Proposal, including:</p> <ul style="list-style-type: none"> • Write central research problem/questions to be answered. • Identify sources and literature scope. • Methodological and epistemological considerations. including type of data analysis and nature of data analysis process. • Feasibility Report – ethical considerations and data access issues Make the case for the ‘contribution to knowledge’ • Evaluate progress against the project plan formulated for M1.1 and revise if necessary.. • Develop a realistic project plan, detailing actions and specific objectives for each stage. 	2	2-3



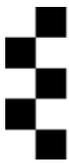
Ahead of the second Supervisory Panel

Milestone	Requirement	Full Time term	Part Time term
M1.3	Review training needs and knowledge required to continue with the research project by reviewing the TNA. Attend Proficio courses and plan for further courses to attend, as appropriate.	2	4-5
M1.4	Demonstrate a deep understanding of the chosen topic within the context of the field through the production of a Critical Literature Review <ul style="list-style-type: none"> Indicating an ability to produce work of the quality and quantity necessary to complete an MPhil within the standard period, including adequate referencing and language skills. Student has completed a review of the secondary literature in the field, established a critical position in relation to it, and identified the major sources to be used. Submit up to 10,000 words (excluding footnotes) in draft format. This should be a substantial piece of work, which should include the foundation of the critical literature review chapter(s).	2	5
M1.5	Demonstrate effective project management through the setting of research goals and prioritisation of activities, in the following ways; <ul style="list-style-type: none"> Produce a Supervisory Panel report written in a clear and self-reflective style that evaluates progress against the project plan formulated for Milestone 1.1 Create a detailed, realistic completion plan detailing actions and specific objectives for Year 2.	3	6
M1.6	Submit approximately 5,000 words methodology chapter demonstrating: <ul style="list-style-type: none"> Philosophical underpinnings of methodological approach taken. Justification (and full applied description) of data retrieval methods. Data analysis process. Ethical considerations. 	3	6

Has the student and supervisory team considered whether the research will be using human participants, and if so, has sought and received formal university ethics approval.

Has the student and supervisory team considered whether the research uses security-sensitive material, and if so, has sought and received formal university registration of this material.

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)

Ahead of the third Supervisory Panel

Milestone	Requirement	Full Time term	Part Time term
M2.1	Review training needs and knowledge required to continue with the research project by reviewing the TNA. Attend Proficio courses and plan for further courses to attend, as appropriate.	4	7
M2.2	Demonstration of effective project management through the setting of research goals and prioritisation of activities <ul style="list-style-type: none"> • Create a detailed, realistic completion plan. • Produce a 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) <ul style="list-style-type: none"> • Research completed (empirical and theoretical work, where relevant) • Produce data analysis/discussion chapter(s) of approximately 10,000 words • Present research to students and staff at seminars/conference. 	4	9

Ahead of the fourth Supervisory Panel

Milestone	Requirement	Full Time term	Part Time term
M2.4	Completed final draft of thesis for supervisor(s)/Supervisory Panel comment	6	10-12

Has the student and supervisory team considered whether the research will be using human participants, and if so, has sought and received formal university ethics approval.

Has the student and supervisory team considered whether the research uses security-sensitive material, and if so, has sought and received formal university registration of this material.

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 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 (To be used as a guide only)
C1.1	Clear evidence of progress towards submission, including; <ul style="list-style-type: none"> • Timeline of work needing to take place before submission Submission date agreed	Timeline agreed by Supervisory Panel.