Edge Hotel School

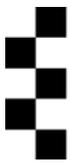# Faculty of Arts and Humanities

MSD 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.
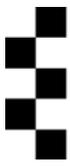
Contents

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

Ahead of the first Supervisory Panel

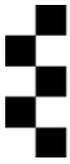| Milestone	Requirement	Full Time term	Part Time term
M1.1	Assess training needs and knowledge required to undertake research project and complete the thesis. • Complete the Training Needs Analysis (TNA) in consultation with supervisor • Attendance at all department and/or external research seminars or otherwise agreed. Attend Proficio courses and plan for further courses to attend, as per training needs analysis.	1	1-2
M1.2	Develop the research topic and demonstrate significance/impact of research within the context of a 3,000 words Research Project Proposal, including: • 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. 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 the ability to produce work of the quality and quantity to complete an MSD within the standard period, in the following ways: • Evidence that academic writing is of standard and ability expected at MSD level, including adequate referencing and language skills. ▪ Write Critical Literature Review	2-3	5
M1.5	Demonstrate work of the quality and quantity expected at the end of Year 1, in the following ways: • Create a detailed, realistic plan of work leading to submission • Produce sufficient draft chapters/papers • Report on research undertaken to date • Research completed (empirical and theoretical work, where relevant) ▪ Produce supervisory panel report in a clear and self-reflective style	3	6
M1.6	Demonstrate effective project management through the setting of research goals and prioritisation of activities, in the following ways; • Create a detailed, realistic completion plan (if required) • Produce a Supervisory Panel report written in a clear and self-reflective style Complete final draft of thesis for supervisor(s)/supervisory panel comment	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/postgraduateresearch/pgr-progress

Completion Period

If, at the 2nd 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	Demonstrate clear evidence of progress towards submission with the completed final draft of thesis for supervisor(s)/supervisory panel. This will included detailed reference as to what remains to be completed, and a timeline for outstanding actions. Clear plan to submission date agreed, including: ▪ Timeline of work needing to take place before submission ▪ Submission date agreed	Timeline agreed by Supervisory Panel and RSPB.