University of Essex

Department of Sociology: Standard Milestones for Masters by Dissertation Students (2018/19)

Requirement	Action
M 1: During Year 1 (Years 1 and 2 for part-time students) *Deadline: by the Term 3 Supervisory Board (Term 6 for part-time students) for all requirements, except that the Training Needs Analysis must be completed by the end of Term 1.* **And B must be completed by the first Supervisory Board (term 1 for full-time students; term 2 for part-time students**	
A: Assess training needs and knowledge required to undertake research and complete the thesis	▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and/or plan for further courses to attend, as appropriate
B: Clarify research topic and demonstrate understanding of topic and relevance to wider research	• Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Create plan outlining objectives for each stage
C: Demonstrate understanding of chosen topic in the context of the field.	▪ Critical Literature Review
D: Demonstrate work of the quality and quantity to complete a Masters by Dissertation within a maximum of 2 years (3 years for part-timers)	▪ Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. ▪ Start data collection
E: Demonstrate effective project management by setting research goals and prioritisation of activities.	▪ Create a detailed, realistic plan of work for Year 2. ▪ Produce supervisory board report written in a clear and self-reflective style
F: Professionalisation	▪ Attend First Year PhD Colloquium
G. If completion period required, clear plan to submission	▪ Detailed plan for submission agreed by end of year 1 Supervisory Board (year 2 for part-time students)
M3: If required, request to enter Completion Period. Completion periods will be approved on a termly basis and will be for a maximum of 11 months in total.	
A: Clear evidence of progress towards submission	▪ Progress checked regularly by supervisor(s) ▪ Timeline of work to take place before submission