

**Faculty of Social Sciences**  
**Essex Business School Milestones for MPhil Students 2020-21**

<b>Milestones</b>	<b>Criteria for progress</b>	<b>Deliverables</b>	<b>Deadline</b>
M1: Progress to Year 2 (or equivalent for part-time students)	A: Assess training needs and knowledge required to undertake research project and complete the thesis.	<ul style="list-style-type: none"> <li>▪ Training Needs Analysis to be completed.</li> <li>▪ Attend Proficio courses and Insite workshops</li> <li>▪ Regular attendance at department research seminars</li> <li>▪ Plan for further courses to attend, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Term 1 for full-time students; Term 2 for part-time students</li> <li>▪ By end of Term 3 for full-time students; Term 6 for part-time students</li> </ul>
	B: Choose research topic and demonstrate significance/impact of research.	<p>Research Project Proposal, including (dependent on subject area):</p> <ul style="list-style-type: none"> <li>▪ Write central research problem/questions to be answered.</li> <li>▪ Methodological considerations.</li> <li>▪ Feasibility Report – identifying sources, access and ethical considerations</li> <li>▪ Create project plan, outlining objectives for each stage.</li> </ul>	<ul style="list-style-type: none"> <li>▪ By first Supervisory Panel and RSPB (Term 1 for full-time students; Term 2/3 for part-time students)</li> </ul>
	C: Demonstrate understanding of chosen topic within the context of the field.	Critical Literature Review (where relevant)	<ul style="list-style-type: none"> <li>▪ By end of year 1 SB and RSPB –(Term 3) for full-time students;</li> <li>▪ By end of year 2 SB and RSPB – (Term 6) for part-time students.</li> </ul>
	D: Demonstrate the ability to produce work of the quality and quantity in order to complete an MPhil within the three year maximum period.	<ul style="list-style-type: none"> <li>▪ Evidence that academic writing is of standard and ability expected at MPhil level, including adequate referencing and language skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ By end of year 1 SB and RSPB –(Term 3) for full-time students;</li> <li>▪ By end of year 2 SB and RSPB – (Term 6) for part-time students.</li> </ul>

	E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> <li>▪ Create a detailed, realistic plan of work/ timetable for Year 2.</li> <li>▪ Produce supervisory panel report written in a clear and self-reflective style</li> </ul>	<ul style="list-style-type: none"> <li>▪ By end of year 1 SB and RSPB –(Term 3) for full-time students;</li> <li>▪ By end of year 2 SB and RSPB – (Term 6) for part-time students.</li> </ul>
Assess whether the planned research requires completion of the new <a href="#">COVID Risk Assessment</a> for PGR student research and placement activities. All such risk assessments should be discussed at subsequent SPs and RSPBs.			
<b>Milestones</b>	<b>Criteria for progress</b>	<b>Deliverables</b>	<b>Deadline</b>
M2: During Year 2 (or equivalent for part-time students)	A: Review training needs and knowledge required to continue with research project and complete the thesis.	<ul style="list-style-type: none"> <li>▪ Training Needs Analysis to be reviewed.</li> <li>▪ Attend Proficio courses and Insite workshops and plan for further courses to attend, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Term 4 for full-time students; Term 8 for part-time students</li> <li>▪ By end of Term 6 for full-time students; Term 12 for part-time students</li> </ul>
	B: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> <li>▪ Create a detailed, realistic completion plan.</li> <li>▪ Produce Supervisory Panel report written in a clear and self-reflective style</li> </ul>	By Supervisory Panel (Term 4 for full-time students; Term 6 for part-time students)
	C: 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"> <li>▪ Research completed (empirical and theoretical work, where relevant)</li> <li>▪ Produce sufficient draft chapters/ papers</li> <li>▪ Produce Supervisory Panel report written in a clear and self-reflective style</li> <li>▪ Present research to students and staff at seminars/conference</li> </ul>	By Supervisory Panel (Term 4 for full-time students; Term 6 for part-time students)
		<ul style="list-style-type: none"> <li>▪ Completed final draft of thesis for supervisor(s)/ supervisory panel comment</li> </ul>	By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)

<p>If Required: M3: request to enter Completion Period</p>	<p>A: Clear evidence of progress towards submission</p>	<ul style="list-style-type: none"> <li>▪ Timeline of work needing to take place before submission</li> </ul>	<p>Timeline agreed by Supervisory panel.</p>
<p>Assess whether the planned research requires completion of the new <a href="#">COVID Risk Assessment</a> for PGR student research and placement activities. All such risk assessments should be discussed at subsequent SPs and RSPBs.</p>			