



**Faculty of Social Sciences
Department of Sociology Milestones for MPhil Students – 2020-21 Entry**

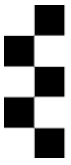
Criteria for progress	Deliverables	Deadline
<p>M1: Confirmation and Progress to Year 2 (or equivalent for part-time students) Deadline: by the Term 3 Supervisory Board (Term 6 for part-time students) for all requirements, except that the Training Needs Analysis must be completed by the end of Term 1.</p>		
<p>A: Assess training needs and knowledge required to undertake research project and complete the thesis.</p>	<ul style="list-style-type: none"> - Training Needs Analysis to be completed. - Attend Sociology PhD colloquium, Proficio courses and plan for further courses to attend, as appropriate. 	<p>Term 1 for full-time students; Term 2 for part-time students By end of Term 3 for full-time students; Term 6 for part-time students</p>
<p>B: Choose research topic and demonstrate significance/impact of research.</p>	<ul style="list-style-type: none"> - Revised Research Proposal - Research Project Plan, including (dependent on subject area): <ul style="list-style-type: none"> o Write central research problem/questions to be answered. o Write Methodological considerations report/chapter including feasibility assessment – identifying sources, ethical considerations o Prepare for and secure ethical approval where necessary o Outline objectives for each stage of the research. 	<p>1) Improved version of the Research Proposal should be ready by first Board in Term 1; term 2 for part time students 2) By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)</p>
<p>C: Demonstrate understanding of chosen topic within the context of the field.</p>	<ul style="list-style-type: none"> - Critical Literature Review (where relevant) 	<p>By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)</p>
<p>D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the three year period.</p>	<ul style="list-style-type: none"> - Evidence that academic writing is of standard and ability expected at MPhil level, including adequate referencing and language skills. - Have completed enough written work equivalent to 1/3 of thesis in draft format; i.e., have written 15,000 words. - In the case of a monograph-based thesis this should translate into drafts of two main chapters, such as literature review and methodology. - In the case of a journal-based thesis this should translate into a draft of one paper 	<p>By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)</p>



	and/or substantial literature review and methodology drafts which will inform the overall project.	
E: 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 plan of work/ timetable for Year 2. - Produce supervisory board report written in a clear and self- reflective style. 	By Confirmation Board (Term 3 for full-time students; Term 6 for part-time students)
F: Subject-specific milestones: 1) You will have been assigned a supervisor. 2) Identification of a chair of supervisory boards 3) Attendance at Ph.D. colloquium and other relevant seminars held in the Department or in other relevant disciplines. 4) Demonstration of satisfactory completion of extended proposal/paper. 5) Progress on dissertation/paper	<p>1) You should meet regularly with your supervisor, <i>typically at least once a fortnight</i> in your first year. This pattern should continue throughout your time in the program, unless you have reasons to be away from campus, such as carrying out fieldwork.</p> <p>2) Send Progress Report of board members to PGR administrator</p> <p>3) Regular attendance to PhD colloquium, as required. Evidence of engagement in colloquium and seminars. To be demonstrated in second supervisory panel.</p> <p>4)</p> <p>Monograph based MPhil: research proposal in complete form and draft of two chapters (typically a literature review or theory & methods chapter). Additional evidence of progress should exist in the form of the preparation or undertaking fieldwork, notes, archival visits etc.</p> <p>Journal paper-based MPhil: research proposal in complete form and completed draft of Paper 1. If you are doing an article-based dissertation, it is ideal this paper will be submitted for peer review in a journal.</p> <p>5) A timeline that maps out how progress in completion year will be achieved in subsequent years.</p>	<ul style="list-style-type: none"> - Meetings with supervisors —ongoing with evidence (can be e-mails, informal notes) of their occurrence. - Progress report due to PGR administrator. Student should take responsibility for sending e-mail.
Assess whether the planned research requires completion of the new COVID Risk Assessment for PGR student research and placement activities. All such risk assessments should be discussed at subsequent SPs and RSPBs.		
M2: Progress from Year 2 to Year 3 (or equivalent for part-time students)		
A: Review training needs and knowledge required to continue with	<ul style="list-style-type: none"> - Training Needs Analysis to be reviewed. - Attend Proficio courses and Department’s PhD colloquium and plan for further courses to attend, as appropriate. 	Term 4 for full-time students; Term 8 for part-time students



research project and complete the thesis.		By end of Term 6 for full-time students; Term 12 for part-time students
B: Demonstrate work of the quality and quantity expected at the end of Year 2	<ul style="list-style-type: none"> - Completed draft of all chapters/papers of the number proposed - Report on research undertaken to date 	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
C: Review significance and impact of research and articulate output.	<p>For example:</p> <ul style="list-style-type: none"> - Deliver workshop - Present research to students and staff at seminars/conference - Write journal articles, as appropriate 	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
D: 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 plan for completion and submission of Thesis. - Produce supervisory board report written in a clear and self-reflective style - Internal and external examiners identified 	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
E: Specific Departmental Expectations for Second Year Students pertaining to Dissertation	<ul style="list-style-type: none"> - Students doing a 'monograph based' MPhil should have completed all drafts of all substantive chapters of their MPhil Thesis. - Students doing a 'journal based' MPhil should have final version of Paper 1 and completed drafts of Paper 2. <p><i>Note that failure to do so will require you to seek approval for an extension. Please note that extensions require the approval of the Deputy Dean for Education is not a guarantee.</i></p>	By end of year Supervisory Board (Term 6 for full-time students; Term 12 for part-time students)
Assess whether the planned research requires completion of the new COVID Risk Assessment for PGR student research and placement activities. All such risk assessments should be discussed at subsequent SPs and RSPBs.		
M3: Year 3 (or equivalent for part-time students)		
A: Clear evidence of progress towards submission. Must complete MPhil no later than 11 months after entering completion year	<ul style="list-style-type: none"> - Timeline of work needing to take place before submission 	Termly progress report to supervisor and/or board members if necessary
	<ul style="list-style-type: none"> - Revise and rewrite chapters/papers. 	



B: Department specific attitudes towards submission	- Thesis should be between 30,000 and 40,000 words.	
Assess whether the planned research requires completion of the new COVID Risk Assessment for PGR student research and placement activities. All such risk assessments should be discussed at subsequent SPs and RSPBs.		