

Faculty of Humanities
Department of LiFTS Milestones for MPhil Students – 2021-22 Entry

Milestones	Criteria for progress	Deliverables	Deadline
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"> ▪ Training Needs Analysis to be completed ▪ Attend Proficio courses and plan for further courses to attend, as appropriate 	<ul style="list-style-type: none"> ▪ 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
	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"> ▪ Write central research problem/questions to be answered ▪ Develop methodology (if relevant, Practice-as-research (PaR) method to address the research topic) ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Create project plan, outlining objectives for each stage 	<ul style="list-style-type: none"> ▪ By first Supervisory Panel and RSPB (Term 1 for full-time students; Term 2/3 for part-time students)
	C: Demonstrate understanding of chosen topic within the context of the field	<ul style="list-style-type: none"> ▪ Critical Literature Review in the form of annotated bibliography; and/or equivalent piece of initial creative/critical work scoping out field accompanied by an initial outline of thesis to be submitted for the first Supervisory Panel 	<ul style="list-style-type: none"> ▪ By end of year 1 Supervisory Panel and RSPB – (Term 3) for full-time students; (By end of year 2 Supervisory Panel and RSPB – (Term 6) for part-time students)

	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"> Produce sufficient draft chapters/papers (1/3 of the thesis) or creative practice equivalent to 1/3 of the thesis Evidence that academic writing and/or creative practice are of a standard and ability expected at MPhil level, including adequate referencing and language skills 	<ul style="list-style-type: none"> By end of year 1 Supervisory Panel and RSPB – (Term 3) for full-time students; By end of year 2 Supervisory Panel and RSPB – (Term 6) for part-time students
	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 student progress report written in a clear and self-reflective style 	<ul style="list-style-type: none"> By end of year 1 Supervisory Panel and RSPB – (Term 3) for full-time students; By end of year 2 Supervisory Panel and RSPB – (Term 6) 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.			
M2: 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"> Training Needs Analysis to be reviewed Attend Proficio courses and plan for further courses to attend, as appropriate 	<ul style="list-style-type: none"> Term 4 (Panel 3) for full-time students; Term 8 for part-time students By end of Term 6 for full-time students; Term 12 for part-time students
	B: 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 student progress report written in a clear and self-reflective style 	<ul style="list-style-type: none"> By Supervisory Panel (Panel 3) Term 4 for full-time students; Term 6 for part-time students)
	C: Demonstrate work of the quality and quantity	<ul style="list-style-type: none"> The majority of the research/practice 	<ul style="list-style-type: none"> By Supervisory Panel (Term 4 for

	expected for an MPhil at the end of Year 2 (or equivalent for part-time students)	<p>completed (empirical, creative and theoretical work, where relevant)</p> <ul style="list-style-type: none"> ▪ Produce sufficient draft chapters (2/3 of the thesis) ▪ Produce student progress report written in a clear and self-reflective style ▪ Where appropriate, present research to students and staff at seminars / conferences 	<p>full-time students; Term 6 for part-time students)</p>
		<ul style="list-style-type: none"> ▪ Majority of thesis completed in draft for supervisor(s)/ supervisory panel comment 	<p>By end of year Supervisory Panel (Term 6 for full-time students; Term 12 for part-time students)</p>
<p>If Required: M3: Request to enter a completion period</p>	<p>A: Clear evidence of progress towards submission</p>	<ul style="list-style-type: none"> ▪ Realistic timeline of work needed to take place before submission 	<p>By end of year supervisory panel (Term 6 for full-time students / term 12 for part-time)</p>
<p>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.</p>			