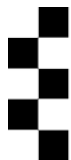


Department of Sociology: Standard Milestones for MPhil Students (2018/19)

Requirement	Action
<p>M 1: Progress to Year 2 (Year 3 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>	
A: Assess training needs and knowledge required to undertake research and complete the thesis	<ul style="list-style-type: none"> ▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and/or plan for further courses to attend, as appropriate
B: Choose research topic and demonstrate significance/impact of research.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> ▪ Critical Literature Review
D: Demonstrate the ability to produce work of the quality and quantity to complete an MPhil within a maximum of 3 years (five years for part-timers)	<ul style="list-style-type: none"> ▪ 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.	<ul style="list-style-type: none"> ▪ Create a detailed, realistic plan of work for Year 2. ▪ Produce supervisory board report written in a clear and self-reflective style
F: Professionalisation	<ul style="list-style-type: none"> ▪ Attend First Year PhD Colloquium
<p>M2: During Year 2 (Year 4 for part-time students) achieve the following Deadline: by the end of year 2 Supervisory Board (year 4 for part-time students) except that by the end of Term 4 (Term 8 for part-time students) the Training Needs Analysis must be reviewed</p>	
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. ▪ Undertake original research on topic.
B: Demonstrate work of the quality and quantity expected at the end of Year 2	<ul style="list-style-type: none"> ▪ Complete data collection ▪ Produce draft chapters/ papers ▪ Report on research undertaken
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/conferences
D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.	<ul style="list-style-type: none"> ▪ Produce supervisory board reports written in a clear and self-reflective style ▪ Completed draft of thesis for supervisor(s)/ supervisory board comment
If completion period required, clear plan to submission	<ul style="list-style-type: none"> ▪ Detailed plan for submission agreed by end of year 3 (year 6 for part-time students) Supervisory Board
E: Professionalisation	<ul style="list-style-type: none"> ▪ Attend second year PhD colloquium ▪ Start to write journal articles or book chapters
<p>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</p>	



A: Must complete MPhil no later than 11 months after entering completion year	<ul style="list-style-type: none">▪ Progress checked regularly by supervisor(s)▪ Submission date agreed
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