



# Department of Sociology

## Faculty of Social Sciences

### Monograph-based MAD Students

Postgraduate Research milestones are used to ensure students are making sufficient progress during their studies, and to provide a supportive framework to guide students through the various stages of their research. The Milestones should also help to keep students on track to submit within the appropriate period. PGR supervisors should talk through the relevant milestones during supervisory meetings and they should be referred to on a regular basis.

Supervisory Panels and Research Students' Progress Boards will use the milestones to reflect on the level of progress being made, ahead of making a recommendation. Whilst the milestones are specific for each department and type of course, it is recognised that every research journey is different, and that whilst the milestones provide an overarching framework of expectations, a degree of flexibility should be given, based on the trajectory and scope of research.

Students and supervisors are encouraged to supplement these milestones with individual research plans which take into account the specifics of an individual research project and the individual circumstances of the PGR student.

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#### Year 1 (Full time), Year 1 and 2 (Part time)

##### Ahead of the first Supervisory Panel

Milestone	Requirement	Full time term	Part time term
M1.1	Supervisor(s) and student to carry out an analysis of the student's training needs for satisfactory completion of the MA by Dissertation and complete a training needs analysis form	1	1
M1.2	Attendance: (i) Meet regularly with your supervisor(s), typically at least once every 4 weeks (ii) Attend twice-yearly supervisory panels (once a year for part-timers) (iii) Attend Year 1 PhD colloquium and other relevant seminars	1-3	1-3



	(iv) Attend any courses needed, including Proficio courses		
M1.3	Complete the student sections of the Department’s supervisory report prior to each supervisory panel	1	1
M1.4	(i) Produce an improved research proposal including a literature review and discussion of the methods, and indicate the significance of the research (ii) Where necessary, have submitted an application for ethical approval for the data collection (iii) Demonstrate the ability to produce work of the quality and quantity to complete an MA by dissertation within one year	1	1
M1.5	Supervisor(s) and student to discuss student’s career plans at least once during the year	1-3	4-6

**Ahead of the second Supervisory Panel**

Milestone	Requirement	Full time term	Part time term
M1.7	By the Supervisory Panel at the end of Term 3: (i) Have completed any data collection and analysis (ii) Have a draft of at least 80% of the dissertation (iii) If a Completion Period is required, have a detailed plan for submission	3	4-6

Has the student and supervisory team considered whether the research will be using human participants, and if so, has sought and received formal university ethics approval.

Has the student and supervisory team considered whether the research uses security-sensitive material, and if so, has sought and received formal university registration of this material.

The Supervisory Panel will make a recommendation to the Research Students’ Progress Board, ahead of the next academic year. Further information regarding Supervisory Panels and Research Students’ Progress Boards can be found here: <https://www.essex.ac.uk/student/postgraduate-research/pgr-progress>

**Completion Period**

If, at the 2<sup>nd</sup> supervisory Panel, a student isn’t on track to submit their thesis by the end of year 1 (year 2 for Part time students), a recommendation for a period of completion can be requested from the RSPB, for approval by the Faculty Dean (Postgraduate)

Milestone	Requirement	Term to undertake work <i>(To be used as a guide only)</i>
C1	(i) You will only be able to have a Completion Period beyond the Standard Period if you have completed the tasks set out above (ii) Completion periods are granted on a termly basis by the Dean for Postgraduate Research Education following a recommendation by the Research Students Progress Board (iii) If a completion period is required, you must produce a clear plan for final completion with an agreed submission date	