

Ordinances and Regulations: Degree of Master of Science by Research (MSc)

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Research Office Graduate Education Team

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A. ORDINANCES

1. The University may award the degree of Master of Science by Research (MSc) in accordance with the regulations in recognition of the successful completion of an approved programme of training and research.
2. Students will satisfactorily pursue an approved programme of training and research which combines advanced study, research methodology and a substantial research project, or series of research projects, as either a full or part-time student.
3. These ordinances and regulations provide a general framework for the degree of Master of Science by Research (MSc), and should be read in conjunction with detailed notes for guidance and programme specific regulations.
4. Regulations for student complaints and appeals are provided in the University's General Regulations, XVII and XIX respectively.

B. REGULATIONS

1. Admission to the programme

- a. Applicants for admission to the Master of Science by Research (MSc) will normally have:
 - i. a first degree (equivalent to a UK Honours Bachelors degree) or equivalent qualification from a recognised institution; or
 - ii. evidence of previous advanced study, research or professional experience, which the University accepts as qualifying the applicant for entry.
- b. All applicants must meet the minimum English language requirements of their chosen programme, as described by the University's Postgraduate Admissions Policy.

2. Duration of the Programme

- a. A full-time Master of Science by Research (MSc) degree will normally extend over a period of twelve months. The date for the end of the programme and submission of the dissertation will be published in the programme handbook.
- b. A part-time Master of Science by Research (MSc) student will complete the programme over a more extended period of time which will be published in the programme handbook, but will not exceed five academic years.

3. Credits

- a. A Master of Science by Research (MSc) degree will consist of credits, of which at least 165 will be at level 4 (M Level). No more than 15 credits may be based on material partly shared with level 3 units, suitable enhanced to level 4.
- b. The Master of Science by Research (MSc) programme will normally consist of a 120 credit research project, in addition to 60 credits of taught content, making a standard 180 credits in total. A minimum of 120 and a maximum of 150 credits should be directly awarded for the research dissertation, and the final balance of credits will differ depending upon the background, experience and proposed subject of research of each student. The taught content will serve to provide the student with research skills and a depth of specialist knowledge that is directly applicable to the field of research.
- c. The taught content will consist of course units, normally comprising four 15 credit course units, and will occur in the first semester to ensure that the student has undertaken the necessary skills training and acquisition of specialist knowledge prior to beginning their research proper.

4. Progression and Assessment

- a. Regulations for work and attendance are outlined in the University's General Regulations, XX.
- b. Students for the degree of Master of Science by Research (MSc) will present themselves for assessment of their progress as required in the programme handbook.
- c. Students will normally successfully complete the taught component of the Masters degree before they can progress to the dissertation, and must successfully complete the taught component before submission of the dissertation.
- d. A student who fails to satisfy the Examiners in any assessment of taught units may be permitted to resubmit the assessment or retake the examination on one further occasion. The student will take this opportunity during the next available University examination period or within a period as published in the programme handbook.
- e. The maximum mark to be awarded for resubmitted coursework or retaken examination will normally be 50%. on transcripts and marked with an R.
- f. Any student who submits a piece of assessed coursework (including the dissertation) after the submission deadline, without being granted an extension, will receive a mark of zero.
- g. Students may, in exceptional mitigating circumstances, and with prior permission of the Faculty, be allowed to re-take the entire programme subject to all outstanding fees being paid.

5. Dissertation

- a. Dissertations should be submitted in accordance with the information set out in the University's Guidance Notes for the Presentation of Dissertations.
- b. Dissertation or project submission dates will normally be 51 weeks after the start of the programme and will be published in programme handbooks. Submission dates for part-time students will reflect the length of the programme (pro-rata compared to a full-time programme).
- c. The dissertation will be submitted before the end of the programme in order for a student to be eligible for the award of distinction. The maximum period for an extension to submit a dissertation will normally be four months for a full-time programme and eight months for a part-time programme. All students must register for ABPP and pay the relevant registration fee.
- d. At the recommendation of the Examiners, students will normally be allowed one resubmission of a failed dissertation or project and this will normally be within four months of the date of the publication of the result. The Examiners, may, exceptionally, decide not to allow resubmission. The Faculty will agree that the grounds for allowing/not allowing a resubmission are justified.

- e. The maximum mark to be awarded for resubmitted dissertations or projects will normally be 50%.
- f. A student may exceptionally be required to attend an examination, orally or otherwise, in the subject of their dissertation or project report, or a related matter.

6. Extension of the Dissertation Submission Deadline

- a. Extensions of the dissertation submission deadline may be granted at the discretion of the University to allow additional time for preparation of the dissertation.
- b. Candidates shall normally be granted an extension of their dissertation submission deadline of up to four months for full-time students and 8 months for part-time students beyond the completion date of their Master of Science by Research (MSc) programme. A fee will be payable for any such extension that is granted by the University.
- c. Further periods of extension of the dissertation submission deadline may be sought only in exceptional circumstances. A fee will be payable for each period of extension that is granted by the University.
- d. Where permission for extension has not been granted by the University and a candidate submits their dissertation late, zero marks will be awarded.

7. Examination Board and External Examiners

- a. The School Graduate Committee will be responsible for confirming the marks of the taught element of the programme at the end of the first semester to allow the student to progress to the dissertation element. Normally, all staff who have been involved in the assessment of the taught units shall be present at the School meetings. Each candidate's dissertation shall be examined by two or more examiners of whom at least one shall normally be an external examiner. The appointment of examiners shall proceed in accordance with the policy set out in the University's Notes for the Guidance of Examiners.

8. Recommendation for Award

- a. *Pass Marks*
 - i. To obtain a pass for a Master of Science by Research (MSc) programme will require the student to pass each taught course unit and the project/dissertation.
 - ii. The Faculty shall, on report from the Examiners, recommend to Senate the award of the degree of Master of Science by Research (MSc) for those students who have completed all requirements of the regulations and satisfied the Examiners. The awarding certificate will include the title of the programme.

b. *Distinction*

- i.** A distinction may be awarded to a student who has consistently achieved excellence in the assessments of a Master of Science by Research (MSc) programme.
- ii.** The student will have satisfied the following criteria in order to be awarded a distinction:
 - A.** An average at first assessment of 70% or more in the taught component of the programme;
 - B.** A mark of 70% or more for the dissertation;
 - C.** Submission of the dissertation by the end of the period of programme.