

MASTERS PROGRAMMES

See *YOUR PROGRAMME OF STUDY*

INTRODUCTION

Masters degrees are governed by the Regulations for MA and MSc degrees and by the Code of Practice for Taught Masters Programmes.

When choosing your courses you should first read the programme regulations governing the choice of subjects for your degree. Only those subjects or combinations of subjects explicitly permitted by the regulations for each degree may be offered for examination. The deadline for confirming your course choices is **Friday 24 October 2003**.

In the programme regulations, a course number is printed by the name of each examination paper. The courses are listed after the regulations, including details of teaching, reading lists, and other essential information for each course.

The School reserves the right at all times to withdraw or alter particular courses and syllabuses.

REGULATIONS FOR MA AND MSc DEGREES

General

1. These Regulations apply to all persons having registered for a programme of study leading to a degree of Master of Arts, Master of Laws, Master of Research or Master of Science at the School and to those having registered for any part of such a programme, except that students intending to register on the federal Master of Laws of the University of London shall be bound only by regulations 2 to 8. These regulations are made subject to the General Academic Regulations of the School.

Entrance qualifications

2. The normal minimum entrance qualification for registration for a Masters degree is
 - 2.1 a Second Class Honours degree of a UK university or of the CNAAB, or a qualification of an equivalent standard obtained after a course of study extending over not less than three years in a university (or an educational institution of university rank), in a subject appropriate to that of the course to be followed, or a qualification of an equivalent standard appropriate to the course to be followed; *or*
 - 2.2 a professional or other qualification obtained by written examination and approved by the School.
3. An applicant for admission possessing a professional or other qualification obtained by written examination may be required by the School to pursue the programme for the period of at least one year longer than the minimum period prescribed in the individual programme regulations and/or the School may prescribe a qualifying examination for such a candidate.
4. An applicant for admission will also be required to meet any additional entrance requirements specified in the relevant programme regulations.
5. The School may prescribe English language and/or other tests as conditions of admission.
6. Application for admission to a programme and registration for that programme shall be undertaken in accordance with procedures specified by the School.
7. The School may exceptionally exempt a student from part of a programme on the basis of previous study at another institution and may exempt such a student additionally from part of the examinations prescribed for the degree.
8. When considering an application under Regulation 7 the School shall consider *inter alia*
 - 8.1 the standard and content of courses and examinations taken elsewhere, certified by the appropriate officer or officers of the relevant institution, and their relevance to the intended programme at the School;
 - 8.2 the compatibility of the study previously undertaken with the proposed programme, to allow a smooth transition into that programme.

Programmes of study

9. Programmes and the examinations associated with them shall be so organised as to fall into one or both of the following categories:
 - 9.1 a period of full-time study, the length of which shall be prescribed in the individual course regulations but which shall normally be not less than one calendar year, the examinations being completed by the end of that period;
 - 9.2 a period of part-time study of between two and four years, during which candidates will be examined in accordance with the individual programme regulations.
10. The minimum length of the period of study is prescribed in the individual programme regulations, but at the start of the programme or at a later stage the School may require individual students to pursue the programme for a period longer than the minimum period prescribed in the regulations. The School shall determine, subject to the provisions of the individual programme regulations, the method by which the student is examined.
11. Where a student is pursuing a programme extending over not less than one calendar year he/she may be allowed, at the discretion of the School and provided that the individual programme regulations so permit, to spend a maximum period of six months or, in the case of students pursuing a part-time programme, an equivalent period, on project work under appropriate supervision at an organisation or institution approved by the School as having a function relevant and suitable to the field of study. A student pursuing a programme extending over a minimum of one academic year will not be permitted to undertake the project work outside the School unless permitted by the individual programme regulations.
12. A full-time student will normally register for courses up to the value of four courses in each year, and a part-time student for courses to a value of three courses or fewer. Courses must be chosen to comply with the programme regulations concerned.
13. The School may permit a student to transfer from one programme to another within the School. Such permission will be given only on the recommendation of the respective director for the student's current degree programme and for the programme into which he/she wishes to transfer. A student wishing to transfer must apply for permission by completing the appropriate form, available from the Student Services Centre.
14. In exceptional circumstances, the School may permit a student to vary his or her programme by substituting for courses to the maximum value of one full unit, listed in the programme regulations, other graduate courses of equivalent value. Such permission will be given only on the recommendation of the programme director. A student wishing to substitute a course must apply for permission, in writing, to the Programme Director.

Entry to examinations

15. A candidate for the degree will be deemed to have entered the examinations for the courses for which he/she is registered.
16. Notwithstanding an examination entry under Regulation 15, no candidate shall be eligible to sit the examination in a course unless having satisfactorily attended that course in that year of study and having completed the work required in that course.
17. A candidate wishing to defer sitting one or more examinations must first obtain the support of his or her supervisor. Where the supervisor is not willing to support the request the candidate may appeal to the programme director or departmental Convener as appropriate. The candidate must then seek the approval of the Chair of the appropriate board of examiners. If the Chair supports the

request, the Chair shall put the case to the School for approval. Permission must be sought no later than Friday of the first week of the Summer term except in the case of unforeseen and exceptional circumstances.

18. Candidates who are absent without formal permission from an examination entered will have that examination counted as the first attempt.
19. Candidates are bound by the regulations in force at the time of their entry to the examination including the individual programme regulations.
20. A candidate will be examined in each course, unless having deferred or withdrawn under these Regulations. A candidate will not be re-examined in any course which he or she has already passed except as provided in paragraph 5.2 in the Scheme for the Award of a Taught Masters Degree.
21. No fee is payable for the first attempt at an examination.

Examinations and Assessment

22. The School will establish a board of examiners for each programme. Each board shall include examiners who are not members of the staff of the School, who shall have regard to the totality of each degree programme and who shall be involved and particularly influential in the decisions relating to the award of every degree and shall annually report to the Director, being asked specifically to comment and give judgment on the validity and integrity of the assessment process and the standard of student attainment.
23. Examination procedures shall ensure that assessment is and can be demonstrated to be fair and impartial.
24. Each board of examiners shall ensure *inter alia* that award schemes shall have regard to the totality of the programme and to the requirements for progression within it, and to the requirement for each student to achieve a satisfactory overall standard.
25. Schemes of examination shall be prescribed in the individual programme regulations and unless indicated otherwise shall include the submission of a significant piece of individual work in the form of an essay, report or dissertation which may be based on a project or fieldwork.
26. The examination for each written paper shall take place on one occasion each year.
27. An essay/report/dissertation, where indicated in the scheme of examination, will be examined on one occasion only in each year and the date for submission will be specified in the programme regulations.
28. Where the regulations permit a candidate to offer work written outside the examination room, the work submitted must be certified to be his or her own and any quotation from the published or unpublished works of other persons must be acknowledged.
29. If the essay, report or dissertation is adequate except that it requires minor amendment the examiners may require the candidate to resubmit a revised version within one month.
30. In exceptional circumstances examiners shall have discretion to require a candidate to be examined orally in one or more components of his or her examination.
31. The conduct of candidates in assessment is governed by the *Regulations on assessment offences in taught degree and diploma courses*.

Late submission of coursework

32. Where a course includes course-work as part of its assessment, all students must be given clear written instructions on what is required and the deadline for its submission.
33. If a student believes that he or she has good cause not to meet the deadline (eg illness) he or she should first discuss the matter with the course teacher and seek a formal extension from the chair of the board of examiners.
34. If a student misses the deadline for submission but believes he or she has had good cause which could not have been alerted in advance he or she should first discuss the matter with the course teacher and seek a formal extension.
35. Extensions will normally only be granted where there is a good reason backed by supporting evidence (eg medical certificate).
36. Any extension should be confirmed in writing to the student.
37. If a student fails to submit by the set deadline (or extended deadline as appropriate) the following penalty will apply:
For each day or part day the submission is overdue a deduction of 10 marks out of 100 will be made from the mark it would otherwise have obtained.

Re-examination

38. If a candidate who has been examined in all elements of an examination or of part of an examination for which he/she has entered fails to satisfy the examiners, the examiners may determine that he/she may on re-examination be exempt from one or more of the following:
 - (i) one or more of the written papers;
 - (ii) essay/report/dissertation;
 - (iii) assessment of coursework;
 - (iv) practical examinations;
 - (v) oral examination.
39. A candidate who does not at his/her first attempt successfully complete the examination or part of the examination for which he/she has entered and who has not been given an overall pass at any level in his or her degree may, subject to the agreement of the School when such re-entry would involve further attendance at the School, re-sit that examination on one occasion only. Such re-examination will be at the next following examination except where a School has granted permission for a candidate to defer until the examination in a subsequent year.
40. A candidate proposing to re-sit an examination when not registered for the course concerned shall enter for that examination by the means prescribed from time to time by the Academic Registrar.
41. A candidate proposing to resit an examination shall be bound by all the current Regulations applicable to the first sitting of the examination except as modified by Regulations 34, 35, 36 and/or 38.
42. Candidates being re-examined are required to sit the same examinations as they sat previously, unless they have satisfactorily completed courses for different examinations.
43. A candidate who resits an examination when not registered at the School will be required to pay a fee determined by the School from time to time.

Illness

44. A candidate who, owing to illness, the death of a near relative or other cause judged sufficient by the School on the recommendation of the board of examiners, is prevented from completing at the normal time the examination or part of the examination for which he/she has entered may with the permission of the School:
 - 44.1 enter the examination in those elements in which he/she was not able to be examined on the next occasion when the examination is held in order to complete the examination; or
 - 44.2 at the discretion of the examiners and with permission from the Chair of the Graduate Studies Subcommittee, be set a special examination in those elements of the examination missed as soon as possible and/or be permitted to submit any work prescribed on or by a date specified by the board of examiners. The special examination shall be in the same format as specified in the programme regulations for the element(s) missed.
45. A candidate who for medical or other reasons approved by the School does not sit an examination while in attendance at the School may be permitted to sit such an examination on one subsequent occasion without payment of a fee, whether or not in attendance at the School.

46. Where a candidate has failed to complete the examination for one of the reasons specified in Regulation 44 the candidate shall submit the application with medical certification or other supporting evidence to the Student Services Centre within seven days of the last day of the written examinations or for the submission of the essay/report/dissertation.

The award of a degree

47. Degrees are awarded by the University in accordance with the Regulations
 48. To be eligible for the award of a degree a candidate must have satisfied the examiners in the examinations prescribed for the programme on completion of each course. In special cases the School may allow later examination.
 49. The examiners shall have the discretion to award a mark of merit or distinction to a candidate.
 50. A list of successful candidates will be published by the School.

Notification of results

51. After the examiners have reached a decision, every candidate will be notified by the School of the result of his/her examination.
 52. A degree certificate under the seal of the University will be despatched to each candidate who is awarded the degree. The certificate will state the title of the degree awarded.

Appeals against decisions of boards of examiners

53. Appeals against decisions of boards of examiners must be made in writing to the Academic Registrar under the *Regulations for the consideration of appeals against decisions of boards of examiners for taught courses*.

SCHEDULE TO THE REGULATIONS FOR MA AND MSc DEGREES

The powers of the School set out in these Regulations shall be exercisable as follows:

Regulation	Powers exercisable by
2.2, 3, 5, 7, 10, 11, 13, 14, 16, 17, 23, 32, 33, 34, 36, 37, 48	Graduate Studies Subcommittee
6, 15, 43, 50, 51, 52	Academic Registrar
22	Academic Board on recommendation of Graduate Studies Subcommittee
24, 48, 49	The appropriate board of examiners
44	The appropriate board of examiners and Chair of the Graduate Studies Subcommittee

The School has approved the following schemes for the Taught Masters Degrees

Departments and Institutes should specify which scheme is being used for each degree. They should also indicate the passmark used for each course. They should also indicate if there are any papers where either the class of the award cannot be higher than the result awarded in this paper, or an award of degree cannot be made unless the specified paper has been passed.

Departments can apply to the Teaching Learning and Assessment Committee to depart from these standard schemes. Where such approvals have been given, Departments and Institutes should indicate this.

SCHEME FOR THE AWARD OF A TAUGHT MASTERS DEGREE

This scheme should be read in conjunction with the General Regulations for Students and the regulations for the degree on which the student is registered.

1. Responsibilities of Board of Examiners

- 1.1 The Graduate School Committee shall have the authority to approve variations to the standard template for the award of degrees for masters students, as recommended by departments.
 1.2 Each item of assessment shall be the responsibility of a board of examiners, which shall include at least one external examiner competent to judge the students concerned. The board shall determine the marks and grades in each item of assessment, irrespective of whether the student concerned is taking a programme within its area of competence. Where the student is being assessed for the award of a degree by another board, it shall promptly convey to that board the results that it has determined, in the form of marks and grades, once the paper¹ has been marked by both internal and external examiners.
 1.3 The decision as to the award of the degree shall be the responsibility of a board of examiners appointed for the programme on which the student is registered which shall include at least one external examiner competent to judge the students concerned. The board shall take into account all information properly presented to it and by the exercise of its academic judgement it shall determine the *overall result for the students registered on that programme*.

2. External examiners

No mark or grade should be assigned without the external examiner having been able to approve it, whether or not he or she attended a meeting of examiners.

3. Mark and Award level:

- 3.1 Each paper is given a result as follows:

0 – x	Bad Fail
x - 49%	Fail
50-59%	Pass
60-69%	Merit
70% and over	Distinction

x must be specified by the examination board responsible for the course.

- 3.2 Examiners of papers should mark work without reference to medical and/or extenuating circumstances, which will be considered by the board of examiners at the meeting where the award of degrees is considered.

¹ The term "paper" refers to any method of assessment and does not only include formal examinations

- 3.3 Where one mark is at a borderline – that is, at 49, 59, or 69 – it shall be raised by the board of examiners by one mark where there is strength elsewhere. Where more than one mark is at a borderline mark, the examiners shall raise only one, the lower of the two.
4. **Eligibility for Award of Degree**
- 4.1 Candidates must have attempted and completed all elements of the assessments for courses as set out in the degree regulations. (An unauthorised absence does not count as completing the course but does count as an attempt in terms of the number of attempts at a paper).
- 4.2 A candidate will not be awarded a degree if s/he has failed one or more courses, subject to paragraph 8.5.2, or, in the judgement of the examiners, as a direct result of medical and/or extenuating circumstances.
5. **Failure to Achieve an Award of Degree**
- 5.1 If a student has not been awarded a degree and s/he has failed papers up to the value of two units, s/he shall normally be entitled to resit the failed units only (on one occasion) and at the next normal opportunity. Marks obtained at resit shall bear their normal value.
- 5.2 If a student has not been awarded a degree and s/he has failed papers to the value of more than two units, s/he shall normally be required to resit all papers again, including those passed, irrespective of the marks awarded in the papers. Marks obtained at resit shall bear their normal value.
- 5.3 If a student has passed papers on a resit attempt and has met the requirements for the award of a degree, s/he cannot be awarded a degree higher than a Pass degree.
6. **Publication**
The scheme adopted shall be published to students in the Calendar for the year concerned.
7. **Appeals and offences**
Appeals and assessment offences will be handled according to School Regulations.
8. **Calculation of the Award of Degree**
- 8.1 Where all marks are at a particular level – Distinction, Merit or Pass – then the overall result will be given at that level.
- 8.2 A particular paper can be designated by the examination board as critical to assessment. The examination board shall publish this in the School Calendar, as well as any special consideration of the award of degree in the following terms: either the class of the award cannot be higher than the result awarded in this paper, or an award of degree cannot be made unless the specified paper has been passed.
- 8.3 Half unit papers are paired and averaged for the purposes of award classification as follows: the two with the highest marks, then the two next highest, and so forth, until the pair with the lowest marks.
- 8.4 Award is calculated as follows:
- 8.4.1 *For a Distinction:*
four marks at Distinction level
or three marks at Distinction level and one mark at Merit level
or two marks at Distinction level and two marks at Merit level.
- 8.4.2 *For a Merit:*
four marks at Merit level
three marks at Distinction level and one mark at Pass level
three marks at Merit level and one mark at Pass level
two marks at Distinction level and two marks at Pass level
two marks at Distinction level, one mark at Merit level, and one mark at Pass level
one mark at Distinction level and three marks at Merit level
one mark at Distinction level, two marks at Merit level, and one mark at Pass level
- 8.4.3 *For a Pass:*
four marks at Pass level
one mark at Merit level and three marks at Pass level
two marks at Merit level and two marks at Pass level
one mark at Distinction level and three marks at Pass level
one mark at Distinction level, one mark at Merit level, and two marks at Pass level
- 8.5 The award for candidates with one fail mark should be calculated as follows:
- 8.5.1 One bad fail mark will result in an overall fail.
- 8.5.2 Where there was one fail (but not a bad fail), the fail would be compensated by a mark of 60% or over in at least one other paper and a Pass level for the degree would be awarded.
9. **General Proviso**
While the examiners shall have regard to these guidelines, they reserve the right to depart from them if, in their judgement, this would be equitable for any individual candidate or any group of candidates.

SCHEME FOR THE AWARD OF A TAUGHT MASTERS DEGREE INCLUDING HALF-UNIT OPTIONS

This scheme should be read in conjunction with the General Regulations for Students and the regulations for the degree on which the student is registered.

1. **Responsibilities of Board of Examiners**
- 1.1 The Graduate School Committee shall have the authority to approve variations to the standard template for the award of degrees for masters students, as recommended by departments.
- 1.2 Each item of assessment shall be the responsibility of a board of examiners, which shall include at least one external examiner competent to judge the students concerned. The board shall determine the marks and grades in each item of assessment, irrespective of whether the student concerned is taking a programme within its area of competence. Where the student is being assessed for the award of a degree by another board, it shall promptly convey to that board the results that it has determined, in the form of marks and grades, once the paper² has been marked by both internal and external examiners.

² The term "paper" refers to any method of assessment and does not only include formal examinations

1.3 The decision as to the award of the degree shall be the responsibility of a board of examiners appointed for the programme on which the student is registered which shall include at least one external examiner competent to judge the students concerned. The board shall take into account all information properly presented to it and by the exercise of its academic judgement it shall determine the overall result for the students registered on that programme.

2. External examiners

No mark or grade should be assigned without the external examiner having been able to approve it, whether or not he or she attended a meeting of examiners.

3. Mark and Award level:

3.1 Each paper is given a result as follows:

0 – x	Bad Fail
x - 49%	Fail
50-59%	Pass
60-69%	Merit
70% and over	Distinction

x must be specified by the examination board responsible for the course.

3.2 Examiners of papers should mark work without reference to medical and/or extenuating circumstances, which will be considered by the board of examiners at the meeting where the award of degrees is considered.

3.3 Where one mark is at a borderline – that is, at 49, 59, or 69 – it shall be raised by the board of examiners by one mark where there is strength elsewhere. Where more than one mark is at a borderline mark, the examiners shall raise only one, the lower of the two.

4. Eligibility for Award of Degree

4.1 Candidates must have attempted and completed all elements of the assessments for courses as set out in the degree regulations. (An unauthorised absence does not count as completing the course but does count as an attempt in terms of the number of attempts at a paper).

4.2 A candidate who has failed one half-unit course (which is not a Bad Fail) will be classified with the award of a Pass degree. A candidate who has failed two half-unit courses (neither of which are Bad Fails) will only be awarded a Pass degree if they have two other half-unit courses with marks of at least 60%. A candidate will be deemed as failing the degree if a fail is awarded in three or more half-unit courses, unless the fails have been condoned, in the judgement of the examiners, as a result of medical and/or extenuating circumstances.

5. Failure to Achieve an Award of Degree

5.1 If a student has not been awarded a degree and s/he has failed papers up to the value of two units, s/he shall normally be entitled to resit the failed units only (on one occasion) and at the next normal opportunity. Marks obtained at resit shall bear their normal value.

5.2 If a student has not been awarded a degree and s/he has failed papers to the value of more than two units, s/he shall normally be required to resit all papers again, including those passed, irrespective of the marks awarded in the papers. Marks obtained at resit shall bear their normal value.

5.3 If a student has passed papers on a resit attempt and has met the requirements for the award of a degree, s/he cannot be awarded a degree higher than a Pass degree.

6. Publication

The scheme adopted shall be published to students in the Calendar for the year concerned.

7. Appeals and offences

Appeals and assessment offences will be handled according to School Regulations.

8. Calculation of the Award of Degree

8.1 Where all marks are at a particular level – Distinction, Merit or Pass – then the overall result will be given at that level.

8.2 A particular paper can be designated by the examination board as critical to assessment. The examination board shall publish this in the School Calendar, as well as any special consideration of the award of degree in the following terms: either the class of the award cannot be higher than the result awarded in this paper, or an award of degree cannot be made unless the specified paper has been passed.

For degrees with eight half units

8.3 Subject to paragraph 8.2, award is calculated as follows (D – Distinction; M – Merit; P – Pass):

1	D	D	D	D	D	D	D	D	D
2	M	D	D	D	D	D	D	D	D
3	P	D	D	D	D	D	D	D	D
4	M	M	D	D	D	D	D	D	D
5	M	M	M	D	D	D	D	D	D
6	P	M	D	D	D	D	D	D	D
7	M	M	M	M	D	D	D	D	D
8	P	M	M	D	D	D	D	D	D
9	P	M	M	M	D	D	D	D	D
10	P	P	D	D	D	D	D	D	D/M
11	P	P	M	D	D	D	D	D	D/M
12	M	M	M	M	M	D	D	D	M
13	P	P	P	P	D	D	D	D	M
14	M	M	M	M	M	M	D	D	M
15	P	P	M	M	D	D	D	D	M
16	P	M	M	M	M	D	D	D	M
17	M	M	M	M	M	M	M	D	M
18	P	P	P	M	D	D	D	D	M
19	P	P	M	M	M	D	D	D	M
20	P	M	M	M	M	M	D	D	M
21	P	P	P	P	D	D	D	D	M
22	M	M	M	M	M	M	M	M	M
23	P	P	P	M	M	D	D	D	M

24	P	P	M	M	M	M	D	D	M
25	P	M	M	M	M	M	M	D	M
26	P	M	M	M	M	M	M	M	M
27	P	P	P	M	M	M	D	D	M
28	P	P	M	M	M	M	M	D	M
29	P	P	M	M	M	M	M	M	M
30	P	P	P	M	M	M	M	D	M
31	P	P	P	M	M	M	M	M	M
32	P	P	P	P	M	D	D	D	M/P
33	P	P	P	P	P	D	D	D	M/P
34	P	P	P	P	M	M	D	D	M/P
35	P	P	P	P	M	M	M	D	M/P
36	P	P	P	P	P	M	D	D	P
37	P	P	P	P	M	M	M	M	P
38	P	P	P	P	P	P	D	D	P
39	P	P	P	P	P	M	M	D	P
40	P	P	P	P	P	M	M	M	P
41	P	P	P	P	P	P	M	D	P
42	P	P	P	P	P	P	M	M	P
43	P	P	P	P	P	P	P	D	P
44	P	P	P	P	P	P	P	M	P
45	P	P	P	P	P	P	P	P	P

Where the award is shown as either one level or another, it is up to the examiners to determine which of the levels to allocate to the student depending on the marks obtained in each course.

For degrees with six half units and one full unit

8.4 The full-unit course will be treated as two half units and students will be classified as in 8.3 above.

For degrees with four half units and two full units:

8.5 Degrees with two full units and four half units will either classify as above, treating the full units as half units, or use the full-unit scheme by pairing the half units.

9. General Proviso

While the examiners shall have regard to these guidelines, they reserve the right to depart from them if, in their judgement, this would be equitable for any individual candidate or any group of candidates.

CODE OF PRACTICE FOR TAUGHT MASTERS PROGRAMMES

Introduction

- The Masters degree is either a programme of study at an advanced level of a subject already studied for a first degree, or a conversion programme in which a candidate can acquire a set of skills or knowledge different from those of the first degree studied, or a preliminary year to MPhil/PhD in which *inter alia* a programme of research training can be given¹.
- This Code of Practice sets out the basic requirements for all School Masters programmes and the responsibilities both of programme providers and of students. It codifies what already exists in most departments. By making minimum requirements explicit, it provides a basis for monitoring the academic activity of the School through the Teaching, Learning and Assessment Committee as well as a guide to students of what they can reasonably expect and to departments of what they should provide.
- The Code does not seek to reflect all departmental/programme variations. The expectation, and requirement, is that all programmes will conform to the minimum standards set out in the paragraphs below and that, where departmental/programme variations exist, they will enhance these minimum standards. (The Code uses the term department to cover both departments and institutes.)
- Regulations governing the registration, attendance and examination of Masters students are published annually in the *Calendar/Graduate Handbook*. All those involved as teachers or students on Masters programmes should be familiar with these regulations. The content and structure of each programme is also given in the *Calendar/Graduate Handbook*.
- Part-time students should contact their Programme Tutors for information on relevant variations from the terms of this Code. In particular, they should ensure that they will be able to attend lectures, classes and seminars when required.

Basic Requirements

- All programme providers must make arrangements to ensure that the requirements set out in paragraphs 7 to 27 below are fulfilled.

Programme Tutor

- Each department appoints a named Programme Tutor for each programme, who is responsible for all administrative matters related to that programme and for its academic content (*eg arrangements for assignment of supervisors to students and for provision of clear information for students*). The name of the Programme Tutor must be made known to all incoming students before arrival and at the start of each session, by inclusion in all relevant documents and in other appropriate ways.

Induction

- The department will send to all applicants accepted on to a Masters programme, normally no later than 1 August of the year of admission, detailed information about the programme, the courses available in the coming session and a preliminary reading list. This information should be sent as a follow-up to the formal offer of admission and as a way of welcoming the applicant, before arrival, on to the programme. The Programme Tutor is responsible for sending the information.
- At the start of each session the department will hold an introductory meeting for all students on each programme, introducing them to it and to the department (or will make alternative arrangements if more appropriate to the size of the programme(s) in the department). At this meeting students should be given full written guidance of the requirements of the programme, the selection of options and the arrangements for supervision.
- Arrangements must be made for a formal meeting between each student and his or her supervisor as soon as possible in the session, and certainly within the first three weeks.

Progress Monitoring

- Each student should meet his/her supervisor at least twice a term. These meetings provide an opportunity for the student to seek and receive academic guidance and feedback on progress and performance. Their form will be for the individual supervisor to determine but

will frequently involve the discussion of the student's written work or seminar presentation. Each supervision should, as far as possible, be uninterrupted by telephone calls, visitors or other distractions. Each supervisor must have at least one office hour a week during term-time, and the time of this hour should be posted on the outside of his/her door.

12. Supervisors are responsible for advising students on their academic progress and on any academic problems they may experience. Supervisors also undertake a pastoral role and in the case of non-academic problems (emotional, financial, personal) s/he should refer the student, as necessary, to the appropriate agencies in the School (eg Health Service, Financial Support Office, Advisers, Deans). If a student decides to withdraw from or interrupt his/her programme of study the supervisor should at once inform the Student Services Centre and the Programme Tutor.
13. In the Lent term each student is asked to complete a progress report form and discuss progress with his/her supervisor. The completed form is returned to the Programme Tutor of each Masters programme.
14. If a student wishes to change supervisor s/he should approach the Programme Tutor for advice. Where the Programme Tutor is the supervisor a student should approach the departmental Convener and, failing a satisfactory outcome at departmental level, the Dean of Graduate Studies.

Tuition

15. Normally a programme will include (in addition to other courses) one core course and a long essay/project/dissertation of not more than 10,000 words².
16. Each programme will normally include at least 120 hours of formal tuition exclusive of individual supervision. The component courses of each programme may differ in the amount of formal tuition but each will normally be of between 30 and 40 contact hours for a full year course or 15-20 hours for a semester course.
17. Teaching will be a combination of lectures, seminars and classes. The teaching method will largely be determined by the size of the programme and the nature of the subject. When students are asked to attend undergraduate lectures, separate graduate classes or seminars must be provided.
18. Students will normally be given the opportunity to produce at least two essays or other form of written work for each course in addition to written work which is required as part of the final assessment for the course. Written work produced during the programme will not count towards the final assessment unless specifically stated in the programme regulations.
19. Written work should normally be marked and returned within two weeks of submission, with constructive comment.

Assessment

20. The assessment of each Masters programme is conducted in accordance with the regulations for that programme printed in the *Calendar/Graduate Handbook*. These regulations are set by the School within the regulations for students proceeding to the degrees of MSc. There is considerable scope for a variety of assessment methods. If Programme Tutors wish to change the method of assessment they must seek prior approval from the Graduate Studies Subcommittee for a change in the programme regulations.
21. Regulations require all examination scripts to be double-marked, ie marked independently by two internal examiners. Scripts are then available for moderation by an External Examiner in accordance with the duties of External Examiners set out in the School's Instructions for Examiners. If coursework counts towards the final award the School requires that it be marked in detail by one internal examiner with a second internal marker having at least an overview of the work. In cases of disagreements between the two markers the External Examiner should be asked to moderate. The External Examiner has the right to inspect any coursework he or she wishes.
22. The final Board of Examiners will be held no later than 31 August for Masters programmes where examinations (including the dissertation) are complete by the end of June and 30 November for all other Masters degree programmes.

Long Essay/Project/Dissertation Guidance

23. Where a programme includes a long essay/project/dissertation as part of the final assessment, in addition to the guidance given at the start of the session, students should be given written guidance in the Lent term (or at a time consistent with when topics are selected) on the requirements of this element of the final assessment. Students should also be given clear information on what assistance they can expect to receive from their supervisors. A meeting of all students might also be held to enable students to raise questions on the requirements.
24. School practice regards the long essay/project/dissertation in one of two ways: either as a form of 'take-home examination' or as a piece of original research under the guidance of a supervisor. For the former, supervisors can be expected to assist on the selection of topics and on reading but not comment on drafts of the work.

Staff-Student Committee

25. Each department must make arrangements for a Staff-Masters Students' Committee (or, if more appropriate to the size of the department, a Staff-Graduate Students' Committee).
26. The Staff-Students' Committee should be scheduled to meet at least once a term to discuss issues of relevance and interest to Masters students and their teachers.
27. The Staff-Students' Committee should at its first meeting appoint a representative to the Taught Graduate Students Forum.

Responsibilities of the student

28. Students are required to attend the School for the full duration of each term. Students who wish to be away for good reason in term-time must firstly obtain the consent of their supervisor and inform the Student Services Centre. If students are away from the School for any reason, including illness, they must inform their supervisor and, in case of absence of more than a fortnight, the Student Services Centre.
29. Students are required to pay School fees when due. Failure to pay fees could result in the withdrawal of Library rights, termination of registration, and withholding of award certification.
30. Students must keep all their appointments with their supervisors; attend lectures, classes and seminars as required; submit written work as required by their supervisor, seminar or class teacher; and take note of the guidance and feedback given.
31. Students should decide on their choice of course after discussion with their supervisor. They must ensure that their choice accords with the regulations for the degree, as published in the *Calendar/Graduate Handbook*, and that they submit their option choice form, signed by the supervisor, to the Graduate School Office no later than the specified deadline. All subsequent changes must be reported to the Student Services Centre by the specified deadline. *Failure to report changes will result in a student being required to take the examination in the course for which he or she was originally registered.*
32. Students must make sure that, on receipt of their examination entry form, they check it and return it to the Student Services Centre by the deadline.
33. Students are required to communicate changes of address to the Student Services Centre as soon as they occur. Vital information is sent to students during term-time and failure to communicate changes may result in a student not being entered for examinations or not receiving other important information.
34. Students who decide to withdraw from the School must inform their supervisor, the Programme Tutor and the Student Services Centre

² The LLM requirement is a dissertation of not more than 15,000 words. In addition it should be noted that some Masters programmes have no options and some have no compulsory dissertation element.

in writing. Failure to inform the School could result in a demand for fee payments for the full session.

Revised August 2002