



Hull York Medical School

## Regulations for Master of Science (MSc) by Thesis

<b>Approval Process:</b>	
Committee	Outcome/Date of approval
Postgraduate Research Board	
HYMS Quality Committee	
HYMS Board of Studies	
HYMS Joint Senate Committee	10 <sup>th</sup> October 2013
<b>To be implemented from:</b>	<b>1<sup>st</sup> November 2013</b>
<b>Transferred to HYMS template February 2014; content unchanged.</b>	
Next due for review:	2015-16, or as required
Responsibility to update:	Chair of Postgraduate Research Board

<b>Publication:</b>	
Location	Date
HYMS website	25 <sup>th</sup> February 2014
K:drive	25 <sup>th</sup> February 2014

To obtain these Regulations in an alternative format:  
Contact the HYMS Quality Officer.

The following regulations apply to all Master's degrees classified as Master of Science (MSc) by Thesis.

## **1. Qualification for admission to the degree**

- 1.1. To be admitted to undertake the degree of MSc by Thesis a candidate shall:
  - 1.1.1. have been admitted to the degree of Bachelor or to the degree of Master of either the University of Hull or York or to the corresponding degree in another university approved by the HYMS Joint Senate Committee (HJSC) for this purpose or have achieved a comparable qualification as approved by the HYMS Joint Senate Committee.
  - 1.1.2. have satisfied such additional entry requirements as may be approved by the HYMS Board of Studies from time-to-time.
  - 1.1.3. if not a native speaker, be able to speak, understand and write in English with an IELTS or equivalent score of not less than 7.0, with at least 5.5 in each of the four elements. For certain programmes, it may be necessary to stipulate additional language proficiencies. In such cases these will be agreed as part of the programme approval and published as a requirement of admission to the course.

## **2. Application and admission**

- 2.1. Application and admission to the degree shall be in accordance with the *HYMS Code of Practice on Postgraduate Admissions for HYMS Programmes Governed Jointly by the University of Hull and the University of York*.

## **3. Standards and criteria**

- 3.1. The MSc by Thesis shall be awarded to a candidate who has undertaken a combined programme of independent research presented in a thesis, and a number of components taken from the Postgraduate Training Scheme as specified in the programme-level regulations. The candidate must be able to demonstrate originality in the application of knowledge.
- 3.2. The candidate shall present the results of the research in a submission, embodying a thesis of not more than 50,000 words presented and defended in a clear and scholarly manner.
- 3.3. The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods together with a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.
- 3.4. The candidate must also achieve the required number of credits in the Postgraduate Training Scheme (PGTS) as detailed in regulation 7.

#### **4. Duration of period of study**

- 4.1. For the degree of MSc the prescribed period of study, training and supervision shall extend over a period of either:
  - 4.1.1 one year as a full-time student or
  - 4.1.2 two years as a part-time student
- 4.2. Any period of leave of absence (suspension of registration) granted shall be disregarded in determining the prescribed period of study under regulation 4.1 above.
- 4.3. A research student who teaches in either University for not more than six hours per week shall not for that reason be debarred from being considered as a full-time student for the purposes of this regulation.

#### **5. Permitted duration for the completion of the training credits and thesis including writing up periods and extensions**

- 5.1. The normal periods of initial registration shall be as detailed in regulation 4.
- 5.2. A qualification shall not be awarded to a candidate who fails to complete training credits and the thesis for examination within two years, six months if full-time and three years, ten months if part-time of initial registration for the degree.
- 5.3. The maximum permitted durations detailed under paragraph 5.2 include a writing up period of four months for full-time and six months for part-time MSc by Thesis candidates. Candidates taking a writing-up period shall be liable to pay the prescribed fee in force at the beginning of the writing up period and must inform HYMS three months prior to taking the writing up period in accordance with the instructions in the Postgraduate Research Student Handbook.
- 5.4. In exceptional cases and on the recommendation of the Thesis Advisory Panel, a candidate who has made inadequate progress may apply to the Postgraduate Research Board for an extension through the process detailed in the Postgraduate Research Student Handbook.
- 5.5. If a candidate wishes to apply for an extension, they must do so by the end of the prescribed period of study detailed in regulation 4 or exceptionally within one year and four months of commencing the MSc if full-time and two years and six months if part-time.
- 5.6. Extensions are not guaranteed. Any grant of extension shall be made subject to the maximum permitted duration for the degree given in paragraph 5.2 and any additional criteria agreed by the HYMS Board of Studies and published in the Postgraduate Research Student Handbook.

- 5.7. Candidates granted an extension shall be liable to pay the prescribed extension fee in force at the time the extension is granted.
- 5.8. A candidate shall be entitled to remission of the extension fee applicable to the year in which the thesis is submitted according to the following scale:
- 5.8.1 Full-time: rebate for submission before two months: 50%
- 5.8.2 Part-time: rebate for submission before four months: 50%

## **6. Repeating the degree if award not made**

- 6.1. If the award of MSc by Thesis is not made, a candidate shall not be permitted to register for the degree for a second time other than with the approval of the HYMS Board of Studies. Approval shall only be granted where the candidate has demonstrated significant medical or exceptional personal circumstances affecting the period which is sought to be repeated.

## **7. Postgraduate Training Scheme**

- 7.1. All candidates shall register for and achieve a minimum of 20 credits from modules designated as part of the HYMS Postgraduate Training Scheme (PGTS), as detailed in the PGTS Handbook.
- 7.2. The requirement in paragraph 7.1 may be in part be satisfied by the accreditation of a maximum of 10 credits achieved by prior learning. Any application for such accreditation shall be subject to the approval of two appropriately qualified (normally subject specialist) academic members of staff with delegated authority from the Postgraduate Research Board.

## **8. Supervision**

- 8.1. Supervision of the candidate's thesis shall be conducted in accordance with the *HYMS Code of Practice on Postgraduate Research Degrees*.
- 8.2. In the case of candidates registered part-time, meetings with the supervisor shall be no less than six times per academic session. Before the candidate begins the course, HYMS shall be satisfied that the candidate is able to do this and has adequate facilities to pursue the research, in accordance with the *HYMS Code of Practice on Postgraduate Admissions*.
- 8.3. Where applicable, the supervisor shall have access to the laboratory in which the candidate's research is being pursued in order to examine the candidate's experimental work and facilities.

## **9. Evidence of satisfactory academic progress**

- 9.1. A system for monitoring the progress of a candidate shall be in place in accordance with criteria prescribed by the HYMS Board of Studies.
- 9.2. HYMS may define specific criteria and procedures through which candidates will be required to demonstrate satisfactory progress throughout the prescribed period of study, provided that such criteria and process shall be provided to candidates in writing no later than the commencement of their prescribed period of study. Criteria and procedures shall be subject to the approval of the HYMS Board of Studies.
- 9.3. A candidate's prescribed period of study may be terminated on the ground of unsatisfactory progress or unauthorised absence in accordance with the *HYMS Code of Practice on Termination of Research Degree Programmes*.

## **10. Method of examination**

- 10.1. The candidate shall be examined by means of:
  - 10.1.1 A thesis on a subject selected by the candidate and approved by the Thesis Advisory Panel; such a thesis to be the result of original research and to show an awareness of the relationship of the research to a wider field of knowledge. A candidate may not submit as a thesis the work for which credits or a qualification of this University or any other institution have been conferred, but shall not be precluded from incorporating such work in a submission which covers a wider, or substantially different, field from that of earlier work, provided that the same is indicated clearly in the current submission.
  - 10.1.2 An oral examination, if required by the examiners and notified in writing.
  - 10.1.3 An assessment of any additional studies prescribed by the HYMS Postgraduate Research Board and notified in writing.
  - 10.1.4 If the examiners decide that an oral examination is required, the supervisor shall be entitled to attend, but not participate in, the oral examination with the agreement of the examiners and the candidate.
  - 10.1.5 Examination of the thesis shall normally be completed within three months of the date of submission.

## **11. Submission of the thesis**

- 11.1. A candidate shall give not less than three months' notice of the expected date of submission of the thesis to the HYMS Postgraduate Office and shall, at the same time, confirm the precise title of the thesis along with an abbreviated title that shall not exceed six words.

- 11.2. The candidate shall be responsible for ensuring that two copies are received by the HYMS Postgraduate Office according to the schedules detailed as appropriate in regulations 4 and 5. Where a candidate fails to submit the thesis by the appropriate deadline, the programme of study shall be deemed terminated without the requirement for examination of the thesis.
- 11.3. Submission shall be in such format as prescribed, from time-to-time, by the HYMS Postgraduate Research Board, and subject to the payment of the prescribed fee.
- 11.4. A candidate shall be barred from submitting the thesis unless the conditions of regulation 7 on the HYMS Postgraduate Training Scheme have been satisfied.
- 11.5. In addition to the thesis, the candidate shall submit two copies of a summary of the thesis, which shall not exceed 300 words, and shall be in such format as prescribed, from time-to-time, by the HYMS Postgraduate Research Board.
- 11.6. The thesis may not exceed 50,000 words, including footnotes, appendices and tables, except with the express permission of the HYMS Board of Studies. Applications to exceed the word limit shall be subject to the recommendation of the candidate's supervisor, the Thesis Advisory Panel and the Chair of the Postgraduate Research Board. Applications shall be made no later than the giving of notice set out in paragraph 11.1.

## **12. Appointment of examiners**

- 12.1. The examination shall be conducted by two examiners, at least one of whom shall be an external examiner. Appointment of examiners is made by the HYMS Joint Senate Committee, on the recommendation of the Postgraduate Research Board and Board of Studies. Honorary members of staff of HYMS, and academic members of staff employed by either the University of Hull or the University of York are not permitted to serve as external examiners.
- 12.2. Any candidate who has been a member of staff of either the University of Hull or University of York including members of HYMS honorary staff in the period from the acceptance of an offer to study for the HYMS degree to the date on which the thesis is submitted must normally be examined by two external examiners. Exemption from this requirement may only be made following a specific recommendation from the HYMS Postgraduate Research Board to Board of Studies and Joint Senate Committee demonstrating that there is no conflict of interest in nominating the proposed internal examiner.
- 12.3. The internal examiner shall not be the candidate's supervisor, nor a member of the Thesis Advisory Panel.

## **13. Examiners' recommendations**

- 13.1. The examiners may make one of the following recommendations:

- 13.1.1 that the candidate be awarded the degree of MSc by Thesis.
- 13.1.2 that the candidate be awarded the degree of MSc by Thesis, subject to corrections being made to the thesis to the satisfaction of the internal examiner within three months of the date of being informed of the decision of the examiners. The term 'corrections' refers to typographical errors, occasional stylistic or grammatical flaws, corrections to references etc.
- 13.1.3 that the candidate be awarded the degree of MSc by Thesis, subject to amendments but with no further research undertaken. The term 'amendments' refers to certain changes of substance in a specific element or elements of the thesis specified by the examiners. These shall not involve a revision of the whole thesis or of a major proportion of it. The changes must be made to the thesis to the satisfaction of both examiners within six months of the date of being informed of the decision of the examiners.
- 13.1.4 that the thesis be referred for resubmission following further research after a period of not more than twelve nor less than three months for the degree MSc by Thesis. It shall normally be re-examined by the original examiners who may require another oral examination.
- 13.1.5 that the thesis is not of the required standard and no award be made to the candidate.

#### **14. Resubmission**

- 14.1. Where a candidate is permitted to submit on one further occasion in accordance with paragraph 13.1.4, the candidate shall be responsible for ensuring that two copies of the thesis are received by HYMS by the deadline agreed under paragraph 13.1.4. The manner of resubmission shall be as required for first submission by paragraph 11, save that resubmission shall be subject to the payment of the prescribed resubmission fee in force at the time.
- 14.2. Where a candidate fails to submit the thesis by the deadline agreed under regulation 13.1.4 the programme of study shall be deemed terminated without the requirement for examination of the thesis.
- 14.3. A candidate whose thesis is not of the required standard at either at first or second attempt shall be entitled to receive a written statement from the examiners of the way in which the work falls short of the requirements to pass.

#### **15. Notifications of results and transcripts**

- 15.1. All candidates shall be entitled to an official acknowledgement on completion, provided they are not in debt to the University for the payment of tuition fees.