



HYMS Regulations for MSc by Thesis

The following regulations apply to the following Masters degrees classified by the Universities' Joint Learning and Teaching Committee: MSc by Thesis.

1. Admission to the degree

To be admitted to undertake the degree of MSc by Thesis a candidate shall:

- i) 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.
- ii) have satisfied such additional entry requirements as may be approved by the HYMS Board of Studies from time-to-time.
- iii) if not a native speaker, be able to speak, understand and write in English with an IELTS score of not less than 7.0. 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. Duration of period of study

- i) For the degrees of MSc the prescribed period of study, training and supervision shall extend over a period of either:
 - (1) one year as a full-time student.
 - (2) two years as a part-time student.
- ii) Any period of intercalation granted shall be disregarded in determining the prescribed period of study under paragraphs i) or ii) above.

- iii) 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.

3. Standards and criteria

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 Schemes as specified in the programme-level regulations.

The candidate must be able to demonstrate originality in the application of knowledge.

- i) 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.
- ii) 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.
- iii) The candidate also has to complete the required number of credits in the Postgraduate Training Scheme (PGTS).

4. Supervision

- i) Supervision of the candidate's thesis shall be conducted in accordance with any code of practice approved by the HYMS Postgraduate Programme Board for the purpose.
- ii) 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, the academic Unit shall be satisfied that the candidate is able to do this and has adequate facilities to pursue the research.
- iii) 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.

5. Permitted duration for the completion of the training credits and thesis

A qualification shall not be awarded to a candidate who has not completed 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.

6. Repeating the degree

A candidate shall not be permitted to register for the degree for a second time other than with the approval of the Postgraduate Programmes Board. 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. Evidence of satisfactory academic progress

- i) A system for monitoring the progress of a candidate shall be in place in accordance with criteria prescribed by the Postgraduate Programmes Board.
- ii) Units 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 Postgraduate Programmes Board.
- iii) A candidate's prescribed period of study may be terminated on the ground of unsatisfactory progress as measured against criteria established under paragraph ii) provided that the candidate has first been issued with warning by the Secretary of the Postgraduate Programmes Board, accompanied with written guidance as to what improvement is required and a reasonable time period – of no less than four months - within which to achieve this improvement. The decision to terminate the prescribed period of study shall be made by the Chair of the Postgraduate Programmes Board on the recommendation of the Head of Unit and relevant Graduate Research Director.

8. Method of examination

The candidate shall be examined by means of:

- i) a thesis on a subject selected by the candidate and approved by the Postgraduate Programmes Board; 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.
- ii) an oral examination, if required by the examiners and notified in writing.
- iii) an assessment of any additional studies prescribed by the candidate's Unit and notified in writing.

9. Submission of the thesis

- i) The candidate shall be responsible for ensuring that two copies are received by the HYMS Postgraduate Centre office no later than one year, four months from the commencement of his/her programme of study if undertaken full-time, or two years, six months if undertaken part-time.
- ii) Submission shall be in such format as prescribed, from time-to-time, by the Postgraduate Programmes Board, and subject to the payment of such fee as prescribed by the HJSC.

- iii) A candidate shall be barred from submitting the thesis unless the conditions of regulation on PGTS below have been satisfied.
- iv) 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 Postgraduate Programmes Board.

10. Extensions

- i) A candidate who is unable to submit the thesis by the deadlines below may apply, using the approved application form, to the Postgraduate Programmes Board for an extension of up to four months for full-time and six months for part-time, provided the application is submitted before the expiry of the anniversary:
 - (a) for the degrees of MSc by full-time study, within one year and four months
 - (b) for the degrees of MSc by part-time study, within two years and six months
- ii) Any grant of extension under paragraph i) shall be made subject to Regulation 5 and any additional criteria published by the Postgraduate Programmes Board.
- iii) Where a candidate fails to submit the thesis by the deadline stated in regulation 10 i) (a) or (b), or any extended deadline arising from an extension granted in accordance with those paragraphs, the examiners shall determine whether to allow the candidate a resubmission. Where such resubmission is not allowed, the programme of study shall be deemed terminated without the requirement for examination of the thesis.

11. Extension fees

- i) Candidates granted an extension under regulation 10 i) above shall be liable to pay an extension fee as prescribed by Senate and Council and in force at the time of submission.
- ii) 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:
 - (1) Full-time
Rebate for submission before two months: 50%
 - (2) Part-time
Rebate for submission before four months: 50%

12. Appointment of examiners

- i) The examination shall be conducted by one external examiner and one internal examiner, who shall not be the candidate's supervisor, both appointed by the Postgraduate Programmes Board on the recommendation of the Head of the relevant Unit. Examination of the thesis shall normally take place within three months of the date of submission.

- ii) 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.

13. Examiners' recommendations

The examiners may make one of the following recommendations:

- i) that the candidate be awarded the degree of MSc by Thesis.
- ii) 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.
- iii) 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 the internal and an external examiner within six months of the date of being informed of the decision of the examiners.
- iv) 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.
- v) that the thesis is not of the required standard and no award be made to the candidate.

14. Resubmission

- i) Where a candidate is permitted to submit on one further occasion in accordance with regulation 13 iv), the candidate shall be responsible for ensuring that two copies of the thesis are received by the Postgraduate Programmes office no later than four months for full-time and six months for part-time from the date on which the candidate was notified of the result.
- ii) The manner of resubmission shall be as required for first submission by regulation 9, save that resubmission shall be subject to the payment of such resubmission fee as prescribed by HJSC and in force at the time.
- iii) Where a candidate fails to submit the thesis by the deadline specified in paragraph i) the programme of study shall be deemed terminated without the requirement for examination of the thesis.
- iv) 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

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.

16. Postgraduate Training Scheme

- i) All candidates shall register for and achieve a minimum of 20 credits from modules designated as part of the Postgraduate Training Schemes (PGTS), as detailed in the PGTS Handbooks.
- ii) The requirement in paragraph (i) 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 the Postgraduate Programmes Board on the recommendation of the candidate's supervisor and the Thesis Advisory Panel.