



Hull York Medical School

Regulations for Master of Science (MSc) by Thesis

Approval Process:	
Committee	Outcome/Date of approval
Postgraduate Programme Board	2 May 2017
Hull York Medical School Board of Studies	25 May 2017 and Chair's Actions taken on 3 July 2017 and 14 September to approve minor amendments
Hull York Medical School Joint Senate Committee	26 July 2017 and Chair's Action taken on 18 September 2017 to approve minor amendments
To be implemented from:	25 September 2017
Next due for review:	2018-19 – Changed to new format 1.8.18 – no content change
Responsibility to update:	Chair of the Postgraduate Programmes Board

Publication:	
Hull York Medical School website	25 September 2017
K:drive	25 September 2017

To obtain this in an alternative format, please contact governance@hyms.ac.uk

Definitions

Academic misconduct: the definition for academic misconduct is outlined in detail in the [Code of Practice on Academic Integrity and Conduct](#) and the [Code of Practice on Student Research Misconduct](#).

Academic progress: a student will be required to meet key academic requirements in order to make formal progress through an academic programme. Section 6 provides more information on evidencing progression. Detailed information on the progression monitoring mechanism can be found in the [Code of Practice on Research Degrees](#).

Admission: The process of applying for, and gaining entry to, a course (programme of study). Higher education providers have their own processes in place governing decisions about selection and entry.

Continuation period: A student that has not completed their research degree within the “prescribed period of study” may be able to apply for a continuation period in order to conclude the writing up of the thesis. See Section 2 for more detailed information.

Credits: A means of quantifying and recognising learning, used by most institutions that provide higher education programmes of study, expressed as numbers of credits representing notional hours of learning at a specific level.

Leave of Absence: is defined as taking a break from studies. It effectively ‘stops the clock’ of the student’s registration. Leave of absence is also known as ‘intercalation’ at the University of Hull and ‘suspension of enrolment/registration’ at the University of York. For the avoidance of doubt, the term ‘leave of absence’ should be used in Hull York Medical School. Please refer to the [Hull York Medical School Policy on Leave of Absence](#).

Postgraduate Training Scheme: a taught programme which Hull York Medical School research students are required to complete during their research degree in order to submit their thesis. Please see Regulation 7 for more information.

Principal Supervisor: an academic with appropriate skills and subject knowledge, responsible for providing support and encouragement to the student and for monitoring the student’s progress. Detailed information on the supervisory relationship and the responsibilities of the research student and supervisor can be found in the [Code of Practice on Research Degrees](#).

Research period: the period of time a student is registered on their programme and is expected to engage in study, training, supervision and thesis completion. See Section 2 for more detailed information.

Student(s): All students applying for or studying an MSc by thesis.

Abbreviations

HJSC	Hull York Medical School Joint Senate Committee
QAA	Quality Assurance Agency
ISM	Independent Study Module
TAP	Thesis Advisory Panel

Contents

1	Admission to the degree.....	5
2	Duration of period of study	5
3	Supervision	5
4	Evidence of satisfactory academic progress.....	6
5	Research training	6
6	Permitted duration for the completion of the training credits and thesis including writing up periods and extensions.....	7
7	Leave of Absence requested by student.....	7
8	Suspension of Study on Grounds of Risk.....	8
9	Repeating the degree if award not made	8
10	Method of examination	8
11	Standards and criteria.....	9
12	Submission of the thesis.....	9
13	Appointment of examiners.....	10
14	Examiners' recommendations.....	10
15	Resubmission of the thesis	11
16	Academic Misconduct.....	11
17	Professional Misconduct and Professional Unsuitability	11
18	Notifications of results and transcripts	12
19	Rescind, Revoke and Deprivation of Academic Qualifications.....	12

The following regulations apply to the higher degree of an MSc by Thesis awarded jointly by the University of Hull and the University of York. Students studying for a joint qualification must satisfy both Hull York Medical School Regulations and the prescriptions as embodied in the published programmes of study. The Hull York Medical School Joint Senate Committee (HJSC) shall be the final arbiter of matters regarding the application and/or interpretation of these Regulations.

ADMISSION AND REGISTRATION

1 Admission to the degree

- 1.1 To be admitted to undertake the degree of MSc by Thesis a student shall:
 - 1.1.1 have completed a Bachelor's degree or Master's degree, or equivalent award, of any university approved by either the University of Hull or the University of York **AND**
 - 1.1.2 have satisfied such additional entry requirements as may be approved by the Hull York Medical School Joint Senate Committee.

Admissions to the programme is governed by the [Hull York Medical School Code of Practice on Postgraduate Admissions](#).

2 Duration of period of study

- 2.1 For the degree of MSc by Thesis, the prescribed period of study, training and supervision shall extend over a period of either:
 - 2.1.1 one year as a full-time student or
 - 2.1.2 two years as a part-time student
- 2.2 Students are entitled to a continuation period after the prescribed period of study as outlined in Section 6.2.
- 2.3 Any period of suspension of study granted in accordance with Section 7, shall be disregarded in determining the prescribed period of study under Section 2.1.
- 2.4 If a student engages in teaching-related activity at any University for more than 300 hours per calendar year, then they must register for a part time degree.

SUPERVISION AND PROGRESS MONITORING

3 Supervision

- 3.1 Supervision in Hull York Medical School is conducted by a supervisory team in accordance with the Hull York Medical School Code of Practice on Research Degrees.

- 3.2 A principal supervisor shall be appointed for each student.
- 3.3 Additional supervisors may be appointed as required if approved by the Hull York Medical School Postgraduate Programmes Board.
- 3.4 Supervision of the student's thesis shall be conducted in accordance with the [Hull York Medical School Code of Practice on Postgraduate Research Degrees](#).
- 3.5 Full and part time students registered should have **documented meetings** with the supervisors at least monthly in the research period and **documented contact** once every two months during any extension or continuation period until the date of final submission
- 3.6 Furthermore, all students have the right to access advice and support from the Hull University Union (HUU), The York University Student Union (YUSU) and/or the York Graduate Students Association (York GSA). Within these offices, students can expect support on a range of personal pastoral and academic issues. Further support is available for international students from the York International Students Association or the Hull International Students Association .
- 3.7 In the case of students registered part-time:
 - 3.7.1 The student shall be prepared, if required, to attend the University for up to 28 days per calendar year
 - 3.7.2 Where applicable the supervisors shall have access to the laboratory, or work place, in which the student's research is being pursued in order to examine their experimental work and facilities.

4 Evidence of satisfactory academic progress

- 4.1 A system for monitoring the progress of a student shall be in place in accordance with criteria prescribed by the Hull York Medical School Board of Studies.
- 4.2 Hull York Medical School may define specific criteria and procedures through which students will be required to demonstrate satisfactory progress throughout the prescribed period of study, provided that such criteria and process shall be made available 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 Hull York Medical School Board of Studies.
- 4.3 A candidate's prescribed period of study may be terminated on the ground of unsatisfactory progress or unauthorised absence in accordance with the [Hull York Medical School Code of Practice on Termination of Research Degree Programmes](#).

RESEARCH TRAINING

5 Research training

- 5.1 Subject to the Postgraduate Certificate and Diploma in Research Training Handbook, all students shall register for and achieve a minimum of **20 credits** from modules designated as part of the Postgraduate Training Scheme (PGTS), administered by the Hull York Medical School Postgraduate Programmes Board, and detailed in the Hull York Medical School PGTS Handbook.

- 5.2 The requirement in Section 5.1 may be in part 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 Hull York Medical School Board of Studies, on the recommendation from the Hull York Medical School Postgraduate Board of Examiners.
- 5.3 As part of the research training, students must demonstrate that they have successfully completed appropriate training in Research Integrity, in accordance with the Hull York Medical School Code of Practice on Research Degrees.

SUSPENSION OF STUDY AND REPEAT PERIOD

6 Permitted duration for the completion of the training credits and thesis including writing up periods and extensions

- 6.1 The normal periods of initial registration shall be as detailed in Section 2.
- 6.2 To be awarded an MSc by Thesis, a student must have 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.
- 6.3 The maximum permitted durations detailed under Section 6.2 include a continuation 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 Hull York Medical School three months prior to taking the writing up period in accordance with the instructions in the Postgraduate Research Student Handbook.
- 6.4 In exceptional cases, and with the support of the supervisor and thesis advisory panel, a student 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.
- 6.5 If a student wishes to apply for an extension, they must do so by the end of the prescribed period of study detailed in Section 2 or exceptionally within one year and four months of commencing the MSc if full-time and two years and six months if part-time.
- 6.6 Extensions are not guaranteed. Any grant of extension shall be made subject to the maximum permitted duration for the degree given in Section 6.2 and any additional criteria agreed by the Hull York Medical School Board of Studies and published in the Postgraduate Research Student Handbook.
- 6.7 Students granted an extension shall be liable to pay the prescribed extension fee in force at the time the extension is granted.

7 Leave of Absence requested by student

- 7.1 During the research period of study as defined in Section 2 and subject to Section 6, a student may request a period of Leave of Absence from their studies, for periods not exceeding 12 months, in accordance with the [Hull York Medical School Policy for Leave of Absence](#). All applications must have the support of the Chair of the Hull York Medical School Postgraduate Programmes Board.

- 7.2 Overseas students studying on a Tier 4 Visa (or equivalent, as may in the future be prescribed by the UK Visas and Immigration) must seek advice on the impact of any Leave of Absence from either the University of Hull Immigration Advisers, which are part of the University of Hull Immigration Team or The Immigration Advice Service, at the University of York Student Hub.

8 Suspension of Study on Grounds of Risk

- 8.1 In exceptional circumstances, and as a supportive mechanism, Hull York Medical School reserves the right to initiate a Leave of Absence for a student on any Hull York Medical School module or programme, who is judged, on substantial evidence, to be unfit to study by reason of health, behaviour or conduct and where continuation of study may pose a risk to themselves or others. In such circumstances the student's studies may be suspended even in the absence of the student's consent provided the appropriate procedures are followed. This may involve referral to a number of agencies such as Occupational Health and will require adherence to the requirements of the respective universities fitness to study policies, and in some cases onward referral via the [Hull York Medical School Code of Practice on Student Fitness to Practise](#).

9 Repeating the degree if award not made

- 9.1 A student shall not be permitted to register for the degree afresh other than with the approval of the Hull York Medical School Board of Studies. Approval shall only be granted where the student has demonstrated significant medical or exceptional personal circumstances affecting the period which is sought to be repeated.

ASSESSMENT

10 Method of examination

- 10.1 The student shall be examined by means of:
- 10.1.1 A thesis
 - 10.1.2 A *viva voce* examination, **if required** by the examiners and notified in writing.
 - 10.1.3 An assessment of any additional studies prescribed by the Hull York Medical School 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.

A <i>viva voce</i> examination may also be known as a <i>viva</i> or an oral examination.

- 10.2 The thesis shall be on a subject selected by the student and approved by the student's supervisor.
- 10.3 The thesis may not exceed 50,000 words, excluding the Bibliography, appendices and footnotes, figure legends and tables, except with the express permission of the Hull York Medical School Board of Studies. Applications to exceed the word limit shall be subject to the recommendation of the student's supervisor, the relevant external examiner and the Chair of the Hull York Medical School Postgraduate Board of Examiners.
- 10.4 A student may not submit as a thesis the work for which credits or a qualification of the Hull York Medical School, the Universities of Hull, York 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.
- 10.5 If required by the examiners, students must present themselves for examination and provide photographic identification at the commencement of examination.
- 10.6 Where required, viva voce examinations shall be chaired by a member of academic staff appointed by the Hull York Medical School Postgraduate Board of Examiners in accordance with the [Hull York Medical School Code of Practice: Chairing Viva Voce Examinations for research degrees by Thesis/ Published work](#).

11 Standards and criteria

- 11.1 The MSc by Thesis shall be awarded to a student 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. Detailed criteria descriptors may be found in the Code of Practice on Research Degrees

12 Submission of the thesis

- 12.1 The student shall give not less than three months' notice of the expected date of submission of the thesis and shall, at the same time, confirm the precise title of the thesis along with an abbreviated title that shall not exceed six words.
- 12.2 The student shall be responsible for ensuring that two copies of the thesis are received for examination by Hull York Medical School according to the schedules detailed as appropriate in Sections 2 and 6. Where a student 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.
- 12.3 Submission shall be in such format as prescribed, from time to time, by the Hull York Medical School Board of Studies, and subject to the payment of such fees as prescribed by the Hull York Medical School Joint Senate Committee.
- 12.4 A candidate shall be barred from submitting the thesis unless the conditions of Section 5 have been satisfied.
- 12.5 In addition to the thesis, the student 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 Hull York Medical School Postgraduate Research Board.

13 Appointment of examiners

- 13.1 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 Hull York Medical School Joint Senate Committee, on the recommendation of the Hull York Medical School Postgraduate Board of Examiners and Board of Studies. Honorary members of staff of Hull York Medical School, and members of staff employed by either the University of Hull or the University of York are not permitted to serve as external examiners.
- 13.2 Any candidate who has been a member of staff of either the University of Hull or University of York including members of Hull York Medical School honorary staff in the period from the acceptance of an offer to study for the Hull York Medical School 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 Hull York Medical School Postgraduate Board of Examiners to Board of Studies and Joint Senate Committee demonstrating that there is no conflict of interest in nominating the proposed internal examiner.
- 13.3 The internal examiner shall not be one of the candidate's supervisors, nor have sat on the Thesis Advisory Panel.
- 13.4 The supervisors shall be entitled to attend any oral examination **on request** of the student and **in agreement** with the examiners, but not to participate in the examination. Such a decision would need prior approval from the Hull York Medical School Postgraduate Board of Examiners.

14 Examiners' recommendations

- 14.1 The examiners may make one of the following recommendations:
- 14.1.1 that the candidate be awarded the degree of MSc by Thesis. This would normally include very minor corrections that the examiners consider can be accomplished within 24 hours.
- 14.1.2 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 12 weeks 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.
- 14.1.3 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.
- 14.1.4 that the thesis does not yet meet the criteria necessary for award, and so it should 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.

14.1.5 that the thesis is not of the required standard and no award be made to the candidate.

15 Resubmission of the thesis

- 15.1 Where a student is permitted to submit on one further occasion in accordance with section 14.1.3, the candidate shall be responsible for ensuring that hard copy and one electronic copy of the thesis are received by Hull York Medical School by the deadline agreed under Section 14.1.3. The manner of resubmission shall be as required for first submission by Section 12, save that resubmission shall be subject to the payment of the prescribed resubmission fee in force at the time.
- 15.2 Where a student fails to submit the thesis by the deadline agreed under Section 14.1.3 the programme of study shall be deemed terminated without the requirement for examination of the thesis.
- 15.3 A student 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.
- 15.4 Students have a right to appeal this decision relating to failure for non-submission, in accordance with the Hull York [Medical School Code of Practice for Academic and Fitness to Practise Appeals](#)

ACADEMIC/ PROFESSIONAL DISCIPLINE

16 Academic Misconduct

- 16.1 Allegations of academic misconduct, (excluding non-compliance with the attendance and submission requirements of the programme of study), shall be subject to the [Hull York Medical School Code of Practice on Academic Integrity and Misconduct](#) and [Student Research Misconduct](#), and no penalty shall be imposed other than in accordance with said Regulations.
- 16.2 Students shall also abide by the principles of good research practice as defined in the [Hull York Medical School Code of Practice on Student Research Misconduct](#). Allegations of research misconduct shall be investigated in accordance with said Code.

17 Professional Misconduct and Professional Unsuitability

- 17.1 'Professional misconduct' shall be defined as conduct which falls below the level of conduct required by the professional body or bodies responsible for regulating the profession to which a student is seeking entry by virtue of completing the programme of study on which they are registered.
- 17.2 'Professional unsuitability' shall be defined as behaviour which does not demonstrate the standards of behaviour specified by the professional body responsible for allowing students who complete the programme of study to be admitted to practise the relevant profession.

- 17.3 Allegations of conduct or behaviour considered to fall within the above definitions shall be made, investigated and determined in accordance with any applicable Regulations for the time being in force. Such Regulations shall empower Hull York Medical School to suspend or terminate a student's programme of study.

RESULTS AND AWARDS

18 Notifications of results and transcripts

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

19 Rescind, Revoke and Deprivation of Academic Qualifications

- 19.1 Hull York Medical School Joint Senate Committee shall, on the recommendation of the Hull York Medical School Board of Studies, have the power to deprive a student of the qualification or to revoke it, having determined that there is good cause to do so, in accordance with Ordinance 7 of the University of York. Good cause includes academic misconduct and fitness to practice in accordance with the [Hull York Medical School Code of Practice on Academic Integrity and Conduct](#), and, where appropriate the [Hull York Medical School Code of Practice on Fitness to Practise](#).