

Prifysgol Cymru, Llanbedr Pont Steffan
University of Wales, Lampeter



A GUIDE TO GOOD PRACTICE
FOR TAUGHT MASTER'S
STUDENTS



2005/06

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N.B. These guidelines should be read in conjunction with the University's *Learning and Teaching Strategy*.

1. INTRODUCTION

The taught Master's degrees (MA/MTh/MSc) are awarded as a result of a combination of a taught element (Part One = 120 credits) and of the examination of a 20,000 word dissertation (Part Two = 60 credits). This follows a period of registration which can be full-time or part-time. Postgraduate Certificates (60 credits in Part One) and Postgraduate Diplomas (120 credits in Part One) are also available. Whatever the pace at which work is conducted, all postgraduate students engage in scholarly activities and require a high level of attention and advice from Course Directors.

Each department must have at least one permanent member of staff (who may also be the Head of Department) who is designated with overall responsibility for postgraduate studies. Some delegation of duties may be advisable especially if the department is running more than one type of postgraduate programme. These posts constitute major administrative responsibilities and will be so acknowledged, within both the department and University.

A Master's degree will be awarded to students who have demonstrated:

- a) a systematic understanding of knowledge, and a critical awareness of current problems, and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or professional practice;
- b) a comprehensive understanding of techniques applicable to their own research or advanced scholarship;
- c) originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;
- d) conceptual understanding that enables the student:
 - to evaluate critically current research and advanced scholarship in the discipline;and
 - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses

Typically, holders of the qualification will be able to:

- e) deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences;
- f) demonstrate self-direction and originality in tackling and solving problems and act autonomously in planning and implementing tasks at a professional or equivalent level;
- g) continue to advance their knowledge and understanding, and to develop new skills to a high level; and will have:
- h) the qualities and transferable skills necessary for employment requiring:
 - the exercise of initiative and personal responsibility
 - decision-making in complex and unpredictable situations; and
 - the independent learning ability required for continuing professional development.

2. ADMISSIONS

The University has an equal opportunities policy which applies to postgraduate admissions.

Procedures

Postgraduate application forms must, in the first instance, be sent to the Academic Registry (AR), which forwards them to departments for consideration before being returned to the AR for approval. In each department postgraduate admissions must be handled centrally by a postgraduate admissions tutor or committee.

The admissions procedure for postgraduate students must include obtaining two references and, wherever possible, should involve an interview. In the case of an internal candidate, references may be waived at the discretion of the department, except for those who do not have an upper second class honours degree. The department may also request examples of written work. For applicants from abroad, where an interview is not practicable - though this can be by video-conference - the admitting department may often require that written work is submitted as part of the admissions procedure.

Standards

The University normally requires at least an upper second class honours degree. In the case of applicants from overseas whose degree results cannot be immediately translated into the degree classes used in British universities, the admitting department must assure the Registrar concerned that the degree is equivalent to at least an upper second class honours.

Applicants not holding at least an upper second class honours degree or its equivalent may be admitted provided that the Registrar is satisfied that the applicant has achieved a level of academic attainment that demonstrates the ability to complete successfully the postgraduate work applied for. That level of attainment may be indicated by the completion of period of service or employment in a field related to the area of postgraduate study.

In the case of an applicant who has failed to achieve an upper second class honours degree or its equivalent, the admitting department must make a special case for the applicant to the Registrar. Support for this may include references obtained from the applicant's teachers for the first degree and/or specially set written work or examinations. In all such instances the decision of the Registrar shall be final.

In many cases, an applicant may be admitted on the basis of 'age and experience', which means that candidates must have at least two years experience relating to the subject that they wish to study and be over the age of 25.

Postgraduate Certificates/Diplomas

Students who do not hold an upper second class honours degree may apply to study for either a Postgraduate Certificate or Postgraduate Diploma. Students who subsequently make satisfactory progress may apply to upgrade to the

degree of MA/MTh/MSc. Upgrading forms are available from the Academic Registry.

Matriculation

All new postgraduate students must matriculate with the University of Wales. For this they must produce certified copies of their original degree and diploma certificates. These copies can be certified by a lawyer's office or by the original degree granting institution. Alternatively, originals may be sent which will be returned—though their safety in the post cannot be guaranteed.

3. RESPONSIBILITIES

A copy of this publication, *A Guide to Good Practice for Taught Master's Students*, will be given to all postgraduate students and supervisors at the relevant induction meeting or as part of their introductory packs. The Arts and Humanities Research Council (AHRC), the Economic and Social Research Council (ESRC) and the Natural Environment Research Council (NERC) have codes of practice for the supervision of students. In Departments which obtain studentships from the Research Councils those codes of practice should be followed along with this *Guide to Good Practice*.

University

The responsibilities of the University include:

- a) overall quality assurance mechanisms
- b) admission procedures
- c) monitoring of progress.

Head of Department

The responsibilities of the Head of Department include:

- a) allowing Course Directors sufficient time and reasonable workload to allow them to discharge their duties
- b) monitoring of departmental arrangements for students.

Course Director

The responsibilities of the Course Director include:

- a) giving guidance about the nature of the taught courses and the standards expected, the planning of the residential sessions for external students, School and departmental requirements, attendance at taught classes, requisite skills and techniques, arranging instruction as necessary, and information about plagiarism
- b) being available to the student between scheduled meetings
- c) giving detailed advice on the necessary completion dates of successive stages of the work so that the whole may be submitted within the scheduled time
- d) ensuring that the student is aware of any inadequacy of progress or in the standard of work

- e) in the case of distance learning students, ensuring that sufficient contact is made with the student. For overseas students this assistance may take the form of advice about language training.
- f) appointing a suitable member of staff to act as the dissertation supervisor for students undertaking Part Two.

Student

The responsibilities of the student include:

- a) discussing with the Course Director their needs for guidance
- b) arranging with the Course Director for tutorials where appropriate
- c) taking the initiative in raising problems or difficulties, however elementary they may seem
- d) attending taught classes and other forms of instruction as required by the Course Director, the department or the school
- e) maintaining a schedule of work agreed with the Course Director
- f) presenting written material in accordance with the programme of study agreed with the Course Director.

4. SUCCESSFUL COMPLETION OF AN MA/MTH/MSC DEGREE

Not completing a degree is clearly a cause of great concern both to the student and to the University as well as being a likely reason for funding bodies to refuse to award grants to Lampeter students in the future.

The following points are designed to help both students and Course Directors:

- a) A framework should be devised which marks out the stages that a student is expected to have completed at various points in the period of study, so that the student can adequately manage his/her time
- b) The student should work conscientiously from the start of the course. A full-time postgraduate might expect to work 40-50 hours a week for 44 weeks of the year
- c) Regular contact with the Course Director should ensure that the student is making adequate progress and should help the student to focus on the ideas raised by the work carried out. Students should make every effort to keep systematic records of data collected, notes on relevant books and articles, and material to be included in the bibliography.

5. QUALIFYING FOR AN AWARD (see Appendix 2 for Marking Guidelines)

The current marking criteria are as follows:

AWARD OF MASTERS

Part One (assessed essays/examinations 120 credits)

- a) The pass mark for each module is **40%**

Please Note: students must complete and be examined in Part One before being allowed to submit their Part Two dissertation for examination.

Part Two (dissertation 60 credits)

- b) The pass mark for the dissertation is **40%**
- c) To be awarded the MA degree, a candidate must pass in Part One and in Part Two

Award of Distinction

- d) A **Distinction** in the **MA** may be awarded where a candidate has (a) a mark of 65% or more at Part One and (b) a mark of 70% or more for the Dissertation (Part Two), and also (c) an overall average of 70% or more in Parts One and Two, which are given equal weight in the calculation.

AWARD OF POSTGRADUATE DIPLOMA

A candidate may be awarded a Postgraduate Diploma:

- f) if he/she has passed in Part One and does not proceed to submit a dissertation in Part Two

OR

- g) if he/she has passed in Part One but has failed the dissertation in Part Two and is not allowed to resubmit the dissertation **or** fails the dissertation for a second time

OR

- h) if he/she has obtained an aggregate mark of between **40-49%** in Part One (and is thereby not allowed to proceed to Part Two).

AWARD OF POSTGRADUATE CERTIFICATE

- i) A candidate may be awarded a Postgraduate Certificate if he/she has obtained an aggregate mark of at least **40% in 60 credits** at Part One.

METHOD OF EXAMINATION

Part One Examination

All course work submitted is assessed by an internal examiner and then sent to an external examiner for second marking. Results are determined at an Examination Board Meeting normally held at the end of each academic year. Part One students will be notified by the relevant department of their results, and their results are also communicated to the University Registry in Cardiff.

Part Two Examination

When a supervisor is advising candidates about submission the following words are recommended (if the supervisor feels it is fit for submission): *'The dissertation is fit to be put before the examiners, but the judgement lies with them.'*

All Part Two dissertations are assessed by both an internal and an external examiner and the overall results are reported via the University's Academic Registry, to the University Registry in Cardiff, who notify the candidates of their overall result.

Sampling of Dissertations

A system of sampling of dissertations is permissible, within the following guidelines:

- a) external examiners must see all dissertations which are:
 - within the category of distinction,
 - within +/- 5% of the minimum pass mark,
 - within the failure band,
 - resubmissions and
 - marked by persons other than members of the University's academic staff.
- b) external examiners retain the right to select other dissertations at random
- c) all dissertations **not** seen by the external must be double marked internally
- d) at least 20% of dissertations or a minimum of 10 - whichever is the higher figure - must be seen by external examiners. (If the total number is fewer than 10, **all** dissertations must continue to be externally examined).

6. FACILITIES AVAILABLE

Registered postgraduate students should, wherever possible, have the following minimal level of facilities to assist in their work

Full-Time Students

- a) free photocopying within the department of up to 1,000 copies per annum

Part-Time Students

- b) free photocopying within the department up to 500 copies per annum

Postgraduate students will, in the vacation and in the first year immediately following the completion of the formal period of registration, have the same facilities available to them as if they were still registered postgraduate students. At the end of that period, such students will have borrowing rights in the Library (though they must pay for any Inter-Library Lending) and will continue to have access to the computing facilities (but must pay for printing).

7. MONITORING POSTGRADUATE STUDENT PROGRESS AND POSTGRADUATE STUDENT DISCIPLINE

During the academic year, the initial responsibility for monitoring the progress of postgraduate students rests at departmental level, firstly, with the individual Course Director and then with the Head of Department and/or departmental committee. Course Directors should monitor the progress of students. Any problems should be referred promptly to the Head of Department.

In view of the importance of monitoring progress and of ensuring that departments carry out their responsibilities, MA/MTh/MSc students must submit reports on their progress to the Head of the School once a year. These reports must contain information regarding:

- a) the amount of work which has been presented
- b) the quality of such work
- c) any problems encountered

The report must be seen, signed and commented on by the Course Director who may consult the student about its contents. The report must then be checked by the Head of Department.

In the case of an unfavourable report, the Head of Department must take remedial action by consulting the student and the Course Director. The Head of Department should, if possible, attach to an unfavourable report a summary of the action taken. If the Head of Department identifies particular problems, they may refer the matter back to the Course Director and/or may request an additional termly report. If the Head of Department considers that the problem is likely to persist, he/she should consult the Registrar about appropriate action.

If the problems identified in the reports persist and/or there are more serious disciplinary problems such as non-attendance or failure to submit work, there are formal disciplinary procedures which the Head of Department should use as necessary. It is essential that the Registrar is informed at all stages in this process. Postgraduate students are subject to Departmental Warnings and ultimately referral to the Student Review Committee in accordance with the Progress Regulations.

8. COMPLAINTS AND APPEALS DURING THE COURSE

Complaints should be resolved where possible informally, either with the Course Director or the Head of Department, but if this proves to be impossible, there is a formal grievance procedure by which student's may submit grievances relating, for example, to their project or the standard of supervision. Details are available from the Academic Registry and from the University's website.

9. STUDENT FEEDBACK

Each School must have a Staff-Student Consultative Committee on which postgraduates are represented. In departments with a large number of postgraduate students, a separate Postgraduate Staff-Student Consultative Committee may be established. There must be a written constitution concerning such issues as membership, the preparation of the agenda, and the mechanics by which items are handled within the department. Formal minutes must be kept of these meetings. It is the responsibility of the Head of Department to ensure that minutes are sent to the relevant Departmental Meeting and to the Educational Policy Committee. (Further information about Staff-Student Consultative Committees is contained in the *Quality Assurance Manual*.)

Departments are encouraged to consider the adoption of questionnaires in eliciting postgraduate students' opinions about the taught postgraduate courses.

Appendix 1 : *Guidelines for the Submission of Dissertations*

HOW TO SUBMIT YOUR DISSERTATION

All theses must be submitted to the Academic Registry, with the appropriate submission forms. Please note: Students wishing to graduate at the July ceremony **MUST** submit their dissertation for examination no later than the last day of the Lent Term to be eligible to attend the ceremony (if successful in examination).

NUMBER OF COPIES REQUIRED

You are required to submit **two** copies of the dissertation for examination. Please see below for details on presentation and binding.

NOTICE OF CANDIDATURE (SUBMISSION) FORMS

These forms can be obtained from the Academic Registry and must be completed in full and submitted with the dissertation to be examined.

GOLD CERTIFICATE

The Gold Certificate is produced on submission by the Academic Registry and sent on to the University of Wales Registry in Cardiff. It confirms that all of a candidate's financial obligations to the University have been met (e.g. tuition fees, accommodation costs where applicable, and costs incurred with University Computing Services) and that all library books have been returned and any fines paid. Please be advised that no dissertation may be examined until these obligations have been met.

MATRICULATION

Candidates must ensure that they have already produced original certification, or a certified copy, of prior academic achievements (unless matriculated on the grounds of 'Age and Experience') and received a letter of matriculation. This is usually done when a student enrolls for the first time.

PREPARING YOUR DISSERTATION FOR SUBMISSION

PRINT SIZE

Dissertations must be presented in permanent and legible form in typescript or print. We recommend that the characters employed in the main text (but not necessarily in illustrations, maps etc.) should be 12pt and definitely not less than 8 pt (2.50mm). Typing should be of even quality with clear black characters and capable of photographic reproduction.

PAGE LAYOUT

Double or one-and-a-half spacing should be used in the main text; but single spacing should be used in the Summary (Abstract) and in any indented quotations and

footnotes. Text should be printed on one side of the page only. All pages must be consecutively numbered.

MARGINS

Binding edge – not less than 40mm.

Other margins – not less than 20mm.

ILLUSTRATIONS/MAPS/OTHER MATERIAL

Drawings and sketches should be in black ink; unnecessary detail should be omitted, and the scale should be such that the minimum space between lines is not less than 1mm.

Colour graphics for charts, diagrams etc. and colour photographs may be used, but candidates must ensure that material is capable of being photocopied. Copies produced by xerographic or comparable permanent processes are also acceptable. Candidates must ensure that they do not infringe copyright regulations.

Diagrams, maps and similar documents should be submitted in a portfolio of reasonable size and should bear the particulars stated necessary for the volume.

Candidates may submit non-book material such as audio or video tapes with their thesis, if such material forms a useful addition to, or explanation of, work contained in the written submission and if such material constitutes the most appropriate method of presenting the information concerned. Any material of this type should be enclosed in a container which is suitable for storage on a library shelf and which bears the same information as that required on the spine of the thesis, so placed as to be readily legible when the container is in its stored position. Candidates considering the submission of audio or video tapes as adjuncts to their thesis should consult their supervisor and the library staff for advice at an early stage of their project.

PAPER SIZE

A4 paper should be used and should be of good quality and sufficient opacity for normal reading.

INTRODUCTORY PAGES

One of each of the following pages must be bound into the thesis. The order of the introductory pages should be:

- ◆ Title page (see example 2)

- ◆ Abstract (see example 3)

The abstract should be typed in single spacing. When writing the abstract the candidate should bear in mind that this may be the only part of the thesis that is read by other research workers. It should be written in such a way as to help researchers in the same field decide whether to read this thesis and to give readers who are only marginally concerned in the subject enough information to make it unnecessary for them to read the work in full. The abstract should consist of a piece of connected prose and should not be more than 300 words in length. It may be much shorter. Abbreviations should be avoided.

- ◆ Declaration/Statements (see example 4)
This page must be inserted as per example 4/5
- ◆ Acknowledgements (see example 5)
- ◆ Contents

STYLE NOTES

These notes should not be seen as exhaustive. i.e., it should not be assumed that because something is not stated here that it can be ignored. If you are in doubt at any point, look at some previous theses in the library and/or ask your supervisor. Also, these notes are not exhaustive in that while they provide basic guidance they do not cover, for example, every possible complication in the citation of books. For further detail consult your supervisor or look at previous theses or books.

Scholarship demands the drudgery of accurate presentation. Looseness that may be perfectly acceptable at undergraduate level, is no longer acceptable. This implies standards in terms of accuracy and presentation.

ACCURACY OF CITATION

This is an area where high standards do not come by accident. There are two sides to this: 1) quoting other peoples' words or citing their views accurately; 2) giving the source correctly. When you cite or quote someone you ought to verify the details at the point you type it out. You should also reckon to do this again *at least once* on a subsequent occasion. The examiners will check this and if you have an excessive number of errors you may well be asked to reprint and resubmit the thesis, which involves considerable time and cost. Please note that if you cite an author via a third party you are required to give the source that you used. The University considers **plagiarism** to be an extremely serious offence. It is your responsibility to ensure that your work is referenced correctly.

PROOF READING

It is not just quotations that must be accurate. Before handing in your thesis you should do at least three things:

- 1) Run your spell checker on the final version
- 2) Read the text carefully yourself, looking for errors
- 3) You will also need to get another person to proof-read for you. This is *not* the role of the supervisor, Supervisors will point out errors that they see, but they are not proof readers. Nor is this the examiners job. They will note errors that they see and ask you to correct them.

CONSISTENCY

If there is one golden rule it is the need to be consistent. This applies across the board – to issues like paragraphing, layout of footnotes, capitalisation, etc. A few points that you should especially watch:

- ❖ Capitalisation. Which words are you going to capitalise? Most words either must be capitalised (like names) or must not be (like 'not'). But there are a significant number of words where the choice is up to you. You should from the beginning keep a list of which words you are/are not going to capitalise. Doing so will enable you to follow the rules (with the use of a word-search function if necessary).
- ❖ Sentences or clauses often end with a quotation mark, a punctuation mark and a footnote marker. In what order should these come? There is no one standard that has to be followed, but you *must be consistent*.
- ❖ There are some words which can legitimately be spelt in different ways and there are words which may or may not be italicised. One simple way to achieve this is to get and follow a work like the *Oxford Dictionary for Writers and Editors*.
- ❖ Abbreviations. Standard abbreviations are listed in the *Oxford Dictionary for Writers and Editors*. If you frequently cite a particular journal you may wish to use an abbreviation. These should be listed on a page of abbreviations.
- ❖ Italicisation. Should one italicise Latin abbreviations, such as i.e., e.g., cf., ibid., et al., etc? The move today is against this – see the *Oxford Dictionary for Writers and Editors*. But there is no fixed rule. Here again, follow a set standard and make a note of any points at which you wish to depart from it.
- ❖ Hyphens. Here again see the *Oxford Dictionary for Writers and Editors*. Hyphens are normally used: 1) where the same two vowels occur together, e.g. co-operate, re-examine; 2) sometimes where two vowels occur together, e.g. co-exist (depending on morphology); 3) for combinations such as, e.g. extra-biblical; 4) where two words combine to make an adjective – thus a second-century [hyphenated] person is one who lived in the second century [not].

GENERAL STYLE

- ❖ No underlining. Use italics. (underlining was used before the days of word-processing to indicate to the printer that italics should be used)
- ❖ Quotations: single quotation marks, except for quotations within quotations, for which use double quotation marks. For quotes within quotes, use single quotation marks again, etc.

- ❖ For quotations of about 4 lines or more use block quotation: narrower margins; no quotation marks used; single spacing; font size either same as main text or footnotes
- ❖ While you may mix *sizes* of fonts on a page you should not mix fonts, except for inclusion of foreign alphabets or possibly for headlines. Footnotes should be in the same font as the main text.

FOOTNOTES AND BIBLIOGRAPHY

[not absolutely inflexible – consistency remains the golden rule]

- ❖ For titles of books, and journals (but *not* articles in journals), use italics.
- ❖ For titles of articles use Roman type and (single) inverted commas, with journal name in italics.
- ❖ Titles of unpublished dissertations either as articles or books
- ❖ Editor format: name of editor followed by (ed.); with several names (eds.) or (edd.)
- ❖ Publisher: e.g. (London: Thames and Hudson, 1968). Details of place, publisher and date may be put in brackets (as here) or separated out by commas. The place and date of publication are absolutely obligatory; publisher less so, though it is becoming standard to give it.
- ❖ Where you are citing a later *edition* (as opposed to printing) of a book this must be signified. There are various ways to do this e.g.: (London: Thames and Hudson, 1968³) *or* (London: Thames and Hudson, 1968 [3rd edition]) *or* (London: Thames and Hudson, 1968 [3 edn.])

BINDING

Dissertations should be submitted for examination in temporary binding in the first instance, but if the candidate prefers they may submit hard-bound copies (risking the need to have them rebound).

TEMPORARY BINDING

Candidates are advised to submit their thesis for examination in **temporary** binding. This allows for quite substantial corrections to be made before hard-binding, if the examiners require such.

The following types of temporary binding are recommended:

- ◆ Perfect binding
- ◆ Spring-back binding

- ◆ Slide-in plastic binders

Candidates (and those advising them) are asked to bear in mind that temporarily-bound theses must be able to withstand handling, transit to and from examiners and the examining process itself. Care must be taken to ensure that the form of any temporary binding used is sufficiently secure not to burst or fall apart.

The University's Print Unit have the facilities to temporary bind dissertations for a small charge.

PERMANENT BINDING

Dissertations for the degree of Master by examination and dissertation are not normally deposited in the libraries, unless a Distinction is awarded, the dissertation is thought to be of particular relevance to Wales, or if the examiners so recommend.

In such cases **It is absolutely essential** that the following information is printed on the spine if the thesis is required to be deposited in the libraries:

- ◆ The surname and initials of the candidate
 - ◆ The name of the institution
 - ◆ The full (or abbreviated) title of the work
 - ◆ Year of submission
 - ◆ Name of the degree for which the work is being submitted
- (see example 1)

This information should be printed along the spine in such a way as to be readable when the volume is lying flat with the front cover uppermost. If the work consists of more than one volume the spine should also bear the number of each volume.

BOOKBINDING

There is a very good bookbinder in Aberystwyth. He has bound many dissertations for Lampeter and students have always been happy with the result. His address is: Alan Blair, Cambrian Place, Aberystwyth. Telephone: (01970) 617369. Alternatively, students who are not resident in Lampeter may well find that their local university can provide such a service or give advice about local bookbinders.

Example 1 : layout for spine (only needed if the dissertation is hard bound)

A. N. Other My Life as a Postgraduate Student MA Lampeter 2006

Example 2: Title Page

A STUDY OF THE REQUIREMENTS FOR SUBMITTING A DISSERTATION TO BE EXAMINED FOR A
MASTERS DEGREE

John Smith

Submitted to University of Wales in partial fulfilment of the requirements for the
Degree of Master of [Arts/Science/Theology]

University of Wales, Lampeter
2006

Example 3: Abstract

ABSTRACT

This abstract should be typed in single spacing. When writing the abstract the candidate should bear in mind that this may be the only part of the thesis that is read by other research workers. It should be written in such a way as to help researchers in the same field decide whether to read this thesis and to give readers who are only marginally concerned in the subject enough information to make it unnecessary for them to read the work in full. The abstract should consist of a piece of connected prose and should not be more than 300 words in length. It may be much shorter. Abbreviations should be avoided.

Example 4 : Declarations/Statements

DECLARATION

This work has not previously been accepted in substance for any degree and is not being concurrently submitted in candidature for any degree.

Signed..... (candidate)

Date.....

STATEMENT 1

This dissertation is being submitted in partial fulfilment of the requirements for the degree of

.....(insert MA, MSc, MTh etc. as appropriate)

Signed..... (candidate)

Date.....

STATEMENT 2

This dissertation is the result of my own independent work/investigation, except where otherwise stated. Other sources are acknowledged by footnotes giving explicit references. A bibliography is appended.

Signed..... (candidate)

Date.....

STATEMENT 3

I hereby give my consent for my dissertation, if accepted, to be available for photocopying and for inter-library loan, and for the title and summary to be made available to outside organisations.

Signed..... (candidate)

Date.....

May 2003

APPENDIX 2

GUIDELINES FOR THE MARKING AND ASSESSMENT OF MODULES FOR MA/MTH DEGREES

Module Assessment

Work for each module will be assessed in accordance with the following grade categories:

<i>Percentage Range</i>	Classification	Meaning
70% or more	Distinction	Work of a very high standard
40-69%	Pass	Work ranging from a satisfactory to a good standard
39% or less	Fail	Unsatisfactory Work

Students are required to obtain a Pass mark (40% or more) in *every* module taken in Part One (valued at 120 credits), before they may proceed to Part Two (dissertation, valued at 60 credits).

Distinction (70% or more)

Work of *Distinction* displays the following attributes, although not necessarily all of them:

- Comprehensive research
- Substantial originality
- Acute and relevant focus on the task set
- Ability to understand and solve problems
- Cogent and structured argument
- Analytical and critical appreciation
- Subtle and perceptive analysis
- Wide and thorough reading
- Fluent writing and clarity of expression
- Presentation to a high scholarly standard
- An argument which is fully documented, well referenced, cogent and persuasive

The range of **70-100%** should be used where the work shows outstanding

achievement, ranging from a high degree of comprehensiveness and originality of approach at the lower end of the scale, to quite exceptional achievement at the upper end.

The criterion of originality in the case of an MA dissertation should include originality of conception and research design, which may not apply so much to a set question at coursework level in Part One.

Pass (40-69%)

At the **upper end**, this work may show some of the qualities seen in Distinction, but not in a sustained way. At the **lower end**, it is of a generally sound and good standard, with the very lowest end of the scale reserved for work which is more descriptive and which makes only limited attempts at problem-solving.

A mark between **65-69%** should be reserved for work showing some of the qualities of Distinction level work, with a fair degree of originality and sophistication of argument. A mark ranging between **50-65%** should be awarded for work demonstrating competency in a majority of the following areas, increasing in conscientiousness and consistency of application in these attributes towards the upper end of the scale:

- Sustained focus on the subject
- Ability to identify and solve problems
- Awareness of the wider philosophical dimensions of the subject
- Convincing analysis of other scholars' views
- Persuasive and even sophisticated level of argument
- Broad and relevant range of reading
- There may be some originality
- Clear and well written style
- Relevant examples and references
- Good presentation

Work between 40-49% may show some of the above (Pass) qualities, though in a limited way, and may be characterised by the following attributes, although not necessarily all of them:

- Descriptive work
- Discernible focus on the task set
- Some attempt at identifying and solving problems
- A reasonable argument
- A range of reading

- Some relevant references and examples
- Satisfactory written style

Fail (less than 40%)

If work is characterised by some or all of the following attributes, it should receive a mark of 39% or less:

- Little or no focus on the task set which may be extremely brief
- Lack of ability to identify and solve problems
- Poor or little knowledge and understanding of the subject
- No or hardly any relevant references or examples
- Insufficient or irrelevant reading
- Unclear and poor presentation (sometimes making the answer barely intelligible)

NOTES

*A **Distinction** in the **MA** may be awarded where a candidate has (a) an overall mark of 65% or more at Part One, (b) a mark of 70% or more for the Dissertation (Part Two), and **also** (c) an overall average of 70% or more in Parts One and Two, which are given equal weight in the calculation.*

*A **Distinction** may be awarded in the **Postgraduate Diploma** where a candidate has an average mark in Part One of at least 65%.*

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