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| Masters by Thesis | |
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| Masters by Thesis |

# Introduction

The following University regulations apply to the following masters degrees classified by the Research Degrees Committee as Masters by thesis: Master of Philosophy, Master of Science, Master of Arts, and Master of Education, and shall thereby exclude those classified as Research Masters.

The University recognises the duration of the Masters by thesis as being as follows, as defined in Regulation 2 below.

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| MA, MSc, Med | 1 year full-time | 2 years part-time |
| MPhil | 2 years full-time | 3 years part-time |

These regulations do not apply to those degree programmes classified as Research Masters.

These regulations include applications for admission to the above degrees both by candidates who are members of staff of the University (whether teaching, research or other category) and those who are not members of staff of the University.

The University Research Degrees Committee is the final arbiter of matters regarding the application and/or interpretation of the Regulations.

# ADMISSION AND ENROLMENT

# Academic Year

* 1. For the purposes of these regulations the academic year is considered to consist of three periods, the first two coinciding broadly with the undergraduate trimesters.

# Admission to a Programme

* 1. To be admitted to undertake the degree of Masters by thesis a candidate shall:

1. have been admitted to the degree of Bachelor with First or Second Class Honours or to the corresponding degree in another university approved by the Research Degrees Committee for this purpose or have achieved a comparable qualification as approved by the Research Degrees Committee; except that the Research Degrees Committee may waive the requirement that the candidate shall have obtained honours, or
2. have achieved a professional qualification approved by the Research Degrees Committee, or
3. have been recommended by the examiners of a Diploma course as being a suitable candidate to proceed to the appropriate Masters Degree,
4. have satisfied such additional entry requirements as may be approved by the Research Degrees Committee from time to time.

# Duration of prescribed period of study

* 1. For the degree of MPhil the prescribed period of study, training and supervision shall extend over a period of either:

1. two years as a full-time student
2. three years as a part-time student.
   1. For the degrees of MSc, MA and MEd the prescribed period of study, training and supervision shall extend over a period of either:
3. one year as a full-time student
4. two years as a part-time student.
   1. Any period of suspension of study granted in accordance with regulations 9 or 10 shall not count towards the prescribed period of study under 3.1 and 3.2 above.
   2. A research student who teaches in the 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.

# Candidates who are member of staff of the University

* 1. The following apply only to candidates who are members of staff of the University, whether teaching, research or other category unless otherwise stated.
  2. Members of staff, other than those who are employed to research, must be enrolled as part-time students.
  3. For the purpose of these regulations members of the research staff who are engaged in teaching in the University for not more than six hours in a week shall be deemed to devote their whole time to research.
  4. A candidate who has enrolled under these regulations and who has subsequently ceased to be a member of staff of this University may submit a thesis for the degree or, in the case of a thesis referred under 4.2, a revised version of the thesis, provided that the candidate has completed, while still a member of staff of this University, the period of study required by these regulations; otherwise the enrolment shall lapse.

# SUPERVISION AND PROGRESS MONITORING

# Supervision

* 1. A principal supervisor and at least one other (second) supervisor shall be appointed for each candidate.
  2. Supervision of the candidate’s thesis shall be conducted in accordance with any code of practice approved by the Research Degrees Committee for the purpose.
  3. In the case of candidates enrolled part-time:

1. Meetings with the supervisors shall be no less than six times per academic session. Before the candidate begins the prescribed period of study, the academic unit shall be satisfied that the candidate is able to do this and has adequate facilities to pursue the research.
2. The candidate shall be prepared, if required, to attend the University for a period not exceeding 28 days per academic session.
3. Where applicable the supervisors shall have access to the laboratory, or work place, in which the candidate’s research is being pursued in order to examine the candidate’s experimental work and facilities.

*University Code of Practice: Postgraduate Research Students details the rights and responsibilities of supervisors and supervisees; supervisors are responsible for advising candidates on their research training needs, including through the annual Training Needs Analysis, to meet the requirements for research training – reg. 7*

# Evidence of satisfactory academic progress

* 1. A system for monitoring the progress of a candidate shall be in place in accordance with criteria prescribed by the Research Degrees Committee.
  2. Academic 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 shall specifically relate to cases where a candidate has enrolled for a Masters but wishes to be upgraded to a PhD. Criteria and procedures shall be subject to the approval of the Research Degrees Committee.
  3. A candidate’s prescribed period of study may be terminated on the grounds of unsatisfactory progress as measured against criteria established under 6.2 provided that the candidate has first been issued with a University Warning by Research Degrees Committee, accompanied by written guidance as to what improvement is required and in accordance with the University Code of Practice Research Degrees: Termination of Candidature. The decision to terminate the prescribed period of study shall be made by the Chair of the Research Degrees Committee on the recommendation of the Head of Academic Unit and relevant Graduate Research Director.

# RESEARCH TRAINING

# Postgraduate Training Scheme

* 1. Subject to the Regulations for the Postgraduate Certificate and Diploma in Research Training all candidates shall enrol for and achieve a minimum of 20 credits in the case of the MSc, MA and MEd and 40 credits in the case of the MPhil from modules designated as part of the Postgraduate Training Scheme (PGTS), administered by the Doctoral College, and detailed in the PGTS Handbook.
  2. In the case of the MSc, MA and MEd the requirement in 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 the relevant Graduate Research Director and Research Degrees Committee on the recommendation of the candidate’s supervisor.
  3. In the case of the MPhil the requirement in 7.1 may be in part be satisfied by the accreditation of a maximum of 20 credits achieved by prior learning. Any application for such accreditation shall be subject to the approval of the relevant Graduate Research Director and Research Degrees Committee on the recommendation of the candidate’s supervisor.

# SUSPENSION OF STUDY AND REPEAT PERIODS

# Permitted duration for the accumulation of credits

* 1. A qualification shall not be awarded to a candidate who has not completed training credits and the thesis for examination by the seventh anniversary of initial enrolment for the degree.

# Suspension of study requested by a candidate

* 1. During the prescribed period of study as defined in reg 3, and subject to regulation 8, a candidate may suspend their studies by making a written application using the approved application form to the Research Degrees Committee for periods not exceeding 12 months, or for an extension to a period of suspension of study.

# Suspension of study on grounds of risk

* 1. A candidate on any University of Hull module or programme, wheresoever located, who is judged, on substantial evidence, to be unfit to study by reason of posing a risk to themselves or others may be required to suspend those studies even in the absence of the candidate’s consent provided the procedures defined below are followed.
  2. Where such evidence is deemed to exist, this shall be reported in writing to the Head of Student Support and Experience, and the candidate shall be required to undertake such ‘risk assessment’ as the Head of Student Support and Experience determines appropriate. Refusal to undertake such assessment shall be deemed justification in itself for the candidate being required to suspend their studies.
  3. The Head of Student Support and Experience shall report their findings of the risk assessment, in writing, to the Student Cases Committee (undergraduate and taught postgraduate students) or the Research Degrees Committee (research students), and the relevant Committee shall determine whether, in the light of the assessment, suspension of study shall be required.
  4. A candidate who is required to suspend studies in accordance with this Regulation shall have the right to appeal in accordance with the University’s Code of Practice: Academic Appeals. The said Code shall be modified to the extent that a member of the University’s Health sub-committee shall be invited to submit such advice or evidence as the parties and/or those involved in determining the appeal deem useful, and attend any hearing on the same basis.
  5. The decision to require suspension of study shall be effective once made, and notified to the candidate in writing by recorded delivery to such addresses as recorded on the University Student Information System at the time, and unless and until any appeal is heard and allowed.
  6. A candidate who is required to suspend studies in accordance with this Regulation shall not be regarded as a student of the University during the period of suspension and shall not be entitled to use University facilities and services or be present on the University campuses.
  7. A candidate who is required to suspend studies in accordance with this Regulation shall not be permitted to resume their studies until they have provided evidence to Student Support and Experience agreed by them to be relevant and appropriate that they are fit to resume their studies. Where a candidate has ongoing support needs these should be documented along with an agreement as to who will be responsible for providing this support. This agreement may be made with Student Support and Experience or with external agencies and seen by Student Support and Experience. This evidence should be submitted to the candidate’s Head of Academic Unit and forwarded for the chair of the Student Cases Committee or Research Degrees Committee. The chair shall determine whether the candidate is permitted to resume their studies taking such advice as they deem necessary in making the decision.
  8. Any decision to require suspension of study, the outcome of any appeal, and the decision to allow the candidate to resume their studies shall be communicated to the candidate in writing by recorded delivery within three working days of the decision being made.

# Repeating a period

* 1. A candidate shall not be permitted to enrol for the degree as new other than with the approval of the Research Degrees Committee. 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.

In determining whether to grant approval regard shall be had to Regulation 8 above.

# ASSESSMENT

# Method of Examination

* 1. A candidate shall be examined by means of:

1. a thesis,
2. an oral examination, if required by the examiners and notified in writing following the Examiners initial assessment of the thesis,
3. an assessment of any additional studies prescribed by the candidate’s academic unit and notified in writing at the commencement of the prescribed period of study.
   1. The thesis shall be on a subject selected by the candidate and approved by the candidate’s supervisors and Research Degrees Committee
   2. The MPhil thesis may not exceed 70,000 words and the MSc, MA and MEd theses may not exceed 50,000 words, excluding the Bibliography, but including footnotes and appendices, except with the express permission of the Research Degrees Committee. Applications to exceed the word limit shall be subject to the recommendation of the candidate’s supervisor, the relevant external examiner and the relevant Graduate Research Director. Application shall be made no later than the giving of notice set out in 14.1 below.

# Standards and Criteria for Masters by thesis

* 1. The thesis must be the result of original research, show an awareness of the relationship of the research to a wider field of knowledge and reflect such further Standards and Criteria as approved by the Research Degrees Criteria from time to time.
  2. 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.

# Submission of the thesis

* 1. A candidate 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 which shall not exceed six words.
  2. The candidate shall be responsible for ensuring that two copies (three copies where the candidate is a member of staff) are received by The Doctoral College office no later than the first anniversary of the commencement of their programme of study, if undertaken full-time, or second anniversary, if undertaken part-time for the degrees of MSc, MA and MEd and the second anniversary (i.e. end of the second year), if undertaken full-time and third anniversary (i.e. end of the third year), if undertaken part-time for the degree of MPhil.
  3. Submission shall be in such format as prescribed, from time to time, by the Research Degrees Committee. Following award of the degree the candidate shall submit an electronic copy of the thesis which shall be retained by, and be the property of, the University.
  4. A candidate shall be barred from submitting the thesis unless the conditions of Reg 7 above have been satisfied.
  5. In addition to the thesis, the candidate shall submit two copies (three copies where the candidate is a member of staff) of a summary of the thesis, which shall not exceed 300 words, and shall be in such format as prescribed, which is subject to change from time to time, by the Research Degrees Committee.

# Writing up period

* 1. If the candidate is unable to submit the thesis within the prescribed period of study as outlined in Reg 3 above, they are permitted to enter a writing-up period.
  2. Candidates must enrol formally for the ‘writing-up’ period and pay the continuation fee in accordance with Reg 18.
  3. The duration of the writing-up period is one year for full-time Masters study and two years for part-time Masters study.

# Extensions to the writing up period

* 1. A candidate who is unable to submit the thesis by the anniversary of commencement of the degree stated below may apply, using the approved application form, to the Research Degrees Committee for an extension to the writing-up period of up to one year, provided the application is submitted before the expiry of the stated anniversary:

1. For the degree of MPhil by full-time study, the third anniversary (i.e. the end of the third year),
2. For the degree of MPhil by part-time study, the fourth anniversary (i.e. the end of the fourth year),
3. For the degrees of MSc, MA, and MEd by full-time study, the second anniversary (i.e. the end of the second year),
4. For the degrees of MSc, MA, and MEd by part-time study, the third anniversary (i.e. the end of the third year).
   1. Any grant of extension under 16.1 shall be made subject to Reg 8 above and any additional criteria published by the Research Degrees Committee.

*Tier 4 students are not permitted to stay in the UK beyond the expiry date stated on their visa. Although an extension to studies may be permitted by the University, it may not be appropriate or legally advisable for the student to remain at the University or in the UK to complete their programme of study. Advice regarding whether or not the University will be able to support a further visa application needs to be sought by the Doctoral College, from the Visa Compliance Team, in advance of the case for granting the extension being heard.*

# Non submission of the thesis

* 1. Where a candidate fails to submit the thesis by the deadline stated in regulation 14.1, or any extended deadline arising from a writing-up period or an extension granted in accordance with 16.1 above, the Chair of RDC shall determine whether to allow the candidate to submit, or make a resubmission, in the case of an examined thesis that has been referred, or requires corrections, or amendments. Where such resubmission is not allowed the programme of study shall be deemed terminated without the requirement for examination of the thesis.

*Note that a candidate whose programme is terminated under this regulation would be barred from subsequently enroling for the same programme under reg. 11.*

*A candidate would be entitled to receive any training credits gained at the point of termination and might be eligible for a Certificate or Diploma in Research Training based on the number of credits gained; eligibility would be determined in accordance with the Cert/Dip regulations.*

# Continuation fees

* 1. A candidate shall be entitled to a rebate of the continuation fee applicable to the year in which the thesis is submitted according to the following scale:

1. Submission in the first three months – 100%
2. Submission in the fourth-sixth months – 50%
3. Submission in the seventh to ninth months – 25%.
   1. A candidate shall be barred from submitting the thesis unless all fees due under 18.1 above have been paid.

# Appointment of Examiners

* 1. The examination shall be conducted by one external examiner and one internal examiner, both appointed by the Research Degrees Committee on the recommendation of the Head of the relevant Academic Unit. Examination of the thesis shall normally take place within three months of the date of submission.
  2. Where the candidate is a member of staff other than research staff, a second external examiner shall also be appointed.
  3. The internal examiner shall not be one of the candidate’s supervisors, other than where approval has been granted by the Research Degrees Committee following a written application by the relevant Head of Academic Unit. RDC shall grant approval only where it determines that exceptional circumstances have been established, and subject to the condition that a second external examiner be appointed.
  4. The examination shall be chaired by a member of academic staff appointed by the Research Degrees Committee in accordance with the University code of practice governing the chairing of research degree by thesis viva voce examinations.
  5. The supervisors shall be entitled to attend the oral examination with the agreement of the examiners and the candidate, but not participate in the examination.

# Examiners’ Recommendations

*19.1: ‘Normally take place’ – this is dependent on the candidate having given the requisite three months’ notice of submission under reg. 14.1.*

*19.4: University Code of Practice Chairing Research Degree by Thesis Viva Voce Examinations requires that all vivas be independently chaired.*

* 1. The examiners must make one of the following recommendations:

1. that the candidate be awarded the degree.
2. that the candidate be awarded the degree 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 correction refers to typographical errors, occasional stylistic or grammatical flaws, corrections to references, etc.
3. that the candidate be awarded the degree subject to amendments being made to the thesis to the satisfaction of the internal examiner within six months of the date of being informed of the decision of the examiners. 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 within six months of the date of being informed of the decision of the examiners.
4. that the thesis be referred subject to such of the following conditions as the examiners may think appropriate:
5. that the candidate be required to attend for a second oral examination
6. that the candidate be permitted to submit, on one occasion only, a revised thesis for a second examination, without further research
7. that the candidate be permitted to submit, on one occasion only, a revised thesis for a second examination, after further research
8. that the thesis is not of the required standard, but the candidate be awarded if the candidate so wishes, the appropriate diploma as determined by the examiners.
9. that the thesis is not of the required standard and no award be made to the candidate.
   1. 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.

# Resubmission of the thesis

* 1. Where a candidate is permitted to submit on one further occasion in accordance with 21.2 the candidate shall be responsible for ensuring that two copies of the thesis are received by The Doctoral College office no later than twelve months from the date on which the candidate was notified of the result.
  2. The manner of resubmission shall be as required for first submission by Reg 14.1 save that resubmission shall be subject to the payment of such resubmission fee as prescribed by Senate and Council and in force at the time.
  3. Where a candidate fails to submit the thesis by the deadline specified in 21.1 the programme of study shall be deemed terminated without the requirement for examination of the thesis.

# ACADEMIC/PROFESSIONAL DISCIPLINE

# Academic Misconduct

* 1. Allegations of academic misconduct, shall be subject to the Regulations for Academic Misconduct, and no penalty shall be imposed other than in accordance with the said Regulations.
  2. Candidates shall also abide by the principles of good research practice as defined in the Code of Practice on Research Misconduct. Allegations of research misconduct shall be investigated in accordance with the said code.

# Professional Standards of Conduct (Fitness to Practise)

* 1. For information regarding professional standards of conduct (fitness to practise), please refer to the University Regulations Governing the Investigation and Determination of Concerns about Fitness to Practise.

# RESULTS AND AWARDS

# Notifications of Results and Transcripts

* 1. All candidates shall be entitled to an official transcript on completion provided they are not in debt to the University for the payment of tuition fees.

**Version Control**

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