

## Regulations for the award of Taught Master's Degrees

### 1 General Regulations

#### 1.1 Definition

1.1.1 The Master's degree is intended for award on the satisfactory completion, including formal examination, of a prescribed programme of full-time study beyond the bachelor's degree level of at least one calendar year or its equivalent in part-time study.

#### 1.2 Programmes of Study and Methods of Examination

1.2.1 Programmes of study and the examinations associated with them shall be so organised as to fall into one or both of the following categories:

- i) a period of full-time study, the length of which shall be prescribed in the individual Programme Requirements but which shall normally be not less than one calendar year, the examination being completed by the end of that period;
- ii) a period of part-time study of between two and five years, during which candidates will be examined in accordance with the individual Programme Requirements.

1.2.2 The minimum length of the period of study is prescribed in the individual Programme Requirements, but at the start of the programme or at a later stage the College may require individual students to pursue the programme for a period longer than the minimum period prescribed in the Requirements.

1.2.3 Where a candidate is pursuing a programme of study extending over not less than one calendar year he/she may be allowed, at the discretion of the College and provided that the individual Programme Requirements so permit, to spend a maximum period of six months or, in the case of students pursuing a part-time programme, an equivalent period, on project work under appropriate supervision at an organisation or institution approved by the College as having a function relevant and suitable to the field of study.

1.2.4 Schemes of examination shall be prescribed in the individual Programme Requirements and shall include the submission of a significant piece of individual work in the form of an essay, report or dissertation, which may be based on a project or fieldwork, unless the Senate has otherwise determined.

1.2.5 The examination for each written paper shall take place on one occasion each year and the time will be specified in the individual Programme Requirements, other than as provided in paragraph 1.5.8 below and where the College has exceptionally approved a different arrangement for individual programmes.

1.2.6 An essay/report/dissertation, where indicated in the scheme of examination, will be examined on one occasion only in each year and the date for submission will be specified in the Programme Requirements.

1.2.7 Each course programme shall determine the acceptable and appropriate formats for the submission of essays, reports or projects required under their individual regulations so that they are generally available for public reference where appropriate. A candidate may apply to the College for restriction of access for a period not exceeding two years on the grounds of commercial exploitation or patenting or other very exceptional circumstances.

### **1.3 Entrance Requirements**

1.3.1 The normal minimum entrance requirement for registration for a Master's degree is:

- a) a Second Class Honours degree or a taught Master's degree awarded by a UK university institution or a degree of an equivalent standard awarded by a university institution overseas, in a subject appropriate to that of the programme to be followed; or
- b) a registrable qualification appropriate to the programme to be followed awarded in Medicine by a UK university or a qualification of an equivalent standard awarded by a university institution overseas; or
- c) a professional or other qualification obtained by written examinations and approved by the College.

1.3.2 Candidates possessing alternative qualifications obtained by written examination may also be considered by the College for registration for a Master's degree. The College may require such a candidate to pursue the programme for the period of at least one year longer than the minimum period prescribed in the individual Programme Requirements and/or may prescribe a qualifying examination for such a candidate.

1.3.3 A candidate may be granted credit towards the award of a Master's degree for study undertaken at the College or another institution, subject to the following conditions:

- (a) applications for credit transfer will only be considered for part-time students;
- (b) acceptability for credit transfer of work undertaken at the College or another institution does not confer right of entry to any programme;
- (c) the work accepted for credit must be appropriate in range, quality and currency to, and form a coherent whole with, the proposed programme of study;
- (d) a candidate granted credit transfer may be exempted from not more than 30 ECTS credits of the programme of study;
- (e) a candidate may not be granted exemption from the research project or dissertation element of the programme.

1.3.4 An applicant for registration will also be required to meet any additional entrance requirements specified in the relevant programme Requirements.

1.3.5 English language and other tests may be prescribed by the College.

#### **1.4 Registration**

1.4.1 Application for admission to a programme and registration for that programme shall be undertaken in accordance with procedures specified by the College.

#### **1.5 Examination**

1.5.1 Candidates are bound by the Regulations in force at the time of their entry to the examination.

1.5.2 To be eligible for the award of a degree a candidate must satisfy the examiners in the examination prescribed for the programme within a period of two years from the satisfactory completion of the prescribed period of study. This period of two years may be extended at the discretion of the Graduate Schools.

1.5.3 Examiners shall have the discretion to award a result of merit or distinction to candidates who have fulfilled the requirements for these awards as specified in the Examination Regulations.

1.5.4 A candidate shall enter the examination in accordance with the provisions of the individual programme Requirements. Deferment of any part of the examination, including submission of the essay/dissertation, may be granted for reasons judged adequate in the particular case at the discretion of the Graduate Schools. Subject to such exemption being granted, candidates will be informed of the marks they obtained in those elements in which they have been examined.

1.5.5 If the essay, report or dissertation is otherwise adequate but requires minor amendments, the examiners may require the candidate to make within one month amendments specified by them and approved by them or one of their number nominated by them.

1.5.6 If a candidate who has been examined in all elements of the examination or of part of the examination for which he/she has entered fails to satisfy the examiners, the examiners may determine that he/she may on re-entry be exempt from one or more of the following:

- a) one or more of the written papers;
- b) essay/report/dissertation;
- c) assessment of coursework;
- d) practical examinations;
- e) clinical examinations;
- f) oral examination.

### 1.5.7 **Re-entry**

A candidate who does not at his/her first entry successfully complete the examination or part of the examination for which he/she has entered may, subject to the agreement of the Head of the Department when such re-entry would involve further attendance at the College, re-enter that examination on one occasion. Such re-entry will be at the next following examination except where the College has granted permission for a candidate to defer re-entry until the examination in a subsequent year. The dates of the written examination and for the submission of an essay/report/dissertation (where required) shall be as specified in the individual programme Requirements.

A candidate re-entering any part of the examination will normally only be credited with a bare pass mark if successful. Re-entry candidates may also not normally be considered for a merit or distinction classification. However, where illness has affected a candidate's performance at an examination, or there are other mitigating circumstances, the Board of Examiners has discretion to credit the candidate with the actual marks achieved in his/her re-entry examination.

### 1.5.8 **Illness**

A candidate who is prevented owing to their pregnancy or illness or the illness or the death of a near relative or other cause judged sufficient by the Graduate School Committee from completing at the normal time the examination or part of the examination in those elements in which he/she has entered may, at the discretion of the examiners, a) enter the examination in those elements in which he/she was not able to be examined on the next occasion on when the examination is held in order to complete the examination;

OR

b) be set a special examination in those elements of the examination missed as soon as possible and/or be permitted to submit any work prescribed (e.g. report) at a date specified by the Board of Examiners concerned. The special examination shall be in the same format as specified in the Programme Requirements for the element(s) missed and subject to the approval of the external examiners in the usual way.

1.5.9 Where a candidate has failed to complete the examination for one of the reasons specified in 1.5.8 above, the course organiser should make an application on his/her behalf accompanied by the medical certificate or other statement of the grounds on which the application is made, direct to the Board of Examiners within seven days of the last day of the written examination or for the submission of the essay/report/dissertation.

1.5.10 When a candidate who is prevented by his/her own illness, or by the death of a near relative or other cause judged sufficient by the Graduate Schools, from taking all or part of the written examination, submits his/her report etc. at the time originally prescribed, the candidate may apply to have the examination entry fee paid credited to the next following occasion on which the examination is held, provided he/she is not seeking immediate re-examination by means of special papers.

## **1.6 Notification of Results**

1.6.1 After the examiners have reached a decision, every candidate will be notified of the result of his/her examination including marks obtained under the authority of the Academic Registrar.

1.6.2 A diploma under the Seal of the College shall be subsequently delivered to each candidate who has been awarded a degree.