

BANGOR UNIVERSITY

**POSTGRADUATE DIPLOMA/
MASTER'S COURSES**

A STUDENT GUIDE

**Academic Registry
July 2011**

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INTRODUCTION

This publication is a general guide to Master's courses offered by Bangor University. It must be emphasised that the full syllabus, academic structure and details of assessment for individual courses should be obtained from the relevant Course Organisers or the School Directors of Postgraduate Study, a list of whom appears on page 15.

FURTHER INFORMATION

The full and definitive regulations relating to Postgraduate Diploma and taught Master's degree courses may be obtained from the Academic Registry webpages - www.bangor.ac.uk/regulations .

Candidates for Master's degrees are, however, encouraged to discuss matters relating to the syllabus, assessment and administrative arrangements with the Course Organiser in the first instance.

Section A

Administrative arrangements

1. Registration for Master's courses

Full-time 12 months programmes will normally start in September. Registration normally takes place during the fourth week of September in the New Arts Building in College Road, at which time those students who are privately funded will pay the appropriate tuition fee. Payment by three instalments is possible by Direct Debit from a bank account. The level of tuition fee payable in any year may be obtained from the Admissions Office; the fee payable is always stated in the official offer of admission.

For certain courses there may be additional costs (to cover, for example field trips, study visits); these will be specified in the official offer of admission.

If you commence at any other time during the year you will need to register at the Student Records Office, 1st Floor, New Arts Building.

2. Student representation

Master's course students are represented on the University's Senate Postgraduate Committee.

3. Unfair practice

The University takes very seriously any acts of 'unfair practice' by students and it is important that all postgraduate students familiarise themselves with the University Code of Practice on Plagiarism and with the Unfair Practice Procedure which can be found on the Academic Registry website – [www/bangor.ac.uk/regulations](http://www.bangor.ac.uk/regulations)

4. Student Grievance Procedure

If a student has any complaint about any academic matters then they should follow the University's Student Grievance Procedure, which can be found on the academic registry website-

www.bangor.ac.uk/regulations

5. Appeals Procedure

Any student who wishes to submit an appeal should follow the University's Appeals Procedure, which can be found on the academic registry website -

www.bangor.ac.uk/regulations .

6. Use of University Facilities following expiry of registration

Students wishing to use the Library and Computer facilities during the period after the expiry of their registration and prior to submitting their dissertation are required with their Supervisor to complete the relevant form which can be found at the Academic Registry website.

7. Withdrawal and temporary suspension from course

Any postgraduate student who wishes to withdraw from their course or in exceptional circumstances, wishes to temporarily suspend their registration should complete the form obtainable from the Academic Registry website and return it to the Student Records Office, Academic Registry. Tuition Fees will be chargeable up to the date on which the form is received by the Student Records Office.

8. Guidelines on the presentation of the dissertation

Guidelines on the presentation of your dissertation can be found in the regulations for Taught Masters programmes on the academic registry website.

Section B

Submission of dissertations

1. Submission of dissertation

In order to submit their dissertation the candidate should download the SD1 form from the Academic Registry website. The completed form should then be submitted to the Student Records' Office at least ten days but no more than twenty eight days before the student intends to submit their thesis. If the form is approved the student will receive an e-mail from the Student Records Office to confirm this, and at this point the School can accept your dissertation for examination. If the form is not approved for any reason the student will be e-mailed by the Student Records Office and a course of action will be advised to enable the approval of the form.

Two copies of the dissertation should be submitted to the School. (Check with your School who you should give your dissertation to).

A candidate is at liberty to publish the whole or part of his/her work prior to its submission as a dissertation, provided that in the published work it is nowhere stated that it is in consideration for a higher degree. Such published work may later be incorporated in the dissertation.

Except as provided below, a candidate may not amend, add to or delete from the dissertation after s/he has submitted it for examination.

Each copy of the dissertation must include:

- a summary of the dissertation not exceeding 300 words;
- the required statement signed by the candidate (see paragraph below).

Every candidate, in submitting a dissertation, must state to what extent it is the result of his/her independent work or investigation, and indicate any portions for which s/he is indebted to other sources. Explicit references should be given, and a full bibliography should be appended to the work.

Every candidate in submitting a dissertation must certify that it has not already been accepted in substance for any degree and is not being concurrently submitted in candidature for any other degree.

The above statements should be conveyed using the form available on the Academic Registry web site.

Earliest dates for submission of dissertations are:

One year full time candidates

Course begins in: Earliest submission date:

October	1 September
January	1 December
April	1 March

Two year full time candidates

Course begins in: Earliest submission date:

October	15 Apr of the second year
January	15 July of the second year
April	15 Oct of the second year

Part time candidates

Six months before the end of the registration period

If a dissertation is submitted but fails to satisfy the examiners, the candidate may re-present it once only, not more than twelve months from the date of the official communication to the candidate of the result by the University Registry. **A fee for re-presentation is payable.** A candidate whose dissertation has not been accepted by the examiners will not subsequently be eligible for the award of the mark of Distinction, irrespective of the level of performance achieved in any dissertation re-presented under the provisions of this regulation.

Alternatively, the Examining Board may choose to recommend that the candidate be awarded the University Postgraduate Diploma. Where the Diploma is awarded the candidate may not re-submit the dissertation for the award of Master's degree. (For full details of decisions possible see the full Bangor University regulations).

Dissertation submission deadlines

For full time students the dissertation should be submitted by the end of the period of full-time registration (usually 12 months). If the study period is greater than this students will be informed by their Course Organiser.

For part time students the dissertation submission deadlines depend on the course being studied and details are available from the Course Organiser.

An extension to the deadline of up to 3 months may be granted by the School.

In exceptional circumstances students can apply for an extension of more than 3 months. They must complete and submit the relevant form, which can be found on the Academic Registry website, and send it to the Academic Registry.

Consideration will be given to granting extensions where the following apply:

- * certified medical or health condition;
- * extenuating personal circumstances;
- * academic circumstances beyond the control of the student.

Securing employment with demanding responsibilities is an expectation, and is not considered grounds for granting an extension to the dissertation submission deadline.

2. Availability of dissertation

A research project shall normally be openly available and subject to no security classification or restriction of access. However, the University

may, on the special recommendation of the school concerned, place a restriction on access to a research project for a specified period of up to five years. It shall be the responsibility of the candidate's project supervisor to make an application for restriction of access and to submit the application to the Academic Registry as soon as is reasonably practicable. Unless agreed otherwise, the restriction on access will automatically be discontinued at the end of the specified project.

3. Presentation of dissertations

3.1 For general information on presentation of dissertations refer to the Regulations for Taught Postgraduate Programmes which are on the Academic Registry website-

www.bangor.ac.uk/regulations

In addition contact the relevant schools for any special instructions.

3.2. Submission of higher degree dissertations in temporary binding

- (a) Candidates may submit their dissertation for examination either in permanent hardback binding or (under certain conditions) in temporary secure binding. The arrangements facilitating the submission of dissertations for examination in temporary binding are *not* compulsory: Schools with reservations about the temporary binding of dissertation for examination purposes are entirely at liberty to require them to be submitted for examination in permanent binding. A student cannot insist upon submitting in temporary binding against the School's wishes.
- (b) For the purpose of the examination, both copies of the submitted dissertation should be given to the School together with the required supporting documentation.
- (c) Types of Temporary Binding
 - 1 Temporary binding should not be confused with no binding. Loose sheets place in a wallet file are not acceptable.

- 2 The following types of temporary binding are recommended:
- ✓ Perfect binding
 - ✓ Spring-back binding (provided that the binders are not over-filled)
 - ✓ Slide-in plastic binders (of the type used to hang posters on walls).
- 3 The following types of temporary binding are not suitable, since conversion to permanent binding will be more time-consuming (and therefore more expensive) and either the holes in the pages will be visible in the permanent version or the pages will be considerably less than full A4 width:
- ✗ Spiral binding
 - ✗ ring folder or lever-arch folder.
- 4 Candidates (and those advising them) are asked to bear in mind that temporarily-bound dissertations 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.
- (d) Submission in temporary binding has no effect on the regulations which state that – except in order that minor/typographical errors in a successful dissertation may be carried out prior to its deposit in the libraries - a candidate may not amend, add to or delete from it after it has been submitted for examination. Submitted dissertations may not, therefore, be returned to candidates for improvement prior to the completion of the examining board's deliberations and formal recommendation. A dissertation which cannot be passed as submitted, should be failed and subsequently re-submitted in modified form for re-examination.

4 Letters of Notification of Award, Transcripts and Certificates

- (a) Once the degree has been examined the results are processed by the Academic Registry and an e-mail confirming the award will be issued to the student at the student's personal e-mail address within six weeks.
- (b) On receipt of the e-mail a transcript can be ordered by completing a transcript request form, which can be found on the Academic Registry's website. Transcript requests must be made by using the form, requests via e-mail or telephone cannot be accepted due to Data Protection laws.
- (c) If the student notifies the University that they are going to attend the graduation ceremony their certificate will be issued following the ceremony.
- (d) If the student notifies the University that they do not intend coming to the graduation ceremony and their results are processed before 1st April they should receive their certificate within six weeks of receiving formal notification of the award. If the result is processed after 1st April certificates will be issued in late July. All certificates are issued to the students' permanent home address as held by the Academic Registry.
- (e) Students will need to confirm their attendance at graduation by completing the online registration form. Further instructions are available at www.bangor.ac.uk/graduation.

Appendix I

Good practice guidelines for the research project element of a postgraduate course (to be read in conjunction with specific School guidelines).

1. Supervision

- (i) Each Master's course student will be allocated a supervisor (or supervisors) who will have broad expertise in the topic selected and in appropriate research methods. The supervisor(s) will provide guidance on the feasibility and scope of the project within the timescale allowed and the availability of resources.
- (ii) The supervisor is expected to provide stimulation and guidance, and will monitor the planning, data collection and writing of the dissertation. Also, because by their nature Master's projects are time-critical, the supervisor is expected to read the students' written work and to provide feedback in accordance with an agreed timetable.
- (iii) Each student should have regular scheduled meetings with the supervisor at mutually agreed intervals.
- (iv) Supervision will normally continue during the summer vacation and supervisors will expect appropriate contact and communication with their students during this period. At this stage, it is not normally expected that supervisors will provide detailed language corrections: any systemic problems should have been identified in early drafts.
- (v) Many supervisors will be away from Bangor for periods during the summer. A timetable of meetings/contacts should be explicitly scheduled early in the year to carry through the entire dissertation period. While supervisors are away from Bangor, particularly over the summer period, appropriate arrangements will be made by the school concerned.

- (vi) Each school will confirm the deadline for the submission of the dissertation at the outset, and should re-iterate the importance given by the University to timeliness in executing a research project and preparing a dissertation.
- (vii) All schools are expected to have a policy for monitoring and recording progress in the dissertation stage.
- (viii) Schools are expected to have a policy regarding the continued supervision of students whose dissertations are referred.

2. The student's responsibility

- (i) The research project is the student's own work; the supervisor provides guidance.
- (ii) To take the initiative in raising problems or difficulties, however elementary they may seem.
- (iii) The student should be open and explicit about needs and difficulties, and should be considerate in demand of the supervisor's time.
- (iv) Each student is expected to make her/himself available at agreed times for supervisory meetings.
- (v) It is the student's responsibility, where needed, to maintain contact with the supervisor after the expiry of the period of registration.
- (vi) In the event of inadequate progress or a breakdown in relationship with the supervisor, or the necessity of changing topic which requires a change of supervision, it is the responsibility of the student to alert the course organiser to the problem at an early stage and before the situation becomes irretrievable.

3. The responsibility of the University

- (i) The Senate Postgraduate Committee of the University will approve School written guidelines on supervision, and will disseminate good practice.
- (ii) The implementation of such guidelines will be regularly monitored through School audits.
- (iii) The University, through the Senate Postgraduate Committee, will monitor and ensure the availability of appropriate generic skills training.
- (iv) Schools are expected to ensure that the number of students allocated to each supervisor will allow her/him to fulfil the responsibilities noted in Section 1.

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The Postgraduate Students' Forum (PGSF)

The Postgraduate Students' Forum is the official representation for postgraduate students at Bangor University. Questions, comments, suggestions, or issues can be directed to any PGSF officer at any time. The PGSF petitions for better standards and facilities for you, the postgraduate community, through representation on university task groups, including the Senate Postgraduate Committee. The PGSF also provides opportunities for postgraduates to socialise and share ideas.

The forum's goals are to create a communications bridge between research students and the senior staff of the University, to bring together research students from different departments and disciplines and to organise postgraduate conferences

You can contact them on PGSF_Bangor@hotmail.com

This handbook can be found on the Academic Registry website:

<http://www.bangor.ac.uk/ar/main/publications/handbooks.php.en>