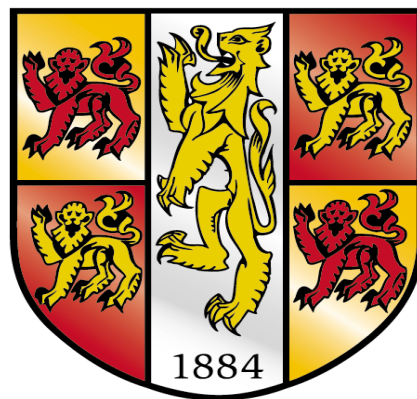


UNIVERSITY OF WALES, BANGOR

• PRIFYSGOL CYMRU •
UNIVERSITY OF WALES
BANGOR



POSTGRADUATE DIPLOMA/ MASTER'S COURSES

A STUDENT GUIDE

Academic Registry
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INTRODUCTION

This publication is a general guide to Master's courses offered by the University of Wales, Bangor. 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 19

FURTHER INFORMATION

The full and definitive University of Wales 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. Alternative start times may be permitted for full-time and part-time programmes. Students will not normally be permitted to register for a programme at any time other than the official start date. In exceptional circumstances and with the agreement of the Course Director, students may be permitted to start a course on a date other than the official start date but in such cases the student will not be allowed to proceed to Part II until he/she has successfully passed Part I. Registration 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.

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 research students familiarise themselves with the UWB 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 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 wish 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 will be provided by your School.

Section B

Submission of dissertations

1. Presentation of dissertations

- (i) Candidates submitting higher degree dissertations for examinations must submit two copies either in a condition suitable for eventual deposit and use in libraries (see below) or in temporary binding, (see section C4). Candidates choosing to submit their work for examination in temporary binding are advised:
 - (a) to consult their school at an early stage to determine whether such a submission is in accordance with the school's policy on the submission of dissertations;
 - (b) to ensure that temporary binding – if used – is nonetheless sufficiently secure to withstand transit to and from the examiners;
 - (c) that any dissertation submitted for examination in temporary binding must bear, in a form which cannot easily be erased or detached, the candidate's name, institution attended and the degree for which s/he is a candidate, (see also section C4)
- (ii) Irrespective of the type of binding used for examination purposes, dissertations which are to be deposited in the National Library or in the

UWB Library, prior to the release of successful candidates' results, must be bound permanently, or in paperback binding with plastic overlay. Successful taught Master's degree dissertations which are not to be deposited in the National Library or in the UWB Library need not be bound permanently either before or after release of results.

- (iii) In the case of all works which are to be deposited in the Library, permanently bound volumes must bear on the spine the surname and initials of the candidate, the full or abbreviated title of the work, the name of the degree for which it was submitted and the date of submission. 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 number of each volume will also be on the spine.

- (iv) Candidates may submit non-book materials such as CD Roms, audio or video tapes and computer disks with their dissertation, 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 must 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 dissertation, so placed as to be readily legible when the container is in its stored position. Candidates considering the submission of CD Roms, audio or video tapes

or computer disks as adjuncts to their dissertation should consult their Course Tutor and the Library for advice at an early stage of their project.

- (v) Candidates for Master's degrees should retain a copy of their dissertation in electronic format.
- (vi) The candidate's name should be in the form as registered with the University. Candidates are advised to check this with the Academic Registry.

2. Availability of dissertations

Following the successful examination of a dissertation for a higher degree of the University of Wales, it is normally made freely and publicly available. For this reason, dissertations must be designed to be read, stored and copied and it is in the authors' own interests to ensure that those who read and handle their dissertations can do so with ease.

Notwithstanding the provisions in the regulations relating to the availability of dissertations, a bar may be placed on photocopying and/or access to a candidate's work for reasons of subject sensitivity for a period of up to five years. It is the responsibility of the candidate's Course Organiser to make an application to the Academic Registry as soon as is reasonably practicable.

The summary and title of a work are always freely available.

3. 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. Once the form has been approved and returned to the school the dissertation can be accepted for submission.

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 University of Wales, Bangor generic 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.

4. 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 placed 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.

5 Letters of Notification of Award, Transcripts and Certificates

- (a) Once the degree has been examined the results are processed by the Academic Registry a letter confirming the award will be issued to the student at the student's permanent home address within six weeks.
- (b) On receipt of the award letter 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 sent to the student's home address within four weeks of the ceremony.
- (d) If the student notifies the University that they do not intend coming to the graduation ceremony they should receive their certificate within six weeks of receiving the awards letter. The certificate will be sent to the students' permanent home address.
- (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 project element (Part II) 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. Supervisors are expected to read

draft chapters and provide feedback and then comment on the final version of the dissertation in its entirety no later than three weeks before the date of submission. 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 department concerned.
- (vi) Each department 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 departments are expected to have a policy for monitoring and recording progress in the dissertation stage.
- (viii) Departments 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) Departments 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.

SCHOOL DIRECTORS OF POSTGRADUATE STUDY

Arts and Humanities			
School	Name	Tel	Email
English	Dr A Hiscock	01248 382563	a.hiscock@bangor.ac.uk
Creative Industries	Dr N Abrams	01248 382196	n.abrams@bangor.ac.uk
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History & Welsh History	Professor D. Tanner	01248 388485	d.m.tanner@bangor.ac.uk
Linguistics & English Language	Dr E. Williams	01248 382263	eddie.williams@bangor.ac.uk
Modern Languages	Dr C. Tully	01248 382132	c.tully@bangor.ac.uk
Music	Dr P ap Sion	01248 382184	papsion@bangor.ac.uk
Theology & Religious Studies	Dr B Schmidt	01248 382646	b.schmidt@bangor.ac.uk
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Ocean Sciences	Dr C.A. Richardson	01248 382855	c.a.richardson@bangor.ac.uk
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Physical & Applied Sciences			
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Electronics/Computer Sciences	Professor R. Pethig	01248 382682	ron@informatics.bangor.ac.uk

* This guide is also available from the Publications section of the Academic Registry website: www.bangor.ac.uk/ar/main/home.htm