



# **Postgraduate General Handbook 2011-12**

**Cardiff School of European Studies  
Cardiff University 65-68 Park Place  
Cardiff CF10 3AS**

**Fax: (029) 208 74946**

**PGT Tel: (029) 208 76630**

**PGT Email: [Euros-pg-office@cf.ac.uk](mailto:Euros-pg-office@cf.ac.uk)**

**PGR Tel: (029) 208 74885**

**Email: [Euros-pgr@cf.ac.uk](mailto:Euros-pgr@cf.ac.uk)**

<b>CONTENTS</b>	<b>PAGE</b>
<b>SECTION ONE: General Information</b>	
Welcome	1
Contact Details	2
Useful Web Addresses	4
Communication and Access	5
Equality and Diversity & Disability Statement	6
Health and Safety	7
The Welsh Language Scheme	7
Disclaimer	8
Enrolment and Induction	9
Semester Dates	9
School Facilities for Students	10
Libraries and Resource Centres	10
The Graduate Centre	11
University Postgraduate Resources	12
Academic Regulations	14
Plagiarism and Academic Integrity	17
Research in the School of European Studies	19
<b>SECTION TWO: Masters Student Information</b>	
Important Dates	20
Teaching and Progression	20
Essay Requirements and Submission	21
Personal Development Planning (PDP)	21
Dissertation	23
○ Introduction	23
○ Obtaining a Topic and Supervisor	24
○ Your Supervisor and You	25
○ Writing your Dissertation	25
○ Requirements and Submission	26
<b>SECTION THREE: PhD/MPhil Student Information</b>	
Research Degrees at EUROS	28
Supervisor and Student Responsibilities	29
Research Training	29
Formal Monitoring of Research Students	30
Personal Development Planning (PDP)	31
Research Facilities for PGR Students	31
The University Graduate College	32
Submission of a Thesis	33
Overview of the Viva Examination	34
<b>APPENDIX 1 – Cardiff University Location guide</b>	<b>35</b>
<b>APPENDIX 2 – Taught Ma/MScEcon Marking Criteria</b>	<b>36</b>
<b>APPENDIX 3 – Possible Outcomes of PhD/MPhil Viva Exams</b>	<b>38</b>

## **WELCOME TO THE SCHOOL OF EUROPEAN STUDIES**

Cardiff School of European Studies (EUROS) is one of the largest and most dynamic inter-disciplinary centres of European Studies in the United Kingdom. It has an excellent research reputation, arriving in second position in the 2008 RAE according to the Research Power index, building upon the success of the 5 in the 2001 Research Assessment Exercise.

We are an inter-disciplinary School. Our main subject areas are European Union Studies; the politics, history, culture and society of France, Germany, Italy, Spain, and the UK; Welsh and sub-national governance and policies; European and comparative economic governance; political theory; normative international relations; language-based area studies; European and Latin American literatures and visual cultures; and Europe and Africa. In all these areas we have active internationally recognised researchers.

The School's Postgraduate Research is organised around multi-disciplinary research units and centres. They comprise three Research Units: European Governance, Identities and Public Policies (EGIPP); Languages, Cultures and Ideologies (LCI) [formerly Histories, Memories and Fictions (HMF)]; and Political Theory (PT). The Research Centres include the Wales Governance Centre; the Collingwood and British Idealism Centre; the Centre for Ideology Critique and Zizek Studies; and the Institute for the Study of European Visual Cultures. Details of the research units and centres can be found on the school website [www.cf.ac.uk/euros](http://www.cf.ac.uk/euros).

We offer postgraduate taught courses across the full range of European Studies and specialised MPhil and PhD supervision in a wide variety of areas. We are also a large School. We have over 80 staff and teach over 1100 students each year. A significant proportion of these students spend time in other European Universities as part of their studies, and we have close links with our European partners. Our research is also highly collaborative, involving intensive and rapidly-developing projects with Europe's most prestigious higher education institutions. We are international in outlook, but we have strong links with our local community and recognise the advantages we have, belonging to and living and working in the capital city of Wales with close access and links to the devolved government in Cardiff.

Kenneth Dyson FRHistSoc Acss FLSW FBA  
Research Professor  
Cardiff School of European Studies

## STAFF CONTACT DETAILS

Head of School	Professor David Boucher Room 1.46, 029 2087 4862 <a href="mailto:BoucherDE@cardiff.ac.uk">BoucherDE@cardiff.ac.uk</a>
Director of Research	Professor Claire Gorrara Room 2.28, 029 2087 4955 <a href="mailto:Gorrara@cardiff.ac.uk">Gorrara@cardiff.ac.uk</a>
Director of Learning and Teaching	Dr Peri Roberts Room 2.03, 029 2087 6541 <a href="mailto:RobertsPM@cardiff.ac.uk">RobertsPM@cardiff.ac.uk</a>
Director of Postgraduate Taught	Dr Peter Sutch Room 2.01, 029 2087 4257 <a href="mailto:SutchP@cardiff.ac.uk">SutchP@cardiff.ac.uk</a>
Director of Postgraduate Research	Professor Kenneth Dyson Room 1.13, 029 2087 5636 <a href="mailto:DysonKH@cardiff.ac.uk">DysonKH@cardiff.ac.uk</a>

---

### Postgraduate Course Administration

---

Postgraduate Taught (PGT)	Mrs Lisa Chivers Room 0.03, 029 2087 6630 <a href="mailto:euros-pg-office@cardiff.ac.uk">euros-pg-office@cardiff.ac.uk</a>
Postgraduate Admissions	Mr David Gilmour Room 0.03, 029 2087 0824 <a href="mailto:Euros-pg-admissions@cardiff.ac.uk">Euros-pg-admissions@cardiff.ac.uk</a>
Postgraduate Research (PGR)	Miss Jenny Hulin Room 0.03, 029 20874885 <a href="mailto:euros-pgr@cardiff.ac.uk">euros-pgr@cardiff.ac.uk</a>

---

### IT Support

---

IT Officer	Mr Mark Cooper Room 0.11, 029 208 75591 <a href="mailto:Euros-IT@cf.ac.uk">Euros-IT@cf.ac.uk</a>
Technician	Mrs Iris Winney Room 0.11, 029 208 74588 <a href="mailto:Euros-IT@cf.ac.uk">Euros-IT@cf.ac.uk</a>

---

## Course Convenors

---

MA European Studies	Dr Gordon Cumming Room 1.47, 029 2087 5590 <a href="mailto:Cumming@cardiff.ac.uk">Cumming@cardiff.ac.uk</a>
MSc Econ International Relations	Dr Peter Sutch Room 2.01, 029 2087 4257 <a href="mailto:SutchP@cardiff.ac.uk">SutchP@cardiff.ac.uk</a>
MA Political Theory	Dr Graeme Garrard Room 1.24, 029 2087 5599 <a href="mailto:Garrard@cardiff.ac.uk">Garrard@cardiff.ac.uk</a>
MSc Econ European Governance & Public Policy	Professor Alistair Cole Room 1.06, 029 2087 5068 <a href="mailto:ColeA@cardiff.ac.uk">ColeA@cardiff.ac.uk</a>
MSc Econ Politics and Public Policy	Professor Hugh Compston Room 1.18, 029 2087 5644 <a href="mailto:Compston@cardiff.ac.uk">Compston@cardiff.ac.uk</a>
MA Translation Studies	Prof Alexis Nuselovici Room 1.44, 029 2087 5602 <a href="mailto:NuseloviciA@cardiff.ac.uk">NuseloviciA@cardiff.ac.uk</a>
MSc Econ Welsh Government & Politics	Professor Richard Wyn Jones 46 Park Place, 029 2087 5448 <a href="mailto:WynJonesR@cardiff.ac.uk">WynJonesR@cardiff.ac.uk</a>
PhD/MPhil	Professor Kenneth Dyson Room 1.13, 029 2087 5636, <a href="mailto:DysonKH@cardiff.ac.uk">DysonKH@cardiff.ac.uk</a>

---

## Research Unit Co-ordinators

---

European Governance, Identity & Public Policy	Professor Alistair Cole Room 1.06, 029 2087 5068 <a href="mailto:ColeA@cardiff.ac.uk">ColeA@cardiff.ac.uk</a>
	Professor Kenneth Dyson Room 1.13, 029 2087 5636 <a href="mailto:DysonKH@cardiff.ac.uk">DysonKH@cardiff.ac.uk</a>
Languages, Cultures & Ideologies	Professor Jan Berendse Room 0.33, 029 2087 4534 <a href="mailto:BerendseGJ@cardiff.ac.uk">BerendseGJ@cardiff.ac.uk</a>
	Dr Ryan Prout Room 1.03, 029 2087 6258 <a href="mailto:ProutR@cardiff.ac.uk">ProutR@cardiff.ac.uk</a>
Political Theory	Dr Graeme Garrard Room 1.24, 029 2087 5599 <a href="mailto:Garrard@cardiff.ac.uk">Garrard@cardiff.ac.uk</a>

## USEFUL WEB ADDRESSES

Cardiff School of European Studies

<http://www.cardiff.ac.uk/euros/>

Enrolment

<http://www.cf.ac.uk/regis/enrolment/index.html>

Contact: [enrolment@cardiff.ac.uk](mailto:enrolment@cardiff.ac.uk) 029 2087 6211

Postgraduate Finance Division

<http://www.cardiff.ac.uk/fince/students/postgraduate/index.html>

Contact: [fees@cardiff.ac.uk](mailto:fees@cardiff.ac.uk)

Postgraduate Admissions

<http://www.cardiff.ac.uk/regis/general/procedures/postgraduate/index.html>

Contact: [admissions@cardiff.ac.uk](mailto:admissions@cardiff.ac.uk) 029 2087 9999

The International Office

<http://www.cardiff.ac.uk/for/prospective/inter/study/arrive/>

Contact: [international@cardiff.ac.uk](mailto:international@cardiff.ac.uk) 029 2087 4432

University Graduate Centre

<http://www.cardiff.ac.uk/gradc/>

University Health Centre

<http://www.cardiff.ac.uk/osheu/healthcentre/>

University Chaplaincy (multi-faith)

<http://www.cardiff.ac.uk/chaplaincy/>

University Student Advisory Service

<http://www.cardiff.ac.uk/advice/>

Careers Service

<http://www.cardiff.ac.uk/carsv/>

Student Finance

<http://www.cardiff.ac.uk/fince/students/index.html>

Cardiff Portal

<http://portal.cf.ac.uk>

SIMS Online

<https://sims.cf.ac.uk/>

A Code of Practice for Research Degrees

<http://www.cf.ac.uk/regis/sfs/rdqh/index.html>

University Academic Registry Research Degrees Handbook

<http://www.cardiff.ac.uk/regis/sfs/regs/index.html>

Information Services for Researchers

<http://www.cardiff.ac.uk/insrv/forresearchers/index.html>

## COMMUNICATION AND ACCESS

### Changes of address or personal circumstances

It is vital that you inform us of change of address, telephone numbers, name, etc. This information should be updated on SIMS online (<https://sims.cf.ac.uk>), however please also inform the Postgraduate Office of these changes via email.

### Contact between Staff and Students

There are a number of ways in which staff will communicate with students and visa versa. Key contacts can be found at the front of this handbook but a full list of European Studies staff contact details can be found at: <http://www.cardiff.ac.uk/euros/contactsandpeople/index.html>

**Email:** This will most likely be the most convenient and regular form of communication for both staff and students. Do remember to check your Cardiff University email account on a regular basis.

**Notice Boards:** The Postgraduate notice boards are located outside the Postgraduate Office and in the PGR Suite (Room 2.26). These will be updated regularly with news of upcoming events and opportunities.

**Pigeonholes:** Research Students will be allocated individual pigeonholes, located in the Porter's lodge. Staff pigeon holes are also located here. Personal mail should be directed to your home address whenever possible; however students should check for and remove items on a regular basis. *Please note that the school takes no responsibility for the safe-keeping of any communication deposited in pigeonholes.*

**Learning Central:** Learning Central is a web-based learning environment which can be accessed both on and off-campus (<http://portal.cf.ac.uk> / <http://www.mwe.cf.ac.uk>). Information on modules and announcements are regularly posted. Furthermore the Personal Development Planning (PDP) Module is hosted by Learning Central.

**The Postgraduate Office:** The Postgraduate Office is located at 66 Park Place (Room 0.03), and is the focal point for contact between students and the School. All general enquiries should be made here in the first instance. The Office is generally open to students between 9.00am and 5.00pm, Monday to Friday. The office will be closed from 2.00pm on Wednesdays, and may be closed at other times for meetings/lunch depending on circumstances.

## **STUDENT FORUM**

The Postgraduate Student Forum is an open meeting where students are invited to discuss anything relating to their study and experience at Cardiff University in an open forum with staff and fellow students. We will notify you of the date for this forum by e-mail.

## **STUDENT REPRESENTATION**

Student representatives sit on the School's Postgraduate and Research Committee to communicate any issues or views you may have to staff. The Research in Progress Seminar is also an opportunity for Postgraduate Students to discuss any issues relating to their study in a student environment. Students will be asked to elect new representatives to these bodies shortly after enrolment.

## **EQUALITY AND DIVERSITY**

The School is committed to supporting, developing and promoting equality and diversity in all of its practices and activities and aims to establish an inclusive culture, free from discrimination and based on the values of dignity and respect.

We have an Equality & Diversity Committee where membership is drawn from all the Departments in the School, an undergraduate representative from Languages and Politics and a Postgraduate Representative. It holds 2 meetings a year in October and March.

The University has a number of equality and diversity schemes and policies. To view these and for further information please go to the following web page: <http://www.cardiff.ac.uk/govrn/cocom/equalityanddiversity/>

## **DISABILITY STATEMENT**

Cardiff University is committed to providing support for disabled students to enable them to study and work alongside their non-disabled peers. In order to provide this support, members of the University may need to share information about a student's needs. It is important that the University has written confirmation from you about the level of confidentiality you wish to be assigned to the information about your disability and your associated needs.

The Disability Representative for Cardiff School of European Studies is Montserrat Lunati. Please contact her should you have any queries - 029 2087 6632 / [Lunati@cardiff.ac.uk](mailto:Lunati@cardiff.ac.uk)

For further advice please also contact the University's Disability & Dyslexia Service at [disability@cardiff.ac.uk](mailto:disability@cardiff.ac.uk) or [dyslexia@cardiff.ac.uk](mailto:dyslexia@cardiff.ac.uk)  
<http://www.cardiff.ac.uk/dyslxl/>

## HEALTH AND SAFETY

### First Aiders in the School

Mark Cooper	0.11	029 208 75591
Steve Roper	Reception	029 208 74889

### Emergency Telephone Numbers

999	Emergency Services
74444	University Security Centre
74910	University Safety Services
74810	University Health Centre
74889	EUROS Reception

When calling for assistance in an emergency, give the following information:

- Who you are
- Where you are (the location and telephone extension)
- The nature of the emergency and what service is required
- The exact location where assistance is required

Fire plans are displayed around the building to demonstrate the exit and meeting point. On hearing the alarm evacuate the building immediately.

First Aid boxes are kept by First Aiders and can be found in reception or Room 0.02.

## THE WELSH LANGUAGE SCHEME

The University and Cardiff School of European Studies are committed to delivering an equally high quality service in both English and Welsh. The University sets, publicises and monitors its targets for the provision of services and dealing with the public in Welsh. The School conducts its public business in Wales in accordance with the Welsh Language Act 1993 and with the University's Welsh Language Scheme, which can be accessed at <http://www.cardiff.ac.uk/welshlanguageservice/index.html>. In the conduct of public business in Wales, the School treats the English and Welsh languages on a basis of equality.

The School has a designated staff member who is the Welsh Language Scheme departmental contact. This member of staff liaises with staff and students on the implementation of the University's Welsh Language Scheme within the School, and coordinates the School's Welsh Language Scheme working group, which sets objectives and develops the priorities for the School in this area.

The Welsh Language Scheme departmental contact reports to the School's Equality and Diversity Committee, and is a member of the School's Equality and Diversity Strategy Group.

The University's Welsh Language Scheme Facilitator, Ms. Gwen Rice, is a member of the School's Welsh Language Scheme Working Group and oversees the implementation of the University's Welsh Language Scheme within the School.

Cardiff University is committed to the development of its academic provision through the medium of Welsh and has developed a Welsh Medium Provision Strategy. Cardiff School of European Studies has a rolling programme for the translation of its public-facing and internal documents into Welsh. This programme is developed in conjunction with, and monitored by, the University's Welsh Language Scheme Facilitator.

The ability to offer modules through the medium of Welsh in Cardiff School of European Studies is influenced by the available human and material resources. We currently have Welsh speaking staff, spanning academic and administrative roles, and we are supporting a number of staff learners in developing their Welsh language skills. When recruiting new staff we actively welcome applications from Welsh speakers, and for some posts within the School, the ability to speak Welsh is an essential criterion.

All students have the opportunity to sit written examinations in Welsh, irrespective of whether they have received tuition through the medium of Welsh. In accordance with this policy, arrangements are regularly made for assessed coursework, examination papers and scripts to be translated where Welsh-speaking examiners are not available in the School. All such arrangements are subject to national degree guidance, regulations and QAA Guidance.

Welsh-speaking students can be allocated to a Welsh-speaking personal tutor, provided there are Welsh-speaking members of the teaching staff in the student's subject area. In cases where there are no Welsh-speaking members of the teaching staff, every effort will be made to utilise an appropriate member of staff from a related School if the student so wishes. Further, the Advisory and Counselling Services in the Student Support and Development Directorate, which provides confidential advice to students on a wide range of personal, financial, academic and general welfare problems, has Welsh-speaking advisers. The language needs of students are established when appointments are made and Welsh-speaking students can be assigned to Welsh-speaking advisers.

### **School Contact:**

Prof Richard Wyn Jones – [WynJonesR@Cardiff.ac.uk](mailto:WynJonesR@Cardiff.ac.uk)

### **University Contact :**

Ms Gwen Rice – [RiceG1@cardiff.ac.uk](mailto:RiceG1@cardiff.ac.uk)

### **DISCLAIMER**

Every effort is made to ensure that the information contained within this brochure is correct at the time of going to press. However, the University does not accept any liability for any errors that it may contain, or for any subsequent changes to the University or Government policy that may affect the information given. Cardiff University expressly excludes any representations or warranties (whether expressed or implied) and all liability including direct, indirect, special, incidental or consequential damages arising out of the use of the information on these pages, to the fullest extent possible under law.

## ENROLMENT AND INDUCTION

### ONLINE ENROLMENT

Students at Cardiff University must enrol (register and pay fees) online. You will be contacted by e-mail (or letter where necessary), approximately three weeks prior to the start of your programme, advising you that the online task is available for you to complete. The task can be accessed via SIMS online. **Where possible, students should complete this process before arriving for School Induction.**

### SCHOOL INDUCTION

The Postgraduate Induction Programme will take place on Monday 26<sup>th</sup> September 2011. A provisional timetable of events is provided below. Please see the web pages for further information.

Timings	Activity	Room
13.00-13.30	Welcome from Prof David Boucher, Head of School	H2.01
13:30-13:45	Presentation by the Graduate Centre	H2.01
13:45-14:00	IT Facilities in EUROS – Mark Cooper	H2.01
14:00-14:15	Library Facilities - Luisa Tramontini	H2.01
14:15-14:45	Research Culture in EUROS – Prof Alistair Cole	H2.01
14.45 -16.30	PGT Programme Induction Meetings:	
16.30	Drinks Reception	EUROS Foyer

All new **PGR Students** are also expected to attend a meeting with Professor Kenneth Dyson, Director of Postgraduate Research, on **Wednesday 28<sup>th</sup> September 2011**, 3.00pm in Room 1.17.

#### AUTUMN SEMESTER:

##### **TERM DATES**

Monday 3 October 2011 - Sunday 29 January 2012  
*Week 6 (w/c 7 Nov 2011) Reading Week*

##### **CHRISTMAS RECESS**

Saturday 17 December 2011 - Sunday 8 January 2012

##### **EXAMINATION PERIOD**

Monday 16 January 2012 - Friday 27 January 2012

#### SPRING SEMESTER:

##### **TERM DATES**

Monday 30 January 2012 - Friday 15 June 2012  
*Week 6 (w/c 5 March 2012) Reading Week*

##### **EASTER RECESS**

Saturday 31 March 2012 - Sunday 22 April 2012

##### **EXAMINATION PERIOD**

Monday 14 May 2012 - Friday 15 June 2012

## **SCHOOL FACILITIES FOR STUDENTS**

### **DISSERTATION AND THESIS LOAN:**

An electronic library of dissertations and theses written by former EUROS students can be accessed via the 'EUROS – POSTGRADUATES' module on Learning Central. All theses are deposited in the Arts and Social Studies Library, whilst hard copies of some dissertations are available for loan from the Postgraduate Office upon request.

### **COMPUTER FACILITIES:**

There are three open access computer facilities in Park Place for use by undergraduate and postgraduate students (Rooms 1.22, 2.22 and 2.24) In addition to this there is wireless access throughout the EUROS building. Please see <http://www.cf.ac.uk/insrv/it/network/wireless/index.html> for further information on how to connect to the University's wireless network facility.

## **LIBRARIES AND RESOURCE CENTRES**

### **Arts & Social Studies Library (ASSL)**

The Arts and Social Studies Library is located immediately north of EUROS on the Colum Drive site at the junction of Corbett Road, Park Place and Colum Road. It contains a good stock of European studies literature with a range of journals in the field. You can search for these and other electronic resources with Voyager, the library catalogue. In addition to this you can also use the inter-library loan facility to obtain books and journal articles not currently available in Cardiff University Libraries. Please note that your School will be charged for this and requests must be authorised. For full information on facilities and opening hours please visit the website at: <http://www.cardiff.ac.uk/insrv/libraries/assl/index.html>

An introduction to the University library and its computing services will be held in the ground floor lecture theatre LT2 in the Tower Building, Park Place, on Friday 30 September 2011. Students will also be asked to sign up to a skills workshop run by the Schools subject librarian at induction.

### **Special Collections and Archives (SCOLAR)**

SCOLAR aims to preserve, promote, and develop the University Library's historical and special research resources in order to support staff and postgraduate work and save their time with our enquiries services, to develop research collections to assist new research ventures, and to attract external scholars and grant aid to promote the research reputation of Cardiff University worldwide. SCOLAR's main location is the Special Collections Research Room on the lower ground floor of the Arts and Social Studies Library.

### **European Documentation Centre**

The European Documentation Centre (based in the Aberconway Guest Library) comprises the largest, most wide-ranging collection of information and expertise in Wales on the European Union, the countries of Europe and the wider Europe. Specialist staff experienced in exploiting the riches of both the paper collection and the increasing amount of information available electronically are on hand to help.

## **24-Hour Facilities**

The Trevithick Library has been completely redesigned to enhance the student experience. The computer room (T1.06) and discussion room (T1.07) are open 24 hours a day 7 days a week. In addition, the Julian Hodge Study Centre is a 24/7 facility which provides full access to University computers and networked printing.

## **THE GRADUATE CENTRE**

Based on the third floor, Union Building, Park Place, the Graduate Centre is a dedicated facility for Cardiff's currently enrolled postgraduate students, both taught and research, and its staff. Email: [Grad-Centre@cardiff.ac.uk](mailto:Grad-Centre@cardiff.ac.uk). The web pages ([www.cf.ac.uk/gradc](http://www.cf.ac.uk/gradc)) are updated frequently and the page for [New Postgraduates](#) offers useful information and links to other helpful sites. There is a fortnightly email bulletin to all postgraduates and you'll be added to this list automatically after enrolment. If you are not receiving this, please e-mail the Centre at [grad-centre@cardiff.ac.uk](mailto:grad-centre@cardiff.ac.uk).

### **Opening Hours and Facilities**

The Graduate Centre is open Monday to Friday from 8.00 a.m. to 12.00 midnight and on Saturday and Sunday from 12.00 noon until 12.00 midnight. It is open throughout the year, though hours are slightly reduced in late summer.

Facilities include the Café Bar social venue, which provides a comfortable, informal environment to take a break and relax, watch TV, have a coffee or lunch. It can also be booked for postgraduate events. The food and bar service within the Café Bar is operated by the Students' Union and is open during term time, from Monday to Friday: 11.00 – 2.00 pm and 5.00 pm – 11.00 pm. A range of sandwiches, snacks, hot drinks and cold alcoholic or soft drinks are offered. In the autumn term, the Bar is also open on Saturday evenings, 5.00 pm – 11.00 pm.

There is a computer room with 35 networked computers, as well as printing and scanning services. The five meeting rooms can seat from 4 to 40 people, and may be booked without charge for projects, presentations, conferences or seminars. Laptops and data projectors can also be borrowed for use within the room.

The Reading Room provides space for quiet, individual study and can seat up to 33 people. There is also a lounge with eight computers, sofas and work tables for group study. There are vending machines for out of hours snacks in the foyer, as well as a microwave for student use.

### **Social Activities**

The academic year begins with the Postgraduate Welcome Events fortnight, and is a great way to meet and get to know other postgraduates from across the university. Events include the official University Welcome to Postgraduates as well as networking opportunities, city tours, a pub crawl, party, quiz & pizza nights and film nights. For a full schedule of activities, check out the [Postgraduate Welcome Events](#) web page.

During the year, there are a variety of social events including quiz nights, film nights and seasonal parties. The Centre also organises fortnightly day trips throughout the year to attractions in England and Wales. See the [Day Trips](#) page for the latest destinations and departure dates.

## **Opportunities for Involvement**

The Graduate Centre welcomes ideas and suggestions from postgraduate students and is keen to support interdisciplinary events by providing facilities and publicity.

The annually elected Students' Union officers represent all students and the part-time Postgraduate Officer, who will be elected in the autumn by-elections, is a port of call for postgraduate students to discuss issues and suggestions of concern. Postgraduate students can put themselves forward to stand for this role in the autumn by-elections, and can also vote for their preferred candidates. You can contact Union officers via their contact addresses on the Students' Union website, or visit them on third floor of the Students' Union.

## **UNIVERSITY RESOURCES**

The following is a list of facilities, services and student bodies which may be relevant or of importance to you during your postgraduate studies. Full details can be found on the Postgraduate Recruitment web pages (<http://cf.ac.uk/for/prospective/pg/study/resources/index.html>)

### **Careers Service**

The Careers Service is able to provide help for both prospective and current students. At the application stage it supplies information and advice on opportunities for both postgraduate taught courses and research degrees, the vocational implications and possible sources of funding. Existing postgraduate students can take advantage of the wide range of services assisting with career management.

### **Daycare Centre**

The Daycare Centre provides facilities for the children of Cardiff University students and staff, with priority given to full time students. Please visit the Centre's website for more information.

### **Disability and Dyslexia Service**

The Disability & Dyslexia Team at Cardiff provides confidential advice and support for students who are disabled or who have a specific learning difficulty (dyslexia) or long term medical condition. Services are aimed at both prospective students and those students who are already enrolled at Cardiff, and include advice on applying for the Disabled Students Allowance and examination concessions, together with individual help with study skills, language skills and computer use. Assessments can also be arranged.

### **English Language Service for International Students**

If you require extra English language tuition before or during your course, this can be arranged through the University's own on-campus language school. The English Language Service also offers free language support for full fee paying international students whose first language is not English.

### **In-Sessional programme**

The In-Sessional programme is an Open Access programme that provides language support classes for international students at Cardiff University. The programme is open to all full-fee paying international students. If space is available, European students are able to join the programme in the Autumn Semester. It is possible for exchange students to join in the Spring Semester, if there is space. For more information please contact the In-Sessional Team or visit the website: [www.cf.ac.uk/elt/insessional](http://www.cf.ac.uk/elt/insessional)

## **Health Centre**

The University operates a Health Service to supplement that provided by your General Practitioner (Doctor). The Health Centre is open from 9.00 a.m. to 4.30 p.m. Monday to Friday. A slightly restricted service is available during the recesses. Please visit the website for more information.

## **Research Degrees Quality Handbook**

The Handbook includes, amongst others, A Message to Research Students and their Supervisors, Some Notes of Guidance for Research Degree Candidates Preparing for Examination, and The Involvement of Postgraduate Research Students in Teaching Activities: A Code of Practice.

## **Student Advisory Service**

The University's free, impartial advisory service, covering a wide range of personal, financial and academic matters.

## **Student Counselling Service**

We hope that the time you spend with us will be happy and trouble-free. However, if you ever need help it is available through the Student Counselling Service. There are student counsellors available to all postgraduate students. The postgraduate group meets for twelve weeks from March to discuss postgraduate issues and concerns.

## **Student Development Unit**

Based at the Students' Union, the SDU offers a comprehensive range of industrial and commercially-focused and personal development training modules, designed to develop and enhance your skills base and to complement your academic study.

## **Cardiff University Students' Union**

The Students' Union website offers access to a wealth of information about the services provided by the Students' Union, including the Student Advice Centre, the Student Development Programme, Entertainments listings, Student Media, Student Societies and Athletic Union Clubs. Current Students can also register with this website to receive communications directly from the Union.

## **Students' Union Advice Centre**

The Student Advice Centre of the Students' Union assists students with problems of many kinds, providing financial and legal advice as well as a comprehensive, regularly updated information system which includes everything from abandoned cars to youth training and anything after which begins with 'z'.

## **Unistaff JobShop**

Run by the Student's Union, the JobShop offers you the opportunity of undertaking up to 15 hours per week casual employment in the University during Semester time but for longer during vacations. They can also put you in touch with suitable employers in the Cardiff area, for whom UK students can work an unlimited number of hours.

## **University Residences Office**

If you are a UK postgraduate student you will need to make your own accommodation arrangements. The University's Residences Office is able to provide you with information about flats and houses available in the private sector. Cardiff also has numerous property letting agencies. EU and other International postgraduate students have the option of staying in University owned accommodation.

## **STUDENTS UNION, SPORTS AND SOCIETIES**

The Students' Union, one of the biggest and most successful in Britain, provides a focus for over one hundred and fifty different sporting and social societies. From aerobics to aikido, drama to debating, music to mountaineering, there's a vast range of activities to choose from.

The Union has a popular nightclub and concert venue and its cafes and games room provide a retreat during the day. You will also find an informal advisory service, a JobShop and a range of useful shops - all dedicated to Cardiff's students. You will automatically be a member of the Students' Union on enrolment, which will entitle you to generous discounts in many of the city's shops, restaurants, and cinemas.

## **ACADEMIC REGULATIONS (Taught & Research)**

### **SENATE REGULATIONS**

All School procedures comply with University Regulations. Full details of the University's Senate Regulations and a copy of the Academic Regulations Handbook are all available online: <http://www.cardiff.ac.uk/regis/sfs/regs/>

### **FAILURE TO ENGAGE WITH PROGRAMME OF STUDY**

Where a student fails to provide evidence of engagement with the requirements of their Programme of Study (namely 10 days absence – see page 18 for further information), the Head of School or nominee must remind the student in writing of their requirement to engage, and will state that continued failure to engage will result in their exclusion from their Programme of Study.

Where a student continues to fail to provide evidence of engagement with their programme of study, or where a student fails to respond to written communication regarding their failure to engage, the Head of School will inform Registry of his/her decision that the student should be excluded from their Programme of Study.

The student will be notified in writing of the decision of the Head of School by the Director of Registry and Student Support or his/her nominee. The student will be informed of their right to appeal against this decision.

### **ATTENDANCE**

Attendance at lectures and seminars is compulsory for all Masters Students. If you are going to miss a seminar or tutorial you must make every effort to inform the tutor in advance, either by sending a written message/email or by telephoning the tutor or the appropriate secretary. Research students are expected to engage with their programme of study and meet regularly with their supervisors.

The school has processes for monitoring attendance and identifying students who are failing to make satisfactory academic progress. Schools are expected to take action where there is an unauthorised absence of ten consecutive days. Where unauthorised absence of ten consecutive days is identified the Head of school or nominee will contact the student regarding attendance. Where there is no further contact a decision will be taken about the student's position.

If you are absent during term-time because of illness or any other reasons you must inform the school. If you are ill for more than three working days you should produce a signed self-certificate. If you are ill for more than seven consecutive calendar days you should

submit a doctor's medical certificate to the Postgraduate Office. The information you supply will always be treated in the strictest confidence.

## **SPECIAL CIRCUMSTANCES**

A student shall report in writing any special or extenuating circumstances which may have an effect on his/her performance in any examination, class test or in-course assessment to the Chair of his/her Programme or Subject Examining Board as soon as the circumstances arise, and where possible, before the examination is due to be taken or the element of assessment is due to be submitted. The report shall be supported by documentary evidence.

## **INTERRUPTION OF STUDY**

If you are absent for **more than 10 days** you must apply for an Interruption of Study. Absences of more than 10 days and up to 12 months may be approved by the Head of School, absences over 12 months are granted at the discretion of the University.

Senate regulations make provision for students to interrupt their programme of study for reasons as follows:

- Ill Health
- Compassionate Grounds
- Sabbatical
- Work Experience
- Parental Leave
- Study Abroad
- Financial Hardship
- Exceptional Professional Commitments

Both Masters and Research students should follow the procedure below when applying for an Interruption of Study. Please note that Research students may only apply for an Interruption of Study in their registration period, if they are in the writing up period they should apply for an extension to their submission deadline.

1. Firstly discuss with your course convenor or supervisor.
2. Write a letter detailing why you are requesting an Interruption of Study, how long you need it for and attach any supporting documentation.
3. Obtain a supporting statement from your course convenor/ supervisor.
4. Agree a revised work plan to complete your modules/dissertation/thesis with your supervisor.
5. Once complete submit all the paperwork to the Postgraduate Office.
6. Once paperwork has been submitted you will need to apply for an Interruption of Study via SIMS Online. The School will be asked for approval before the request is processed by Registry, who will then inform you of the decision.
7. You will be entitled to a full refund of any fees paid as appropriate. The Fees Office will be responsible for this so if you have any queries please contact them. Towards the end of your Interruption of Study Registry will contact you and ask you to confirm that you intend to return as well as providing re-enrolment details. Please note that you will still need to re-enrol online on the anniversary of your first enrolment, even if this falls within the period of your Interruption of Study.

## EXTENSIONS TO DEADLINES – DISSERTATION AND THESIS

The responsibility for approving an extension to a time limit shall lie with the Graduate Development Committee, on the recommendation of the relevant Head of School.

A time limit for submission may be extended by the University in exceptional cases and only in accordance with the following criteria which can be demonstrated to have adversely affected the candidate's progress:

- ill health
- compassionate grounds
- parental leave
- exceptional professional/employment commitments
- unavoidable practical or logistical difficulties

An application for an extension should be made at least 2 weeks in advance of a deadline. Procedure is as follows:

1. Firstly discuss with your course convenor/supervisor
2. Complete an extension request form. This can be obtained online, from Learning Central or by contacting the Postgraduate Office. Along with this form you will need to submit the following supporting documents:
  - A letter detailing why you are applying for an extension. Please consult the guidelines on the front of the form for more information;
  - A supporting statement from your course convenor/supervisor;
  - **PGR applications cannot be processed without a revised timetable agreed with your supervisor.**
3. Submit the paperwork to the Postgraduate Office.
4. The application will be considered by the Head of School before being sent off to be considered by the Graduate Development Committee. Registry will contact you to confirm the outcome of your application and details of your revised submission deadline where necessary.

Please make every effort to keep your supervisors and the Postgraduate Office informed of any delays in your progress leading up to submission.

## EXTENSION TO DEADLINES - ESSAYS

A time limit for submission may be extended by the University in exceptional cases and only in accordance with the following criteria which can be demonstrated to have adversely affected the candidate's progress:

- ill health
- compassionate grounds
- parental leave
- exceptional professional/employment commitments
- unavoidable practical or logistical difficulties

An application for an extension should normally be made by the candidate in writing to the course co-ordinator as follows:

1. Firstly discuss with the relevant module convenor
2. Complete an Extenuating Circumstances Form (available on the School's web pages)
3. Submit the paperwork to the Postgraduate Office.
4. The application will be considered by the course convenor/supervisor. You will be contacted with the outcome of your application and your revised submission deadline.

# PLAGIARISM AND ACADEMIC INTEGRITY

## PLAGIARISM AND HOW TO AVOID IT

Using other people's material without giving references, thus passing the work of others as one's own, is known as plagiarism and is a form of cheating. Cardiff University is committed to helping students understand and identify ways in which plagiarism might occur and to helping them avoid accidentally plagiarising information during their studies. Although the focus here is on helping you avoid plagiarism, students should also be aware of the severe consequences. Where there is clear evidence of plagiarism, the case will be referred to a University Unfair Practices Committee. Where plagiarism is judged to have occurred, this committee may impose penalties ranging from a substantial loss of marks to exclusion from the course.

**All work submitted will be checked for plagiarism.** You should also be aware that we may submit your written work to the Turnitin Plagiarism Detection Service. If in doubt, ask an academic member of staff. Claiming ignorance of the rules will not protect you from the consequences of being found guilty of plagiarism.

You are advised that the 'Student Guide to Academic Integrity' is online, and you are encouraged to consult it. It can be found, together with Cardiff University's 'Unfair Practice Procedure', on the Cardiff University website in the section for current students relating to 'Exams and Assessment'. See

[www.cf.ac.uk/for/current/academicstudy/index.html](http://www.cf.ac.uk/for/current/academicstudy/index.html)

To ensure that you avoid plagiarism you need to:

- Make sure that you understand what plagiarism is.
- Develop note-taking skills that make you use your own words.
- Always keep a record of where notes are from – be it lectures, a book/journal etc., or the web. Always keep copies of web addresses and date all your note-taking. You should **always** keep the notes that you use when writing an assessed essay or dissertation.
- Prepare assignments in good time. One of the most frequent causes of plagiarism is being rushed. Dissertations in particular can take longer to complete than you might first think, and should be planned for completion well in advance of submission dates.
- Seek advice from academic staff and the materials in the Cardiff Skills Bank. The English Language Service may be able to help, and the Writing Centre provides a free, friendly, and confidential one-to-one professional service for students who have problems with writing and study skills.
- Further guidance is available at: <http://www.cardiff.ac.uk/learning/themes/assessment/prevention-and-detection-of-plagiarism/>

## CITATIONS AND REFERENCES

Most of your ideas and information will come from research, that is, from reading books, articles, papers, documents, websites etc. You must acknowledge this by citing these sources as references in your essays. Citing sources also helps to strengthen your arguments by showing where the evidence comes from. Not to cite references is to pretend that these ideas are yours when they aren't, which is called plagiarism and is considered to be a form of cheating.

Therefore cite a source:

- Whenever you use a quotation
- Whenever you quote statistics
- Whenever you express a point that is not original

There are a number of reference systems in existence. The system adopted by the School is the **author-date (Harvard) system**. It does away with both footnotes/endnotes and awkward in-text references. Look at the format in the *European Journal of Political Research*.

The author-date system works as follows:

- Immediately after the quote/point etc. add, in parentheses: the surname(s) of the relevant author's/authors', the date of publication and page number(s). Thus - (Smith 1989: 29-35).
- At the end of the essay, provide full details of authors cited, in alphabetical order. Below are examples of references for a book, a chapter from a book, a journal article, a newspaper article and a website (with the date the information was accessed in square brackets):
  - Daalder, H. (1989). 'The Reach of the Party System', pp.78-90 in: P.Mair (ed.), *The West European Party System*, Oxford: Oxford University Press.
  - Gow, D. 'Germany's Unions Flex Muscles', *The Times*, 23 May 1993, p.4.
  - Schofield, N. (1993). 'Political Competition and Multiparty Coalition Government', *European Journal of Political Research*, 18,1:1-33.
  - Smith, G. (1989). *Politics in Western Europe*. Aldershot: Gower.
  - Tarse, T. (no date), 'Government gives in to business again', <http://www.cynicalbastards.com/ikaka/> [6 August 2008].

Since paragraphs should usually be based on single ideas, references will often apply to the contents of a whole paragraph. Where this is the case you can put a single reference at the end of the paragraph, in order to avoid repetition.

Where you wish to use a statement written by author X which you have seen quoted by author Y, you should always make clear that your source is not the author X directly. For example:

- According to Friedrich and Brzezinski, ..... (Goodwin, 1992:180).

## **APPEALS AND COMPLAINTS PROCEDURE**

In the first instance the student should take the matter up with the person whose action or inaction is the cause of dissatisfaction, **or**, if this is not appropriate, try to resolve the issue by seeking advice from their course Convenor. Where the issue remains unresolved the Head of School, should be given details in order that he/she may carry out an investigation and seek to provide a satisfactory outcome. The Head of School will provide a written report to all parties involved, which will include any action(s) to be taken, normally within 15 working days of notification of the issue. If the student agrees with the outcome then he/she must confirm this in writing to the Head of School/Director within 1 week of receipt of his/her report.

Where possible this internal procedure should be used to resolve the issue. The full complaints procedure document, including the formal process where a satisfactory outcome is not obtained from the above process, can be downloaded from <http://www.cardiff.ac.uk/govrn/cocom/student/index.html>

## RESEARCH IN THE SCHOOL OF EUROPEAN STUDIES

### RESEARCH UNITS, GROUPS AND CENTRES

The School organises its research activities around a series of research units, groups and centres; one or more of which will have relevance to the specific area that each postgraduate researches. The Research Units are:

- *European Governance, Identity and Public Policy, EGIPP*
- *Languages, Cultures & Ideologies, LCI*  
*[Formerly Histories, Memories and Fictions, HMF]*
- *Political Theory, PT*

Research Centres and Institutes in the School:

- *Collingwood and British Idealism Centre*
- *Centre for Ideology Critique and Žižek Studies*
- *Institute for the Study of European Visual Cultures*
- *Wales Governance Centre*

Research Groups in the School:

- *International Affairs Research Group*
- *British Idealism Specialist Group*
- *Cardiff Research Group on Politics of Translating*
- *Representing Mobility and Migration in European Cultures*

All Postgraduate students are encouraged to attend the regular activities of the groups, which involve the presentation of papers by members of staff, advanced postgraduate students and visiting academics. The School also organises regular conferences, which give an excellent opportunity for postgraduate students to familiarise themselves with conference organisation and presentation. Please visit the School website at [www.cf.ac.uk/euros/research](http://www.cf.ac.uk/euros/research) for further information on the research activity of each group and forthcoming events.

### RESEARCH ETHICS

Academic research across ALL disciplines can raise serious ethical issues, and for any project the safety and protection of those involved is paramount. Cardiff University requires that research involving human subjects, material or data is subject to formal ethical review and approval before any work is undertaken. This applies to all staff and students. The School Research Ethics Committee (SREC) is ultimately responsible for ensuring ethical research practice within the School.

Before you can start any research project involving human subjects, material or data you must obtain approval from the School Research Ethics Committee. Please meet with your supervisor in the first instance to discuss matters of research ethics.

Please consult our **Research Ethics Policy** by visiting our web pages ([www.cf.ac.uk/eruos/research](http://www.cf.ac.uk/eruos/research)) for further information. Should you have any questions please contact the Postgraduate Office:

## SECTION TWO: MASTERS STUDENT INFORMATION

### IMPORTANT DATES

Research proposal deadline for Dissertation (not formerly assessed)	06/02/2012
<b>Dissertation Deadline</b>	
(i) Full time students	14/09/2012
(ii) Part-time students (Commenced Studies 2010)	13/01/2012
Part-time students (Commenced Studies 2011)	11/01/2013 (TBC)

### TEACHING AND PROGRESSION

#### TEACHING

Details of the structure of teaching for Masters Degrees are given in the relevant Scheme handbooks.

Each student will be assigned a Personal Tutor who is responsible for monitoring the student's progress. The personal tutor will normally be the pathway convener of the specialist pathway that the student is pursuing.

In general, teaching is by weekly two- and three-hour seminars in the first and second semesters. You will receive essay feedback, and dissertation supervision.

#### PROGRESSION TO THE MASTERS DEGREE

**Part 1** - The requirements for proceeding to Part II (the dissertation) of any programme are:

- (i) A minimum pass mark (50%) for each taught module
- (ii) The award of 120 credits at M level [Masters level]

Most of the modules available have a weighting of 30 credits, although some are 15 credit modules. *Make sure you have 120 credits in total for Part 1.*

**Part 2** - A dissertation of not more than 20,000 words (including bibliography). To be eligible to be awarded a Masters degree, you need to pass Part 1 and receive a minimum pass mark (50%) for your dissertation. In order to gain a distinction overall you need to obtain an average of at least 70% or more.

#### POSTGRADUATE DIPLOMA

At the end of Part 1, the Examining Board shall consider the progress of each student in each module pursued during the stage in accordance with Senate Regulations and shall determine whether he/she:

- (i) has obtained a minimum of 120 credits at Level M and shall be eligible for the award of Postgraduate Diploma; and/or

- (ii) has obtained a minimum of 120 credits at Level M, with an overall pass mark of 50%, and shall be permitted to proceed to the next academic stage of the scheme;
- (iii) has not obtained sufficient credits to proceed to the next academic stage of the scheme but shall be permitted one attempt to retrieve one or more failed module assessments, with or without attendance on the module, during the following academic session;
- (iv) is not eligible to proceed to the next academic stage of the scheme and shall be required to withdraw from the scheme.

## **POSTGRADUATE CERTIFICATE**

A student shall be eligible for the award of a Postgraduate Certificate who has been awarded at least 60 Credits.

## **PERSONAL DEVELOPMENT PLANNING (PDP)**

PDP is an online resource, designed help you to review your learning experiences, set personal and academic goals and evaluate your progress towards these goals. At Masters level PDP is designed to build on and enhance the skills which you have developed during your undergraduate level studies or work experience. It is designed to assist you to further develop as an independent learner and will be of benefit, not only during your time at Cardiff University, but throughout your career.

During your Masters year, you will be expected to maintain a Personal Development Log on Learning Central. This process is designed to provide a framework to help you reflect on your progress and as a tool for helping you to identify the training and support you need to make your Masters year a success. During this process you will participate in the following activities:

- Identification of training needs via a skills assessment exercise
- Establishing your expectations for the year
- Reflecting on progress
- Recording progress

The log should contribute to structuring student-supervisor meetings, determining training needs, and enhancing your CV.

PDP is an online resource, designed to help you construct an electronic record of your development, and is available to all students on Learning Central. As well as providing a framework to help you plan and record your personal development, this resource will provide you with information on how you can integrate extra-curricular experiences into your PDP process.

*For technical assistance please contact Mark Cooper, [CooperMD@cardiff.ac.uk](mailto:CooperMD@cardiff.ac.uk)*

## **ESSAY SUBMISSION**

### **ESSAY REQUIREMENTS**

It is essential that all assessed essays be submitted electronically via Learning Central by the specified deadline. Essays should be proof-read prior to submission. In submitting your assessed coursework you are agreeing that it can be checked electronically for plagiarism. Once you have submitted your coursework it will automatically be submitted directly to the

TURNITIN plagiarism detection software. For further information see page 26 or our web pages: <http://www.cf.ac.uk/euros/currentstudents/esubmission/index.html>

Written evidence of special circumstances submitted in advance of the deadline will be taken into account by the Final Examinations Board, but Academic Regulations stipulate that **failure to submit an assessed essay by the deadline without adequate excuse will result in a mark of zero**. Please note that computer problems are no excuse, so you are advised to keep multiple up-to-date backups at all times.

It is recommended that you also make a copy for yourself. You must also keep all essay notes until after publication of the results of the Examination Board. Duplicates of essays will be returned with comments to serve as a learning vehicle for module content and as a mutual feedback device on performance levels obtained and required. The originals are retained for the attention of the External Examiner and Examination Board.

### **Word Limit**

Essays must comply with the word limit, with the word count clearly indicated. **Essays not meeting this requirement cannot be marked** and will be returned. Essay thus returned are regarded as not having been submitted, and as such are **awarded a mark of 0%**.

### **Availability of Grades**

Provisional grades for essays, examinations are normally available within six weeks of submission/examination. You should make inquiries to the module co-ordinator if you have not received them within this period. All marks are provisional prior to the Postgraduate Part I Examination Board which is held at the end of June.

The dissertation mark will be confirmed at the Part II Exam Board which is held at the end of January.

### **Resubmitting Failed Essays**

Students have a right to resubmit once only and will only be able to achieve a maximum of 50%. In the event of the appropriate mark not being achieved, students may be asked to withdraw.

### **Failure to Meet Deadline: Late Submission**

Work submitted late is awarded a fail mark of 0%. This will have extremely serious consequences for your degree award. If you feel you have good reasons for submitting work late, you must provide an explanatory letter, with accompanying evidence, when you hand in your work. The explanation will then be considered by the relevant committee.

## **SUBMITTING YOUR WORK ELECTRONICALLY**

Electronic submission of assessed coursework through Learning Central is now compulsory for all Cardiff School of European Studies modules.

### **Supported file types**

Save your document in one of the following formats:

Microsoft Word (Office 2007 and Office 2003 formats)  
WordPerfect  
Rich Text Format (RTF)  
Portable Document Format (PDF)  
Plain text (.txt)

## File name

Your file name should be your student number following by your surname and initial. For example if you student number is 123456 and your name is Joe Bloggs then the file name should be:

123456 Bloggs J.doc

The .doc in the above case simply indicates a document created in Word 2003. If you created the document in Word 2007 this may be .docx, or it would be .rtf if you save your document in the Rich Text Format. Do not use special characters such as &, -, @ etc in the file name.

## Coversheet

**The cover sheet must be submitted as part of the main document.** You must copy & paste the text below onto the first page of your document, and complete the details prior to submitting your assessed coursework:

CANDIDATE NAME:

STUDENT NUMBER:

MODULE CODE:

MODULE TITLE:

SEMINAR TUTOR:

ESSAY TITLE / COURSEWORK ASSIGNMENT:

WORD COUNT:

DATE SUBMITTED:

PLAGIARISM STATEMENT: I declare that the work submitted is entirely my own.

A guide to submitting your coursework is available at:  
<http://www.cf.ac.uk/euros/resources/electronicsubmission.pdf>

## DISSERTATION REQUIREMENTS

### INTRODUCTION

The purpose of the dissertation is to give you a chance to research a topic of particular interest to you. It is an extended piece of supervised academic writing of no more than 20,000 words, including references/bibliography but excluding synopsis and appendices, on a topic that is workable within the time available.

The aim is for you to apply the knowledge (theory and techniques) you have acquired and in so doing develop your capacities to:

- formulate a justifiable and practical research topic;
- apply different concepts, theories and methods to the analysis of questions;
- undertake a thorough review of the literature;

- acquire detailed knowledge about a particular area of study;
- use your initiative in the collection and presentation of material;
- present a clear, cogent argument and draw appropriate conclusions; and
- present the results of your research in the form of a sustained piece of academic writing.

Although it is not essential for your dissertation to present new knowledge or use primary sources, dissertations that do are likely to receive higher marks.

## **OBTAINING A TOPIC AND SUPERVISOR**

First, you should ensure that you attend the introductory dissertation session in the Autumn Semester. This is normally part of the 'Research Methods: Approaches to Knowledge' module.

Second, you should email TWO possible dissertation titles to the Postgraduate Secretary by the due date. This is to give us a general idea of your areas of interest and to enable a suitable supervisor to be allocated.

Dissertation topics must relate to the areas of expertise of TWO different members of staff. Details of staff expertise can be found on the School Website.

Once you have been informed which member of staff is to be your (provisional) supervisor, you should make an appointment with them as soon as possible to discuss your provisional dissertation topic with a view to reaching agreement on a specific research question.

To help you devise an appropriate research question, you should do some preliminary reading in your topic area and prepare a single side of A4 in which you set out the following information:

- 1) The question that you are aiming to answer. This must be a single question expressed in a single sentence;
- 2) The main possible answers to this question, at least in theory;
- 3) Examples of arguments for or against one or more of these possible answers;
- 4) A step by step summary of what you would need to find out in order to answer this question.

We expect you in writing your dissertation to use at least one of the following research methods:

- Comparative literature review;
- Conceptual and critical analysis;
- Normative argument;
- Analysis of primary source documents;
- Structured interviews;
- Secondary analysis of survey data.

After one or more meetings you should have agreed a dissertation topic with your supervisor. If there is no agreed topic, your supervisor will allocate you one.

Once you have a topic that has been approved by your supervisor, you need to complete a Research Ethics Form, obtain your supervisor's signature on it, and submit it to the Postgraduate Office.

You should commence your reading for the dissertation as soon as you have an approved topic.

## **YOUR SUPERVISOR AND YOU**

The supervisor has a number of functions.

First, he or she gives guidance about:

- The nature of research;
- The standard of work expected;
- The planning of the research programme, bearing in mind the deadline for submission;
- Sources, methods and techniques.

Second, the supervisor is responsible for defining, in consultation with you, a dissertation topic that can be completed within the time available.

Third, the supervisor monitors your progress throughout the planned timetable, advising as necessary on the completion of the successive stages of the work so as to bring about the timely submission of the dissertation for examination.

Fourth, the supervisor is responsible for maintaining proper and frequent contact with you, requesting written progress reports, and returning work, such as draft chapters, with constructive criticism and in reasonable time. The supervisor will also read the draft dissertation and advise on its amendment before formal submission for examination.

Finally, the supervisor is responsible for ensuring that you are given prompt and candid advice about any inadequacy of progress or problems with the standard of the written work being produced, and alerting the Course Convenor to any difficulties in this regard. However your supervisor is not there to tell you what to write or to correct your text.

Your Responsibilities Include:

- Agreeing a dissertation topic with the supervisor;
- Agreeing with the supervisor an overall timetable for the completion of the work and a schedule of regular meetings at which the detailed planning/progress can be discussed;
- Alerting the supervisor, without delay, to any factors that have disrupted the schedule or otherwise impeded progress;
- Performing the research work according to the agreed timetable and meeting with the supervisor according to the agreed schedule;
- Consulting the Course convenor or Director of Taught Postgraduate Studies in the event that the working relationship with the supervisor is problematic, or if you have any doubts about the quality of their supervision; and
- Attending any interviews requested by the supervisor, Director of Postgraduate Studies or Head of School.

## **WRITING THE DISSERTATION**

Once a specific research topic has been decided, the process of researching and writing a dissertation generally consists of an initial research phase, a first draft written fairly quickly, a supplementary research phase to complete the research, and a second and final draft.

It is expected that you will normally meet with your supervisor about twice a month. You should arrange to see your supervisor as soon as possible to schedule these meetings. Meetings will usually last about an hour and consist mainly of discussion of drafts of

chapters, which you should email to your supervisor at least 2 days before each meeting. ***Please note, however, that supervisors will not look at drafts during the two weeks prior to the submission deadline.***

As with essays, material that you obtain from elsewhere must be referenced in order to acknowledge sources and avoid the charge of plagiarism.

## **DISSERTATION FORMAT**

The length of the dissertation, including text, tables and references/bibliography but excluding synopsis (summary) and appendices, must be less than 20,000 words. The actual word-count, excluding synopsis and appendices, should be stated on the cover. The synopsis should be not more than 250 words in length. At the beginning of the dissertation you should include the following (single-spaced):

- Front Page: include title of dissertation, name, and degree title
- Summary of dissertation
- Declaration/Statements
- Acknowledgements
- Glossary of abbreviations used (if applicable)
- Contents Page

The body of the dissertation (introduction, chapters, conclusion) should contain the main development of the argument and be printed in 1.5 or double spacing. This should be followed by a single-spaced list of references. Tables discussed in the text should be included in the body of the dissertation. Other tables, lists of data and other background evidence should be in appendices and single-spaced. The source of material in tables must be indicated at the foot of each table.

Note that poor spelling and grammar may result in loss of marks, so use the computer spell-check and grammar-check facilities, proof-read the entire dissertation, and ask someone who is strong on spelling and grammar to read through it if this might be an issue. ***You are strongly advised to keep TWO disk copies of your drafts throughout the year. Computer problems are not accepted as justifications for late submission.***

## **DISSERTATION SUBMISSION**

It is essential to submit your dissertation by the due date. Any matters which might lead to failure to meet the submission deadline should be communicated to your supervisor as a matter of urgency at least two weeks prior to the deadline. Illness and injury should be confirmed by a medical note.

Special circumstances can be filed for via an Extension Request form and must be completed for any agreed late submission. These are available from the Postgraduate Office.

You need to submit the following to the Postgraduate Office:

- two temporary or hardbound copies with your name, degree scheme and year of submission on the spine and your declaration pages and original signatures included in both copies.
- one electronic copy (either on CD or USB Stick with your name, student number and degree scheme clearly visible);
- notice of submission form.

For further information and assistance on your dissertation submission please see <http://www.cardiff.ac.uk/regis/sfs/postgrad/taught/dis/index.html>.

## **Binding**

Dissertations may be hard- or soft-bound. Please ensure that your name, degree scheme and year of submission are printed on the spine of your dissertation. See Abbey Bookbinders at [www.bookbindersuk.com](http://www.bookbindersuk.com) or The Print Centre [www.printcentrecardiff.com](http://www.printcentrecardiff.com)

## **Marking of Dissertation**

1<sup>st</sup> Marker: Supervisor; 2<sup>nd</sup> Marker: a staff member allocated by the course convenor; 3<sup>rd</sup> Marker: External Examiner.

## **Re-Submission of Dissertation**

If you are required to re-submit your dissertation for examination you are only allowed to do this once, upon payment of a resubmission fee (£116 in 2010-11) and not more than twelve months from the date of the official communication of the result.

A student who is allowed to re-submit a dissertation shall not be eligible for the award of the mark of Distinction, irrespective of the level of his/her performance in any re-submitted work.

## SECTION THREE: PhD/MPhil STUDENT INFORMATION

### RESEARCH DEGREES AT EUROS

The degrees of Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) are awarded solely on the basis of examination of a thesis following a period of sustained research which can be full or part time. The standard periods of study are as follows:

**FULL TIME PhD** – 3 years ‘fee paying’ and 1 year ‘writing up’

**PART TIME PhD** – 5 years ‘fee paying’ and 2 years ‘writing up’

**FULL TIME MPhil** – 1 year ‘fee paying’ and 2 years ‘writing up’

**PART TIME MPhil** – 3 years ‘fee paying’ and 2 years ‘writing up’

### REQUIREMENTS

A thesis must consist of the candidate’s own account of his/her research and must offer an original contribution to the field or provide a reassessment of an existing historiography. The thesis must be in typescript or print, bound in accordance with the requirements of the University, and must include a full bibliography and references.

**MPhil:** The MPhil thesis tends to be an extended argument and synthesis, rather than a piece of original research, but frequently includes a large degree of originality. It should not normally exceed 50,000 words (excluding appendices and appendices), however should the supervisor feel appropriate an extension to this limit can be granted.

**PhD:** The PhD consists of a thesis not normally exceeding 80,000 words (excluding appendices and genuine footnotes). The research degree has two broad objectives:

- The research must be seen as a training exercise in becoming a scholar or scientist with relevant expertise in a particular field.
- The thesis itself must be an original contribution to knowledge or a revision of an existing historiography (though this does not necessarily imply comprehensive coverage of the field).

Research students are allowed a set period of time after the end of their minimum period of study for writing up their thesis. During this ‘writing up’ stage you will not be required to pay fees. Although you are still considered a student at the University, you are outside of the regular registration period. Your candidature will lapse if you do not submit a thesis within the time limit stipulated below. Time limits are calculated in calendar years from the date of initial registration.

Period of Study (Registration Period)	Time Limit
<b>MPhil</b>	
1 year full-time	3 years
2 years part-time	5 years
<b>PhD</b>	
3 years full-time	4 years
5 years part-time	7 years

Students are not permitted to submit more than 6 months before the end of their minimum registration period.

**Research Degrees Code of Practice:** The Research Degrees Code of Practice outlines the Code of Practice for research degrees, and gives details about academic regulations and integrity, research degree examinations, and about teaching. This Code expresses the basic principles according to which the University requires its schools to conduct their research student business. It has been drawn up with particular reference to the QAA Code of Practice for the Assurance of Academic Quality and Standards in Higher Education: Section 1, Postgraduate Research Programmes (revised 2004).

The Code has also been designed to include or make explicit reference to information on relevant regulations and procedures to help students and staff through the University's requirements for a research degree. All students engaged in research should familiarise themselves with the contents of the Code of Practice.

<p>The Research Degrees Code of Practice is available at <a href="http://www.cf.ac.uk/regis/sfs/rdqh/index.html">http://www.cf.ac.uk/regis/sfs/rdqh/index.html</a></p>
--

## **SUPERVISOR AND STUDENT RESPONSIBILITIES**

Students are allocated a primary and a secondary supervisor from the beginning of their period of study. The working relationship between supervisor and researcher is absolutely crucial to successful completion of the PhD/MPhil thesis. There are University-level regulations about the roles, rights and responsibilities of supervisors and research students. They are set out in detail in the Cardiff University Research Degrees handbook. The relationship between research students and supervisors (and with the wider School) is understood as strictly professional. It is a matter of both sides pursuing the highest academic standards and meeting the requirements for the award of the relevant research degree. Supervisors and School act in a strictly professional capacity.

Central to this relationship is the progression of the PGR student to becoming an independent researcher. The supervisor's roles are to facilitate this progression; to provide authoritative professional assessment of whether the student is making this progression successfully; and to offer professional advice to the student.

Full details of the specific responsibilities of students and supervisors can be found in the Postgraduate Research Training Handbook.

## **RESEARCH TRAINING**

All PGR students in the School continue their research training throughout all years of their registration period. Our students are expected to acquire a broad mix of generic research skills, transferable skills and subject-specific skills. As such, training is not just delivered on a School level, but also disseminated through Research Units, and skills training provided by the Graduate College.

For full details of training provision, particularly information on the new points-based training system being introduced for all students with a start date of October 2011 or later, please refer to the PGR Training Handbook.

# FORMAL MONITORING OF RESEARCH STUDENTS

## SIX-MONTHLY SELF-REPORTS

Throughout your study the University requires you to submit regular progress reports. Research students are required to complete Self-Assessment Reports at six-monthly intervals up until thesis submission. Supervisors are required to produce a Student Progress report for each student working under their direction, at six-monthly intervals in conjunction with the Self-Assessment forms up until thesis submission. Students will be interviewed in confidence about any issues raised in their forms, which also gives the opportunity to raise any issues regarding supervision arrangements. The results of this exercise are thoroughly scrutinised by the School Progression Board, and training and supervisory needs identified and acted upon.

## ANNUAL PROGRESS REVIEW

In addition to this, the *annual* progression of Research students is formally considered and recorded to ensure that academic progression is satisfactorily achieved. The Progression Board may ask you to either a short interview or to make a presentation during which they are asked to present their work to date. Progression to the next academic year involves, at a minimum:

- A substantial literature review chapter (at the end of year one or the end of year two for part time students)
- A complete writing timetable and substantial drafts of at least one additional chapter (at the end of year two or the end of year three for part time students).

The student can in addition request a meeting with the Progression Board to discuss her/his views on the state of progression of their thesis and to consider her/his concerns. The meetings will also give you the occasion to communicate your views on any aspect of your postgraduate experience.

## PROGRESSION BOARD

The Progression Board's main role is to ensure high quality standards in PGR. We make it clear to students that they should feel free to discuss supervisory problems, and that should there be a need to change supervisors that there will be no recriminations. However, if students should fail to heed warnings from the Progression Board, their registration will be terminated.

Please refer to the PGR Training Handbook for further information. In addition, details of the University's Progression Policy can be found at: <http://www.cardiff.ac.uk/regis/sfs/regs/0910academicregsdocs/2.03%20Research%20Student%20Monitoring%20Procedure%202009-10.doc>

## SPECIAL CIRCUMSTANCES

A student shall report in writing any special or extenuating circumstances which may have an effect on his/her performance as soon as the circumstances arise. Both Supervisors and the Postgraduate Secretary should be notified and where appropriate the report shall be supported by documentary evidence.

Please refer to the relevant Academic Regulations on page 14 onwards for full details.

## PERSONAL DEVELOPMENT PLANNING (PDP)

PDP is a structured and supported process that will help you to review your learning experiences, set personal and academic goals and evaluate your progress towards these goals. At Research Degree level, PDP is designed to build on and enhance the skills which you have developed during your previous studies or work experience. PDP forms a core element of Cardiff University's **Skills and Employability Strategy**. It is designed to help you further develop as an independent learner, and will be of benefit not only during your time at Cardiff University, but throughout your career.

During your Research Degree Programme you will be expected to maintain a **Research Student Log**. This process is designed to provide a framework to help you reflect on your progress and as a tool for helping you to identify the training and support you need to make your Research Degree a success. During this process you will participate in the following activities:

- Identification of training needs via a skills assessment exercise
- Establish development objectives
- Reflect on progress
- Record progress

PDP is an online resource, designed to guide you through the process of PDP and help you construct an electronic record of your development is available to all students (hosted in Learning Central <http://portal.cardiff.ac.uk> / [www.mwe.cf.ac.uk](http://www.mwe.cf.ac.uk)). The module provides guidelines for engaging in a process of PDP, a facility for recording personal development, and links to developmental opportunities available within the University and externally.

Students are encouraged to work their way through the module systematically from the beginning in order to become familiar with the rationale for engaging in a process of PDP and to be aware of the opportunities available to them.

*\* **Note on saving work:** work cannot be saved centrally using this module. If a student wishes to work on and save changes to a particular proforma delivered by Learning Central, then he/she will either have to save the document to their personal disc space or transferable media.*

## RESEARCH FACILITIES FOR PGR STUDENTS

### POSTGRADUATE RESEARCH SUITE

All Postgraduate Research students have access to the Postgraduate Research Suite situated in Room 2.26 of the EUROS building. The room is equipped with computer and printing facilities, and provides a quiet space for students to conduct their research and write their thesis.

To gain access to this suite you need to contact Steve Roper on reception, who will be able to issue you with a key upon receipt of a £10 deposit. This will be repaid on their safe return at the end of your studies. The room also has a limited number of lockers available. There is a £5 deposit for keys and students should contact the Postgraduate Office if interested. ***This is not guaranteed for all students and will be allocated on a first come first served basis.***

## UNIVERSITY GRADUATE COLLEGE

The University Graduate College brings together the work of four previous, discipline-based Graduate Schools and the postgraduate research activity of the Graduate Centre. It aims to support the work of academic Schools and supervisors and to enhance the experience of postgraduate research students at Cardiff University.

The University Graduate College has four interlinked programme areas:

- It delivers an integrated and consolidated programme of academic-led training and development for postgraduate researchers through the well-established skills Programme and associated activities such as conferences, lectures and seminars that enable researchers to come together across the University. See [www.cardiff.ac.uk/ugcp](http://www.cardiff.ac.uk/ugcp) for more information.)
- It assures a quality experience for postgraduate researchers by developing and monitoring processes for their feedback and representation; communicating and monitoring implementation of the Code of Practice for Research Degree Programmes; enhancing systems to assist in management of research degrees; and enhancing support for supervisors.
- It co-ordinates work to build capacities for postgraduate research, which includes involvement in recruitment of postgraduate researchers; development of additional scholarships; enhancing provision via partnerships with other universities, consortia, learned societies and industry; and
- It leads on providing world class facilities for postgraduate researchers, both physical and virtual, and aims to ensure that University facilities are responsive to researcher needs.

In the first phase of implementation, the University Graduate College is focusing primarily on postgraduate research students. However, as part of a longer-term aim of holistic management of skills development and support as a continuum across the researcher lifecycle, the University Graduate College offers joint activity for postgraduate researchers and research staff where appropriate.

All of Cardiff's postgraduate research students and their supervisors are members of the University Graduate College and are strongly encouraged to contribute to its development. The governance and organisational structures are designed to increase participation and linkages with academic Schools.



The University Graduate College Office is located on the ground floor of 60 Park Place. Email [ugc@cf.ac.uk](mailto:ugc@cf.ac.uk) or phone 02920-(8)79408. Web: <http://www.cardiff.ac.uk/ugc/index.html>

## SUBMISSION OF A THESIS

Towards the end of your studies you are strongly advised to attend the Mock PhD VIVA workshop held by the Graduate College. This will familiarise you with the format of a typical Viva and give you a better understanding of the processes involved before, during and after a Viva.

The following briefly outlines the submission process. You should keep your supervisors informed of your progress so that possible external examiners can be informally approached at an early stage. For more detailed guidelines please see the Research Degree Code of Practice at <http://www.cardiff.ac.uk/regis/sfs/rdqh/index.html>

About one month before you intend to submit your thesis you need to inform your supervisors and the PGR Officer ([euos-pgr@cardiff.ac.uk](mailto:euos-pgr@cardiff.ac.uk)). ***If you think you will not be able to submit by your submission deadline please contact the PGR Officer for an extension request form at least one month in advance.*** At this stage the School will begin the process of formally appointing the external examiner(s).

You can find the relevant submission form on the web pages <http://www.cardiff.ac.uk/regis/sfs/postgrad/>. Hard copies are also available from the Postgraduate Office. When ready to submit please hand the following in to the Office:

- Two temporary/hard bound copies of your thesis
- *Each paper copy of the thesis shall contain:*
  - a summary not exceeding three hundred words;
  - a statement signed by the candidate declaring that the work submitted is the result of the candidate's own investigation;
  - a signed declaration to certify that the work submitted has not been accepted in substance for any degree or award, and is not being submitted concurrently in candidature for any degree or other award;
  - a signed statement regarding availability of the thesis (an example can be found with the submission form, appendix 1).
- One electronic copy of your thesis
- An additional loose copy of the summary
- A completed and signed copy of the 'Notice of Submission of Thesis' form

Copies of past theses are available from the Arts and Social Studies Library. These may help to give you an idea of the standard layout. Alternatively, you can access an electronic library of more recent theses via the Postgraduate Research module on Learning Central. Printing and binding facilities are available from Abbey Bookbinders ([www.bookbindersuk.com](http://www.bookbindersuk.com)) and The Print Centre ([www.printcentrecardiff.com](http://www.printcentrecardiff.com)). For full details on the format for the presentation of theses please see the relevant section of the Academic Regulations Handbook.

At submission, you will also be asked if you would like your supervisor(s) to be invited to the Viva. (Please note supervisors attending the Viva can do so as spectators only and cannot intervene with the examination unless specifically asked a question by the Panel).

Once you have submitted your thesis, it will be sent to the external and internal examiners. The PGR Officer will then begin initial preparations for the Viva and contact you accordingly.

## OVERVIEW OF THE VIVA EXAMINATION

A date for the Viva will be set in agreement with the examiners – please note that the date is arranged at the examiner's convenience and the student's preference can only be taken into consideration in exceptional circumstances. Where possible, it will take place within three months of the submission date. If there are any dates following submission that you absolutely cannot make, please inform the Postgraduate Office at submission.

Once a date has been agreed you will be contacted to confirm the time and venue. On the day of the Viva please come to the Postgraduate Office (0.03) in the first instance. The PGR officer will take you to the examination room once the examiners are ready to begin. At the Viva there will be the external examiner, internal examiner (from EUROS or another University department), chair of the exam board (EUROS) and, if requested upon submission, your supervisor(s). *Two external examiners and a chair are required for staff candidates and an internal examiner is optional.*

The duration of the examination will depend largely on the examiner's questions but is usually around two hours.

Following the examination you will be asked to leave the room whilst the examiners confer. You will then be called back in to receive the result and the examining board's recommendations. Please see Appendix 3 for a list of the options available to the exam board.

If you have passed and are required to make corrections, you will have twelve weeks to make these corrections. Once you have completed the corrections please submit the final version to the PGR Officer who will ask the internal and/or external examiner to approve the corrections as previously agreed.

Once corrections have been approved you must submit two hard bound copies of your thesis for deposit in the University and National libraries, and an electronic copy for the School's records. The final paperwork cannot be signed off until these have been submitted. Once the final paperwork has been signed off it will be sent to Registry and you will receive formal notification and a degree certificate in the post. You will receive your certificate approximately 6 weeks after it has been to the Awards and Progress Committee, which meets monthly throughout the year.

If you are required to resubmit please note that there is a resubmission fee. This will vary year on year, however for 2010/11 this was £280 for a PhD and £233 for an MPhil. You must then resubmit within twelve months, following the procedure above. The option to hold a second Viva is at the discretion of the examiners.

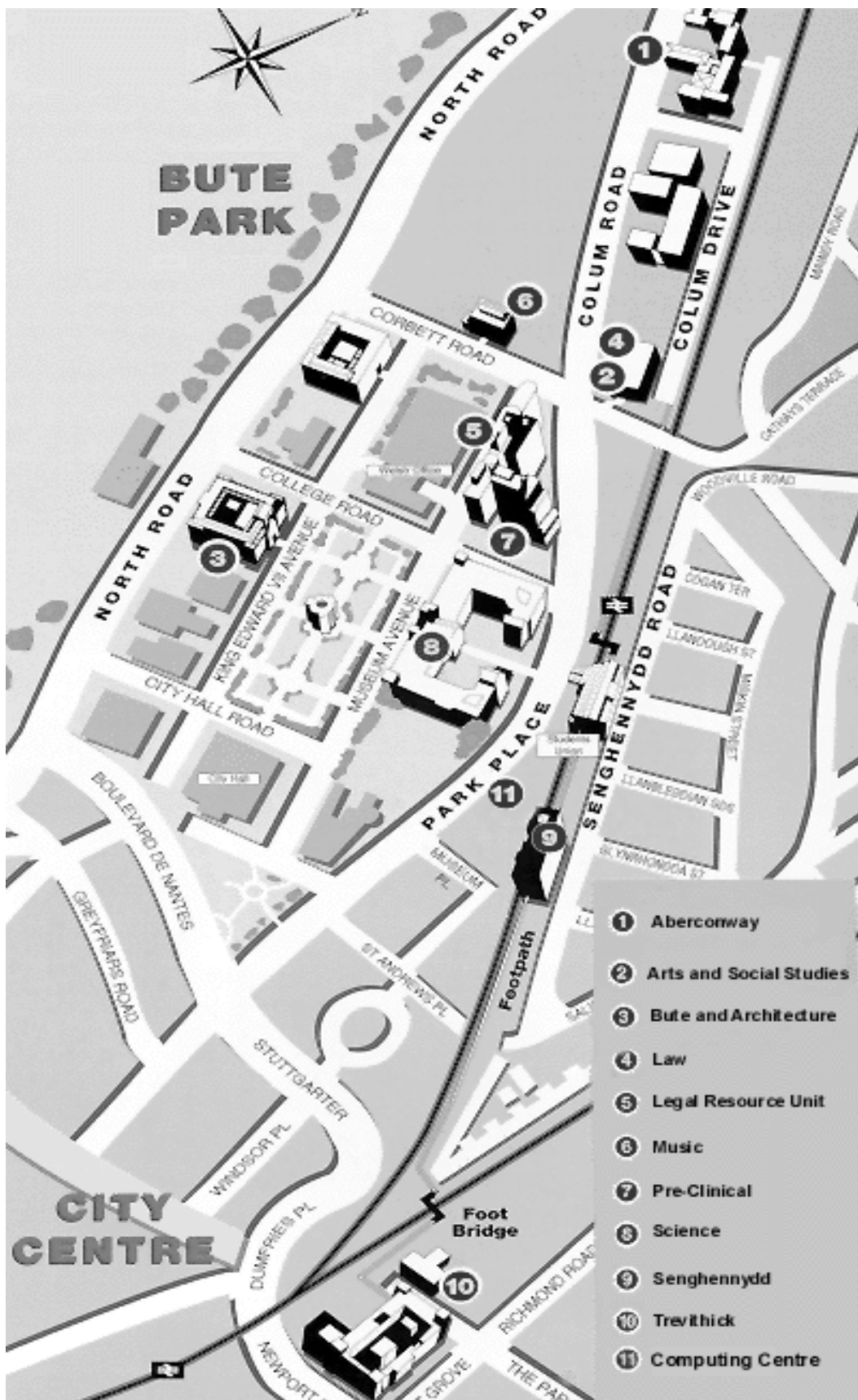
## GRADUATION

All successful PhD/MPhil candidates will be invited to attend our graduation ceremony, which takes place in St. David's Hall every July. Please note that in order to attend the summer ceremony all of the final paperwork needs to be processed by the 1 June.

Furthermore, you will also be invited to attend the 'Strawberries and Wine' Graduation Reception and Prize Giving. Further details of this will be circulated nearer the time.

## APPENDIX 1 – CARDIFF UNIVERSITY LOCATION GUIDE

Further information on locations is available on the Cardiff University's web pages:  
<http://www.cardiff.ac.uk/locations/resources/location-guide-2010.pdf>



## **APPENDIX 2 – TAUGHT MA/MScEcon MARKING CRITERIA**

This generic marking criteria applies to Postgraduate Taught modules on the MA and MscEcon programmes in the School of European Studies. In each case the primary judgment concerning marks is made on the grounds of academic persuasiveness and quality of argument. Other criteria are supplemental and serve to distinguish marks within a class.

### **DISTINCTION: MARK RANGE >70**

#### **Criteria for distinction 70-79%**

Evidence of originality and independent thinking, as appropriate to the task.

Commanding knowledge of relevant literature, available information, and conceptual issues appropriate to the field.

Demonstrates the ability to make excellent judgements as appropriate to the assessment task.

The work is very well written and presents an excellent synthesis of appropriate available information, coherently structured.

Where group work is involved there is evidence of an excellent individual contribution.

Excellent evidence of acquisition of relevant skills and their application.

Excellent presentation, including referencing

#### **Additional criteria for marks in the range 80-100%**

Work is worthy of publication or dissemination as appropriate to the field.

Exceptional in-depth knowledge across specialised and applied areas of relevant literature, available information, and conceptual issues.

### **PASS: MARK RANGE 50-70**

#### **Criteria for a Pass in the range 50-59%**

Adequate understanding of relevant literature, available information, and conceptual issues appropriate to the field

Adequate synthesis of available information.

Work is coherent and adequately structured.

Where group work is involved there is evidence of a positive individual contribution.

Evidence of acquisition of relevant skills.

Good presentation, including referencing

### **Additional Criteria for pass in the range 60-69%**

Very good knowledge of relevant literature, available information, and conceptual issues appropriate to the field.

The work is well written and presents a very good synthesis of appropriate available information, coherently structured.

Draws valid conclusions.

Where group work is involved there is evidence of a productive individual contribution.

Very good evidence of acquisition of relevant skills.

Very good presentation, including referencing.

### **FAIL: MARKS IN THE RANGE <50**

#### **40-49%**

Demonstrates clear but limited attempt to become acquainted with relevant source material and draw relevant conclusions, but draws conclusions that do not all follow logically from the work undertaken.

Work is not fully coherent, poorly structured, and indicates that key concepts are generally not understood.

Little evidence of acquisition of relevant skills.

Where group work is involved there is inadequate individual contribution to the relevant task.

Poor presentation, poor referencing

#### **Criteria for a mark in the fail range <40%**

Makes little attempt to become acquainted with relevant source material.

Does not draw conclusions or if does then they consist of unsupported assertions.

Work is not coherent, very poorly structured, and indicates that key concepts are not understood.

Little or no evidence of the acquisition of key skills.

Where group work is involved there is very poor individual contribution to the relevant task.

Very weak presentation.

#### **20-35 %**

fundamental mistakes

#### **0-20 %**

evidence of plagiarism, deeply flawed, irrelevant or too brief.

**0 %** A plagiarised essay or non-submission

## APPENDIX 3 – POSSIBLE OUTCOMES OF PhD/MPhil VIVA EXAMS

### PhD - THE EXAMINING BOARD RECOMMENDS:

1	<b>PASS:</b> that the candidate be <b>approved</b> for the award of PhD
2	<b>PASS, SUBJECT TO MINOR CORRECTIONS:</b> that the candidate be <b>approved</b> for the award of PhD, subject to the satisfactory completion of such minor corrections as may be required by the Examining Board. <b>Such minor corrections shall be completed within a period of twelve weeks</b> of the decision of the Examining Board. The Examining Board may stipulate that the minor corrections made shall be scrutinised by either/both examiner(s) prior to the award process being initiated.
3	<b>PASS, SUBJECT TO CORRECTIONS AND AMENDMENTS:</b> that the candidate be <b>approved</b> for the award of PhD subject to the satisfactory completion of such corrections and amendments as may be required by the Examining Board. <b>Such corrections and amendments shall be completed within a period of twelve weeks.</b> The Examining Board may stipulate that the corrections made shall be scrutinised by either/both examiner(s) prior to the award process being initiated.
4	<b>NOT APPROVED, RESUBMIT FOR PHD:</b> that the candidate be <b>not</b> approved for the award of PhD but be allowed to modify the thesis and <b>re-submit it for the award of PhD on one further occasion</b> , upon payment of a re-submission fee. The re-submission shall take place within a period not exceeding one year from the date of the official notification to the candidate of the outcome of the examination.
5	<b>NOT APPROVED FOR PhD, APPROVED FOR MPhil SUBJECT TO MINOR CORRECTIONS:</b> that the candidate be <b>not</b> approved for the award of PhD, but be approved for the degree of MPhil.
6	<b>NOT APPROVED FOR PHD, APPROVED FOR MPhil:</b> that the candidate be <b>not</b> approved for the award of PhD, but be approved for the degree of MPhil subject to the completion of such minor corrections as may be required by the Examining Board. The Examining Board may stipulate that the corrections made shall be scrutinised by either/both examiner(s) prior to the award process being initiated. Such minor corrections shall be completed within a period of twelve weeks from the date of the decision of the Examining Board.
7	<b>NOT APPROVED FOR PHD, RESUBMIT FOR MPhil:</b> that the candidate be <b>not</b> approved for the award of PhD but allowed to modify the thesis and re-submit it for the award of MPhil on one further occasion only, upon payment of the examination fee. The re-submission shall take place within a period not exceeding one year from the date of the official notification of the outcome of the examination.
8	<b>NOT APPROVED:</b> that the candidate be <b>not</b> approved for the award of PhD and no further submission is permitted.

### MPhil - THE EXAMINING BOARD RECOMMENDS:

1	<b>PASS:</b> that the candidate be <b>approved</b> for the degree of MPhil / MD / MCh / MScD (by Research)*.
2	that the candidate be <b>approved</b> for the degree of MPhil / MD / MCh / MScD (by Research)* subject to the satisfactory completion of such minor corrections as may be required by the Examining Board. <b>Corrections should be completed within a period of twelve weeks of the date of the decision of the Examining Board.</b> The Examining Board may stipulate that the corrections made shall be scrutinised by either/both examiner(s) prior to the award process being initiated.
3	<b>PASS SUBJECT TO CORRECTIONS AND AMENDMENTS</b> that the candidate be <b>approved</b> for the degree of MPhil / MD / MCh / MScD (by Research)* subject to the satisfactory completion of such corrections and amendments as may be required by the Examining Board. <b>Corrections and amendments shall be completed within a period of twelve weeks of the date of the decision of the Examining Board.</b> The Examining Board may stipulate that the corrections made shall be scrutinised by either/both examiner(s) prior to the award process being initiated.
4	<b>NOT APPROVED, RESUBMIT FOR MPhil / MD / MCh / MScD (by Research)*:</b> that the candidate be <b>not</b> approved for the degree of MPhil / MD / MCh / MScD (by Research)* but be allowed to modify the thesis and <b>re-submit it for the degree of MPhil / MD / MCh / MScD (by Research)* on one further occasion</b> , upon payment of a re-submission fee. The re-submission shall take place within a period not exceeding one year from the date of the official notification to the candidate of the outcome of the examination.
5	<b>NOT APPROVED:</b> that the candidate be <b>not</b> approved for the degree of MPhil / MD / MCh / MScD (by Research)* and that not further submission is permitted.