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Document change history

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Updated Preface by removing references to code of practice, specifying reference to Master by Research programme and adding a reference to DOC 329
Updated Citation format in 2.1.1
Replaced all references to Code of practice with regulations throughout the document
All references to Master or Research Students have been updated to specifically refer to Master by Research
Removed the following from 2.3.1: *It incorporates recommendations made by the MDC. In addition, it emphasises good practice as identified through a series of internal and external expert advice*
Replaced research project with dissertation in 3.1.1 and updated title of Module 2
Added reference to the viva committee in 3.1.1 and removed the following text: *This research endeavour shall build from the applied research components of the first stage, utilising the design and preparation of the first stage to develop a sound and defendable research endeavour.*
Updated section 3.2 Duration of study by adding: reference to DOC 106 in 3.2.2 and text in 3.2.3 and 3.2.4
Added 4.1.1
Removed reference to doc 329 in 4.1.2
Updated 4.1.2 to refer to the process for approval by the IRC
Updated 4.1.5 Entry Requirements
Included reference to consultation between the MDC, the chair IRC and the ARD with regards to proposals in 4.1.6
Added reference to DOC 348 in 4.1.8 and added the need for signatures of the supervisors, Institute Director and Director R&I
Updated 4.1.9 to match current admissions process i.e. a letter of acceptance is issued by ARD following payment by student
Updated the requirements for the selection of a supervisor in 4.2.1

- Added reference to DOC 099 in 5.1.4
- Updated title of 5.3 to refer to dissertation
- Added student's entitlement to supervisor during dissertation including viva and amendment phases following viva
- Updated the TOR of the supervisor by:
- Adding the need for contact hours to be supplemented by preparation of meeting and feedback.
- Adding reference to the sign-off of logbooks
- Adding reference to doc 105
- Adding information on way forward should student submit without their consent
- Updated the Students' responsibilities by:
- Adding reference to forms and documents and reference to logbook in point k
- Adding reference to the importance of coherence in style and adequate writing standards at level 7

Removed summary of DOC 074 from 6.1.2
Removed reference to the text: statement of intent from 6.2.1 and added information on the role of the IRC and the REC, at research proposal stage.
Updated reference list in 6.2.4
Added in 6.2.6: The contents and word count are only for reference purposes and are not meant to be restrictive.
Changed number of words in dissertation to percentages of the total
Added 6.2.8
Updated references from Exam Team to Viva Committee

Instructions for document users with access to College Website

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1. Preface

These Regulations for Postgraduate Level 7 Master by Research Programme have been created to ensure that the Malta College of Arts, Science and Technology (MCAST) practices and procedures within this programme are consistent with national guidelines, in particular those provided by the National Commission for Further and Higher Education, Malta. These regulations are supported by the Flowchart in Appendix 1.

2. Citation, Definitions & Introduction

2.1 Citation

2.1.1. These regulations may be cited as the Programme Regulations - Master by Research - M.Res. - Degree Course Regulations, (include latest revision e.g. Revision E, 2024).

2.2 Definitions

2.2.1. The corresponding “Document 005 - Programme Regulation MQF/EQF Levels 5 – 7”, covers definitions relating to timelines, assessment criteria, assessment feedback, internal verification, interruption of studies, learning outcomes, study unit or module, time-constrained assignments, synoptic assessment, academic appeals and withdrawal from studies.

2.2.2. IRC – Institute Research Committee.

2.2.3. MDC – The MCAST Master’s Degree Committee.

2.2.4. SOP – Standard Operating Procedure.

***Reference documents**:*
Doc 005: Programme Regulation MQF/EQF Levels 5 – 7

2.3 Introduction

2.3.1. These regulations provide guidance of the procedures to the various stages of the postgraduate Master by Research programme at MCAST, from application through to conferment of the award. It is intended that Master by Research students and their supervisory teams will make full use of these regulations in ensuring that effective and efficient progress is made in their research programme.

2.3.2. Rationale: A Master by Research (M.Res.) programme is a postgraduate qualification in its own right. It provides the student with sound practical knowledge and experience in preparation for a research career, as well as, with practice and training for doctoral research. A Master by Research degree provides a useful understanding of what studying for a doctorate might be like, whilst at the same time, allowing the student to earn a valuable Master's level qualification.

2.3.3. Much of the study undertaken at Master’s level will have been at, or informed by, the forefront of an academic, vocational or professional discipline. Students will have demonstrated originality in the application of knowledge, and they will understand how the boundaries of knowledge advance through research. They will be able to deal with complex issues, both systematically and creatively, and they will show originality in tackling and solving problems. They will have the qualities needed for employment in the circumstances requiring sound

judgement, personal responsibility and initiative, in complex and unpredictable professional environments.

2.3.4. The Master by Research degree is taken by candidates who hold a Bachelor's Degree, satisfying the conditions outlined in paragraph 4.1.4.

2.3.5. These regulations are equally applicable to students, lecturing, and administrative staff within the College, Institute and Corporate functions.

2.3.6. It is in the student's interest and responsibility to ensure that s/he has access to and is familiar with the content of these regulations.

3. Programme Outline

3.1 Introduction

3.1.1. The programme is divided into two main components:

- Taught modules in *Research Methods*, comprising of 12 ECTS, and
- A dissertation, comprising of 78 ECTS.

The total number of credits of the Master by Research programme comprises 90 ECTS.

Master by Research		
Module 1	Basics of Quantitative and Qualitative Research Methods	6 ECTS
Module 2	Research Methodology related to the Chosen Research Topic	6 ECTS
Module 3	Dissertation	78 ECTS
	Total	90 ECTS

Taught Modules: Research Methods Module [12 ECTS]

The Research Methods modules, which are typically completed at the initial stage of the research journey, are designed to give candidates clear insights into research practices, methodologies and the essential research tools and techniques. The objective of these two modules is to provide knowledge and understanding of how to approach both primary and secondary research.

The details of the modules are included in the unit specification document.

Research Module: Dissertation [78 ECTS]

The main component of this Master by Research degree consists of an extensive dissertation or an equivalent project-led research that has to be presented to, and defended in front of a viva committee.

The details of the module are included in the unit specification document.

3.2 Duration of studies

3.2.1. Studies for the M.Res. degree shall extend over the following periods:

(a) 18 months in the case of full-time studies;
(b) 36 months in the case of part-time studies.

3.2.2. An extension needs to be submitted through DOC106 “Request for Extension of Deadline or Rescheduling of Assessment Session (Form)” to the IRC and endorsed by the supervisor.

3.2.3. Extensions for part-time Master by Research should align with those stipulated in DOC005. Full-time Master by Research can extend until a total of 12 months from the original deadline.

3.2.4. Written authorisation should be requested prior to the temporary interruption or withdrawal from studies and should align with the process stipulated in DOC005.

***Reference documents**:*
Doc 106: Request for Extension of Deadline or Rescheduling of Assessment Session (Form)
Doc 005: Programme Regulation MQF/EQF Levels 5 – 7

4. Admissions

4.1 Admission procedure

4.1.1. In order to apply for full registration, all candidates must first apply with the office of the Admissions & Records Department (ARD).

4.1.2. Once ARD confirms first eligibility, a research proposal will be submitted to the IRC by the student using DOC 181 - “Research Proposal Form (Internal and External Senior Researcher)”. The IRC will approve, or otherwise, the proposal based on the content submitted, available resources, supervisory expertise, and other factors as the IRC deems necessary. Only students whose proposal has been approved by IRC are eligible for admission.

4.1.3. Admissions to the programme will be held at the start of the MCAST academic year. Exceptional consideration will be given to students who are engaged in research relating to externally funding projects.

4.1.4. Overseas students must comply with the Immigration Rules before they apply for a visa (if required), or an extension of stay.

4.1.5. An applicant for registration for a Master by Research degree under these regulations shall hold:

(a) a recognised MQF/EQF Level 6 qualification in any area or field of study, with at least 180 credits and a Second Class or higher, final degree classification

OR

(b) a recognised MQF/EQF Level 6 qualification in any area or field of study, with at least 180 credits, together with clear evidence of a minimum of three (3) years (full time) direct and relevant professional experience in the specific area of research

OR

(c) a complete Professional Qualification comparable to an MQF / EQF Level 6, in addition to presenting clear evidence of a minimum of three (3) years (full time) direct and relevant professional experience in the specific area of research

4.1.6. MDC, in consultation with Chair IRC and ARD, shall consider proposals for exceptional entry requirements on a case-by-case basis.

4.1.7. The language of instruction at MCAST is English. Applicants that have completed their secondary education overseas and/or whose first language is not English, are referred to MCAST's admission policy to fulfil the necessary entry requirements.

4.1.8. A Master by Research Commitment Agreement (Doc 348), which will be raised by the IRC, will be signed by the student, supervisor/s, Institute Director and Director Research & Innovation.

4.1.9. The Coordinator submits to the ARD the signed Master by Research Commitment Agreement, following which an unconditional Letter of Acceptance will be issued by ARD once the candidate settles the appropriate fees.

4.1.10. Once the candidate accepts the Unconditional Letter of Acceptance they will be considered as registered MCAST students.

***Reference documents**:*
Doc 181: Research Proposal Form (Internal and External Senior Researcher)
Doc 348: Master by Research Commitment Agreement

4.2 Selection of supervisor

(a) A full relevant qualification at Level 8, or
(b) A full relevant qualification at Level 7 with at least 10 years of relevant high level/executive experience in the field. In this case, input from another supervisor with a full relevant qualification at Level 8 must also be provided.

The composition of the supervisory team needs to be approved by the MDC.

4.3 Annual Registration

4.3.1. Students are required to be actively registered at MCAST at the beginning of each academic year throughout their period of study. Such registration shall be allowed only upon recommendations by IRC following their acceptance of progress reports submitted separately and independently by the student and respective supervisor as stipulated in section 5.3(g) and 5.3.2(l).

5. Course & Coursework Regulations

5.1 Course Regulations

5.1.1. Attendance for Taught Modules: Refer to paragraph 9.1.2 in "Document 005: Programme Regulation MQF/EQF Levels 5 – 7." Lectures will be held during College hours at time defined by the programme coordinator of the relevant taught module.

5.1.2. Interruption and Withdrawal of Studies: Refer to section 9.5, "Interruption and Withdrawal from Studies" in "Document 005: Programme Regulation MQF/EQF Levels 5 – 7."

5.1.3. Continuous Assessment, Learning Outcomes, Grading Criteria and Assessment Tasks & Documentation: Refer to section 10.1, "Continuous Assessment, Learning Outcomes,

Grading Criteria and Assessment Tasks", and 10.4, "Assessment Documentation" in "Document 005: Programme Regulation MQF/EQF Levels 5 – 7."

5.1.4. Academic Integrity (Plagiarism): Refer to section 10.6, "Academic Integrity (Plagiarism)" in "Document 005: Programme Regulation MQF/EQF Levels 5 – 7" and "Document 099 Academic integrity policy & regulations – MQF Levels 1 - 8".

5.1.5. Academic Appeals: Refer to section 10.14, "Academic Appeals" in "Document 005: Programme Regulation MQF/EQF Levels 5 – 7."

5.2 Coursework

5.2.1. Submission of Individual Home-Based Coursework (excluding the Dissertation or Research Project): Refer to section 10.7, "Submission of Individual Home-Based Coursework (excluding the Dissertation or Research Project)" in "Document 005: Programme Regulation MQF/EQF Levels 5 – 7."

5.2.2. Successful Completion of Coursework: Refer to section 10.8, "Successful Completion of Coursework" in "Document 005: Programme Regulation MQF/EQF Levels 5 – 7."

5.2.3. Unsuccessful Completion of Coursework (Synoptic Assessment): Refer to section 10.9, "Unsuccessful Completion of Coursework (Synoptic Assessment)" in "Document 005: Programme Regulation MQF/EQF Levels 5 – 7."

5.2.4. Request for Consideration of Extenuating Circumstances for Extension of the Submission Deadline of Take-Home Assignment (THA): Refer to section 10.11, "Request for Consideration of Extenuating Circumstances for Extension of the Submission Deadline of Take-Home Assignment (THA)" in "Document 005: Programme Regulation MQF/EQF Levels 5 – 7."

5.2.5. Absence From Time Constrained Assessment (TCA): Refer to section 10.12, "Absence From Time Constrained Assessment (TCA)" in "Document 005: Programme Regulation MQF/EQF Levels 5 – 7."

5.2.6. Assessment Feedback: Refer to section 10.13, "Assessment Feedback" in "Document 005: Programme Regulation MQF/EQF Levels 5 – 7."

5.2.7. Record of Work: Refer to section 10.15, "Record of Work", in "Document 005: Programme Regulation MQF/EQF Levels 5 – 7."

5.2.8. Students Work: Refer to section 10.16, "Students Work", in "Document 005: Programme Regulation MQF/EQF Levels 5 – 7."

5.2.9. Internal Verification: Refer to section 10.17, "Internal Verification", in "Document 005: Programme Regulation MQF/EQF Levels 5 – 7."

5.3 Mentoring and Supervising Students undertaking the Dissertation

During the course of studies, the student will be allocated a supervisor for the duration of the Dissertation, including the viva stage and the dissertation amendment phase following the viva, as stipulated in Section 4.2.1 of these regulations.

5.3.1. The role of the supervisor entails:

(a) Encourage completion of the dissertation by setting targets which outline the expected completion dates of the different stages of the work.
(b) Provide assistance and advice concerning the overall aim of the research, the relevant sources to support the research, the research methods, the technical aspects of writing, and methods of data analysis.
(c) Act as a mentor, performing the role of an expert in the field that the student is researching.
(d) Hold agreed prescheduled regular meetings with the student to ensure support and student's progress towards the successful completion of the degree. As a guideline, the face-to-face contact with the student spread across the duration of the study is expected to be 52 contact hours for a Master by Research. Since these are contact hours, they must be supplemented by the preparation of meetings with feedback and any up-to-date material that would benefit the discussion with the student and reviewing of chapters. The supervisor will sign off logbook records (DOC 352) of meetings with the student.
(e) Provide constructive feedback on written work in a timely manner (not later than four weeks from submission of work by the student). The supervisor is expected to provide constructive comments on at least one draft of each part of the Dissertation. The supervisor will inform the student if the submitted work is below the expected standard.
(f) Recommend to the student any training or formal instruction that the student could benefit from for the dissertation.
(g) Submit progress reports using the "Research Programme Supervisor Progress Report" template (DOC 105) on student progress to IRC as per scheduled timelines established on the Master by Research Commitment Agreement (DOC 348). The report must be independently and blindly submitted from that of the student.
(h) Is responsible for declining the official submission of the final work if this is considered to be sub-standard, irrespective of the circumstances. If the student still elects to submit, despite the lack of the supervisor's consent, in that case, the supervisor may choose to refrain from providing an indicative mark or clearly record their decision to decline consent of submission in the comments section of the rubric.
(i) Is responsible for providing the IRC a recommendation of an appropriate External Examiner for the VIVA with expertise in the research domain.
(j) The ownership of decisions relating to the dissertation lies with the student.
(k) Will assist with the publication of any research papers as appropriate.
(l) Ensures that the student makes a positive contribution through the work within MCAST and through the choice of area of study, research methods and analysis, to promote diversity and equal opportunities within the MCAST and the community.

5.3.2. It is the student's responsibility to:

(a) Comply with the requirements of official procedures.
(b) Work independently under the guidance of the supervisor.
(c) Attend the required Master by Research taught modules.
(d) Re-enrol with MCAST on an annual basis as a continuing student.
(e) Set regular meetings with the supervisor with meeting times arranged well in advance and record meetings in the logbook (DOC 352) to be signed by the supervisor.
(f) Prepare and submit in advance of scheduled meetings with the supervisor, the agreed work that needs to be discussed. The kind and frequency of written work should be agreed upon with the supervisor at the outset of the research.
(g) Take note of the advice given by the supervisor and engage in discussion around suggestions made.
(h) Maintain research progress aligning with the supervisor/s recommendations.

(i) Inform supervisors immediately of any encountered problems or difficulties, seeking help or advice and where necessary applying for extensions, interruption of studies, withdrawals, or a change in the mode of study (refer to DOC 005).
(j) Prepare material for presentations at seminars and conferences.
(k) Submit progress reports using the "Research Programme Student Progress Report" template (DOC 103) to IRC as per scheduled timelines established on the Master by Research Commitment Agreement (DOC 348). The report must be independently and blindly submitted from that of the supervisor and include logbook records (DOC 352) attached as an annex.
(l) Submit written work that is of an adequate standard for this level of qualification, including adequate language, and coherence in the style and overall structure of the dissertation.
(m) Ensure that the work is free from plagiarism, that all citations are adequately referenced and that the list of references is accurate, complete and consistent.
(n) Honour agreements about ownership of the research and in accordance with the MCAST's regulations and guidelines, and also follows rules in relation to intellectual property and similar agreements.
(o) Take responsibility for the quality and presentation of the work, including the final dissertation.
(p) Submit the dissertation (at the sole discretion of the student) in compliance with MCAST's Regulations.

The student is also encouraged to present at seminars and conferences, as well as submit papers for publication.

***Reference documents**:*
Doc 005: Programme Regulation MQF Levels 5 – 7
Doc 103: Research Programme Student Progress Report
Doc 105: Research Programme Supervisor Progress Report
Doc348: Master by Research Student Commitment Agreement
Doc 352: Master's Dissertation Supervision Logbook

6. Dissertation Guidelines & Examination Procedures

6.1 Introduction

6.1.1. Master's Students are expected to complete a dissertation in their final phase of studies. The grading of the dissertation shall be through a viva session (refer to "Document 237: Viva Procedure: Master by Research Programme").

6.1.2. Students will be required to follow "Document 074: Research Ethics Policy and Procedure" when conducting their research.

6.2 Research Proposal and Dissertation Structure Guidelines

6.2.1. The Research Proposal is a vital initial part of the student's research endeavour. Students will be requested to submit to the IRC an initial research proposal form (Doc181) before the admission stage (refer to document referenced below) that outlines the plan for their early stages of research. Upon approval by the IRC and student enrolment, a detailed research proposal is submitted to the IRC after the initial supervisory meetings or after completing the taught Research Methods modules. The IRC shall, in turn, seek ethics approval from the Research Ethics Committee (REC). Students can only commence the research once the IRC and REC approvals have been granted. Students should be very cautious in attempting to

change their research theme once they have submitted their Research Proposal to the IRC, as any changes are subject to formal approval, which might delay the research endeavour.

6.2.2. Master by Research dissertations which are not accompanied by a tangible outcome in the form of a model, prototype or an actual product, shall generally be between 35,000 to 40,000 words in the main text, excluding the abstract, the bibliography and the appendices. For dissertations which are accompanied by a tangible outcome, the designed product, model or prototype must be intelligently supported by a relevant argument. This writing will thus follow the same guidance offered above and must also include the Abstract, Introduction, Literature Review and other main chapters, as well as the Reference list and the Appendices.

6.2.3. Dissertation duties of students and the supervisory team: refer to sections 5.3 and 5.3.2, above.

6.2.4. Dissertation meetings with the supervisory team and the dissertation logbook: The student is expected to keep a Dissertation Log-book (DOC 352) of the work carried out towards the development of the dissertation and also a record of the meetings with the dissertation supervisor. As a general rule, at least fifteen (15) student-supervisor meetings are expected over the research period, amounting to 52 contact hours.

The student is to ensure that the dissertation log-book is correctly documented and maintained. The logbook is to be submitted together with the dissertation at the end of the dissertation period. Students are to request written supervisor feedback and signatures to each logbook input that they will make, relating to the various individual meetings that take place throughout the academic period. Supervisors will add their comments and feedback/direction to the descriptions and inputs made by the student in each logbook entry. Students have to actively seek out their supervisor to ensure that this feedback/direction is regularly provided and the logbook adequately documented. MCAST reserves the right not to accept the dissertation for evaluation if the logbook is not filled in correctly and each meeting duly signed off by the Student and Supervisor.

***Reference Documents**:*
Doc 074: Research Ethics Policy and Procedure
Doc 181: Research Proposal Form (Internal and External Senior Researcher)
Doc 352: Master's Dissertation Supervision Logbook

6.2.5. Periodical Progress Review and Monitoring Exercise:

There shall be a periodical review as defined in the Master by Research Commitment Agreement (DOC 348) for all candidates undertaking a research degree on the progress of their research. This will be carried out by the programme Coordinator who is independent of the supervisory team. The periodical review shall establish whether the candidate is actively engaged on the research programme, making satisfactory progress with the research, maintaining regular/frequent contact with the supervisory team, identifying skills achieved to date, and discussing any future developmental requirements that are required by the candidate. If the expected level is not reached, the candidate will be expected to rectify the situation, before being allowed to renew registration.

6.2.6. Guideline for Content of Dissertation's Main Sections
The contents and word count are only for reference purposes and are not meant to be restrictive.

6.2.6.1 Abstract (400 – 500 words)
This section should clearly state what the study is about, summarising how it was carried out and what the results were. References are not to be included in the abstract. It should present only the essentials of the work in general.

6.2.6.2 Introduction—Typical percentage number of words in section: 10 % of Dissertation*
In this section, the student is expected to state clearly:
(a) the 'problem' or 'question' being researched;
(b) why this topic was chosen;
(c) what was the motivation behind the choice of topic;
(d) how the student approached the investigation;
(e) what problem the student wished to explore;
(f) what is the context for the research?

6.2.6.3 Literature Review—Typical percentage amount of words in section: 25 % of Dissertation*
The main purpose of a literature review is to show the reader that the student studied and analysed the viewpoints of other researchers on the problem under consideration. A literature review is not just a summary of the books read but rather a thorough analysis of other viewpoints on the problem.

6.2.6.4 Research Methodology—Typical percentage amount of words in section: 20 % of Dissertation*
This section presents the chosen research methods and explains why these methods are effective.

6.2.6.5 Analysis of Results and Discussion—Typical percentage amount of words in section: 25 % of Dissertation*
This section includes a critical discussion about the student's findings. It shows how these findings support the original objectives laid out for the dissertation, which may be partially or fully achieved, or even exceeded. The student may also include new areas of investigation prompted by developments in the research dissertation. Above all, it is required to present strong arguments which show how findings may offer a valid contribution to the development of the subject of the selected research area or issues related to it.

6.2.6.6 Conclusions and Recommendations—Typical percentage amount of words in section: 20 % of Dissertation*
In this chapter, the student has to evaluate the significance of the work done and give recommendations for any further investigations.

*Note: A concession of +/- 5% on the percentage amount of words in sections shown above applies.

6.2.6.7 Bibliography
Refer to paragraph 3.5.8, "Bibliography" in *"Document 100: Dissertation Guidelines and Grading Rubrics."*

6.2.6.8 References
Refer to paragraph 3.5.8, "References" in *"Document 100: Dissertation Guidelines and Grading Rubrics."*

6.2.6.9 Appendices

Refer to paragraph 3.5.9, "Appendices" in *"Document 100: Dissertation Guidelines and Grading Rubrics."*

6.2.7. Hard Bound Presentation and Front Cover

Refer to paragraph 3.8.2 "Hard Bound Presentation and Front Cover" in *"Document 100: Dissertation Guidelines and Grading Rubrics."*

6.2.8. Final Level 7 dissertation submissions shall, unless specified otherwise, follow the schedule below. The Student is to:

- Submit two spiral-bound copies, one PDF soft copy of the dissertation and the plagiarism report (through a plagiarism detection software that is approved by the College) to the IRC on or before the dissertation submission deadline.

- Submit to MCAST two hard-bound copies and one PDF soft copy of the final corrected dissertation by no later than four weeks after successful completion, including any amendments as directed by the Viva Committee, as applicable. One hard copy of the dissertation will be retained in one of the MCAST Libraries, while the Institute will retain the other hard copy.

6.3 Examination Processes

6.3.1. Form of Examination

The examination shall have two stages:

(a) the submission and preliminary assessment of the dissertation (DOC480: Master by Research Programme Preliminary Report Form).

(b) its subsequent defense by oral examination during a viva (Document 481: Viva Procedure Master by Research Programme).

6.3.2. Submission of the Dissertation

Candidates will be sent an email reminder by the MCAST Programme Coordinator typically six months prior to their dissertation submission deadline informing them of the details for their dissertation submission and their dissertation submission date.

The submission of the dissertation for examination shall be at the sole discretion of the candidate. While a candidate would be unwise to submit the dissertation for examination against the advice of the supervisory team, it is their right to do so.

Candidates should not assume that a supervisor's agreement to the submission of a dissertation guarantees the award of the degree. Candidates must be aware that the function of the Viva Committee is to make an independent academic judgement and that their opinion may vary from that of the supervisory team.

6.3.3. Examination and Feedback Procedures

Candidates will be subject to a Viva examination in which they will have to defend their dissertation. Following the viva, candidates will be provided with:

- Formative and verbal feedback (through the discussions held directly with the Viva Committee within the VIVA session), and
- Summative and written feedback in the form of an outcome letter collated by the Viva Chairperson (through the use of DOC 137 referenced below) and communicated by the MRes convenor.

  Details of the Viva examination process (including pre-viva and post-viva procedures) can be found in DOC 237 Viva Procedure Master by Research Programme".

***Reference Documents**:*
"Doc480: Master by Research Programme Preliminary Report Form"
Doc481: Master by Research Programme Viva Report Form
Doc 237: Viva Procedure Master by Research Programme

Appendix 1: Process Flowchart for Master by Research

