Changes in Examination Regulations to the University Gazette – Social Sciences Division

Social Sciences Board

Approved by SSD Teaching Audit Committee on 28/02/14 and Education Committee on 24 April 2014

**Title of programme**
PGDip/MSc Teaching English Language in University Settings (TELUS)

**Brief note about nature of change:**
Changes to the regulations to address some minor inconsistencies and to bring the TELUS regulations into closer alignment with the regulations for the PGDip/MSc in Applied Linguistics and Second Language Acquisition.

**Effective date**

**PGDip TELUS**
For students starting from MT 2014
For first examination from 2015-16

**MSc TELUS**
For students starting from MT 2014
For first examination from 2014-15 (the two students currently in Y1 of the PGDip who may be affected by this change have been consulted and have agreed to the revised regulations)

**Location of change**
In Examination Regulations 2013

**Detail of change**
1. Delete P787, l.2-34, and insert
1. The course is open only to candidates who are currently enrolled upon or have recently completed the Postgraduate Diploma in Teaching English Language in University Settings (PGDip TELUS) who have passed the first six modules of their course, and who have submitted a satisfactory dissertation proposal. Candidates will normally apply in Hilary Term of their second PGDip TELUS year.

2. Candidates will be required to complete the final two summatively assessed online modules as defined for the PGDip TELUS by carrying out tasks and participating in discussions as directed by the Course Director. Candidates will also be required to submit a dissertation of between 15,000 and 20,000 words (including footnotes/endnotes but excluding appendices and references or bibliography) on a subject selected by the candidate in consultation with the supervisor, which must be closely related to one or more of the themes of the course.

3. Three word processed or printed copies of the dissertation must be delivered to the Chairman of the Examiners, MSc Teaching English Language in University Settings, c/o Examination Schools, High Street, Oxford, OX2 6PY no later than noon of the last Friday in August of the year in which they have been enrolled on the MSc TELUS. An additional electronic copy must also be uploaded to the appropriate Weblearn site.

4. One copy should be hard bound and two soft bound, the latter of which should be anonymous except for the candidate number. The hard bound copy of the dissertation of each candidate who passes the examination shall be retained by the department for deposit in the departmental library. The dissertation must be accompanied by a declaration indicating that it is the candidate’s own work.

5. To be awarded the Master of Science, candidates must pass a minimum of seven of the eight taught modules, and must pass the dissertation. The pass mark for the taught modules and the dissertation is fifty. Sixty percent of the overall mark for the MSc will be based on the mean of the best seven marks of the eight taught modules, and forty percent on the dissertation mark. The examiners may award a distinction for excellence in the examination.

6. The candidate may also be examined orally. The oral examination will only be on the candidate’s dissertation.

7. If a candidate receives a failing mark on any of the taught modules, they may be re-examined on those modules on one further occasion, which will normally be in the following year. If the dissertation is awarded a failing mark, the candidate may resubmit the dissertation one further time on the next occasion when it is examined. If a failing mark is received on the dissertation, either at the time of the original submission or upon re-sit, and the mean of the mark for the best seven taught modules is fifty or above, the student may be awarded the PGDip TELUS as an exit award.

2. Delete from P.1033 l.3 to P.1034 l.14 and insert

“1. Candidates for the Postgraduate Diploma in Teaching English Language in University Settings (the Diploma) shall normally have successfully obtained an honours degree. They shall normally be engaged as teachers of English as a second or foreign language at the time of application, and shall expect to continue this engagement during the Diploma
2. Every candidate will be required to complete all eight summatively assessed online
modules of the course by carrying out tasks and participating in discussions as directed by
the Course Director. Every candidate will also be required to complete both formatively
assessed residential modules, or, in exceptional cases and as determined by the Course
Director, to give evidence of equivalent learning for one of these two modules.

3. Every candidate will be required to satisfy the examiners in the following:

   (i) Satisfactory participation in the appropriate web-based tasks and
discussions for each module

   (ii) Satisfactory performance in the take-home examinations. Every
candidate must complete all eight take-home examinations, each
examination consisting of an essay which will be given a numerical mark;
and a reflective portfolio which will be marked on a pass/fail basis.

4. The overall mark for the Diploma shall be the mean of the seven best marks of the eight
essays completed in the take-home examinations. Failure on a portfolio will result in a
maximum mark of forty nine on the corresponding module. Marks will be released to
candidates during Hilary Term and Trinity Term of each year after a meeting of the
Examination Board for the Diploma.

5. In each of the two years of this part-time course, an electronic copy of each of two
module Michaelmas Term take-home examinations and accompanying portfolios must be
uploaded to Weblearn, no later than noon on the Friday of Week 0 of Hilary Term, and an
electronic copy of each of two module Hilary Term take-home examinations must be
uploaded in the same fashion no later than noon on the Friday of Week 0 of Trinity Term.
Each take-home examination must be accompanied by a declaration indicating that it is the
candidate’s own work.

6. Candidates for the Diploma who fail any part of the examination may be re-examined on
not more than one occasion which shall be in the year following their initial failure.

7. The pass mark for each take home examination is fifty. The examiners may award a
distinction for excellence on the overall examination."

**Explanatory Notes**

The revised regulations clarify that:

Students are required to pass the first six modules of the PGDip and to submit a
satisfactory dissertation proposal to progress to the MSc.

Candidates failing any taught modules may be re-examined on one further occasion,
normally in the following year. If a candidate fails the MSc dissertation, they may re-submit
the following year.

The MSc degree will be awarded based on the best seven of the eight taught modules
(60% of the award) and the dissertation (40% of the award).

If a student fails the dissertation either at the first attempt, or at resubmission, they may
receive the PGDip as an exit award, as long as they have achieved a mean mark for the
best seven modules of 50 or above.