

Medical Sciences Divisional Board

Approved at the meeting of the MSD Graduate School Committee 30th May 2017 and on behalf of Education Committee on 4th July 2017.

Title of Programme/ Name of Regulation: MSc in Sleep Medicine

Brief note about nature of change: Minor amendments to assessment, online submission instructions, dates of resubmissions, and readmission of PGDip students to MSc programme. New addition to incorporate assessment of essays submitted for credit prior to enrolling on the MSc programme.

Location of change

In *Examination Regulations 2016*: <https://www.admin.ox.ac.uk/examregs/2016-17/mosbcinsleemedi/>

Effective date

For all students on course from MT2017, for first examination in 2017-18.

Detail of change

1. Amend clause 6 by removing point (ii) and re-numbering the following points in clause 6 accordingly:

6. Every candidate for an M.Sc. award will be required to satisfy the examiners in the following:
 - (i) attendance at all modules specified in the *Schedule*;
 - ~~(ii) adequate completion of formative coursework;~~
 - (ii) completion of each of the MCQ examinations prior to the Final Meeting of the Board of Examiners;
 - (iii) submission of eight essays of not more than 4,000 words each (excluding references, appendices, tables, figures or figure legends), relating to each of modules (i) to (viii). Two essays will be submitted at the end of Hilary Term in each year of the course, and two essays will be submitted at the end of Trinity Term in each year of the course, on dates to be specified by the Course Committee and published in the course handbook no later than the start of Michaelmas Term of the first year of the course. Each essay topic will be selected by the Board of Examiners. The essay

topics will be distributed to the students at the start of Michaelmas term of the academic year in which the examination is taken;

- (iv) submission of a dissertation of not more than 10,000 words (excluding tables, graphs, references and bibliography), on a subject selected by the candidate in consultation with the dissertation supervisor and approved by the Course Committee. Approval must be sought by no later than the end of Hilary Term in the first year of the course. The dissertation must be submitted in the Long Vacation of the second year of the course on a date to be specified by the Course Committee and published in the course handbook no later than the start of Michaelmas Term of the first year of the course;
- (v) attendance at the Residential School following at least 2 terms of study and prior to submission of the dissertation.

2. Amend clause 7 to add additional sentences:

- 7. Candidates may be required to attend a viva voce after submission of the dissertation, on a date to be arranged by the examiners. Viva voce will normally cover the content of all of the assessed work and will be conducted via video conference.

3. Amend clause 9 to clarify dissertation submission via a secure online method to be outlined in the course handbook:

9. Dissertations shall be submitted in ~~hard copy and in~~ electronic format via a secure authorised online method to the Chair of Examiners, M.Sc. in Sleep Medicine, c/o Examinations Schools, High Street, Oxford OX1 4BG, by dates to be specified by the Course Committee and published in the course handbook no later than the start of Michaelmas Term of the first year of the course

4. Amend clause 14 to change submission time/dates:

- 14. Candidates who fail to satisfy the examiners in the:
 - (i) extended essays will be permitted, by ~~12 noon Friday~~ 2pm Thursday of Week 8 of the term following the term in which the results were notified to the candidate, to resubmit work in respect of the part or parts they have failed on not more than one occasion.
 - (ii) dissertation will be permitted, by ~~12 noon~~ 2pm on the first ~~Friday~~ Thursday in September in the year following the original date of submission, to resubmit the work in respect to the part or parts they have failed on not more than one occasion.

5. Amend clause 18 to change the number of years between completing the PGDip and readmitting to the MSc:

18. In the case that a candidate who has been awarded the Postgraduate Diploma is readmitted to the M.Sc. then the following apply:

- (i) If any candidate who is successful in the examination for the M.Sc. has previously successfully completed the Postgraduate Diploma, then the subsequent award will subsume his or her previous award.
- (ii) If any student who has previously successfully completed the Postgraduate Diploma and ended their registration on the Programme subsequently is re-admitted to the M.Sc., the Course Committee shall have the discretion to deem satisfactory completion of modules within the Postgraduate Diploma as having met the attendance and examination requirements in respect of the modules (i)-(viii) specified in the Schedule. Such discretion will normally only be exercised if the time elapsed between completion of the final module contributing to the Postgraduate Diploma and registering for the M.Sc. is not more than ~~two~~ three years.
- (iii) Candidates will be required to submit a dissertation as specified in point 6(v) above, however the deadline for approval of the dissertation subject will be the end of Friday of Week 8 of Michaelmas Term following readmission.

6. Add in clause 20 to take into account candidates who have completed modules for credit prior to admission to the MSc programme.

20. In the case that a candidate has undertaken a module (as outlined in the Schedule) for credit prior to enrolling onto the MSc in Sleep Medicine programme, the organising committee shall have discretion to deem satisfactory completion of the module (including the associated assessment) prior to registration for the MSc in Sleep Medicine. The organising committee shall decide if the candidate has met the attendance and examination requirements in respect of that module under 6.i-iii above. Such discretion will normally only be exercised if the time elapsed between commencement of the accredited module concerned and registration for the MSc in Sleep Medicine is not more than three years. The maximum number of modules taken for credit prior to registration for the MSc in Sleep Medicine that can contribute to the achievement of the award shall be three.

Explanatory Notes

The changes to clauses 6, 7, and 14, aim to clarify the assessment submission process. These changes have been introduced following discussions with the Registry, Department of Continuing Education who administer the submission of examinable material and student status

administration for the MSc in Sleep Medicine.

The amendment to clause 9, removing the necessity of submission of a hard copy of the dissertation, comes following the exams schools changes to permit dissertation submission via Weblearn.

The change to clause 18 has been introduced to allow students to have sufficient time (3 years rather than 2 years) to apply for the MSc course after making the decision to be readmitted to the MSc after completing the PGDip. The admissions process can take a year before entry onto the course and thus we request that students have sufficient time to apply for the MSc. The course committee do not believe this small change will significantly impact on the candidate's knowledge of the current research field.

The addition of clause 20 aims to incorporate examinable data from students who take individual modules for continuing professional development credit into the MSc programme. Students are permitted to take a maximum of three modules for credit. The submission of the extended essay for that module will be assessed by the exam board at the time the module is completed. The student will have completed an MCQ and acquired the attendance requirement. If a student has completed a module(s) for credit and wishes to apply for the MSc, the organising committee will decide if the completion of that module(s) and associated assessment is satisfactory and can be used as part of the MSc assessment requirements. This regulation is similar to that used by the MSc in Evidence Based Health Care, a course that also incorporates units taken for credit into a subsequent MSc programme.