

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

SSD/2/2/4

**Social Sciences Board**

**Approved by the Teaching Audit Committee on 07/07/15 (Chair's Action)**

**Title of Programme**

MSc Teaching English Language in University Settings

**Brief note about nature of change:** Change admissions route, changes to improve clarity and parity between TELUS and ALSLA

**Effective date**

**For students starting from MT 2015**

**For first examination from 2016-17**

**Location of change**

In *Examination Regulations* 2014

**Detail of change**

**1. Remove P718, I22 – P719, I6 and replace with:**

1. All candidates will initially be admitted for the Postgraduate Diploma in Teaching English Language in University Settings. Candidates for the MSc in Teaching English Language in University Settings 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 course.

2. Every candidate must follow a part-time course of instruction in Teaching English Language in University Settings as determined by the Course Director. All candidates on the course are required to complete eight summatively assessed taught modules, and two 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 residential modules. Candidates must also submit a dissertation.

3. Candidates shall be deemed to have passed the examination if they pass seven of the eight modules and pass the dissertation.

4. In each of the two years of this part-time course, an electronic copy of each of two module Michaelmas Term take-home examinations 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 it is the candidate's own work. Marks will be released to candidates during Hilary Term and Trinity Term of each year after a meeting of the Examination Board. To transfer successfully from the Postgraduate Diploma to the MSc candidates must have passed the first four modules and must matriculate in the term in which they submit their dissertation.

5. Candidates are 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 their supervisor, which must be closely related to one or more of the themes of the course. The subject and title selected by the candidate must be approved by the Course Director at a time to be announced at the beginning of the academic year in which the examination is taken.

6. Two soft bound, word processed or printed copies of the dissertation must be delivered to the Chair of the Examiners, M.Sc. in Teaching English in University Settings, c/o Examination Schools, High Street, Oxford, OX2 6PY not later than noon on the last Friday of August of the year in which the final Module examination has been taken. These copies should be anonymous except for the candidate number. The dissertation must be accompanied by a declaration indicating that it is the candidate's own work. Candidates will also be required to submit an electronic copy of the dissertation to Weblearn by noon on the same day and to submit a hardbound copy of the dissertation to the Department of Education no later than one week after submission of the softbound copies to the Examination Schools. 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.

7. If a candidate receives a failing mark for any of the summative assessments, they may resubmit the assessment on one further occasion, either by a date for resubmission which will be published by the Course Director when the results are released, and will be no sooner than 6 weeks from the release of the results, or in the corresponding term of the

following year when assessments take place. If a candidate fails the dissertation, they may resubmit the dissertation one further time on the next occasion when this is examined. Candidates who fail any modules or the dissertation at the first attempt cannot normally be awarded more than 50 at resubmission.

8. If a failing mark is received on the dissertation, either at the time of the original submission or upon re-sit and a passing mark has been received for seven out of the eight modules, the student may apply to exit the programme with a Postgraduate Diploma.

9. The candidate may also be examined orally. The oral examination will normally be on the candidate's dissertation.

10. The examiners may award a distinction for excellence in the whole examination.

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**Explanatory Notes**

Change admissions route, changes to improve clarity and parity between TELUS and ALSLA