

Medical Sciences Divisional Board

Approved on behalf of Education Committee 11 July 2022

Title of Programme/ Name of Regulation [if general]

Master of Science by Coursework in Sleep Medicine

Brief note about nature of change: Major change to diversify assessment methods

Location of change

<https://examregs.admin.ox.ac.uk/Regulation?code=mosbcinsleemedi>

Effective date

For all students on course from MT 2022 and for first examination from 2022-23

Detail of change:

Amend citation references 1.6-1.29 (new text underlined, deleted text struck through).

^{1.6}6. Every candidate for an M.Sc. award will be required to satisfy the examiners in the following:

^{1.7}(i) attendance at all modules specified in the *Schedule*;

^{1.8}(ii) completion of each of the end of module MCQ assessment examinations prior to the Final Meeting of the Board of Examiners;

^{1.9}(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~~ completion of the assessment for modules (i) to (viii) specified in the *Schedule*. For modules (i), (iii), (v) and (vii), submission of one essay per module of not more than 4,000 words. For module (ii), completion of an online examination. For module (iv), submission of an oral presentation and an online *viva voce*. For module (vi), completion of a live online case-study-based *viva voce* examination. For module (viii), submission of a poster presentation and an online *viva voce*.

Assessments will be submitted/conducted as follows: modules (i) and (ii) at the end of Hilary term in year 1 of the course; modules (iii) and (iv) at the end of Trinity Term in year 1 of the course; modules (v) and (vi) at the end of Hilary term in year 2 of the course; and modules (vii) and (viii) at the end of Trinity Term in year 2 of the course;

^{1.10}(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;

^{1.11}(v) attendance at the Residential School following at least 2 terms of study and prior to submission of the dissertation.

7. Candidates who are not registered for an award but are undertaking any module from the *Schedule* for credit (see clause 18) will submit an essay of not more than 4,000 words each for each module completed. Information on assessment requirements and submission deadlines is provided in the course handbook.

^{1.12}7. 8. 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 the assessed work and will be conducted via video conference.

^{1.13}~~8. 9. Essays Submitted~~ assessments shall be submitted, in electronic format via the University approved assessment platform, ~~to the Chair of Examiners, M.Sc. in Sleep Medicine~~. The format of each submission and the deadlines for submission shall be ~~specified by the Course Committee~~ and published in the course handbook at the start of Michaelmas Term of the first year of the course.

^{1.14}~~9. 10.~~ Dissertations shall be submitted in electronic format via the University approved assessment platform, ~~to the Chair of Examiners, M.Sc. in Sleep Medicine~~, 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.

^{1.15}~~10. 11.~~ All written submissions must be accompanied by a statement that they are the candidate's own work except where otherwise indicated.

^{1.16}~~11. 12.~~ Candidates must pass each assessment in order to pass the examination overall.

^{1.17}~~12.~~ The examiners shall retain one copy of each dissertation of each successful M.Sc. candidate for deposit in the appropriate departmental library.

^{1.18}13. Candidates who fail to satisfy the examiners in the any of the assessments in clause 6. (iii) or (iv) may attempt the failed assessment(s) on no more than one further occasion usually within one year of the original failure.

^{1.19}(i) ~~extended essays will be permitted, by 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.~~

^{1.20}(ii) ~~dissertation will be permitted, by 2pm on the first Thursday in September in the year following the original date of submission, to resubmit the work in respect of the part or parts they have failed on not more than one occasion.~~

^{1.21}14. Candidates who fail any of the extended essays assessments for modules (i)-(viii) or dissertation at the second attempt will be judged to have failed to reach the necessary standard for the award.

1.2215. Candidates who have failed the dissertation but have satisfied the requirements for the award of the Postgraduate Diploma may be awarded the Postgraduate Diploma.

1.2316. Candidates who have satisfied the requirements for the award of the Postgraduate Diploma and who do not wish to continue their studies, may end their registration and at that point be awarded the Postgraduate Diploma.

1.2417. In the case that a candidate who has been awarded the Postgraduate Diploma is readmitted to the M.Sc. then the following apply:

1.25(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.

1.26(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 three years.

1.27(iii) Candidates will be required to submit a dissertation as specified in clause point 6(iv) above, however the deadline for approval of the dissertation subject will be the end of Friday of Week 8 of Michaelmas Term following readmission.

~~1.2818. In the case of a candidate who is readmitted they will be subject to the Examination Conventions in force at the date of their readmission.~~

- ~~1.2919~~ 18. 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 as having met the examination requirements in respect of that module under clause 6. above. ~~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

1. **Diversification of Assessment Methods** (approved by MSD and Education Committee). The changes are in line with University of Oxford policy on Flexible and Inclusive Teaching and will result in an improved alignment between the assessment process and the course/module learning outcomes and promote inclusivity in assessment design. Extended essays are to be retained for half of the assessed modules (one per pair of assessed modules) to enable the course team to continue to monitor student progress using this established assessment method. The remaining modules will be assessed using a diverse range of authentic assessment methods (Villarroel *et al.* 2017).

2. **Retention of essay based assessment of all modules for credits** (approved by MSD and Education Committee). We will continue to use the extended essay assessment in all cases, as currently stated in the examination regulations, to permit parity in the assessment of students who in some cases only undertake a single module for credit.