INSTRUCTIONS TO EXAMINERS FOR THE DEGREE OF MASTER BY COURSEWORK AND BY COURSEWORK AND DISSERTATION AND FOR POSTGRADUATE DIPLOMAS

1. Candidates may proceed to the degree of Master or to a Postgraduate Diploma by submitting a dissertation and taking a written examination, or by taking a written examination only.

2. Each dissertation shall be examined by two or more Internal Examiners. The External Examiner will monitor and report on whether marking is undertaken rigorously and in accordance with the assessment criteria, in particular by reviewing the marking of samples of student work. Where a dissertation is deemed to have failed or to be of distinction level or to be borderline fail/pass or borderline between two classifications, the dissertation must be examined by the External Examiner and separate reports must be submitted by each Examiner.

The Examiners will be advised of the nature and extent of the programme of study followed by the candidate and of the conventions under which the programme is examined and of whether the Faculty Board has authorised the award of the degree of Master "with Merit" or "with Distinction" to candidates taking the programme. Awards ‘with Distinction’ are to be made only to candidates of exceptional merit and who have reached this standard at the first attempt.

3. The Examiners shall, if either of them so wishes, require a candidate to attend an oral examination or, where this has not already been prescribed, a written examination.

4. If the Examiners suspect that plagiarism has taken place in any written paper or dissertation, the School Disciplinary Committee will consider the alleged breach of the regulations as per the procedures outlined in Annex 10 (Academic Discipline: Procedures) of the Credit Framework for Taught Programmes.

5. A dissertation should take the form of an extended essay or of a report on a project undertaken by the candidate during his/her programme of study. In the dissertation the candidate is expected to show appropriate ability in the organisation and presentation of his/her material and an adequate command of his/her chosen topic.

6. 6.1 The Examiners shall:

   6.1.1 submit a written report on the dissertation on a form which will be provided. Such reports will be released to the candidate unless the Examiners indicate otherwise;

   6.1.2 make a specific recommendation about the award of the degree or Postgraduate Diploma.

6.2 The recommendations which the Board of Examiners may make are as set out in paragraph 7.10 of the Regulations (available at http://www.kent.ac.uk/teaching/qa/regulations/taught/regs_taught.html#progression).

6.3 The Senate has agreed that a candidate who, at the first attempt at any part of the examination, fails to reach the standard required should, except in exceptional circumstances, be offered a further opportunity to reach the required standard, either by taking further examinations or by revising and resubmitting a dissertation.

6.4 The form of re-examination recommended by the Board of Examiners may include the following:
For candidature by coursework and dissertation

6.4.1 That the candidate be permitted to resubmit the dissertation in a revised form not later (except in cases of illness or other good cause) than twelve months after the decision to allow resubmission has been made by the Board of the Faculty. If at least one of the Examiners so wishes, he/she may require the candidate to undergo an oral or written examination or both.

**Note:** This recommendation may only be made in cases where the candidate has either satisfied the Examiners in the written examination or has not been required to take a written examination.

6.4.2 That the candidate be permitted to take a further written examination on one occasion only not later than twelve months (except in cases of illness or other good cause) after the decision to allow re-examination has been made by the Board of the Faculty. The candidate may in this case be required to pass such examination before he/she is allowed to submit a dissertation.

6.4.3 That the candidate be permitted to resubmit the dissertation in a revised form and take a further written examination not later (except in cases of illness or other good cause) than twelve months after the decision to allow this has been made by the Board of the Faculty. If at least one of the Examiners so requires, he/she may also require the candidate to undergo an oral examination.

**For candidature by written examination**

6.4.4 That the candidate be permitted to take a further written or oral examination or both on one occasion only not later (except in cases of illness or other good cause) than twelve months after the decision to allow this has been made by the Board of the Faculty.

6.5 When Examiners concur in recommending the award of the degree or Postgraduate Diploma, or the award of the degree or Postgraduate Diploma subject to certain minor corrections, a joint report is acceptable. In all other instances the Board of the Faculty will normally expect separate reports.

6.6 In the case of programmes where a candidate is required to take a written examination and subsequently prepare and submit a dissertation recommendations (if appropriate) may be made after the written examination and not at the end of the programme of study.

6.7 Where the Examiners recommend that a candidate be permitted to revise and resubmit a dissertation, or that a degree or Postgraduate Diploma be awarded subject to minor corrections to the dissertation, the Internal Examiner will be responsible for ensuring that a written statement giving details of the revisions or minor corrections required is sent to the School Office.

6.8 Examiners may find it helpful to know that, where they recommend that a candidate be required to revise and resubmit a dissertation, the candidate will be required to pay a resubmission fee and the External Examiner will receive a fee for examining the revised dissertation. Where the Examiners require only minor corrections to the dissertation, no further fees are involved and the Internal Examiner only will be asked whether the candidate has completed the required corrections satisfactorily.

7. The reports and recommendations of Examiners and their copies of dissertations must be returned to the School Office. Examiners are asked to do so as soon as possible - and in any case within two months from the time of receipt of the dissertation.

8. The Examiners’ recommendations shall be subject to the approval of the Board of the Faculty and of the Senate and the result of the examination shall not be published until after such approval.