

Academic Registry

**MSc(Res) / MSt(Res) Thesis submission and examination
Guidelines for Schools**

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Overview

MSc(Res) / MSt(Res) students need to submit their thesis by their expected end date of studies, which can be seen in the Data Warehouse. Normally this is exactly one year after their start date, but their end date may change as a result of a Leave of Absence, etc. It is possible then for a student to submit at any point in the year. Students submit their thesis in MMS (to the School directly, if requested), but not centrally.

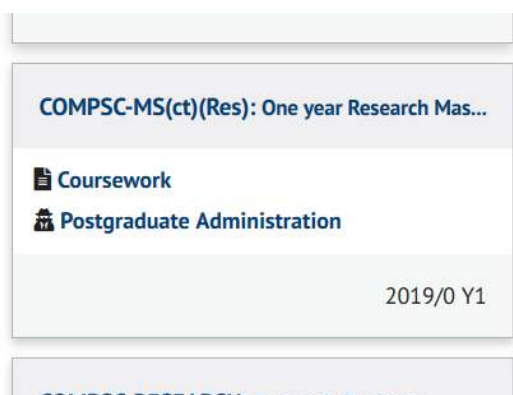
The process below describes how the students should submit their thesis, and the actions that the School will need to take. *School actions are indicated with a '➤' symbol.*

The process takes place mainly in **MMS**, and via **direct communications** between Registry, student, School and Pro Dean.

For any questions, please contact the Registry-Research Postgraduate Team registry-pgr@st-andrews.ac.uk.

Pre-submission

A module can be found in MMS corresponding to each MSc(Res) / MSt(Res) subject. The modules are titled '[School code]-MS(ct)(Res) (One year Research Masters)'. For example, for Computer Science the module is 'COMPSC-MS(ct)(Res) (One year Research Masters)' (screenshot below).



- The School should set up the module and coursework tools (including a re-assessment tab) every year in August, as part of the regular roll-over of modules (this has been done for the 2019/0 academic year).

Students will appear in the module corresponding with the Academic Year of their start (e.g. a student who starts the programme in September 2020 will appear in the 2020-1 module, and will need to submit their thesis in that instance). As a result, the module should be available for more than a year (we suggest you set the duration to be 21 months, though you may need to extend it, if students need to submit after that; for example, in case of LoA). The module dates can be set on the *Module Overview*.

Registry will email the student a few weeks before their end date to remind them of the deadline and process (copying in the School). At the same time, Registry will also email the School with a notification and reminder to appoint examiners.

Thesis Submission

Students will be directed to submit their thesis in MMS. There is no requirement for hard copy submission centrally. It is acceptable for the School to ask for printed copies to be submitted at the School office, but we would ask the Schools to let the students know about this directly and in advance.

NB. Please be aware of any restrictions during the Covid-19 outbreak, and that paper submission may not be possible during this period.

- The School must notify the Registry PGR team by email when the student has submitted, including the thesis title, so the student's record can be updated.

☆ *Note on Turnitin:* The assignments have been set up to go through Turnitin, to allow for academic misconduct checks. Please keep in mind that there are some Turnitin limitations that may impact submission (e.g. size limit, which is usually not an issue for other submissions, but may be for an MSc(Res) / MSt(Res) thesis). You can read more about Turnitin limitations here: <https://www.st-andrews.ac.uk/mms-guides/staff->

[guides/ga/courseworktool/question,1907451,en.php](https://telsta.dropmark.com/295093) and there is staff and student guidance here: <https://telsta.dropmark.com/295093>.

Examination of the thesis

The process is governed by the [Assessment of postgraduate research students policy](#).

Internal examination

Each thesis should be examined by at least two internal examiners as assigned by the School. The School does not need to notify Registry about this.

The examination of a thesis should normally be completed within three months of the date of submission. In most cases an oral examination will not be required, although the examiners may request that an oral examination takes place if they deem it necessary.

Depending on the School practice, each examiner may produce their feedback, and may upload it in MMS as feedback – this is not compulsory. The examiners will need to agree jointly an outcome from the options set out in the [Postgraduate Senate Regulations](#).

- The examiners will need to produce and sign the [Examination Report Form](#), and liaise with the Programme co-ordinator, who will need to approve the outcome.
 - The report could be a collation of the feedback of each of the examiner, or an amalgamation of their comments.
- Following approval by the PGT co-ordinator, Schools should upload the report as feedback in the Coursework tool in MMS. **Schools must not enter a mark in MMS.**
 - In MMS, when the school is ready to make the feedback visible to students, you should select the 'feedback visible' option on the Coursework configuration page, not the 'marks and feedback' option.
- The School should send the completed and signed report to the Registry PGR team by email as soon as possible, so it can be processed, and approved by the Pro Dean.

External moderation

Schools should send all submitted theses to an external examiner for moderation. Normally, this should happen before the student has been notified of the outcome.

For MSc (Res) and MSt (Res), the role of the external examiner is to:

- monitor assessment standards and the quality of the internal examiners' reports.
- submit a short report commenting on the above (a single report for all theses and reports moderated by each examiner is fine).
- provide advice on problematic cases that cannot be resolved within the School (i.e. the internal examiners do not agree on their recommendations). The final decision will be with the School.

Schools should normally use any of their current PGT (or UG) external examiners, according to their expertise.

External Examiners payments for MSt(Res) or MSc(Res) theses should be calculated separately to their UG/PGT duties, similar to other PGR external examiners payments. You can find more information about External Examiners' fees and the expense claim form here: <https://www.st-andrews.ac.uk/education/staff/assessment/external-examiners/fees/>.

After the School has submitted the report

Registry will notify the student that the report is ready for them to view in MMS (they would have had access to it previously anyway).

If the outcome is 'three months corrections'

Registry will notify the student of the outcome and new deadline. The student will need to submit their corrected thesis in MMS, in the Re-submission coursework assignment.

- Internal examiner(s) should check the amended thesis, and if satisfied with corrections, the School should email the Registry PGR team to notify them of the outcome.

If the outcome is 'Degree be awarded'

Registry will liaise with the Pro Dean to approve the outcome, and notify the student.

If the outcome is 'resubmission – six months'

Registry will liaise with the Pro Dean to approve outcome, and notify the student of the outcome, new end date, etc.

The student will need to re-submit the thesis in MMS, in the Re-submission coursework assignment. The School will then need to follow the whole examination process as above.

If the outcome is 'no award'

Registry will liaise with the Pro Dean to approve the outcome, and notify the student of the outcome.

Contact for queries / Useful links

For any questions, please contact the Registry-Research Postgraduate Team registry-pgr@st-andrews.ac.uk

For any MMS or Turnitin questions or issues, please contact the IT Service Desk itservicedesk@st-andrews.ac.uk

MMS Staff User Guides: <https://www.st-andrews.ac.uk/mms-guides/staff-guides/>

Screenshots

Coursework tool:

[Modules](#) > [2018/9-Y1 HIS-MS\(ct\)\(Res\) \(One year Research Masters\)](#) > [Coursework](#) > Coursework Overview

View Options

Show students:

De-anonymise ☐

[Change View](#)



Matric Num	Assignments	Running Average	Overall Average	Module Notes	
	Asgn				
		N/A	0.0	[Add/Edit Notes]	Individual
Due Date 26/01/2020 23:59					
Averages -					
Weight 100.0 %					

Possible values for each student's coursework:

- A grade** Work submitted and marked.
- [A grade]** Work submitted and marked, with the grade hidden from students.
- ✓** Work submitted and feedback given, with the assignment having no weight.
- ✗** Work submitted but one or more acknowledgements are rejections.
- E** Student was excused; assignment not taken into account for that student's averages.
- ★** Work submitted, due date passed, but not marked and feedback date *has not* passed.
- 📅** Work submitted, due date passed, but not marked and feedback date *has* passed.
- ⚠** Exceptional circumstances applied in the week preceding the due date.
- 🔔** An academic alert has been raised against this student.

Coursework tool – Feedback page

[Modules](#) > [2018/9-Y1 HIS-MS\(ct\)\(Res\) \(One year Research Masters\)](#) > [Coursework](#) > Assignment

View Options

Show students:

De-anonymise ☐

[Change View](#)

[View chart of grades awarded](#)

[View Turnitin Scores](#)

Download all work for this assignment as [\[Zip\]](#), [\[PDF\]](#) or [\[Zip & Coverpages\]](#)



Matric Num	Due Date	Feedback	File	Submitted	Lateness		Grade	Feedback	Turnitin Score	Module Notes	Select
					Days	HH:MM					
	26 Jan 20	2 Feb 20	View file in Turnitin	26/01/2020 16:42				[View Feedback]		[Add/Edit Notes]	