Queen's University Belfast

INSTITUTE OF THEOLOGY

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POSTGRADUATE HANDBOOK
2009/2010

*While every effort has been made to ensure the accuracy of the information
in this document, the Institute cannot accept responsibility for any
errors or omissions contained herein.*

TABLE OF CONTENTS

FORMS

Form 1   *Record of meetings (research students only)*
Form 2   *Permission to work away from the University (research students only)*

APPENDICES

Appendix I: Theology Guidance notes on Differentiation (research students only)
Appendix II: Procedure for Dealing with Academic Offences
Appendix III: Writing Guide
Appendix IV: Theology Library Notes
Appendix V: Guide to acceptable extenuating circumstances
Appendix VI: Guide to conceptual equivalents scale for PG programmes.

Welcome to the Institute of Theology

We hope that you will enjoy your time with us, and will find your chosen pathway both stimulating and rewarding. This booklet has been compiled for distribution to all postgraduate students enrolled within the Institute of Theology to act as a general guide to the Institute and the degrees that it offers. It is in your best interests to keep this booklet at hand, as you may find that it will answer most of your queries throughout the year.

Remember to check our website: http:www.qub.ac.uk/ithe for regular, up-to-date information on what is happening in the Institute of Theology. Links are also provided to your College webpages.

SECTION A: GENERAL INFORMATION

➢ Structure

The Institute of Theology is made up of Theological Colleges recognised to teach Theology on behalf of the University. In addition to enrolling with the University, each student must register with the College where their supervisor is based. Although your teaching and supervision will be carried out in one of the Recognised Theological College, you are also enrolled as a postgraduate student of Queen's University Belfast with all the privileges and responsibilities of such. For example, you are able to use all of the University's computing and library services, for which individual guidebooks are available. A full guide to the facilities that the University offers is available on the following website: http://www.qub.ac.uk/studying/webpages/resources.htm

Each College offers a close-knit and supportive community. Although some of the Colleges may be linked to a particular Christian denomination the courses are non-denominational in character, and are open to all suitably qualified applicants, no test of religious belief being imposed on any person.

The University's Institute of Theology, headed by a Director, coordinates the delivery of QUB taught and research programmes within the Colleges and is responsible for the maintaining of standards, both academic and procedural.

➢ Institute of Theology Staff

1.   _Director of the Institute of Theology_

The Director of the Institute is **Professor Hugh Magennis**. He is also Professor of Old English Literature and Director of Medieval Studies in the School of English.

2.   _Chair: Postgraduate Research Committee_

The Chair of the Theology Postgraduate Research Committee is **Dr James McKeown**. His role in the Institute is focused on postgraduate activity within the Colleges and ensuring that the rules and regulations of the University are observed. Dr McKeown's personal interests include the Old Testament and Biblical languages.

3.   _Chair: Education Committee_

The Chair of the Theology Education Committee is **Dr Maurice Dowling**.   His role in the Institute is focused on undergraduate activity within the Colleges particularly ensuring that the examination protocol of the University is adhered to.   In addition, Dr Dowling is responsible for co-ordinating the annual module and pathway review exercise of the University.

4.   _Secretary to the Director_

The Secretary to the Director is **Ms Kim Mahon.**   Ms Mahon coordinates the administration of the Institute of Theology, Queen's University Belfast.   Please note that the office hours are: 10.00 a.m. – 12 noon and 2.00 – 4.00 p.m. each day.

5.   _Theology Secretary_

The Secretary for the Institute of Theology is **Mrs Anne Burrows**. Her office is situated in Room G004, 6 Malone Road and Anne is available between 10.00 a.m. to 12 noon Monday - Thursday. Telephone number: 9097 6793. Email: theology@qub.ac.uk

6.   _MTh: Research Study Skills (RSS) Co-ordinator_

The MTh RSS Co-ordinator is **Professor Drew Gibson**. He is a full-time member of academic staff in Union Theological College, teaching Practical Theology to both undergraduate and postgraduate students. He also provides postgraduate supervision to those embarked on PhD research.

➤ **Dates of University Semesters**

The University semester dates for 2009-2010 are as follows. Please note that some of the theological colleges may follow an alternative teaching timetable.

Autumn Semester

Weeks 1-12	Teaching	Monday 28 September – Friday 18 December 2009
3 weeks	Vacation	Monday 21 December – Friday 8 January 2010
Weeks 13 -15	Assessment	Monday 11 January – Tuesday 26 January 2010
Inter-semester break		Wednesday 27 January – Friday 29 January 2010
Deadline for return of examination results		Tuesday 9 February 2010

Spring Semester

Weeks 1 – 8	Teaching	Monday 1 February – Friday 26 March 2010
3 weeks	Vacation	Monday 29 March – Friday 16 April 2010
Weeks 9 – 12	Teaching	Monday 19 April – Friday 14 May 2010
	Revision period	Monday 17 May – Wednesday 19 May 2010
Weeks 13-15	Assessment	Thursday 20 May – Saturday 5 June 2010
Deadline for return of examination results		Thursday 24 June 2010

➤ Theological Colleges

There are four theological Colleges recognised to teach Theology on behalf of the University. The Colleges are:

BELFAST BIBLE COLLEGE
Principal: Dr D. Shepherd
Glenburn Road South
Dunmurry BT17 9JP
Tel: (028) 9030 1551
Website: http://www.belfastbiblecollege.com

IRISH BAPTIST COLLEGE
Principal: Rev Dr H. Moore
19 Hillsborough Road
Moira, Co Down
Tel: (028) 9261 9267
Website: http://www.irishbaptistcollege.org.uk

EDGEHILL THEOLOGICAL COLLEGE
Principal: Rev Dr R. Clutterbuck
9 Lennoxvale, Malone Road
Belfast   BT9 5BY
Tel: (028) 9066 5870
Website: http://www.edgehillcollege.org

UNION THEOLOGICAL COLLEGE
Principal: Rev Professor L.S. Kirkpatrick
108 Botanic Avenue
Belfast   BT7 1JT
Tel: (028) 9020 5080
Website: http://www.union.ac.uk

➤ Staff profiles regarding areas of research/expertise

POSTGRADUATE SUPERVISORS AND SPECIALIST SUBJECTS

OLD TESTAMENT

Dr Desi Alexander	Dr Alexander's research interests lie in the general areas of Old Testament and Biblical Theology. Within these broad fields he has a particular interest in the Pentateuch, the development of messianic ideology in the OT and the use of the OT within the NT.
Dr James McKeown	Old Testament (with special emphasis on the Pentateuch) and Biblical Hebrew.
Dr David Shepherd	Old Testament: any book of the Hebrew Bible, but especially Job, Ezra-Nehemiah, Ruth, Jonah. Topics: False Prophecy, OT Ethics, Sabbath. Aramaic background of the NT. History of Interpretation: ancient translation (Aramaic/Syriac); Bible interpretation at Qumran; visual interpretation (particularly Bible in film).
Professor Patton Taylor	Old Testament

NEW TESTAMENT

Professor Gordon Campbell	Professor Campbell's published work to date has focused mainly on the Book of Revelation – his chief research interests include: Jesus in his first-century context; Christian origins; biblical theology; and mission. He particularly follows NT research and wider theological trends, discernible on the wider European scene, especially in francophone and germanophone contexts.
Dr Hamilton Moore	New Testament
Dr Robert Keay	NT Hermeneutics, ethics, Greek, rhetoric, intertextuality, sociology of early Christianity.

PASTORAL THEOLOGY/WORLD PERSPECTIVES

Professor Drew Gibson	Homiletics, pastoral care and mission, all in the context of N.I. and also cross-cultural mission.
Dr Heather Morris	Pastoral Theology
Dr Graham Cheesman	Mission, particularly linking theory to the practice of mission at home or abroad. Theology and historical theology in the area of ecclesiology. Theological education: the theory and practice of training for ministry and mission.

➤

SYSTEMATIC THEOLOGY/CHURCH HISTORY

Professor Laurence Kirkpatrick	Church History; Early Church; Reformation era; Irish Church History and 19-20th century British and Irish Church, History Christianity in China.
Dr Maurice Dowling	Historical Theology/Church History
Mr Edwin Ewart	Historical Theology/Church History
Professor S.N.Williams	Systematic Theology
Dr Richard Clutterbuck	The nature and development of Christian Doctrine. Ecclesiology. Ecumenical Theology. In addition, Dr Clutterbuck, has a teaching/supervision interest in Liturgy, Hermeneutics, and Modern European theology.

➢ **FREQUENTLY ASKED QUESTIONS**

You may find the following information of help during your academic study with Queen's University. However, if there is anything else you are unsure about, please do not hesitate to contact staff within the Institute of Theology or your College for advice or guidance.

1. *Registration Wizard and QSIS (Queen's Student Information System)*

Students must enrol with the University at the beginning of each academic year using the Registration Wizard in your QSIS account. Postgraduate research students register each year with the University's Postgraduate Research Office. Appointments are forwarded to students each year, subject to satisfactory academic progress. New postgraduate taught students will receive an appointment to attend registration at the University. Returning postgraduate taught students may use the Registration Wizard which will enable you to check your personal details, amend addresses, phone numbers, etc, complete or check your academic enrolment, make your financial arrangements or pay your fees online. Note: a username/password is required to use the Registration Wizard.

### 2. *Queen's On-Line*

Queen's On-Line (QOL) is the gateway for the on-line resources provided by Queen's University Belfast to staff and students. The log-on page is as follows, and users are required to use the username/password given to them at registration. This username/password is private and unauthorised use by other parties is prohibited.
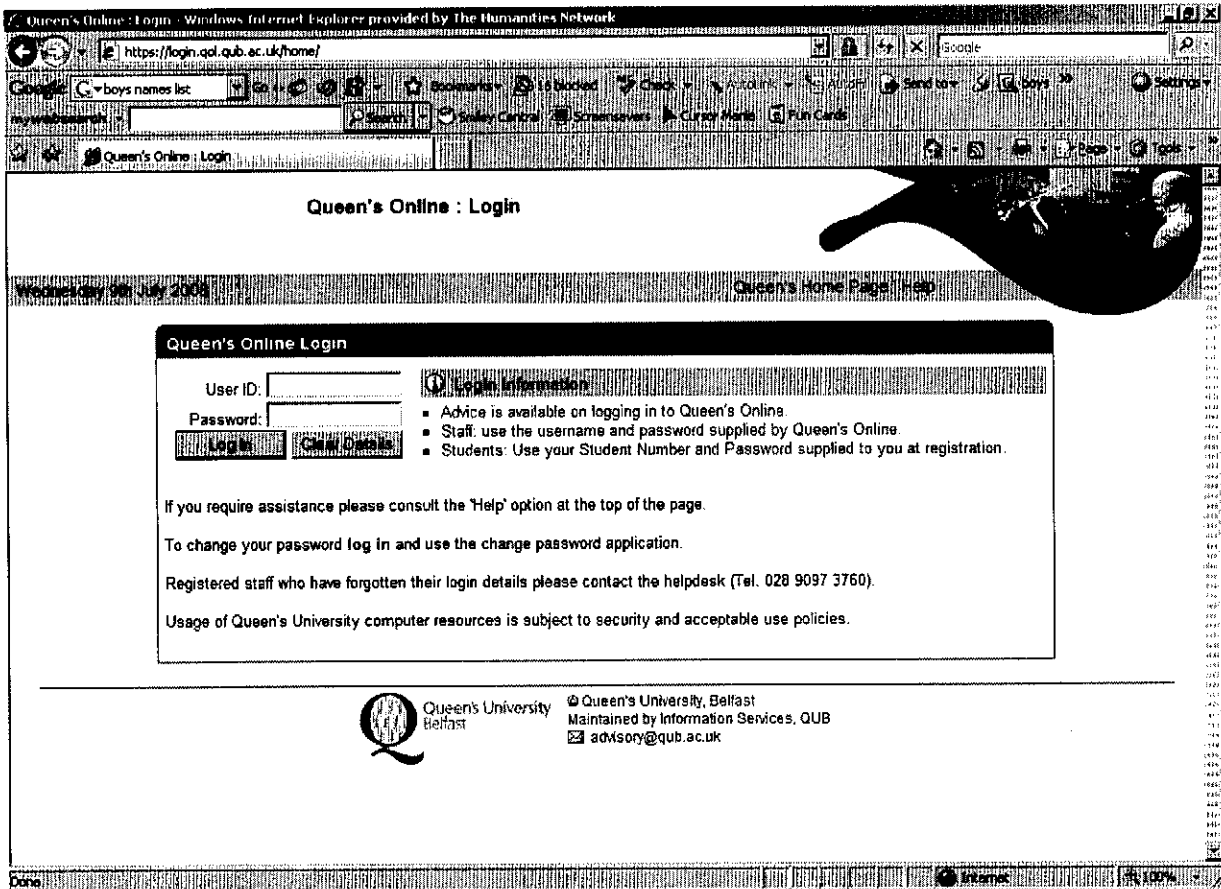
Your Queen's On-line homepage should look like this:
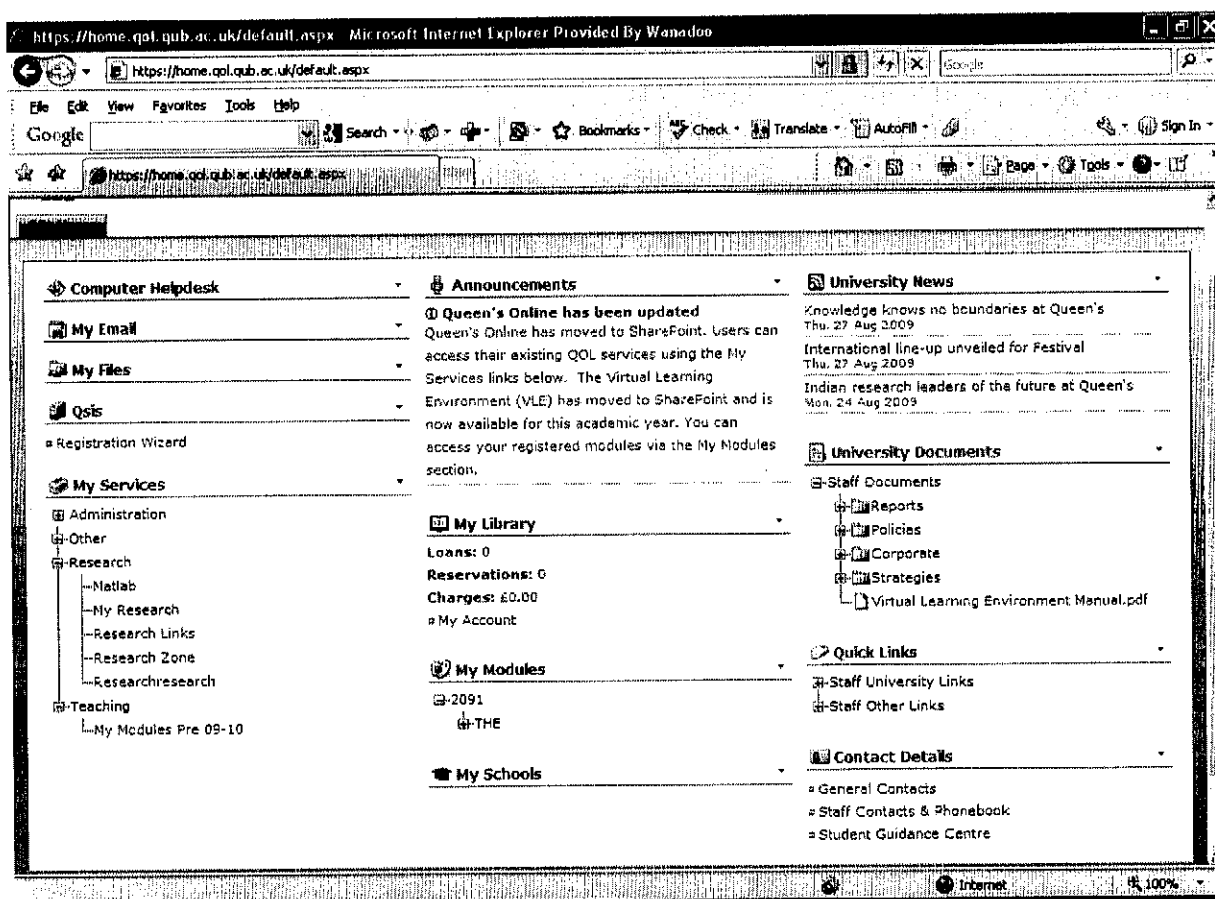
Among other areas, QOL will give you access to QSIS, the University's Student Information System, which will provide you with your academic details for every year registered with the University, your examination results, your personal data and the contact details for your College Adviser.

2. *The use of other College's Library Facilities*

Students wishing to use material in the library of one of the other theological colleges should discuss, in the first instance, with the College Librarian about their needs. Access to other College libraries is not a right! Please remember to carry your University Student Card with them at all times for identification purposes.

3. *Computer Access*

While Colleges provide some computing facilities, students are encouraged to use the extensive computing facilities available on the University campus. Log onto the following Queen's website and find out what is available and where:

http://www.qub.ac.uk/studying/webpages/resources.htm

Students are also encouraged to use the facilities available via the Faculty of Arts, Humanities and Social Sciences website http:www.qub.ac.uk/fhum which provides pages on research and postgraduate matters for prospective and current students.

4.   *Temporary/Permanent Suspension of Studies*

Students may, for a variety of reasons, decide to temporarily suspend their studies with the University, with the intention of returning at a later date. Alternatively, students may wish to permanently withdraw from the University. In both cases, students should contact the Institute Office to complete the necessary administrative process.

5.   *Graduation*

It is anticipated that the summer graduation week for the University will begin on Monday, 5 July 2010. Before a student can register their intention to graduate on the Queens Online system, their overall result must be approved by the official examiners, and reported to the Examinations Office. The deadline for the return of all results to the Examinations Office will be Thursday, 24 June 2010. After that date, students will be able to inform the University of their decision regarding graduation, i.e., whether they will be attending the ceremony, or graduating *in absentia.*

➢ STUDENT SUPPORT

All staff within the Colleges and the Theology Office are ready to give help and advice, or - if more appropriate - to direct students to some other source of support elsewhere in the University. There is no formality about this: simply make the necessary contact.

In addition to the support you will receive in your College, the University has a network of support services and personnel, including: the Student Counselling Service, the University Health Service, the officers of the Students' Union, the University chaplaincies, the Equal Opportunities Unit, the Student Support Service and the Careers Advisory Service. For further information on the wide range of support available, go to http://www.qub.ac.uk/studying/webpages/services.htm

❖ LEARNING DEVELOPMENT SERVICE

Learning Development Team
Student Guidance Centre
T: 028 9097 2727

The Learning Development Service offers academic help and advice and will assist you with your learning support requirements, while studying at Queen's. They have the resources, workshops and people to help you deal with the common academic issues that students experience at some point during student life. It is staffed by highly trained and experienced professionals who offer one-to-one advice that may cover study and organisational strategies, academic writing skills, coping with examinations, managing deadlines, presentation skills and other topics related to academic study.

If you wish to make an appointment, you will meet with one of the Learning Development Services' team to discuss any concerns you may have about your studies and to develop a plan of action. One session may be sufficient but further sessions can be arranged. A session lasts between 30-50 minutes. Sessions are available to all students at any level of study, and are free.

❖ STUDENTS WITH DISABILITIES

Disability Services Team
Ground Floor, Lanyon North
T: 028 9097 2727   E: disability.office@qub.ac.uk

Queen's welcomes and encourages applications from students with disabilities. We will endeavour to ensure that all your individual requirements are met to ensure your time at Queen's is an enjoyable and positive experience.

The University has developed a range of services available for students with disabilities so that all students can be assured equality of opportunity within the University. Currently, over 300 students are registered with Disability Services with a wide variety of different disabilities, including, visual and hearing impairments, physical or mobility difficulties, specific learning difficulties such as dyslexia, mental health difficulties and medical conditions such as diabetes or epilepsy. Disability Services will make every reasonable effort to provide support to meet your individual requirements, which may include:

- academic support, such as provision of material in alternative formats and liaisons with Faculty/School staff to arrange copies of overheads;
- library support, such as extended loans or one to one inductions of the library facilities;
- exam support, such as additional time, rest break or scribes;
- funding applications to cover the cost of equipment, transport and personal support such as note takers or proof readers.

The age and design of some of our buildings can cause difficulties with physical access, we therefore recommend if you are a wheelchair user or have mobility difficulties, that you contact the Disability Services early in the year to ensure that this can be addressed.

Further details on the range of services available can be obtained from the Disability Services web pages, which can be found at www.qub.ac.uk/disability or you can call into the office at anytime. Disability Services staff would be delighted to meet with you to discuss your individual needs and to arrange appropriate support.

Each College has a designated Disability Officer who will deal with any issues you might have in strict confidence.

❖ STUDENT COUNSELLING SERVICE

The Student Counselling service operates on the top floor of the Students' Union providing a friendly and professional service which is freely available to students. It

is staffed by qualified and experienced counsellors and exists to provide students with help and support outside of their own circle of acquaintances. It is available to any Queen's or Stranmillis students from first years to postgraduates.

During the initial session it is decided whether or not counselling can help and, if so, the terms on which counselling is being offered will be agreed with you. Sessions generally last for approximately fifty minutes. If another form of help is thought to be more appropriate to particular situations, other options will be discussed.

As a professional service, the Student Counselling Service are organisational members of BACP (British Association of Counselling and Psychotherapy) and adhere to their Ethical Framework for Good Practice. They are committed to offering a confidential service and very much aware of the need to ensure that any information given will not be passed on without permission.

We work with a wide range of issues, personal, academic and relationship. Students often need someone to talk to during their time at University, so please feel very welcome to contact us, if we can be of any help (tel: 028 9097 2727 or email counsellor@qub.ac.uk).

❖ STUDENTS' UNION ADVICE SERVICES

Based on the second floor in the Students' Union building is the Student Advice Centre. The three advisors in the Student Advice Centre offer impartial advice on a range of issues. Further information on these services is available at the following website: http://www.qubsu.org

The *Vice President for Education* is available for informal consultation or advice on any matters relating to academic progress at Queen's: contact details - e-mail su.vpeducation@qub.ac.uk

The *Vice President for Welfare* is available for advice on any welfare issue or problem, with the main area of work focused on student accommodation, both private and University, and health and safety issues: contact details - e-mail su.vpwelfare@qub.ac.uk

The *Student Financial Advisor*, Connie Craig, is available for advice on any aspect of your finances. Her main areas of work include loans, tuition fees, bursaries, Social Security Benefits and University Discretionary Funding eg Hardship Loans and Support Funds. Students can contact Connie in her office, by e-mail connie.craig@qub.ac.uk

➤ POSTGRADUATE SKILLS TRAINING PROGRAMME

The Postgraduate Skills Training Programme (PSTP) is a programme of transferable/generic skills training for all postgraduate research students. The structured training includes half day and one-day courses with a blend of delivery styles – lecture based, workshop and seminar.

The PSTP is student focussed; it is designed to encourage students to 'plan ahead' and get the balance right between transferable/generic skills training and the demands of their PhD. Students can register for courses on-line through the PSTP website: www.qub.ac.uk/pstp. This site will provide information on registration, course content, course evaluations and postgraduate news and events.

Research students are asked to note that they are advised to undertake 30 days training over the course of their PhD. These 30 days will include both structured training and developmental training or on-the-job training. Students should identify their training needs in consultation with their supervisor at the beginning of each academic year.

➢ THEOLOGY/BIBLICAL STUDIES SEMINAR

The Biblical Studies Seminar was founded by the Old and New Testament Subject Boards in recognition of the depth and breadth of research interest in biblical studies within the Institute. Convening approximately once a month during term time, the Biblical Studies Seminar offers an opportunity for Institute staff, postgraduates and visiting scholars, to present and discuss research papers and projects relating to biblical studies. While all postgraduates within the Institute are invited to attend, those engaged in postgraduate study and research in biblical studies are strongly encouraged to participate in the Seminar with a view to:

   a) familiarizing themselves with the range of research within biblical studies.
   b) interacting with biblical studies staff and students from across the Institute.
   c) learning how to present and discuss research in biblical studies in a context which is academic but also congenial and collegial.

Information regarding upcoming meetings of the Biblical Studies Seminar is to be found on the Institute website at http://www.qub.ac.uk/ithe under News and Events.

➢ ADDITIONAL LEARNING OPPORTUNITIES

Whilst academic study is important, you must also remember that employers recruit graduates who are not only well trained academically but who can also offer a portfolio of personal skills such as communication, problem solving, planning and organising as well as computer skills. The Faculty of Arts, Humanities and Social Sciences, strongly recommends that you build employability skills and gain work experience throughout the duration of your studies. The following are some of the opportunities available to you:

Work Placement Centre and Students' Jobshop

The Work Placement Centre and students' Jobshop is part of Queen's Careers Service and is located in the Student Guidance Centre. The Work Placement Centre helps students to become aware of, prepare for, and apply to a wide range of work experience opportunities, including year out placement, vacation work, work shadowing, volunteer opportunities, and overseas programmes. Jobshop helps students find part-time, temporary employment inside or outside the university.

All available opportunities are listed on the website www.qub.ac.uk/wpc or on the work experience bulletin. Part time jobs off campus are on the Jobshop website at www.qub.ac.uk/jobshop and for jobs on campus students should register with the jobshop.

Some of the specialist programmes on offer at Queen's include:

BEI (Business Education Initiative) Open to any discipline and funded by the Department of Employment and Learning- an optional year to study Business at a college in the USA
www.qub.ac.uk/ilo

WIP (Washington Ireland Programme summer placement in Washington USA)
www.wiprogram.org

Project Children Internship (Summer placement in a variety of locations in the USA)
www.pcinternprogram.org

AIESEC (world's largest international student organisation covers work experience abroad in over 84 countries) www.aiesec.org

IAESTE (International Association for the Exchange of Students for Technical Experience)
www.iaeste.org

Science Shop (opportunities to carry out a research project or work with community and voluntary groups) science.shop@qub.ac.uk

Tutoring in schools (runs one half day per week over a semester you will be placed in a local school)
www.qub.ac.uk/co/students/tutor.htm

Insight Plus An accredited programme which enables students working part time through paid employment, voluntary work or involvement in clubs and societies to get recognition for the skills they develop and apply for a Management Skills Award. Ask at the centre for details.

The Centre also holds a wide range of free literature including student publications and employer directories. For more information please contact Deirdre Deery, Work Placement Development Officer on 028 9097 2727 or e-mail at d.deery@qub.ac.uk or call to the Centre.

Study Abroad Queen's offers opportunities for students to take part of their degree overseas. This can enhance a student's employment prospects as employers place a high value on initiative, self-reliance and maturity of outlook. For more information contact the International Office, level 2, Lanyon Building North or telephone 028 9097 5088 or e-mail international@qub.ac.uk. Website: www.qub.ac.uk/ilo.

ECDL The European Computer Driving Licence is an internationally recognised qualification that enables people to demonstrate their competence in computer skills. For more information, visit http://www.qub.ac.uk/student/.

Languages It is University policy that all Queen's students, whatever their degree subject, should have the opportunity to acquire skill in a foreign language. The Language Centre provides courses for students to take up or continue the study of a language. Classes range from beginners level to advanced and run for 2 hours per week throughout the academic year. For more information, contact: The Language Centre, located in the New Library or email: langcent@qub.ac.uk.

➤ STAFF/STUDENT CONSULTATIVE COMMITTEE

The Staff/Student Consultative Committee (S/SCC) is made up of student and staff representatives from the Theological Colleges and usually meets once in each semester. It is chaired by the Institute Director. This is the forum in which students can formally express their views and raise questions regarding the work of Theology. Any student, whether or not a member of the Committee, is welcome to raise issues for discussion and should contact any representative on the Committee. The minutes of meetings are made available to students through display on College noticeboards. Up to five postgraduate places, reflecting both taught and research pathways, are available on this Committee.

➤ DATA PROTECTION ACT

Queen's University Belfast will collect personal information about students for administrative, academic, statutory and health and safety reasons. The collection, use and disclosure of such information will be in accordance with the Data Protection Act 1998 and the University's Data Protection Policy. Details of the purposes for which your personal data will be used, and a list of those organisations / persons to whom the University may disclose this data, can be obtained from the University's Data Protection Co-ordinator. You will have the right to access the personal information the University holds about you and where necessary request that it be amended to reflect your current circumstances. By accepting a place at the University you will have given your consent to permit us to process your personal data, or such other data as may be obtained from you or other people whilst you are a student at the University. For more information please visit the DP website:

http://www.qub.ac.uk/dataprot/notify.html

➤ FREEDOM OF INFORMATION ACT 2000

The Freedom of Information Act 2000 creates a new statutory right of public access to information held by public authorities in the UK including universities. Under the Act, the general public can request information from the University and, subject to certain exemptions, have that information supplied to them within just 20 working days. The Act also obliges the University to produce and maintain a "Publication Scheme" within which details of information routinely released by the University can be made known and made available more readily to the general public. Further information is available from the Institute Office, or the Registrar's Office of the University.

➢ STUDENTS COMPLAINTS PROCEDURE

Queen's University is dedicated to the highest international standards of teaching, scholarship and research, and to the advancement of knowledge, in an environment of equality, tolerance and mutual respect for all its staff and students. To help achieve and maintain these highest standards, the University has in place a range of quality assurance mechanisms, including a student complaints procedure. Details of the complaints procedure are available in the Institute Office.

Students are reminded that their college also provides a complaints procedure and this should be followed when relevant.

➢ PRIZES AND SCHOLARSHIPS

1. *Theology Prizes*

An award to the value of £100 will be given to the best overall student performance at Level 7 for those students registered for either the Masters of Theology or Masters of Divinity. This scholarship will be awarded on the results of the overall degree performance, in December of each year.

2. *Theology Postgraduate Scholarships*

In order to encourage postgraduate research students to attend and participate in relevant conferences associated with their field of study, the Institute of Theology will award up to four travel scholarships each year to the value of £250, tenable for one year, to postgraduate research students in the Institute of Theology (registered part-time or full-time for either a PhD or MPhil degree).

Students should make application to the Theology Postgraduate Research Committee in writing giving the following details:

- The proposed conference/event.
- Dates, location and duration of trip.
- Reason for attendance: for example, participation in a conference such as presenting a paper.

Please note:

- All applications should come with the supervisor's written support.
- Payments will be made post-event, subject to the submission of relevant receipts.
- Normally a travel scholarship will be awarded to a student once only.
- The closing date for applications will be 1 November each academic year.
- Decisions will be made by the Theology Postgraduate Research Committee.

3.   University/Theology scholarships

The University offer a wide range of scholarships and awards to postgraduate students. While posters are usually distributed to the Colleges, precise details on what is available can be found at the following QUB web site:

http://www.qub.ac.uk/aco/scholarshipsbook/index.html

Currently, the Institute of Theology award four Postgraduate Scholarships to the value of £5,000 to the top four graduates of the Institute of Theology, who register for the full-time Master of Theology degree programme.

SECTION B: ADMISSION PROCEDURES

➢ Admission to taught/research postgraduate courses

Application forms and references

1.   Candidates must use the University's postgraduate application form, available from the Admissions Office or via the following:

http://www.qub.ac.uk/ado/postgraduate/applying.html

2.   Candidates must return their form to the Admissions Office who, after processing, will forward the form to Theology for consideration.

Closing dates

It is anticipated that the Theology Postgraduate Committee will meet on the following dates:

September 2009
November 2009
February 2010
May 2010

Candidates should ensure that their application form has been submitted to the University well before the months detailed above so that all relevant information, for example copies of your degree transcripts, references, etc. have been collated and are available for the meeting. Failure to provide all relevant details may delay a decision on your application.

Candidates who wish to apply for funding should note the University's official closing dates for the submission of their application is as follows:

taught postgraduate courses: 1 April
postgraduate research: 14 May.

Criteria for Admission

1. Candidates must hold (or be about to qualify for) a degree from an approved university or hold another qualification which the University considers to be an appropriate alternative to a primary degree.

2. Theology has clearly-stated selection criteria and adhere strictly to these criteria in all cases. Normally, the following conditions will apply: .

Entry to research degrees

Candidates must hold a II.i honours degree in Theology/Divinity and have a Masters degree. Candidates must achieve an overall average of 60% or above in the Master's degree with 60% or above in the dissertation element.

Entry to the MDiv

Candidates should hold a II.i in a subject other than Theology/Divinity.

Entry to the MTh/PGDipTh

Candidates should hold a II.i honours degree in Theology/Divinity.

International candidates

Students whose first language is not English require the minimum acceptable scores of IELTS 6.5 or TOEF score of 575 (computer-based TOEFL 232) or equivalent as a condition of entry. Research candidates are asked to attain a higher score.

3. Selectors may, if they wish, require candidates to attend for interview before a decision is made.

Selection procedure

The decisions of applications considered by the Theology Postgraduate Research Committee will be transmitted to the Admissions Office. The decisions which are available to selectors are as follows:

1. unconditional offer: where the candidate already has the necessary qualifications.
2. conditional offer: where the candidate has to reach a specified level of achievement before the offer is confirmed.
3. reject.

➢ Funding opportunities

Students should consult the Postgraduate Office at Queen's for full information on funding opportunities and associated deadlines. However, there are two main sources:

Arts and Humanities Research Council (AHRC): application forms are available only from their website at http://www.ahrb.ac.uk

Students should remember that, in order to be considered for funding, you must have applied for a place on a postgraduate programme of study. It is therefore important that you submit your application for postgraduate study in good time. To qualify for consideration for a postgraduate award, a graduate must hold at least an Upper Second Class Honours degree.

➢ Composite fees for home students 2009:

The fees given below are a guide only. Students should consult with their College in the first instance.

PhD, MPhil, MTh, MDiv
Full-time   £3,300.

PhD, MPhil
Part-time   £1,140.

MTh, MDiv
Part-time: rate per credit point   £19.00

A Validation fee is paid to the University. For further details on the amount to be paid, please contact your College or the Institute Office.

SECTION C: HIGHER DEGREES BY RESEARCH

For up-to-date regulations governing higher degrees by research in this University students are advised to consult the following web site:

http://www.qub.ac.uk/home/Research/PostgraduateOffice/InstitutionalCodeofPracticeforRe searchDegreeProgrammes/

GUIDANCE NOTES FOR POSTGRADUATE THEOLOGY RESEARCH STUDENTS

These notes should be read in conjunction with the current Postgraduate Regulations of the University.

Admission

- only candidates who meet the necessary high academic standards and who appear capable of completing the requirements for the degree are admitted.

- the proposed topic is suitable as the basis of a research degree and that it is capable of being completed within the time limits for the degree submission.

Fees

Students are obliged to pay annual tuition fees to the College where their **principal supervisor** is based.   A Validation Fee is also payable to the University each academic year the student is enrolled with the University.

Supervisory Arrangements

Two supervisors will be appointed.

The **principal supervisor** will be the main supervisor and will have overall responsibility for the student. A **second supervisor** will normally be appointed in a supporting role.

An **external supervisor** will only be appointed where a student is working away from the University for an extended period or is undertaking an external PhD. The appointment must be approved by the Theology Postgraduate Committee and formally approved by the University Postgraduate Committee. An internal supervisor will retain overall responsibility for the supervision of the research, and must be appointed in the normal way. The student will be expected to maintain contact with both the internal and external supervisors.

Registration

Students must register as full-time, part-time or thesis-only, and will be liable for the appropriate fee. Any students who have been given permission by the University to suspend their studies will not be liable for fees for the period of suspension.

Full-time registration means that the student is required to spend an average of at least 21 hours a week over a period of more than 18 weeks within a consecutive 12-month period on the research, whether at University premises or otherwise.

Part-time registration means that students spend less than 21 hours a week over a period of 18 weeks within a consecutive 12-month period on their research, whether at University premises or otherwise.

International students will be registered full-time *in the first instance* and will be required to be resident in Northern Ireland, normally close to the University campus, for a minimum of one academic year, i.e., 36 weeks over the duration of their registration with the University.

Progress Monitoring

All research students are included in the University-wide annual Progress Monitoring Exercise and the Theology mid-term report exercise. Supervisors will continually monitor students' progress on an informal basis, so that problems can be addressed at the earliest possible stage.

Research Plan

A yearly **research plan** must be agreed between student and principal supervisor at the first meeting of the year. A copy of the research plan must be forwarded to the Theology Postgraduate Research Committee for approval. The second supervisor may also be involved in drawing up such a plan. The Principal Supervisor will provide the student with regular feedback about the progress of the research.

The Principal Supervisor is responsible for overseeing progress and will use the regular supervisory meetings to check the student's progress against the targets in the research plan.

Differentiation Procedures

Students are required to attend a differentiation interview. The differentiation panel will consist of three senior members of academic staff, who will determine a student's postgraduate pathway, i.e., whether the student should be registered for a Master of Philosophy or the Doctor of Philosophy degree.

The student is required to submit work to the panel and to attend an interview. *Please refer to the Guidance notes.* Both supervisors will be asked to attend; at least one of the supervisors must be in attendance. Differentiation will normally take place within six to nine months after first registration for a full-time student, and within twelve to eighteen months for a part-time student.

Contact with supervisors

Principal Supervisor: The Principal supervisor must meet with the student a minimum of 6 times per academic year for a full-time student and once a semester for part-time students. Both the supervisor and student are responsible for ensuring that regular meetings take place. The Institute will provide a **reporting template** to be signed by both supervisor and student at each meeting; the template will include a date, brief notes on the meeting and future targets that have been set, and space for two signatures. A copy of the reporting template must be forwarded each semester to the Institute of Theology.

Second Supervisor: The second supervisor should attend the initial meeting and then meet with the student at least once during the year to discuss the on-going work and identify possible problems or issues.

External Supervisor: In some circumstances, an external supervisor may be appointed, in which case the student will be expected to maintain effective contact with both the external and internal supervisors. The external supervisor must meet with the student a minimum of 6 times per academic year for a full-time student and once a semester for part-time students. The principal supervisor retains overall responsibility for the progress of the student and must be contacted once per semester both by the student and the external supervisor.

Working away from the University

Students will normally be in regular attendance at the University and have regular meetings with their supervisors while registered for research.

Students may, however, apply to the Theology Postgraduate Research Committee spend part or all of the period of research working away from the University. The Theology Postgraduate Research Committee will only grant permission if it is satisfied that suitable arrangements for support, supervision and training are in place, and that the necessary resources are available at the student's location.

Permission to spend the whole period of research away from Queen's will not normally be granted, and students will normally be required to spend a minimum of the equivalent of one semester (full-time) in residence at the University during the period of the research. A Theology Postgraduate Research Committee may reduce the period of residency where it is satisfied that suitable alternative arrangements are in place, or it may increase the minimum period where there are academic grounds for doing so.

The principal University supervisor will have overall responsibility for the research, and the student will be expected to maintain contact with the principal supervisor during any period spent away from the University. If appropriate, an external supervisor will also be appointed, in which case the student will be expected to maintain effective contact with both the external and internal supervisors.

Students remain subject to University regulations, including the requirements to complete a progress monitoring form each year and to go through the differentiation procedure, during any period spent away from the University.

SECTION D: PATHWAY REGULATIONS FOR TAUGHT MASTERS

➤ Master of Divinity

Educational Aims of Programme:

The Degree of Master of Divinity is designed for those who already hold a degree in another discipline and offers a comprehensive foundation course in Theology combined with specialisation at postgraduate Level. It is designed flexibly so that it is suitable, for example, for those who wish to combine a postgraduate degree in theology with professional training.

On completion of studies each student on the MDiv programme is expected to have
1. developed a competence in the Biblical languages (Hebrew and Greek) and an advanced understanding of a further four theological disciplines;
2. demonstrated evidence of wide and independent reading;
3. developed research skills through engaging in an extended supervised dissertation.

Criteria for Admission to the Programme

Applicants for admission must hold a degree of this or of another approved University or institution in a subject other than Theology (or in which Theology was not the major component). Applicants will normally be expected to have a good honours degree, preferably in an Arts or Humanities subject.

Programme structure, levels, modules and credits

The MDiv degree can be taken either full-time over two years or part-time over three or more years.

Level 6
All candidates will be required to take six qualifying modules at Level 6: two compulsory biblical language modules, together with one module from each of four further subject areas.

Level 7

Candidates may only take Level 7 modules in subject areas in which they have satisfactorily completed a qualifying module. Candidates are not permitted to take both THE651 and THE751; THE652 and THE752; THE653 and THE753; THE654 and THE754; THE655 and THE755; THE656 and THE756; THE659 and THE759.

Candidates will be required, under the supervision of a recognised teacher to be appointed by the Institute Board, to prepare and submit a dissertation of approximately 20,000 words on a topic to be approved by the Board. Full-time students will normally be required to submit their dissertation by the 15 September of their second year. Part-time students may submit their dissertation on 1 May of their third part-time year and will be required to submit the dissertation within 5 years of initial enrolment unless an extension is granted by the Postgraduate Research Committee. The regulations governing the submission of the dissertation shall be the Regulations for Theses.

The modules which will be offered in 2009-2010 are listed below. Detailed information on module content and method of assessment is available at the following website: http://e-info.qub.ac.uk/book_of_modules/

LEVEL 6

THE6050	The Old Testament Narrative and Poetic Texts (OT6A)
THE6052	The Old Testament as History and as Theology
THE6054	Johannine Literature
THE6057	History of Christian Doctrine (ST6A)
THE6058	The Gospels and Acts (NT6A)
THE6062	Early Church History
THE6070	New Testament Greek (Greek6)
THE6071	Biblical Hebrew (Hebrew6)

<u>LEVEL 7</u>

THE7052	The Old Testament: History and Theology
THE7054	New Testament: Johannine Literature and Hebrews
THE7058	Key Doctrines
THE7057	Advanced Hebrew (Hebrew 7)
THE7056	Irish Church History
THE7061	Syriac
THE7068	Missiology
THE7090	Dissertation

Awards, Credits & Progression of Learning Outcomes:
NB The information in this section must be read in conjunction with the general University and specific Faculty Regulations.

Information on the credit transfer and accumulation system is available from the Institute Office.

Examinations

Level 6

Candidates may be permitted one resit in up to two failed modules. Resit examinations (where permitted) will take place in August.

The pass mark for the language modules will be 40%; the pass mark in the other qualifying modules will be 50%.

Having satisfactorily completed the six qualifying modules at Level 6, candidates may proceed to take four modules and a dissertation at Level 7.

In order to provide for some flexibility, part-time students who have satisfactorily completed at least four of the six qualifying modules, may be permitted to take their first two Level 7 modules concurrently with the remaining qualifying modules, providing they have already taken the prerequisite qualifying modules.

Level 7

Candidates must satisfy the examiners in the dissertation and in each of the four Level 7 modules. The pass mark for each module will be 50%. Candidates may be permitted by the examiners to resit one failed module on one occasion. Candidates will not be credited with a mark of more than 50% for any module in which a re-sit has been taken. Candidates whose dissertation does not satisfy the examiners may be allowed on the recommendation of the examiners to resubmit the dissertation within a period of 12 months.

The degree may be awarded either simpliciter or with distinction. In order to achieve distinction, candidates must achieve an average mark an overall average of 70% or over,

70% for their dissertation, which will be counted as the equivalent of two modules and an average of 65+ in the other modules. Each Level 7 module will be worth 30 CATS points. The dissertation will be worth 60 CATS points.

➢ **Master of Theology**

Educational Aims of Programme:

On completion of studies each student on the MTh programme is expected to have

1. developed a specialised understanding of a theological area chosen under the guidance of a supervisor;
2. demonstrated evidence of wide and independent reading;
3. developed research skills through engaging in an extended supervised dissertation.

Criteria for Admission to the Programme

Applicants for admission will normally be expected to hold already a good honours degree in Theology (or Divinity) of this University or another approved university or institution. In exceptional circumstances, applicants without this qualification may be admitted subject to having an alternative qualification, at an approved level of achievement, appropriate to the field of study on which they propose to embark, and subject to any conditions that may be laid down by the Theology Postgraduate Research Committee.

Programme structure, levels, modules and credits

The course of study shall consist of four taught modules or equivalent at Level 7 and a dissertation that is equivalent to two Level 7 modules. Each taught module shall be assigned 30 CATS points. The Research Study Skills module is compulsory for all students, with exemptions only in exceptional circumstances. The dissertation shall be assigned 60 CATS points at Level M. The individual courses of study and subjects of examination shall be determined by the supervisor in consultation with the candidate, subject to approval by the Theology Postgraduate Research Committee.

Code	Title
THE7000	Research Study Skills
THE7001	MTh: Module 1
THE7002	MTh: Module 2
THE7003	MTh: Module 3
THE7004	MTh: Module 4
THE7009	MTh: Dissertation

Awards, Credits & Progression of Learning Outcomes:
NB The information in this section must be read in conjunction with the general University and specific Faculty Regulations.

Examinations

The MTh is made up of the RSS module + 3 taught modules + the dissertation. The compulsory Research Study Skills module will be assessed by 100% coursework. In the three elective modules, candidates may choose to be assessed either <u>by coursework</u> (which will take the form of 3 x 3,000 word essays to be submitted on designated deadlines provided to students at the point of enrolment) <u>or by examination</u>, in consultation with the supervisor at the point of enrolment, and subject to approval by the Postgraduate Research Committee. The dissertation will be approximately 20,000 words. The pass mark for each module and for the dissertation shall be 50%.

Candidates who fail in one module only may be permitted, on the recommendation of the Board of Examiners and at the discretion of the Theology Postgraduate Research Committee, to re-sit that module once only.

Candidates may not submit the dissertation until all the written examinations have been passed.

In the case of full-time students, the dissertation shall be submitted no later than 15 September following completion of the written examination requirements. In the case of part-time students, the date of submission shall be prescribed by the Theology Postgraduate Research Committee but shall be not earlier than two and not later than four years from initial enrolment for the MTh course. In exceptional circumstances, the Theology Postgraduate Research Committee may grant an extension of time not exceeding twelve months to students in either category.

The regulations governing the presentation of the dissertation shall be the Regulations for Theses.

Candidates whose dissertation does not satisfy the examiners may, at the discretion of the examiners, be permitted to re-submit their dissertation. If such permission is given, the dissertation shall be re-submitted within six months.

Candidates who pass all modules and the dissertation and who achieve an overall average of 70% or over, at least 70% for the dissertation, and 65+ in the other modules, shall be awarded the degree of Master of Theology with distinction.

Research Study Skills module 2009-2010

Details on the Research Study Skills module is given below. This module is compulsory for MTh students, however, students following the MDiv or research degree programmes are welcome to attend.

Attendance for MTh students at **all** seven sessions is requested.

DATE MONDAY	TITLE	TUTOR	ESSAY SUBMISSION DATE
28/9/09	Introduction to MTh and to RSS	Professor D. Gibson	Not applicable.
5/10/09	Reading and Writing to a Purpose	Professor L. Kirkpatrick	Thursday, 5 November
19/10/09	ICT and 'Book Based' Research Skills (Venue: New Library Seminary Rm)	Ms D. Wildy	Thursday, 19 November
2/11/09	Person Based Research Skills	Dr S. Heron	Wednesday, 2 December
16/11/09	Exegetical Skills	Dr R. Keay	Wednesday, 16 December
30/11/09	Presentation Skills	Dr D. Shepherd	Presentation date to be arranged at time of session.
14/12/09	Critical Review of Writing	Dr S. Boldt	Monday, 4 January 2010

NOTES:

Venue:	Unless otherwise stated, will be the Humanities Postgraduate centre, 18 College Green (close to Union Theological College). A pin number is required; this will be given to you at registration.
Time:	6.00 – 7.30 p.m. including questions & discussion.
Formal assessment:	Each student will be required to choose three of the above, in consultation with their supervisor and submit a 3,000 word exercise, or equivalent, for each. The submission deadline is 4.00pm on each of the above dates. In addition to the copy submitted to your supervisor/tutor, you are REQUIRED to email a copy of your assignment to the Institute of Theology (theology@qub.ac.uk) by the due date, or be subject to the penalty detailed below. ** Assessed work submitted after the published submission deadline will be penalised at the rate of 5% of the assessed mark awarded for each working day late, up to a maximum of 5 working days late, after which a mark of zero will be awarded.

<u>Description of Sessions</u>

Introductory session

This is a general introduction to the MTh, its ethos, structures etc. There is no assignment associated with this session.

Reading & Writing to a Purpose

This is a basic introductory session on getting started as a research student. The twin focus is in reading and writing for research purposes. Basic study techniques will be outlined.

Assignment:
An annotated outline of modules 7002, 7003, 7004.
A 7 item bibliography for each module (inc. minimum 2 journal articles) with two explanatory sentences on relevance of each item.
A 2,000 word review of one journal article.
This topic is marked by Professor Laurence Kirkpatrick, who will return scripts to the supervisor. The supervisor is the second marker and moderation will be through the subject board of the student.

Information, Communication, Technology
The session will raise awareness of resources available from the Library homepages as well as access and searching mechanisms for QCAT and various electronic resources, including the following: electronic journals, Firstsearch databases (includes ATLA and ATLAS), JSTOR.

Assignment:

A 7 item bibliography from QUB Library databases and other electronic sources for each module: 7002, 7003 and 7004 (inc. minimum 2 journal articles) with two explanatory sentences on relevance of each item.
A 2,000 word essay on how you would set about finding good quality online information in (your subject area).
This topic is marked by the supervisor, second marking and moderation will be through the subject board in the normal way.

Interviews and Statistical Analysis

An introduction to the main types of interview, sampling and associated issues, including research ethics. Students will be expected to sign the university's code of research ethics at this session.
Assignment: Construct a set of questions for an interview with an informant who can help you in gathering material for your dissertation. Outline the role that the information gathered in this interview will have in your dissertation. Give the reasons why you have identified this person as a useful informant, why you have chosen these particular questions and why you have worded them as you have.

This topic is marked by Sharon Heron and second marked within the subject board. Moderation should not be necessary. Marks and feedback will be sent to supervisors for discussion with individual students.

Exegetical Skills

An introduction to basic exegetical skills. In theology, these skills are normally applied to the Biblical text, however they can also be used to help students understand any text.
Assignment: A 3,000 word exegesis of a Biblical text (to be chosen in conjunction with your supervisor).
This topic is marked by the supervisor, second marking and moderation will be through the subject board in the normal way.

Presentation Skills

An introduction to preparing and structuring a presentation. Students will be introduced to use of visual aids, handouts, delivery and feedback.
Assignment: Deliver a 7 minute presentation (including visual aids and handout) on a subject related to your dissertation topic.
This topic is marked by David Shepherd and second marked within the subject board. Moderation should not be necessary. Marks and feedback will be sent to supervisors for discussion with individual students.

Critical Review of Writing

An introduction to critical analysis
Assignment: Write a 3,000 word critical review of a journal article (to be chosen in conjunction with your supervisor).
This topic is marked by the supervisor, second marking and moderation will be through the subject board in the normal way.

Master of Theology Essay Deadlines 2009-2010

The following are the essay deadlines for MTh essays for modules THE7002-THE7004. All dates are Fridays (with one exception) and the deadline falls at 4.00pm. Essays must be submitted to your College. Students are also required to email a copy of their essay to the Institute of Theology on/before the due date: (theology@qub.ac.uk).

First Semester

Essay 1   23rd October 2009

Essay 2   27th November 2009

Essay 3   8th January 2010

Second Semester

Essay 1   19th February 2010

Essay 2   Thursday, 1st April 2010

Essay 3   14th May 2010

SECTION E: PATHWAY REGULATIONS: POSTGRADUATE DIPLOMA IN THEOLOGY

Educational Aims of Programme:

The degree of postgraduate Diploma in Theology is designed for those who already hold a degree in Theology or in another subject who wish to undertake postgraduate study but do not wish to proceed to a Masters' qualification.

On completion of studies each student on the postgraduate Diploma programme is expected to have

4. developed a specialised understanding of a theological area chosen under the guidance of a supervisor;
5. demonstrated evidence of wide and independent reading;

Criteria for Admission to the Programme

Applicants for admission will normally be expected to hold already a good honours degree of this University or another approved university or institution. In exceptional circumstances, applicants without this qualification may be admitted subject to having an alternative qualification, at an approved level of achievement, appropriate to the field of study on which they propose to embark, and subject to any conditions that may be laid down by the Theology Postgraduate Research Committee.

Programme structure, levels, modules and credits

The course of study shall consist of two parts. Part One will consist of six modules at level six. Part Two will consist of four taught modules (or equivalent) at level seven. Candidates who already hold a good Honours Degree in Theology (or Divinity or other equivalent) will normally be exempt from Part One and may proceed directly to the four modules at level seven.

Each taught module at level 7 shall be assigned 30 CATS points at Level M. The individual courses of study and subjects of examination shall be determined by the supervisor in consultation with the candidate, subject to approval by the Theology Postgraduate Research Committee.

The level seven modules will normally be as follows:

Code	Title
THE7001	Module 1
THE7002	Module 2
THE7003	Module 3
THE7004	Module 4

Transfer from the MTh/MDiv

Students who are enrolled on either the MTh or the MDiv pathway, who have completed four modules at Level 7, but who fail to proceed to the dissertation, or choose not to do so, may with the permission of the Director, be awarded a PGDiploma in Theology.

Awards, Credits & Progression of Learning Outcomes:
NB The information in this section must be read in conjunction with the general University and specific Faculty Regulations.

Examinations

Assessment will be by coursework (which will take the form of 3 x 3,000 word essays to be submitted on designated deadlines provided to students at the point of enrolment) or by examination, in consultation with the supervisor at the point of enrolment, and subject to approval by the Postgraduate Research Committee. The pass mark for each module shall be 50%.

SECTION F: TEACHING, LEARNING AND ASSESSMENT

➤ Regulations Governing Investigation Into Allegations of Research Misconduct

As part of the University's commitment to excellence in research it has established standards, in the form of a 'Code of Good Conduct in Research'. The University expects these standards to be adhered to by all members of University staff and research students and also by honorary staff, and visitors or external collaborators when working on joint research projects with University staff or students. Research students should acquaint themselves with the rules of the Code, copies of which are available in the Institute Office.

➤ Suspected cheating, plagiarism or other irregularities

It is an academic offence for a student to commit an act whereby he or she gains an unfair advantage. Such acts will be dealt with in accordance with the procedures set out in the General Regulations for the University, and may lead to the Student Disciplinary Procedure being invoked. Students should refer to the appropriate University Regulations.

> ## Examinations: Taught postgraduate students.

You are responsible for downloading your personal examination timetable from the Queen's Online website: https://infoserve.qub.ac.uk/home/ using the password and username given to you at enrolment. If there are any amendments to be made to your module details, please contact the Institute of Theology Office immediately.

> ## Absence from examinations due to illness or emergency

1. Absence for medical reasons from any examination counting towards a module mark must be covered by a medical certificate signed by a registered medical practitioner.

2. Students are responsible for ensuring that medical certificates are submitted to the Theology Office within 3 days of the date of their last examination.

3. Evidence of any extenuating circumstance other than illness which has caused a student to miss an examination must be submitted in the same way.

4. Boards of Examiners are not obliged to consider a medical certificate presented outside the 3-day deadline.

SECTION G: CAREERS

> ## Moving into Graduate Employment

Sorting out what you might do after graduation takes time. You need to start this process early, ideally in year one by:
- considering your career options and planning ahead
- gaining work experience and placements
- building employability skills
- developing career management skills.

Queen's Careers Service, based at the Student Guidance Centre, can help you choose a career, plan ahead and manage the recruitment and selection process through:

1. *Careers Guidance*

You are able to consult with careers advisers about your career ideas and plans during opening hours. Please bear in mind that you will be asked to make use of information held by the Careers Service before seeing the adviser. This will ensure that your consultation is useful and meaningful in dealing with the issues you raise. The following services are available:
- Personal guidance through duty adviser (quick queries/initial contact) and subsequent booked guidance interviews (more complex issues). Issues regularly dealt with include:
    - effective completion of application forms and CV construction
    - preparation for interviews and assessment centres
    - choosing the best career option for you
    - computerised careers guidance support systems- Prospect Planner

2.   _Employability Skills Initiatives_

The Careers Service offers programmes that are open to students of any degree discipline and support the development of employability and career management skills, prepare students for graduate recruitment and provide insight into the graduate labour market.

3.   _Information on Career Options_

•   _Departmental careers programmes_
Careers Advisers organise programmes of talks, workshops and information sessions in partnership with most academic departments. These include sessions on, for example, career options with your degree subject. You will be notified of these through posters displayed in your department and where available, by e-mail. The Faculty careers advisers run careers two afternoons in the first semester for final year students and taught postgraduates that focus on practical issues such as the graduate job market and effective applications and interviews. In addition, events may be organised for specific subject areas. Please look, regularly, at careers notice boards within your school for details or contact the careers service for details.

Autumn and Spring Careers Programmes
These programmes comprise a variety of employer led skills workshops, talks and other events designed to inform you about career options, international study and work opportunities. Graduate employers are involved in the delivery of many of the workshops and talks. The Autumn programme aimed at final and pre-final year students can be collected from the Careers Service at the start of the academic semester in September. The Spring programme, aimed at pre-final and first year students is available for collection from the Careers Service at he beginning of the second semester.

4.   _Access to Recruiters of Students and Graduates_

Make the most of opportunities to meet recruiters on campus. Discover the facts and gain insight into life in the graduate workplace, how to be effective in selection and recruitment and career development opportunities in your chosen career area. The Careers Service facilitates student/ employer networking through:
- Careers Fairs
    - Law
    - Postgraduate Study
    - General
    - IT& Engineering
    - Media
    - Work Experience
- Employer led skills workshops
- Company Presentations
- On-Campus recruitment interviews

5.   _Quality Careers Information_

The Careers Service has a well stocked reference library and maintains supplies of useful "take away" publications such as "The Top 100 Graduate Employers", "First Interviews -

Sorted" and a wide range of career guides. The Careers Service has a growing list of useful websites connecting students to on-line recruitment and occupational information. During your time at Queen's regularly make use of information held on:

- Occupations
- Graduate employers
- Graduate recruitment
- Postgraduate study, funding and vocational training.

6. *The Work Placement Centre and Student Jobshop*

During your time at Queen's, develop your employability skills and business awareness by making use of the wide range of vacation work and placement opportunities available to students. To help you, the Careers Service has established a Work Placement Centre which is based at the Student Guidance Centre. The Work Placement Centre offers:
- personal guidance in relation to work experience
- programmes designed to help you find placement, prepare for placement and relate it to your own career development.
- access to part-time jobs on and off campus through the Student JobShop
- information bulletins on vacation placements, vacation courses and year-long industrial placements.

APPENDICES/

FORMS

QUEEN'S UNIVERSITY BELFAST

INSTITUTE OF THEOLOGY

RECORD OF MEETINGS

Student name: …………………………………………………………

Principal Supervisor: ……………..………………………………….

Second Supervisor: …………………………………………………

Year of Enrolment: …………………………………………………

Full-time/ Part-time: ………………………………………………

PERMISSION TO WORK AWAY FROM THE UNIVERSITY

Name: ....

Student no: ....

Degree registered for: .... Date of first enrolment: ....

Full-time/Part-time: .... Supervisor:...

Proposed submission date: ....

Topic of research:

....

....

Place where the work will be carried out: ....

Brief description of the work to be undertaken:

....

....

Reason for undertaking work away from the University:

....

....

Period to be spent away from Queen's: ....

How contact will be maintained while the student is away: ....

....

....

Signed (student): .... Date: ....

The Differentiation Interview

Research students of the University are enrolled initially as undifferentiated research students. They are required to attend a differentiation interview in order to determine whether they should proceed toward PhD or MPhil candidacy. The interview is normally held between 6 and 9 months after enrolment for full-time students and between 12 and 18 months after enrolment for part-time students (with an absolute deadline of 15 months for full-time students and 30 months for part-time students). The differentiation panel will include two senior teaching members of the Institute, one of whom will be an expert in your field of research, and the Director of the Institute (or nominee), who will act as an independent chair. At least one of your supervisors will attend the interview.

The purpose of the differentiation interview is to determine the feasibility of the research project as a PhD thesis in consideration of the quality and conception of the work presented. The panel will provide constructive criticism and offer suggestions for improvement; they may require that the student resubmit work and sit a second interview, taking into consideration comments offered. The goal of the interview is to help the student produce a good quality thesis and prepare well for their viva voce.

Before the interview the student should supply the following to the Institute office:

1. **Title Page**: Please include your name, the date and time of the differentiation interview, and the working title of your research project (which must have been approved by your supervisor).
2. **Literature Review**: Please include a review of the major works in your specific field of research, clarifying the current state of the discussion. The purpose of the literature review is to explain accurately and concisely the principal authors and texts driving the discussion of your topic, thereby providing a context for you to explain your own contribution to the subject. The length of your review will be affected by the number of works in the field, but as a guideline the review should be approximately 2,000-3,000 words.
3. **Research Statement**: Please explain how your thesis offers an original contribution to the research topic. You should explain the purpose of your thesis (what it attempts to achieve) and how you will attempt to achieve that purpose (your methodology). These two elements (purpose and methodology) are fundamental to the success of your project and your differentiation panel will focus attention here. The length of your research statement should be approximately 5,000 words.
4. **Forward Plan of Research**: Please provide a detailed plan demonstrating how you will accomplish this project within the allotted timescale.

The interview will normally last approximately one hour. After you have been introduced to the members of the panel you will be asked to give a five to ten minute oral presentation. At this time you may offer a brief summary of the purpose and goal of the project and/or explain your motivations and interest in the topic. Following the interview the panel will discuss the feasibility of your research proposal in consultation with your supervisor(s). The chair will communicate the decision of the panel to you in writing, including any recommendations or guidance for your work.

Procedure for Dealing with Academic Offences
(Extract from Study Regulations, University Calendar 2006-07 pp31-35)

Introduction
7.1 It is an academic offence for a student to commit an act whereby he/she gains or attempts to gain an unfair advantage. Such acts shall be dealt with in accordance with the procedure set out below and may lead to the Student Disciplinary Procedure being invoked.

Definitions of academic offences
Major and minor offences
7.2 An offence shall normally be designated as 'minor' if the piece of work where it occurs counts towards one third or less of the assessment for the module. Suspected minor offences shall be dealt with at School level under the procedures set out in Study Regulations 7.24–7.35 below.
7.3 An offence shall be designated as 'major' if the piece of work where it occurs counts towards more than one third of the assessment for the module. Suspected major offences shall be dealt with under the procedure set out in Study Regulations 7.36–7.50 below.
7.4 Any incidence of plagiarism or fabrication by a postgraduate research student shall be deemed to be 'major'.
7.5 Any repeat or multiple offence shall be deemed to be a major offence.
7.6 Cheating in an examination shall be deemed to be a major offence.
7.7 Where a case appears to be sufficiently serious, or where circumstances merit it (if a student is about to go on an external placement, for example), a Head of School or nominee may recommend to the Director of Academic and Student Affairs that a student be suspended pending an academic offences investigation.

Graduation
7.8 A student may not graduate until the investigation into any academic offences that he/she is alleged to have committed is complete.
7.9 Any offence that comes to light after a student has graduated shall be investigated using the procedures for major offences as set out in Study Regulations 7.36–7.50 below where it is considered appropriate.

Cheating
Definitions
7.10 The term 'cheating' normally describes behaviour that takes place in an examination. It is considered to be cheating for an examination candidate to:
i. have any form of notes, or any items or texts other than those that are specifically permitted for that examination, at his/her desk in an examination hall during an examination. It is the candidate's responsibility to establish what the permitted items are for each examination;
ii. make use or attempt to make use of unauthorized items, texts or notes as described above;
iii. copy or attempt to copy from another candidate's examination script;
iv. obtain or attempt to obtain unfair assistance from another candidate or from any other person;
v. impersonate another examination candidate, or to allow him/herself to be impersonated;
vi. provide or attempt to provide unfair assistance to another candidate;
vii. permit another candidate to copy from his/her examination script;
viii. knowingly assist any candidate to make use or attempt to make use of unfair means in a University examination.

Discovery of suspected cheating in an examination
7.11 An invigilator who suspects a candidate of cheating in an examination, or who is made aware that a candidate may be cheating, shall inform the senior invigilator immediately.
7.12 The senior invigilator shall observe the candidate and make appropriate notes for a report, and shall inform and consult the other invigilators about the incident.
7.13 The senior invigilator shall inform the candidate that he/she is suspected of cheating and that a report will be made. The invigilator shall record the incident on the candidate's examination script and shall remove and retain as evidence any unauthorised material in the candidate's possession. The candidate shall then be allowed to finish the examination. This procedure applies both to a candidate who is suspected of cheating and to any candidate who is suspected of having allowed his/her work to be copied or of having provided any form of unfair assistance.
7.14 At the end of the examination, the senior invigilator shall ask the candidate to stay behind and shall offer him/her the opportunity to explain his/her conduct. The candidate shall be informed that a report will be made to the Examinations Office and to the Chairperson of the Board of Examiners. Lack of co-operation with the invigilator shall be deemed to be a disciplinary offence.
7.15 The senior invigilator shall make a written report, on the Senior Invigilator's Report Form, to the University's Examinations Officer within one working day of the examination.
7.16 The University's Examinations Officer shall, within two working days of receiving a written report, forward the report, any accompanying evidence and any other relevant documentation to the Chairperson of the Board of Examiners and shall copy it to the Head of the School. The Chairperson of the Board of Examiners shall ensure that the result is withheld until the investigation is completed, and will invoke the procedure for dealing with major offences as set out in Study Regulations 7.36–7.50 below.

Plagiarism, Collusion and Fabrication
Definitions
7.17 Plagiarism: It is an academic offence for students to plagiarise. Plagiarism is defined as the presentation of the work of others as the writer's own without appropriate acknowledgement.

7.18 It is also an academic offence for a student to permit another student to copy his/her work submitted for assessment. Both parties will be dealt with in accordance with these procedures.

7.19 Collusion: It is an academic offence for two or more students to work together on an assignment that is meant to be done individually. It is expected that the work being assessed, unless specifically designated as a group assessment, shall be the sole work of the student submitting it.

7.20 Fabrication: It is an academic offence for a student to claim to have carried out experiments, interviews or any form of research which he/she has not in fact carried out, or where he/she invents or falsifies data, evidence or experimental results. It is also an academic offence for a student knowingly to make use of falsified data as described above.

Discovery of suspected plagiarism, fabrication or collusion
7.21 A member of staff who discovers possible plagiarism, fabrication or collusion in work submitted for assessment shall report the suspected offence in writing to the Head of the School where the student is registered.

7.22 The Head of School or nominee shall arrange for the alleged offence to be investigated. The procedure set out in Study Regulations 7.24–7.35 below shall be used for alleged minor offences. The procedure set out in Study Regulations 7.36–7.50 below shall be used for alleged major offences.

7.23 A member of staff who discovers possible plagiarism, fabrication or collusion in work that does not count towards the assessment of the module, or in drafts of work that have not yet been submitted for assessment, shall normally deal with this informally. This will involve re-advising the student of the academic conventions with regard to referencing, reporting of results, etc. applying in the discipline.

Procedure for dealing with minor offences
7.24 Minor offences shall normally be dealt with as an academic matter within the School. One aim is to provide the student with the necessary advice and guidance to ensure that the problem does not recur. In addition, a penalty from among the list set out in Study Regulation 7.60 may be imposed where appropriate.

7.25 The Head of School or nominee shall delegate responsibility for dealing with alleged minor offences to the Secretary of the relevant Board of Examiners, who will carry out an investigation. This will include:
• scrutinising the piece of work, and any documentary evidence provided by either the member of staff or the student;
• consulting the member of staff who discovered the alleged offence;
• inform the student in writing that he/she is suspected of committing an academic offence. This letter shall specify the nature of the alleged academic offence, identify the module or part of a module concerned, and include a copy of the procedures for dealing with academic offences and a copy of any documentary evidence of the case against the student. The School shall send an email to the student's University email address advising him/her that a letter regarding an alleged academic offence has been sent, and instructing him/her to contact the School urgently if it has not been received within 2 working days of the date the email was sent.
• interviewing the student about the alleged offence. The student shall normally be given at least five working days' notice of the date and time of the meeting, but this period may be reduced during the examination period or at other times when tight time-scales apply. The student has the right to be accompanied at the meeting by a registered student of the University or by a member of University staff or University Chaplaincy. Legal representation is not permitted. Another member of the School's academic staff who is not directly involved in the case shall attend the interview to observe proceedings. At this interview, the student shall be re-advised of the academic conventions with regard to referencing, reporting of results, etc., applying in the discipline. A record will be kept of the interview.

7.26 If the Secretary to the Board of Examiners decides that the offence appears to be a major one, he/she may refer it back to the Head of School or nominee at any time with a recommendation that the procedure for dealing with major offences be invoked.

7.27 If the alleged offence relates to collusion, all the students involved shall be interviewed, following the procedure set out in Study Regulation 7.25 above.

7.28 The Secretary to the Board of Examiners shall provide the Head of School or nominee with a report on the case. This will remain on the student's file until he/she graduates.

7.29 The Head of School or nominee may either dismiss the case or impose one of the penalties for minor offences from the list set out in Study Regulation 7.60 below or refer the case to the Chairperson of the relevant Board of Examiners to be considered under the procedures for major offences. The Head of School or nominee will inform the student in writing of the outcome and of any penalty. The Head of School or nominee will also advise the student that he/she may appeal, and will specify a deadline by which any appeal or notice of appeal must be submitted.

Appeals against the decision of a Head of School or nominee
7.30 A student may appeal against the Head of School's or nominee's decision, including a decision that an offence denied by the student has taken place. The appeal must be made, in writing, to the Director of Academic and Student Affairs by 4.30 pm on the date stipulated in the written notification of the Head of School's or nominee's decision.

7.31 Students may appeal on the following grounds:
i. that new evidence has become available which could not have been provided for the Head of School's (or nominee) consideration (evidence which was withheld from the Head of School or nominee will not normally constitute new evidence).
ii. that the finding of guilt was based upon an error in the interpretation of the procedures for dealing with academic offences;
iii. that there was a procedural irregularity in the conduct of the investigation;
iv. that the Head of School's or nominee's decision was against the weight of the evidence; or
v. that the penalty imposed was too severe or was inappropriate.

7.32 The appeal, stating with reasons the grounds for appeal, must be made in writing within ten working days of the date of the letter stating the Head of School's or nominee's decision.

7.33 The Director of Academic and Student Affairs and two other members of the Academic Offences Committee not previously involved in the case shall decide if there are grounds for appeal.

7.34 If it is decided that there are no grounds for appeal the student shall be informed of the decision in writing, with reasons, within five working days of its having been made. The School shall send a standard email to the student's University email address advising him/her that a letter has

been sent stating that there are no grounds for appeal, and instructing him/her to contact the School Office urgently if it has not been received within two working days of the date the email was sent.

7.35 Where grounds for appeal exist a meeting of the Academic Offences Committee (see Study Regulations 7.51–7.58 below) will be convened to deal with the appeal.

Procedure for dealing with major offences
Investigation stage

7.36 The Head of School or nominee shall refer any report of an alleged major offence to the Chairperson of the relevant Board of Examiners. Incidences of cheating in examinations shall be reported to the Chairperson of the Board of Examiners by the University's Examinations Officer.

7.37 Within five working days of receiving a report on an alleged offence, the Chairperson of the Board of Examiners shall:

i. arrange for a panel, consisting of at least two members of the Board of Examiners and a representative from outside the School, to investigate the case and to meet the student to discuss the alleged offence;

ii. inform the student in writing that he/she is suspected of committing an academic offence. This letter shall specify the nature of the alleged offence, identify the module or part of a module concerned, and include a copy of the procedures for dealing with academic offences and a copy of any documentary evidence of the case against the student. It shall give the student at least five working days' written notice of the date and time of the meeting with the panel. During the examination period, when tight time constraints apply, the period of notice may be reduced and initial contact with the student may be by means other than in writing, provided this is followed up with a letter. The School shall send an email to the student's University email address advising him/her that a letter regarding an alleged academic offence has been sent, and instructing him/her to contact the School urgently if it has not been received within 2 working days of the date the email was sent.

7.38 The student has the right to be accompanied at the meeting with the Panel by a registered student of the University or by a member of staff of the University or University Chaplaincy. No legal representation shall be permitted. The student has the right to make a written submission to the Panel and to submit supporting documentary evidence in addition to appearing in person.

7.39 Where a student fails to attend the Panel meeting without good cause, the Panel may consider the case and forward a recommendation to the Board of Examiners in the absence of the student and without further notice. It is the responsibility of the student to establish good cause to the satisfaction of the panel.

7.40 The Panel shall have the right to call for such papers, examine such witnesses and conduct such other relevant enquiries as appear to be necessary. Where witnesses are called, they may be subject to examination, cross-examination and re-examination by the parties.

7.41 Having completed its investigation, the Panel shall make a written report to the Chairperson of the Board of Examiners, to be accompanied by all supporting documentation (including any provided by the student). This report shall clearly state the Panel's findings either

(a) that no offence has been committed, and that the panel has dismissed the case and no further action shall be taken. The Panel shall inform the Chairperson of the Board of Examiners and the University Examinations Officer that the case has been dismissed and that the student's assessment result can be dealt with in the normal way; or

(b) that an offence has been committed and that the Panel recommends a penalty from among the list of penalties for major offences, as set out in Study Regulation 7.62 below. In addition to recommending one of these penalties, the Panel may also recommend that the matter be referred to a Fitness to Practise panel.

Chairperson of the Board of Examiners stage: decision and penalty

7.42 The Chairperson of the Board of Examiners shall consider the Panel's report and shall consult as necessary, including consulting other relevant members of the Board of Examiners. Following this consultation, the Chairperson of the Board of Examiners shall do one of the following:

i. dismiss the case, notwithstanding the opinion of the Panel; or

ii. confirm the action recommended by the Panel; or

iii. impose a different penalty from among those set out in the list of penalties, as set out in Study Regulation 7.62. This may be more or less severe than the penalty recommended by the Panel.

7.43 The Chairperson of the Board of Examiners shall inform the student, the Director of Academic and Student Affairs and the University Examinations Officer of the decision within five working days of the decision, giving brief reasons.

7.44 The student must be advised that he/she may appeal, under Study Regulation 7.45 below, and shall be given a deadline by which any appeal must be submitted in writing to the Director of Academic and Student Affairs. This date shall be ten working days after the date of the written notification of the decision of the Chairperson of the Board of Examiners.

Appeals against a decision of a Chairperson of the Board of Examiners

7.45 A student may appeal against the decision of a Chairperson of a Board of Examiners, including a decision that an offence denied by the student has taken place. The appeal must be made, in writing, to the Director of Academic and Student Affairs by 4.30 pm on the date stipulated in the written notification of the decision.

7.46 Students may appeal on any of the following grounds:

i. that new evidence has become available which could not have been provided for the earlier hearings (evidence which was withheld from the Chairperson of the Board of Examiners will not normally constitute new evidence);

ii. that the finding of guilt was based upon an error in the interpretation of the procedures for dealing with academic offences;

iii. that there was a procedural irregularity in the conduct of the investigation;

iv. that the decision of the Chairperson of the Board of Examiners was against the weight of the evidence; or

v. that the penalty imposed was too severe or was inappropriate.

7.47 The appeal, stating with reasons the grounds for appeal, must be made in writing within ten working days of the date of the letter stating the Chairperson of the Board of Examiner's decision.

7.48 The Director of Academic and Student Affairs and two other members of the Academic Offences Committee not previously involved in the case shall decide if there are grounds for appeal.

7.49 If it is decided that there are no grounds for appeal the student shall be informed of the decision in writing, with reasons, within five working days of its having been made. A standard email shall be sent to the student's University email address advising him/her that a letter has been sent stating that there are no grounds for appeal, and instructing him/her to contact the School Office urgently if it has not been received within two working days of the date the email was sent.

7.50 Where grounds for appeal exist a meeting of the Academic Offences Committee (see paragraph Study Regulations 7.51–7.58 below) will be convened to deal with the appeal.

Academic Offences Committee

7.51 The membership of the Academic Offences Committee shall be drawn normally from a panel of 25 members, i.e. one nomination per School, one nomination each from the Institute of Professional Legal Studies, the Institute of Theology, St Mary's University College and Stranmillis University College plus the Director of Academic and Student Affairs who shall chair meetings Members shall serve three year terms for a maximum of two consecutive terms.

7.52 The Committee shall meet to consider serious cases referred by the Board of Examiners and appeals from students against decisions of Chairpersons of Boards of Examiners and Heads of School. A quorum shall normally comprise the Chairperson plus five other members, to include at least one male and one female member where possible and at least one representative from each of the three broad subject groupings within the University, i.e. Arts, Humanities and Social Sciences; Engineering and Physical Sciences; and Medicine, Health and Life Sciences. No member of the Committee shall have had any previous involvement in the case. The University reserves the right to modify the Committee membership as required, to reflect the diversity of the Northern Ireland community. A member of staff from Academic Registry shall act as Secretary to the Committee. Minutes shall be taken as a formal record of the meeting and retained.

7.53 The student shall be invited to attend the meeting in person to present his/her case, and must receive at least five working days' notice of the date and time of the meeting. The student has the right to be accompanied at the meeting by a registered student of the University or by a member of staff of the University or University Chaplaincy. No legal representation shall be permitted. The student has the right to make a written submission to the Committee and to submit supporting documentary evidence in addition to appearing in person.

7.54 The Chairperson of the Board of Examiners shall be invited to attend the meeting or to nominate a member of the School panel to attend in his/her place to explain the reasons behind the School's decision. The student has the right to be present while the School's representative is speaking, and the School's representative has the right to be present while the student is speaking.

7.55 Where a student fails to attend the meeting without good cause, the Committee may consider the case in the absence of the student and without further notice. It is the responsibility of the student to establish good cause to the satisfaction of the Committee.

7.56 In considering appeals, the Committee shall not attempt to re-examine the student or to question the examiners' academic judgement. **7.57** The options open to the Committee are as follows:

Where a case has been referred by the Chairperson of a Board of Examiners i. to impose a penalty from among those set out in Study Regulation 7.63 below; or

ii. to refer the case back to the Board of Examiners and to recommend a course of action for it to follow, giving brief reasons. The recommended course of action may include imposing a penalty from among those set out in 7.62 below.

In the case of an appeal from a student

iii. to uphold the appeal and rescind the penalty imposed by the School or the Chairperson of the Board of Examiners;

iv. to confirm the penalty imposed by the School or the Chairperson of the Board of Examiners;

v. to impose a different penalty from among those set out in the list of penalties open to the Academic Offences Committee. This penalty may be more or less severe than the original penalty imposed by the School or the Chairperson of the Board of Examiners. The Committee may refer any case to the Director of Academic and Student Affairs for consideration under the Fitness to Practise procedure (see Study Regulations, Section 10) where it believes this to be appropriate.

7.58 The Director of Academic and Student Affairs shall inform the student and the Chairperson of the Board of Examiners/Head of School or nominee (as appropriate) of the outcome in writing. The Chairperson of the Board of Examiners/Head of School or nominee shall ensure that the student's assessment results are dealt with in accordance with the Committee's decision.

Penalties for Academic Offences
Criteria

7.59 At all stages, the following criteria will be taken into account in deciding the level of penalty to be imposed or other action to be taken:

(a) the extent of the plagiarism or other academic offence;

(b) the degree of intent;

(c) the level of study and previous educational background of the student;

(d) any previous history of plagiarism or other academic offences;

(e) the extent of the student's knowledge and understanding of the concept of academic misconduct and of the correct procedures for referencing in the discipline; and

(f) impact of the penalty on the student's progress or award.

Minor offences: penalties available to the Head of School or nominee

7.60 A Head of School or nominee may impose a penalty from the following list for a minor offence, after following the procedures set out in Study Regulations 7.24–7.35 above:

i. a written warning to the student;

ii. award a mark of zero for the piece of work concerned and permit the student to re-do it with no further penalty (i.e. the full mark obtained for the re-sit is allowed to stand);

iii. award a mark of zero for the piece of work concerned and permit the student to re-do it for a maximum of the pass mark; or

iv. award a mark of zero for the piece of work concerned but not permit the student to re-do it.

Minor offences: penalties available to the Academic Offences Committee

7.61 The Academic Offences Committee may impose a penalty from the following list for a minor offence, after following the procedures set out in Study Regulations 7.51–7.57 above:

i. a written warning to the student;

ii. award a mark of zero for the piece of work concerned and permit the student to re-do it with no further penalty (i.e. the full mark obtained for the re-sit is allowed to stand);

iii. award a mark of zero for the piece of work concerned and permit the student to re-do it for a maximum of the pass mark; or

iv. award a mark of zero for the piece of work concerned but not permit the student to re-do it.

v. to refer the matter back to the Head of School or nominee and to recommend a course of action for the School to follow, giving brief reasons. The recommended course of action may include imposing a penalty from among those set out in Study Regulation 7.60.

Major offences: penalties available to the Chairperson of the Board of Examiners
7.62 The Chairperson of the Board of Examiners may impose a penalty from the following list for a major offence, after following the procedures set out in Study Regulations 7.36–7.42 above:
i. a written warning to the student;
ii. award a mark of zero for all or part of the module and permit a re-sit with no further penalty;
iii. award a mark of zero for all or part of the module and permit a re-sit for a maximum of the pass mark;
iv. award a mark of zero for all or part of the module but do not permit the student to re-sit; or
v. referral of the matter to the Academic Offences Committee.

Major offences: penalties available to the Academic Offences Committee
7.63 The Academic Offences Committee may impose a penalty from the following list for a major offence, after following the procedures set out in Study Regulations 7.51–7.57 above:
i. a written warning to the student;
ii. award a mark of zero for all or part of the module and permit a re-sit with no further penalty;
iii. award a mark of zero for all or part of the module and permit a re-sit for a maximum of the pass mark;
iv. award a mark of zero for all or part of the module but do not permit the student to re-sit;
v. award a mark of zero for more than one module being taken by the student at that time and permit the student to re-sit those modules with no further penalty;
vi. award a mark of zero for more than one module being taken by the student at that time and permit the student to re-sit those modules for a maximum of the pass mark;
vii. award a mark of zero for more than one module being taken by the student at that time and not permit the
student to re-sit those modules; or
viii. referral of the matter to the Committee of Discipline (see Conduct Regulations Section 7) if the decision is that an offence has been committed that merits a penalty more severe than those listed above.
Note: where a student is found to have committed an academic offence in two or more modules in the same session, the Committee has the right to impose different penalties for different modules where appropriate.

Monitoring
7.64 Heads of School shall provide the Director of Academic and Student Affairs with an annual report, in October each year, of all major and minor offences dealt with in the School under this procedure.
7.65 The Director of Academic and Student Affairs shall make an annual report on academic offences, including those referred to the Academic Offences Committee as well as those dealt with by Schools, to the Learning and Teaching Committee. Individual students shall not be identified in the report.

Writing Guide

A major element of your work in the Institute of Theology is the presentation of research papers for assessment of your learning and development. Your goal in these essays is to demonstrate your knowledge of the specific subject, ability to research and assimilate scholarly material, and skill in communicating your understanding of the topic.

A paper has six basic elements: title, introduction, body, conclusion, notes, and bibliography. The title must correspond to the content of the paper and the assigned topic. The purpose of the introduction is to prepare the reader to follow your argument in the body of the paper. This is often accomplished by stating your thesis and how you will proceed to establish it. The purpose of the body of the paper is to convince the reader of your thesis. You must organize and develop your arguments in a reasonable and clear manner. Do not drift away from your argument. Avoid the desire to develop ancillary aspects of your topic. It is best to outline your argument before writing in order to insure that the argument flows logically and maintains contact with the thesis statement. The purpose of the conclusion is to restate the thesis and clarify how you have demonstrated that thesis. This involves not only restating the basic argument in outline, but more importantly by highlighting the logical relationships between the arguments and how those arguments work together to establish the thesis. The purpose of notes, either footnotes or endnotes, is to provide important information to the reader without disrupting the flow of your argument in the body of the paper. Notes indicate sources of information, either information you have cited in the body of your paper or information that further develops that aspect of your paper. The purpose of the bibliography is to inform the reader about your sources of information.

A consistent and clear style of citing references in the notes and bibliography is helpful for both writer and readers. The Institute of Theology recommends that students use *The SBL Handbook of Style* (Peabody, MA: Hendrickson, 1999).

The most frequent references are to books and journal articles. Therefore, we provide the following models.

Notes (either footnotes or endnotes are acceptable)

The first reference must provide all information: author, book or article, publication information, and page(s) cited. Subsequent references may simplify: author, book or article, and page(s). For example, the first reference to a book:

Larry W. Hurtado, *The Earliest Christian Artifacts* (Grand Rapids: Eerdmans, 2006), 81.

And any subsequent references to this book in your paper would be abbreviated to
Hurtado, *Earliest Christian Artifacts*, 65.

A journal article would be noted as follows:

Francois Bovon, 'Names and Numbers in Early Christianity,' *New Testament Studies* 47 (2001) 267-88.

Any subsequent references to this article would be abbreviated to
Bovon, 'Names and Numbers,' 270.

Bibliography

Use the following models.

Hurtado, Larry W. *The Earliest Christian Artifacts*. Grand Rapids: Eerdmans, 2006.

Bovon, Francois. 'Names and Numbers in Early Christianity.' *New Testament Studies* 47 (2001) 267-88.

Please see *The SBL Handbook of Style* for further guidance.

Theology Library Notes

Resources –

Student Handbook

Library Homepage
- News
- Links
- Guides – *useful when off-site and need help*
- Subject Support – Researchers Handbook, RefWorks **[Library Services]**
- Newspapers – *Lexis-Nexis (current, electronic, international – database)*
  Times Digital Archive (paper of record, 1785-1985 - digitised)
- SHL – quick turn around, high fines. Overnight & 7 day loan
- Main Library – research collection – usually 2 week loan

Online Resources = Link on Library Homepage

- E-Reference
- E-journals
- Electronic databases

Other useful electronic web resources
- Intute http://www.intute.ac.uk/artsandhumanities/

Classification Scheme = Library of Congress

Outline of Scheme http://www.loc.gov/catdir/cpso/lcco/lcco.html

QCAT = Library Catalogue

- **Basic searching** e.g. *(pride and prejudice)*

  Title search = several results
  Add Author to Title = more exact result e.g. (add Austen)

  Searching for titles - if necessary use keyword and author

  Re-ordering results *(date – both methods, author)*
  Limiting searches – branch, Special Collections, journals
  Emailing results

  Keyword must not be too general e.g. Revolution
  Add Author – e.g. Copernicus = better result

  Keyword = catastrophist
  (unusual word so better chance of a good result)

- **Multi search**

  Combining search terms *(no need to use all options)*

- **Journals** e.g. Signs *–(narrow search to Journals Catalogue)*
  Hardcopy – in stacks (Tower)

Electronic – current/recent issues
Archive – electronic, only has journal backfiles – older issues e.g. JSTOR
Electronic Journals - some of these are licensed for QUB only. Access to full-text e-journal contents is possible through several routes.

- **My Account** *(renewals, items on loan, no stamping now)*
  Important to check this regularly as status of book may change – from 2 week loan to 1 week loan if there are reservations/recalls

Electronic Resources

Password protected off-site – see **Library Guides** link on Library Homepage
Access and Authentication - Electronic Resources

Please use **Printing** and **Downloading** protocols given with each resource

Copyright and database rights apply – copyright protects the author, not the user. Resources are used in compliance with Terms & Conditions and logging onto resource signifies agreement to comply.

EXIT & LOG OUT when finished searching to allow others access to the resource

Subject Librarian: Deirdre Wildy (ext 3721) d.wildy@qub.ac.uk

Library Homepage www.qub.ac.uk/lib

Non-QUB registered members of the Institute of Theology have differing access levels. With the exception of ATLA & ATLAS licensed QUB electronic resources will not be available off-site and some may not be available on-site either.

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QSearch

Library homepage – *Online Resources* option

Sub-categories – pre-selected reference resources.

General – need to combine with a **Subject** e.g. *Arts & Humanities*
This brings up a list of relevant electronic resources

This can be further refined to produce a list of resources relevant to **Music** by selecting *Music* from the list of **Sub-Categories**.

Searches can be combined so that you search across all those databases you select (click in box to select a database).

Initially I think it is better to select one database at a time and work within it.

This way you become familiar with the native interface of a resource (database) and how it works.

As your information literacy and information skills improve with increasing familiarity with the different resources you can start combining resources for a single search. Please be aware that this may slow down your search and it may also bring back too many results – which is as bad as no results.

Some resources (databases) have no Check Box because they are so extensive and a search would grind to a halt if combined with another resource.

JSTOR

Database
Complete archive of core scholarly journals
Full-text (digitised) from 1800, continuously updated
Search across disciplines
3 - 5 year gap between availability on JSTOR and recent (current) issues

Useful information & Tutorial for JSTOR available in *About* section, select *Using JSTOR*

I recommend General Handout in the *Handouts* section and *Tutorials* section – only 2 & 2.5 mins long – good time investment now saves time in the long run.

Title search in QCAT & narrow to Electronic Journals catalogue.

Results = several options, many relate to specific "Collections" in JSTOR.

Please select **JSTOR, the scholarly journal archive [electronic resource]**
This option searches across all JSTOR collections at QUB = most efficient search mechanism

Project MUSE

Project MUSE provides 100% full-text online access to over 300 high quality humanities, arts, and social sciences journals from 60 scholarly publishers.

Title search in QCAT & narrow to Electronic Journals catalogue.

Current content in other E-Journals
A-Z list – click Online Resources link on Library Homepage www.qub.ac.uk/lib

or

Search in QCAT – restricting to Electronic Journals Catalogue

DOAJ – Directory of Open Access Journals *(Title search in QCAT)* **FREE to ALL**
Free, full-text, quality controlled, scientific and scholarly

How to use JSTOR -

Remember -
1. **Check Full-text only**
2. **Change relevance ranking to suit your requirements**

3. Select **Disciple** if your search generates too many results

Search Tips in JSTOR (these are just a few options)

- Search for a phrase – use quotation marks "stock options"

- Search by Author – use brackets ( ) – name in any order

- Combining search terms – **AND** – various options **AND, &&, &,** +word (*note no space*)
  OR, NOT,

- Wildcards – single character – handy for US /UK spelling **?** *e.g. organi?sation*
  - multiple characters - * - endings of words, plurals *e.g. feminis**

- Searching for plurals – search singular and plural form of a word at the same time - **&**
  e.g. **cat&** *this will search for cat and cats at the same time*
  box& *will search for box and boxes*

- this will not locate irregular plurals (person/people) or foreign language words (beau/beaux).

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- **Intute – E-journals FREE**
  http://www.intute.ac.uk/artsandhumanities/ejournals.html

  Peer-reviewed, over 100 e-journals in Arts & Humanities subjects. Each journal makes all, or a substantial amount, of its content freely available. Most, if not all, of the journals also have an editorial or review board to referee submissions, as well as a description of their scope and submission guidelines.

- **SEARC'S WEB GUIDE**
  Irish Journals http://www.searcs-web.com/journals.html
  This might be useful.

Lexis Nexis –

News as well as important legal resource, useful for Humanities because it will include usual newspaper and magazine material e.g. reviews and articles. Similar resource to Times Digital Archive for research except L-N will have current content.

Tutorial is good and self paced.

Easy Search and a Power Search options (similar to an *Advanced Search*)

Easy Search

1. Select Easy Search tab, and enter search term in box (e.g. *Webern*)

2. Select **Sources** to search and also date range

3. Click **Search**

4. Large set of results – select those that interest you by clicking in "check box" and email to yourself

5. Note also, left hand column, sources searched for this result set

Power Search

1. Select Power Search tab, enter search term/terms in box
   (e.g. Webern AND six pieces AND review)

2. **Connectors** – tie terms together/Boolean operators. Specific protocol with this resource – must be in CAPITALS and there are help notes giving full range (list) and explanation

3. Add **Index Terms** – click on *Geography* – select region and click OK at the bottom of the page. Notice how this term is now added to your search.

Click on **Subject** – select *Humanities ...* Click on OK at the bottom of the page.
Notice how the search is now building and becoming narrower/more focussed.

Click on **Industry** – select *Entertainment and Arts.* Click on OK at the bottom of the page.

It is not necessary to select any Index Terms, or you may select only one.

4. Select **Sources**

5. Select **Date Range**

6. Click **Search**

7. Results – please select those that interest you and email articles to your self.

8. Note resources listed on left hand column – sources for result set.

When using full-text databases it's a good idea to read the *Introduction/About* section early so that you know the **actual** scope of the resource – not what you think it might be/ought to be.

Be aware also that the quality of the **indexing** will be reflected in your results.

Consider **bias** of editors (TLS), biographers (2004 Edition of ONBD VS early 20th century edition)

Electronic Resources – QUB
(Password protected off-site – use QOL)

- **E-reference** – See **QSearch** – Click *Online Resources* link on Library Home page www.qub.ac.uk/lib

Some electronic reference resources that may be of interest –

ODNB – Oxford Dictionary of National Biography
(Title search in QCAT, narrow to Electronic Journals catalogue)

50,000 biographies
People who shaped the history of the British Isles and beyond
From the earliest times to the year 2001
Full-text, continuously updated
Additional archival information
Links

OED – Oxford English Dictionary
(Title search in QCAT, narrow to Electronic Journals catalogue)

Covers words from across the English-speaking world
Etymological analysis
Lists variant spellings
Shows pronunciation

- **Times Digital Archive 1785-1985** (Title search in QCAT or A-Z list)
  Search through the complete digital edition of The Times (London)
  Use keyword searching and hit-term highlighting to retrieve full facsimile images of either a specific article or a complete page.
  Entire newspaper is captured, with all articles, advertisements, illustrations and photos divided into categories to facilitate searching.

- **ECCO** – Eighteenth Century Collections Online *(Title search in QCAT)*
  Based on English Short Title catalogue bibliography
  Books, broadsides, Bibles, tracts, sermons and printed ephemera
  Full-text, digitised facsimiles
  Search across all titles

- **EEBO** – Early English Books Online *(Title search in QCAT)*
  Based on titles listed in Pollard & Redgrave, Wing and Thomason Tracts
  Full-text, digitised facsimiles
  Search across all titles

- **OCLC databases**

   Suite of databases in a variety of subject areas
   Useful for literature review, inter library loans
   Lists archival resources

Included in OCLC FirstSearch is –

ATLA Religion Database
Religious and theological literature for students and faculty

Why select this database?
- Supports religious and theological scholarship in graduate education and faculty research.
- Contains thousands of **citations** from international titles and multi-author works in the field of religion.
- Includes a full range of index citations to journal articles, essays in multi-author works, and book reviews from three ATLA print indexes: Religion Index One (RIO), Religion Index Two (RIT), and Index to Book Reviews in Religion (IBRR).
- Spans over 50 years with selected records going back to 1818.

ATLA Serials Database
Full-text articles on religion and theology

Why select this database?
- Supports religious and theological scholarship in graduate education and faculty research.
- Contains the **full text** of thousands of journal articles and book reviews from international titles and multi-author works in the field of religion.
- Spans over 50 years.

QUB registered staff & students can access ATLA & ATLAS via WorldCat an OCLC FirstSearch using QUB email and password (this is preferred method).

It's also possible to access these resources from the link for **Find Database** – top left hand corner of **QSearch** pages.

Members of the Institute of Theology but **not** QUB registered staff & students have access to ATLA & ATLAS using the username and password supplied by Kim at the Theology Office.

Please email theology@qub.ac.uk for this information. It is necessary for us to keep a record of people to whom the access details are given.

Library Homepage www.qub.ac.uk/lib

<u>**Information Literacy**</u>
If using web resources (non QUB) please complete the online tutorials here first, they are subject specific.

www.intute.ac.uk – **select Arts and Humanities**

From here you have access to

- **peer reviewed free electronic journals**
  http://www.intute.ac.uk/artsandhumanities/ejournals.html

- **Support materials – a booklet on resources for Religion and Theology**
  http://www.intute.ac.uk/artsandhumanities/support.html
  http://www.intute.ac.uk/supportdocs/religion.pdf

- **Virtual Training Suite**
  http://www.vts.intute.ac.uk/

Internet Detective http://www.vts.intute.ac.uk/detective/   <u>Virtual Training Suite</u>
Tutorial to develop Internet search skills through critical thinking

And also - **http://www.vts.intute.ac.uk/detective/**   Internet Detective

Evaluating sources – (students may find the following useful)

http://www.kyvl.org/html/tutorial/research/whatcrit.shtml

http://www.csulb.edu/library/instruction/biblio2.html

The following web links will provide information that may help to clarify types of resources

http://library.louisville.edu/infoliteracy/

Useful interactive tutorials (quick) concerned with Information literacy and "what makes a journal scholarly?" http://www.rci.rutgers.edu/%7Eestec/tutorials/scholarly.htm

Plagiarism
http://library.acadiau.ca/tutorials/plagiarism/

How not to Plagiarise -
http://www.utoronto.ca/writing/pdf/plagsep.pdf
Prepared 18 July 2007 by Dr. Margaret Procter, U of T Coordinator of Writing Support, for use at the University of Toronto. (Accessed 20070924)

Issues to be aware of include –
- Plagarism
- Copyright
- QUB library resources

- Help – self/professional
- Subject specific resources + help notes

Glossary of library and information terms at QUB
http://www.qub.ac.uk/directorates/InformationServices/TheLibrary/FileStore/Filetoupload,1137
8,en.doc

Useful IT related information here:
www.qub.ac.uk/student

Some full-text electronic journal resources available –

Cambridge Journals Online
- Online content delivery service for Cambridge University Press's collection of nearly 200 leading journals across the sciences, social sciences and humanities

Highwire Press
- Provides access to abstracts and free full text journal content (mainly SCIENCE)

Ingenta
- Full-text database covering journals in a wide range of subject areas

JSTOR, the scholarly journal archive
- Archive of back issues of various journals

Oxford journals archive online
- Archives contain the content of each journal from Volume 1, Issue 1 to end of 1995
- Post 1995 issues available for selected journals only

Sage journals online
SAGE is currently in the process of updating and loading back-file issues to the journals hosted on SAGE Journals Online. Please note that some of the back-file journal issues may be temporarily unavailable during this enhancement process. Index of titles available.

ScienceDirect
- Full-text access to over 1000 journals from Elsevier and a few other related publishers
- Variety of subject areas: science, medicine, engineering, business, management & social sciences

Synergy
Provides access to full text of Blackwells and Munksgaard journals subscribed to by QUB.

Times Digital Archive
Search through the complete digital edition of The Times (London), using keyword searching and hit-term highlighting to retrieve full facsimile images of either a specific article or a complete page.

Times Literary Supplement Centenary Archive
- Useful for researchers of English literature, other humanities or social science subjects
- Possible to track literary activity and critical opinion makers of the 20th century
- Over 250,000 reviews, letters, poems and articles in more than 5,000 issues of the TLS
- Identities of anonymous contributors disclosed

TLS subscriber archive
- Gives exclusive access to articles from every issue of the TLS from 1994
- Issues are added to the Archive one month after publication

Ulrich's international periodicals directory

WHAT IS ULRICH'S PERIODICALS DIRECTORY™?
- Ulrich's Periodicals Directory™ is a bibliographic database providing detailed, comprehensive, and authoritative information on serials published throughout the world
- It covers all subjects, and includes publications that are published regularly or irregularly and are circulated free of charge or by paid subscription

WHO USES ULRICH'S PERIODICALS DIRECTORY?
- Ulrich's, as it is commonly known, is a global and authoritative bibliographic reference and serials management tool used extensively by academic library staff, faculty and students, staff and patrons in public and special libraries, publishers, subscription agencies, corporations, and researchers worldwide

HOW OFTEN IS THE ULRICH'S DATABASE UPDATED?
- Ulrichsweb.com users have access to the most current or latest data on a weekly basis

Wiley InterScience online journals
- Online journals published by Wiley to which QUB has full-text access
- Mainly Science & Business, includes Law, Education and Social Sciences

Other useful web resources ALL FREE

AHDS - Arts & Humanities Data Service www.ahds.ac.uk
Provides access to over 600 online data collections of primary source material

e.g. Census Statistics http://ahds.ac.uk/history/collections/census-statistics.htm

- **INTUTE www.intute.ac.uk**
  Hub for *accessing online humanities resources*
  Compiled in collaboration with subject specialists
  Reliable resource which can be trusted
  Supported by JISC, AHRB and hosted by University of Oxford

- **Humanities (General)**
  http://www.intute.ac.uk/artsandhumanities/humanities-all/

Queen's University Belfast

Extenuating Circumstances - The following table provides a few examples of extenuating circumstances. It is a guide and is not meant to be prescriptive. Individual staff should continue to use their own judgement and discretion when deciding if an extension is warranted on the basis of the facts presented.

	Extenuating Circumstances - Normally Acceptable	Notes
1	Death of a close relative or friend	'Close' means parent or guardian; partner or spouse; child or sibling. *Where there is a demonstrably close relationship between the student and the deceased, a death certificate or a letter confirming the death from an independent person should be submitted.*
2	Serious illness of student	An incapacitating illness or an on-going illness or medical condition. This includes breaks and serious sprains to the normal writing hand/arm. *Medical certification must be obtained, self certification is not acceptable.*
3	Serious illness of a close relative	See notes at 1 above for definition of 'close'
4	Hospitalisation	A medical letter/certificate from the relevant hospital confirming the nature and severity of the student's circumstances and the likely impact it has on the student's ability to undertake formal assessment will be required.
5	Acute Personal/Emotional Circumstances	The following will be required: • A medical certificate or letter from the appropriate medical professional; or • A letter from the University Counselling Service, or equivalent confirming the nature and severity of the student's circumstances and the likely impact it has has on the student's ability to perform as required.
6	Victim of Crime	A written statement of events which is supported by written evidence from the police and/or appropriate medical professional or a letter from the University Counselling Service (or equivalent), will be required.
7	Financial Problems	Stress brought on by financial concerns. It is the student's responsibility to maintain a proper balance between work and study.
8	Serious personal disruption	Divorce; fire; burglary; serious assault; jury service, serious childcare difficulties. Corroborating evidence **must** be produced.
9	Pregnancy	A medical report from the student's doctor or midwife must be provided in support of such grounds. This also includes the stages following childbirth. Pregnancy of a wife/partner would be acceptable in appropriate circumstances.
	Not normally acceptable	
1	Social activities	Hectic social life; parties; visits to/from friends.
2	Temporary, self-induced medical conditions	Hangover; drug taking (excluding prescribed medication).
3	Minor ailments	Coughs; colds; sprains (other than in the writing hand/arm).
4	Non serious personal and domestic disruptions which could have been anticipated or planned	Moving house; weddings; holiday; failed transport arrangements.

QUEEN'S UNIVERSITY BELFAST EXTENUATING CIRCUMSTANCES FORM

To be completed by the student and submitted to your School Office normally within three working days of returning to study, or if in the case of emergencies which arose during examinations, within three working days of the date of the student's last examination. When the performance of a student has been significantly affected by extenuating factors which the student could not have made available before the Board of Examiners reached its decision, the student must submit a request in writing to the Head of School for a concession in connection with that assessment decision within ten working days of learning the assessment outcome. All information provided will be respected by the University and treated in confidence.

To be completed by student:

Student name: .... Student number: .... School: .... Course and year: ....

Please indicate why the form is being completed by ticking the appropriate box or boxes:

☐ Explanation for absence from an examination/assessment
☐ Claim for extenuating circumstances to be taken into account when an assessment has been attempted
☐ Request for extension to coursework deadline beyond the end of the stage in which it is due
☐ Request for extension to dissertation/project deadline

I confirm on behalf of the School that I have seen the above-named student regarding extenuating circumstances:

Yes/No: ....(signed by Course Convenor/Personal Tutor or nominee)

Nature of circumstances:
NB: Forms which are not fully completed and without the required documentary evidence will not be considered.

☐ **Illness/Hospitalisation** Please supply medical evidence from appropriate medical adviser
☐ **Bereavement** (death of close relative or friend) Please supply death certificate or supporting letter from an independent source
☐ **Family illness** Please supply medical evidence from an appropriate medical adviser
☐ **Victim of crime** A crime reference number plus any written evidence available from the police must be supplied
☐ **Acute emotional/personal circumstances** Please supply a letter from the University Counselling Service or equivalent and/or medical evidence
☐ **Other.** Please supply appropriate evidence to support your request.

The Regulations and Guidance available at http://www.qub.ac.uk/archive/info/calendar/General Regulations 0809.pdf sets out full information on the type and quality of evidence required, and gives examples of circumstances not normally considered as acceptable reasons.

....

(Please continue on a separate page if necessary)

Signed: ....   Date: ....

Draft Conceptual Equivalents Scale PG

Module Descriptor	Mark Band	Criteria	Determinator within grade band
A (Outstanding)	80-100	• Thorough and systematic knowledge and understanding of *module content*; • Clear grasp of issues involved, with evidence of innovative and original use of learning resources; • Knowledge beyond *module content*; • Clear evidence of independence of thought and originality. • Methodological rigour; • High critical judgement and confident grasp of complex issues.	Originality of argument.
A (Clear)	70-79	• Methodological rigour; • Originality • Critical judgement • Use of additional learning resources.	Methodological rigour.
B	60-69	• Very good knowledge and understanding of *module content*; • Well argued answer; • Some evidence of originality and critical judgement; • Sound methodology; • Critical judgement and some grasp of complex issues.	Extent of use of additional or non-core learning resources.
C	50-59	• Good knowledge and understanding of the *module content*; • Reasonably well argued; • Largely descriptive or narrative in focus; • Methodological application is not consistent or thorough.	Understanding of the main issues.
Fail at Masters level (Diploma)	40-49	• Lacking methodological application; • Adequately argued; • Basic understanding and knowledge; • Gaps or inaccuracies but not damaging.	Relevance of knowledge displayed.
Fail	0-39	• Little relevant material and/or inaccurate answer or incomplete; • Disorganised; • Largely irrelevant material and misunderstanding; • No evidence of methodology; • Minimal or no relevant material;	Weakness of argument.

module content should be interpreted as the topic or area of research being undertaken in the study in keeping with the learning outcomes for the module.

The above criteria can be applied to both taught modules at M-level and the M-level dissertation (ignoring reference to *module content*).

The Diploma qualification is assumed to be one where either the student has enrolled for the Diploma or the Masters dissertation is a Fail in the upper category (40-49).