

MSc Project Process Information for the Academic Year 2013-2014

Timing/Deadlines	Task	Student Notes/References
First Term		
September (MSc Induction) 26 th of September	Distribution of the MSc Project Handbook	A copy of the Project Handbook will be provided in the MSc induction pack. This is a very important document, and you are strongly advised to read it carefully.
October (Third Week) 7 th of October	Advisor Allocations	Each student will be allocated an advisor. Students will be notified of their advisor in an email from the MSc Course Director, Dr Chez Ciechanowicz. Students should meet their advisors and discuss the project process, potential project supervisors, MSc project topics, and any other issues they may have.
November 4 th and 5 th of November	MSc Project Tutorials (Task A1)	Students must attend and participate in the MSc project tutorial, which is offered on two separate dates. The dates and times of these tutorials for full-time, part-time and Block Mode students will be notified by email by the MSc Course Director by the end of September, and will also be made available in the timetable section of the MSc project web page. Attendance at the tutorial is mandatory. Participating students will be required to sign an attendance sheet.
November At any time before 15:00 on Wednesday the 6 th of November.	Moodle Plagiarism Resources (Task A2)	Students must complete the following three elements in Moodle: <ul style="list-style-type: none"> • The “Avoiding Plagiarism Resource”; • the “Quiz”, and • the “Avoiding Plagiarism course completion statement”. <p><u>Completing the above three elements is mandatory.</u></p>
Please note that Tasks (A1, A2) are mandatory requirements in order to proceed in the next step in the MSc Project supervisor allocation process. Students not completing these two tasks will not be permitted to nominate a project supervisor. As a result they may not be able to proceed with their MSc project, successful completion of which is essential in order to obtain the MSc degree.		
November Please note that the supervisor nomination web page will be open from Monday the 18 th of November at 13:00	Supervisor Nomination (Task A3)	Students should contact potential supervisors and discuss potential project topics. Note that not all members of the ISG are available every year to act as supervisors. Students can discover the availability of ISG staff for project supervision at the following web page: https://www.isg.rhul.ac.uk/signup/supervisor_signup.cgi . Students should also nominate their preferred supervisor using this

to Friday the 29 th of November, at 15:00		<p>page. Before nominating a supervisor, a student must ensure that they have met the staff member concerned, and that they have agreed a project area with that staff member.</p> <p>Students will not be able to nominate a supervisor if they have not completed tasks (A1, A2). In this case they must contact the MSc Course Director Dr Chez Ciechanowicz, as soon as possible.</p> <p><i>Please note that we will attempt as far as possible to accommodate all choices, subject to project supervisor resources. However, you may not be allocated to the supervisor you nominate.</i></p>
December (9 th of December)	Supervisor Allocations	Students will be notified which supervisor they have been allocated in an email from the MSc Projects Director.
Second Term		
January - March	Discuss with Supervisor Potential Project Topics	<p>Students should arrange to meet their supervisors regularly to discuss their project and develop the following two items.</p> <ul style="list-style-type: none"> • The Project Description Form (PDF). A sample PDF can be obtained from here. • The Preliminary Literature Review (PLR). A template for the literature review can be obtained from here. This form, which includes the title page, can be used as a template for both your project and the Preliminary Literature Review. A copy of the project literature review should be attached to both copies of the PDF.
March Anytime before 3/3/2014.	Submit the Project Description Forms (PDFs) and the preliminary literature review (Task A4)	<p>Students should prepare two copies of the PDF and the preliminary literature review. Students should ensure that they sign the declaration on the PDF.</p> <p>Students should obtain the supervisor's signature on both copies of the PLR. Students should keep one copy for their records. The other copy must be left with the supervisor.</p> <p>If you are unable to provide a physical copy of the PDF and PLR then please liaise with your supervisor in order to obtain approval via email. In this case please ensure that a signed copy of the PDF and the preliminary review section are posted to your supervisor.</p>
<p>Students not providing an acceptable Project Description Form and Preliminary Literature Review by the deadline will be reported to the MSc Course Director, and their personal record will be updated accordingly. Non-completion of these two mandatory elements of the MSc could prevent students from graduating.</p>		

Third Term		
May/June-August	Conduct Project and Supervisor Meetings	<p>Students are advised to continue work on their projects immediately after the examinations.</p> <p>Students are also advised to meet and discuss the project process with their supervisor at regular intervals.</p>
<p>AUGUST</p> <p>Friday 29th of August 2014, at 15:00</p> <p>Please note that no projects will be accepted after 15:00.</p>	Project Submission	<p>The project must be submitted according to the project submission requirements.</p> <p>Please refer to the MSc Project Handbook for details.</p> <p>Extensions: Please note that extensions to the project submission deadline are not possible. The College policy on Penalties for late submission of work is as follows:</p> <ul style="list-style-type: none"> • For work submitted up to 24 hours late, the mark will be reduced by ten percentage marks, subject to a minimum mark of a minimum pass. • For work submitted more than 24 hours late, the maximum mark will be zero. <p>Students' attention is drawn to paragraphs 47b) and 49 of the Postgraduate Regulations which imply that the failure to submit the project dissertation within the deadline means that an outcome of INCOMPLETE will be recorded. Students' attention is also drawn to paragraph 33 of the regulations and the fact that REPEATING a course has tuition fees implications (which are different to those for RESITTING an assessment). Also note that, according to paragraph 70, a student who takes more than one attempt at the Project element will not normally be considered for the award of Distinction.</p> <p>Extenuating Circumstances, Deferrals, and Interruption of Studies: Further information can be obtained from Mrs Emma Mosley (Emma.Mosley@rhul.ac.uk) and from here.</p>