



**UNIVERSITY
OF LONDON**

**INTERNATIONAL
PROGRAMMES**

Programme Regulations

2017

for programmes offered through
the Centre for Development
Environment and Policy (CeDEP)

Agricultural Economics
Environmental Economics
Environmental Management
Managing Rural
Development
Sustainable Development
Poverty Reduction: Policy
and Practice

MSc

Postgraduate Diploma

Postgraduate Certificate

Individual Professional Awards

Effective from January 2017

Important document – please read

This document contains important
information that governs your
registration, assessment and
programme of study



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Important information regarding the Programme Regulations

About this document

Last revised 14 December 2016

As a student registered with the University of London you are governed by the current General Regulations and Programme Regulations associated with your programme of study.

The Programme Regulations are designed and developed by the College of the University of London responsible for the programme and they normally take account of the associated arrangements within the College. Programme Regulations will provide the detailed rules and guidance for your programme of study.

Further information about how to use the Programme Regulations can be found in the [Student Guide](#).

In addition to Programme Regulations you will have to abide by the [General Regulations](#). These regulations apply to all students registered for a programme of study with the University of London and provide the rules governing registration and assessment on all programmes; they also indicate what you may expect on completion of your programme of study and how you may pursue a complaint, should that be necessary.

Programme Regulations should be read in conjunction with the General Regulations.

A [Glossary](#) provides an explanation of the terms used in this document.

If you have a query about any of the programme information provided please contact us. You should use the *ask a question* tab in the student portal <https://my.londoninternational.ac.uk>.

To note:

Throughout the Regulations, 'we' 'us' and 'our' mean the University of London; 'you' and 'your' mean the student, or where applicable, all students.

Changes to CeDEP Regulations 2017

- a) The guidelines for the dissertation component (Appendix E) are amended to reflect new procedures for enrolling for the Dissertation module that will take effect in 2017 (affecting students commencing their dissertation from October 2017).
- b) The following module will be examined for the final time in 2017:
Management in rural development
- c) The following modules will be examined for the final time in 2018:
Rural development
Rural finance
Sustainable land management

1 Registration

Effective date of registration

1.1

Your effective date of registration will be 1 January or 23 May in the year that you initially registered. This allows you to sit your first examinations in October of the same year.

Period of registration

See the Programme Specification in the applicable course pages on our [website](#) for the minimum and maximum periods of registration applicable to this programme

1.2

If you start by taking an Individual professional award and then register for a Postgraduate Certificate, Postgraduate Diploma or an MSc we will give you a new maximum period of registration for the Postgraduate Certificate, Postgraduate Diploma or MSc.

1.3

A student may apply for an extension of their five year MSc registration period. An extension of one year can be permitted if a student has completed at least 6 modules, on the condition that the student then completes the MSc within the revised enrolment period.

Any student who does not meet the criterion for an extension to complete the MSc may be granted a one-year extension so as to complete either a Postgraduate Diploma or a Postgraduate Certificate.

See [Glossary](#) for the definition of 'effective date of registration'.

2 Recognition of prior learning and credit transfer

To be read in conjunction with the [General Regulations](#), Section 3.

Credit transfer

2.1

We may permit you to transfer to another CeDEP Postgraduate Certificate, Postgraduate Diploma or MSc offered under these regulations and apply for credit transfer of relevant modules already passed. We will consider applications to transfer on an individual basis.

Recognition of prior learning

2.2

There is no recognition of prior learning for any programme offered under these regulations.

3 Module selection

[Appendix A](#) provides details of the programme structures and module titles.

3.1

We cannot guarantee that your preferred choice of module(s) will always be available. On registration, therefore, you will be asked to indicate an alternative choice.

3.2

In all programmes except Poverty Reduction: Policy and Practice and Sustainable Development, one elective module from another programme offered under these regulations may be selected to replace an elective module listed for your programme, subject to approval by the Programme Convenor.

3.3

If you intend to transfer from the Postgraduate Diploma to the related MSc offered under these regulations you must select the Research Methods module in place of the fourth elective module from the Postgraduate Diploma.

To replace an elective module please contact [CeDEP Student Support](#).

3.4

You may apply to change your choice of module as long as you have not submitted an examined assignment (EA) for that particular module. We will consider any application to change modules on an individual basis and apply our discretion appropriately.

Individual professional awards

3.5

All modules, with the exception of the Dissertation, can be taken as Individual professional awards. You may apply to register for up to three Individual professional awards instead of registering for a Postgraduate Certificate, Postgraduate Diploma or MSc offered under these regulations.

4 Assessment for the programme

Assessment methods

See [Glossary](#) for the definition of 'examination' and 'written paper examination'.

4.1

Each module (except for Research Methods and the Dissertation) will be examined by the submission of one EA and by one two-hour unseen written examination. The written examination and EA are weighted on a ratio of 80:20. The unseen written examination must be sat at an approved examination centre.

See the website for the [list of examination centres and contact details](#).

4.2

The Research Methods module will be assessed by the submission of two EAs weighted 50% each.

4.3

The Dissertation module will be assessed by submission of a proposal and a written report of 10,000 words. The proposal and written report are weighted on a ratio of 20:80. The full guidelines for the Dissertation are included as [Appendix E](#).

4.4

In order to complete a module, you are required to have made a reasonable attempt at each element of assessment. A reasonable attempt is defined as one that gains a mark of not less than 20% (prior to any deductions for late submission). If you sit an examination without having previously submitted a reasonable attempt at the relevant EA, the examination attempt will be considered void. Similarly, if you submit a Dissertation without having previously submitted a reasonable attempt at the assessed proposal, the Dissertation submission will not be marked.

4.5

If you submit an EA, but do not complete the examination, the EA mark will be carried forward. In order to complete the module you should take the examination at the next opportunity.

See also [clause 5.1](#).

Plagiarism

4.6

Examined assignments, assessed proposals for the dissertation and Dissertations themselves are submitted online through Turnitin. This is the primary tool for identifying irregularities which may constitute poor referencing or plagiarism. Suspected major irregularities will be referred firstly to the CeDEP Examination Sub-Board and then, where applicable, to us for investigation. The marks for pieces of work under investigation for major irregularities will be withheld pending the outcome of the investigation.

[Appendix F](#) provides further details about how plagiarism is handled.

Dissertations

4.7

Dissertations are the intellectual property of the student, but are also examination material of the University of London. Therefore, Dissertations should not be disseminated publicly by you before the completion of the examination process, including final release of marks. In the case of a dissertation found to contain minor irregularities, the Examination Sub-Board may require you to make minor amendments to the dissertation before it can be disseminated in any way, even if the mark awarded exceeds 50% after deduction of penalties.

Dates for examinations

4.8

Timed written examinations take place in September-October each year.

4.9

The deadline for a completed EA (for each module except Research Methods) is either **29 June** or **01 August**. You should refer to the Virtual Learning Environment for the deadline date for your module(s).

4.10

The deadlines for the completed Research Methods EAs are **29 June** and **14 September**. The Research Methods EAs must be submitted via the Virtual Learning Environment.

4.11

The deadline for a completed Dissertation (MSc only) is **14 September**. The deadline for the assessed proposal for the Dissertation is **21 February**. All dissertation elements must be submitted via the Virtual Learning Environment.

Late submission

4.12

For EAs and the assessed proposal for the dissertation, work submitted up to one week late will be accepted, with 2 marks deducted per working day (a maximum of 10 marks). For the Dissertation, work submitted up to two weeks late will be accepted, but two marks per working day will be deducted from the final mark (a maximum of 20 marks). Submissions received after this period will receive a zero mark.

See [General Regulations](#) Rules for taking written examinations

5 Number of attempts permitted at an examination

5.1

The maximum number of attempts permitted at any element of assessment (EA, timed written examination, dissertation) is two. Only elements of assessment that have received a mark of less than 50% may be attempted a second time. This should happen after all elements of assessment for a module have been attempted once and only if the module is failed overall.

See [Appendix D](#) for more information on Examination conventions and procedures

5.2

If your registration has ceased we will not permit you to re-register for the Postgraduate Certificate, Postgraduate Diploma or MSc, as applicable, but you may be eligible for an exit award.

Core and elective modules

5.3

If you fail at the final attempt in any core or elective module we may permit you to attempt the assessment of a different core or elective module, where an alternative choice is available. If you fail at your final attempt of an alternative module your registration will normally cease.

Dissertation (MSc only)

5.4

If your Dissertation requires minor amendment either to achieve a pass mark of 50% or to correct minor irregularities (see [Appendix E](#)), we may ask you to re-submit it within a specified time. If the Dissertation is failed completely, you will have to submit a new or re-written Dissertation at another examination.

6 Progression within the programme

See [section 4](#) for method of assessment.

6.1

If you are registered for an MSc or Postgraduate Diploma under these regulations you may attempt examinations in a maximum of **five** modules in any one year.

6.2

If you are registered for the Postgraduate Certificate under these regulations you may attempt examinations in a maximum of **four** modules in any one year.

6.3

If you fail to complete a module in a given year, you are required to re-enrol for this module, although there is no charge for this. You should do this at the next opportunity.

Progression between related awards

6.4

There is no automatic progression, but if you successfully complete a Postgraduate Certificate or Postgraduate Diploma you may transfer to the related Postgraduate Diploma or MSc offered under these regulations and receive appropriate credits.

6.5

If you accept a Postgraduate Certificate or Postgraduate Diploma offered under these regulations we will not permit you to register or re-register for the related Postgraduate Diploma or MSc at a later date.

Transfer from Individual professional awards

6.6

If you successfully complete one or more Individual professional awards we may consider you for progression to a Postgraduate Certificate, Postgraduate Diploma or MSc offered under these regulations. If you are permitted to progress we may credit you with any Individual professional award successfully completed provided that your application is made within three years of the completion of the Individual professional award. Neither progression nor credit is automatic.

Progression within the MSc

6.7

In order to proceed to the Dissertation of your MSc you must successfully complete both the prescribed core modules for your programme and the Research Methods module, and receive our recommendation that you may progress. Exceptions to this rule must be approved in advance by the Programme Convenor.

Registration on a second CeDEP programme

6.8

If you register for a second or subsequent programme with CeDEP you will not be permitted to re-enter for any module already taken as part of the earlier programme, with the exception of the Dissertation.

7 Schemes of award

See [Appendix D](#) for detailed examination conventions

7.1

Modules are marked according to the following scale:

Mark	Grade
70+	Distinction
60 to 69	Merit
50 to 59	Pass
0 to 49	Fail

7.2

The final award classification for an MSc is calculated using a weighted average of the marks for the eight taught modules (each 15 credits) and the Dissertation (60 credits). A student is awarded:

- a distinction if the weighted average of their marks is 70 or more;
- a merit if the weighted average of their marks is between 60 and 69;
- a pass if the weighted average of their marks is between 50 and 59.

Programme Regulations 2017 for programmes offered through CeDEP (MSc/PGDip/ PGCert/Individual professional awards)

7.3

The final award classification for a Postgraduate Diploma is calculated using a simple average of the marks for the eight modules. A student is awarded:

- a distinction if the average of their marks is 70 or more;
- a pass if the weighted average of their marks is between 50 and 69.

7.4

The final award classification for a Postgraduate Certificate is calculated using a simple average of the marks for the four modules. A student is awarded a distinction if the average of their marks is 70 or more. A student is awarded a pass if the weighted average of their marks is between 50 and 69.

To calculate the final award classification average marks are rounded upwards (n.5 - n.9) or downwards (n.1 – n.4) to the nearest whole figure.

7.5

Normally, students are required to pass all of their modules. However, a fail mark in one core module and/or one elective module (a maximum of two modules) may be condoned by the Examination Board if the marks for the other modules in that part of the programme are sufficient to justify this. The regulations for condoning marks are set out in [Appendix D](#).

7.6

If you are unable to complete the 120 or 180 credits required for the Postgraduate Diploma or MSc award respectively, you may be awarded the related Postgraduate Certificate or Postgraduate Diploma, as applicable. The award of the Postgraduate Certificate or Postgraduate Diploma will be at the discretion of the Board of Examiners and with effect from the year, and under the regulations, in which the relevant examinations were completed.

Individual professional award

7.9

The pass mark for an Individual professional award is 50%.

Appendix A – Structure of the programmes

The structures below indicate core module requirement (Part 1), elective requirement (Part 2) and, where applicable, the Dissertation (Part 3). A detailed outline of the module syllabus is provided on the [CeDEP modules](#) page.

The module examination numbers precede the module title and these numbers should be used when completing your examination entry.

MSc in Agricultural Economics

Four core modules (all modules 15 credits)

DPM002 Economic principles [P100] (must be studied in Year 1)

or

DPM116 Economics and institutions for development [P103] (must be studied in Year 1)

+

DPM265 Agricultural policy and trade [P102]

DPM127 Political economy of public policy [P110]

DPM225 Food security and social protection [P126]

+

Three elective modules (all modules 15 credits) chosen from

DPM126 Water resource management [P109]

DPM005 Applied econometrics [P101]

DPM205 Natural resource economics [P122]

DPM119 Understanding Poverty [P104] (subject to approval by the Programme Convenor)

DPM124 Climate change and development [P108]

DPM128 Rural Finance [P111] (last examination in 2018)

DPM230 Rural development [P127] (last examination in 2018)

DPM134 Project planning and management [P113]

DPM168 Sustainable land management [P117] (last examination in 2018)

+

DPM106 Research methods (15 credits) [P130] (Must be taken before DPM001)

and

DPM001 Dissertation (60 credits) [P541] (The topic to be approved by the tutor)

Postgraduate Diploma in Agricultural Economics

Four core modules (all modules 15 credits)

DPM002 Economic principles [P100] (must be studied in Year 1)

or

DPM116 Economics and institutions for development [P103] (must be studied in Year 1)

+

DPM265 Agricultural policy and trade [P102]

DPM127 Political economy of public policy [P110]

DPM225 Food security and social protection [P126]

+

Four elective modules (all modules 15 credits) chosen from

DPM126 Water resource management [P109]

DPM005 Applied econometrics [P101]

DPM205 Natural resource economics [P122]

DPM119 Understanding Poverty [P104] (subject to approval by the Programme Convenor)

DPM124 Climate change and development [P108]

DPM128 Rural Finance [P111] (last examination in 2018)

DPM230 Rural development [P127] (last examination in 2018)

DPM134 Project planning and management [P113]

DPM168 Sustainable land management [P117] (last examination in 2018)

DPM106 Research methods (15 credits) [P130] (Must be taken before DPM001)

Postgraduate Certificate in Agricultural Economics

Three core modules (all modules 15 credits) chosen from

DPM002 Economic principles [P100] (must be studied in Year 1)

or

DPM116 Economics and institutions for development [P103] (must be studied in Year 1)

+

DPM265 Agricultural policy and trade [P102]

Programme Regulations 2017 for programmes offered through CeDEP (MSc/PGDip/ PGCert/Individual professional awards)

DPM127 Political economy of public policy [P110]

DPM225 Food security and social protection [P126]

+

A maximum of one elective module (15 credits) chosen from

DPM126 Water resource management [P109]

DPM005 Applied econometrics [P101]

DPM205 Natural resource economics [P122]

DPM119 Understanding Poverty [P104] (subject to approval by the Programme Convenor)

DPM124 Climate change and development [P108]

DPM128 Rural Finance [P111] (last examination in 2018)

DPM230 Rural development [P127] (last examination in 2018)

DPM134 Project planning and management [P113]

DPM168 Sustainable land management [P117] (last examination in 2018)

MSc in Environmental Economics

Four core modules (all modules 15 credits)

DPM002 Economic principles [P100] (must be studied in Year 1)

+

DPM121 Economics of environmental policy [P105]

DPM122 Environmental valuation: theory, techniques and application [P106]

DPM205 Natural resource economics [P122]

+

Three elective modules (all modules 15 credits) chosen from

DPM005 Applied Econometrics [P101]

DPM200 Environmental science and management [P120]

DPM207 Environmental assessment [P123]

DPM208 Environmental auditing and environmental management systems [P124]

DPM214 International environmental law [P125]

DPM124 Climate change and development [P108]

DPM134 Project planning and management [P113]

Programme Regulations 2017 for programmes offered through CeDEP (MSc/PGDip/ PGCert/Individual professional awards)

DPM263 Ethics for environment and development [P129]

And either

DPM126 Water resources management [P109] **OR**

DPM168 Sustainable land management [P117] (last examination in 2018) **OR**

DPM275 Energy and development [P132] **OR**

DPM270 Biodiversity, conservation and development [P131]

+

DPM106 Research methods (15 credits) [P122] (Must be taken before DPM001)

and

DPM001 Dissertation (60 credits) [P541] (The topic to be approved by the tutor)

Postgraduate Diploma in Environmental Economics

Four core modules (all modules 15 credits)

DPM002 Economic principles [P100] (must be studied in Year 1)

+

DPM121 Economics of environmental policy [P105]

DPM122 Environmental valuation: theory, techniques and application [P106]

DPM205 Natural resource economics [P122]

+

Four elective modules (all modules 15 credits) chosen from

DPM005 Applied Econometrics [P101]

DPM200 Environmental science and management [P120]

DPM207 Environmental assessment [P123]

DPM208 Environmental auditing and environmental management systems [P124]

DPM214 International environmental law [P125]

DPM124 Climate change and development [P108]

DPM134 Project planning and management [P113]

DPM263 Ethics for environment and development [P129]

And either

DPM126 Water resources management [P109] **OR**

DPM168 Sustainable land management [P117] (last examination in 2018) **OR**

Programme Regulations 2017 for programmes offered through CeDEP (MSc/PGDip/ PGCert/Individual professional awards)

DPM275 Energy and development [P132] **OR**

DPM270 Biodiversity, conservation and development [P131]

DPM106 Research methods (15 credits) [P130] (Must be taken before DPM001)

Postgraduate Certificate in Environmental Economics

Three core modules (all modules 15 credits) chosen from

DPM002 Economic principles [P100] (must be studied in Year 1)

+

DPM121 Economics of environmental policy [P05]

DPM122 Environmental valuation: theory, techniques and application [P106]

DPM205 Natural resource economics [P122]

+

A maximum of one elective module (15 credits) chosen from

DPM005 Applied Econometrics [P101]

DPM200 Environmental science and management [P120]

DPM207 Environmental assessment [P123]

DPM208 Environmental auditing and environmental management systems [P124]

DPM214 International environmental law [P125]

DPM124 Climate change and development [P108]

DPM134 Project planning and management [P113]

DPM263 Ethics for environment and development [P129]

And either

DPM126 Water resources management [P109] **OR**

DPM168 Sustainable land management [P117] (last examination in 2018) **OR**

DPM275 Energy and development [P132] **OR**

DPM270 Biodiversity, conservation and development [P131]

MSc in Environmental Management

Four core modules (all modules 15 credits)

DPM170 Introduction to environmental economics and policy [P118]

DPM200 Environmental science and management [P120]

DPM207 Environmental assessment [P123]

DPM208 Environmental auditing and environmental management systems [P124]

+

Three elective modules (all modules 15 credits) chosen from

DPM122 Environmental valuation: theory, techniques and application [P106]

DPM124 Climate change and development [P108]

DPM126 Water resources management [P109]

DPM132 NGO management [P112]

DPM214 International environmental law [P125]

DPM263 Ethics for environment and development [P129]

DPM168 Sustainable land management [P117] (last examination in 2018)

DPM275 Energy and development [P132]

+

DPM106 Research methods (15 credits) [P130] (Must be taken before DPM001)

+

DPM001 Dissertation (60 credits) [P541] (The topic to be approved by the tutor)

Postgraduate Diploma in Environmental Management

Four core modules (all modules 15 credits)

DPM170 Introduction to environmental economics and policy [P118]

DPM200 Environmental science and management [P120]

DPM207 Environmental assessment [P123]

DPM208 Environmental auditing and environmental management systems [P124]

+

Four elective modules (all modules 15 credits) chosen from

Programme Regulations 2017 for programmes offered through CeDEP (MSc/PGDip/ PGCert/Individual professional awards)

- DPM122 Environmental valuation: theory, techniques and application [P106]
- DPM124 Climate change and development [P108]
- DPM126 Water resources management [P109]
- DPM132 NGO management [P112]
- DPM214 International environmental law [P125]
- DPM263 Ethics for environment and development [P129]
- DPM168 Sustainable land management [P117] (last examination in 2018)
- DPM275 Energy and development [P132]
- DPM106 Research methods (15 credits) [P130] (Must be taken before DPM001)

Postgraduate Certificate in Environmental Management

Three core modules (all modules 15 credits) chosen from:

- DPM170 Introduction to environmental economics and policy [P118]
- DPM200 Environmental science and management [P120]
- DPM207 Environmental assessment [P123]
- DPM208 Environmental auditing and environmental management systems [P124]

+

A maximum of one elective module (15 credits) chosen from

- DPM122 Environmental valuation: theory, techniques and application [P106]
- DPM124 Climate change and development [P108]
- DPM126 Water resources management [P109]
- DPM132 NGO management [P112]
- DPM214 International environmental law [P125]
- DPM263 Ethics for environment and development [P129]
- DPM168 Sustainable land management [P117] (last examination in 2018)
- DPM275 Energy and development [P132]

MSc in Managing Rural Development

Note: This programme is being withdrawn. The final awards under this programme will be made in 2020.

Four core modules (all modules 15 credits)

Programme Regulations 2017 for programmes offered through CeDEP (MSc/PGDip/ PGCert/Individual professional awards)

DPM116 Economics and institutions for development [P103] (must be studied in Year 1)

+

DPM230 Rural development [P127] (last examination in 2018)

DPM231 Management in rural development [P128] (last examination in 2017)

DPM140 Gender and social inequality [P116]

+

Three elective modules (all modules 15 credits) chosen from

DPM265 Agricultural policy and trade [P102]

DPM126 Water resources management [P109]

DPM132 NGO management [P112]

DPM225 Food security and social protection [P126]

DPM128 Rural Finance [P111] (last examination in 2018)

DPM134 Project planning and management [P113]

DPM275 Energy and development [P132]

And either

DPM123 Managing knowledge and communication for development [P107] **OR**

DPM119 Understanding Poverty [P104]

+

DPM106 Research methods (15 credits) [P130] (Must be taken before DPM001)

and

DPM001 Dissertation (60 credits) [P541] (The topic to be approved by the tutor)

Postgraduate Diploma in Managing Rural Development

Four core modules (all modules 15 credits)

DPM116 Economics and institutions for development [P103] (must be studied in Year 1)

+

DPM230 Rural development [P127] (last examination in 2018)

DPM231 Management in rural development [P128] (last examination in 2017)

DPM140 Gender and social inequality [P116]

+

Programme Regulations 2017 for programmes offered through CeDEP (MSc/PGDip/ PGCert/Individual professional awards)

Four elective modules (all modules 15 credits) chosen from

- DPM265 Agricultural policy and trade [P102]
- DPM126 Water resources management [P109]
- DPM132 NGO management [P112]
- DPM225 Food security and social protection [P126]
- DPM128 Rural Finance [P111] (last examination in 2018)
- DPM134 Project planning and management [P113]
- DPM275 Energy and development [P132]
- DPM106 Research methods (15 credits) [P130] (Must be taken before DPM001)

And either

- DPM123 Managing knowledge and communication for development [P107] **OR**
- DPM119 Understanding Poverty [P104]

Postgraduate Certificate in Managing Rural Development

Three core modules (all modules 15 credits) chosen from

- DPM116 Economics and institutions for development [P103] (must be studied in Year 1)
- +**
- DPM230 Rural development [P127] (last examination in 2018)
- DPM231 Management in rural development [P128] (last examination in 2017)
- DPM140 Gender and social inequality [P116]

+

A maximum of one elective module (15 credits) chosen from

- DPM265 Agricultural policy and trade [P102]
- DPM126 Water resources management [P109]
- DPM132 NGO management [P112]
- DPM225 Food security and social protection [P126]
- DPM128 Rural finance [P111] (last examination in 2018)
- DPM134 Project planning and management [P113]
- DPM275 Energy and development [P132]

And either

Programme Regulations 2017 for programmes offered through CeDEP (MSc/PGDip/ PGCert/Individual professional awards)

DPM123 Managing knowledge and communication for development [P107] **OR**

DPM119 Understanding poverty [P104]

MSc in Sustainable Development

One compulsory module (15 credits)

DPM201 Understanding Sustainable development [P121]

+

Two further core modules (all modules 15 credits) chosen from

DPM200 Environmental science and management [P120]

DPM124 Climate change and development [P108]

DPM263 Ethics for environment and development [P129]

+

Four elective modules taken from specialisms listed below: a minimum of three modules must be chosen from one specialism and a maximum of one module can be chosen from another specialism. (All modules 15 credits)

+

DPM106 Research methods (15 credits) [P130] (Must be taken before DPM001)

and

DPM001 Dissertation (60 credits) [P541] (The topic to be approved by the tutor)

Postgraduate Diploma in Sustainable Development

One compulsory module (15 credits)

DPM201 Understanding Sustainable development [P121]

+

Two or three further core modules (all modules 15 credits)

DPM200 Environmental science and management [P120]

DPM124 Climate change and development [P108]

DPM263 Ethics for environment and development [P129]

DPM106 Research methods (15 credits) [P130] (Must be taken before DPM001)

+

Programme Regulations 2017 for programmes offered through CeDEP (MSc/PGDip/ PGCert/Individual professional awards)

Elective modules taken from specialisms listed below: four modules (if three further core modules have been attempted) or five modules (if two further core modules have been attempted). A minimum of three modules must be chosen from one specialism and a maximum of one module can be chosen from another specialism. (All modules 15 credits)

Postgraduate Certificate in Sustainable Development

One compulsory module (15 credits)

DPM201 Understanding Sustainable development [P121]

+

Two further core modules (all modules 15 credits) chosen from

DPM200 Environmental science and management [P120]

DPM124 Climate change and development [P108]

DPM263 Ethics for environment and development [P129]

+

One elective module chosen from any specialism listed below (15 credits)

Specialisms: Sustainable Development

You should consider selecting **DMP116 Economics and institutions for development** (from the Development management specialism) if you lack a background in economic theory and wish to choose other elective modules with a high economic theory and methods content.

Rural development and change

DPM230 Rural development [P127] (last examination in 2018)

DPM265 Agricultural policy and trade [P102]

DPM119 Understanding poverty [P104]

DPM225 Food security and social protection [P126]

DPM275 Energy and development [P132]

DPM140 Gender and social inequality [P116]

Development management

- DPM123 Managing knowledge and communication for development [P107]
- DPM116 Economics and institutions for development [P103]
- DPM132 NGO management [P112]
- DPM231 Management in rural development [P128] (last examination in 2017)
- DPM134 Project planning and management [P113]

Environmental economics

- DPM002 Economic principles [P100]
- DPM121 Economics of environmental policy [P105]
- DPM122 Environmental valuation: theory, techniques and application [P106]
- DPM205 Natural resource economics [P122]

Environmental management

- DPM170 Introduction to environmental economics and policy [P118]
- DPM207 Environmental assessment [P123]
- DPM214 International environmental law [P125]
- DPM208 Environmental auditing and environmental management systems [P124]

Natural resource management

- DPM168 Sustainable land management [P117] (last examination in 2018)
- DPM126 Water resources management [P109]
- DPM205 Natural resource economics [P122]
- DPM270 Biodiversity, conservation and development [P131]

MSc in Poverty Reduction: Policy and Practice

One compulsory module (15 credits)

DPM119 Understanding poverty [P104]

+

Two further core modules (all modules 15 credits) chosen from

DPM116 Economics and institutions for development [P103]

DPM123 Managing knowledge and communication for development [P107]

DPM124 Climate change and development [P108]

+

Four elective modules taken from specialisms listed below: a minimum of three modules must be chosen from one specialism and a maximum of one module can be chosen from another specialism. (All modules 15 credits)

+

DPM106 Research methods (15 credits) [P130] (Must be taken before DPM001)

and

DPM001 Dissertation (60 credits) [P541] (The topic to be approved by the tutor)

Postgraduate Diploma in Poverty Reduction: Policy and Practice

One compulsory module (15 credits)

DPM119 Understanding poverty [P104]

+

Two or three further core modules (all modules 15 credits)

DPM116 Economics and institutions for development [P103]

DPM123 Managing knowledge and communication for development [P107]

DPM124 Climate change and development [P108]

DPM106 Research methods (15 credits) [P130] (Must be taken before DPM001)

+

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Elective modules taken from specialisms listed below: four modules (if three further core modules have been attempted) or five modules (if two further core modules have been attempted). A minimum of three modules must be chosen from one specialism and a maximum of one module can be chosen from another specialism. DPM106 Research methods may also be taken as an elective module. (All modules 15 credits).

Postgraduate Certificate in Poverty Reduction: Policy and Practice

One compulsory module (15 credits)

DPM119 Understanding poverty [P104]

+

Two further core modules (all modules 15 credits) chosen from

DPM116 Economics and institutions for development [P103]

DPM123 Managing knowledge and communication for development [P107]

DPM124 Climate change and development [P108]

+

One elective module chosen from any specialism listed below (15 credits)

Specialisms: Poverty Reduction: Policy and Practice

Natural resource management

DPM200 Environmental science and management [P120]

DPM205 Natural resource economics [P122]

DPM214 International environmental law [P125]

DPM126 Water resources management [P109]

DPM168 Sustainable land management [P117] (last examination in 2018)

DPM270 Biodiversity, conservation and development [P131]

Development management

- DPM128 Rural Finance [P111] (last examination in 2018)
- DPM230 Rural Development [P127] (last examination in 2018)
- DPM231 Management in rural development [P128] (last examination in 2017)
- DPM132 NGO management [P112]
- DPM134 Project planning and management [P113]
- DPM140 Gender and social inequality [P116]

Food and agricultural policy (for students who registered before 2016 only)

- DPM127 Political economy of public policy [P110]
- DPM265 Agricultural policy and trade [P102]
- DPM225 Food security and social protection [P126]

Inclusive Growth

- DPM127 Political economy of public policy [P110]
- DPM265 Agricultural policy and trade [P102]
- DPM225 Food security and social protection [P126]
- DPM128 Rural Finance [P111] (last examination in 2018)
- DPM275 Energy and development [P132]

Appendix B – Modules Offered in February and May 2017

The following credit-bearing modules are available for study in 2017. With the exception of the Dissertation, all may be studied on a stand-alone basis for an Individual professional award.

Module code 2017	Previous Module code	Module Name	Offered only in February	Offered in both February and May
P102	P102	Agricultural policy and trade		Yes
P101	P545	Applied econometrics	Yes	
P131	P131	Biodiversity, conservation and development		Yes
P108	P524	Climate change and development		Yes
P100	P542	Economic principles		Yes
P103	P516	Economics and institutions for development		Yes
P105	P521	Economics of environmental policy		Yes
P132	P132	Energy and development		Yes
P123	P507	Environmental assessment	Yes	
P124	P508	Environmental auditing and environmental management systems		Yes
P120	P500	Environmental science and management		Yes
P106	P522	Environmental valuation: theory, techniques and application	Yes	
P129	P563	Ethics for environment and development	Yes	
P126	P525	Food security and social protection	Yes	
P116	P540	Gender and social inequality	Yes	
P125	P514	International environmental law		Yes
P118	P570	Introduction to environmental economics and policy		Yes
P128	P531	Management in rural development	Yes	
P107	P523	Managing knowledge and communication for development		Yes
P122	P505	Natural resource economics		Yes
P112	P532	NGO management	Yes	
P110	P527	Political economy of public policy	Yes	
P113	P534	Project planning and management	Yes	
P130	P506	Research methods	Yes	
P127	P530	Rural development		Yes
P111	P528	Rural finance		Yes
P117	P568	Sustainable land management	Yes	
P104	P519	Understanding poverty		Yes

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P121	P501	Understanding sustainable development		Yes
P109	P526	Water resource management	Yes	
P541	P541	Dissertation - this is commenced in November		

Appendix C – Assessment Criteria

Each module (except for Research Methods and the Dissertation) will be examined by the submission of one Examined Assignment (EA) and by one two-hour unseen written examination. This appendix explains the structure of CeDEP's timed unseen written examinations. It then sets out the performance standards by which you should demonstrate your learning achievement in examinations and other elements of assessment.

Timed written examinations

Each written examination comprises two sections that carry equal weighting. You are required to answer questions from both sections. Section A comprises four short questions and you are required to answer three of these. Section B comprises four longer essay questions and you are required to answer one of these.

Short (Section A) examination questions

You should spend approximately 20 minutes on each section A answer. The usual expectation is that you will write in prose, but answers in the form of notation or bulleted points will also be acceptable **if** they fulfil the requirements of the question.

Answers should demonstrate knowledge and understanding of module materials. In certain circumstances, depending on the nature of the subject matter under examination, you may be required to show elements of judgement and also to include some analytical and evaluative content, although clearly not to the same extent as for the longer exam answers in Section B.

Long (Section B) examination questions

You should spend approximately 60 minutes on your Section B answer. The usual expectation is for an essay style answer of 2–3 sides of A4 paper in length **as a minimum**. You should write mainly in continuous prose, with note or bullet point forms used only where appropriate for lists, or under time pressure for final points at the end of the exam. Alternative formats for answers may be appropriate for quantitative questions or particular material or question styles.

Answers to problems must show elements of judgement and analytical and evaluative content, in addition to knowledge and understanding of the context and of the wider literature.

Criteria for demonstrating your level of achievement

80%+ High distinction

- Outstanding ability to make informed judgements and develop original insights
- Very high levels of creativity and independence of thought
- Very significant ability to assemble information from different sources to produce exceptionally well-organised and original answers
- Very significant ability to evaluate published or publicly-presented work critically
- Excellent professional standards of competence, expression and presentation
- Outstanding levels of accuracy and technical competence

70—79% Distinction

- High level of creativity, originality, informed judgement and independence of thought
- Significant ability to assemble information from different sources to produce well-organised and original answers
- Significant ability to evaluate published or publicly-presented work critically and to a high professional standard
- High standards of competence, expression, and presentation
- High levels of accuracy and technical competence

60—69% Merit

- Good standard of competence, expression and presentation
- Some creativity and independence of thought
- Ability to assemble information from different sources to produce organised and insightful answers
- Ability to evaluate published or publicly-presented work to a professional standard, showing some critical judgement
- Good degree of accuracy and technical competence
- No significant errors

50—59% Pass

- Evidence of knowledge and understanding of the relevant literature and other key sources of information
- Ability to construct coherent and relevant answers, some critical judgement though with few signs of originality
- A basic professional standard of organisation and written expression
- Satisfactory degree of competence and technical accuracy

40—49% Fail on one or more indicators

- Some knowledge and understanding of the essential literature and other key sources of information
- Answers are either incomplete or not entirely coherent, possibly with minor errors
- Some grasp of the problem but little or no evidence of originality
- Lacks clarity in written presentation
- Work which is below a pass and professional standard, but is an attempt which shows some relevance to the question

30—39% Fail on some or most indicators

- Displays partial knowledge or understanding of the essential literature and other key sources of information
- Fails to develop an adequate approach to the question, with some basic errors, and probably below expected answer length
- Lacks clarity and coherence in written presentation

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- No evidence of independent thought or analysis
- Work which is below a pass and professional standard

20—29% Fail on most indicators

- Fragmentary knowledge or understanding of the essential literature and other key sources of information, containing several errors
- Shows little or no grasp of the problem or topic
- Below expected length of answer
- No evidence of independent or original thought and analysis
- Confused written presentation

10—19% Fail on most or all indicators

- Short answers with fragmentary or no knowledge and understanding of the literature or topic
- Incoherent written presentation
- Little content of relevance to the question or the subject matter of the module

0—9% Fail on all indicators

- No basic points of relevance to the question or the subject matter of the module, with many errors
- Confused and incoherent comments
- One or two sentences only

Specific marking guidelines for Dissertations

80%+ Distinction of publishable quality

- Very high level of analysis
- Ability to plan, organise and execute independently a research project to the highest standards
- Demonstrates creativity, originality, and independence of thought in research design
- Ability to assemble information from different sources to produce highly organised and original arguments
- Ability to evaluate critically existing methodologies and suggest new approaches to current research or professional practice
- Ability to analyse data critically
- Ability to evaluate published or publicly-presented work critically to the highest professional standards
- Highest standards of competence, written expression, and presentation

70—79% Distinction

- Ability to plan, organise and execute independently a research project to a high standard
- Considerable evidence of creativity, originality and independence of thought in research design
- Ability to assemble information from different sources to produce well organized and original arguments
- Ability to analyse data critically and formulate new questions leading to productive lines of enquiry
- Ability to evaluate published or publicly-presented work critically and to a high standard
- High standards of competence, written expression and presentation

60—69% Merit

- Evidence of potential to undertake original research given appropriate guidance and support
- Flexibility of thought, and the ability to solve complex, though not entirely original research problems
- Evidence of some creativity, originality and independence of thought in research design
- Ability to evaluate published or publicly-presented work and to analyse critically sources of literature and information
- Ability to analyse data critically
- Professional standard of competence, expression and written presentation

50—59% Pass

- Adequate knowledge and understanding of the relevant literature and other key sources of information
- Ability to construct coherent and relevant responses to research questions, though with few signs of originality
- Some ability to analyse critically sources of literature and information
- Ability to engage in research when provided with supervision and support
- A competent level of organisation and written expression
- Satisfactory degree of technical accuracy

40-49% Fail on one or more indicators

- Some knowledge and understanding of the essential literature and other key sources of information, but arguments are either incomplete or not entirely coherent
- Limited grasp of the problem or topic
- Lacks clarity in written presentation
- Little or no evidence of originality
- Weak grasp of the basic concepts and facts

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- Poor formatting, style, presentation and referencing
- Work which is below an acceptable professional standard

20—39% Fail on some or most indicators

- Fragmentary or no knowledge and understanding of the essential literature and other key sources of information
- Shows little or no grasp of the problem or topic
- No evidence of independent or original thought
- No attempt to analyse data or present results in scientific manner
- Confused written presentation
- Inadequate formatting, style, presentation and referencing

0—19% Fail on most or all indicators

- Short answer with no knowledge and understanding of the literature or topic
- No independent thought or analysis
- Incoherent written presentation
- Wholly improper formatting, style, presentation and referencing.

The guidelines used by examiners to assess performance in the Examined Assignments (EAs) correspond to the long (Section B) examination questions noted above.

Appendix D – Examination Conventions and Procedures

1. Conventions

The following conventions explain the marks that you have to achieve in order to progress through your programme of study and how your final award classification (distinction, merit or pass) will be determined. They also provide guidance for the decisions of the Examination Board.

Together with Appendices C, E, and F, they are consistent with general principles and processes of quality assurance in the UK university sector¹, with assessment practice in other universities and with past practice which has been found to work well and which has been applied consistently. The processes are scrutinised annually by external examiners from other UK universities. The Examination Board has the discretion to set aside these conventions in making decisions for any individual case, based on the circumstances reported to it. If the Board decides to set aside any aspects of the conventions, reasons will be given and recorded in the Minutes of the meeting.

The Examination Board is not empowered to change marks.

In the following the term 'paper' is used to refer to the assessment of a taught module. The marks considered at the Board for each paper will be the combined mark for an Examined Assignment (20%) and a final time constrained 'closed-book' examination (80% of the assessment for the module). The Research Methods module is an exception to this and is assessed by two Examined Assignments (50% each) and no final examination.

A principle of compensation of one failed paper in parts 1 and 2 of a degree programme is included.

When averaging marks across components of a module, marks are rounded to the nearest whole number, with average marks ending with '0.5' rounded up. Internal examiners are instructed to avoid final marks ending in '9' (eg 49, 59, etc) for both Examined Assignments and Examinations, but combined marks considered at the Board for each module or Dissertation may end in '9'.

1.1 MSc awards

The award requires completion of eight papers and a Dissertation. Each paper will be marked out of 100. A mark of 50% or more will constitute a pass in a paper. The pass mark for the dissertation is 50%. The degree consists of three parts:

Part 1: Three or four (depending on programme) core modules

Part 2: Three or four (depending on programme) elective modules

Part 3: Research component (a compulsory research methods module and a Dissertation).

You must pass all three parts of the degree.

¹ <http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code>

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For programmes requiring three core modules and four elective modules (Sustainable Development and Poverty Reduction Policy and Practice):

- 1.1a You will be deemed to have passed Part 1 if you satisfy one of the following conditions:
- a) pass all three papers
 - b) pass two papers, and have an overall average when rounded across all three papers of not less than 54% (a total of 161 marks) and no mark of less than 40%. The Board of Examiners may decide to condone one mark of 49%, even if the total of 161 marks has not been attained.
- 1.1b You will be deemed to have passed Part 2 if you satisfy one of the following conditions:
- a) pass all four papers
 - b) pass three papers, and have an overall average when rounded across all four papers of not less than 54% (a total of 214 marks) and no mark of less than 40%. The Board of Examiners may decide to condone one mark of 49%, even if the total of 214 marks has not been attained.

For programmes requiring four core modules and three elective modules (Agricultural Economics, Environmental Economics, Environmental Management, Managing Rural Development):

- 1.1c You will be deemed to have passed Part 1 if you satisfy one of the following conditions:
- a) pass all four papers
 - b) pass three papers, and have an overall average when rounded across all four papers of not less than 54% (a total of 214 marks) and no mark of less than 40%. The Board of Examiners may decide to condone one mark of 49%, even if the total of 214 marks has not been attained.
- 1.1d You will be deemed to have passed Part 2 if you satisfy one of the following conditions:
- a) pass all three papers
 - b) pass two papers, and have an overall average when rounded across all three papers of not less than 54% (a total of 161 marks) and no mark of less than 40%. The Board of Examiners may decide to condone one mark of 49%, even if the total of 161 marks has not been attained.

For all programmes:

- 1.1e You will be deemed to have passed Part 3 if you pass both research components.
- 1.1f In making final awards for Masters programmes:
- a) You will be awarded a pass if the rounded weighted average of taught modules (each worth 15/180) and the dissertation (worth 60/180) equals 50-59%.
 - b) You will be awarded a pass with Merit if the rounded weighted average of taught modules (each worth 15/180) and the Dissertation (worth 60/180) equals 60-69%.

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- c) You will be awarded a pass with Distinction if the rounded weighted average of taught modules (each worth 15/180) and the Dissertation (worth 60/180) is equal to or exceeds 70%.

You are permitted two attempts for each paper and for the Dissertation. If you fail to pass a required element after a second attempt, your registration for the MSc will cease and you may be awarded the lesser award (Postgraduate Diploma or Certificate) if you are eligible for this.

1.2 Postgraduate Diploma awards

The award requires completion of eight papers. Each paper will be marked out of 100. A mark of 50% or more will constitute a pass in a paper. The Postgraduate Diploma consists of two parts:

Part 1: Three or four (depending on programme) core modules

Part 2: Four or five (depending on programme) elective modules

You must pass both parts of the Postgraduate Diploma.

For programmes requiring three or four core modules and four or five elective modules (Sustainable Development and Poverty Reduction: Policy and Practice):

- 1.2a You will be deemed to have passed Part 1 if you satisfy one of the following conditions:
 - a) pass four papers when four are to be completed in Part 2
 - b) pass three papers when five are to be completed in Part 2
 - c) pass three out of four papers when four are to be completed in Part 2, and have an overall average when rounded across all four papers of not less than 54% (a total of 214 marks) and no mark of less than 40%. The Board of Examiners may decide to condone one mark of 49%, even if the total of 214 marks has not been attained.
 - d) pass two out of three papers when five are to be completed in Part 2, and have an overall average when rounded across all three papers of not less than 54% (a total of 161 marks) and no mark of less than 40%. The Board of Examiners may decide to condone one mark of 49%, even if the total of 161 marks has not been attained.
- 1.2b You will be deemed to have passed Part 2 if you satisfy the following conditions:
 - a) pass five papers when three were completed to pass Part 1
 - b) pass four papers when four were completed to pass Part 1
 - c) pass four out of five papers when three were completed to pass Part 1, and have an overall average when rounded across all five papers of not less than 54% (a total of 268 marks) and no mark of less than 40%. The Board of Examiners may decide to condone one mark of 49%, even if the total of 268 marks has not been attained.
 - d) pass three out of four papers when four were completed in Part 1, and have an overall average when rounded across all four papers of not less than 54% (a total of 214 marks) and no mark of less than 40%. The Board of Examiners may decide to condone one mark of 49%, even if the total of 214 marks has not been attained.

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For programmes requiring four core modules and four elective modules (Agricultural Economics, Environmental Economics, Environmental Management, Managing Rural Development):

- 1.2c You will be deemed to have passed Parts 1 and 2 if in each Part you satisfy one of the following conditions:
- a) pass all four papers
 - b) pass three papers, and have an overall average when rounded across all four papers of not less than 54% (a total of 214 marks) and no mark of less than 40%. The Board of Examiners may decide to condone one mark of 49%, even if the total of 214 marks has not been attained.
- 1.2d In making final awards for Diploma programmes:
- a) You will be awarded a pass if the rounded average of taught modules (each worth 15/120) equals 50-69%.
 - b) You will be awarded a pass with Distinction if the rounded weighted average of taught modules (each worth 15/120) is equal to or exceeds 70%.
- 1.2e Students may be upgraded to the MSc on completion of Part 1.

You are permitted two attempts for each paper. If you fail to pass a required element after a second attempt, your registration for the Diploma will cease and you may be awarded the lesser award (Postgraduate Certificate) if you are eligible for this.

1.3 Postgraduate Certificate awards

The award requires completion of four papers. Each paper will be marked out of 100. A mark of 50% or more will constitute a pass in a paper.

- 1.3a You will be deemed to have passed the requirements for the award if you satisfy one of the following conditions:
- a) pass all four papers
 - b) pass three papers, and have an overall average when rounded across all four papers of not less than 54% (a total of 214 marks) and no mark of less than 40%. The Board of Examiners may decide to condone one mark of 49%, even if the total of 214 marks has not been attained.
- 1.3b In making final awards for Certificate programmes:
- a) You will be awarded a pass if the rounded average of taught modules (each worth 15/60) equals 50-69%.
 - b) You will be awarded a pass with Distinction if the rounded average of taught modules (each worth 15/60) is equal to or exceeds 70%.
- 1.3c Students may be upgraded to the MSc or the PG Diploma on completion of the PG Certificate.

You are permitted two attempts for each paper. If you fail to pass a required element after a second attempt, your registration for the Certificate will cease and you may be awarded one or more Individual professional awards if you are eligible for this.

1.4 Pass marks

The pass mark for students completing one or more modules as an Individual professional award is 50%.

1.5 All students

If you fail a second attempt at an examination for a core module, and have no further choice of core modules available, your registration will cease. If you fail an additional choice of core module after two attempts at the examination of that module then your registration will cease. If you fail a second attempt at an elective module you will be permitted to choose another module. If you fail the new elective module after two attempts at the examination your registration will cease.

In borderline cases, or where justified by special circumstances, the overall performance across all modules and the Dissertation can be assessed and taken into consideration when determining results for parts of each degree and/or overall degree merit / distinction results.

2. Procedures

The Final Assessment of Examination Results

- 2.1 Prior to the formal Examination Board Meeting, internal and visiting/external examiners will meet, on a subject basis, to discuss their assessment of students' written performance. They will agree on each student's mark and sign the subject mark sheets.
- 2.2 Prior to the formal Examination Board Meeting a panel of internal examiners drawn from CeDEP academic staff (the Examination Sub-Board) will review possible examples of poor academic practice and plagiarism, other assessment irregularities and evidence of mitigating circumstances provided by students or examination centres. This Sub-Board will report and make recommendations to the formal Examination Board.
- 2.3 At the formal Board Meeting:
 - a) Internal and visiting examiners will decide which students have passed, passed with merit or distinction, or failed, and deal with associated matters arising.
 - b) The visiting examiners will be invited to comment on the content, procedure and results of the examinations.
 - c) At the end of the meeting the Chairman will sign the final agreed results sheets.

Appendix E – Research Methods and Dissertation Guidelines

A new procedure for enrolment onto the Dissertation is being introduced for 2017. This appendix explains the procedures that will apply for students who take Research Methods in February 2017 and those who enrol for the Dissertation in November 2017. Aside from the procedure for enrolment, all the other information concerning the Dissertation that is presented below is also applicable for students who are studying the Dissertation from November 2016 to September 2017.

The research component of our MSc programme consists of the following two stages:

Stage 1: The successful completion of the Research Methods module

Stage 2: The Dissertation

The Bologna Process, which is an intergovernmental initiative aiming to create a European Higher Education Area (EHEA), has recommended that the research element contributes at least 25% of study time within MSc degree programmes. To achieve this within our programme structures, students have nine months to complete the Research Methods module before embarking on 11 months' supported study for the Dissertation (Stage 2). The study period for the Dissertation, therefore, runs from November one year to the end of the following September. Students are expected to make full use of the time available for the Dissertation. The Assessed Proposal required by 21 February should reflect four months' preparation and study (ie November to the following February).

In this document, you will find an outline of the **process** and **deadlines** for both years of the research component of your MSc programme. It is **very important** that you familiarise yourself with these and adhere to them. Failure to do so may jeopardise the successful completion of your Masters programme.

Submission

All submission is done via the Virtual Learning Environment (VLE). It is the students' responsibility to ensure they check their access before the deadline dates. If you are unable to access the VLE, please contact cedepadmin@soas.ac.uk for assistance **before** the deadline.

Templates of all forms required are available for downloading from the VLE.

Deadlines

Dates in the tables on pages 3–5 that are in **bold** are **deadlines** for examinable work. There is **no procedure for extensions**. Submissions received after these dates will be subject to penalties. Details of **penalties** are also listed in these tables.

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Extensions

Please note that **no extensions will be granted**. Submissions received after the deadlines will be subject to penalties or not accepted. Representations about mitigating circumstances (eg bereavement or illness) will be considered by an academic panel and penalties may be waived in approved cases. Supporting medical or other documentation should be emailed to cedepadmin@soas.ac.uk at the time of submission. Please note that heavy work commitments or time mismanagement will not be considered as mitigating circumstances.

Research Methods and Dissertation Overview

Month	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Research Methods																				
Commence study	X																			
Submit EA1					X															
Submit Exam entry							X													
Submit EA2								X												
Dissertation																				
Submit Topic Form (at time of application)								X												
Submit Proposal													X							
Submit Taught Student Ethical Review Form												X								
Mid-term Report to supervisor																X				
Submit Exam entry																		X		
Submit Dissertation and Declaration																				X

Detailed instructions can be found in the tables on the following pages.

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Deadline	Action	Important Information	Research Methods Module Stage 1
February	Commence studies		
30 June	Submit Examined Assignment 1 (EA1)	<p>This module is assessed by two examined assignments (EAs), each worth 50% of the total module mark. Both must be submitted in order to progress to the Dissertation. EAs are published on the VLE.</p> <p>Deferral – If you defer after submitting EA1 you will carry forward your mark for EA1 and be required to submit EA2 in the following year. Please note: EAs are changed annually and so, if you defer, you must therefore prepare and submit the new EA.</p> <p>Failure – If you fail the Research Methods module you may only proceed to the Dissertation at the discretion of the module convenor. You will re-sit the Research Methods module by submission of the EA(s) you have failed. Again, note that, if you fail, you will have to prepare and submit the new EA(s).</p> <p>PENALTIES</p> <p>Please refer to the information at the top of each published assignment for important details regarding submission and penalties on late submission and over-length submissions relating to the Research Methods EAs.</p>	
1 August	Return Examination Entry Form for Research Methods 'P506 (submitted in own time)'	You MUST enter for the examination when you return your examination entry forms to the University of London by 1 August. You need to include 'P506' with the words 'submitted in own time' next to it.	
15 September	Submit Examined Assignment 2 (EA2)	see above	
02 October	Submit Dissertation Topic Form	The Topic Form enables us to identify a supervisor for you for the Dissertation and it must be submitted at the point at which you apply to commence the Dissertation. You are not expected to provide the fine detail of your proposed research; you will develop this with your supervisor's support during the months November to February. Topic Forms must be uploaded to the VLE.	

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		<p>Note that only students who satisfy the following criteria should apply to commence the Dissertation: 1) those who have successfully completed all their core modules and the Research Methods modules, or 2) those who have completed the exams for all their core modules and have submitted both EAs for Research Methods and are awaiting the results.</p> <p>Students who have not completed their Dissertation in one year but who intend to continue studying it the following year must resubmit their topic form (even if unchanged) so as to indicate their intention to continue studying during the following year.</p>	
October/ November	Receive notification of convenor approval to proceed to the Dissertation. Enrol for the Dissertation.		
November	Receive notification of allocated supervisor		

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Deadline	Action	Important Information	
November	Make contact with allocated supervisor		Dissertation Stage 2
November– February	Prepare research Proposal, and study Dissertation Option Units	General guidelines on writing research proposals are presented in the Research Methods courseware and course textbooks. You are strongly advised to consult them. Basic principles of experimental design, surveys, RRA/PRA and statistical tests were presented in Units 2 and 8 of Research Methods. More detailed information on these subjects is presented in the four Option Units. These can be downloaded from the VLE.	
21 February	Submit Assessed Proposal	A full Proposal for your intended research must be submitted by 21 February for assessment by your supervisor. This proposal is a required element of the dissertation and therefore must be submitted in order to proceed. The Proposal contributes 20% of your final mark for the Dissertation. Penalties will apply to late submissions. For the assessed proposal, as for any examined assignment, work submitted up to one week late will be accepted, with 2 marks or percentage points deducted per working day.	
21 February	Submit Ethical Clearance, Risk Assessment and Participant Consent Form	The Ethical Clearance, Risk Assessment and Participant Consent Form should be completed and submitted with the Assessed Proposal. Please note: your submission will be considered incomplete without these documents.	
31 May	Submit Mid-term Report in discussion with supervisor	You should report back to your supervisor on the work you have carried out so far by 31 May.	
1 August	Submit Draft Dissertation in discussion with supervisor	You should submit the draft of your Dissertation to your supervisor by 1 August.	
1 August	Return Examination Entry Form for Dissertation	The dissertation is assessed by submission of a written report. You MUST enter for the examination when you return your examination entry forms to the University of London by 1 August. You need to include 'P541 Dissertation' on the entry form with the words 'submitted in own time' next to it. This is so that the local examination authority will know that they will not be required to administer a two-hour written paper for the dissertation. If you are not taking any written examinations, please complete the entry form and send it directly to the University. For more details, in June, refer to the examination entry information on the VLE.	Dissertation Stage 2

<p>14 September</p>	<p>Submit Final Dissertation & Declaration</p>	<p>Your Dissertation (in PDF format, max file size 20 MB), must be submitted to the VLE by 14 September. (In 2018 this date will be 12 September)</p> <p>A signed Declaration Form, including a declaration of word count, must be included as part of your Dissertation document. Your dissertation will not be examined without it.</p> <p>All dissertations will be submitted to 'Turnitin', a plagiarism screening tool.</p> <p>PENALTIES</p> <p>Late Submissions</p> <p>For the Dissertation, work submitted up to two weeks late will be accepted, but two marks (percentage points) per working day will be deducted from the final mark (a maximum of 20 marks). Submissions received after this period will receive a zero mark.</p> <p>Dissertation Word Count</p> <p>The word limit for the dissertation is a maximum of 10,000 words in length. The word count is defined as the number of words contained in the submitted work including: quotations, footnotes, titles, abstracts, summaries, tables of contents (understood broadly so as to include lists of figures and tables), text boxes and tables in Word containing primarily text. It excludes the title page, declaration form, acknowledgments, list of references, the bibliography (if used) and appendices. Acronyms are excluded from the word count if they are contained within an appendix.</p> <p>Penalties for submissions exceeding this word limit are as follows:</p> <table border="0"> <tr> <td>≤ 10%</td> <td>5 marks</td> </tr> <tr> <td>>10% to 20%</td> <td>10 marks</td> </tr> <tr> <td>>20% to 30%</td> <td>15 marks</td> </tr> <tr> <td>>30%</td> <td>acceptance as a valid submission but awarded zero marks</td> </tr> </table>	≤ 10%	5 marks	>10% to 20%	10 marks	>20% to 30%	15 marks	>30%	acceptance as a valid submission but awarded zero marks	
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Appendix F - Handling Plagiarism in Examined Assignments and Dissertations

When you submit an assignment, it is vital that you present your own work and do not present the work of others as if it is your own. Presenting the work of others as if it is your own is called “plagiarism” and is considered a major form of academic malpractice. You can find guidance on good academic practice so as to avoid plagiarism in the Frequently Asked Questions on the CeDEP Virtual Learning Environment (VLE). If in doubt, you are also encouraged to ask your tutors about this.

This appendix explains how your assignments will be checked for good academic practice, the procedures that will be followed if poor academic practice is suspected and the penalties that may be applied.

Examined Assignments have both formative and summative elements, so the question of whether a given irregularity is a first or repeated offence will be taken into account. Repeated offences will be dealt with by penalties of increasing severity.

Use of Turnitin

Turnitin is the primary tool for identifying irregularities which may be plagiarism. However, it is a ‘blunt’ tool. The similarity index is not adequate in itself to identify plagiarism, but a high index warrants investigation to understand the source of the similarities. A high index may be a result of legitimate use of secondary materials. Examiners will be alert also to changes and inconsistencies in style and presentation that require further investigation. Academic judgement is thus necessary.

You are encouraged to submit a draft of your assignments to Turnitin to test for plagiarism.

Procedures for dealing with academic malpractice

Cases of academic malpractice are divided into the following two categories.

1 Minor irregularities in referencing

Minor irregularities are defined as: *A small number of unidentified quotations and incomplete or absent citations detected by Turnitin, individual sentences ‘lifted’, or with minor editing, without acknowledgement, inadequate references.*

These are handled as follows. The markers will:

- Mark the assignment as if it has been written by the student;
- Apply a penalty of up to 10 per cent.
- Report the offence to the CeDEP Distance Learning Administration (DLA) to be recorded on the database;
- Post and release mark on the VLE;
- Inform you that a penalty has been applied – in the case of a first offence this a **warning**.

2 Major irregularities: suspected cases of ‘significant academic malpractice’

Major irregularities are defined as: *Multiple sections/paragraphs detected by Turnitin that are not cited or referenced, possibly lightly edited, not treated as quotes.*

Major irregularities are handled as follows. The markers will:

- Refer the assignment to the CeDEP Examination Sub-Board
- Cases confirmed by the CeDEP Examination Sub-Board will be referred to the University of London for consideration under the [Assessment Offence Regulations](#). Any penalty will be awarded in line with these Regulations.
- DLA will advise you by email that the mark is being withheld and that the irregularity will be investigated by the University of London.

Where major sections of an assignment or dissertation are taken from a secondary source or secondary sources, and are properly referenced, and therefore do not constitute plagiarism as such, but are not your own work, examiners are required to form a judgement about how much of the work is your own, and use the marking scheme to make an appropriate adjustment to reflect the your contribution.

Examination Sub-Board

The CeDEP Examination Sub-Board will comprise the Chair of the Board of Examiners, the convenor of the Dissertation and at least one other CeDEP academic. It will sit four times per year: after the marking of assessed proposals, each set of EAs and the dissertation.

It will review irregularities identified by markers, with a view to ensuring consistency of practice across modules, and will forward all cases deemed to constitute major irregularities to University of London for investigation in accordance with the General Regulations for examination offences.

In the event of a second or subsequent minor offence, the Examination Sub-Board may treat the offence as a major irregularity and forward it to the University of London for investigation. This will mean that a mark that has been posted on the VLE has to be withdrawn.