Setting up a new MPhil/MRes Degree course (or significantly amending an MPhil/MRes course and/or its examination):

**Checklist of Items for Application**

<table>
<thead>
<tr>
<th>Application Form</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Specification</td>
<td>See: <a href="http://www.admin.cam.ac.uk/offices/education/progspecs/index.html">http://www.admin.cam.ac.uk/offices/education/progspecs/index.html</a> for further information</td>
</tr>
</tbody>
</table>

**Budget**
The Planning and Resource Allocation Office (PRAO) can provide a model to assist in costing new programmes.

**Evidence of support from the Council of the School confirming that**
- the new course is consistent with the School's strategic plan
- any additional students can be accommodated within the School's planned master's numbers
- the proposal is financially viable
- the PGR or PGT classification is appropriate

**Evidence of support from the Faculty Board confirming that**
- educational resource requirements are available
- University Teaching Officer teaching loads are acceptable
- use of external contributors (if any) is acceptable

**Evidence of support from the Degree Committee confirming**
- approval of academic and educational aspects
- programme is at master's level

**Evidence of support from other participating Faculties confirming**
the arrangements for the teaching and examinations of shared course elements (see section 7.1 of Application Form)

**Evidence of support from an external advisor**
It is for the Faculty/Department to determine who to approach for support, but he/she might, for example, be a member of an existing External Advisory Committee, or an academic colleague from another institution who might be nominated as an external examiner if the new programme is approved.

**Application to take part-time students (Route C) only**
If a part-time programme is being proposed, a part-time course application form must be included [http://www.admin.cam.ac.uk/offices/gradstud/ptstudents/](http://www.admin.cam.ac.uk/offices/gradstud/ptstudents/)

**Any other items** you wish the Education Committee to consider (please specify):
## Setting up a new MPhil/MRes Degree course (or significantly amending an MPhil/MRes course and/or its examination):

### Application Form

<table>
<thead>
<tr>
<th></th>
<th>Summary details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td><strong>Title</strong> of new or existing course or <strong>Proposed Title</strong> of new course</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td><strong>Degree Committee:</strong></td>
</tr>
<tr>
<td><strong>C</strong></td>
<td><strong>Department/Faculty:</strong></td>
</tr>
</tbody>
</table>
| **D** | **Named contact:** | Name  
Position  
Telephone  
Email |
| **E** | **Effective start date for course:** | |
| **F** | **Mode of study:** | Route A (one year, full-time)  
Route B (two years full time including a period of prescribed study outside Cambridge)  
Route C (two years of part-time study) |
| **G** | **Funding category:**  
(See Appendix A for HEFCE rules for classification.) | Research (PGR)  
Taught (PGT) |
| **H** | **Objectives of course:** | Research preparation, part of 1+3  
Stand-alone master’s  
Both |
| **I** | **Start date for student attendance:**  
(If there is a compulsory session starting before 1 October, please specify.) |  
**End date:**  
(If an oral examination is compulsory, give the latest date a candidate might be requested to attend. If not, provide the last day of formal assessment.) |  
……………………… last date for oral examination  
or  
……………………… last day of formal assessment |
| **J** | **Course length in months:**  
(Determined by start and end dates defined above.) |  
………………… months |
|   | **Fee to be charged:**  
(See Appendix B) | Fee to be charged for first admissions in October 20—  
Home/EU £------  
Overseas £------ |
JACS code(s):  
(See http://www.admin.cam.ac.uk/offices/education/courses/index.html)

Additional costs (if any)  
(All additional costs must be specified in the offer of admission eg compulsory field trips. Please state if there are none).

FTE load (Student FTE):  
(For courses sharing elements with courses offered by other Departments/Faculties/Schools. See Appendix C – Postgraduate student load)

<table>
<thead>
<tr>
<th>Dept/Faculty</th>
<th>% FTE load to be attributed to this Dept/Faculty</th>
</tr>
</thead>
</table>

Other institution(s) contributing teaching/modules to the course if none, write 'none' here: %

Dept/Faculty %
Dept/Faculty %
Dept/Faculty %

Expand the following sections of the form to accommodate your answers as required.  
(Please refer to the QAA Quality Code Chapter B11 if the course is to be classified PGR) (http://www.qaa.ac.uk/)

2 The case for the proposal

a What are the objectives of the course?

b Is there a demonstrable need for the course?

c Is there equivalent provision elsewhere in the UK?

d How does this proposal lie within the context of the policies of relevant UK Studentship funding bodies?

e Please cross-reference, where applicable, to relevant recommendations arising from bodies within the University (eg General Board Reviews) and external bodies (eg reports of professional bodies, and learned societies).

f Please indicate the prospects for employment/further study of graduates of this course (faculties and departments should consult the Careers Service)

3 Students and Admission

a Indicate likely level of qualified demand for admission.

B How many students do you intend to admit to the course  
  a) initially?  
  b) at steady state?

C How will numbers be managed with the School’s MPhil cap?

D Is this proposal likely to have an effect on numbers in existing courses in related subjects? If so, please specify and state expected overall effect on numbers.

E Entry requirements if different to the University’s standard basic requirement of a 2i Honours degree and English Language requirements as specified in the current Graduate Studies Prospectus.
<table>
<thead>
<tr>
<th></th>
<th>Will you require any <strong>additional materials</strong> to be submitted by applicants over and above the basic set specified in the Graduate Studies Prospectus? eg portfolio, cv (please specify).</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td><strong>Connection with other courses</strong></td>
</tr>
<tr>
<td>A</td>
<td>Please explain the relationship of the proposal to the Faculty’s PhD provision.</td>
</tr>
</tbody>
</table>
| B | **Other Master’s degrees**  
Do you intend that a candidate may be able to take more than one Master’s course in your portfolio? If so, for what purpose?  
Please specify any **shared elements** with other MPhil/MRes courses within the Faculty or in other Faculties. State your reasons for including shared elements (eg are the arrangements mainly to achieve cost effectiveness, or are there specific outcomes that a candidate choosing from this wider palette can expect to achieve that could not be arrived at any other way?) |
| C | **The equivalent full-time or part-time Master’s degree**  
If you are proposing a part-time route to an existing full-time degree, or vice versa, please state how the two courses will relate to each other. |
| D | **Other courses**  
Any material borrowed from existing Part II or Part III courses should be proposed on an exceptional basis; please explain the contribution, if any, of such courses to the proposal: |
| 5 | **Course structure and details**  
A Programme Specification should be included with your application.  
See also M-level requirements as set out by the QAA descriptor of M-level provision:  
[http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/FHEQ08.pdf](http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/FHEQ08.pdf) |
| A | **Timetable of taught elements**: show how modules and teaching are distributed through the year. Indicate where modules shared with other courses will interface with your timetable. |
| B | **Residence** (Full time Route A only): candidates must normally pursue an MPhil Degree course in the University for all 3 terms (leave to work away does not apply to the MPhil). Students who are not already graduates of the University need to keep all 3 terms as terms of residence. The General Board must approve any arrangement other than that specified above. Please explain fully the case (if any) for time spent away from Cambridge: |
| C | **What opportunities will there be for the students’ personal and professional development?** |
| 6 | **Assessment methods** |
| A | **Examination requirements.**  
Please set out the scheme of all assessed elements:  
- nature of each element (form of assessment, word limits etc)  
- details of core papers and options  
- how many elements must be passed in order to pass the degree  
- unseen examinations (if you include unseen examinations that you wish the Student Registry to arrange, you must consult them before submitting your application - see checklist). |
| B | **Examination timetable**  
- deadlines for submission of written work and dates for examinations |
| C | **Mark scheme**  
Please attach a Marking and Classing scheme  
See [http://www.admin.cam.ac.uk/offices/education/curricula/index.html](http://www.admin.cam.ac.uk/offices/education/curricula/index.html) |
|---|---|
| D | Under what circumstances will an **oral** examination (viva) be held?  
On what elements of the course will it be conducted?  
See [http://www.admin.cam.ac.uk/students/studentregistry/exams/examiners/mphil.html](http://www.admin.cam.ac.uk/students/studentregistry/exams/examiners/mphil.html) and *Statutes & Ordinances* for details of oral arrangements in cognate areas. |
| 7 | **Resources** |
| 7.1 | **Teaching and Examining** |
| A | Please list **University Teaching Officers** (UTO’s) involved with the course and the extent of their individual contributions to it. Where UTOs from a Department or Faculty other than the one making this application are concerned, a letter of consent from the Head of Department or Faculty must accompany this application. |
| B | What are the implications for UTO’s involvement on the Faculty’s other teaching and examining commitments (undergraduate and postgraduate)? |
| C | Please list **others** (eg CTOs, other postdoctoral workers and external contributors) who will be involved, their affiliations and the extent of their individual commitment. How will the Faculty ensure continuity in the event of non-tenured staff leaving? |
| D | How are the costs of teaching by those listed in (c) above to be covered? |
| E | Are you satisfied that there is a sufficiently sizeable cohort of those able and willing to teach to maintain the course as proposed on a stable basis? |
| F | Cost centre: |
| 7.2 | **Other Resource implications** |
| A | Please specify the availability of necessary **academic facilities**, including accommodation, library provision, IT, etc. |
| B | What **administrative** resources are available for supporting this course? Please specify if new resources are required: |
| C | Are there any **other costs** associated with the course?  
Note: if students are to be expected to cover additional costs of required elements of the course this must be specified in their offer of admission - see Section 1k above.  
Additional funding must not be expected of their Colleges, nor, in most cases, their sponsors. |
| D | To what extent can economies of scale/sharing resources be achieved by collaboration with other courses? |
| 8 | **Management of the course and quality assurance** |
| A | Please give details of the arrangements for **day-to-day educational and administrative management** of the course (eg Course Director, Management Committee, etc.). |
| B | Will each student have one clearly identified **point of contact**? (Course Director or Supervisor, or other) |
| C | What will be the arrangements within the Faculty for **monitoring and review** of the course? What internal and/or external indicators and targets will be used? |
| D | Describe the **course literature** which will be available to students |
| E | Will students be required to keep a **progress log**?  
   See [http://www.admin.cam.ac.uk/students/studentregistry/staff/grad/supervisors/progress.html](http://www.admin.cam.ac.uk/students/studentregistry/staff/grad/supervisors/progress.html) |
| F | What provision will be made for **student involvement and feedback** (eg mechanisms for obtaining student opinion and for analysing and acting upon it when appropriate)? |

**Any other details you wish to bring to the Education Committee’s attention:**
HEFCE requirements for classification of a Research Degree Programme

HEFCE’s definition of PGR courses:

A research degree is a postgraduate programme comprising a research component (including a requirement to produce original work) which is larger than any accompanying taught component when measured by student effort.

The arrangements for assuring and maintaining the academic standards, and enhancing the quality, of these programmes should be fully compliant with section one of the Quality Assurance Agency’s code of practice for the assurance of academic quality and standards in higher education (postgraduate research programmes). A list of the precepts is reproduced below; for the full document, see: http://www.qaa.ac.uk/AssuringStandardsAndQuality/quality-code/Pages/Quality-Code-Part-B.aspx

Board of Graduate Studies’ guidance notes

A The ‘research component’ of a course will normally be a dissertation or equivalent but may also include research proposals, write-ups of laboratory investigations etc, providing that the research aspects of these components are clear in the course literature and regulations.

How should ‘student effort’ be measured? The Board is content that various different approaches may be taken. So the research elements should account for

a) 50% of the time spent on the course; and/or
b) 50% of the word count for all written items

The distribution of the marks is a good measure of the importance the Degree Committee places on the ‘substantial thesis or equivalent’, so this should also reflect the importance of the research components.

B The QAA code of practice on academic standards for research degree programmes, requires clear, rigorous and consistent assessment with input from an external examiner.

The Board has agreed that the following arrangements meet the requirements:

a) for ‘research-only’ MPhils (examined by thesis and oral only): there must be two examiners individually appointed, one of whom is external to the institution and neither of whom is the supervisor (see QAA precept 23); i.e. as for the PhD;

b) for part-taught, part-dissertation MPhil, MRes & MSt courses: the examiners of the dissertation should be two examiners individually appointed for the student, neither of whom is the supervisor (see QAA precept 23) and
   I. one of whom should be external; but
   II. both of whom could be internal (if the two best-qualified examiners are both internal), providing the course External Examiner also moderates the theses (by, for example, reading at least a random selection of the work)

Please note that a course must satisfy BOTH sets of requirements (A and B) to be classified as a research degree.
Fee Setting

The following are amongst the points to be considered before recommending the fees to be charged for a course:

- Guidance to Schools that the minimum Home/EU fee should be about £7k in 2015-16, which, with the addition of the College Fee, corresponds to the undergraduate fee that will have been paid by applicants graduating with a first degree in 2015.

- However, sponsors such as the Research Councils will contribute a fee up to a maximum which is lower than this. Bursaries must be provided from departmental funds to support fees charged above the RC maximum. Is funding available?

- The full economic cost of providing the course. The MPhil costing model provided by the PRAO should assist in costing. For details contact the PRAO: http://www.admin.cam.ac.uk/global/cgi/stafflist.cgi?officeabbr=pra

- The market: compare the fee charged for similar courses by other institutions in the UK and abroad with the sum of the University and College Fees. Cambridge is normally positioned at the upper end of UK fees.

- Cambridge fees charged for comparable courses. The list of fees is published here: http://www.admin.cam.ac.uk/offices/planning/fees/index.html. It is acceptable to recommend the same fee as an existing course.

- The differential between Home/EU and Overseas fees, or whether both fees should be the same.

- There may be some courses where, for academic reasons, Schools wish to keep fees low (ie at the Research Council fee level). This amounts to a decision that these courses should be subsidised. The amount of subsidy will be identified by use of the costing model.

- The fee will be assumed to be the fee for the course (ie covering one year of study for a full time course, or two years if the course is part time over two years). Any other variations should be stated.

- The fee should not roll up any additional elements which are normally payable separately.

Recommended rates may be adjusted to maintain a sufficient differential with otherwise very similar rates and to be divisible by three.
Postgraduate Student Load

- Full-time graduate students on MPhil/MRes courses are given a load of 1.0 full-time equivalent (FTE)
- Students on part-time masters courses with taught elements are given a load of 0.5 FTE
- Students on part-time research-only courses are given a load of 0.6 FTE

MPhil/MRes student load is allocated to the Department to which the student is assigned or, if the Faculty is not sub-divided into departments, to the Faculty or other comparable body.

The whole load will normally be attributed to the Department/Faculty that ‘owns’ the course. However, where teaching is shared with another comparable institution within the University, the FTE load should be attributed according to some agreed proportions among those institutions.

The FTE for MSt courses is credited to the Institute of Continuing Education (ICE).

Proposers of new courses will be required to agree this division with the other contributors to the course and to specify the intended distribution of any shared FTE. The Council of the School(s) concerned will need to approve this distribution as part of their scrutiny of the application.

For example:

The load for the MPhil in Political Thought and Intellectual History is divided between the following Faculties:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>60%</td>
</tr>
<tr>
<td>Politics</td>
<td>25%</td>
</tr>
<tr>
<td>Classics</td>
<td>15%</td>
</tr>
</tbody>
</table>