C PROCESS FLOWCHART FOR M.RES RESEARCH PROJECTS

MCAST
Malta College of Arts, Science & Technology

NOTES ON PROCEDURE:
This Standard Operating Procedure (SOP) provides guidance to candidates who wish to enroll for the MCAST Masters by Research, that contains a research project as its main component. This particular masters is highly dependent on the allocation of a supervisory team to an identified candidate. Hence, the SOP looks towards the identification and selection of a supervisor, as well as the necessary Institute Research Committee (IRC) and Master Degree Committee (MDC) sanctioning and support.
The candidate will ultimately have to complete 90 ECTS at EQF Level 7, for which 12 ECTS relate to a components of the PG. Cert. Research Methods, and 78 ECTS relate to the dissertation.

Applied Research

A) Externally Funded Research Project Awards

B) Junior Researcher Endeavour (Junior Researcher: any member of MCAST's Lecturing Staff)

C) M.Res SOP

Student Proposal
- Student to raise proposal and submit it to IRC

Submission of Proposal to IRC
- Student's Proposal including application evaluated to the IRC
- Supervisory team identified by IRC and approved by MDC

- Application Form

***IMPORTANT NOTE**
Prior to Approval, HR and MG2i need to be consulted to determine:
a) whether the full fee is to be charged, or the sponsored/reduced fee that applies only for MCAST employees on a full-time indefinite contract (after having closed off any probation time); and

b) that, in the case of the sponsored/reduced fee the student is made aware of the work-retention period he/she will be obliged to work at MCAST following graduation.

*NOTE

- Proposal Approved by IRC? Is it Viable?
- Have Registrar and MG2i been consulted in view of student fees and/or obligations?
***(refer to note on the left)**

NO

Review of IRC Comments
- Review accordingly in terms of: Resources; Supervisor; Candidates etc.

YES

Submission of Proposal to Ethics Committee
- IRC to forward proposal and application to Ethics Committee for approval

Ethics Clearance Obtained?

NO

Feedback to IRC

YES

Submission of Application and Learning Agreement to Registrar
- IRC to raise Learning Agreement
- Student and supervisory team to sign Learning Agreement
- IRC to forward Application and Learning Agreement to Registrar

- Application Form
- Learning Agreement (DOC 348)

Issuing of Conditional/ Unconditional Letter of Acceptance
- Registrar to issue Conditional/ Unconditional Letter of Acceptance

Payment of Commitment Fees
- Student to pay Commitment Fees

Forwarding of Application
- Registrar to Forward Complete Application to:
  - MG2I for Invoicing; IRC; Supervisor; R&I Unit

- Form A Application
- GDPR Consent Form
- Learning Agreement
- Commitment of Payment

Compilation of Sponsorship Documentation
- Registrar to compile Sponsorship Documentation (depending on Scheme i.e. TRS9)

- Sponsorship Documentation

Information of Payment
- MG2I to inform Stakeholders of Payment once completed

Raising of Supervision Contract
- IRC to raise Supervisory Team's Contract for Supervision

- Contract

Research Commences
-Student is given the go-ahead to commence Research

Abide by M.Res Operational Regulations (Doc 016)

Periodical Progress Review submitted to IRC
- Student's to submit a blind progress report as per Learning Agreement
- Supervisory team to submit a blind progress report as per Learning Agreement

- Is research progress satisfactory?
- IRC and MDC to confirm acceptable progress?

NO

Review of IRC / MDC Comments
- Corrective action to be undertaken by student/supervisory team

YES

Re-registration
- Student to ensure re-registration annually throughout the duration of study

Submission of Dissertation and Examination
- Examination Process to be held in accordance with (Doc 237)

End

LIST OF ABBREVIATIONS

- **JR –** Junior Researcher (any member of MCAST's Lecturing Staff)
- **IRC –** Institute Research Committee
- **DP –** Deputy Principal
- **DP R&I –** Deputy Principal Research & Innovation
- **DP VPET –** Deputy Principal Vocational Professional Education and Training
- **MDC -** Master Degree Committee
- **SOP -** Standard Operating Procedure

MCAST controlled and approved document
Unauthorized copying or communication strictly prohibited