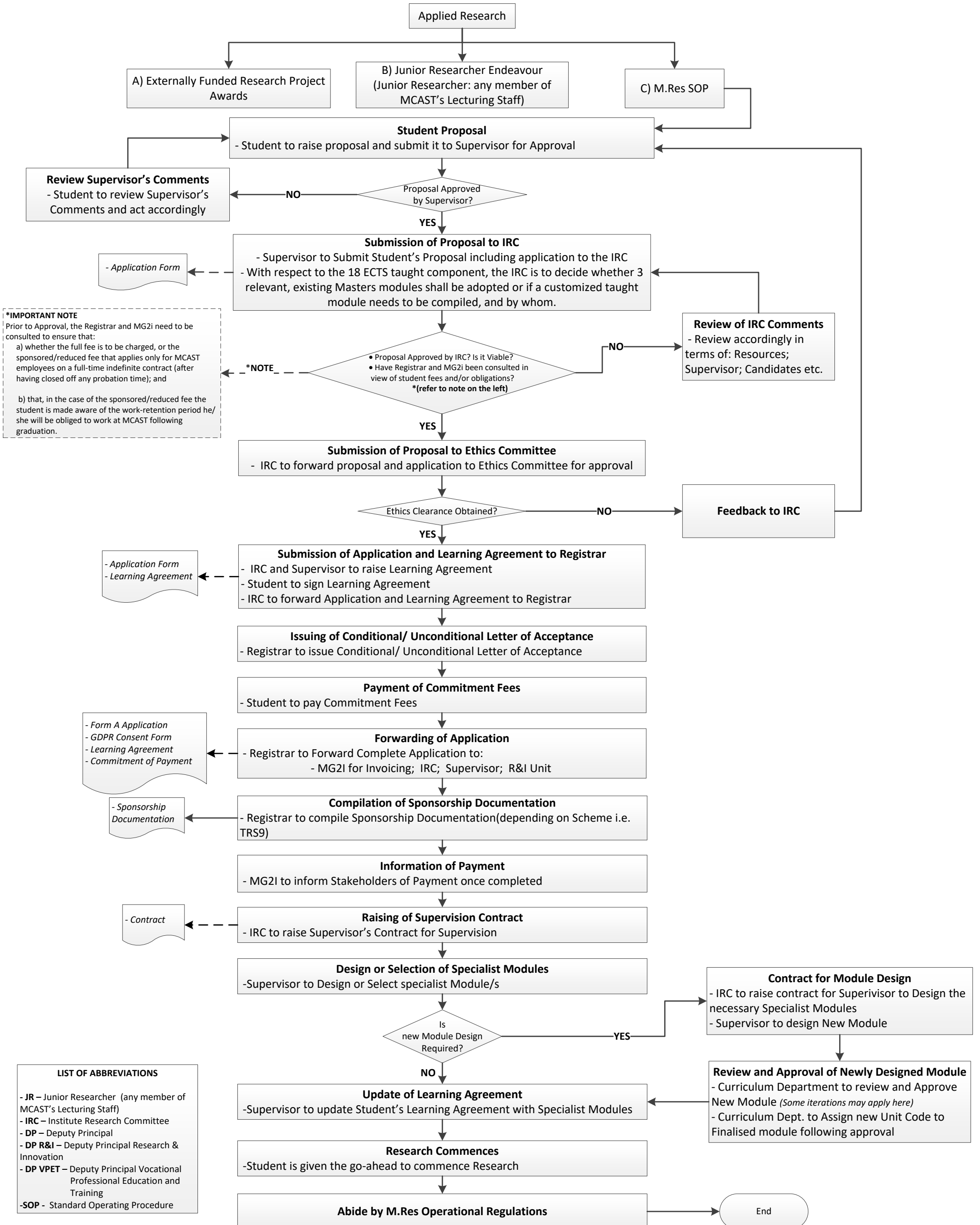


NOTES ON PROCEDURE:

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 single supervisor 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) sanctioning and support. The candidate will ultimately have to complete 90 ECTS at EQF Level 7, for which 12 ECTS relate to a component of the PG. Cert. Research Methods, 18 ECTS relate to a taught specialist unit, and 60 ECTS relate to the dissertation.



***IMPORTANT NOTE**
Prior to Approval, the Registrar and MG2i need to be consulted to ensure that:
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.

- 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
 - SOP - Standard Operating Procedure