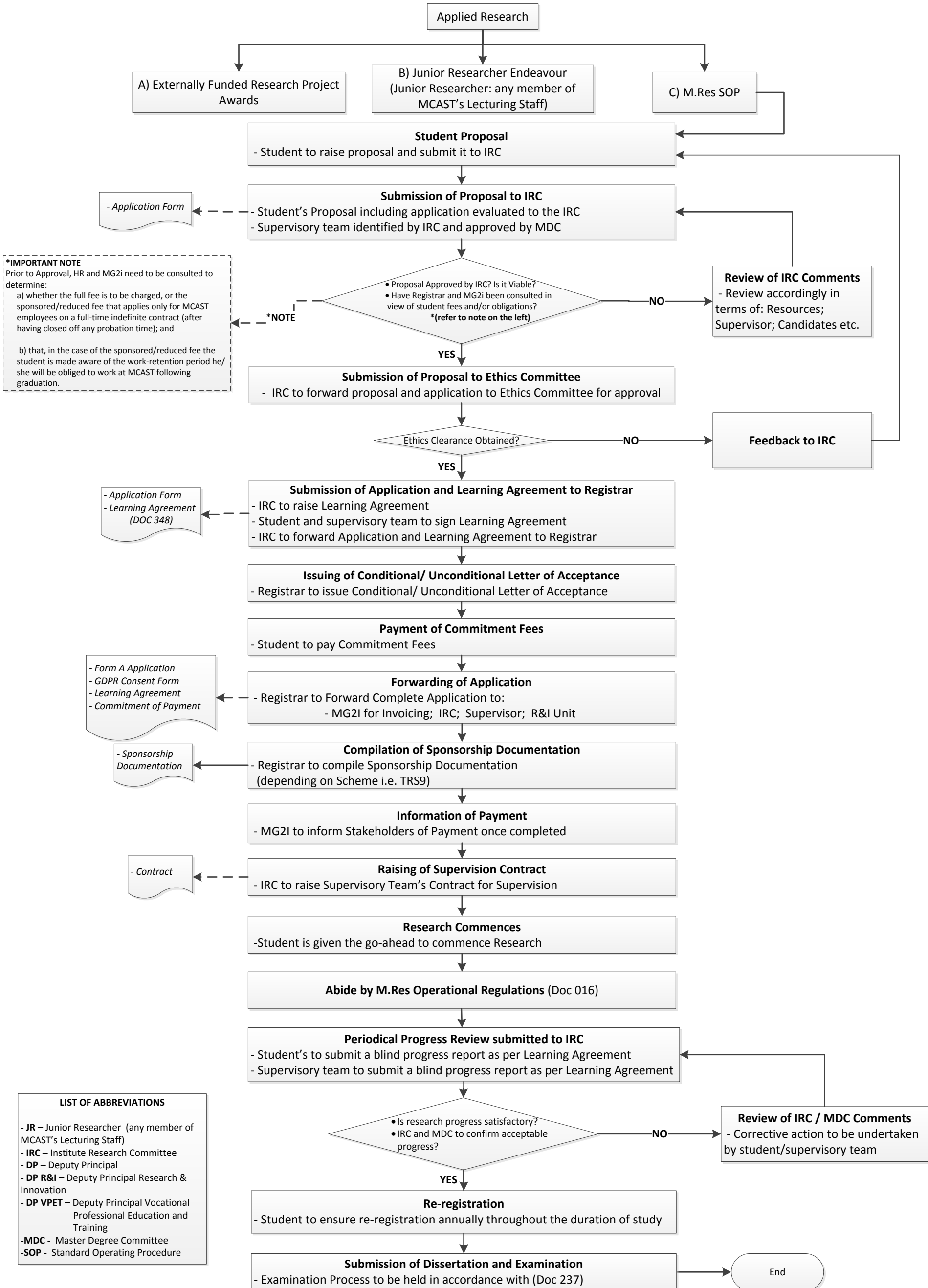


NOTES ON PROCEDURE:

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.



***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.

- 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