

Philosophy Master of Arts Memorandum of Agreement

Students follow a course of research and writing under the supervision of a member of the Philosophy Programme's academic staff. The broad outline of the course of study is set out in a 'memorandum of agreement' between the supervisor and candidate, setting out what the commitments of each are. Enrolment is subject to endorsement by the Coordinator of Graduate Studies (CGS) (the Head of Philosophy Programme in those cases where the CGS is supervisor) of a satisfactory memorandum of agreement.

In all cases acceptance for an MA (by thesis) is conditional on the candidate having obtained either a BA(Hons) with at least second class (first division) honours or an average of B or better in the papers passed for BA(Hons) in philosophy. Acceptance is also conditional on the availability of adequate supervision.

The memorandum should be composed by candidate and supervisor in consultation, with a copy for the CGS, and should include the following information:

- a) A formal written research proposal and statement of objectives (normally about 1,000 words in length);
- b) Supervision arrangements (which normally provide for at least monthly progress reports and/or supervision meetings);
- c) Maximum word length (usually about 30,000-40,000 words);
- d) Deadlines for the completion of constituent sections/tasks. Note that failure to meet agreed deadlines without good reason may require the suspension or the abandonment of the thesis project;
- e) Details, where applicable, of additional requirements of the enrolment, such as attendance at specified lectures or passing a specified course;
- f) The date of a work-in-progress seminar, normally to the Staff/Graduate Students Seminar (see below); a suitable date should be discussed with the CGS.
- g) A date of submission, usually 12 months but not later than 24 months from enrolment, for the thesis;
- h) Details of employment (including tutoring) commitments where known.

Note: We understand that the content and organisation of the project may evolve over time. The 'memorandum of agreement' is not intended to impose a straightjacket on such evolution, but to help the candidate plan their work.

Supervisors and candidates each write a progress report every six months. These reports are sent to the Associate Dean of the Faculty of Humanities and Social Sciences.

In all cases the thesis is to be presented in the form prescribed by the University Library. Each thesis is examined by an internal examiner (ordinarily not the supervisor), and an external examiner (ordinarily from within New Zealand).