



UNIVERSITY OF
CAMBRIDGE

Institute of Continuing Education

Undergraduate Advanced Diploma in Research in the Arts/Sciences

2022-2023

Course code: 2223GCR412

COURSE GUIDE

Welcome to the **Undergraduate Advanced Diploma in Research in the Arts/Sciences**, a University of Cambridge award offered by the Institute of Continuing Education (ICE). The Advanced Diploma is taught and awarded at FHEQ level 6 (i.e. third-year undergraduate level) and attracts 60 credits. The award is completed in one academic year. For further information about academic credit please see our website: www.ice.cam.ac.uk/info/academic-credits-cats-points

The Advanced Diploma is designed so that students can develop the research skills necessary to conduct their own independent research project. Students will receive a broad research skills training which encompasses their chosen research specialism.

The course offers one annual unit and a syllabus and reading and resource list for this is included in this course guide.

The programme will be taught remotely, through pre-recorded lectures which students can access at times convenient to them in addition to scheduled live sessions where tutor and students will gather for discussion. While attendance at the live sessions is encouraged, all sessions will be recorded and will be accessible via the Virtual Learning Environment (VLE). Discussion forums and suggestions for additional reading and resources will also be found on the VLE.

The course aims to:

- To enable students with relevant experience at first-degree level the opportunity to carry out focused research in their discipline under close supervision; and
- To provide opportunities for potential progression to further study (e.g. a Master's degree) in their chosen discipline*

* Note that successful completion of an Undergraduate Advanced Diploma falls below typical M-level entry requirements for the majority of University of Cambridge Faculties and Departments. Applicants wishing to progress to Cambridge M-level study may wish to seek advice from the Faculties and Departments in question.

Transferable skills for further study and employability

- The capacity for independent thought and judgement
- The development of independent learning, study and time management skills
- The deployment of skills in critical reasoning
- The development of competence in using IT to support one's work
- The ability to work with others, productively and equitably
- The qualities necessary for employment requiring the exercise of some personal responsibility and the demonstration of high levels of motivation and personal commitment through part-time study

Additional skills specific to this course include:

- Journalistic skills in editing, writing and presenting ideas
- Pedagogical skills for teachers, such as assessing and evaluating teaching methods and research design

Study hours

The award of academic credit is a means of quantifying and recognising learning and within the UK, one credit notionally represents 10 hours of learning¹. The unit in this course attracts 60 credits so students should expect to need to study for approximately 600 hours in total to complete the unit successfully. However, it is recognised that students study at different paces and use a variety of approaches, so this is a recommendation, rather than a hard-and-fast calculation.

¹ 'Academic credit in higher education in England – an introduction'. The Quality Assurance Agency for Higher Education, 2009

However, students will be expected to deepen their knowledge and understanding outside the classroom through independent learning and reflection. Up to 6 hours of independent study are expected per week during term time. The ICE Virtual Learning Environment (VLE) will provide access to additional resources and be a place of interactive teaching and learning, rather than simply a repository of information.

Teaching staff

Course Director:

Dr Alex Carter - Academic Director, Institute Teaching Officer in Philosophy

Alex was awarded his PhD in Philosophy by the University of Essex in 2015. Before this, Alex studied Philosophy & Ancient History at the University of Wales, Swansea and Philosophy at the University of Bristol. Alex has over five years of teaching experience in Ethics, History of Philosophy and Philosophy of Religion. He has worked at the Institute of Continuing Education since 2015 as Academic Director for Philosophy and as a Panel Tutor.

Alex's teaching method was developed at the University of Essex where the principle aim is to get students to feel the "pain of the problem", i.e. to make plain the very real ways in which philosophical problems affect our lives. Accordingly, Alex is most keen to offer his support to philosophical projects that, not only inform contemporary debates, but actively affect change. Alex's ongoing research interests include the theology of Simone Weil and Ludwig Wittgenstein's ethical philosophy.

Administrative staff

Arts and Sciences Enquiries
e. artscience@ice.cam.ac.uk t. 01223 746418 / 746236

Institute of Continuing Education

The Institute of Continuing Education's administrative headquarters are at Madingley Hall, an elegant country house built in the 16th century and set in gardens of about seven acres, designed in the 18th century by Capability Brown. Please visit www.ice.cam.ac.uk and www.madingleyhall.co.uk for further information.

Contact details of ICE

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Please also refer to the 'information for students' section on ICE's website www.ice.cam.ac.uk/studying-with-us/information-for-students and the 2022-23 Student Handbook for award-bearing courses for further information and guidance relating to all aspects of the course including study skills, assignments, assessment and moderation. The Course Information and Help and Guidance section of the ICE VLE will also contain valuable information specific to your course.

Syllabus

2022 - 23

Independent Major Research Project in a Specialist Subject

Start date	7 October 2022	End date	9 June 2023
Day	Wednesday	Time	1-5pm
Course Director	Dr Alexander Carter	No of meetings	2s

Aims

The course is made of a single 60 credit unit which requires students to conduct an independent research project in a specialist topic. There are three interrelated aims relevant to discipline-specific research:

- To support students' implementation of the generic and subject-specific research skills (developed in the Undergraduate Advanced Diploma in Research Theory and Practice) in planning, designing and executing an independent research project;
- To deepen students' understanding of their specialised area of study; and
- To encourage students' self-direction and originality in solving problems, and demonstrate an ability to act autonomously in the planning and implementation of research.

Content

The course focuses on students' own independent research projects through a close working partnership between students and their supervisors (see 'You and Your Supervisor' below). Students will continue to deepen their understanding of their chosen research topic, utilising and honing their existing research skills in order to plan, design and execute an independent research project of 10,000-12,000 words.

Presentation of the course

During the course, teaching and learning will be delivered remotely online through a combination of live workshops and recorded lectures during two "in-touch days" (19th October 2022 and 18th January 2023). Students will also have personal and/or group supervisions with their supervisors. All teaching will be accessible through, and supported by, the Institute's Virtual Learning Environment (VLE).

Students are formatively assessed via the submission of a draft of their independent research project. Summative assessment for the course is based entirely on the submission of the independent research project (see "Student assessment", below).

Learning Outcomes

As a result of the course, within the constraints of the time available, students should be able to:

- plan, design and execute an independent research project of 10,000-12,000 words, making effective and discriminating use of resources;
- demonstrate a range of research the methods applicable to the cognate discipline and research topic; and
- demonstrate some self-direction and originality in solving problems, and demonstrate an ability to act autonomously in the planning and implementation of research.

Student assessment

Formative assessment

Students will submit a full draft of their dissertation for final feedback and comment by their supervisor. The date for submission of the draft dissertation is to be agreed individually between supervisor and student, with a suggested timeframe of between 4 -10 weeks before the submission of the final version of the dissertation on 9 June 2023. Please remember that your supervisor requires 2 weeks to read your draft dissertation and provide feedback.

Summative assessment

The summative assessment component for the course is submission of the 10,000 – 12,000 word dissertation.

For the award of credit the 10,000-12,000 word dissertation is weighted at 100% of the course total.

Closing date for the submission of the dissertation: Friday 9 June 2023 by 12 noon BST*
(*British Summer Time)

Reading and resource list

Reading materials, such as discipline-specific reading, writing and research advice, can be found on the VLE course page.

You and Your Supervisor

Supervisors are drawn from relevant Faculties of the University of Cambridge and the Institute of Continuing Education's tutor-panel and will have expertise in the field you are studying. You will be notified by the Course Director about your supervisor, and they will get in touch with you to arrange your supervisions.

Students can expect supervisors to be well-qualified and experienced in the study of the students' discipline area, but not necessarily to have in-depth knowledge of a student's particular topic.

The relationship between the student and supervisor is a very important one. It is useful to give details of the "contract" between you in order to avoid misunderstandings:

- a) Your supervisor is contracted to give six supervisions (to a total of 9 hours across the course) to discuss your progress. The timings and details of these supervisions are to be mutually agreed;
- b) Your supervisor should read through the final draft of your dissertation and make constructive comments on it within two weeks of receipt;
- c) Your supervisor should be prepared to deal with a limited number of queries by communication through the VLE, or by telephone or letter.

As the student you will be expected to conform to a number of criteria:

- a) To keep to the agreed timetable for supervisions. If you are unable to keep an appointment, please ensure you give your supervisor as much notice as possible.
- b) To make the best use of supervision time: firstly by preparing for the meeting in advance and secondly by listening to the advice given to you by your supervisor.

Each term, you will receive up to 3 hours of one-to-one supervision. In agreement with your supervisor, you can decide how best to allocate this time, e.g. in two 90 minute supervisions, or in two supervisions of unequal duration.

Your supervisor will be asked to write a number of reports on your progress to the Course Director. These reports will be uploaded in your course VLE space as a record of your progress through the course.

Timetable

Michaelmas 2022

Remote teaching sessions – 19 October 2022

Delivered remotely, all Advanced Diploma in Research in the Arts/Sciences students will come together in order to share research interests and connect with each other. Students will be welcomed to the course and will be given an overview of available resources, both online and in Cambridge itself.

Workshops will address frequently asked questions that will enable you to learn from former Advanced Diploma students.

Further skills sessions will be delivered online, both live and as recorded lectures. These will focus on specific skills that it will be useful to develop as you begin to write a length piece of academic work—from time management to avoiding pre- and pro- crastination.

Supervision 1

The first supervision will serve as an initial meeting to discuss preparatory work for the dissertation. Prior to the first supervision, it would be helpful to submit the most recent research proposal to your supervisor; this should include the student's research question(s) and, perhaps, an initial dissertation title.

Supervision 2

The second supervision will allow supervisors to keep up to date with students' progress. Topics for discussion might include suggested changes to the research questions and/or dissertation title, any current or foreseeable difficulties with the research and a detailed analysis of any most recent developments.

Lent 2023

Remote teaching sessions - 18 January 2023

Delivered remotely, all Advanced Diploma in Research in the Arts/Sciences students will come together again to allow students to connect and discuss their ongoing research projects via a mini-conference. Workshops will cover advanced writing techniques and the presentation/formatting of the (draft/final) dissertation.

Supervision 3

The first supervision of the Lent term will discuss initial steps towards submission of the draft dissertation; including any current or foreseeable difficulties with writing up the research.

Supervision 4

Supervision 4 will discuss continued progress towards the submission of the draft dissertation.

Supervision 5

Students will have the opportunity to discuss their draft dissertation with their supervisor prior to submission. Any major revisions to the structure of content ought to be discussed as early as possible.

Supervision 6

It is suggested that this supervision takes place after the submission of the student's full draft of the dissertation and before the submission of their final version on 9 June 2023. Students will be given the chance to discuss final preparations for the submission of their dissertation (see 'Assessment of course' above for details). At this stage, feedback from supervisors will likely focus on superficial improvements and/or minor changes to the content.

Independent Learning (6 hours per week)

Throughout the year, students will be expected to deepen their knowledge and understanding through independent learning and reflection. This will take a considerable amount of their study time and can take place either individually or in small groups. Students will be encouraged to write reflective research diaries to help them evaluate their progress, which can be used as a basis for discussion with personal tutors.

Whilst every effort is made to avoid changes to this course, changes to course-content and structure and timings may be made. Students will be consulted on any changes

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