Academic Regulations

M.Sc in Psychology Programme

School of Social Sciences

Batch 2024 Onwards

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Academic Regulations for M.Sc in Psychology Programme
(Applicable for batches commencing from 2024)

P 1. Short Title and Commencement

a. The regulations listed under this head are common for all disciplines of Master of Science in Psychology programme offered by the University.

b. The regulations hereunder are subject to amendments by the Academic Council of the University, from time to time, after obtaining approval of the Board of Management. Such amendments will be effective from such date and apply to such batches of candidates, including those already undergoing the programme, as may be determined by the Academic Council.

P 2. Definitions

a. "Programme" means a set of courses a student is required to successfully complete to become eligible for the award of the M.Sc. in Psychology Degree;

b. "Programme Specifications" means the document that describes the educational aims, programme objectives, learning outcomes and the detailed programme structure for each programme;

c. "Commission" means the University Grants Commission (UGC);

d. "University" means the M. S. Ramaiah University of Applied Sciences (MSRUAS);

e. "Department" means an academic unit, under a Faculty/ School of Social Sciences, responsible for delivering the programme (e.g. Department of Public Policy);

f. "Faculty" or "School" means the Academic Units of the University offering various academic programme (e.g. School of Social Sciences);

g. "Course" means a subject, either theory or practical or both, listed under a Programme;

h. "Course Specifications" mean the document that describes the title, the learning outcomes, Course contents, teaching and learning methods and assessment methodology for each Course;

i. "Statutes" mean the MSRUAS Statutes;

j. "Answer Scripts" means test, assignment or examination answer sheets or booklets.

P 3. Academic Programme

P3.1.   Nomenclature of the Programme

The nomenclature and the abbreviation given below shall be used for this Programme of the University:

(i) Master of Science in Psychology (M.Sc. in Psychology)

P3.2.   Medium of Instruction

The medium of instruction for the Programme is English.

P3.3.   Programmes Offered

The University offers the Master of Science in Psychology

P3.4.   Study Scheme

The University follows the semester scheme for the Programme. In this scheme, the courses are delivered and assessed semester-wise in accordance with the programme semester-wise Time table.

P3.5.   Academic Year

The academic calendar will be synchronized with the admission notification from the university and admission as per university guidelines.

P 4.   Programme Duration

P 4.1.   Normal Duration

The normal duration of the Programme is two years.

P 4.2.   Maximum Duration

The maximum duration a student can take to complete the Programme is double the normal duration, i.e., <mark>two years</mark>.

P 4.3.   Duration for Lateral Entry Scheme

Not applicable

P 5.   Admissions

P5.1.   Admission of Students

Admission of students to the programme shall be based on RUAS Admission test as explained in the Notification issued before the commencement of each academic year.

P5.2.   Eligibility

P5.2.1.   Government of Karnataka Quota: Students seeking admission to the Programme under the Government of Karnataka quota shall meet the eligibility criteria as described in Table 2.

Table 2: Eligibility Criteria		
Sl. No	**Programme / Branch**	**Eligibility**
1.	M.Sc in Psychology	i. A candidate seeking admission must have bachelor's degree (BA, B.Sc, BA Hons, B.Sc Hons) in any course/discipline Psychology from a recognized University with at least 55% marks in aggregate or equivalent CGPA. ii. A candidate belonging to SC/ST category will be entitled to a relaxation in the qualifying marks in accordance with the related government notification in this regard.

P5.2.2.   University Quota for Indian Students: Eligibility for Indian students seeking admission under university quota:
A candidate seeking admission must have bachelor's degree in Psychology from a recognized University with at least 55% marks in aggregate or equivalent CGPA.

P5.2.3. University Quota for Foreign Students: Foreign students seeking admission under university quota should have:

    i. Equivalent qualification approved by the Association of Indian Universities.

    ii. Proof of proficiency in English.

P5.3. Selection of Students

Selection of students for admission will be as per university guidelines.

Selection of students for admission to University quota of seats is based on admission policy of the University notified from time to time.
Selection of foreign students for admission to University quota of seats is based on the admission policy of the University notified from time to time.

P5.4. Admission to Programme

The selected candidates shall complete the admission procedure within the specified date by paying the prescribed fees and completing all other admission formalities notified by the University. Failure to do so may lead to cancellation of the selection.

P5.5. Annual Programme Fees

Details of the fees payable for each Programme will be notified well in advance to the commencement of the Programme.

The fees, once paid, will not be refunded under any circumstances.

The continuation of a student's registration in subsequent academic years is subject to payment of the prescribed programme and registration fees for each of those years as well as the promotion to higher semesters as per the University's promotion criteria.

P5.6. Free-ships and Scholarships

The Board of Management, in consultation with the Board of Governors, may consider offering free-ships and/or scholarships to deserving students who maintain a minimum level of academic performance on a yearly basis.

P 6. Credits

P6.1. Credit Definition

    a. **For Theory Classes:** 1 credit is equivalent to 15 contact hours.
    b. **For Tutorials:** 1 credit is equivalent to 15 contact hours.
    c. **For Laboratory/Field Work/Workshop/Project Work and Allied Activities:** 1 credit is equivalent to 30 contact hours.

P6.2.   Credit Requirements

U 6.3.1.Regular Students:

The total number of credits required to be earned by a regular student to qualify for the award of the M.Sc in Psychology Degree is shown in Table 4:

Table 4: Credit Requirements for M.Sc in Psychology Programme			
Programme	**Normal duration**		**Total number of minimum credits to be earned**
	Years	**Semesters**	
M.Sc in Psychology	2	4	72

P 7. Curriculum

The curriculum includes the following:

1. **Programme Specifications (PS):** This document contains the programme aims, objectives, learning outcomes and the detailed programme structure are described.

2. **Course Specifications (CS):** This document contains the course title, course outcomes, course contents, teaching and learning methods, and recommended course resources for each of the courses.

P7.1.   Development of Programme Curriculum

The Dean of the Faculty is required to propose to offer M.Sc. in Psychology, degree programme and appoint a committee for formulating the curriculum of various courses for each M.Sc. in Psychology degree programme offered by that department. The committee is also required to seek and obtain the opinion of external academic and industry experts on the curriculum so formulated. The curriculum is then presented to the Academic Council for its approval before the programme is offered by the University.

The curriculum for every programme is reviewed once in every 2 years i.e., after one complete delivery cycle, and the approval of the Academic Council is sought again. A member of the Faculty who formulates the curriculum of a course, delivers, and assesses students undergoing that course is known as the "**Course Leader**".

P 8. Programme Delivery

The courses under each programme are delivered in accordance with the timetable provided at the beginning of the semester. The delivery of a theory course may include but is not limited to:

- Face-to-Face Lectures using Audio-Visuals
- Workshops, Group Discussions, Debates, Presentations
- Demonstrations
- Guest Lectures
- Tutorials/Field work/Workshop
- Internships
- Seminars
- Group Exercises
- Open House (Poster Presentations)

Typically, a laboratory practice session is scheduled based on the number of credits it carries. Normally, one credit over the semester is equal to 30 hours. Laboratory work is normally delivered through a combination of instructions and demonstrations and is followed by student work.

Students are also required to carry out Project Work(s) which is/are a part of the curriculum.

P 8.1. Course Registration

Students shall register for the courses (i.e., Core Courses and Discipline specific elective courses), and individual projects in accordance with the procedure prescribed in M.Sc in Psychology Academic Operations Manual. The student will earn the corresponding credit(s) upon successful completion of each course in a semester.

P 8.2. Course Delivery Structure

For students in the Weekday Delivery mode, the course is delivered from Monday to Friday of a week. Prior to the commencement of a semester a detailed Timetable shall be issued to the students.

For students in the Weekend Delivery mode the Course delivery structure will be on similar lines, but the programme is spread over three years.

P 9.   Attendance Requirements

A student is required to have a minimum attendance of 80% to be eligible to write the examination. Students who fail to achieve the minimum attendance will be declared as "FAIL". A failed student is required to re-register, attend the course and take up all the components of assessment at the next offering.

P 9.1.   Condoning of Shortfall in Attendance

A shortfall in attendance, up to a maximum of 10%, may be condoned by the Dean of the relevant Faculty under special circumstances like medical emergencies, participation in sports, cultural activities, seminars, workshops and paper presentation etc. at the State, National or International level representing the University and with the prior permission of the concerned HOD.

P 9.2.   Examination Attendance

Students are compulsorily required to achieve the minimum attendance requirements for all the examination components in each course they have registered. There is no provision for a re-examination or any kind of re-consideration.

P 10. Assessment

The Faculty Dean constitutes a Board of Examiners (BoE) for the purpose of assessment of students' performance. The BoE, comprising Internal and External examiners, is headed

by a Chairman. Normally, the Head of the Department, offering the programme, is the Chairman of BoE or any Professor of the Department nominated by the Dean. The Board of Examiners (BoE) is responsible for:

- Setting and review of question papers and evaluation of answer scripts
- Setting and review of Assignments and evaluation
- Laboratory/Workshop/Studio/Project/Internship assessment
- Supervision of Written Examinations and Conducting Laboratory Examinations

P 10.1. Course Assessment

Performance in every course will be assessed on the following two components:

Component - 1

Assignment or Equivalent (60% weight)

Component -2

Examination (40% weight)

The Course Specifications (CS) provide the details of Components-1 and 2.

A student is required to score a minimum of 40% in each of the components and 40% overall for successful completion of a course and for earning the corresponding credit(s).

P 10.1.1 Question Paper

The setting of question papers and assignments is the responsibility of the course teaching team. Question papers and assignments for each course shall be reviewed and approved by BoE.

P 10.2.1 Second Assessment and External Review

Each student's work is first assessed by the course teaching team. All the answer scripts of a given course are to be assessed by a second examiner. 10% of the evaluated scripts will be further reviewed by an examiner who is external to the University. An External examiner will have tenure of 2 years which can be renewed for a further period of 2 years. The first assessor or assessing team is required to fill in the evaluation data and write the Post Course Assessment Report (PCAR).

P 10.3.1 Feedback on Assessed work

After completing assessment of the course, the awarded marks and distribution pattern will be reviewed by the Dean of the Faculty before scheduling a face-to-face feedback session with the student. The course teaching team along with the concerned Head of the Department should provide face-to-face feedback to the student regarding his/her performance after handing over the assessed documents on a prescheduled day. After the feedback, the assessed documents are collected

and deposited with the Examination and Assessment Unit of the Faculty.

P 10.2. Failure and Re-registration

A minimum of 40 % marks in the component 1 and a minimum of 40% marks in the written examination are required for successful completion of a course. A student failing in any one of the components will be declared 'FAILED' in the course. A failed student who has fulfilled the attendance criterion is eligible to reregister for the course in the next offering or re-register under

P 11. Programme Quality Monitoring

P 11.1.   Staff Student Consultative Committee

The Staff-Student Consultative Committee looks into the quality of the programmes delivered by each Faculty. The committee comprises the Dean, Academic Registrar (Faculty), Administrative Registrar (Faculty), HODs, Class Representatives and other member(s) invited by the Dean. Committee meetings are scheduled at the end of 4th week of each semester. During the committee meetings the following issues are discussed, and suitable action plans are initiated:

a. Student Academic issues
   i. Curriculum
   ii. Programme Delivery
   iii. Course examination, Assignment, and their Assessment
b. Student Teaching and Learning Support
   i. Programme Operations
   ii. Examination and Assessment
   iii. Library
   iv. Information and Communication Technologies (ICT)
   v. Laboratories and Workshops
c. Student Amenities
   i. Hostel and Cafeteria
   ii. Sports and Recreation
d. Any other matter with the permission of the Chair

P 11.2.   Subject Assessment Board (SAB)

SAB meetings are chaired by the Dean of the concerned Faculty. The Heads of Departments, Internal and External Examiners are the members of SAB. The Subject Assessment Board meets once in six months during the programme. The meetings will be scheduled by the Academic Registrar (Faculty). The Board objectively examines the course delivery, examination and evaluation processes to ensure academic standards based on data compiled for the six-month period are met. The most important task is to review the standard of assessment and its comparability across courses. The Subject Assessment Board will confirm course marks/grade after completing its review. Once the grades have been confirmed by SAB, they must not subsequently be altered by any other Board, unless an error in transcription or an omission is discovered.

P 11.3. Programme Assessment Board (PAB)

PAB meetings are chaired by the Dean of the concerned Faculty. The Heads of Departments, Internal and External Examiners and an Observer nominated by the Vice Chancellor are the other members of PAB. The Programme Assessment Board meets at the end of the programme. The purpose of the Programme Assessment Board is to make decisions on progression and awards for all students registered for the named award for which the Board is responsible. In reaching a decision on progression or an award, the Board must consider the overall performance of the student. The overall performance of the student is made up of course marks which have been confirmed by the Subject Assessment Board.

P 11.4. Academic Awards

The **University's Examination Manual** contains the details of the regulations applicable to the following aspects of Academic Awards:

P11.4.1.   **Award of Grades**
P11.4.2.   **Computation of SGPA**
P11.4.3.   **Computation of CGPA**
P11.4.4.   **Announcement of Results**
P11.4.5.   **Re-evaluation**
P11.4.6.   **Withholding of Results**
P11.4.7.   **Statement of Learning and Achievement (Transcript/Marks Card)**
P11.4.8.   **Correction in the Transcript/Grade Card**
P11.4.9.   **Degree Certificate**
P11.4.10. **Convocation**

P11.4.11. **Awards and Honors for students**

The University may recognize meritorious performance of students by conferring various awards. These awards will be presented to students during the Convocation.

P11.4.12. **Donor Awards**

For the award of prizes and medals instituted by donors the conditions stipulated by the donors will be considered by the Board of Management.

P11.4.13. **Corrections in Statement of Learning & Achievement Certificates**

Students can apply for correction in any transcript/marks card and degree certificate issued by the University within six months from the date of issue.

P11.4.14. **Duplicate Transcripts and Degree Certificate**

In the event of a student losing the original transcripts or degree certificate, he/she can apply for the issue of re-printed documents. Re-printed transcripts will be issued against payment of the prescribed fee.

The reprints will carry the caption "Duplicate".

P11.4.15. Inter-University transfer of students

Not Applicable

P 12. Other Academic Matters

P 12.1. Academic Calendar

The Academic Calendar will notify the important dates to assist students and Faculty members. These include dates for registration of programmes/courses, deferral of a course or project(s) and last dates for withdrawal from programmes. This will enable students to be well prepared, minimize their chances of missing course assessment and project assessment schedules and allow them to take full advantage of the flexibility provided in the course-based system.

P 12.2. Missing a Course / Failure to Complete a Course:

If a student is unable to complete a course due to any reason leading to non-assessment, the student is required to re-register for that course in the next offering.

P 12.3. Programme Change

Not applicable

P 12.4. Withdrawal from the Programme

A student undergoing the programme is allowed to withdraw at any point during the programme of study after submitting a request to the Academic Registrar (Faculty).

Permission to withdraw shall be given by the Academic Registrar (Faculty) after obtaining the approval of the Dean of the concerned Faculty.

Any fees and other charges collected for that academic year shall not be refundable.

At the student's request a Certificate will be issued for the courses successfully completed.

P 12.5. Termination from the programme

A student will be directed to discontinue the programme and leave the University on the following grounds:

1. Failure to earn the required number of credits within the prescribed maximum number of attempts;

2. Absence for two or more semesters, in succession, during any part of the programme without prior approval;

3. Failure to meet the standards of discipline prescribed by the University from

time to time;

4. Failure to complete the programme within the prescribed maximum duration permitted by the University's Regulations.

P 12.6. Conduct and Discipline

The provision relating to discipline and code of conduct that applies to every member of the University is as described in Chapter 8 of the MSRUAS Statutes.

P 12.7. Intellectual Property

The provision governing Intellectual Property that is generated by a member of the University is as described in Chapter 9 of the MSRUAS Statutes.

Any other issues not covered in this document will be referred to Academic Council. The decision of the Academic Council in such matters shall be final.

These Regulations may be amended from time to time by the Academic Council and approved by Board of Management.

Failure to read and understand the regulations is not an excuse.