

Regulation 9

Regulation Governing Postgraduate Taught Awards

2018-2019

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1. GENERAL PROVISIONS

- 1.1 This Regulation covers taught programmes leading to postgraduate awards in general. Detailed provisions for particular programmes of study leading to postgraduate awards, in particular any waivers to the general regulation, are set out in individual Programme Specifications.
- 1.2 Waivers to particular programmes require the explicit approval of the relevant Faculty Board and the Senate and will supersede parts of these Regulations.
- 1.3 Faculties are required to supply to students both this Regulation and any regulations, waivers, provisions, guidelines and procedures for their particular programme of study.

2. DEFINITION OF TERMS

- 2.1 In this Regulation, the following terms are employed:
 - 2.1.1 Programme of Study: the whole of a specific scheme leading to a named award.
 - 2.1.2 Pathway: an approved combination of modules within a programme of study which provides for specialisation within that programme of study.
 - 2.1.3 Faculty: the Faculty responsible for the administration of the programme of study.
 - 2.1.4 Module: an identifiable component of learning within the curriculum which is separately assessed and for which a discrete assessment mark is returned.
 - 2.1.5 Credits: the numerical value attached to a module.
 - 2.1.6 Level: the academic level of a module, according to the following definitions:
 - Level 6: Advanced undergraduate
 - Level 7: Taught postgraduate
 - 2.1.7 Core Module: a key part of the degree programme which is compulsory and all students taking the degree must study the body of knowledge contained within the core. It may, however, be compensated under the Regulations.
 - 2.1.8 Optional Module: a module selected by a student according to parameters set within the particular Programme Specification.

- 2.1.9 Elective Module: a module selected by a student from a range made available across the University. An elective will not contain pre-requisites.
- 2.1.10 Linked module: an indivisible module which is taught across two semesters or three trimesters at the same Stage, with all summative assessment normally at the end.
- 2.1.11 Assessment: the variety of methods by which the performance of a student on a module is formally measured.
- 2.1.12 Supplementary Assessment: extra assessment(s) set by a Faculty for a module and designed to provide a student who has not passed at the initial attempt with an opportunity of passing at a second attempt.

3. ADMISSION

- 3.1 An applicant for admission to a programme of study leading to a postgraduate award must submit an application to the Dean of the Faculty including certified copies of the student's degree certificates or of any other qualifications which are submitted for the purpose of satisfying the requirements for admission.
- 3.2 Applicants whose native language is not English will normally be required to provide proof of language proficiency. Candidates must satisfy the standard English Language requirements of the University and, where applicable, any specific programme English Language requirements and visa requirements.

4. REGISTRATION

- 4.1 Full-time students are defined as devoting their whole time to an approved programme of study for the award in question. Full-time students may, on application to the Dean of the Faculty, be permitted by the Dean of the Faculty to undertake or continue work other than that comprised in their programme of study, if the Dean of the Faculty is satisfied that the work will not interfere with their programme of study and provided that the total demand made on a student's time, including any preparation, does not exceed ninety hours per semester.
- 4.2 Part-time students are defined as following an approved programme of study for the award in question on other than a full-time basis.
- 4.3 Students on a programme of study leading to a postgraduate award shall be registered from the first day of the month in which they commenced their programme of study unless they commenced the programme of study after the first fifteen days of the month, in which case their registration shall date from the first day of the following month. Students who following Initial Assessment may be permitted to revise and re-

present any dissertation, project or major report, etc. shall be required to maintain their registration.

- 4.4 Students shall be charged the appropriate fee from the date from which their registration for the Degree takes effect.
- 4.5 Except as provided under 4.6 below, students must apply for registration for the Degree of Master before beginning a programme of study leading to the Degree.
- 4.6 Students of the University registered for a programme of study leading to the award of a Diploma, Postgraduate Certificate or Postgraduate Diploma of the University (where such a programme has a common syllabus with the approved Programme Regulations for the appropriate programme of study leading to the award of a Degree of Master) may, with the approval of the Senate on the recommendation of the Faculty Board, be registered for the programme of study leading to the award of degree of Master with effect from a date not earlier than nine months, in the case of full-time students and twenty one months in the case of part-time students, before the date of application for registration, provided that:
 - 4.6.1 The Dean of Faculty is willing to certify that they had in fact commenced attendance on the programme at that earlier date.
 - 4.6.2 The date of registration for the programme of study leading to the award of the Degree of Master is not earlier than the date on which the students commenced the programme of study leading to the Diploma, Postgraduate Certificate or Postgraduate Diploma.

5. STUDY REQUIREMENTS

- 5.1 For a Postgraduate Certificate, students must study units amounting to 60 Credits at Levels 6 and/or 7, including units amounting to at least 40 Credits at Level 7. The maximum period of registration normally permitted is 3 years full time, 5 years part time.
- 5.2 For a Postgraduate Diploma, students must study units amounting to 120 Credits at Levels 6 and/or 7, including units amounting to at least 100 credits at Level 7. The maximum period of registration normally permitted is 3 years full time, 5 years part time.
- 5.3 For a Degree of Master, students must study units amounting to 180 Credits at Levels 6 and/or 7, including units amounting to at least 160 Credits at Level 7 which will normally include a dissertation, project or major report, etc. The maximum period of registration normally permitted is 3 years full time, 5 years part time.

6. PROGRAMMES OF STUDY

- 6.1 In the design and development of Programmes of Study, Programme Teams are expected to adhere to the themes, principles and requirements set out in the University Curriculum Framework and Programme Design and Development Handbook.
- 6.2 A module shall normally be a minimum of 20 credits requiring 200 hours of notional learning time (timetabled hours, private study and assessment).
- 6.3 The Credits attached to a module shall be in multiples of 10 Credits, except in the case of free-standing units which may attract 5 Credits.
- 6.4 Credits shall normally be equally balanced between Semesters with a balanced assessment load (formative and summative) through the programme.
- 6.5 All modules shall count equally, according to their Credit value, in the calculation of any overall average mark.
- 6.6 For 'and/with' programme combinations the balance of subject areas should be as follows
 - A and B - where there is an equal balance between the two subjects.
 - A with B - for a major/minor combination where the minor subject accounts for at least 25% of the programme.
- 6.7 Where a programme of study for the Degree of Master includes the requirement for a dissertation, project or major report, etc., an interim Board of Examiners shall be held at the end of the taught component to consider the performance of students on the other modules of the programme to determine the supplementary assessment required for successful completion of the programme.
- 6.8 A student may transfer from one programme of study to another on the recommendation of the relevant Faculty and with the approval of the Dean of the relevant Faculty, in accordance with the Regulations. The Faculty must record the date and reason for the transfer and shall be responsible for notifying Student Registry in writing of the date of the transfer.
- 6.9 A student may suspend their programme of study for a specified period of time with the approval of the Faculty, in accordance with the Policy and Procedures for Suspension of Study.

7. DEGREE OF EUROPEAN MASTER

- 7.1 A programme of study which meets the criteria for the Degree of Master shall be eligible for the award of the title of Degree of European Master if the programme of study:
- 7.1.1 Is part of an award governed by an agreement between the University and recognised institutions of higher education in at least one other European country;
 - 7.1.2 Is one on which the students are registered with the University;
 - 7.1.3 Involves a compulsory period of approved study with at least one of the specified other institutions which includes taught units amounting to a minimum of 60 and no more than 120 Credits.
- 7.2 Students on a programme of study leading to the award of the Degree of European Master may be permitted to write the dissertation, project or major report, etc. either at the University or, provided that it is marked by at least one Internal Examiner from the University and one examiner from the specified other institution, at one of the specified other institutions.
- 7.3 The certificate for the Degree of European Master shall be countersigned by the specified other institution(s) at which the student has studied, and shall bear the words "Degree of European Master of Arts/Science/etc." as appropriate.

8. PURSUIT OF PROGRAMME OF STUDY INCLUDING CREDIT IMPORTATION

- 8.1 Every student shall pursue the programme of study laid down in the Programme Specification. Unless otherwise exempted by the Learning and Teaching Committee and the Senate on the recommendation of the Faculty Board responsible for the administration of the programme of study concerned, the student shall be required to satisfy the Board of Examiners, as appropriate, in the prescribed assessment, and also to fulfil such other requirements as are laid down in the Programme Specification.
- 8.2 Student attendance is expected at all scheduled learning activities, together with satisfactory completion and submission by the due dates prescribed by the Faculty of all assessed work and such other practical and written exercises as may be required by the relevant Programme Specification.
- 8.3 Students failing to pursue the programme of study as set out above shall be deemed by the Faculty to have withdrawn from the programme.
- 8.4 Unless it is prescribed otherwise in the Programme Specification, students must

normally complete the requirements of a programme of study for the Degree of Master within forty-eight months from the date of registration, but the period may be extended by the Senate on the recommendation of the Faculty Board.

- 8.5 A student may be permitted by the Faculty to import specific academic credit for prior certificated learning and/or prior experiential learning up to a maximum limit of 50% of the balance of the named award for which the student wishes to be registered, subject to the conditions set out in 8.6, 8.7, 8.8, 8.9 and 8.10 below and to any which may be prescribed in the Specification for that named award.
- 8.6 Students who are permitted to import specific academic credit must, as a minimum, undertake the module amounting to at least 60 Credits at Level 7 for a dissertation, project or major report, etc., in order to be eligible for the award of the Degree of Master.
- 8.7 The import of academic credit for prior certificated learning shall be permitted only on the basis of either a certificate of an award or a transcript of credit achieved within an award-bearing framework, which has been authorised by an institution or body acceptable to the Senate.
- 8.8 The import of specific academic credit for prior experiential learning shall be permitted only on the basis that the learning must be measurable and that academic credit cannot be awarded for experience itself.
- 8.9 Where a student is able to produce satisfactory evidence of a marking scheme in relation to certificated prior learning, from which marks can be translated into the credit-bearing, modular framework used by the University for its awards, the actual marks obtained shall be used for the purposes of this Regulation. Where a student is able to produce satisfactory evidence of a grading scheme in relation to prior certificated learning, from which grades can be translated into the credit-bearing, modular framework used by the University for its awards, the following marks shall be attached to the grades achieved:

Grade	Mark
A:	75.0%
B:	65.0%
C:	55.0%
D:	45.0%
E:	35.0%
F:	25.0%

- 8.10 Where a Faculty has confirmed with a student and with the institution(s) with which that student has previously studied that the student is unable to produce satisfactory evidence of a marking or grading scheme (for example: where marks or grades from the scheme cannot be translated into the credit-bearing, modular framework used by the University for its awards) and where academic credit is given for prior experiential learning, judgements about the student's eligibility for the named award for which the student is registered shall be based on the performance in modules taken at the University or its off-site partners only, subject to the approval of the Faculty Board, the Learning and Teaching Committee and the Senate.

9. SUBMISSION OF ASSESSED WORK

- 9.1 Arrangements for the completion of assessed work, including submission dates, shall be determined and made known to students (normally within one week of the start of the semester) by the Faculty.
- 9.2 Faculties shall clearly communicate to their students at the commencement of their programme of study the procedures for the granting of extensions to submission dates and the penalty imposed by the University for late and non-submissions.
- 9.3 An extension of time for assessed work shall be granted only in the event of unforeseen circumstances.
- 9.4 A request for an extension of time, detailing the extenuating circumstances and accompanied by relevant supporting evidence shall be submitted by the student to a specified, named individual in the Faculty in writing and approved before the submission date.
- 9.5 The decision on whether or not to accept a request for an extension, and on the degree of latitude to be exercised in a particular case shall be at the discretion of the Faculty, having regard to the student's circumstances, any academic requirements relating to the unit(s) concerned or the programme of study as a whole, and the avoidance of any unfairness with regard to other students.
- 9.6 Students who do not submit assessed work and do not gain approval in advance for missed assessed work, including for any previously agreed extension, shall receive a mark of 0%.
- 9.7 A student who is unable to comply with the requirement to submit a request in advance shall submit the request at the earliest opportunity thereafter, together with the reasons for the delay in the submission; if it is subsequently accepted that the circumstances amount to good cause, which could not have been notified in advance, the request shall be treated as if it had been received and approved by the due date.
- 9.8 Where students who are following a programme of study on a full-time basis for a

period of nine months have passed the prescribed assessments and are required to submit a dissertation, such a dissertation may not be submitted (if they remain full-time candidates) in less than eleven months from the date of registration for the Degree. If, having passed the prescribed assessments they transfer to being part-time candidates, they may not submit their dissertation in less than fifteen months from the date of registration.

- 9.9 Students who are required to submit a dissertation shall submit the dissertation to the Dean of the Faculty, for dispatch to the examiners.
- 9.10 Any dissertation shall constitute an ordered, critical exposition of knowledge in an approved field falling within the subject matter of the programme of study and should afford evidence of reasoning power and knowledge of relevant literature.
- 9.11 A dissertation shall be written in English unless, exceptionally, exemption is approved by the Senate on the recommendation of the Faculty Board.
- 9.12 Two copies of a dissertation, together with two copies of any other material submitted in respect of the dissertation, submitted in a manner prescribed by the Faculty, shall be lodged with the Faculty. In addition, the candidate is required to submit an electronic version of the dissertation which shall be lodged with the University Librarian. After the degree has been awarded the two copies of the dissertation shall be retained by the appropriate Faculty and/or returned to the candidate in accordance with Faculty policy. The electronic version of the dissertation shall be stored by the University, normally for a minimum period of five years.
- 9.13 Assessed work which exceeds a specified maximum permitted length will be subject to a penalty deduction of marks equivalent to the percentage of additional words over the limit. The limit excludes bibliographies, diagrams and tables, footnotes, tables of contents and appendices of data.

10. ELIGIBILITY FOR AWARDS

- 10.1 In order to be eligible for one of the following awards, the programme learning outcomes for the award in question must be demonstrated in full, as set out in the relevant Programme Specification.
- 10.2 To be eligible for the award of a Postgraduate Certificate, students must comply with the requirements set out in 5.1 above and must achieve at least 40.0% in individual modules amounting to 40 Credits and at least 35.0% in individual modules amounting to the other 20 Credits.
- 10.3 Students who attain an overall average of at least 68.0% in the assessments for the modules concerned shall be eligible for the award of a Postgraduate Certificate with Distinction.

- 10.4 Students attain an overall average of at least 58.0% in the assessments for the modules concerned shall be eligible for the award of a Postgraduate Certificate with Merit.
- 10.5 To be eligible for the award of the Postgraduate Diploma, students must comply with the requirements set out in 5.2 above and must achieve at least 40.0% in individual modules amounting to 100 Credits and at least 35.0% in individual modules amounting to the other 20 Credits.
- 10.6 Students who attain an overall average of at least 68.0% in the assessments for the modules concerned shall be eligible for the award of a Postgraduate Diploma with Distinction.
- 10.7 Students who attain an overall average of at least 58.0% in the assessments for the modules concerned shall be eligible for the award of a Postgraduate Diploma with Merit.
- 10.8 To be eligible for the award of the Degree of Master, students must comply with the requirements of 5.3 above and must achieve at least 40.0% in individual modules amounting to 160 Credits and at least 35.0% in individual modules amounting to the other 20 Credits.
- 10.9 Students who attain an overall weighted average in all modules of at least 68.0%, and at least 70.0% in any dissertation, project or major report, etc., shall be eligible for the award of the Degree of Master with Distinction.
- 10.10 Students who attain an overall weighted average in all modules of at least 58.0%, and at least 60.0% in any dissertation, project or major report, etc., shall be eligible for the award of the Degree of Master with Merit.
- 10.11 An individual Programme may specify those modules in which students, in meeting the criteria set out in 10.1, 10.4 or 10.7 above, shall be required to obtain at least 40.0%.
- 10.12 Students who achieve at least 40.0% in individual modules but who do not qualify for one of the above awards shall be eligible for the award of a Certificate of Continuing Education.
- 10.13 Where a Board of Examiners has decided, exceptionally, to recommend an award to a particular student other than that which would be indicated under the provisions of 10 above, because of extenuating circumstances affecting that individual, the reasons for the decision shall be recorded in the minutes of the meeting of the Board of Examiners
- 10.14 Where a Board of Examiners has decided exceptionally to recommend an award to a particular student other than that which would be indicated under the provisions of 10 above, on other grounds, such cases and the reason for them shall be reported to and be subject to the approval of the Faculty Board and the Senate .

11. SUPPLEMENTARY ASSESSMENT

- 11.1 Students who at the initial attempt have failed to attain the requirements necessary for the award of the qualification for which they are registered shall be permitted to undertake Supplementary Assessment on one occasion only, with or without attendance, in those modules in which they have failed to attain the minimum marks specified for the particular award.
- 11.2 The maximum carry forward mark awarded to students following Supplementary Assessment will be capped at 35.0%, or the original if higher, in each module for the purposes of calculation of any award of Merit or Distinction.
- 11.3 The provision in 11.2 shall not apply to students who fail the initial attempt for good cause.
- 11.4 Students on whose behalf evidence is presented attesting that for good cause the standard of their performance in the Initial Assessment was impaired may be permitted to undertake Supplementary Assessment with or without attendance. In such cases, the more successful performance, whether on the first or the second occasion, shall stand. Students who have failed on both such occasions shall be permitted one further attempt at Supplementary Assessment, with or without attendance, in accordance with the provisions of 11.1 above.
- 11.5 Students who are undertaking Supplementary Assessment in accordance with the provisions of 11.4 above shall be eligible, if their performance in the Supplementary Assessment so warrants, for the award for which they were registered, according to the provisions set out in section 10 above.
- 11.6 At the discretion of the Board of Examiners, a student undertaking Supplementary Assessment who has already fulfilled satisfactorily any requirement for part of a module in which the student has not attained the minimum overall mark may, on the occasion of the Supplementary Assessment, be excused from further assessment in that part of the module.
- 11.7 The date for Supplementary Assessment in accordance with the provisions of 11.1 or 11.5 above shall normally be at the first available examination opportunity, unless specific approval has been given by the Faculty Board and the Senate to deviate from this.
- 11.8 Students who, after undertaking Supplementary Assessment in accordance with 11.1 above, fail to meet the requirements necessary for the award for which they were registered shall be required to withdraw from the programme of study. They may, however, be granted another award should they meet one of the criteria set out in section 10 above.

- 11.9 The substitution of units following Supplementary Assessment shall not be permitted.
- 11.10 Notwithstanding the requirements set out in 10 above a Board of Examiners may recommend, exceptionally and in particular cases, that a student's performance be judged satisfactory on other grounds; such cases and the reasons for them shall be reported to and be subject to approval by the Faculty Board and the Senate.
- 11.11 Notwithstanding the requirements set out in 10 above, a Board of Examiners may recommend that a student's performance be judged satisfactory due to extenuating circumstances affecting that individual; the reasons for the decision shall be recorded in the minutes of the meeting of the Board of Examiners.

12. AEGROTAT AWARDS

- 12.1 A student who is prevented by illness or other good cause from taking either the whole or part of the assessments for the programme of study but has completed all the other requirements for that programme of study may, on the recommendation of the Board of Examiners and subject to the approval of the Faculty Board and Senate and under the conditions prescribed under 12.2 below, be treated by the Senate as a successful student and granted an Aegrotat award.
- 12.2 In order for an Aegrotat award to be granted, the Board of Examiners shall be satisfied that the evidence presented on the student's behalf is sufficient. The evidence presented shall always include:
- 12.2.1 In the case of illness, a certificate signed by a Registered Medical Practitioner, after all necessary consultations with those with knowledge of the circumstances, regarding the student's inability, for good cause, to undertake the assessments;
- 12.2.2 A report that the student's work during the programme of study had shown beyond reasonable doubt that the student would, in normal circumstances, have been recommended for the relevant award at the conclusion of the programme of study.
- 12.3 An Aegrotat award shall not be granted with Distinction or Merit.
- 12.4 Students who under the provision of 12.1 above have been granted an Aegrotat award may be permitted to undertake Supplementary Assessment, with a view to gaining the award for which they were registered. In the event of failure in the Supplementary Assessment, the previously granted Aegrotat award shall stand.

13. AMENDMENTS TO SYLLABUS

- 13.1 Where, in the judgement of the Internal Examiners, major syllabus changes to a module have been implemented in the period between a student's Initial Assessment and the Supplementary Assessment, such modifications shall be made to the assessment for the module as to render it appropriate to the syllabus covered by the student at the Initial Assessment.

14. ASSESSMENT RESULTS

- 14.1 Recommendations regarding assessment results shall be presented by a Board of Examiners to the Faculty Board of the Faculty responsible for the administration of the programme of study concerned. Recommendations concerning the award or non-award of a degree shall also be presented by the Faculty Board to the Senate.