

## Student Postgraduate Academic Regulations - 20 Credit Modules (PAR20) Version 1.0

### 1 Introduction

- 1.1 These regulations apply to students from the time they accept the offer of a place until their registration ends.
- 1.2 They apply to all postgraduate programmes consisting of 20 credit modules, **except those where exceptions have been approved.**
- 1.3 Students must also comply with other University policies and procedures including those in:
  - Student Programme Handbooks
  - Module Guides
  - Student Engagement Policy
  - Instructions to Candidates Sitting Written Examinations of the University
  - Student Disciplinary Procedure
  - Academic Queries and Appeals Procedure
  - Extenuating Circumstances Procedure
  - Student Withdrawal and Interruption of Studies Policy
  - Intellectual Property Policy
  - Concerns and Complaints Procedure
- 1.4 These Regulations take precedence over other documents unless variations have been approved by Academic Board.
- 1.5 They are maintained by Academic Services and approved by Academic Board. This version 1.0 was approved on 21 June 2017. It applies from September 2017.

### 2 Registration and Enrolment

- 2.1 Students must register at the start of their programme by the published deadlines unless an interruption of study has been approved.
- 2.2 Full-time students normally enroll for 180 credits for a full Masters programme.
- 2.3 Changes between full-time and part-time study require the approval of the Director of Academic Services.
- 2.4 The University has the right to terminate the registration of students who provide false or incomplete information.

### 3 Maximum Registration Periods

- 3.1 There are no minimum registration periods, but each award has a maximum registration period, which includes any interruption of studies:

Award	Maximum Registration
Postgraduate Certificate	2 years
Postgraduate Diploma	3 years
Master's Degree	5 years

- 3.2 For students admitted with Recognised Prior Learning, the maximum registration period is reduced in proportion to the credit awarded and rounded to the nearest whole year.
- 3.3 Extensions of registration periods require the approval of the Director of Academic Services in consultation with academic staff. When previous study is no longer current, students may be required to take current versions of the nearest equivalent modules.

## 4 Engagement

- 4.1 Students are expected to participate fully in their programme of study, engage actively with learning opportunities, take responsibility for their learning and study independently.
- 4.2 Some modules have specific attendance requirements, which are described in Student Programme Handbooks.
- 4.3 The University monitors attendance and engagement. If there is cause for concern, students will be offered support. Persistent failure to engage fully may result in termination of registration. It may also lead to student loans or other funding being reclaimed and, in the case of Tier 4 students, action being taken by UKVI. The University may pursue fee debts for periods during which students were registered but not engaging.
- 4.4 See the *Student Engagement Policy* for more details.

## 5 Modules and Assessment

- 5.1 Programmes of study consist of modules. Each module has a credit rating and a level.
- 5.2 Modules are assessed independently of each other. A mark, or in some cases a pass/fail, is given for each module and credit is awarded to students who pass. The pass mark for assessments where marks are awarded is 50%.
- 5.3 Methods of assessment and permitted combinations of modules are described in Student Programme Handbooks and Module Guides, which may also specify some modules as compulsory or as pre-requisites for others.
- 5.4 Marks are expressed as whole-number percentages. Where marks are combined or adjusted and the result is not a whole number, it is rounded. For example: 69.5% becomes 70%; 69.4% becomes 69%.
- 5.5 The pass mark for modules is a weighted average of 50% across all assessments in the module. Module Guides specify the weighting of each assessment. They also identify any assessments that must be passed.
- 5.6 Marks are provisional until they have been confirmed by Examination Boards.
- 5.7 Credit can also be awarded for study at overseas institutions and Recognised Prior Learning, but marks are not awarded.

## 6 Academic Misconduct

- 6.1 Students who commit assessment offences, such as plagiarism, collusion or breach of *Instructions to Candidates Sitting Written Examinations of the University* are subject to the *Student Disciplinary Procedure*. This may result in failure of an assessment or module, or termination of registration.

## 7 Appeals

- 7.1 Students who believe there has been an error in the way they have been assessed may have the right to appeal. See the *Academic Queries and Appeals Procedure*.

## 8 Late Coursework

- 8.1 Students are responsible for submitting coursework on time and in the way specified in Module Guides.
- 8.2 Students with disabilities may be given alternative deadlines if their Disability Support Summaries recommend additional time for coursework.
- 8.3 Marks for assessments submitted up to **2 hours** after the deadline will be reduced by one tenth. For example, a mark of 60% would be reduced to 54%. This reduction is not made if the original mark is below 50%. If the reduction creates a mark below 50%, then 50% will be awarded.

- 8.4 Marks for submissions between **two hours** and **5 working days** after the deadline will be capped at 50%.
- 8.5 Assessments submitted more than **5 working days** after the published deadline will be given a mark of zero.
- 8.6 Reassessments submitted after the deadline will be given a mark of zero.

## **9 Deferral and Extension**

- 9.1 If exceptional circumstances prevent students from attending an assessment or meeting a coursework deadline, they may request an extension of the deadline or a deferral to the next occasion the assessment takes place. See the *Extenuating Circumstances Procedure*.

## **10 Failed Modules**

### **Reassessment**

- 10.1 Students who fail modules are permitted a second attempt at each failed assessment, provided this can be completed within their maximum registration period.
- 10.2 Students may not be reassessed on modules they have passed.
- 10.3 Reassessments must be attempted on the next occasion the assessment takes place unless an interruption of study has been granted.
- 10.4 Marks for modules that include reassessments are capped at 50%.
- 10.5 When reassessment results in a lower mark, the original mark is used.
- 10.6 Students who do not attend a reassessment event or miss a coursework deadline will fail the assessment unless a deferral or extension is granted.
- 10.7 If reassessment using the same methods as the initial assessment is not practicable, the Examination Board will make special arrangements for re-assessment.

### **Substitute Optional Modules**

- 10.8 Students who fail an optional module may apply to study an alternative optional module within their programme. Approval will take account of timetabling and programme structure. A fee may be charged for substitute modules.
- 10.9 Substitute optional modules are treated as first attempts. Marks are not capped at 50% and normal reassessment regulations apply, with the exception that a substitute module cannot subsequently be substituted.

## **11 Progression**

- 11.1 Students may be required to fulfil specific requirements in order to progress on their programme of study, either to meet a professional body requirement or because of the particular nature of the programme. These requirements will be specified within the Student Programme Handbook.

## **12 Interruption of Studies**

- 12.1 Students may apply for permission to interrupt their studies for between 20 working days and one academic year. This requires the approval of the Director of Academic Services. See the *Student Withdrawal and Interruption of Studies Policy* for more details.
- 12.2 Students who interrupt withdraw from all current modules and may not attend classes or submit work for assessment.
- 12.3 Existing assessment marks (including failures) are carried forward when the modules are resumed.
- 12.4 Students who fail to resume their studies at the time agreed with the University will have their registration terminated.

### 13 Programme Transfers

- 13.1 Students may apply to transfer between programmes. This requires the approval of the Programme Directors of both the old and new programmes, who will take account of the availability of places, admissions criteria, ability to transfer credit, maximum registration periods and timing.

### 14 Withdrawal and Termination

- 14.1 Students have the right to withdraw at any time. Those considering this should seek advice as soon as possible from the appropriate academic staff and student support services. See the *Student Withdrawal and Interruption of Studies* policy for more details.
- 14.2 The University may terminate a student's registration due to assessment failure, failure to engage, exclusion, failure to complete re-enrolment, breach of visa conditions or breach of regulations.
- 14.3 After withdrawal or termination:
- students are not permitted to attend teaching sessions or take assessments;
  - Library and network access are withdrawn;
  - eligibility for University accommodation ceases;
  - there may be a tuition fee liability.
- 14.4 Assessments submitted before termination or withdrawal will be considered by Examination Boards in the normal way and may contribute to the granting of an Exit Award.

### 15 Credit Requirements for Awards

- 15.1 To qualify for awards, students need the following credits:

Award	Minimum credit needed
Postgraduate Certificate	60 credits of which at least <b>40</b> must be at level 7
Postgraduate Diploma	120 credits of which at least <b>100</b> must be at level 7
Master's Degree	180 credits of which at least <b>160</b> must be at level 7

### 16 Commendation and Distinction

- 16.1 The award of Postgraduate Certificate is not available with Commendation or Distinction.
- 16.2 The award of Postgraduate Diploma with Commendation will be made to students who satisfy the requirements for the award and achieve an overall average mark of 60 – 69% in the 120 credits required for the award.
- 16.3 The award of Postgraduate Diploma with Distinction will be made to students who satisfy the requirements for the award and achieve an overall average mark of 70% or above in the 120 credits required for award.
- 16.4 The award of Master's Degree with Commendation will be made to students who satisfy the requirements for the award and achieve an overall average mark of 60 - 69% in the 180 credits required for award.
- 16.5 The award of Master's Degree with Distinction will be made to students who satisfy the requirements for the award and achieve an overall average mark of 70% or above in the 180 credits required for award.
- 16.6 Where a student has been admitted with academic credit, eligibility for an award with Commendation or Distinction will be based solely upon the marks achieved in the modules the student was required to complete on the programme in order to qualify for the award.
- 16.7 Where students have more than the required number of credits, their best marks will be used up to the number of credits required for the award.

## **17 Compensation**

- 17.1 An Examination Board is not permitted to compensate failure in any module forming part of a programme of study that contributes to any of the awards governed by these regulations.

## **18 Aegrotat Awards**

- 18.1 Students who have exceptional personal circumstances that prevent them from completing a programme may be granted an Aegrotat Award by the Examination Board after withdrawing.

## **19 Posthumous Awards**

- 19.1 Examination Boards may recommend a posthumous award, to be accepted on the student's behalf by an appropriate individual. Posthumous awards should reflect the final award for which the student was registered and the level of progress they have made towards it.

## **20 Certificates and Transcripts**

- 20.1 Certificates and Transcripts are issued to all students who receive awards.
- 20.2 Transcripts are also issued on request to students who have completed part of a programme of study.

## **21 Rescinding Awards**

- 21.1 In exceptional circumstances Academic Board may rescind an award, for example as a result of academic misconduct confirmed after the award was made.

## **22 Concerns and Complaints**

- 22.1 The University is committed to valuing and learning from concerns and complaints. See the *Concerns and Complaints Procedure* for more details.

## **23 Intellectual Property**

- 23.1 In most cases students own the intellectual property they create during their studies and they give the University licence to use it. Further information is in the *Intellectual Property Policy*.