

# Regulation XXI - Postgraduate Awards

*(Version effective from 1 August 2009 to 2 March 2010)*

## Scope

1. This regulation applies to all modular programmes offered by the University leading to the Degree of Master (excluding First Degrees), as designated in Ordinance IV, Postgraduate Diploma or Postgraduate Certificate and, where appropriate, postgraduate level modules being taken by students not registered on programmes.
2. This regulation is to be read in conjunction with Programme Regulations which state the particular requirements for each programme.

## General Requirements

3. In order to qualify for an award, students must have:
  - 3.1 Registered as students of the University in accordance with Ordinance I and Regulation IX. For the purposes of paragraph 3 of Ordinance I, the examinations approved by Senate are the examinations described in the General Entrance Requirements which are shown in Appendix 1 to these Regulations.
  - 3.2 Registered on appropriate modules specified in the Programme Regulations for their programme and in accordance with Regulation IX.
  - 3.3 Have accumulated, within the period specified in these Regulations or any shorter period specified in Programme Regulations, sufficient credit for the award by satisfying the University in the module assessments prescribed for their programme.
  - 3.4 Fulfilled all other requirements as may be made in the Programme Regulations for their programme.
  - 3.5 Discharged all obligations to the University in accordance with Regulation XVI.

## Structure of Programmes

4. Programme Regulations shall include a listing of the constituent modules for the

programme and shall specify the rules for module selection for each exit award.

5. Where Programme Regulations permit a choice of modular options, a student's selection of modules will normally be subject to approval by the Programme Director or other academic staff member of the Department responsible for the programme. Optional modules will not necessarily be offered every year.
6. Module Specifications shall be published which for each module shall include information on:
  - 6.1 its aims
  - 6.2 its intended learning outcomes
  - 6.3 its content
  - 6.4 its level
  - 6.5 the semester in which it is offered
  - 6.6 its modular weighting
  - 6.7 the methods of teaching and learning and assessment
  - 6.8 prerequisites for studying the module
  - 6.9 its availability
7. Students shall have registered for a modular total assessed over a maximum period of time which shall depend as shown on the intended qualification:

Degree of Master	modular weighting of 180 in not more than eight years
Postgraduate Diploma	modular weighting of 120 in not more than five years
Postgraduate Certificate	modular weighting of 60 in not more than three years
8. All students shall register at the beginning of each academic year for the modules which they are taking in that year but are not eligible to register for modules whilst they remain in debt to the University.

## **Module Assessment and Module Marks**

9. In order to be eligible for credit from the assessment of any module, students must have:
  - 9.1 Registered on the relevant module before the deadline published by the Academic Registrar.
  - 9.2 Satisfied any requirements for the assessment as stated in the Module Specification.
10. Assessments shall be conducted in accordance with the provisions of Regulation VII.
11. Modular credit corresponding to the weight of the module will be awarded to each student who achieves a Module Mark of not less than 50%. Module Specifications shall detail each individual assessment element, its classification as a coursework or examination assessment and its relative weighting towards the overall coursework or examination mark (hereinafter referred to as component marks). Module Marks and marks for individual assessment elements and component assessments shall be shown and recorded as whole numbers. For each student, the average percentage mark (hereinafter referred to as the Module Mark) for each module shall be determined by reference to the component marks, weighted in accordance with the Module Specification.
12. Provisional Module Marks may be published prior to being approved by the relevant External Examiner but must be approved prior to being considered by a Programme Board.
13. Module Marks as calculated in paragraph 11 hereof shall be published by the Internal Examiner and may be altered only by:
  - 13.1 The Programme Board or Review Board acting in accordance with paragraph 21 or paragraph 23 hereof
  - 13.2 the Head of Department or Academic Misconduct Committee acting in accordance with Regulation XVIII.
14. Where candidates transfer between programmes in accordance with Regulation IX, unless the Head of Department responsible for the new programme approves the transfer of Module Marks from the old programme, all existing Module Marks shall be disregarded in the context of the new programme, even where there are modules in common to both programmes.

## **Programme Mark and Distinctions**

15. For each student, the Module Marks (as defined in paragraph 11 hereof) awarded for every module will be weighted in proportion to the relevant modular weight and used to determine the Programme Mark. Where a student is awarded a Postgraduate Diploma or a Postgraduate Certificate in accordance with paragraphs 30.6 and 30.7 respectively, the following criteria shall be used to determine the Programme Mark:

15.1 inclusion of all the marks for compulsory modules

15.2 inclusion of the highest module marks for sufficient modules to make up the credit for the award under paragraph 16 below

16. Requirements for awards shall be as follows:

16.1 Degree of Master 150 credits and Module Marks of not less than 40% in further modules with a weight of 30

16.2 Postgraduate Diploma 100 credits and Module Marks of not less than 40% in further modules with a weight of 20

16.3 Postgraduate Certificate 60 credits

17. Students who meet the requirements for an award shall be eligible for a distinction in the following circumstances only:

Degree of Master	180 credits and a Programme Mark of not less than 70%
Postgraduate Diploma	120 credits and a Programme Mark of not less than 70%
Postgraduate Certificate	60 credits and a Programme Mark of not less than 70%.

18. At the discretion of the Programme Board, any or all of the Programme Mark thresholds detailed in paragraph 17 hereof may be lowered by not more than 3%. In such a case, the revised threshold(s) shall be applicable to all students under consideration by that Programme Board.

## **Programme Board Powers**

19. Programme Boards shall be appointed in accordance with the provisions of Regulation XXII and shall have the following powers delegated by Senate:

- 19.1 To confirm Module Marks and the award of associated credit.
- 19.2 To consider impaired performance claims and determine appropriate actions in accordance with paragraph 21 hereof.
- 19.3 To instigate viva-voce panels, consider resulting recommendations and determine appropriate actions in accordance with the provisions of Regulation VII and paragraph 23 hereof.
- 19.4 To determine whether students have met the requirements for the award of distinction in accordance with paragraph 17 hereof.
- 19.5 To determine which marks a student may carry forward at reassessment in accordance with paragraph 34 hereof.
- 19.6 To produce and publish pass lists.
- 19.7 To terminate a student's studies in a module.

### **Review Board Powers**

- 20. Review Boards shall be appointed in accordance with the provisions of Regulation XXII and shall have the following powers delegated by Senate:
  - 20.1 To confirm Module Marks and the award of associated credit.
  - 20.2 To consider impaired performance claims and determine appropriate actions in accordance with paragraph 21 hereof.
  - 20.3 To determine which component marks a student may carry forward at reassessment in accordance with paragraph 34 hereof.
  - 20.4 To terminate a student's studies in a module.

### **Impaired Performance and Viva-Voce Decisions**

- 21. If, in accordance with the provisions of Regulation XVII, a Programme Board or Review Board receives a recommendation from the relevant Impaired Performance Panel, or a Review Board brings the case of an individual student to the Programme Board's attention, in accordance with paragraph 22 hereof, then

the relevant Board may for any module that is being taken into account:

- 21.1 increase any of the student's component marks.
  - 21.2 substitute alternative component marks derived from appropriate sources.
  - 21.3 where the student was taking the module on a first attempt basis, permit the student to repeat any or all parts of the module assessment on a first attempt basis.
  - 21.4 where the student was taking the module on a second attempt basis, permit the student to repeat any or all parts of the module assessment on a second attempt basis.
  - 21.5 take no action.
22. A Review Board which receives a recommendation from an Impaired Performance Panel in accordance with paragraph 21 hereof may bring the matter to the attention of the Programme Board and shall bring the matter to the attention of the Programme Board where marks have been adjusted in accordance with paragraph 21.1 or an alternative mark inserted in accordance with paragraph 21.2.
23. If in accordance with the provisions of paragraph 19.3 hereof and Regulation VII, a viva-voce panel has been instigated, then, upon receipt of the recommendation from that panel, the Programme Board may:
- 23.1 For any module that is being taken into account:
    - 23.1.1 Where the student has not submitted an impaired performance claim:
      - 23.1.1.1 increase any of the student's component marks
      - 23.1.1.2 take no action
    - 23.1.2 Where the student has submitted an impaired performance claim :
      - 23.1.2.1 increase any of the student's component marks

23.1.2.2 substitute alternative component marks derived from appropriate sources

23.1.2.3 where the student was taking the module on a first attempt basis, permit the student to repeat any or all parts of the module assessment on a first attempt basis

23.1.2.4 where the student was taking the module on a second attempt basis, permit the student to repeat any or all parts of the module assessment on a second attempt basis

23.1.2.5 take no action

23.2 Award a distinction which would not be awarded as determined by the scheme detailed in paragraph 17 hereof alone.

24. Where a student is permitted to repeat a module assessment in accordance with paragraph 21 or 23 hereof:

24.1 the Module Mark considered for the Module Assessment will be the higher of the original and the new mark.

24.2 the Programme Board or Review Board may permit the student to carry out some further work on an existing assessed piece of work for resubmission.

24.3 The Programme Board or Review Board shall specify whether the repeat module assessment will take place either in the University's Special Assessment Period or during the next academic year.

24.4 Where a Head of Department approves leave of absence under the provisions of Regulation IX for a student who has been permitted to repeat a module assessment, this will be taken as approval for deferral of that repeat assessment and the Head of Department shall be required to specify the revised repeat assessment timescale prior to the leave of absence approval being processed.

## **Criteria for Awards**

25. In accordance with the provisions of Regulation XVI, students who have failed to

discharge all obligations to the University may not be awarded any qualification until such time as all obligations have been met.

26. Programme Regulations may specify any or all of the following as additional requirements for an award in accordance with paragraph 3 hereof:
  - 26.1 A minimum Programme Mark
  - 26.2 A minimum mark in one or more specified modules
  - 26.3 A minimum mark in unspecified modules up to a specified total modular weight .
  - 26.4 A minimum average mark across a group of specified modules
27. Students shall normally be eligible for the award of only one University qualification from any particular programme of study. Except where a Postgraduate Diploma or a Postgraduate Certificate has been awarded as a consequence of a student's studies being terminated in accordance with paragraph 42 hereof, awards may be upgraded by the accumulation of additional credit as follows:
  - 27.1 The Postgraduate Certificate may be upgraded to the Postgraduate Diploma or to the Degree of Master
  - 27.2 The Postgraduate Diploma may be upgraded to the Degree of Master

### **Programme Board Meetings and Pass Lists**

28. A Programme Board shall meet and shall receive for each candidate the Module Marks which are to be taken into consideration. The Programme Board shall determine the classification of each candidate by reference only to the Module Marks received by each candidate in accordance with paragraph 11 hereof amended as the case may be in accordance with paragraph 21 or 23 hereof.
29. The Pass List shall be signed by those of the following who are present: the External Programme Assessor, the person chairing the meeting, the Independent Board Member, and shall show the names of every student considered, arranged in alphabetical order within each classification group. In accordance with the provisions of Regulation XVI, the classifications of those candidates who have failed to discharge all obligations to the University will be withheld from the



published list until such time as all obligations have been met.

30. Programme Boards shall, for each student that is being considered, and in accordance with the provisions of this regulation, take one of the following decisions which shall be published in the Pass List:

30.1 Pass with Distinction

30.2 Pass

30.3 Eligible to resit

30.4 Permit Repeat as a First Attempt

30.5 Permit Repeat as a Second Attempt

30.6 Fail - studies terminated (eligible for Postgraduate Diploma)

30.7 Fail - studies terminated (eligible for Postgraduate Certificate)

30.8 Fail - studies terminated (no award)

31. Programme Boards and Review Boards shall report upon their proceedings in a form and manner approved by Senate.

### **Re-Assessment Rights**

32. Students who fail to gain credit in a module at the first attempt shall normally be eligible to take reassessment in that module. However, reassessment will not be permitted where the Module Marks already achieved qualify the student for the highest award for which he/she is eligible. Any Module Assessment taken under the provisions of this paragraph shall hereinafter be referred to as a second attempt module assessment.

33. Candidates who have registered for second attempt module assessments in accordance with the provisions of paragraph 32 hereof may repeat any or all of the modules with attendance, subject to the payment of tuition fees, if the module is available and if they first obtain permission from the Department teaching the module. In such a case, candidates will be required to produce new work in every assessment contributing to the module, notwithstanding any decisions made by a

Programme Board or Review Board in accordance with paragraph 34 hereof.

34. The Programme Board or Review Board shall receive recommendations from the relevant Internal Examiner(s) for each student and shall, for each module, determine which of the student's present marks may without further assessment be carried forward in the re-assessment process should the student choose to repeat the module without attendance. Notwithstanding this decision, students may opt to undergo any component of the module's assessment.
35. Where, at the first attempt, a student achieves a Module Mark of 40% to 49% inclusive in a project or dissertation module, the same piece of work may be revised and resubmitted at reassessment as a second attempt.
36. Except where the provisions of paragraph 34 or 35 hereof apply, new work shall be completed by the student for reassessment.

### **Re-Assessment Timing**

37. Reassessment shall normally take place no later than during the academic year immediately following that in which the failure occurred. In exceptional cases, the Head of Department may permit reassessment to be deferred by a maximum of one academic year. Where a Head of Department approves leave of absence under the provisions of Regulation IX for a student who has outstanding reassessment rights, this will be taken as approval for deferral of reassessment and the Head of Department shall be required to specify the revised reassessment timescale prior to the leave of absence approval being processed.
38. The Academic Registrar shall determine and publish the dates of a Special Assessment Period each year falling between the end of Semester Two and the beginning of the next academic year.
39. Reassessment shall normally take place during the academic year immediately following that in which the failure occurred, except that Programme Regulations may permit reassessment to take place, at the option of the student, either in the Special Assessment Period or during the next academic year.

### **Re-Assessment Outcomes**

40. Failure to attend, or submit work for, a module reassessment for which a candidate has registered will result in a mark of zero being recorded for the assessment component concerned.

41. Where candidates have registered for modular reassessment under paragraph 32 hereof, the percentage marks obtained from the reassessments will supersede those received for earlier assessments for the purpose of determining Module Marks. Where the module was originally taken in 2004/05 or later, the Module Mark resulting from that reassessment will be capped at 50% for the purpose of determining the Programme Mark in accordance with paragraph 15 hereof.

### **Termination of Studies**

42. A Programme Board or Review Board shall normally terminate the studies of a student in a module who, following a second attempt Module Assessment, has failed to gain credit in that module. The only exception to this rule shall be that the Programme Board or Review Board may instead permit the student to take repeat second attempt assessments in accordance with the provisions of paragraph 21.4 hereof or paragraph 23.1.2.4 hereof.
43. Where a student's studies in one or more modules have been terminated in accordance with paragraph 42 hereof, and it is not, therefore, possible for the student to meet the requirements for their main qualification aim, the student may be eligible for the award of a lesser qualification subject to the accumulation of the necessary credit as follows:
- 43.1 Where a student has accumulated 100 credits and Module Marks of not less than 40% in further modules with a weight of 20, they shall be eligible for the award of Postgraduate Diploma.
- 43.2 Where a student has accumulated 60 credits, they shall be eligible for the award of Postgraduate Certificate.

### **Abandonment of Studies**

44. Students who have failed to gain credit in a module at the first attempt, and who fail to register for reassessment by the published date and who have not been permitted to defer reassessment in accordance with the provisions of paragraph 37 hereof may be deemed by the Academic Registrar to have abandoned their studies.
45. In accordance with the provisions of Regulation IX, any student who fails to register as a student of the University by the published date at the start of each academic year may be deemed by the Academic Registrar to have abandoned their studies.

## **Attendance**

46. Candidates who register for any module are expected to attend the relevant timetabled sessions at the University or at any other location where such sessions are held unless a special arrangement has been agreed by the Head of Department responsible for the module.
47. Candidates who wish to suspend their studies for good cause may apply to their Head of Department for Leave of Absence in accordance with the provisions of Regulation IX .

## **Aegrotat Degrees**

48. This paragraph applies to students who have been registered for a degree, and have gained at least 120 credits, or to students for whom the relevant department has made a case that the student has completed work equivalent to at least 120 credits. Where such a student has been prevented from obtaining a degree as a result of illness or other sufficient cause, he/she may apply in writing, or in exceptional circumstances have a written application made on his/her behalf, to the Senate for the award of an aegrotat degree. The Senate may award such a degree upon the recommendation of the relevant External Programme Assessor.

## **Appendix 1**

### **Modular Postgraduate Programmes - Acceptable Entrance Qualifications**

1. Candidates for registration for a higher award of the University by programme of study must satisfy at least one of the following requirements:
  - hold a degree of a Higher Education Institution in the United Kingdom or the Republic of Ireland
  - hold an Associateship of the University (ALUT)
  - hold a Diploma in Technology awarded by the former NCTA
  - hold a Diploma of the former Loughborough College of Technology
  - have achieved the academic requirements for corporate membership of a British Chartered professional institution previously approved for this purpose by Senate on the recommendation of the appropriate Faculty Board
  - hold any other qualification approved by a Faculty Board
2. Notwithstanding the provision of para. 1 above, any candidate may be registered for a Postgraduate Certificate, subject to the approval of the Associate Dean (Teaching), provided that the candidate appears capable of successfully completing the requisite number of modules: such a candidate who accumulates subsequent credits eligible for consideration for the award of a Postgraduate Certificate may subsequently upgrade

his/her registration for a Postgraduate Diploma or a Master's degree on the same programme of study in accordance with para. 27 of the above Regulations.

3. Any candidate may be required by a Head of Department to take oral and/or written examinations and/or a course of study, prior to registration.

4. Candidates must possess GCSE English Language, at a minimum of Grade C, or an equivalent qualification acceptable to the University.

5. Candidates who have been awarded credit by another Higher Education Institution will be considered for credit transfer or exemption from part of a programme of study by Senate on the recommendation of the appropriate Faculty Board.

(Remade July 2009)