

General Regulations for Modular Postgraduate Awards

(Version effective from 4 October 2004 until 2 October 2005)

Appendices

- [Not archived]

1. These General Regulations apply to all modular programmes offered by the University leading to the award of the Degree of Master, (except that of Master of Engineering, Master of Mathematics, Master of Physics, Master of Chemistry or Master of Computer Science) or to the award of Postgraduate Diploma or to the award of Postgraduate Certificate and are to be read in conjunction with Programme Regulations which state the particular requirements for each programme.

General Requirements

2. In order to qualify for a modular postgraduate award, candidates must:

(i) have been registered as students of the University in accordance with Ordinance I (for the purposes of paragraph 3 of Ordinance I, the entrance qualifications acceptable to the University are set out in Appendix 1 to these Regulations) and Regulation IX.

(ii) have registered on appropriate modules specified in the Programme Regulations for their programme and in accordance with Regulation IX.

(iii) 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.

(iv) have fulfilled all other requirements as may be made in the Programme Regulations for their programme.

(v) have discharged all obligations to the University in accordance with Regulation XVI.

3. Candidates who for good cause have failed to meet any requirements of paragraph 2 hereof may notwithstanding be permitted to proceed to a postgraduate award with the permission of Senate.

Modular Structure of Programmes

4. The Programme Regulations for each programme shall include a listing of the constituent modules of the programme. Module Specifications shall be published which for each module shall include information on its aims and intended learning outcomes, its content, its level, when it is offered, its modular weighting, and the methods of teaching and learning and assessment. Where Programme Regulations permit a choice of modular options, a candidate'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. It is not possible to guarantee that all optional modules will be offered every year. Module Specifications will also indicate availability.

5. Candidates are required to register for modules as specified in the relevant Programme Regulations, with a maximum total modular weighting of 180. Candidates must complete their studies within a maximum period of time which shall depend as shown on the intended qualification:

Degree of Master	not more than eight years
Postgraduate Diploma	not more than five years
Postgraduate Certificate	not more than three years

6. All students shall register at the beginning of their programme and subsequently 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.

Modular Grading

7. For each candidate, the Module Board will determine and publish an average percentage mark for the module (the Module Mark) by reference only to the marks received for the assessments applicable to the module, weighted in accordance with the module specification; except that in the case of candidates who have made submissions in accordance the provisions of Regulation XVII , the Module Board will determine their marks for the module having due regard for all the circumstances. Candidates' marks for component assessments and Module Marks shall be shown and recorded as whole numbers. Modular credit corresponding to the weight of the module will be awarded to each candidate who achieves a Module Mark of not less than 50%.

8. Having been convened for the purpose, the Module Board for a project or dissertation module will additionally receive submissions from candidates written in accordance with paragraph 10 hereof. For these candidates, if the Module Board agrees that the circumstances are sufficient, it may agree to vary the date given in the Module Specification for the submission of the work which is to be assessed. Similarly, the Module Board may agree to make one further variation to a date which has already been varied in accordance with the provisions of this paragraph.

Impaired Performance

9. The impaired performance procedure is outlined in paragraphs 6 and 16 of the Assessment Regulations for Modular Postgraduate Awards and in Regulation XVII.

10. The procedure for requesting an extension to a project or dissertation module deadline is outlined in paragraphs 9 and 10 of Regulation XVII.

Requirements for Awards

11. Candidates will be eligible for the appropriate postgraduate award when they have accumulated the following minimum requirements and fulfilled any additional requirements stipulated in the Programme Regulations for their specific programme.

- Degree of Master: 150 credits and Module Marks of not less than 40% in further modules with a weight of 30
- Postgraduate Diploma: 100 credits and Module Marks of not less than 40% in further modules with a weight of 20
- Postgraduate Certificate: 60 credits

Candidates not meeting the above requirements may be awarded a degree, diploma or certificate by decision of the Programme Board in accordance with Assessment Regulations for Modular Postgraduate Awards.

12. Candidates who have satisfied the requirements for an award may be given the respective award with Distinction on the basis of their performance in module assessments in accordance with the scheme set out in Appendix 2 to these Regulations. A Programme Board may exercise discretion in accordance with Assessment Regulations for Modular Postgraduate Awards so that candidates are placed in a different classification from that in which they would have been placed on the basis only of the scheme set out in Appendix 2.

13. Candidates shall normally be eligible for the award of only one University qualification from any particular programme of study. A Postgraduate Certificate may be upgraded to a Postgraduate Diploma or to a Masters degree by the accumulation of sufficient additional credit; a Postgraduate Diploma may similarly be upgraded to a Masters degree.

14. In order to be eligible for credit from the assessment of any module, candidates must

- have registered on the relevant module before the deadline published by the Academic Registrar.
- have satisfied any requirements for the assessment as stated in the Module Specification .

15. In accordance with the provisions of Regulation XVI, the promulgation of the decisions of a Module Board shall be deferred in the case of any candidates who have failed to discharge all obligations to the University. Such candidates may not be awarded a degree or other qualification until such time as all obligations have been met.

Arrangements for Re-Assessment

16. The arrangements for modules other than projects or dissertations are set out in this paragraph. Subject to the provisions of Paragraph 22 hereof, candidates who fail at the first attempt in respect of a module to achieve the Module Mark of 50% necessary

for the award of modular credit because of inadequate performance in the Module Assessment shall be allowed as of right

either

(i) to repeat the Module Assessment on one occasion only. Such re-assessment shall normally take place on the occasion on which the module is next routinely assessed, except that Programme Regulations may make provision for re-assessment to be conducted at an earlier date, in which case candidates may choose whether to be re-assessed at the earlier date or on the occasion of the next routine assessment in the module concerned. The relevant Module Board shall determine which components of assessment need not be repeated on re-assessment;

or

(ii) to register on and be assessed in an alternative module or modules from the same Programme, provided that such alternative modules are available. Candidates who select this option shall have no right of re-assessment in respect of the alternative module or modules. Having chosen this option, the original unsatisfactory module will not be capable of any further assessment and will be excluded from the modular total referred to in paragraph 5 hereof and will also be excluded from the scheme for determining the award of Distinction set out in Appendix 2 to these Regulations.

In the case of a candidate who undergoes re-assessment in accordance with (i) above, the marks obtained from the re-assessments will supersede those received for earlier assessments.

Any Module Assessment repeated under the provisions of this paragraph shall be referred to hereinafter and in the Assessment Regulations for Modular Postgraduate Awards as a second attempt Module Assessment.

17. Subject to the provisions of Paragraph 22 hereof, if a candidate obtains a Module Mark in the range of 40-49% for a project or dissertation module then the module will be referred. The candidate will be required to undertake additional work and submit the modified work for re-assessment by a date specified by the Module Board. Subject to the provisions of Paragraph 22 hereof, if a candidate obtains a Module Mark below 40% for a project or dissertation then the module will be failed. The candidate will be required to undertake the module again and submit new work for assessment on such conditions and within such period of time as may be specified by the Module Board.

18. Candidates who wish to undergo a re-assessment and/or assessment in an alternative module or modules under paragraph 16 or paragraph 17 hereof must first register this intention with the Academic Registrar by paying the required re-assessment fee.

19. Candidates who have registered for modular re-assessment under paragraph 16 or paragraph 17 hereof may repeat the module with attendance 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 Module Board in accordance

with paragraphs 6 and 16 of the Assessment Regulations for Modular Postgraduate Awards.

20. Candidates who have registered for modular re-assessment under paragraph 16 or paragraph 17 hereof may choose to undergo any part of the module's assessment in addition to the part or parts that are actually required, notwithstanding any decisions made by a Module Board in accordance with paragraph 8 of the Assessment Regulations for Modular Postgraduate Awards. The marks obtained from voluntary re-assessments undergone by candidates will supersede those received at earlier assessments.

21. Where candidates have registered for modular reassessment under paragraph 16 or paragraph 17, and the module was originally taken in 2004/5 or later, the Module Mark resulting from that reassessment will be capped at 50% for the purpose of determining the Programme Mark.

Termination of Studies

22. A Module Board shall normally terminate the studies of any candidates who following re-assessment under paragraph 16 or paragraph 17 hereof have failed to obtain credit in the module.

23. Candidates who fail to undertake re-assessments or to register by the published date on an alternative module or modules (under paragraph 16 or paragraph 17 hereof) are liable to be deemed to have abandoned their studies unless they show good cause to the relevant Faculty Board why they should be permitted to undertake either course of action on a later occasion and the Faculty Board permits them to do so.

Attendance

24. Candidates must be in attendance at the University or any other location where a module is held whenever attendance is required unless permission has been obtained in writing from their Head of Department to be absent from the University or wherever the module is held .

25. 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.

Viva-Voce Examination

26. On the instigation of the Chair or Deputy Chair of the Programme Board any candidate may be examined viva-voce in accordance with Regulation VII.

(remade June 2004)