

2 About the programmes

In this section:

- know what programmes are available
- know at what levels the programmes can be studied at
- find out about trading up you credits

Programme levels

There are two MSc programmes designed to be studied entirely by distance learning. Starting in 2019, *International Water and Sanitation Management* will come online followed in September 2020 by *International Water and Sanitation Engineering*.

The programmes can also be studied at Diploma and Postgraduate Certificate levels (see below). A list of the contents of all distance learning modules is available on the [programme portal](#) along with a [Module Booking Form](#). We will send a message to your University student email account ahead of each session to remind you to book. Booking and payment must be received by the advertised deadlines.

Master of Science (MSc)

Subject to registration on the appropriate Masters programme, an MSc can be completed either by taking all modules at WEDC or all by distance learning.

The total number of credits that need to be studied for an MSc is 180, which is comprised of eight 15 credit modules and the 60 credit *Research Dissertation (RD)* module.

Postgraduate Diplomas

Each Postgraduate Diploma programme comprises the same contents as the MSc programme of the same name with the exception that *Research Dissertation* is not studied. That is, a Postgraduate Diploma programme is comprised of eight 15 credit modules taken from those specified for the relevant Master of Science.

Postgraduate Certificates

Each Postgraduate Certificate programme comprises study of four 15 credit modules from those available for the relevant MSc but within certain constraints as to which optional modules, if any, are available.

Award criteria

Credits required and eligibility for an award with merit and distinction are as follows:

PASS

Degree of Master: 150 credits and module marks of not less than 40% in 2 further modules with a total weight of up to 30.

Postgraduate Diploma: 100 credits and module marks of not less than 40% in 1 further module with a weight of up to 20.

Postgraduate Certificate: 60 credits

Students who meet the requirements for an award shall be eligible for a 'merit' or 'distinction' in the following circumstances only:

MERIT

Degree of Master: 180 credits and a programme mark of not less than 60%.

Postgraduate Diploma: 120 credits and a programme mark of not less than 60%.

Postgraduate Certificate: 60 credits and a programme mark of not less than 60%.





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DISTINCTION

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%.

Trading-up

If you have already completed a WEDC postgraduate certificate or a diploma programme you may 'trade up' your qualification. To do this you must return any certificate awarded for the programme you have completed and complete the subsequent programme within the maximum time permitted.

For example, a Postgraduate Certificate can be upgraded to a Postgraduate Diploma, provided the whole programme is completed within four years of first registering for the Certificate programme.

If you are considering progression from one programme to another, please be aware that programmes have published lists of module options. If you hope to progress from one award to a higher one, you should ensure the modules you choose will contribute to the programme you are registered on and to any programme that you may wish to pursue later.

For further details about WEDC programmes, including the module structure for our MSc programmes, please contact the [Distance Learning Administration Team](#).

Registration

Maximum registration periods

Candidates must complete their studies within a maximum period, which shall depend on the intended qualification:

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

Note that these durations include any periods taken for leave of absence. Any leave of absence you take will decrease the remaining period you have to complete your studies.

Registration form

University regulations state that all new students must register with the University. By completing your registration

form you agree to abide by the rules and regulations of the University. You can send notification of changes in your contact details using the [Student Self Service](#) facility. Alternatively, you may write to advise a change in your details, or email the [Distance Learning Administration Team](#).

The registration form must be returned promptly to the address given. If you do not register, problems can arise with progressing marks through Review and Programme Boards and you will not be able to use the library services or your University email account.

Leave of absence

If you are not taking any modules, you will be placed on leave of absence according to University Regulation IX Paragraph 34: <http://www.lboro.ac.uk/governance/regulations/9/current/>. This will enable the University to hold an accurate record of your status as a student and ensure we are able to send you appropriate communications considering your break from your studies. University regulations allow you to have a maximum of two consecutive years on leave of absence, so occasional breaks in your study are permitted.

However, if you do not register for modules in the academic year following two consecutive years of leave of absence, the University will terminate your studies in the programme, as per University Regulation IX, Paragraph 34 (ii) <http://www.lboro.ac.uk/governance/regulations/9/current/>.

Discussion forum

The Discussion Forum can be used to introduce yourself to other distance learners when you first start studying with WEDC (and can still be used even if you have been studying with WEDC for some time). The forum is a place ask questions of other distance learners, to make observations, and to respond to information posted there by others. We encourage you to use it.

When you first join a forum, you can upload your profile that can include a photograph and brief details about yourself. The profile applies to all forums you join on LEARN. If you upload a photograph, then that will appear alongside any posting you make to a forum, and if a distance learner clicks on the photo that will take them to your profile, so they can read what you say about yourself.

Many Responsible Examiners (Module Tutors) will also set up a forum that students can join to discuss just topics relating just to that module. Where a discussion forum is available you will see a link to it near the top of the module page on LEARN. If there is no forum at present, then you may ask the Module Tutor to create one.