

GENERAL REGULATIONS FOR STUDENTS PURSUING MODULAR POSTGRADUATE PROGRAMMES OF STUDY LEADING TO AWARDS OF THE UNIVERSITY OF SURREY AT AN ASSOCIATED INSTITUTION

GENERAL

The Regulations, which are set out below, are those that have been approved by the Senate Progression and Conferment Executive of the University. The University reserves the right to amend the Regulations from time to time but no Regulation may be amended other than by resolution of the Senate. The General Regulations should be read in conjunction with the Programme Regulations for each subject, which will define the particular requirements for that programme.

These General Regulations apply to postgraduate programmes offered by Associated Institutions of the University of Surrey, validated and approved for this purpose by the University of Surrey (hereinafter referred to as "the University"), and which may lead to the awards of Postgraduate Certificate, Postgraduate Diploma or the Degrees of Master of Arts or Master of Science. The General Regulations should be read in conjunction with the Programme Regulations, which state the particular requirements.

Subject to the Regulations of the Associated Institution, persons who are not candidates for an award of the University may be admitted as a student under such conditions as the Head of School may see fit. Students registered only for credit, rather than for a substantive award, nevertheless are covered by the relevant clauses in General Award Regulations.

EXPLANATION OF TERMS

Academic Year:

Generally taken to be the period from the beginning of the Autumn semester/term to the end of the Spring semester/Summer term. Some programmes may, however, extend beyond this period or otherwise differ in having a structure based on 3 terms per academic year.

Assessment:

A generic term, encompassing all forms of evaluation of learning. This may include assessment by written papers (timed or untimed), practical laboratory work, coursework, project, oral presentation etc

Associated Institution

An institution offering higher education and/or training with which the University has a relationship based upon i) validation of one or more academic programmes leading to an award of the University of Surrey or ii) accreditation or iii) a formal collaborative link (joint teaching, joint research).

Credit Value:

One credit is related to 10 hours of notional student workload, which includes, as appropriate, lectures, practical classes, tutorials, fieldwork, assignments, private study and assessment.

Dissertation:

This term includes a report on an experimental project.

Element of Assessment

Used to denote each component part of the assessment prescribed for a module

Examination:

For a non-modular Programme this term covers the whole of the written papers, practical tasks, oral tests, project report or dissertation, or other form of assessment as shall be specified in the Programme Regulations.

For a modular Programme it is restricted to a formally convened, timed assessment of a module under the direct supervision of appointed invigilator(s).

Head of School/Department/Director of Studies:

The Head of the School/Department/Director of Studies is responsible for the student's programme of study; when a programme of study is run jointly by two or more Schools/Department, the Programme Regulations shall state who shall fulfil the responsibilities of the Head of School for the purpose of these Regulations.

Head of School/Department/Director of Studies may also be interpreted to mean another member of the academic staff to whom a particular responsibility has been formally designated.

Level:

Undergraduate and postgraduate modules/programmes may be divided into levels, which indicate the relative demand, complexity and depth of learning associated with a given module or programme.

Levels HE1, HE2, HE3 and P are generally associated with undergraduate programmes; Level 0 indicates foundation level study pitched at pre-degree level. Levels M and D are generally associated with postgraduate Masters and Doctoral level work respectively. The following credit levels are used within the University's credit framework, and reflect a student's ability to:

- Level 0** *apply knowledge and skills in a range of complex activities, demonstrating: comprehension of relevant theories; access and analyse information independently and make reasoned judgements, selecting from a considerable choice of procedures in familiar and unfamiliar contexts; and direct own activities with some responsibility for the output of others*
- Level HE1** *develop a rigorous approach to the acquisition of a broad knowledge base; employ a range of specialised skills; evaluate information, using it to plan and develop investigative strategies and to determine solutions to a variety of unpredictable problems; and operate in a range of varied and specific contexts, taking responsibility for the nature and quality of outputs*
- Level HE2** *generate ideas through the analysis of concepts at an abstract level, with a command of specialised skills and the formulation of responses to well-defined and abstract problems; analyse and evaluate information; exercise significant judgement across a broad range of functions; and accept responsibility for determining and achieving personal and/or group outcomes*
- Level P** *develop and/or apply theory and develop skills independently in external educational settings or in practical and operational contexts; develop knowledge and skills which can contribute to subsequent project work and study; develop transferable skills and improvement in presentation, communication, team-working and inter-personal skills in a professional context*
- Level HE3** *critically review, consolidate and extend a systematic and coherent body of knowledge, utilising specialised skills across and area of study; critically evaluate new concepts and evidence from a range of sources; transfer and apply diagnostic and creative skills and exercise significant*

judgement in a range of situations; and accept accountability for determining and achieving personal and/or group outcomes

Level 4 *final stage of MEng Degree for which prior study at level HE3 is a prerequisite (NB To be discontinued in favour of level M from September 2003)*

Level M *display mastery of a complex and specialised area of knowledge and skills, employing advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for related decision-making, including use of supervision*

Module:

A self-contained unit of assessed study and learning of defined level and credit value. A standard module is defined as 100 hours of expected student learning time. Ten transferable credits are awarded on the successful completion of a standard module.

Part-time:

For the purposes of these Regulations, “part-time” shall be taken to include those registered as distance learning students.

Programme of Study (Programme):

A collection of modules as defined in Programme Regulations, leading to a named University award.

Stage:

Part of a programme of study, which may coincide with the beginning and end of a particular level or semester and/or with eligibility for an award.

Board of Examiners

A body established by the college with provision in its membership for University representation, having responsibility for the receipt and determination of examination results and recommendations on students’ progression and awards for reference to the Senate Progression and Conferment Executive of the University.

Subsidiary Award:

An award available at a defined stage within a programme of study which leads to a more substantive award.

Year:

A period of 12 calendar months.

PAYMENT OF FEES

All fees (tuition, registration, examination etc) are due at the beginning of the academic session. Students are advised in advance of joining the Associated Institution, or at the time of re-registration, about the arrangements for the payment of these fees, in accordance with their level and mode of study. In the event of a student failing for any reason to complete a programme of study, the Associated Institution is not under any obligation to disregard any part of the fees due, or to return any sums paid by or on behalf of the student.

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DEGREE, DIPLOMA AND CERTIFICATE REGULATIONS

General

- Programmes to which Regulations Apply
- 1.1 A modular programme of study is one consisting of individual modules, each complete in itself, which may be combined into a programme leading to an award of the University. Programmes may be studied on a full-time or part-time basis, or by distance learning, as specified in the Programme Regulations.
- 1.2 A person who is not a candidate for an award of the University may attend any modules subject to the agreement of the Head of School, the relevant Programme Regulations and payment of the appropriate fees. Credits may be awarded for modules successfully completed in accordance with these Regulations.
- Nature of Award
- 1.3 Subject to the Programme Regulations, the award at the end of a programme of study may be a Postgraduate Certificate, a Postgraduate Diploma or the Degree of Master of Arts or Master of Science.

Admission and Registration

- Admission
- 2.1 An applicant holding a Degree of the University of Surrey or a Degree of any other university approved for this purpose, or a Degree awarded by the Council for National Academic Awards, may be admitted to a programme leading to a postgraduate award of the University. Other applicants may be admitted provided that the Head of School is satisfied of the applicants' fitness to pursue the programme by virtue of professional or other relevant qualifications and/or experience.
- 2.2 An applicant may not be admitted to a programme unless the applicant has first been accepted by the Head of School in which the programme is offered. The admission of an applicant may be subject to conditions specified by the Head of School. Subject to the Programme Regulations, admission to the full programme may be provisional upon successful completion of certain modules.
- 2.3 An applicant may be required to satisfy the Head of School of an ability to understand and communicate in both written and spoken English that is adequate for the purpose of pursuing the programme. Either before or after the start of the programme the Head of School may require a student to attend a course of instruction in English.
- Registration
- 2.4 A student for an award of the University must register and undertake to comply with the Regulations of the Associated Institution. Registration for an award shall normally take place at the start of the programme. The name recorded on any transcript or certificate issued by the Associated Institution/University shall be the name in which the student was last registered.
- 2.5 Retrospective registration may be permitted in accordance with the Programme Regulations, provided that the student has not completed more than one-third of the programme. Registration under this provision will be

deemed to have commenced from the date of registration for the award-bearing programme of study.

- 2.6 A student must re-enrol for the beginning of the Autumn semester/term for each successive year in which the programme of study is pursued. The registration of a student who fails to re-enrol by the end of the Autumn semester/term may be deemed to have lapsed. No student is entitled to register or re-enrol unless the prescribed fees have been paid.
- 2.7 Except as may be determined in accordance with Regulations 4.15 and 4.16, a student who does not complete a module for which they are registered shall be deemed to have failed the module.
- 2.8 When the Programme Regulations state that such awards are offered, a candidate for the Degree of Master shall be deemed to be also a candidate for a Postgraduate Certificate or Postgraduate Diploma and a candidate for a Postgraduate Diploma shall be deemed to be also a candidate for a Postgraduate Certificate.

Subsidiary Award

No student may receive more than one award for a given programme of study. Exceptionally, a student who has received a subsidiary University of Surrey award, such as a Postgraduate Certificate or Postgraduate Diploma may re-enrol for the next part of the programme of study. In these circumstances the University shall rescind the subsidiary University of Surrey award before the student is re-enrolled for the further award.

- 2.9 Unless the Programme Regulations specify longer periods or a student is exempted from part of a programme in accordance with Regulation 3.5, the minimum period of registration shall be:
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| Postgraduate Certificate | Three Months |
| Postgraduate Diploma | Seven Months |
| Master's Degree | Eleven Months |

Minimum Length of Programme

- 2.10 Subject to the provisions of Regulation 2.11, the maximum period of registration, reckoned from the date of a student's initial registration, shall be:
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| Postgraduate Certificate | Thirty-six Months |
| Postgraduate Diploma | Forty-eight Months |
| Master's Degree | Seventy-two Months |

Maximum Length of Programme

The Board of Examiners, on the recommendation of the Head of School, may extend the maximum period of registration specified above for a given award for an individual student by not more than one year at one time.

- 2.11 The Programme Regulations for any award may specify a period shorter than the maximum specified in Regulation 2.10. The Head of School may extend the period of registration for that award for an individual student beyond such time limit specified in Programme Regulations by not more than one year at one time within the maximum limits specified in regulation 2.10.
- 2.12 The registration of a student who has not qualified for an award in the period specified in accordance with Regulations 2.10 and 2.11, and for whom no extension has been granted, shall be deemed by the Board of Examiners to have lapsed. In these circumstances, the student shall be entitled to the highest level subsidiary award available within the Programme, provided the student has satisfied all the requirements for that award.
- 2.13 A student may transfer registration from one programme of study to another

within the Associated Institution with the approval of the Head(s) of School concerned. Except as provided by Regulation 2.14, such a student shall be deemed, for the purpose of these regulations, to be following a single overall programme at the Associated Institution and the credits obtained, or other consequences of the assessment of any modules already undertaken, shall remain unchanged.

Withdrawal

2.14 A student who wishes to withdraw permanently from the Associated Institution before the normal completion of the programme shall give notice in writing to the Head of School/Department concerned, who shall inform the Academic Registrar or other officer within the Associated Institution.

A student who has withdrawn permanently, or whose programme registration has been terminated under any of the following regulations may, with the agreement of the Head of School/Department concerned:

i) be readmitted to a **different** award-bearing programme¹;

OR

ii) be re-admitted to the **same** award-bearing programme, provided at least 24 months shall have elapsed following the withdrawal or termination; the Board of Examiners may, however, reduce this period to 12 months.

In either of the above circumstances, the student shall be regarded as a new entrant and the credits obtained, or other consequences of the assessment of any modules already undertaken, shall not contribute to the programme of study. The student may, however, be considered for exemption from part of the programme at the discretion of the Head of School/Department in accordance with Regulation 3.2.

¹ The term “different award-bearing programme” shall be understood to be a programme which has not more than 30 credits per year in core modules in common with the student’s original programme.

Temporary
Withdrawal

- 2.15 A full-time programme of study shall be continuously pursued except that a student may, with the permission of the Head of School/Department, withdraw registration temporarily from a programme; except with the approval of the Board of Examiners, the period of withdrawal shall not exceed one year. When the Programme Regulations indicate that a part-time programme of study shall be continuously pursued this provision shall also apply to a part-time student.

Programmes of Study

- 3.1 The Programme Regulations shall specify the modules which comprise the programme, which, if any, modules are compulsory, the pass mark for a module, the level of each module and its credit value. The normal level of study for postgraduate programmes is M but modules at level HE3 may contribute credits for a student's programme of study within limits i.e.

MA/MSc/MBA etc . Total credits 180 Minimum of 150 credits at Level M with remainder at Level HE3

Postgraduate Diploma Total credits 120 Minimum of 90 credits at Level M, remainder at Level HE3

Postgraduate Certificate Total credits 60 Minimum of 45 credits at Level M, remainder at Level HE3

No modules at levels below HE3 may contribute credits towards a postgraduate programme.

- 3.2 Except when the Programme Regulations specify a greater number or except when a student has been exempted from part of a programme in accordance with Regulation 3.5, the minimum number of credits required for an award of the University shall be:

Postgraduate Certificate	60 credits
Postgraduate Diploma	120 credits
Master's Degree	180 credits

- 3.3 For programmes leading to the award of Master of Arts or Master of Science, the credit value of the dissertation module shall be specified in the Programme Regulations but, except with the special permission of the Senate, shall be not less than 30 or greater than 90 at level M.

- 3.4 A student may register for modules having a total credit value of not more than 225, in any one period of twelve months.

A student who has completed successfully the programme for which he/she is registered and to whom an award is approved by the Board of Examiners may not register for further modules in order to improve the classification or division of that award (see also Regulation 4.4).

Exemption from
Part of Programme

- 3.5 The Head of School may exempt from part of a programme of study a student who has satisfactorily pursued a previous programme of study of appropriate nature and standard outside or within the University or one of its Associated Institutions ² The minimum number of credits for which a student may be granted exemption shall be 10.

² See Academic Standards Guidelines on Credit Accumulation and Transfer and AP(E)L. There is no limit on the number of credits and associated marks which may be transferred within the University and its Associated Institutions. Acceptance of such transferred

The minimum number of credits which must be obtained within the University or from programmes offered by its Associated Institutions, leading to awards of the University, shall be:

Postgraduate Certificate	30 credits
Postgraduate Diploma	60 credits
Master's Degree	90 credits

The marks used to calculate the classification or division of the award shall be those derived from modules undertaken within the University or from programmes offered by its Associated Institutions, unless an arrangement to recognise marks derived from another institution is explicitly stated in a Memorandum of Agreement between the University and that institution.

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| Starting Date | 3.6 | The programme may begin at any time as may be specified in the Programme Regulations. |
| Co-operation with other Institutions | 3.7 | A programme may be pursued partly at the Associated Institution and partly at another institution or institutions when the arrangements have been approved by the Senate. |

Assessment

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| Module Pass Mark | 4.1 | To qualify for an award of the University a student must pass the prescribed assessment and fulfil such other requirements as may be specified in the Programme Regulations. |
| | 4.2 | The pass mark for the assessment of a Level M module, including the dissertation module, shall be 50%. The pass mark for a Level HE3 module taken as part of a Level M programme shall be 40%.

The Programme Regulations may specify that a student who has not obtained an average mark of at least 50% at an intermediate stage may not proceed to undertake the dissertation module. |
| Compensation Credits | 4.3 | A student who shows strength in other modules may be awarded compensation credits for a module despite obtaining a mark lower than the pass mark specified in accordance with Regulation 4.2. Such credits will be awarded provided Programme Regulations do not prohibit compensation for the particular module concerned and provided that the student meets at least one of the following conditions;

For the Degree of Master:

(i) the student has achieved an overall average mark of 50%; and (a) the student has, where applicable, achieved a mark of 50% or higher for the dissertation; and (b) the student has been awarded credit for modules having a total value of not less than 150 credits; and (c) the student has achieved a mark of less than 40% for the module for |

credit and exemption from part(s) of a programme is at the discretion of the Head of School.

which compensation is being considered.

- (ii) The student has achieved an overall average mark of 60%; and (a) the student has, where applicable, achieved a mark of 50% or higher for the dissertation; and (b) the student has been awarded credit for modules having a total value of not less than 150 credits; and (c) the student has achieved a mark of not less than 35% for the module for which compensation is being considered.

For the Postgraduate Diploma:

either:

- (i) The student has achieved an overall average mark of 50%; and (a) the student has been awarded credit for modules having a total value of not less than 90 credits; and (b) the student has achieved a mark of not less than 40 % for the module for which compensation is being considered.
- (ii) The student has achieved an overall average mark of 60%; and (a) the student has been awarded credit for modules having a total value of not less than 90 credits; and (b) the student has achieved a mark of not less than 35% for the module for which compensation is being considered.

For the Postgraduate Certificate:

either:

- (i) The student has achieved an overall aggregate mark of 50%; and (a) the student has been awarded credit for modules having a total value of not less than 45 credits; and (b) the student has achieved a mark of not less than 40 % for the module for which compensation is being considered.
- (ii) The student has achieved an overall average mark of 60%; and (a) the student has been awarded credit for modules having a total value of not less than 45 credits; and (b) the student has achieved a mark of not less than 35% for the module for which compensation is being considered.

Repetition of Assessment

- 4.4 A student who fails to be awarded credits for a module shall, subject to Regulation 4.13, have the right to repeat the assessment on one subsequent occasion, normally within one year of the first attempt. Exceptionally the Head of School may permit the student to defer repeating the assessment until two years after the first attempt. Also, if the module is not offered every year, the Board of Examiners may determine that reassessment be deferred until two years after the first attempt.

A student may not repeat the assessment of a module for which credits have been awarded except that the Board of Examiners may permit a student to repeat the assessment of such a module if the mark for it is less than the average mark necessary for the student to gain the award for which the student is registered.

In accordance with Regulation 3.4 a student to whom an award has been approved by the Board of Examiners may not take further modules in order to improve the class or division of that award.

The Board of Examiners may permit the student to proceed with the programme pending reassessment or it may recommend that the student's

programme be suspended.

- 4.5 When the assessment of a module comprises more than one piece of assessed work, the student may repeat only the failed pieces of work (unit(s) of assessment) except in mitigating circumstances (see 4.16).
- 4.6 When the reassessment of a failed module is by examination, the student may repeat the examination at the normal time when the module is next offered but the Board of Examiners may permit the student to repeat it on a special occasion not less than two months after the previous attempt.
- 4.7 When a student repeats an assessment, the assessment shall be that prescribed for the year in which it was originally taken, irrespective of any change of syllabus.

Reassessment should follow the assessment arrangements as validated for a particular module. Alternative instruments which have not been validated should not be used.

- 4.8 When a student repeats all or part of the assessment of a module and subsequently passes the module, the penalised mark awarded for the re-assessed unit of assessment ³ shall be the actual mark obtained or the arithmetic mean of the actual mark and the pass mark for the module, whichever is the lower. [Under Programme Regulations, some Associated Institutions may award only the pass mark] If the student fails the module on reassessment the fail mark stands and is not adjusted.

The best mark achieved from either the first or second attempt will be used for the unit of assessment and, subsequently, in the adjustment of the module mark.

If the adjusted module mark is below the pass mark but a student would have passed the module without applying the penalty for the unit(s) of assessment, the minimum pass mark will be recorded for that module.

The mark recorded on the student's transcript shall be the adjusted mark awarded by the Board of Examiners.

- 4.9 Subject to the Programme Regulations, a student who has failed to be awarded credits for a module at the first or second attempt may offer an alternative module in place of the failed module on one occasion only.
- 4.10 The programme of a student, who has failed module(s) and may not be reassessed nor offer alternative module(s), shall be terminated by the Board of Examiners.
- 4.11 A student who is permitted to repeat the assessment of a module and wishes to do so shall give notice in the manner prescribed in the Programme Regulations and pay the appropriate fee.

Repetition of
Programme

- 4.12 A student may be allowed by the Head of School to repeat attendance at classes of such modules for which the student has failed the assessment.

Late Submission of
Work

- 4.13 A mark deduction will be applied to coursework (i.e. forms of assessment other than a timetabled written or practical examination) submitted later than

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A "unit of assessment" is taken to imply a weighted piece of assessment derived from the Programme Specification or Programme Regulations – e.g., "essay – 2,000 words [40%]"

the published deadline (unless an extension has been granted in advance):

- Seven percentage points per working day (not including weekends or bank holidays) from the first day after the published deadline to day 5 inclusive (giving a maximum penalty of 35%);
- After day 5 no work will be accepted and failure to submit work during the week after the deadline shall be considered as non-submission, resulting in 0% for that piece of work.

Should either of the penalties above result in the module being failed overall the student would be entitled to reassessment as in 4.4 above with penalties for reassessed work in 4.8 being applied.

Faculties/Schools/Departments/Divisions will need to have in place a robust and transparent system for collecting student work and recording the date of submission.

Extensions may only be granted by the Module Co-ordinator using the existing criteria for Mitigating Circumstances (Academic Standards Guidelines, Appendix VIIC).

Unsatisfactory
Academic Progress

4.14 The programme of a student may be terminated by the Board of Examiners on the recommendation of the Head of School if the student's academic progress is considered to be unsatisfactory. Before terminating a programme, written warning must be given and the student provided with the opportunity to remedy the situation within a given timescale. The Board of Examiners may impose conditions under which a student may be allowed to continue the programme.

Similarly, upon the recommendation of the Head of School, the registration of a student who fails, without specified mitigating circumstances, to attend teaching sessions where such attendance is specified in the Programme Regulations, Programme Handbook or module description as compulsory, or a proportion of these, may be terminated by the Board of Examiners.

In the case of non-attendance a written warning must be given and where practicable, the student provided with the opportunity to remedy the situation either by starting to attend teaching sessions or, at the discretion of the Head of School, by making up any missed compulsory attendance stipulated in the Programme Regulations. If this involves retaking the complete module at the next available opportunity, a resit fee will apply.

Should a student fail to remedy the situation within the timescale set out in the warning, the student's registration shall be terminated by the Board of Examiners.

In the case of modules that are failed as a result of a non-submitted assessment or examination (other than 4.15) a mark of 0% for the unit of assessment will be awarded and the student will retain the right to reassessment as in 5.1

A student may be excluded from the Associated Institution for other than academic reasons in accordance with the provisions of the Policy for Unsatisfactory Student Behaviour (or equivalent) of the Associated Institution.

Fitness to Practise

4.15 A student registered for a programme of study which includes one or more period(s) of clinical and/or professional experience is required, at all times and as a condition of continued registration for that programme, to act or behave in a manner which:

- a) conforms to the relevant professional code of practice, if any;
and/or
- b) is consistent with behaviour required by the profession or employer;
and/or
- c) does not jeopardise or put at risk the welfare or wellbeing of others (eg, patient, pupil, client, member of the public, fellow student, fellow employee, member of academic or professional/clinical staff) or him/herself.

The Associated Institution reserves unconditionally the right to exclude or withdraw a student from a clinical or professional placement without notice on grounds of unprofessional behaviour, professional misconduct, and/or if it believes that the student's behaviour has the potential to cause harm to others or him/herself.

General Regulations Governing Fitness to Practise shall specify the criteria and procedures for dealing with allegations of unprofessional behaviour or professional misconduct. The Associated Institution may suspend or terminate a student's registration in accordance with the General Regulations Governing Fitness to Practise.

Ill Health

4.16 A student whose performance in an assessment has been impaired by ill health or other circumstance must inform the Head of School in writing at the earliest opportunity and provide, where appropriate, a medical certificate or other supporting evidence. The Head of School shall forward to the Chairman of the Board of Examiners copies of any documents received from the student. The Board of Examiners shall consider and may take this evidence into account in making its recommendation in respect of that student.

If the Board of Examiners is satisfied that the basis of ill-health or other circumstance represents appropriate grounds for mitigation, the Board of Examiners may allow the student to undertake an examination or other form of assessment again as if for the first time. In such circumstances, a student's right to reassessment on one further occasion in case of failure (Regulation 4.4) shall remain unaffected; any marks arising from the initial attempt shall be disregarded for the purposes of progression and for recording on the student's transcript.

Absence from an Examination

4.17 A student who is unable to take all or part of a formal assessment because of ill health or other circumstance must inform the Head of School as soon as possible and, where appropriate, submit a medical certificate or other supporting evidence within seven days. The Head of School shall forward copies of any document received from the student to the Chairman of the Board of Examiners. The Board of Examiners, if satisfied that the student had sufficient reason for not undertaking the assessment, shall permit the student to be assessed on a subsequent occasion.

If the Board of Examiners is satisfied that the basis of ill-health or other circumstances represents appropriate grounds for mitigation, the Board of Examiners may allow the student to undertake an examination or other form

of assessment again as if for the first time. In such circumstances, any marks arising from the initial attempt shall be disregarded for the purposes of progression and for recording on the student's transcript.

It is the responsibility of the student to determine whether to undertake the assessment or apply to defer so doing in accordance with regulations 4.17, 4.18 and 4.19. Once the result of an assessment has been promulgated by the Board of Examiners this result can only be set aside in exceptional circumstances.

If such a student has been able to undertake at least three quarters of the assessment of any module, the Board of Examiners may award a mark or grade and the appropriate credits as if the student had undertaken the whole of the assessment. The Board of Examiners may, however, allow this provision to apply to a student who has been able to undertake at least one half of the assessment of a module.

- 4.18 The Board of Examiners may permit a student who has been unable, owing to ill health, to gain the required credits to proceed from one stage of the programme to the next. Except as below, the student shall undertake the assessment at a later time, normally in the following year or when the assessment for the module(s) is next arranged.
- 4.19 In the case of a student who has been unable to take part or parts of the assessment constituting not more than one sixth of the credits in total at levels HE3 and/or M, the Board of Examiners may award the relevant credits as though the student had taken the whole of the assessment and without requiring the student to undertake the outstanding assessment provided:
- (i) it has other evidence of the student's ability to meet the learning outcomes of the module(s) and
 - (ii) it has evidence that requiring the student to undertake the outstanding assessment would be detrimental to the student's health or well-being

In the event that the Board of Examiners awards credit for one or more module(s) under this Regulation, no mark will be awarded for the module(s) and the calculations for the level and for the classification of the degree or other award, shall be made without reference to the particular module(s).

Viva Voce

- 4.20 The Board of Examiners may require any student to be examined viva voce in addition to undertaking assessments prescribed in the Programme Regulations.

Dissertation

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| Nature of Dissertation or Equivalent Work | 5.1 Except with the special permission of the Senate, Programme Regulations shall require that a student for the Degree of Master shall present a dissertation on a subject relevant to the programme, or undertake such equivalent major project as may be specified in the Programme Regulations. The choice of subject and title of the dissertation or equivalent project shall be determined in the manner specified in the Programme Regulations. When an equivalent project is undertaken the following regulations shall apply as far as possible having regard to the nature of the project. |
| Reference to Work of Others | 5.2 A student shall indicate by means of explicit references the citation of the work of others or work by the student which is not part of the submission for the Degree. Work submitted for another Degree may not comprise part of the submission for the Degree of Master. |
| Joint or Group Project | 5.3 When two or more students have conducted a joint or group project, each student shall normally submit a separate dissertation in accordance with Programme Regulations. Each student shall be required to satisfy the examiners that the student's share of the work is sufficient to justify the award of the Degree by means of an introductory note and in the case of a joint dissertation, shall be required to specify the contribution(s) made by the student to the dissertation. A copy of such a note should be countersigned by the co-workers. |
| | 5.4 The dissertation, or other work in place thereof, shall be submitted within the time limit specified in Regulation 2.10. |
| Format of Dissertation | 5.5 The dissertation shall be typed on A4 size paper. It shall be presented in a form specified in the Programme Regulations. All pages should be numbered. The title page shall bear the title, approved in accordance with the Programme Regulations, the student's name, the Degree for which the student is registered and the year in which the dissertation is presented. A summary of the work, not exceeding three hundred words in length must follow the title page. Wherever possible, subsidiary papers and other material should be bound in but a student is at liberty to submit such material separately for consideration by the examiners.

The dissertation shall be written in English except when permission is given, in accordance with the Programme Regulations, for another language to be used owing to the nature of the subject. The summary must always be written in English. |
| | 5.6 Two copies of the dissertation must be submitted to the student's School for examination in accordance with Regulation 5.5. A student is advised to keep an additional copy for personal use. |
| | 5.7 No alterations or additions may be made to a dissertation after it has been submitted except with the agreement of the examiners in accordance with Regulation 5.8. |
| Examination of Dissertation | 5.8 The examiners shall ascribe to the dissertation a mark in the range 0-100% and shall report on the dissertation in the manner prescribed in the Programme Regulations.
They shall make one of the following recommendations, as appropriate:
(i) that the dissertation is of pass standard;
(ii) that the dissertation is of pass standard, subject to specified, minor |

- corrections⁴ being made to the copies of the dissertation;
- (iii) that the dissertation be failed, but that the student be permitted to submit a revised dissertation by a specified date within 6 months;

If specified, minor corrections are required in a dissertation, the examiners shall inform the student of the nature of the corrections in the form of a written list, a copy of which shall be sent to the Examinations Officer or will be appended to the Examination Entry Form⁵, as appropriate.

Specified, minor corrections shall be completed within 40 days of the student being informed of the result of the examination, unless the Board of Examiners allows a longer time. The dissertation shall be permanently bound within the same time limit if it was not so bound when examined. One of the examiners shall certify that any corrections have been completed satisfactorily and included in the bound dissertation.

If the corrections are not satisfactorily carried out within 40 days or such longer time as may be specified by the Board of Examiners, the student shall be permitted to submit a revised dissertation by a specified date without a further *viva voce* examination.⁶

- 5.9 Before the Degree of Master may be awarded to a student who has submitted a satisfactory dissertation, at least one copy must be permanently hard bound in blue cloth; the Degree, the year and the student's name shall appear on the spine. If the dissertation has been awarded a mark of 70% or higher, a hard bound copy shall be placed in the Library of the Associated Institution. A second copy shall normally be soft bound and retained in the student's School but the Programme Regulations may specify that this copy may be replaced by one in a specified computer file format.

Submission of
Revised
Dissertation

- 5.10 A student shall be informed in writing of the Examiners' reasons for the failure of the original dissertation, normally by being sent copies of the external examiners' reports and, as appropriate, a list of specified, minor corrections in accordance with Regulation 5.8.

A student may submit a revised dissertation once only. If the dissertation is not submitted by the specified date the student's registration for the Degree of Master may be deemed to have lapsed; the Board of Examiners may, however, grant an extension of the time permitted.

The procedure for submitting a revised dissertation shall be the same as that for submitting the original one, as specified in Regulations 5.5 and 5.7.

A revised dissertation shall normally be examined by the same examiners but the Board of Examiners may appoint other examiners. The examiners may not recommend re-submission for a second time but may make one of the recommendations, in accordance with Regulation 5.8(i) and (ii) or may

⁴ *The phrase "specified, minor corrections" shall be taken to include the correction of minor omissions, minor errors of fact, typography, grammar, style, syntax and/or layout of graphs/tables etc., which would enhance the reader's understanding of the author's argument but which do not alter the intellectual content and reasoning of the dissertation.*

⁵ *The examiners may indicate in general terms a need to correct grammar and/or spelling, and, in addition, may return to the student an annotated copy of the dissertation.*

⁶ *The student may also be liable for additional re-examination fees.*

recommend that the dissertation be failed.

Copyright and Access to Dissertation

- 6.1 Dissemination of knowledge is one of the objects of the University. Copies of dissertations accepted for the Degree of Master with a mark of 70% or higher will be placed in the Library of the Associated Institution and will be available for anyone to consult. A student is therefore advised to mark the dissertation as copyright. It shall, however, be a condition of acceptance of a dissertation that the Librarian be empowered to reproduce the dissertation by photocopy or otherwise and to lend copies to those institutions or persons who, in the Librarian's opinion, require them for academic purposes.
- 6.2 If the sponsoring organisation or collaborating body considers that the dissertation contains matter of a confidential nature, the author may instruct the Librarian to restrict access to a dissertation for a period not exceeding five years. Access to the dissertation may be allowed during this period only with permission of person(s) specified by the sponsoring organisation or collaborating body. Similarly, if it is desired to seek a patent from matter in the dissertation, the author may instruct the Librarian to restrict access for a period not exceeding one year. If it is desired to extend the restriction beyond the above periods, or restrict access on other grounds, application must be made by writing to the Librarian or equivalent.
- 6.3 While the copyright of the dissertation belongs to the author, a student is required to assign to the Associated Institution or its nominee any intellectual property rights (whether patentable or otherwise) that the student is considered to have acquired resulting directly or indirectly from study at the Associated Institution in return for a fair proportion of any net receipts in accordance with the terms of the University's Intellectual Property Code. A student may, however, be subject to a specific agreement with the student's sponsor concerning the assignment of intellectual property rights to the sponsor.

Intellectual
Property

Awards

- 7.1 A Postgraduate Certificate or Postgraduate Diploma or the Degree of Master of Arts or Master of Science shall be awarded by the Senate Progression and Conferment Executive to a student who has gained at least the number of credits specified in Regulations 3.2, 3.3, 7.2, 7.3 and 7.4 and has satisfied any other conditions specified in the Programme Regulations. Where the award of Postgraduate Certificate or Postgraduate Diploma is lower than the intended award for the programme of study, the student may elect to decline the award within a period of three months from the date of award, provided that the award has not been made consequent to regulation 4.13. Such a decision must be communicated in writing to the Chair of the Board of Examiners and the University.

Date of Award

The date of the award shall be the date on which the Senate Progression and Conferment Executive approved the award.

Requirements for Awards

- 7.2 Subject to Regulations 3.2 and 4.3 and the Programme Regulations, a Postgraduate Certificate may be awarded to a student who has gained at least 60 credits and has achieved an average mark of not less than 50%.
- 7.3 Subject to Regulations 3.2 and 4.3 and the Programme Regulations, a Postgraduate Diploma may be awarded to a student who has gained at least 120 credits and has achieved an average mark of not less than 50%.
- 7.4 When a student has been awarded credits in excess of the number so specified, the overall aggregate mark shall be calculated for modules attracting sufficient total credits and being the highest marks, except where Programme Regulations require that the marks for certain specific modules must be included in the calculation of the overall aggregate mark.

Distinction and Merit

- 7.5 The Degree of Master and Postgraduate Diploma will be awarded in accordance with the following mark thresholds:

award <i>with Distinction</i>	70%
award <i>with Merit</i>	60%
award	50%

Aggregate award marks should be recorded as integers on students' transcripts, i.e. rounded to the nearest whole number. The award class should reflect the integer award mark directly, in accordance with the award classification bands, unless the class of degree has been upgraded in accordance with (ii) below.

Awards made *with Distinction* or *with Merit*, shall be determined in accordance with whichever of the following two parameters is to the advantage of the student:

- (i) the overall aggregate mark (including, where a dissertation is required for the degree of Master, the mark for the dissertation) for all assessed modules for the award prescribed by the Programme Regulations. In determining the overall aggregate mark, individual module marks, including as appropriate that for the dissertation, shall be weighted according to the credit value of each module.
- (ii) the number of modules for which the assessment falls within the Merit or Distinction band as follows:

Masters Degree

At least 105 credits at level M (excluding any level HE3 modules) at or higher than the indicative class, provided that:

- the overall weighted aggregate mark is at least at the mid point of the class below the indicative class, and
- no more than 30 credits fall within a division two or more below the indicative division.

Postgraduate Diploma

At least 75 credits at level M (excluding any level HE3 modules) at or higher than the indicative class, provided that:

- the overall weighted aggregate mark is at least at the mid point of the class below the indicative class, and
- no more than 30 credits fall within a division two or more below the indicative division.

The Postgraduate Certificate shall not be awarded with either *Distinction or Merit*.

- Students in Debt
- 7.6 No student shall be entitled to an award of the University unless all fees for tuition and residence and any other sums due to the Associated Institution and/or University have been paid, and the rightful property of the Associated Institution and/or University returned.
- 7.7 The Registrar of the University shall publish the names of those who have been awarded Certificates, Diplomas and Degrees and the classes or categories thereof in the University Gazette and may publish them elsewhere.
- 7.8 A Certificate or Diploma shall be sent to each successful student through the ordinary post to the student's address as listed in the Associated Institution's records after the Senate Progression and Conferment Executive Progression and Conferment Executive has approved the award.
- Formal Conferment
- 7.9 Degrees shall be formally conferred at congregations held for that purpose. After the conferment each person awarded a Degree shall be given a Degree Certificate. The Degree Certificate shall either be handed to the recipient or sent through the ordinary post to the student's address as listed in the Associated Institution's records.
- 7.10 A replacement certificate can be issued only on receipt of a written request and on payment of the appropriate fee.

- 7.11 At the end of a programme of study, each student, whether successful or not, may obtain, without charge, an official transcript on request to the Associated Institution. A transcript shall record each module for which the student has registered: the level; the credits awarded (if any); and the mark awarded. It shall also record, where appropriate, credits from which exemption was granted, credits awarded by compensation and the award obtained. A charge may be made for an official transcript provided at other times.

Appeals

Appeals

8.1 A student:

- (a) who having been offered and exhausted all opportunities to qualify for his or her target award, has reason to believe that he/she has been incorrectly failed and, consequently, may have been awarded an intermediate qualification when a higher qualification should have been awarded;

OR

- (b) who has not been awarded a qualification with Distinction or with Merit when such a division should have been awarded in accordance with the General and Programme Regulations;

OR

- (c) whose programme has been suspended or terminated in accordance with Regulations 4.4 or 4.10;

may appeal by giving notice in writing to the Dean of Students within two weeks of the formal publication of the results. The grounds for such an appeal may be only one or more of the following:

- (i) the marks taken into account for the assessment had been incorrectly recorded, or the calculation of the aggregate mark on which the result was based was incorrect or the procedure for such aggregation had been incorrectly followed;
- (ii) there had been irregularities in the conduct of the examination or other forms of assessment, including alleged administrative error, of such a nature as to cause reasonable doubts as to whether the Board of Examiners would have reached the same conclusion if the alleged irregularity had not occurred;
- (iii) there had been circumstances which affected the student's performance which the student could not or did not, for valid reasons, divulge, in accordance with Regulation 4.15, before a decision had been reached;
- (iv) the appellant had demonstrable reason to believe that one or more of the examiners was prejudiced or unreasonably biased.

- 8.2 A student may appeal against the decision by the Board of Examiners of the Associated Institution to terminate the student's programme in accordance with Regulation 4.13. A student wishing to appeal shall give notice in writing to the Academic Registrar or equivalent of the Associated Institution indicating the grounds of the appeal within two weeks of being informed by the Academic Registrar or equivalent of the Associated Institution that the programme had been suspended or terminated. However, an appeal received for good reason beyond this time limit but within three months of being informed that the programme had been suspended or terminated, may

be considered. This type of appeal will be considered by an appropriate committee/formal body of the Associated Institution.

- 8.3 In cases where an appeal is being pursued in accordance with the provisions of Regulation 8.1 or 8.2 against a decision to terminate the student's registration, the appellant's registration shall remain terminated whilst the appeal is being pursued.
- 8.4 In the case of an appeal under Regulation 8.1(i) the Dean of Students of the University, in consultation with the Chair of the Board of Examiners or the Chair's nominee, shall consider whether the marks had been correctly recorded and aggregated in accordance with the Regulations. If an error is found which affects the award, then the Vice-Chancellor, in consultation with the Dean of Students of the University, the Chair of the Board of Examiners and, if possible, the External Examiner(s) has authority to approve the award. When an error is found the matter shall be reported to the Senate.
- 8.5 In the case of an appeal under Regulation 8.1(ii), 8.1(iii), 8.1(iv) or 8.2, the Dean of Students, or Deputy Dean of Students, shall consult with the Academic Registrar and they shall determine whether the alleged grounds satisfy the regulations. If they jointly determine that the alleged grounds do not satisfy the regulations the appeal shall be dismissed otherwise the appeal shall either be referred to the Board of Examiners for reconsideration or to an Appeal Committee constituted in accordance with Regulation 8.7.
- 8.6 The original decision may be referred for re-consideration by the Board of Examiners, if the grounds are 8.1(i) or 8.1(ii), or the appeal shall be heard by an Appeals Committee constituted in accordance with Regulation 8.7
- 8.7 An Appeal Committee shall comprise:
- Chair:*
A Pro-Vice-Chancellor nominated by the Senate.
- Members*
- A member of the academic staff from a Faculty of the University or the Associated Institution other than that of the appellant, nominated by the Vice-Chancellor.
- A Postgraduate student from a School other than that of the appellant, nominated by the President of the Student's Union.
- In attendance:*
The Registrar or his/her representative.
- 8.8 The proceedings of an Appeal Committee shall not be invalid if, before the Committee has reached a decision, a member ceases to hold the office by virtue of which the member was appointed to the Committee.
- 8.9 The Appeal Committee shall have authority to determine the case put to it; its decision shall be final. If the decision affects the award or class of Degree, the Pro-Vice-Chancellor, shall approve the award or reclassification on behalf of the Senate. The decision of the Appeal Committee shall be reported to the Senate.

Made by Senate: 20 June 1995
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