



THE UNIVERSITY OF
WINCHESTER

Academic Regulations for Taught Masters Programmes

(incorporating exemptions for STETS students approved by ASC on 28 April 2010)

September 2010

ACADEMIC REGULATIONS FOR TAUGHT MASTERS PROGRAMMES

SEPTEMBER 2010

These Regulations apply to all new students who registered on Taught Masters Programmes starting in or after September 2010.

The University has a set of regulations for taught-masters programmes which determine the way in which your programme is structured, how you are assessed, what you achieve in order to progress through the programme and how your award (certificate, diploma or degree) will be calculated at the end. We, as a University, have decided on a common approach to all these matters to try and be fair to all students. We aim to treat all students equitably, although the system is designed to meet individual needs.

By setting out rules and procedures in advance, we aim to remove as much of the mystery from the regulations and to highlight what students can do in exceptional cases. Our aim is that students, by working with academic and administrative staff, can resolve most issues. It is important, however, that we remember the need to treat students equitably, therefore, for example, there are rules about deadlines for submission of assessment and second attempts (Section G: 4).

Some of the regulations set out here may never apply to you during to time at University- for example the sections on concessions (Section I: 2) or appeals (Section I: 5), but these are set out in case they are needed.

We have tried to keep the structure of programmes, and the way they are assessed, as straightforward as possible. During your time at the University you will accumulate credit by taking modules (Section E) with rules about how you may combine modules together to form awards (Section F: 4.6). This section also describes the rules that determine whether you will be awarded a Merit or Distinction.

If there are any matters about your programme you don't understand in these regulations please talk to your Programme Leader. Your Programme handbook will explain further how the University rules operate in your case.

Lyn Black
Director of Quality Management Office

Some of these regulations only apply to full-time students of the university. There are also some clearly-marked changes to the regulations in respect of STETS students.

Philip Richter
STETS Dean of Studies

Academic Regulations for Taught-Masters Programmes

September 2009

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SECTION A: INTRODUCTION

SECTION A: 1 DEFINITIONS IN THE REGULATIONS

As a means of helping to ensure that the University's academic regulations are consistently interpreted and applied, the following definitions have been utilised:

- 1.1 **'The University'** means the University of Winchester.
- 1.2 **'Programme of study'** means a validated curriculum delivering modules, which receive level 6/7 credit.
- 1.3 **'Module'** means the basic component of a programme of study and carries 15¹ CATS points of credit rating. A module may form part of several distinct programmes of study. Each module shall have a documentary format, which conforms to University validation requirements. There are normally two kinds of modules providing the basic components of master's programmes of study: class-taught and independent-study (STETS requirement).
 - 1.3.1 A **'class-taught' module** means a module which is delivered in classroom mode involving regular (normally weekly) timetabled meetings.
 - 1.3.2 An **'independent-study'** module means a module which is undertaken for completion of the independent study or the summative paper and which normally involves supervisory but not classroom contact.
 - 1.3.3 **Other forms of module** which may be variants on these basic kinds shall be identified in individual programmes' definitive documents².
- 1.4 **'Student'** means a person who has enrolled at the University in accordance with D.1.1. and is studying one or more modules from a programme of study.
- 1.5 **'Candidate'** means a student who is engaged in the presentation of an independent-study.
- 1.6 **'Independent study'** means the final exercise of the master's programme, undertaken under supervision but conducted independently by the candidate for the master's degree.
- 1.7 **'Examination'** means for class-taught modules the independent assessment of work undertaken other than by private study and under controlled or time-constrained conditions, which is capable of external moderation on an individual basis. This definition conventionally implies a written and unseen paper exercise but it is intended to permit examination by performance.
- 1.8 **'Examination'** means for independent-study modules the submission and the assessment of the independent study.
- 1.9 **'CATS'** refers to the Credit Accumulation Transfer Scheme operating at the University in which modules have a national currency. All references to module credits in these Regulations refer to CATS credits, unless stated otherwise. The number of credits is based on the estimated notional learning hours (where one credit represents 10 notional hours of learning).
- 1.10 CATS Levels

Each module will carry one of the following CATS level ratings as defined by the Quality Assurance Agency in 'The framework for higher education qualifications in England, Wales and Northern Ireland' August 2008:

¹ STETS postgraduate modules normally carry 15 CATS points of credit rating; [this will have a pro rata effect on other paragraphs in the ARUPS, whenever module credit rating is quantified (e.g., all the relevant parts of Section E)].

² All STETS MA modules are mixed-mode, involving some classroom contact and some independent study.

Level 6 Professional Graduate Certificate and Diploma programmes or equivalent require completion of 60 and 120 CATS credits at level 6 respectively. The material at this level should be of an advanced nature, often allowing students to specialise. Students are expected to demonstrate a secure mastery of more complex concepts, knowledge and skills. They should be required to demonstrate the ability to think critically, to problem solve and to apply theory reflectively in practice, where appropriate. Students should also demonstrate, in some part of the level 6 programme, an ability to work independently to a high standard.

Level 7 Postgraduate Certificate, Diploma and Masters programmes or equivalent require completion of 60, 120 and 180 CATS credits at level 7 respectively. Learning at this level will 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

1.11 'ECTS' refers to the European Credit Transfer and Accumulation System operating throughout Europe. ECTS is based on the principle that 60 credits measure the workload of a full-time student during one academic year. The University equates one ECTS credit to two CATS credits.

SECTION A: 2 SCOPE OF THE REGULATIONS

- 2.1 These regulations apply to students enrolling from 1 September 2007 for programmes delivering level 6/7 credit.
- 2.2 Admission to the University is subject to the requirement that the candidate shall comply with the University's registration procedure and shall duly observe the Ordinances and Regulations of the University from time to time in force.
- 2.3 The University reserves the right to withdraw programmes and to make changes in regulations, programmes, modules, fees, etc, at any time before or after a candidate's admission.
- 2.4 The Regulations apply to all programmes of study delivering level 6/7 credit except for those specifically exempt by the Academic Standards Committee from time to time.
- 2.5 Programmes of study shall operate in accordance with the Regulations and shall publish a statement within their definitive documents of any programme specific regulations. Programme specific regulations must be approved by Academic Standards Committee.

SECTION B: PROGRAMME OF STUDY CALENDAR, VALIDATION AND MANAGEMENT

SECTION B: 1 ACADEMIC YEAR

The STETS Academic Year Calendar is approved by the Board of Studies and published by the STETS Office.

SECTION B: 2 PROGRAMME VALIDATION AND OPERATION

- 2.1 Each programme of study offered by the University shall have a definitive document which conforms to the University's validation requirements.
- 2.2 Each programme of study shall be allocated to an identified Faculty.

- 2.3 Each programme of study shall have an appointed Programme Leader and a programme committee. The programme committee shall include the Programme Leader, the Dean or Dean's representative, the tutors and supervisors teaching on the programme and elected student representatives normally from each cohort. Programmes of study which have numerous cohorts may designate alternative student representation patterns; these patterns need to be stated in the definitive document, and made known to the students.
- 2.4 Each programme of study shall have an admissions committee which shall include the Programme Leader and a representative of the Director of Student Recruitment and Marketing.

SECTION B: 3 INDIVIDUAL PROGRAMMES OF STUDY

- 3.1 Programmes of Study: Individual programmes of study are determined by the rate at which students complete modules. The maximum number of modules that a student may undertake simultaneously is three modules. The minimum number which students may undertake is one module.
- 3.2 Summer Study: Independent-study modules may be undertaken during the summer recess if supervisions have been agreed with supervisors.

SECTION C: ADMISSIONS

SECTION C: 1 ADMISSIONS POLICY

- 1.1 Students are admitted to the University at the discretion of the Vice Chancellor or other designated officer on fulfilment of specified admissions requirements for the purposes of following a programme of study.
- 1.2 All offers of places made by the University to a programme of study are made on the assumption that the programme shall be in validation and the University expects to operate the programme in the Academic Year. However, the University cannot accept liability for any loss, distress or inconvenience caused by the cancellation or alteration of a programme.
- 1.3 Applicants must be prepared to come to STETS for interview..

SECTION C: 2 ENTRY REQUIREMENTS

- 2.1 Admission to a programme of study at level 6/7 shall normally be subject to applicants holding a relevant honours degree obtained at a recognised institution, or having Qualified Teacher Status where programmes of study have identified that as an admissions qualification. Admissions shall normally be agreed with the University Admissions Officer by the appropriate Programme Leader.
- 2.2 Candidates who do not meet the normal entry requirements outlined in 2.1 above may be admitted to a programme provided that they can submit evidence of previous serious study and demonstrate the capacity and attainments to pursue successfully the proposed course. Such evidence in the form of prior learning or prior experiential learning shall be considered and approved by the Programme Leader and confirmed via a non-standard entry form from Recruitment and Marketing.
- 2.3 A programme of study may require more specific evidence of study in a particular discipline or subject area which may also include requirements necessary for professional accreditation. Such further requirements and details of supporting evidence shall be stated in the programme's definitive document.
- 2.4 In the case of applicants who have already fulfilled some of the progression and assessment requirements of the programmes of study for which they are applying, the University may admit

applicants with advanced standing. Appropriate evidence in the form of prior learning or prior experiential learning shall be considered and approved by the appropriate Faculty AP(E)L Board.

- 2.4.1 Applicants to programmes of study leading to the Certificate of Advanced Educational may be given advanced standing for a maximum of 20 credits.
- 2.4.2 Applicants to programmes of study leading to the Diploma of Advanced Educational may be given advanced standing for a maximum of 40 credits.
- 2.4.3 Applicants to programmes of study leading to the Postgraduate or Professional Graduate Certificate may be given advanced standing for a maximum of 20 credits.
- 2.4.4 Applicants to programmes of study leading to the Postgraduate or Professional Graduate Diploma may be given advanced standing for a maximum of 40 credits.
- 2.4.5 Applicants to programmes leading to the degree of Master of Arts, Master of Science, Master of Business Administration or Master of Research may normally be given advanced standing for a maximum of 100 credits. No advanced standing may be given for independent-study modules.
- 2.5 In the case of programmes of study that deny accreditation of advanced study for certain modules, these shall be identified in the individual programme's definitive document.
- 2.6 Applicants whose first language is not English are normally required, in addition to satisfying the normal admission requirements, to reach a satisfactory standard in an approved test in English or to demonstrate that they have an adequate command of both spoken and written English Language to follow their proposed course of study. Details can be obtained from the University's Course Enquiries and Applications Office.

SECTION D: REGISTRATION, ENROLMENT, ATTENDANCE, PROGRESSION AND WITHDRAWAL

SECTION D: 1 ENROLMENT AND ATTENDANCE

- 1.1 All students shall enrol in accordance with procedures established by the Director of Registry.
- 1.2 New students may not be admitted to the University after the Friday of week 4 of the semester in which their proposed programme of study starts. New students, who have not enrolled and registered by this date, must normally defer starting their studies until the next intake.
- 1.3 Every student undertakes to abide by the Regulations of the University and the programme of study for which they have registered, and to be subject to the University's discipline while they are students registered at the University.
- 1.4 Should students transfer to another programme of study at the University, or withdraw temporarily or permanently from a programme of study, they shall ensure that the Registry is informed in writing of their change of status.
- 1.5 Students registered at the University shall inform the Registry of any change of address and telephone number, both permanent and local.

SECTION D: 2 REGISTRATION PERIODS, BREAKS AND EXTENSIONS

- 2.1 The periods of registration, during which a student must complete the requirements for an award from the University, are:

2.1.1 Full-time Programmes of Study

<i>Award</i>	<i>Minimum</i>	<i>Maximum</i>
Postgraduate Certificate	1 year	2 years
Postgraduate Diploma	1 year	3 years
MA/MSc/MRes	1 year	3 years

2.1.2 Part-time Programmes of Study

<i>Award</i>	<i>Minimum</i>	<i>Maximum</i>
Postgraduate Certificate	1 year	3 years
Postgraduate Diploma	1 year	4 years
MA/MSc/MRes	13 months	5 years

- 2.2 The period of registration is deemed to start with effect from the beginning of the academic year in which the student registers and enrolls, regardless of whether the student starts their studies at a later date in the academic year.
- 2.3 The University may approve a shorter minimum period of registration for students admitted with transfer credit for previous study and/or APEL.
- 2.4 In exceptional cases, the University may approve an extension to the maximum period of registration where students have failed to progress for reasons supported by valid concessionary evidence. It is students' responsibility to provide written concessionary evidence, supported by a disinterested person of demonstrable professional standing in relation to the type of evidence, in support of any application for an extension. The Programme Leader may approve a maximum period of extension for one calendar year. An application for a second period of extension for a maximum of one calendar year can only be approved by the Faculty Dean as Chair of the Examination Board, with the support of the relevant Programme Leader(s). Applications for extensions of period of study must be submitted via Registry.
- 2.5 Students who are unable to continue with their intended programme of study for personal reasons shall inform the Registry in writing. The letter should state an intention to resume studies at a date agreed with the programme leader or the Dean of Faculty. The agreed date shall be one which shall enable them to complete their intended programme of study within the period of registration, or, should state that there is no intention to return and request that the next scheduled Examination Board consider them for the highest terminal exit qualification for which they are eligible.
- 2.6 The period of the break in studies shall normally be up to one year and exceptionally up to two years. The Programme Leader may approve a break in studies of up to one year, but for breaks of one to two years, the approval of the Dean of Faculty must be sought.
- 2.7 Students who take an agreed break in studies with the intention of returning and subsequently find they are unable to resume to complete their studies within the period of registration, shall write to the Registry to confirm their inability to return and, where appropriate, to request consideration for the highest terminal exit qualification. This request shall be made before the start of the final year of the period of registration.
- 2.8 Students recommencing study after a break, shall re-enrol on the programme, before they are permitted to continue.

SECTION D: 3 REDEMPTION, PROGRESSION AND WITHDRAWAL

- 3.1 Students shall redeem failed class-taught modules. Normally they shall be permitted to do so while progressing to the next stage of their programme of study, but this progression shall be under the review of the Programme Leader consulting with the staff members of the programme committee.
- 3.2 Students shall be normally required to withdraw from a programme of study after failure in three modules during their programme of study. Students shall receive a transcript detailing their academic achievement and any intermediate award for which they are eligible.
- 3.3 Students whose progression is conditional upon satisfying specified requirements set by an Examination Board and who do not meet these requirements by stated deadline shall not normally be permitted to progress.
- 3.4 Student progression from one class-taught module to the next shall normally be automatic.
- 3.5 The University reserves the right to deny students permission to continue on a programme of study if they have not made a bona fide attempt to submit work by set deadlines or to attend examination without valid cause or to satisfy specific attendance requirements for their programme.
- 3.6 Each Faculty shall hold at least one Examination Boards each year and the Dean of Faculty, as chair of the Examination Board, has delegated authority to require students to withdraw from their programmes of study.
- 3.7 Any students required to withdraw shall have the normal rights of appeal within the regulations.

SECTION E: CREDIT ACCUMULATION, LEVELS AND GRADES

SECTION E: 1 CREDIT ACCUMULATION AND TRANSFER SCHEME (CATS)

- 1.1 University accreditation arrangements require that postgraduate students shall normally accumulate at the University at least half the CATS credits needed to complete their programmes of study. Accreditation of Prior Certificated Learning (APCL), Accreditation of Prior Learning (APL) Credit and Accreditation of Prior Experiential Learning (APEL) Credit awarded by the University are not considered to be credit accumulated at the University.
- 1.2 Any transfer of credit between one University programme and another (APCL) shall be agreed at the time of transfer and students shall be required to sign an acceptance of the credit transfer agreement. Such student transfers between University programmes of study shall be approved at the University's discretion, and with the agreement of the programme committee of the programme of study to which the student transfers.

SECTION E: 2 CREDIT SCHEME AND LEVEL

- 2.1 Students are awarded credit for modules for which they successfully complete the assessment and other specified requirements. Where students are required to retake modules for which credit has already been received, the previously received credit shall no longer count as part of the students' academic profiles for their programmes of study.
- 2.2 All modules for taught-Masters programmes accrue level 7 credit.

SECTION E: 3 LEVEL 7 DESCRIPTOR

- 3.1 Students working at level 7 will demonstrate:

- a) a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice;
- b) a comprehensive understanding of techniques applicable to their own research or advanced scholarship;
- c) originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;
- d) conceptual understanding that enables the student:
 - i) to evaluate critically current research and advanced scholarship in the discipline;
 - ii) to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

3.2 Students working at level 7 will be able to:

- a) deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences
- b) demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level
- c) continue to advance their knowledge and understanding, and to develop new skills to a high level.

3.3 Students working at level 7 will have the qualities and transferable skills necessary for employment requiring:

- a) the exercise of initiative and personal responsibility;
- b) decision-making in complex and unpredictable situations;
- c) the independent learning ability required for continuing professional development.

SECTION E: 4 LEVEL 6 DESCRIPTOR

4.1 Students working at level 6 will demonstrate:

- a) a systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline;
- b) an ability to deploy accurately established techniques of analysis and enquiry within a discipline;
- c) conceptual understanding that enables the student: to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline; and to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline
- d) an appreciation of the uncertainty, ambiguity and limits of knowledge;
- e) the ability to manage their own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline).

4.2 Typically, students working at level 6 will be able to:

- a) apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects;
- b) critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem;

- c) communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.
- 4.3 Students working at level 6 will have the qualities and transferable skills necessary for employment requiring:
- a) the exercise of initiative and personal responsibility;
 - b) decision-making in complex and unpredictable contexts;
 - c) the learning ability needed to undertake appropriate further training of a professional or equivalent nature.

SECTION F: CONFERMENT OF AWARDS

SECTION F: 1 THE CONDITIONS FOR AWARDS

The University shall recommend, for the approval of Senate, awards to students who have successfully accumulated credits on an approved programme of study within the applicable period of registration, subject to any programme-specific requirements stated in that programme's definitive document.

SECTION F: 2 TERMINAL AWARDS AND DEFERRED AWARDS

- 2.1 Awards will only be recommended as exit qualifications, either on successful completion of the programme of study or, as terminal exit qualifications to individual students who are unable to continue with their intended programme of study.
- 2.2 Students shall not normally be permitted to progress to further stages of study within their programme, nor to receive any academic award, whilst in debt to the University.

SECTION F: 3 AEGROTAT AWARD

The University may exceptionally, on the recommendation of an Examination Board, recommend for the approval of Senate the conferment of an Aegrotat award to candidates who have completed the whole or a substantial part of a programme of study but are prevented by illness or other valid cause from completing part of an examination or assessment (leading directly to a degree, diploma or certificate) to satisfy the examiners in accordance with the relevant programme of study regulations. The award shall not be given a distinction.

SECTION F: 4 AWARD TITLES

4.1 Postgraduate Certificate

- 4.1.1 For the award of the Postgraduate Certificate, students are required to take and pass 60 credits at level 7.

4.2 Postgraduate Diploma

- 4.2.1 For the award of the Postgraduate Diploma, students are required to take and pass taught-modules totalling 120 credits at level 7.
- 4.2.2 For the award of the Postgraduate Diploma, with Merit, candidates are required to take and pass 120 credits at level 7. A candidate will receive the *award with merit* if the candidate has achieved an overall average programme mark of at least 60%.
- 4.2.3 For the award of the Postgraduate Diploma with Distinction, students are required to take and pass taught-modules totalling 120 credits at level 7,. A candidate will receive the *award with distinction*, if the candidate has achieved an overall average programme mark of at least 70% .

4.3 Master of Arts, Master of Science, Master of Business Administration or Master of Research

- 4.3.1 For the award of the degree of MA, MSc, MBA or MRes, candidates are required to take and pass 180 credits at level 7 including the independent study.
- 4.3.2 For the award of the degree of MA, MSc, MBA or MRes with Merit, candidates are required to take and pass 180 credits at level 7 including the independent study. A candidate will receive the *award with Merit* if the candidate has achieved a mark of at least 60% in their independent study and an overall average programme mark of at least 60%.
- 4.3.3 For the award of the degree of MA, MSc, MBA or MRes with Distinction, candidates are required to take and pass 180 credits at level 7 including the independent study. A candidate will receive the *award with Distinction* if the candidate has achieved a mark of at least 70% in their independent study and an overall average programme mark of at least 70%. Programme specific regulations relating to group-project requirements for a Distinction shall be stated in individual programme definitive documents. Programmes must seek such exemption prior to validation.

4.4 Professional Graduate Certificate in Advanced Educational Studies (CAES)

- 4.4.1 For the exit award of the Certificate in Advanced Educational Studies (CAES), students are required to take and pass 60 credits at level 6 or above.

4.5 Professional Graduate Diploma in Advanced Educational Studies (DAES)

- 4.5.1 For the exit award of the Professional Diploma in Advanced Education Studies (DAES), students are required to take and pass 120 credits at level 6 or above.

SECTION F: 5 CATS CREDIT REQUIREMENTS

5.1 MA/MSc/MBA/MRes	= 180 level 7 credits (to include the Independent Study)
5.2 Postgraduate Diploma	= 120 level 7 credits
5.3 Postgraduate Certificate	= 60 level 7 credits
5.4 Professional Graduate Diploma in Advanced Educational Studies	= 120 level 6 credits or above
5.5 Professional Graduate Certificate in Advanced Educational Studies	= 60 level 6 credits or above

SECTION G: CLASS-TAUGHT MODULE ASSESSMENT AND EXAMINATION

SECTION G: 1 CLASS-TAUGHT MODULE ASSESSMENTS

- 1.1 Students' achievement in each class-taught module shall be assessed so that students may be awarded a final mark for each module.
- 1.2 Assessment shall normally take place during the semester in which the class-taught module is offered.

- 1.3 Marks are provisional until ratified by the relevant Faculty's taught master's programmes Examination Board.
- 1.4 Students may be required to attend an oral examination as part of the assessment process.
- 1.5 All class-taught modules shall be computed as a numerical percentage rounded off to the nearest whole number, except for those programmes whose definitive document provides for assessment to be represented in letter-grade form.
- 1.6 The pass mark for a level 6/7 module is 50.
- 1.7 The conditions of assessment for modules which are to be judged on a Pass/Fail basis or otherwise evaluated shall be stated in individual programmes' definitive documents.
- 1.8 If the assessment of a class-taught module comprises more than one element, the final mark is calculated as an aggregate of the marks for all of the elements, based on the weightings set in the individual programme's definitive document.

SECTION G: 2 FORMS OF ASSESSMENT

- 2.1 Programmes of study may assess class-taught modules either by coursework methods or by examination.
- 2.2 In cases where demonstration, performance, examination by display, or by other programme-specified modes is the substance of the examination, it shall be accompanied by a written rationale, commentary, diary of work in progress, viva, or the equivalent, which shall play a significant role in the assessment of the examination.

SECTION G: 3 ASSESSMENT LOAD

The maximum assessment load for a class-taught module shall normally be the equivalent of a 4000-word assignment or a three-hour examination, or an equivalent combination of assignment and examination.

SECTION G: 4 ASSESSMENT AND EXAMINATION

- 4.1 It is the responsibility of students to submit work for assessment in accordance with the requirements for each class-taught module. The submission deadline should be clearly stated in either the programme or module handbook.
- 4.2 Unless specified otherwise, work for assessment shall be submitted to the STETS office. for the class-taught module for which the work is to be assessed. A receipt shall be issued and students are responsible for retaining the receipt as proof of submission. Work may be submitted by registered post and the postmark shall not be later than the date on which the given element of assessment is due. Students are responsible for retaining the post-office registration receipt. Students are also responsible for keeping a copy of all submitted work.
- 4.4 It is the responsibility of students to submit work by the stipulated deadline. Extensions to the stipulated deadline may be granted for good cause. Extensions may be granted as a result of submission to the Programme Leader of the STETS extension request form. Extensions will not be granted for situations arising from computer failure.
- 4.4 Work submitted within two weeks of the due date but without an agreed extension shall be marked at a maximum of 50%. Work not submitted within these dates shall be awarded a mark of 0%.

- 4.5 It is the responsibility of students to attend examinations as required by the programme of study.
- 4.6 Failure to attend an examination, without good cause and without the support of a medical certificate or other appropriate documentary evidence, shall result in a mark of 0% being awarded for that examination.
- 4.7 Students are required at the time of the examination to notify the invigilator of any factors which may affect their performance in the examination. Where possible a medical certificate or other form of documentary evidence shall be submitted at the time of the examination, where this is not possible such documentary evidence shall be submitted to the Faculty Office within five working days of the examination.
- 4.8 Where students are unable to attend an examination due to illness or other good cause, a medical certificate or other documentary evidence shall be submitted before the examination, where possible, and no later than five working days after the examination has been held. Where the evidence is accepted students shall be permitted to take the examination, as a first attempt, at the next available sitting.
- 4.9 Students may repeat the assessment on one subsequent occasion within one year of the first attempt. Because of the nature of the STETS Course, students are normally expected to present their work for reassessment within six months.
In view of the requirement of the PSRB that ordination students should pass all modules, and at the discretion of the Board of Examiners, a student who shows strength in other modules may be permitted one further attempt at the assessment of not more than one component of assessment at each level beyond that provided above. Such provision may be permitted, provided the student has:
either:
(i) achieved an overall mark of at least 50% for the other modules so far completed
(ii) been awarded credit for all other components of assessment for other modules so far completed
(iii) achieved a mark of not less than 30% for the component of assessment for which a further attempt is being considered
or:
(i) achieved an overall average mark of at least 60% for modules completed thus far
(ii) been awarded credit for all other components of assessment for other modules so far completed
(iii) achieved a mark of not less than 25% for the component of assessment for which a further attempt is being considered.
- 4.10 To redeem failure, students shall normally be required to resubmit the original assignment. Examination Boards and programme committees shall have discretion to set alternative assignments subject to the maintenance of the purposes of the original assignment and module aims.

SECTION H: INDEPENDENT-STUDY SUBMISSION AND EXAMINATION

SECTION H.1 INDEPENDENT-STUDY REGISTRATION

- 1.1 Permission to proceed to the independent study shall depend upon the completion of an appropriate Research Methods module (unless AP(E)L has previously been awarded – see regulation C.2:4), any stipulated prerequisites required by candidates' programme of study and the completion of an independent-study topic registration form which sets out an agreed independent-study topic with a description of aims, objectives and methods, along with initial bibliographies and a schedule of expected supervisions and stages of production. This form shall be signed by the candidate, supervisor and the external examiner or examiners of the candidate's programme of study.

- 1.2 Each faculty shall publish an independent study registration form to be completed by its candidates for independent study. This form shall appear in programme definitive documents.
- 1.3 Candidates' independent study supervisors shall be designated by the candidates' Programme Leaders.
- 1.4 A student will not be permitted to undertake the writing of the Independent Study (Dissertation) until successful completion of at least four taught modules (STETS requirement).

SECTION H: 2 INDEPENDENT-STUDY PRESENTATION AND DEPOSIT

- 2.1 Each programme of study shall specify the particular nature of its independent study and publish specifications for its presentation for examination and for its preservation in the University library, but the following general regulations apply to all independent studies:
 - 2.1.1 The independent study shall normally be on a topic which the programme's Examination Board agrees is within a fair-practice interpretation of the originally agreed topic.
 - 2.1.2 The size of the independent study, if in dissertation form, shall normally be not more than 20,000³ words including quotations and notes. If an individual programme wishes to allow students to complete a dissertation of more than 20,000 words then this must be authorised through validation. Individual programmes of study shall stipulate a minimum length. Programmes of study which require forms of the independent study which are not dissertations shall stipulate equivalent maxima and minima.
 - 2.1.3 The independent study shall include a statement of the candidate's objectives and shall acknowledge published or other sources of material consulted and any assistance received; to these ends, the independent study shall provide appropriate referencing and notation and it shall include an appropriate bibliography.
 - 2.1.4 Where a candidate's research programme is part of a collaborative group project, the independent study shall indicate clearly the candidate's individual contribution and the extent of the collaboration.
 - 2.1.5 Bound into each copy of the independent study, there shall be an abstract (of approximately 300 words and on no more than one side of an A4 sheet of paper) which provides a synopsis stating the nature and scope of the work undertaken and the contribution made to the subject. One loose copy of the abstract shall also be submitted for the purposes of microfilming.
 - 2.1.6 The abstract shall normally be headed with items centred and capitalised as follows, and with the materials in brackets replaced appropriately and presented without brackets:

THE UNIVERSITY OF WINCHESTER

ABSTRACT

[the full title of the independent study and any subtitle]

[the candidate's full name]

[the title of the degree (eg, MA in Contemporary Studies)]

[the name of the candidate's faculty in capitals]

³ The STETS maximum dissertation length is 12,500 words.

[the month and the year of the submission]

This independent study has been completed as a requirement
for a higher degree of The University of Winchester.

- 2.1.7 The candidate is free to publish material in advance of submitting the independent study for examination, but reference shall be made to any such publication in the independent study. Copies of published material should either be bound in with the independent study or placed in an adequately secured pocket at the end of the independent study.
- 2.1.8 Any written material in the independent study shall normally be presented in English, in three copies, on A4 paper, and typed or word-processed in black ink and double-spaced.
- 2.1.9 All pages shall be numbered except the title page and the contents page. Preliminary pages shall be numbered in small Roman numerals. The main text shall be numbered in Arabic numerals.
- 2.1.10 The title page shall normally be set out with items centred and capitalised as follows and with the materials in brackets replaced appropriately and presented without brackets:

THE UNIVERSITY OF WINCHESTER

[the full title of the independent study and any subtitle]

[the candidate's full name]

[the title of the degree (eg, MA in Contemporary Studies)]

[the name of the candidate's faculty in capitals]

[the month and the year of the submission]

This independent study has been completed as a requirement
for a higher degree of The University of Winchester.

- 2.1.11 Soft-bound copies must have a paper cover with the independent-study title, the candidate's name, the degree for which it is submitted and the month and year of submission, in typescript on the front. Inside the cover should appear the following statement: 'This independent study was submitted for examination in (month, year). It does not necessarily represent the final form of the independent study as deposited in the University after examination.' Soft-bound independent studies must be in wire-stitched binding with a black cloth spine. Pages should be untrimmed and the maximum thickness per volume should not exceed 35 mm.
- 2.1.12 After examination the soft-bound volumes will be returned to the candidate for hard binding. This will provide the candidate with an opportunity to effect any changes required by the examiners.
- 2.1.13 Each hard-bound volume of the independent study must be bound in black, stiff-board covers, glued or fixed so that pages may not be added to the volume.

- 2.1.14 Each hard-bound volume shall show on the spine in clear, capital letters: the candidate's surname preceded by initials; the degree; and the year in which the independent study was submitted for examination.
- 2.1.15 On each copy if bound in more than one volume, the volume or part number shall be given on the spine. The title of the independent study may appear on the front cover of each volume, but only the lettering indicated above may appear on the spine.
- 2.1.16 Two hard-bound copies of the independent study shall be deposited by the candidate with the University through the Registry.
- 2.1.17 The copyright of the independent study is vested in the candidate.

SECTION H: 3 INDEPENDENT-STUDY SUBMISSION AND EXAMINATION

- 3.1 It is the responsibility of candidates to submit their independent studies for examination in accordance with these regulations and those specific to individual programmes of study.
- 3.2 Unless specified otherwise, the deadline for submitting the Independent Study is the last working day of September. Candidates, who for valid reasons are unable to submit the Independent Study on the above date, will be offered the first working day of February as an alternative submission deadline.
- 3.3 Unless specified otherwise, the requisite number of copies of the independent study shall be submitted to the candidate's Faculty Office. A receipt shall be issued and candidates are responsible for retaining the receipt as proof of submission. Candidates are also responsible for keeping a copy of the independent study.
- 3.4 It is the responsibility of candidates to submit work by agreed deadline. Extensions to submission of the Independent Study can only be approved by the Dean of Faculty as Chair of the Examination Board.
- 3.5 Candidates who fail in the independent study shall normally be permitted one attempt at redemption only and shall not be eligible for distinction.

SECTION I: EXAMINATION BOARDS

SECTION I: 1 THE OPERATION, COMPOSITION AND RECORDS OF EXAMINATION BOARDS

- 1.1 The progress of all students on all taught master's programmes shall be reviewed by an Examination Board each year.
- 1.2 Each Faculty shall hold at least one Examination Board each year for taught master's programmes. These Boards will be held following the deadline set for the submission of the Independent Study: November/December for consideration of candidates submitting their Independent Study on the last working day of September and, exceptionally, April for those candidates, if any, submitting their Independent Study on the first working day of February.
- 1.3 An Examination Board has delegated authority from Senate to make recommendations for award to the University, to confirm the progression of students to the next stage of their programmes and any requirements on that progression, and to require students to withdraw from their programmes of study where they are ineligible to progress within the regulations.

- 1.4 The examination board shall be chaired by the Principal of STETS., and be attended by the relevant Programme Leaders, relevant external examiners, all tutors and supervisors who have students and candidates being presented for examination, and a representative of Registry.
- 1.5 The Registry representative shall record the decisions of an Examination Board and take minutes of its meeting.

SECTION I: 2 CONCESSIONS

The University's Concessions Procedures are available on the Portal or from Registry.

SECTION I: 3 PLAGIARISM AND CHEATING

- 3.1 Suspected cases of plagiarism and cheating and other forms of unfair advantage will be dealt with under the University's Academic Misconduct Policy, which is available on the Portal or from Registry. For the purposes of this regulation plagiarism is defined as:
- 3.2 'The verbatim or near-verbatim copying or paraphrasing, without acknowledgement, from published or unpublished material attributable to or which is the intellectual property of another, including the work of other students.'

SECTION I: 4 COMPENSATION

Examination Boards have, in exceptional cases, discretion to compensate for failure where valid concessionary evidence has been received and where there is sufficient evidence from other assessments to satisfy the Examination Board that the appropriate learning outcomes have been met. Where an assessment mark or module result is compensated, the final mark in the module shall normally be raised to a maximum of 50%.

SECTION I: 5 APPEALS AGAINST DECISIONS OF BOARDS OF EXAMINERS

Students have a right to appeal against the decision of the Examination Board in accordance with the Academic Appeals Regulations which are available on the Portal or from Registry.

APPENDIX 1: GRADE DESCRIPTORS

- 1.1 The grading descriptors that follow offer representations of achievement by marks from 100 to 0. The pass mark for modules which accrue level 7 credit is 50%.

Distinction 100 - 70%

An outstanding piece of work in every regard which demonstrates

- a thorough and wide-ranging knowledge of the subject
- a thorough and insightful understanding of the issues involved
- an ability to analyse critical contributions on the subject
- an ability to independently research and bring together material to support an argument
- an ability to express an original, reasoned argument in a lucid manner
- an ability to make valid generalisations in moving from the empirical to the abstract
- excellent research competencies in terms of presentation, language and referencing.

Pass 69 - 50%

A good piece of work which demonstrates

- a sound to reasonable understanding of the subject and the issues involved
- a good knowledge to general familiarity of the critical contributions on the subject
- an ability to use and organise research material to support ideas and arguments
- sound analytical skills combined with competent coverage of the topic
- good to competent research competencies in terms of presentation, language and referencing
- at the upper end of the scale, students may also demonstrate an ability to make appropriate connections and distinctions and present a clear, convincing argument.

Fail 49 - 0%

Work at the upper end of this scale will demonstrate:

- a general, but incomplete understanding of the subject
- some knowledge of the literature on the subject
- some ability to develop and support an argument
- a tendency to express ideas through description and anecdote rather than analysis
- difficulties with presentation, language and referencing.

Work at the lower end of this scale will be unsatisfactory and demonstrate:

- little understanding of the subject and its implications
- a limited amount of reading and poor knowledge of the previous contributions on the subject
- limited ability to formulate and sustain a clear argument
- poor presentation skills and serious problems with language and referencing.

- 1.2 The grading descriptors that follow offer representations of achievement by marks from 100 to 0. The pass mark for modules which accrue level 6 credit is 40%.

Programmes and fields may enhance these criteria to meet the specific requirements of the subject and, where relevant, professional bodies.

GRADE A* 80-100%

Work at this level will show an outstanding mastery of the material, a high level of awareness of the controversies and critical standpoints and present a sustained analytical argument. It will also offer genuine insights and present a constructive, independent and original line of thought. The candidate will relate the

topic under consideration to wider issues, and make valid generalisation in moving from the empirical to the abstract. Correct referencing techniques will be used throughout.

(Staff and students should note that the A* grade may be used on coversheets and assignments as part of the feedback process. A mark of 80% and above will not be distinguished from a mark of between 70- 79% on the University's student records system and will show as an A grade only)

GRADE A 70-79%

Work at this level will show mastery of the material, awareness of the controversies and critical standpoints and the ability to sustain an analytical argument. It will also offer genuine insights and show the ability to develop a constructive, independent or original line of thought. The candidate will show a recognition of how the topic under consideration relates to wider issues, and an ability to make valid generalisations in moving from the empirical to the abstract. Correct referencing techniques will be used throughout.

GRADE B 60-69%

Work at this level displays a high level of competence in knowledge and analysis. It will show an awareness of controversies or critical standpoints and the ability to make appropriate connections and distinctions. It falls short of First Class through failure to sustain a high level of perception or of original thought, and is distinguished from Second Class (Lower Division) by the grasp and insight it shows and the adroitness of its argument.

GRADE C 50-59%

Work at this level would normally display sound knowledge and an average capacity to advance a case and to deploy information, though without sophisticated analysis. Work might be placed in this category if an essentially descriptive approach combined with soundness of argument and competent coverage of the topic.

GRADE D 40-49%

Work in this category would normally display some, though possibly superficial, knowledge. While showing recognition of the main implications of a question, it would tend to adopt a factual and descriptive (rather than analytical or interpretative) approach. Work at this level is likely to be adequate but undistinguished and limited in awareness or incomplete in treatment of topic.

FAIL

All work awarded a mark below 40% at the first attempt may be redeemed for a maximum of 40%, a Grade D.

GRADE F 35-39%

Work in this mark range will normally be characterised by some weakness in one or more of the following areas: a level of failure to fully consider the questions set; some inadequacy of material or knowledge; an inability to fully advance or defend a coherent argument based on sufficiently relevant or detailed evidence. Inadequacy of expression may bring a Grade D answer into this category.

GRADE F 0-34%

Work at this level will be characterised by one or more of the following weaknesses: total failure to consider the questions set; gross inadequacy of expression, material or lack of knowledge; inability to advance and defend a coherent argument based on relevant evidence.