

SENATE REGULATION 3 (2005-2013): TAUGHT POSTGRADUATE PROGRAMMES (effective from August 2014 onwards for students first registering between September 2006 and August 2013)

Contents

A note on the application of this Regulation	2
Admission and Registration.....	2
Assessment	3
Requirements for award.....	4

A note on the application of this Regulation

*From August 2014 onwards this Regulation ('SR2 (2006-12)') is only applicable to some students who commenced a postgraduate taught programme in or after September 2006 and before September 2013, who have not been transferred to, or been permitted to resume study and be assessed under, SR3 (2013 onwards). **Students will no longer be admitted to, or resume studies under, these regulations.** For further guidance on other groups of students to who these regulations apply, please see the section in the Foreword to the Senate Regulations headed 'Changes to Senate Regulations relating to Taught Awards'.*

Admission and Registration

1. The title and programme specification for each taught postgraduate programme, the name of the award(s) to which it leads, and all awards made to students, shall be subject to the approval of Senate.
2. Senate may approve programmes which lead to the award of Masters degrees. Such programmes may provide for other approved awards for students who do not complete or satisfy the Examiners in the programme for a Masters degree but who otherwise satisfy the criteria for such an intermediate award.
3. A taught postgraduate programme shall normally be designed for applicants who hold a first degree from a UK University or its equivalent. The Registry will provide advice on the level of a wide range of academic and professional qualifications held by applicants for postgraduate programmes in order to assist Departments during the admissions process. Recommended levels of English language competence, for those applicants whose first language is not English, are set by the University.
4. The programme specification for a taught postgraduate programme shall specify the entry requirements for the programme. The University may admit to a taught postgraduate programme those applicants who meet the prescribed entry requirements for the programme and who are recommended for admission by the authorised member of staff.
5. Students shall be admitted to a named taught postgraduate programme. If the programme is offered in more than one mode of study, the mode of study shall be specified on initial registration. Students who seek to change their programme or mode of study shall follow the procedures specified by the authorised member(s) of staff.
6. Senate may recognise, as part of the period of study required for an award of the University, studies or experiential learning undertaken prior to registration, provided that such experiential learning or studies are appropriately documented and certified and were normally completed within 5 years of the application or will have been completed by the end of the first academic year of registration. No more than 50% of the credit volume for any award may be accredited in this way.
7. The authorised member of staff shall be required, when recommending the admission of a student with Advanced Standing, to follow any guidelines issued by the Learning and Teaching Committee or other committee designated by Senate and to record formally the exemptions accorded to such students when they were admitted.

8. Admission and initial registration for taught postgraduate programmes normally occurs at the beginning of an academic year. Irrespective of their start date, students must enrol in September each year. The programme specification shall be issued to each student at initial registration and shall be reissued if it is changed significantly during his or her period of registration.
9. The minimum and maximum period of registration for a taught postgraduate programme shall be specified in the programme specification, but the taught modules for the award of the degree of Master or for a Postgraduate Diploma shall normally be completed within a period not exceeding 4 years, regardless of the mode of study or delivery, or of the registration status of the student. The modules comprising a Postgraduate Certificate shall normally be completed in not more than 2 years.
10. Registration lapses at the end of the appropriate maximum period. Candidates whose registration has lapsed or been terminated are not entitled to present a dissertation, nor to attend the University or its examinations, unless they have been re-registered. Senate may, in exceptional circumstances, consider an application for re-registration or for an extension, for a specified period of time, for completion of the work, if it is supported by the relevant Head of Department. Further guidance on the requirements for resumption of study is published by the University.
11. Students may be permitted by their College Education Committee, to suspend their studies for normally not more than a total of one academic year (full-time students) or two academic years (part-time students).
12. Taught postgraduate programmes may lead to the following awards:
- | | |
|--------------------------------------|--|
| Postgraduate Certificate
(PGCert) | |
| Postgraduate Diploma (PGDip) | |
| Degree of Master: | <ul style="list-style-type: none"> Master of Arts (MA) Master of Business Administration (MBA) Master of Education (MEd) Master of Engineering (MEng) Master of Laws (LLM) Master of Music (MMus) Master of Public Health (MPH) Master of Research (MRes) Master of Science (MSc) Master of Technology (MTech) |
13. Students will be registered for the highest award available in the relevant programme specification. This will normally be the degree of Master. Where Senate has approved the award of a postgraduate diploma or postgraduate certificate ab initio, students will be registered for the relevant award.
14. A student may not normally be registered for two programmes of the University at the same time.

Assessment

15. Senate may, in exceptional circumstances, approve a programme with more rigorous requirements for satisfying the Examiners than are prescribed in this Regulation, but shall not approve regulations which set lower requirements. Where the Regulation allows for flexibility in the drawing up of the assessment requirements for a programme or allows the Board of Examiners to exercise discretion, national custom and practice within the relevant discipline(s) as well as the views of External Examiners and the requirements of professional accrediting bodies shall be taken into account.

16. Taught modules shall normally be 15 or 30 credits in volume.

17. Each module in a programme shall be assessed for the award of a grade. A module may be assessed by means of coursework, test, assignment, report, portfolio, practical or written or viva voce examination, or a combination of these methods, as specified in the approved outline. The method and schedule of assessment shall be notified to the student at the start of the academic year by the School providing the module.

18. Each assessment for a module shall be graded in accordance with the generic grade descriptors issued by the University for postgraduate programmes. Where the assessment pattern for a module consists of more than one assessment element, the method for determining the overall grade for the module shall be specified in the module outline.

19. An assessment which fails to attract at least a grade E may be awarded the following grades:

F	Fail
P	Aegrotat Pass, mitigating circumstances are accepted and re-assessment would be inappropriate

Requirements for award

20. In order to be eligible for an award of the University a student registered for a taught postgraduate programme must complete, in accordance with the programme specification, approved modules normally to the value of the credits shown below:

Postgraduate Certificate	Minimum of 60 credits
Postgraduate Diploma	Minimum of 120 credits
Masters degree	Minimum of 180 credits

For students commencing a programme of study under these regulations before September 2009

Graduate Certificate	Minimum of 60 credits
Graduate Diploma	Minimum of 120 credits

21. In order to be eligible for the award of the degree of Master a student shall be required to pass a dissertation with a value of at least 60 and normally not

more than 90 credits. The dissertation must be undertaken under the University's supervision.

22. A dissertation for the award of Master shall normally be submitted by full-time students within 6 months following completion of the taught modules or within one academic year following completion of the taught modules for all other students, unless otherwise specified in the programme specification.

23. The programme specification for a Masters degree shall include guidance on the form, nature and length of the dissertation. Programme specifications may require students to undertake work towards their dissertation whilst undertaking taught modules. Students shall be informed of their progress on such dissertation work at the end of each term but shall not be awarded a grade for the dissertation until it is completed to the satisfaction of the Examiners.

24. Programme specifications may permit students to study, within their period of registration, modules not provided by the University up to a maximum of 50% of the credit volume of the taught element of the programme. Details of such individual arrangements must be reported to the College Education Committee. Students may be awarded a pass/fail grade for such modules for the purposes of determining eligibility for an award, but grades for these modules shall be discounted from any calculation for the award of a merit or distinction.

25. The programme specification shall set out the requirements for progression and award, where these are more strict than those set out in this Regulation.

26. In order to satisfy the Examiners that s/he is of an appropriate standard for an award, a candidate shall be required to achieve the following minimum grade profiles, where each grade represents 30 credit blocks of assessment:

Award	Volume by credit	Minimum grade profile required	Minimum dissertation grade required within grade profile
Postgraduate Certificate	60	CD	
Postgraduate Diploma	120	CCDD	
Masters Degree	180	CCCCDD	C
Masters Degree with Merit	180	BBBCC	B
Masters Degree with Distinction	180	AAAABC	A

For students commencing a programme of study under these regulations before September 2009:

Award	Volume by credit	Minimum grade profile required

Graduate Certificate	60	DE
Graduate Diploma	120	DDEE

27. Programme specifications may define core modules for which particular grades, within the overall grade profile, must be achieved for a given award.
28. Where module sizes result in graded volumes of assessment other than 30 credits, Senate shall approve an appropriate series of grade profiles to ensure comparability with Regulation 3.26.
29. A student who fails to achieve at least a grade C for a module or modules may, as of right, attempt to retrieve the failed assessment elements of these modules up to a maximum of 40 credits of assessment and may, at the discretion of the Board of Examiners, be permitted to attempt to retrieve a further 20 credits of assessment.
30. The maximum grade recordable for a module for which any assessment element involves a second attempt is grade C; a lower restriction of the grade for a second attempt shall not be permitted. A candidate may not be assessed in any module or part thereof on more than two occasions.
31. A student who fails to complete any assessment by the defined date, or fails to be present at any test or examination, without reasons acceptable to the Board shall be deemed to have failed that assessment(s).
32. A Board of Examiners shall award to each student the highest award for which s/he meets the specified criteria.
33. A candidate whose dissertation is deemed by the Examiners to be unsatisfactory for the award of a Masters degree may, if eligible:
- a) be required to revise the dissertation or to present another one, on one further occasion only, within a time-limit specified by the Board which shall be not less than three months;
 - b) be recommended for an intermediate award;
 - c) be failed.

[Updated October 2014]