SENATE REGULATION 3 (2020 onwards): Taught Postgraduate Programmes *(effective from September 2020 onwards for students first registering in or after September 2020)*

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SENATE REGULATION 3 (2020 onwards): Taught Postgraduate Programmes (effective from September 2020 onwards for students first registering in or after September 2020)

A note on the application of this Regulation

The University is currently operating two sets of regulations for postgraduate taught programmes and awards. This Regulation ('SR3 (2020 onwards)') applies from the academic year 2020/1 to all students on postgraduate taught programmes who first entered that programme in or after September 2020.

Awards of the University

1. These regulations apply to awards leading to one of the following postgraduate qualifications of the University:

Masters Degrees

MA

MBA

MSc (including MSc by Research)

MRes (including MRes by Research)

LLM

MMus

MTech

MPH

Other Postgraduate qualifications

PGDip

PGCert

PGCE

Other associated postgraduate qualifications

GradCert

GradDip

2. An award is a combination of a qualification with a title associated with an approved programme of study and assessment. A 'qualification' is a generic title assigned to an award, defining its level and volume of assessment. A programme of study and assessment (or 'programme') is a combination of study (teaching and learning), and assessment associated with an award. Postgraduate taught awards of the University and their associated programmes of study and assessment, including the programme learning outcomes, are approved by Senate in accordance with its procedures for programme approval.

3. As set out in this Regulation, students shall be admitted to, and registered for, a programme of study and assessment leading to a named award approved by Senate. A student who, in accordance with this Regulation, successfully completes an approved programme of study and assessment will be eligible to receive the relevant award.

4. The authorised member of staff may permit applicants to enrol as an associate student for individual specified assessment block/s which are offered under these regulations, and the associated study block/s. An associate student may not be recommended for any award until he or she has been admitted to an approved programme of study and assessment in accordance with the policies on exemptions set out below in this Regulation. To contribute towards the requirements for an award under this Regulation, achievement gained through associate study must conform to the same normal requirements as achievement gained while registered for a programme of study and assessment leading to the award, including with regard to the number of attempts permitted at assessment and reassessment.

5. Students will not normally be permitted to register at the same time for more than one programme of study and assessment leading to an award offered under this Regulation.

6. A normal period of study will be approved for each mode of study for each programme of study and assessment.

Assessment Blocks and Credits

7. An assessment block is a discrete assessment, or discrete group of assessment elements, to which a credit-rating and Level are assigned. For all aspects of summative assessment, modular blocks, containing both study and assessment, shall be synonymous with assessment blocks in this Regulation. The volume of assessment and achievement associated with each award will be defined in terms of assessment blocks. The number of credits assigned to a defined assessment block may not vary from programme to programme. An assessment block may comprise one or more individual elements of assessment. A summary of the requirements and arrangements for each assessment block shall be set out in an approved outline. The credit value of an assessment block or modular block shall normally be defined as a multiple of five credits.

8. Each element of assessment will either be assessed using marks or grades or will be assessed on a pass / fail basis. In the case of an assessment block consisting of two or more elements assessed using marks or grades, each element of assessment will be assigned an individual weighting within the assessment block, which will be expressed by a percentage. An element of assessment assessed on a pass /fail basis shall have no weighting. Each assessment block must include at least one element assessed using marks or grades.

9. Each element of assessment may take the form of a written or viva voce examination, coursework, or another form or combination of forms as set out in the relevant approved outline. The form and schedule of assessment shall be notified to the student at the start of the academic year by the Department providing the associated assessment block.

10. The volumes of credits of the assessment blocks associated with an award shall normally conform to the Levels and volumes of credits set out below:

PGCert	60 credits at FHEQ Level 7

PGCert with Placement	60 credits at FHEQ Level 7, and an associated placement block
PGCert with Internship	60 credits at FHEQ Level 7, and an associated internship block
PGDip	120 credits at FHEQ Level 7
PGDip with Placement	120 credits at FHEQ Level 7, and an associated placement block
PGDip with Internship	120 credits at FHEQ Level 7, and an associated internship block
Masters Degree	At least 180 at FHEQ Level 7 and shall include a dissertation assessment block comprising at least 60 credits at FHEQ Level 7
Master of Arts by Research (MA)/Master of Science by Research (MSc)	At least 180 at FHEQ Level 7 and shall include a dissertation assessment block comprising typically 120 credits at FHEQ Level 7
Masters Degree with Placement	At least 180 at FHEQ Level 7 and shall include a dissertation assessment block comprising at least 60 credits at FHEQ Level 7, and an associated placement block.
Masters Degree with Internship	At least 180 at FHEQ Level 7 and shall include a dissertation assessment block comprising at least 60 credits at FHEQ Level 7, and an associated internship block.

Appendix D provides regulation and guidance regarding placement learning and assessment for postgraduate awards.

In addition to the awards noted above, some postgraduate programmes permit the following awards when students do not demonstrate Masters Level achievement (See Appendix C):

Graduate Certificate	60 credits of assessment set at FHEQ Level 7
Graduate Diploma	120 credits of assessment set at FHEQ Level 7

11. Where approved by Senate, programmes include an integrated programme element at pre-Masters level. This is defined as postgraduate in time but not at Masters level. Where a student undertakes a programme element at pre-Masters level, the student must meet the requirements for successful completion of the programme element, as set out in the programme specification, in order to progress to the FHEQ Level 7 parts of the programme. However, pre-Masters level credit shall not be included in any profile or calculation used to determine the eligibility for any award available under these Regulations or the eligibility of any other award offered by the University.

12. Senate may approve variations to the volume of credit and requirements for award of qualifications under this regulation. All such variations shall be set out in the relevant programme specification.

Programmes and Programme Specifications

13. There shall be an approved programme specification, which will set out a summary of information, for each approved programme of study and assessment leading to an award of the University. Each new programme specification shall be subject to the approval of

Senate. Detailed guidance on the procedures for the approval and modification of programmes shall be published by the University Education Committee

14. The programme specification shall, in addition to the award to which the programme leads, specify any intermediate awards which may be available to students for successful completion of part of the specified programme. It shall also define which assessment blocks are optional and which are compulsory for the associated award(s). A compulsory assessment block is one which all students registered for the relevant programme are required to attempt. A compulsory assessment block must be attempted as part of a programme of study and assessment leading to a specified award. An optional assessment block is one which students may select and attempt as part of the assessment for the award. The programme specification shall set out the credit volume of any programme element (a discrete set of assessment, study and modular blocks) at pre-Masters level which may form part of the programme, the requirements for the successful completion of any pre-Masters programme element and progression from it to the FHEQ Level 7 parts of the programme, and entitlements to reassessment associated with each pre-Masters programme element.

15. The programme specification may specify a sequence of study and assessment blocks for the programme for each mode of study normally offered.

16. For the purposes of determining the outcomes of assessment, the programme specification shall also specify which assessments are core assessments and which are non-core for the associated award(s) of the University.

17. The appropriate programme specification will be made available to each student at initial registration and students must be given due notice if it is changed during their period of registration.

Admission, Recognition of Prior Learning or Credit, Registration and Enrolment of Students

General considerations

18. Additional policy and/or guidance on the admission, recognition of prior learning and credit and enrolment of students will be published by the University Education Committee.

19. A programme of study and assessment (hereafter referred to as a 'programme') may have more than one approved normal point of admission (for example to a programme element at pre-Masters level, or to the FHEQ Level 7 parts of a programme. Senate shall prescribe the minimum qualifications normally required for admission to each programme, or the minimum qualifications normally required at each normal point of admission in the case of a programme with more than one normal point of admission. The University may admit to a programme those applicants who meet the prescribed entry requirements for the programme at the relevant point of admission and who are recommended for admission by the authorised member of staff.

20. A formal offer of a place on a programme, with or without conditions, may only be made with the approval of the Registrar or equivalent Officer of the University to applicants whom he or she is satisfied should be permitted to register for a programme. Such offers will not normally be made after the second week of any academic year for admission in that year.

21. Applicants shall normally be admitted to follow a programme by one of the modes of study specified in the programme specification.

22. Each student registering for a programme shall be assigned a home Department and a tutor.

23. Following initial registration, each student shall be required to enrol annually, normally at the start of the academic session, until such time as an award is made or until the student withdraws from the programme. Unless taking an agreed period of abeyance students shall be required to enrol for assessment blocks to be taken during the session.

Recognition of Prior Learning and Higher Education Credit

24. Senate may recognise certificated or experiential prior learning (not recognised by higher education award or credit) or higher education credit (whether undertaken at the University or elsewhere, including prior associate study with the University) for the purposes of exemption from the requirements of specified assessment blocks and / or requirements relating to the teaching and learning associated with the programme. For exemption, the prior learning or higher education credit must represent the applicant's current knowledge and abilities and will not normally be more than 5 years old.

25. Senate shall approve a policy defining the requirements for the granting of exemptions in all programmes.

26. Exemptions shall normally only be approved for whole assessment blocks and not for individual elements of assessment within an assessment block. An exception may be made in the case of placement assessment, where exemptions may be made from individual elements of assessment within an assessment block.

27. Exemptions from any assessment requirements of a programme shall be made on the basis of evidence of prior achievement of the learning outcomes associated with the relevant assessment block/s and the currency of that prior achievement.

28. Exemption may be either 'graded' or 'ungraded' as defined below.

29. For graded exemption, the agreed grades shall be included in grade profiles and calculations when determining progression and award decisions in the programme in the place of the exempted assessment block/s. For ungraded exemption, no grade shall be assigned to the exempted assessment block/s. Ungraded exemption credit shall be excluded from all calculations of GPA and volume of grade credit

30. Exemptions (other than those based on Brunel credit) may not be applied to more than 50% of the taught part assessed credit of any FHEQ Level 7 degree or other award offered under this Regulation.

31. Exemptions from requirements associated with teaching and learning will normally reflect approved assessment exemptions.

32. Where appropriate, the period of study may be reduced *pro rata* for students granted exemption from assessment blocks in recognition of prior learning or higher education credit.

33. A formal record shall be made of the exemptions accorded to such applicants when they were admitted, and of any grades assigned for the purposes of calculating the outcomes of awards. Such applicants shall also be notified in writing regarding the exemption decisions.

34. Where a prior award of the University is used to provide partial exemption from a new award's requirements, the prior award must normally be rescinded before conferral of the

new award. Where only partial credit of the prior award is used in this way, the Registrar shall advise on the need to rescind the prior award.

Individual variations to programmes, changes to modes of study and transfers, extensions and abeyances

35. Additional guidance on variations to programmes, changes to modes of study transfers, and abeyances is published by University Education Committee.

36. The authorised member of staff shall be accountable to Senate, through the College Education Committee, for ensuring that each student registered for a programme of study leading to an award follows a programme of study and assessment, which is either set out in an approved programme specification or is a variation approved in accordance with these regulations.

37. Unless otherwise agreed by Senate, for each mode of study in which a programme is offered, the maximum period of registration shall be the normal period of study plus two years up to a maximum period of registration for any programme of five years. The maximum period of registration shall include all approved periods of extension due to extenuating circumstances and any periods of agreed abeyance. Requests for extensions to the maximum period of registration shall be considered by the Senate.

38. Students may, subject to approval, seek to change the programme for which they are registered, or their mode of attendance, normally not later than the end of the second week of his or her study year. Students may seek to change the blocks for which they are enrolled not later than the end of the second week of his or her study year. Any such changes should be approved by the authorised member of staff in the Department offering the new or continuing programme.

39. College Education Committees may, on behalf of Senate, vary the programme of study and assessment of an individual student from the programme set out in the programme specification provided that the revised programme of study still enables the student to demonstrate the learning outcomes of the relevant award.

40. Students wishing to enter a period of abeyance must apply to the College Education Committee for approval. Having been advised by the authorised member of staff regarding the next or most appropriate point for return to the programme following abeyance, the student will confirm to them the date of return from abeyance. The University will not normally agree to periods of abeyance of more than one calendar year in the first instance. Students in abeyance shall remain registered for their programme. Senate shall determine the entitlement of students in abeyance to the use of the University's resources.

Assessment of students

Assessments and Assessment Blocks

41. Each element of assessment (other than those assessed on a pass / fail basis) shall be assessed as follows:

Indicative Mark Band	Grade	Grade Point
90 and above	A*	17
80-89	A+	16
73-79	A	15
70-72	A-	14

68-69	B+	13
63-67	B	12
60-62	B-	11
58-59	C+	10
53-57	C	9
50-52	C-	8
48-49	D+	7
43-47	D	6
40-42	D-	5
38-39	E+	4
33-37	E	3
30-32	E-	2
29 and below	F	1

In the case of a student being recommended for an *aegrotat* award, a grade 'AE' may be assigned where extenuating circumstances have been accepted for an assessment.

42. The grade or mark assigned should be in accordance with the generic grade descriptors approved by Senate and published as an appendix to these regulations. Any discipline-specific articulations of the generic grade descriptors shall be subject to approval by Senate.

43. Following the attempt by a student of all the elements of an assessment block, and again after any reassessment to which a student may be entitled, a Panel of Examiners will, in accordance with these Regulations, review the performance of each student attempting the assessment block.

44. The overall grade in an assessment block will be determined with reference to the weightings assigned to each element of assessment in the approved outline, and in accordance with the University's Rounding Policy**.**

45. Failure to meet the requirements to achieve a pass in any element of assessment which is assessed on a pass / fail basis will result in a grade of F being assigned for the assessment block overall for that attempt, regardless of the standard achieved in the other element/s of assessment.

46. The designation 'core' indicates an element of assessment or assessment block in which a grade of C- or better must be achieved as part of the profile for the determination of any FHEQ Level 7 award, as set out in the relevant programme specification. A non-core assessment for an award is one which, if taken, does not have to be passed at grade C- or better, but the achieved grade must be D- or better, in order for the student to be eligible for the award.

47. For all Masters degrees, the dissertation shall be designated a core assessment block.

Reviews of progress by Board of Examiners: general considerations

48. A Board of Examiners shall normally review the progress of each student registered for a programme under these regulations:

- at the first opportunity at the end of any programme element at pre-Masters level;

- at the end of the taught part of the student's programme;
- following any reassessments offered;
- at least once in each calendar year.

49. When considering each student's progress, the Board of Examiners may determine one of the following:

a) that no action is required in relation to the student's profile of achievement at the present time;

b) that a student undertaking a programme element at pre-Masters level has fulfilled the requirements for the successful completion of that programme element and may progress to the FHEQ Level 7 blocks of the programme;

c) that a student on a programme element at pre-Masters level has not fulfilled the requirements for the successful completion of that programme element but, in accordance with the rules for reassessment set out in the relevant Programme Specification, is entitled to further opportunities for reassessment and/or is entitled to further opportunities for assessment or reassessment due to accepted extenuating circumstances (see Senate Regulation 4);

d) that a student at FHEQ Level 7 can potentially fulfil the minimum requirements for an award of the programme for which he or she is registered, including intermediate awards, and is entitled under the Regulations to further opportunities for reassessment and/or to further opportunities for assessment or reassessment due to accepted extenuating circumstances (see Senate Regulation 4). In the case of part-time students, the Board of Examiners shall consider whether an opportunity for reassessment is essential or advisory when determining whether to refer the student for that reassessment at the present time;

50. Where a student is withdrawn from a programme, the student's transfer to another programme may be authorised in accordance with paragraph 3.38.

51. In accordance with the relevant provisions of Senate Regulation 4 and the University Coursework Submission Policy, a student who fails to complete any assessment or reassessment by the defined date (including assessment or reassessment of the dissertation), or fails to be present at any test or examination, without presenting at the due time extenuating circumstances acceptable to the Board, shall be assigned a grade NS in that assessment or reassessment.

52. A student may, at any time before completing the requirements of the award, write to the Board of Examiners responsible for the award to which their programme leads, stating that he or she wishes to withdraw from the programme. In these circumstances, the Board of Examiners shall, in accordance with these regulations and at the next opportunity, consider the student's eligibility for an award and make recommendations as appropriate to Senate. A student who has withdrawn in this way may apply for re-admission to the programme with recognition of prior certificated learning, in accordance with the procedure set out in this Regulation.

<u>Completion of the programme of study and recommendation for award: general considerations</u>

53. If the maximum period of registration (including any periods of approved extension or abeyance) has been reached before the student has fulfilled the requirements for the award to which their programme leads, the relevant Board of Examiners shall, in accordance with these regulations and at the next opportunity, confirm the withdrawal of the student from the programme, consider their eligibility for the highest award to which they are entitled, and make recommendations as appropriate to Senate.

54. The relevant Board of Examiners shall normally, at the first opportunity following the completion of all the assessment blocks in the programme consider a student's eligibility to be recommended for an award. The requirements for individual awards offered under these regulations are set out in an Appendix to these regulations.

55. Having considering a student's eligibility to be recommended for an award, the Board of Examiners shall with reference to the requirements for individual awards below, determine one of the following actions:

a) that the student has satisfactorily completed all the requirements for his or her intended award and may be recommended for an award;

b) that the student has not satisfactorily completed all the requirements for his or her intended award, but is entitled to reassessment or to further assessment or reassessment due to accepted extenuating circumstances (see Senate Regulation 4);

c) that the student has not satisfactorily completed all the requirements for his or her intended award and is not entitled to further assessment or reassessment, but should be considered by the Board for another award for which they fulfil the requirements**;**

d) that, due to extenuating circumstances, the student fulfils the requirements for an *aegrotat* award, as set out under Senate Regulation 4;

e) that the student has not satisfactorily completed all the requirements for his or her intended award, is not entitled to further assessment or reassessment, and should be withdrawn from the programme.

56. Where a student fulfils the requirements for more than one award under these regulations, the Board of Examiners will normally only recommend the award firstly of the highest qualification, secondly of the award with the greatest volume of credit, for which they are eligible.

<u>Reassessment: general considerations</u>

57. Unless Senate has approved different rules for reassessment, a student is entitled to reassessment on one occasion in FHEQ Level 7 taught part assessment blocks totalling up to a maximum of 60 credits where the student:

- fails to achieve at the first attempt at least a grade of C- in any taught part assessment block, including any assessment blocks designated 'core' under this Regulation; or fails to achieve a 'pass' in any 'pass' / 'fail' assessment blocks;

- fails to achieve at the first attempt at least a grade of C- in any element of assessment designated as 'core' under this Regulation; or fails to achieve a 'pass' in any 'pass' / 'fail' element of assessment.

Reassessment in the taught part in assessment blocks totalling up to 45 credits shall normally be undertaken within thirteen months of commencing FHEQ Level 7 study, where a student is undertaking a one-year full-time programme leading to a Masters degree.

58. A student who has not achieved a grade of C- in the first attempt is entitled to revise and resubmit an FHEQ level 7 dissertation on one occasion.

59. Entitlement to reassessment in pre-Masters level assessment blocks shall be set out in the relevant programme specification.

60. The maximum grade which will be awarded in any FHEQ Level 7 assessment block (including the dissertation) subject to reassessment is C- (the threshold grade).

61. If a reassessment involves direct assessment of threshold attainment, this shall be indicated on the transcript.

62. Where a student achieves a lower standard in reassessment than in first assessment, the higher grade shall be counted when a Board of Examiners considers the student's eligibility for an award.

63. Other policies apply when a student is permitted to take delayed assessments due to accepted extenuating circumstances, as set out below.

Variations to this Regulation

64. Variations to this Regulation approved by Senate shall be set out in the relevant programme specification.

65. Attendance and Participation

a. The University expects students to consistently attend all timetablesd sessions.
b. Teaching and assessment period dates can be found on the website.

66. Termination of studies for failure to participate

a. Where there is evidence that a student is failing to participate in their studies, actions will be taken to attempt to re-engage the student with their studies.
b. Where this does not change the engagement level of the student, the University may consider withdrawing them from their studies.
c. Any requests to withdraw a student from their studies should be made to the Registrar and should demonstrate continuous and persistent non-engagement of a student. This might include non-attendance, no engagement with Brightspace, non-submission of assessments and/or non-attendance to campus over a period of time.
d. Any student at risk of withdrawal due to non-engagement will be contacted to advise of the planned withdrawal.

APPENDICES: REGULATIONS FOR PROGRESSION AND AWARD

APPENDIX A: Requirements for the award of Masters Degree

Progression requirements

A1. Any progression requirements for individual programmes leading to awards shall be approved by Senate and set out in the relevant Programme Specification. Where a student undertakes a pre-Masters level programme element, the student must meet the requirements for successful completion of the pre-Masters level programme element, as set out in the relevant programme specification, in order to progress to the FHEQ Level 7 parts of the programme.

Requirements for Award

A2. The assessment blocks which shall be included in the profile for an individual award shall be set out in the relevant Programme Specification. Pre-Masters level credit shall not be included in any profile or calculation used to determine the eligibility for any Masters degree award.

A3. Where the credit value of the assessment blocks included in the profile for an individual Masters degree award is greater than 180, this shall be set out in the relevant Programme Specification.

A4. Where a student reaches the required standard as set out under these regulations, the award of a Masters degree may be made with merit or distinction. The minimum requirements for award are defined below:

Masters Degree Award Requirements					
Masters Award Class	**Taught part**				**Dissertation**
	Maximum credit volume of Grades E+, E, E-, F	Maximum credit volume of assessments blocks containing **core** assessments below C-	Maximum credit volume of **non-core** grades D+, D, D-	Minimum **Taught Part** Weighted GPA * (weighted by assessment block credit value)	Minimum **Dissertation** grade
Distinction	0	0	0	14.0	A-
Merit	0	0	0	11.0	B-
Pass	0	0	30	NA	C-

* The borderline mechanism, for cases where the Minimum Weighted GPA requirement has not been met, is defined in A5 below.

A5. Where a student has met all requirements for the award of a particular class of Masters degree other than the Minimum Taught Part GPA requirement, a strict borderline mechanism will be employed **that takes into account the credit volume of grades in the class or better,** such that the Minimum Taught Part Weighted GPA requirement for each class is modified as follows:

Masters Degree Class Borderline Mechanism		
Overall volume of grades including the dissertation (weighted by assessment block credit value) in Class or better, where **Class** corresponds to the following Grades: Distinction: A-, A, A+, A++ Merit: B-, B, B+	**Class**	
	Distinction	**Merit**
	Minimum Taught Part Weighted GPA	
At least 57% of grades (weighted) in **Class** or better	**13.5**	**10.5**

A6. Where an award includes an assessment block which has zero credits, the achievement required in that assessment block for the successful completion of any award shall be set out in the relevant programme specification.

A7. Where a student registered for a programme leading to a Masters degree does not fulfil the requirements for the award under these Regulations, the relevant Board of Examiners will normally consider the eligibility of a student for the award either of a Postgraduate Diploma or a Postgraduate Certificate, as set out the programme specification for the relevant Masters degree.

A8. Where, in accordance with Senate Regulation 4, a Board of Examiners determines to recommend the award of an *aegrotat* degree, this shall be noted on the certificate and transcript for the award. An *aegrotat* degree cannot be awarded with merit or distinction.

APPENDIX B: Requirements for the award of Postgraduate Diploma or Postgraduate Certificate

Progression requirements

B1. Any progression requirements for individual programmes leading to awards shall be approved by Senate and set out in the relevant Programme Specification. Where a student undertakes a pre-Masters level programme element, the student must meet the requirements for successful completion of the pre-Masters level programme element, as set out in the relevant programme specification, in order to progress to the FHEQ Level 7 parts of the programme.

Requirements for award

B2. The assessment blocks which shall be included in the profile for an individual Postgraduate Diploma or Certificate award shall be set out in the relevant Programme Specification. Pre-Masters level credit shall not be included in any profile or calculation used to determine the eligibility for any Postgraduate Diploma or Postgraduate Certificate award.

B3. Where the credit value of the assessment blocks included in the profile for an individual Postgraduate Diploma award is greater than 120, or an individual Postgraduate Certificate award is greater than 60, this shall be set out in the relevant Programme Specification.

Requirements for a Postgraduate Diploma

Maximum volume of assessment blocks (excluding dissertation) permitted in the taught part			
Grade Bands A, B and C (A++, A+, A, A-, B+, B, B-, C+, C, C-)	*Grade band D (D+, D, D-)*	*Grade bands E and F (E+, E, E-, F)*	*With grade below C- in any core block or core element of assessment*
Any	30	0	0

B4. Where it is permitted to include the dissertation in the profile for a Diploma award, this shall be set out in the relevant Programme Specification.

Requirements for a Postgraduate Certificate

Maximum volume of assessment blocks (excluding dissertation) permitted in the taught part			
Grade Bands A, B and C (A++, A+, A, A-, B+, B, B-, C+, C, C-)	*Grade band D (D+, D, D-)*	*Grade bands E and F (E+, E, E-, F)*	*With grade below C- in any core block or core element of assessment*
Any	15	0	0

B5. Where an award includes an assessment block which has zero credits, the achievement required in that assessment block for the successful completion of any award shall be set out in the relevant programme specification.

APPENDIX C: Requirements for the award of Graduate Diploma or Graduate Certificate

Requirements for award

C1. The assessment blocks which shall be included in the profile for an individual Graduate Diploma or Certificate award shall be set out in the relevant Programme Specification. Pre-Masters level credit shall not be included in any profile or calculation used to determine the eligibility for any Graduate Diploma or Graduate Certificate award.

C2. The relevant Programme Specification shall define the minimum profile for any Graduate Diploma or Graduate Certificate award, but shall not include any credit below grade D-.

Appendix D: Placement learning and assessment for Postgraduate Awards

D1. One or more periods of formal placement learning or professional training may form a required part of a programme. The assessment associated with such formal placement learning or professional training shall be reflected in the learning outcomes of the award. The nature, frequency and duration of the required period(s) of placement learning or professional training, and any alternative arrangements that may be made in satisfaction of the requirements, shall be summarised in the programme specification. The assessment associated with each period shall be specified in one or more assessment blocks and summarised in the relevant assessment block outline/s. Where applicable, for the purposes of award and classification, the weighting of the credit associated with these assessment blocks shall be specified in the relevant programme specification.

D2. Each period of formal placement learning or professional training shall be subject to relevant policies approved by the University Education Committee. The arrangements for these periods, including the student's employment status with the placement or training provider, the arrangements for finding a placement or training, and the detailed arrangements for the assessment of the placement or training, may vary at a local level in line with this policy. These arrangements, together with the responsibilities of the University, of the student and of the provider concerning the placement or training, shall be set out by College or Department in the relevant documentation.

D3. Where a programme is designated 'with Placement' or 'with Internship', the typical period of placement learning will be defined in the University's Placement Learning Policy and the associated assessment credit will be listed in the relevant programme specification, and defined as a core assessment block. Placement activity may be organised into one or more separate periods of activity, which may be scheduled over one or more academic years, as specified by the programme for the relevant award. In the case of programmes not designated as 'with Placement' or 'with Internship', any placement learning and professional training will not normally require an additional commitment of time from the student during the year over the normal expectation, unless made available on an optional basis. Where such an additional commitment of time forms part of an approved programme, the expectations placed on the students shall be set out in relevant programme documentation.

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