

**ACADEMIC REGULATIONS 3:
POSTGRADUATE CREDIT FRAMEWORK**

Taught Postgraduate Courses

2011-2012

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TERMINOLOGY

Compensation	The decision of the Programme Assessment Board to allow a candidate's overall performance to compensate for failure in a module so that no reassessment of the failed module is required. Minimum credit is awarded.
Course	The name of the terminal qualification (eg. BSc) plus the title of a student's programme of study eg. BSc in Engineering and French.
Field	The term given to the validated set of modules whose title forms part of the course to which the student is admitted. A field may be full, half, major or minor. A field may contain modules which are mainly from one subject or from a number of subjects.
Grade	The letter code used to indicate the standard reached by a student in the module assessment.
Level	<p>The credit level, <i>ie.</i> level 6 or 7.</p> <p>Credit level descriptors are used to help work out the level of learning in individual modules. Credit level descriptors are guides that help identify the relative demand, complexity and depth of learning, and learner autonomy expected at each level, and also indicate the differences between the levels.</p>
Module	The free-standing curriculum with defined learning outcomes at a specified credit level. The standard module is 15 credits. In UMS, the other module sizes permitted are half, one and a half, double, triple or quadruple.
Module Assessment Board (MAB)	The assessment board responsible for the assessment and standards of modules within a subject. It agrees the grades achieved by students within these modules and makes recommendations to the PABs about the most appropriate means of reassessment where failure has occurred.
Programme	The set of modules studied by a student.
Programme Assessment Board (PAB)	<p>The assessment board responsible for the overall assessment of students following similar programmes and for the standards of awards. It has the power to:</p> <ul style="list-style-type: none">• compensate failure• agree reassessment requirements• recommend awards• terminate registration in the case of poor performance
Reassessment	The generic term for the occasions when a student, who has failed a module, is permitted by the PAB to recover the failure. There are three types of reassessment - repeat, replace or retake:
Retake	where a student is permitted or required to re-take an

examination at the next sitting or re-submit coursework for a module within the same course year.

Repeat where a student is permitted or required to repeat all elements of assessment for that module in the following course year.

Replace where a student is permitted or required to replace a failed module with an alternative and complete all elements of assessment for a module in the following course year.

Semester The 15 week block in which a module may be taught and assessed.

Stage A term used in some courses to designate a period of study at the end of which students are assessed and eligibility for progression is decided.

A stage may be a single credit level, part of a single credit level or include modules at different credit levels.

Subject A cognate set of modules managed, resourced and quality assured by a single School.

QUALIFICATIONS COVERED BY THE POSTGRADUATE CREDIT FRAMEWORK

Postgraduate Certificate (PgCert)

Postgraduate Certificate in Higher Education (PgCertHE)

Postgraduate Certificate in Education (PGCE)

Postgraduate Diploma (PgDip)

Postgraduate Diploma in Management Studies (DMS)

Masters Degrees

Master of Architecture (MArch)

Master of Arts (MA)

Master of Business Administration (MBA)

Master of Education (EdM) (only available as an intermediate award)

Master of Fine Art (MFA)

Master of Laws (LLM)

Master of Music (MMus)

Master of Science (MSc)

Master of Social Work (MSW)

Section 1

THE ADMISSION OF STUDENTS

GENERAL REQUIREMENTS

- 1 The admission of an individual applicant to a programme within the PCF is at the discretion of the authorised admissions tutor(s), subject to:
 - the University's policy on admissions
 - there being a reasonable expectation that the applicant will be able to fulfil the objectives of the programme and achieve the standard required for the award on
 - the applicant meeting the entry requirements for the award to which the particular programme leads
 - the applicant fulfilling the specified entry requirements for the programme of study
 - the applicant providing a satisfactory reference
- 2 All applicants seeking admission to a programme in the PCF must apply to the University using the appropriate application form.
- 3 All applicants to a programme in the PCF should normally have achieved at the point of entry a UK Bachelors degree with first or second class honours, or an overseas or other qualification deemed equivalent by the University. Applicants who are neither nationals of, nor have completed a UK-degree equivalent qualification in, a majority English-speaking country listed below, will also need to demonstrate proficiency in English language at a level which is accepted by the University (see paragraphs 5-8).

Antigua and Barbuda	Guyana
Australia	Jamaica
The Bahamas	New Zealand
Barbados	St Kitts and Nevis
Belize	St Lucia
Canada	St Vincent and the Grenadines
Dominica	Trinidad and Tobago
Grenada	United States of America

- 4 For some programmes within the PCF, an applicant may be admitted without a qualification as in paragraph 3, if evidence of an adequate academic background combined with substantial experience in a relevant field can be shown. In certain instances, such applicants may be required to pursue the programme over an extended period of time and/or pass a qualifying assessment before being admitted to the programme.

ENGLISH LANGUAGE REQUIREMENTS

(also refer to paragraph 3)

- 5 Where applicants are required to demonstrate a minimum level of proficiency in English language prior to admission to the University by formal academic qualification, the minimum level of attainment required for admission onto a programme in the PCF is level B2 of the Common European Framework of

Reference for Languages (CEFR) as required by the University, being 6.5 overall and a minimum 5.5 in each component of the British Council IELTS Academic English Test, or equivalent. The University has approved and will accept a number of alternative qualifications to the IELTS qualification and has established equivalencies. Information on these qualifications and their equivalency to IELTS is maintained by Applicant Services.

- 6 Faculties may require a student to demonstrate a higher level of English language proficiency than the University minimum requirement for programmes in the PCF. Where this is the case, the applicant should be advised of the required minimum standard in programme marketing material, and in the formal offer letter.
- 7 A qualification demonstrating English language proficiency should normally be obtained no earlier than two years before commencement of the programme of study.
- 8 An applicant who does not meet the University's English language requirements may be admitted to the University with the requirement that they undertake an agreed programme of English language instruction before admission. Progression from such pre-sessional programmes onto the PCF will be subject to the University's assessment that the required standard of English has been achieved.

ADMISSION WITH CREDIT FROM PRIOR LEARNING (WHICH INCLUDES APEL AND APCL)

- 9 Applicants may be given credit for prior learning against specific elements of a programme if it is judged to be appropriate in terms of content, level and currency. In such cases, the student would not be required to take the elements of the programme for which credit has been given (exemption). This credit will not normally be graded.
- 10 Prior learning may be certificated or it may be experiential. If it is not certified, students will be required to demonstrate learning through some form of agreed assessment. Students are normally charged for this process.
- 11 A student must normally register for at least one-third of the total credits required for the award sought.
- 12 The minimum claim for prior credit will be 15 credits (one module).
- 13 Procedures to be followed for awarding credit from prior learning are listed in the Academic Quality and Standards Handbook (see section H).

RE-USE OF PRIOR CREDIT

General regulation

- 14 Once a student has been assessed for a qualification, the accumulated credit achieved cannot be re-used for another qualification.
- 15 Exceptionally, where the qualification is deemed to be incorporated in the higher qualification within the same programme of study, and the student's learning is judged to be current, this restriction may be waived. For example:

- credit for a Postgraduate Diploma in Oncology Practice may be re-used to obtain an MSc in Oncology Practice within the same programme. The student's record will be treated as if the student were gaining entry with prior credit.

Recording prior credit

- 16 In the case of prior credit, the student record will record general credit only, for example '30 credits at level 7'.

Recording module exemption

- 17 Where exemption is granted against a specific module, this is recorded separately.

RE-ADMISSION

- 18 A student whose registration for a programme has been terminated on academic grounds will not normally be re-admitted to the University. Any exception must be proposed by the Dean of Faculty and agreed by the Academic Registrar.
- 19 A student whose registration for a programme has been terminated on the grounds of academic misconduct may not be re-admitted to the University.
- 20 A student who is re-admitted to the University will be required to pay the tuition fees agreed by the University for their year of readmission for their programme of study.

FRAUDULENT APPLICATIONS

- 21 The university reserves the right to refuse admission (or cancel registration) to any applicant (or student) whose application details are found to be false.

MODULES AS SHORT COURSES (ASSOCIATE STUDENTS)

- 22 Students may be allowed to register for modules to be assessed for credit without being registered for an award. However, if they subsequently wish to transfer the credit for admission with prior credit to an award, the normal restrictions will apply.

Section 2

STUDENT REGISTRATION

GENERAL REQUIREMENTS

Minimum registration period

23 The registration period for a programme will be defined at validation. The minimum registration period for programmes studied on a full-time basis in the PCF is:

- Postgraduate certificate 15 weeks
- Postgraduate diploma 30 weeks
- Masters degree 45 weeks

24 The minimum registration period will include any exemption granted as a result of prior credit.

Maximum registration period

25 The maximum registration period will normally be three times the defined minimum, including any exemption granted as a result of admission with prior credit. However, programmes may specify a more restrictive period of registration, especially where they lead to professional accreditation.

26 Students may not register for more than one postgraduate award within a single programme of study. Where a programme is structured to lead to a series of terminal awards, each will be treated discretely with separate admission and registration.

STUDENT ATTENDANCE

27 The University expects students to attend all programme-related activities unless they have good reason for absence and the absence approved by the Field Leader. Failure to attend without acceptable cause may result in the termination of a student's registration for a University award.

Compulsory attendance

28 Where the objectives of a course or programmes are such that attendance is compulsory for certain elements, this must be clearly specified in the course or programme handbook.

Students at Partner Institutions

29 Students registered for a programme delivered wholly at a Partner Institution will be subject to the attendance requirements of the Partner Institution.

30 Students registered for a programme delivered in part at a Partner Institution will be subject to the attendance requirements of the Partner Institution for those periods when they are taught by the Partner Institution.

31 If a student does not meet the attendance requirements set by a partner institution, Academic Regulation 10: Expulsion on Academic Grounds, will be invoked.

MODULE REGISTRATION

Full-time attendance

- 32 Full-time attendance within any course year requires a student to study modules to the following credit values:

Postgraduate Certificate

At least 60 credits which contribute to the course

Postgraduate Diploma

At least 120 credits which contribute to the course

Masters Degree

At least 180 credits which contribute to the course

- 33 Students may study additional modules for credit (*ie.* ones which do not contribute to their course), but these will incur additional fees.

Minimum requirement

- 34 In order to remain registered for an award, a student must enrol for at least 15 credits in a course year unless they have been granted specific permission by their Field Leader to suspend their enrolment (time out). In this exceptional case, the registration period will be extended.
- 35 Students must be notified of the deadline for approval of any changes to module registration. If students decide to withdraw from a module after this deadline, it will be recorded as an attempt with non-submission of the required elements of assessment.
- 36 A student may not study the same module at more than one credit level.

CHANGE OF REGISTRATION OR MODE OF ATTENDANCE

Suspension of studies

- 37 Temporary suspension of studies must be approved by the Field Leader or appropriate member of staff. If the request is submitted after the deadline for module registration changes, it will not take effect until the end of the semester.

Withdrawal

- 38 Students must inform their modular office, in writing, of their intention to withdraw from a programme of studies. This will entitle them to a statement of credit for any completed modules and possible consideration for an intermediate award.

Section 3

PROGRAMME STRUCTURES

MODES OF DELIVERY

- 39 For any mode of delivery, the level of knowledge and skills required at the entry point, the curriculum, teaching arrangements, time available for students' private study, and the length and nature of any supervised work experience must be designed to be consistent with the duration requirements for the award.
- 40 The planned length of the programme must be related to the normal registration period for the terminal award. The minimum and maximum periods within which students should normally complete (including reassessment) must be specified in the Programme Specification.
- 41 All changes to the planned duration of a programme or the mode of delivery require approval by Academic Directorate.

Full or part-time course

- 42 A student may study a full-time course on a part-time basis, subject to approval.

Part-time courses

- 43 If a course may only be studied on a part-time basis, this must be stipulated at the time of initial approval and validation. The length of a programme designed for part-time study will be greater than that of an equivalent full-time course.

FIELDS

- 44 The PCF permits half, major and minor fields in programmes designed to lead to either a Postgraduate Diploma or a Masters degree. Only full fields are allowed at Postgraduate Certificate level.
- 45 In the design of programmes, the following regulations apply:

Postgraduate Diploma

Major field	normally 75 credits and a maximum of 90 credits
Half field	60 credits
Minor field	normally 45 credits and a minimum of 30 credits

Masters degree

Major field	normally 75 credits and a maximum of 90 credits
Half field	60 credits
Minor field	normally 45 credits and a minimum of 30 credits

- 46 The dissertation is separate from the above. Management of the dissertation should be agreed between the contributing fields.

Restrictions in regard to level 6 credit

- 47 In the case of the Postgraduate Diploma and the Masters degree total level 6 credit must not exceed 30 credits. Level 6 credit can be incorporated into minor, half or major fields.

MODULES

Module types

48 There are three types of module:

- **core** - those which must be studied
- **optional** - those from which a student has a restricted choice in order to complete a programme
- **free choice** - those from which a student has an unrestricted choice

49 The module type is determined by the field(s) within which it is validated.

Module requisites

50 Modules may have:

- **pre-requisites:** *ie.* other modules (passed or taken) or other entry requirements;
- **co-requisites:** *ie.* when two or more modules must be studied in parallel;
- a requirement that pre- or co-requisite modules or other entry requirements have been satisfied within a specified period of time. This will be important for fields based on rapidly changing knowledge.

Module credit level

51 Each module must have defined learning outcomes at level 6 or 7. Where a module is offered at more than one credit level it must be separately presented and must have clearly differentiated assessment and learning outcomes.

Module credit size

52 The standard module credit size is 15 credits. The University also permits modules of 30 credits, 45 credits and 60 credits.

53 Exceptionally, to facilitate flexible programmes of study across Schools and Faculties, the University will also permit the following credit sizes: 7.5 credits, 22.5 credits and 37.5 credits.

54 In determining the credit size of modules, module leaders should give particular consideration to the amount of credit permitted in re-assessment entitlements associated with awards.

Section 4

ASSESSMENT BOARDS

55 For every modular programme approved as leading to an award of the University, there must be a Module Assessment Board and a Programme Assessment Board. These Boards are established by the Academic Board and are accountable to that body for the fulfilment of their terms of reference. Only the approved Assessment Boards are authorised to assess students in accordance with the course assessment regulation.

MODULE ASSESSMENT BOARD (MAB)

56 Each module is the responsibility of one MAB. Each MAB is responsible for groups of cognate modules (subjects).

57 The MAB is responsible for agreeing module grades within the context of subject benchmark standards. All MABs meet to an agreed schedule in order to enable module grades to be available for PABs. The grades cannot then be altered by a PAB (see paragraphs 60 - 64) although credit may be awarded.

58 The main functions of the MAB are:

- to agree grades/marks for all students registered on a module
- to be responsible for the academic standards of modules and of groups of cognate modules
- in the case of failure, to recommend to the student's PAB, the form of reassessment required

59 A MAB will normally be chaired by a senior member of staff responsible for the cognate group of modules (subjects) nominated by the Dean. It will include all relevant module and field leaders (or their representatives) and the external examiners appointed to audit standards in the modules concerned. The Dean (or their representative) will attend to act as an independent monitor to provide impartial advice and to ensure consistency of approach.

PROGRAMME ASSESSMENT BOARD (PAB)

60 Each student who is registered on a course is the responsibility of one PAB. Each PAB is responsible for groups of related programmes of study which are part of a course or a number of related courses.

61 The PAB is responsible for each individual student's programme of study.

62 The main functions of the PAB are:

- to agree recommendations for awards and/or progression
- to be responsible for the academic standards of courses and awards
- in the case of failure, to agree reassessment requirements including compensation and, where necessary, the termination of registration.

- 63 All courses with half, major and minor fields will be allocated to a PAB.
- 64 A PAB will normally be chaired by a senior member of staff responsible for the course(s) nominated by the Dean. It will include all relevant field leaders and the external examiners appointed to audit standards of awards and courses. These may be different externals or an agreed sub-set of the external examiners appointed to audit the subject standards. The Dean (or their representative) will attend to act as an independent monitor to provide impartial advice and to ensure consistency of approach.

STUDENT MEMBERSHIP OF ASSESSMENT BOARDS

- 65 No student may be a member of an Assessment Board. However, if a person who is otherwise qualified to be an examiner for a course (for example as a member of academic staff or as an approved external examiner) is coincidentally registered as a student on another course either at the same institution or elsewhere, this will not, in itself, disqualify that person from carrying out normal examining commitments.

QUORACY

- 66 Normally all internal members of an assessment board and at least one external examiner must be present for a board to be quorate. However, an assessment board may resolve itself quorate and competent to act when the requirement for members to attend has been waived in the manner duly authorised below:

Internal members

- 67 In the case of an internal member, the requirement to attend may be waived in the case of sudden illness, or other good cause, by agreement with the Chair of the board. The absence may be covered by either the attendance of an agreed alternate, or by the submission to the Chair of any comments on candidates, or other items on the agenda.
- 68 If no alternate is available, and there are no means of ascertaining the views of the member, the Chair must refer the matter to the Academic Registrar to consider whether the meeting should be postponed or be allowed to continue with a revised remit.
- 69 In the case where no external examiner is able to attend an assessment board, the Chair of the board must refer the matter to the Academic Registrar.
- 70 The Academic Registrar may agree a waiver to the requirement for external examiner attendance at a board provided that formal arrangements are made to ensure that at least one external examiner is able to make an appropriate contribution to the decision making process.
- 71 If no such arrangements are possible, the Academic Registrar will consider whether the meeting should be postponed or be allowed to continue with a revised remit.
- 72 If a member of an assessment board is related to or personally connected with any candidate, this must be declared. S/he must withdraw while the individual student's results are considered. This absence does not affect quoracy where it has been established previously.

DELEGATION OF AUTHORITY TO A SUBSIDIARY BOARD

- 73 An Assessment Board may delegate certain responsibilities to a subsidiary board, for example, to consider the results of reassessments. A full minute must be taken at the parent Board describing the scope of delegation and what functions may be performed. Minutes shall be taken at subsidiary boards detailing decisions and actions taken. The Assessment Board shall subsequently confirm, normally under matters arising, actions taken on its behalf.

REASSESSMENT BOARDS

- 74 A reassessment board is a subsidiary board of an assessment board.

External Examiner participation at reassessment boards

- 75 External examiners have the right to attend reassessment boards; however, it is not a requirement that an external examiner must attend a reassessment board.

ASSESSMENT BOARDS AT COLLABORATIVE PARTNER INSTITUTIONS

Franchised collaborative provision

- 76 In the case of franchised provision, the University will ensure comparability of standards across both its own delivery of a module/programme and the delivery of its partner institutions. To this end, common MABs and common PABs will be established to consider student assessment across all partners involved in the delivery of a module/programme, including delivery at the University. These common assessment boards will normally be chaired by a senior member of staff from the University (normally Head of School, or equivalent) and be attended by module/programme leaders from the partner institutions involved. Exceptions to these arrangements must be agreed by the Academic Registrar.

Validated provision

- 77 In the case of validated provision, assessment boards will normally be chaired by a senior member of staff from the University (normally Head of School, or equivalent) and be attended by module/programme leaders from the partner institutions involved.

MITIGATING CIRCUMSTANCES PANELS

- 78 Faculties will establish a panel to consider all claims for mitigating circumstances submitted by students on courses which it manages. Where the panel upholds a claim for mitigating circumstances it will make a recommendation to the MAB and/or PAB in line with the Mitigating Circumstances procedures.

Section 5

ASSESSMENT REGULATIONS

ASSESSMENT

- 79 The assessment regulations are common to all programmes within the PCF. Exceptionally, the Academic Regulations Committee may permit additional or amended assessment regulations for specific programmes. These must be clearly communicated to students.
- 80 If a student is unable through disability to be assessed by the normal assessments for a programme, examiners may vary the methods, informed by the student's Statement of Special Needs, and bearing in mind the learning outcomes of the programme.

Attendance for assessment

- 81 It is the responsibility of students to attend examinations and submit work for assessment as required. If a student fails to attend examinations or submit work for assessment without good cause, the examiners have authority to deem the student to have failed the assessments concerned.

MODULE GRADES

- 82 The module grade is decided by the Module Assessment Board. It is based on the marks achieved in the defined summative assessments and it may include approved requirements about satisfactory attendance and other factors which are in addition to the normal assessment requirements.

GRADES AND PERCENTAGE BANDS AT LEVEL 7		
Letter grade	% Equivalent	
A+	>84	
A	75 - 84	
A-	70 - 74	Distinction level: if at least two thirds of the credit for the award is at this level
B+	67 - 69	
B	63-66	
B-	60 - 62	Commendation level: if at least two thirds of the credit for the award is at this level
C+	57 - 59	
C	53 - 56	
C-	50 - 52	Pass

MF	45 - 49	Marginal Failure
F	0-44	Failure
F0	0	Non-submission/non-attendance

- 83 A grade of FZ is also used to indicate that the result of a module has been penalised for some form of academic misconduct during assessment.
- 84 The grades and percentage bands at Level 6 are noted in the Academic Regulations 2: Undergraduate Modular Scheme.
- 85 Individual units of assessment and the overall module results presented to assessment boards may be marked in either percentages or grades. Module grades will be recorded on the diploma supplement.
- 86 Within an individual module, the assessment requirements may include additional requirements that must be approved at validation or through faculty delegated powers. For example:
- the need to pass specified elements within the overall assessment (exceptionally allowed if required by PSRB)
 - fieldwork completion
 - attendance at practicals and placements

DEADLINE FOR SUBMISSION OF ASSESSED WORK

- 87 Faculties should inform students of the deadlines for submission of formally assessed work.
- Agreed extensions to the deadline for submission within the 7 day period due to mitigating circumstances**
- 88 Where mitigating circumstances are agreed with the module leader (or nominee), a student may be permitted to submit work within 7 days of the deadline without penalty.
- Late submission of assessment within 7 days of the deadline**
- 89 The University operates a period of 7 days from the point of initial submission deadline within which a student may submit work late and continue to be awarded a mark without mitigating circumstances.
- 90 Normally, work submitted during within 7 days of the deadline will be penalised. Work that is judged to be of the required pass standard will be capped at the minimum pass mark (and the grade LP applied). Work that fails to make the minimum standard initially will be recorded with the actual mark and a grade of LF. If it is passed on resubmission, it will be capped at the minimum pass mark (and the grade LP applied).
- 91 Work submitted after the 7 day period will not be considered. A mark of 0% will be agreed and the grade LL applied.
- Late submission of work beyond the 7 day deadline**
- 92 A student seeking permission to submit work beyond the 7 day period due to documented mitigating circumstances should normally be required to follow the University's regulations on mitigating circumstances and student assessment (see

'Academic Regulations 5: Mitigating Circumstances').

- 93 A student given permission to submit work within the 7 day period due to agreed mitigating circumstances but who does not submit the work, and who subsequently does not follow the University's regulations on mitigating circumstances, will be deemed not to have submitted the work. The work will be treated as a non-submission.

NON-SUBMISSION OF COURSEWORK

Penalty for non-submission

- 94 When an element of assessment is not submitted, it will be counted as an attempt and marked as 0%.
- 95 Persistent late submission or non-submission of coursework may result in a student's suspension or exclusion and the possible termination of registration.

REASSESSMENT – GENERAL PRINCIPLES

- 96 A student who has passed a module at the first attempt will not be offered the opportunity to be re-assessed to improve the grade.
- 97 A student who passes a module on reassessment will be awarded the minimum pass mark for the module.
- 98 A student who fails to pass a module on reassessment will be awarded the highest mark achieved for the module across assessment attempts.
- 99 In considering the recommendations made by MABs, a PAB should not reduce the minimum recommendation for retrieval of failures set by the MAB unless, in assessing a student's overall performance, it decides to apply compensation (see paragraphs 119-123) or there is acceptable evidence of mitigating circumstances that has not been taken into consideration already.

FORMS OF REASSESSMENT

- 100 The University operates the following forms of reassessment:
- **Retake** - where a student is permitted or required to re-take an examination at the next sitting or re-submit coursework for a module within the same course year
 - **Repeat** - where a student is permitted or required to repeat all elements of assessment for that module in the following course year
 - **Replace** - where a student is permitted or required to replace a failed module with an alternative and complete all elements of assessment for a module in the following course year

REASSESSMENT FOLLOWING FAILURE AT THE FIRST ATTEMPT

- 101 A student who fails a module at the first attempt may be offered one opportunity to be reassessed provided the maximum credit load for re-assessment is not exceeded (see paragraphs 109 – 115).
- 102 A MAB will normally recommend reassessment by retake.
- 103 Where on practical grounds it is not feasible to offer the original form of assessment by re-take an alternative form of reassessment by re-take will be agreed. This will be designed to ensure that students can demonstrate the learning outcomes broadly associated with the elements of assessment failed at the first attempt.
- 104 Where it is not possible to design a re-assessment by re-take which will allow students to demonstrate achievement of the learning outcomes associated with particular failed elements, a repeat/replace will be agreed.
- 105 The MAB will recommend reassessment by re-take for only those elements of the module that have been failed. It will do this regardless of whether or not a module requires elements of assessment to be passed separately or in aggregate.
- 106 In the case of a module where the overall pass does not require each separate element of assessment to be passed on aggregate, a MAB may recommend that a 'synoptic' re-take is used. However, in the case of modules where there is a requirement to pass individual elements of assessment, the MAB will recommend the failed element(s) only be retaken. Synoptic reassessment will not be used.
- 107 Reassessment marks will be recorded for only those elements failed at the first attempt. Marks for elements passed at the first attempt will stand. The overall module result will be capped.

Maximum credit load for re-assessment following failure at the first attempt

Postgraduate Certificate

- 108 A PAB may allow reassessment in no more than 30 credits.
- 109 Where more than 30 credits have been failed, a PAB will terminate registration with no opportunity for reassessment.

Postgraduate Diploma

- 110 A PAB may allow reassessment in no more than 60 credits.
- 111 Where more than 60 credits have been failed, a PAB will terminate registration with no opportunity for reassessment.

Masters Degree

- 112 A PAB may allow reassessment in no more than 90 credits.
- 113 Where more than 90 credits have been failed, a PAB will terminate registration with no opportunity for reassessment.

For credit only

- 114 Where a student is not registered for an award, but is being assessed for credit, a MAB will normally allow a maximum of one reassessment opportunity.

REASSESSMENT - FOLLOWING FAILURE AT THE SECOND ATTEMPT

- 115 A PAB may not allow any further reassessment opportunity after failure at the second attempt.
- 116 A PAB may allow credit achieved to be considered for an award requiring less total credit if a student has achieved the required outcomes for the alternative award. However, this award may not be made with Commendation or Distinction and it may not normally be used for subsequent re-admission for an award on the same programme.

MARGINAL FAILURE

- 117 The University defines marginal failure at level 7 as marks of 49% - 45%.

COMPENSATION FOR FAILURE

- 118 Once a student has studied the required modules at a credit level, a PAB may allow a student's overall performance to compensate for marginal failure. No reassessment is then required. The mark for the compensated module is recorded as the minimum pass mark and a grade of FC applied.
- 119 The minimum achievement required for compensation is for a student to have passed all of those modules that are not being compensated.
- 120 The total amount of marginal failure that can be compensated is:

Postgraduate Certificate or Postgraduate Diploma
15 credits

Masters degree
30 credits

Additional limits on compensation

- 121 Some programmes have either additional limits on the compensation of failure, or do not permit compensation, often for professional body requirements. Where this is the case, this will be specified in programme specifications. Where compensation is not allowed, a PAB may allow an additional reassessment opportunity.

Part-time students and/or PAB meetings during a programme as opposed to on completion

- 122 In some programmes, the PAB may consider a student's overall performance before a programme is complete. In these cases, the PAB:
- may apply compensation on a pro-rata basis
 - will ensure that the maximum permitted assessment and/or compensation for an award is not exceeded

ASSESSMENT FOR AN AWARD

- 123 Students will be assessed for an award on the first occasion that they have completed the minimum required modules. Completion here is defined as having registered for and undertaken the study and assessment of a module where registration has not been terminated.

Intermediate awards

- 124 No award should be conferred as an automatic default. A PAB must decide that a student has achieved the necessary programme and award outcomes. Exceptionally, where a PAB believes that an award standard has been achieved without the achievement of the specific credit requirements for a programme, a request may be made to the Academic Registrar for an untitled award to be conferred through the PAB.

APPEAL AGAINST THE DECISION OF AN ASSESSMENT BOARD

- 125 A student can use the procedures set out in Academic Regulations 8: Academic Appeals (Taught Courses) to request a review of the decision of the Programme Assessment Board if there is evidence that the procedure was not followed.
- 126 A student cannot appeal against the penalty imposed by the Programme Assessment Board.

ACADEMIC MISCONDUCT

- 127 The University views academic misconduct very seriously. The Academic Board has delegated to its Programme Assessment Boards the authority to impose penalties for cheating that may include the termination of students' registration and expulsion from the University. Regulations governing academic misconduct are set out in Academic Regulations 6: Academic Misconduct Procedures (Taught Programmes).

Section 6

AWARD REGULATIONS

POSTGRADUATE CERTIFICATE

- 128 A student who is registered for a Postgraduate Certificate will be considered for the award on completion of a minimum of 60 credits at level 6 or 7 of which at least 45 credits must be at level 7.
- 129 The Postgraduate Certificate may not be awarded with commendation or distinction.

POSTGRADUATE DIPLOMA

- 130 A student who is registered for a Postgraduate Diploma will be considered for the award on completion of a minimum of 120 credits at levels 6 or 7 of which at least 90 credits must be at level 7.

With commendation

- 131 To be eligible for the qualification of a Postgraduate Diploma with commendation, a student must have achieved the award and have achieved a minimum score of 60% in at least two-thirds of the credit required for the qualification.

With distinction

- 132 To be awarded a Postgraduate Diploma with distinction, a student must have achieved the award and have achieved a minimum score of 70% in at least two-thirds of the credit required for the qualification.

MASTERS DEGREE

- 133 A student who is registered for a Masters Degree will be considered for the award on completion of at least 180 credits at level 6 or above of which at least 150 credits must be at level 7.

With commendation

- 134 To be awarded a Masters Degree with commendation, a student must have achieved the award and have achieved a minimum score of 60% in at least two-thirds of the credits required for the qualification.

With distinction

- 135 To be awarded a Masters Degree with distinction, a student must have achieved the award and have achieved a minimum score of 70% in at least two-thirds of the credits required for the qualification.

CLASSIFICATION WITH UNGRADED APL

- 136 Where ungraded APL is used to exempt students from part of the credit required for an award, the classification is normally based on the proportion of the graded credit contributing to that award.

137 For students entering a Masters with:

- 60 ungraded APL - classification is based on achieving distinction/commendation in all of the 120 graded credits
- 90 ungraded APL - classification is based on achieving distinction/commendation in all of the 90 graded credits
- 120 ungraded APL - classification is based on achieving distinction/commendation in all of the 60 graded credits.

CREDIT LIMITS FOR REASSESSMENT ON INTERMEDIATE AWARDS

138 Credit limits for reassessment apply to the award for which the student is registered. Therefore the amount of prior reassessment should not be related to consideration of intermediary awards.