

# General Regulations for Postgraduate Taught Programmes

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AU-RSC-20-3962-A

Applicable to Postgraduate students in all Stages/Years  
of taught programmes

2021-22

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## Regulation Summary

These General Regulations, approved by the University [Senate](#), set out the requirements for taught postgraduate programmes and awards, including:

- University baseline entry qualifications and regulations on the Recognition of Prior Learning (RPL).
- The structure of different types of postgraduate taught programmes, including MSc, MA, MRes and MBA awards, and the typical duration of postgraduate programmes.
- The conduct and assessment of the Dissertation Module, including supervision, submission, and copyright.
- Decisions available to Boards of Examiners, including periods of credit validity, options in the case of failure, condonement, and refer/withdrawal decisions.
- General principles relating to exceptional circumstances, which are expanded on in the University's Guide to Exceptional Circumstances.
- Degree algorithms and calculation of student awards.

## Related Regulations, Policies, and Guidance

These general regulations should be read in conjunction with the University's [Credit and Qualifications Framework](#). The University's [General Regulations for the Conduct of Boards of Examiners](#) provide further information on student progression decisions.

General regulations for other types of programmes operated by the University are available on the [general regulations webpage](#). Additional programme regulations are published as part of the relevant Programme Specification.

## Version Control

Ref No	Version	Responsible Officer	Approved by	Approval Date	Effective Date
AU-RSC-18-1858	A	Adam Hewitt	ULTC	Jun 2019	Sep 2019
AU-RSC-19-2812	A	Adam Hewitt	ULTC	Jun 2020	Sep 2020
AU-RSC-20-3962	A	Adam Hewitt	ULTC	Jun 2021	Sep 2021

# 1 DEFINITIONS

- 1.1 An **Aegrotat Degree** may be awarded to individual candidates who have enrolled for a Degree and who, in the judgement of the Examination Board, would have qualified for the award had he or she not been prevented by illness or incapacity from being fully examined. Information about the ability and standard of performance on the programme of the holder of an Aegrotat Degree may be obtained through references.
- 1.2 **Approved Place of Learning.** In addition to study at Aston University and/or a [Partner College](#), the University, through the University Learning and Teaching Committee and the relevant [College Learning and Teaching Committee](#), may approve the delivery of all or part of a programme at other locations, such as employer premises or outreach centres.
- 1.3 **Approved programme** means a set of modules leading to a formal qualification offered by the University, e.g. the MSc in Engineering Management, as prescribed by a Programme Specification approved by the Senate on the recommendation of the University Learning and Teaching Committee and the relevant [College Learning and Teaching Committee](#).
- 1.4 An **Assessment** is the measurement of a student's performance in a module. This may comprise a number of elements, including written papers, oral tests, essays, continuously assessed work, laboratory or field studies or reports, or other forms of evaluation.
- 1.5 **Associate Dean** means the person designated to co-ordinate all postgraduate programmes in a College and to monitor the quality and standards of these programmes, or their nominee.
- 1.6 **Board of Examiners** means the Board of Examiners of the University for a particular programme, as approved by the Senate on the recommendation of the relevant College Learning and Teaching Committee. Boards of Examiners have responsibility for considering progression and conferment of awards, in accordance with the requirements of the individual programme, and in the light of all the separate module results and any exceptional circumstances, exercising powers of condonement as appropriate.
- 1.7 **Condonement** is the process by which a Board of Examiners, in consideration of a student's overall performance, recommends that credit be awarded for part of a programme in which the student has failed to satisfy the assessment criteria, on the grounds that the positive aspects of the overall performance outweigh the area of failure. Programme Specifications shall indicate whether any modules are not subject to condonement or where limits to condonement apply, having regard to the aims and learning outcomes of the programme concerned.
- 1.8 A **Co-requisite** refers to two or more modules a student is normally required to study at the same time within the same Stage of a programme. This is not necessarily the same as a Core module which students are required to study as a compulsory element of a particular programme.

- 1.9 **Deferred Assessment** is assessment in a failed module with no increment to the attempt number for that assessment. The Board of Examiners may require the student to attend the University and receive tuition.
- 1.10 **Dissertation Module** is the term used in these Regulations for the Level 7 module which normally takes place following the Taught Stage of a full Master's programme. For MSc/MA programmes, the module consists of 60-80 credits and for MRes programmes, the module consists of 90-120 credits. If a dissertation in an MSc/MA programme is larger than 60 credits adequate provision should be made for students to exit with a Postgraduate Diploma. Dissertations should consist of one module, subject to the requirements of professional, statutory and regulatory bodies. The module may be research or professionally focused, as appropriate for the programme, subject to overall consistency of the programme with the [QAA](#) descriptor for a higher education qualification at Level 7 (Master's degree). The module will normally be assessed by a dissertation (a substantial essay or formal professional report) and may also include a number of other assessed elements, including oral tests, laboratory or field studies, or other forms of evaluation. Precise requirements will be defined in the module specification.
- 1.11 **Exceptional Circumstances** are circumstances which cause the student to:
- perform less well in coursework than might have been expected on the basis of other work,
  - fail to meet submission deadlines,
  - fail to attend a timed assessment or examination, and/or
  - be adversely affected by an incident or issue occurring during an examination.

In general, **exceptional circumstances** will be of a medical or personal nature significantly affecting the student at or during a relevant period of time and/or during the examination period and which can normally be corroborated by independent evidence.

- 1.12 **Moderation** is the name given to procedures for checking the accuracy and appropriateness of academic assessment. It usually involves a person 'new' to the item being moderated. That may be a person external to the University or a member of staff who has not been directly involved in the process to be moderated. Assessment processes that are moderated at Aston include examination papers and marking.

The University's [Assessment Regulations](#) further define a number of moderation processes practised on approved programmes.

- 1.13 **Partner College.** An approved College with whom the University has a Memorandum of Co-operation for the delivery of programmes of study.
- 1.14 **Patterns of Study.** Students are registered on postgraduate taught programmes for either full-time or part-time study, or for flexible credit accumulation. Full-time and part-time students follow a fixed pattern of study as outlined in the relevant Programme Specification. A student registered for flexible credit accumulation will follow an individual pattern of study.

- 1.15 A **Prerequisite** refers to a module a student is normally required to study prior to studying a module for which it is a prerequisite. This is not necessarily the same as a Core module which students are required to study as a compulsory element of a particular programme.
- 1.16 **Qualifications.** The requirements for all Aston University Qualifications, including credits, and Levels of awards, are detailed in Aston University [Credit and Qualifications Framework](#).
- 1.17 A **Referred Assessment** in a module is a new assessment in that module, of such form and timing as the [Board of Examiners](#) may determine, undertaken upon initial failure in that module without following any further tuition for the module. Referred assessments other than for the [Dissertation Module](#) take place at the next available opportunity.
- 1.18 **Restart Assessments.** Restarting the Taught Stage normally requires full attendance and all modules must be retaken. Restart decisions are only permitted where a student's study has been significantly affected by appropriate exceptional circumstances. Existing credits from previous attempts at this Stage will be set aside. Restart assessments are not allowed in the case of the Dissertation Stage.
- 1.19 **College Learning and Teaching Committee** is responsible for the maintenance and enhancement of the academic standards and quality of the taught programmes of a College. College Learning and Teaching Committees may formally delegate all or some of the responsibilities assigned in these General Regulations to appropriate bodies or individuals. Any such delegation of authority should be recorded in the minutes of the Committee.
- 1.20 **Stage.** The Stage referred to within the regulations is a period of time culminating in a decision by the [Board of Examiners](#) on progression or completion. Taught Master's programmes normally have two Stages: Taught Stage and Dissertation Stage. Taught Master's Programmes may also have a Professional Practice Stage, normally 60 credits.
- 1.21 **Transcript.** Students, except those in academic-related debt to the University or a [Partner College](#), as set out in the University Sanctions Policy, will be supplied by their College with an official transcript recording the modules for which the candidate registered, the Level, the credits awarded and the percentage marks awarded. The transcript should indicate any module passed by condonement or in a referred assessment.

## 2 ENTRY REQUIREMENTS

- 2.1 An applicant for an approved postgraduate programme must produce evidence of having been awarded either a first degree from a recognised University or Institute of Higher Education or a qualification deemed by the appropriate [College Learning and Teaching Committee](#) to be at least of equivalent standing.
- 2.2 Approval, for the purposes of admission, of any academic award of any University or College or National Council or professional body shall be determined by the College

Learning and Teaching Committee responsible for the programme, in consultation with Student and Academic Services.

- 2.3 Applicants must provide evidence of proficiency in the English language as demonstrated by a pass at GCSE grades A\*, A, B or C (Grades 9, 8, 7, 6, 5 or 4 in the GCSE grading structures used from September 2017), or a qualification recognised by the Senate as being equivalent.
- 2.4 Applicants must produce evidence of having fulfilled the entry requirements as prescribed by the Programme Specification relating to the particular programme.
- 2.5 In certain cases, the Associate Dean may require an applicant to undertake a specified course or courses and/or pass an assessment before enrolling on the programme.
- 2.6 In accordance with Regulation 2.7, the Associate Dean may, in respect of Recognition of Prior Learning (RPL), award credit to a maximum of one half of the total credit required for the taught element of a programme (excluding the [Dissertation Module](#)). The extent of the credit awarded must be recorded by the [Board of Examiners](#).

Where Recognition of Prior Learning (RPL) is made up of appropriate Aston University credit, such as for previous PgDip study prior to a top-up Master's programme, the upper limit on RPL may be increased and the marks from the previous study recognised for the purposes of award classification.

- 2.7 The following basic principles have been drawn up to assist Colleges in developing procedures for the Recognition of Prior Learning (RPL), in cases where this is accepted by the College. RPL includes certificated learning and experiential learning whether gained before admission to the University, or during the period of enrolment.
  - a the responsibility rests with the student for making a claim and supporting the claim with appropriate evidence, although advice and assistance on the nature of the evidence required should be provided by the responsible member of College staff. The College should determine appropriate fees for this service;
  - b the experience of the student is significant only in so far as it can be identified as a source of learning;
  - c academic assessment of certificated and experiential prior learning is the responsibility solely of academic staff;
  - d attention should be paid to the matching of a student's stated achievements and competencies against the module learning outcomes for each module for which exemption on the basis of RPL is sought;
  - e in making offers for exemption the authorised member of staff should be sure that the student has already gained the required knowledge/skills for which exemption is awarded and that their ability to follow the rest of the programme will not be jeopardised;
  - f any exemptions on the basis of RPL should be approved by the appropriate Associate Dean.

Where a proposal for exemptions involving Recognition of Prior Experiential Learning applies to a group of students, the University recognises that whilst the experience of

the group might be similar, the students' learning from it, and therefore the exemptions to which they may individually be entitled, might differ.

### 3 STRUCTURE OF PROGRAMME

#### 3.1 Definitions of Master's Awards

**MSc/MA** shall include a taught component (normally 100 - 120 credits) which is mainly focused on subject content, and a [Dissertation Module](#). The greater subject knowledge component of the MSc/MA distinguishes it from the MRes. Where the Dissertation Module carries more than 60 credits, alternative module(s) allowing the completion of a 120 credit Postgraduate Diploma programme should normally be available.

**MRes** shall include a significant number of taught modules (normally 60 - 90 credits) which are largely focused on research skills, and a major research component. The greater research component of the MRes distinguishes it from the taught MSc/MA.

**MBA** shall be awarded for successful completion of a Master of Business Administration programme as defined by the [QAA Subject Benchmark Statement](#). Where the Dissertation Module carries more than 60 credits, alternative module(s) allowing the completion of a 120 credit Postgraduate Diploma programme should normally be available.

Any Master's award may be approved for offer as an extended programme in line with these Regulations. Any Master's award may be approved to offer a 60 credit Professional Practice Stage, following the Dissertation Stage.

Four year integrated Master's programmes, e.g. MEng and MPharm, are covered by the [General Regulations for Undergraduate and Integrated Master's Programmes](#).

#### 3.2 Level

The overall outcomes for programmes leading to a Master's award shall be at Master's Level as defined by the Framework for Higher Education Qualifications.

#### 3.3 Duration

The duration of programmes shall be as follows:

Programme	Part-time	Full-time
Postgraduate Certificate	12 months	6 months
Postgraduate Diploma	12 – 24 months	6 – 12 months
Master's	24 – 36 months	9 – 15 months
Extended Master's, Master's with Professional	24 – 60 months	18 – 24 months

Practice, and Work-Based Master's		
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For the purposes of these regulations, duration is defined as the period of time required for a student to study the entire programme without undertaking any referred assessment.

A flexible credit accumulation programme will not be more than five years' duration.

- 3.4 Where a programme of the same title is offered on a full-time, part-time and/or flexible credit accumulation basis, the various versions of the programme must cover equivalent elements regardless of mode of attendance.
- 3.5 The specification for a programme offered by flexible credit accumulation will include regulations detailing how the [Examination Board](#) will manage student progression.

## 4 LEAVE OF ABSENCE

The [College Learning and Teaching Committees](#), or the committees' nominees, may approve a maximum of 24 months leave of absence.

## 5 CONDUCT AND ASSESSMENT OF THE DISSERTATION MODULE

### 5.1 Supervision

- a Each student taking a Dissertation Module must be supervised by a designated supervisor nominated by the Associate Dean from a list of supervisors approved by the [College Learning and Teaching Committee](#).
- b Where appropriate, a second supervisor may be designated.

### 5.2 Collaboration

- a If the Associate Dean has decided that collaboration may be permitted in a Dissertation Module (either for an individual student, or for all students on the approved programme), then the student must clearly acknowledge the extent of collaboration in a statement incorporated into the dissertation when it is submitted.
- b In such a case the student may be requested to provide their working notes on the Dissertation Module.

### 5.3 Format of the dissertation

Students are required to conform to guidelines from Colleges concerning the content, length and presentation of the dissertation. An electronic copy of the dissertation shall be retained by the College for a minimum of three years from the date of the award.

#### 5.4 Submission of dissertation

The dissertation should be submitted by a date set by the College, not later than the formal end-date of the programme. Submissions after the set date may be subject to mark penalties, which may be waived in [exceptional circumstances](#). Where there are sufficient exceptional circumstances, the time allowed for submission may be extended by up to six months (12 months in the case of a part-time student or a student registered for flexible credit accumulation), subject to the approval of the Associate Dean.

#### 5.5 Restriction of access

- a Where a dissertation contains particularly sensitive material, arrangements may be made to restrict the circulation of the College or University copy and limit the number of persons who may have access to it for up to three years.
- b The decision is taken by the Associate Dean on the recommendation of the supervisor.

#### 5.6 Intellectual Property

The dissertation remains the intellectual property of the author.

## 6 DECISIONS OF THE BOARD OF EXAMINERS

- 6.1 Subject to the Aston University [Credit and Qualifications Frameworks](#) the Board of Examiners for each programme shall have the discretion to decide whether the student:
  - a following award of the specified number of credits shall be recommended for an award, or
  - b following award of the specified number of credits in the taught modules studied so far may continue with the dissertation module, or
  - c following award of credits for all modules studied so far may continue with the programme, or
  - d may continue to the Professional Practice Stage, having fulfilled all requirements to do so as set out in the relevant Programme Specification, or
  - e should be required to take one or more referred assessments, or
  - f should be required to restart the programme (where a student's study has been significantly affected by appropriate exceptional circumstances), or
  - g should be required to withdraw from the programme.
- 6.2 The Board of Examiners shall have the discretion to decide the period of validity for credit, which will not be more than five years.
- 6.3 The Board of Examiners shall have the discretion to condone failure in a maximum of one third of the taught credits, provided there is evidence of adequate performance from the student concerned. Marks below 5% of the pass mark may not be condoned. Condoned modules carry a credit value and the actual mark obtained by the student. The actual mark is used in calculating the overall mark for the programme.

- 6.4 Before implementing a decision that a student should withdraw from a programme, the Board of Examiners shall give the student concerned, aided by another member of the University (as defined in paragraph 1 of the [Charter](#) and Section II of the [Statutes](#)) if so desired, an opportunity to make representations, in writing or in person or both, of any circumstances which may have affected their performance, that were unknown to the Board when the first decision was made.
- 6.5 A student may make a representation to the Board of Examiners if the Board has recommended the award of a lesser qualification, following the student's failure to achieve the standard required for the qualification for which the student was first registered.
- 6.6 A student wishing to request a formal review of the decision of the Board of Examiners may appeal on the grounds set out in the University's [Academic Appeals Procedure](#). The Academic Appeals Committee may consider allegations of procedural irregularity in the conduct and administration of assessments; the decisions of the Board of Examiners in all matters relating to academic judgement shall be final.

## 7 OPTIONS IN CASE OF FAILURE

### 7.1 Principles

- 7.1.1 Students may not be reassessed in any module for which they have already obtained credit.
- 7.1.2 For each referred module passed the [Board of Examiners](#) shall record a percentage mark equivalent to the minimum pass mark for the module.
- 7.1.3 The Board of Examiners may allow a student to be assessed in a new module as a substitute for a failed module. Substitute module(s) will be treated as referred assessment with the minimum pass mark recorded for modules passed.
- 7.1.4 A student may begin their Dissertation Stage prior to receiving confirmation of all Taught Stage results, but may be required to cease work on their dissertation subject to a formal academic progress review meeting, to be held at the end of their taught study, at which point the following options become available:

The [Board of Examiners](#) may allow a student to continue with the Dissertation Stage trailing a maximum of 30 taught credits.

A student who is found to have failed more than 30, but no more than 60 taught credits will be required to either:

- Cease work on their [Dissertation Stage](#) and complete referrals of all failed taught modules prior to recommencing their Dissertation Stage.

or

- Continue their Dissertation Stage to completion, and subsequently complete referrals of all failed taught modules at the next available appropriate opportunity following the completion of their Dissertation Stage.

Where both of the above options are deemed equally appropriate in a particular case, the decision on which of the above options will apply will be made in consultation between the Board of Examiners, Programme Director, and the student concerned.

- 7.1.5 A student on a Master's with Professional Practice who subsequently fails their dissertation will be required to resubmit the dissertation prior to the completion of the Professional Practice Stage.

## 7.2 Failure in Assessments

- 7.2.1 A student is allowed a maximum of two valid attempts at an assessment.

- 7.2.2 A student who fails to satisfy the [Board of Examiners](#) in not more than one half of the credits from the Taught Stage has the right either

to take referred assessments in the failed modules, or

to choose to accept the award of a lesser qualification than that for which the student was registered, if permitted under the Programme Specification, provided the student has satisfied all the requirements for that award.

- 7.2.3 In the case of a student who fails more than one half of the credits from the Taught Stage, or who fails referred assessments, the Board of Examiners may either

recommend the award of a lesser qualification than that for which the student was registered, if permitted under the Programme Specification and provided the student has satisfied all the requirements for that award, or

require the student to withdraw from the programme.

- 7.2.4 In the case of a student who fails a referred dissertation, but passes the Taught and Professional Practice Stages, the Board of Examiners may be recommended for the award a Master's degree based on the 180 credits achieved, subject to any limitations set out within the relevant Programme Specification.

## 7.3 Failure in Dissertation Module

- 7.3.1 A student who fails to submit a dissertation within the permitted time may be required to withdraw from the programme or may be recommended for a lesser award if permitted under the Programme Specification and if the [Board of Examiners](#) considers that the student has satisfied all the requirements for that award.

- 7.3.2 If the student has failed to obtain a pass mark for the [Dissertation Module](#), the Board may

- a permit the student to submit a revised dissertation (possibly after further research and/or professional work), and/or
- b require the student to undertake again any other assessment element associated with the Dissertation Module, or
- c recommend the award of a lesser qualification, if permitted under the Programme Specification, provided the student has satisfied all the requirements for that award, or
- d require the student to withdraw from the programme.

(a and b above should be completed within a maximum of six months for full-time programmes, and twelve months for part-time and flexible credit accumulation programmes, of the date of the Board's decision.)

- 7.3.3 A student who fails to submit a satisfactory revised dissertation or undertake any other required assessment element within the permitted time may be required to withdraw from the programme or may be recommended for the award of a lesser qualification, if permitted under the Programme Specification and if the Board of Examiners considers that the student has satisfied all the requirements for that award.
- 7.3.4 A student who fails assessments for the Professional Practice module may take referred assessments.

## 7.4 Postgraduate Certificate and Postgraduate Diploma

- 7.4.1 A student who has gained the requisite number of credits but who is unable, for whatever reason, to complete their Master's programme shall be awarded the appropriate Postgraduate Certificate or a Postgraduate Diploma. If a Postgraduate Certificate or Postgraduate Diploma is not available this should be stated in the Programme Specification.
- 7.4.2 The learning outcomes for intermediate awards at Master's level are the same as the learning outcomes for the full Master's programme, which are included in the Programme Specification for each Master's award. Any differences are in the extent to which individual outcomes have been realised within the scope appropriate for a qualification at Level 7 of the Framework for Higher Education Qualifications.

## 8 FACTORS AFFECTING PERFORMANCE/EXCEPTIONAL CIRCUMSTANCES

- 8.1 The [Board of Examiners](#) will consider any claims of exceptional circumstances. All decisions relating to adequate performance and the allocation of marks are at the discretion of the Board, and such circumstances will inform, but not determine, its decision.
- 8.2 It is the student's responsibility to inform the Chair of the Exceptional Circumstances and Absence Panel (ECAP) in writing, normally prior to the meeting of the Panel, of any factors that occurred either during or prior to any of their assessments which they feel may have affected their performance. Students should supply any relevant evidence and must comply with any procedures published by the relevant Associate

Dean.

- 8.3 By being present beyond the start time of an examination or other fixed-time assessment, students will be regarded as having deemed themselves fit to be able to undertake the assessment in question, and accept the outcome of the assessment as valid, subject to consideration of factors affecting performance which may arise subsequent to beginning an assessment which are notified to the Board of Examiners by the student. Any factors affecting performance that result in a student leaving an examination or other fixed-timed assessment must be raised with the Chief Invigilator and must be recorded in the Chief Invigilator's Report. Where a student has deemed themselves fit to sit, the Examination Board will normally consider the student to have made a valid attempt at the assessment.
- 8.4 A student who is prevented from taking all or part of an assessment, or whose performance has been significantly affected, by illness or other sufficient cause may, where none of the options available in Section 8 is deemed sufficient or appropriate, be allowed to sit the assessment at the next normal occasion as if for the first time. Sufficient cause should be taken as to circumstances genuinely beyond the student's control.
- 8.5 Exceptional Circumstances claims which are judged to meet University Regulations will be addressed by taking appropriate action specific to the individual module(s)/assessment(s) concerned whenever possible (e.g. by allowing a further attempt with no penalty), or by putting in place provisions to address a special need (such as allowing a longer length of time for an examination). These Exceptional Circumstances will be deemed to be 'spent' (already dealt with).
- 8.6 Exceptional Circumstances claims which meet University Regulations, but have not been dealt with by module- or assessment-specific action before the final [Board of Examiners](#) for the programme ('unspent' Exceptional Circumstances), will be dealt with by Boards of Examiners as follows:
- Exceptional Circumstances which meet University Regulations will not be addressed using condonement.
  - If a candidate has 'unspent' Exceptional Circumstances the Board of Examiners may decide that a failed assessment should be attempted as if for the first time, provided the student has not already passed the module, or, accept a module mark which is based on completed components based on a mapping of the module learning outcomes against the assessments.
- 8.7 Evidence of exceptional circumstances taken into consideration by Boards of Examiners should be carried forward to meetings of Boards of Examiners considering the student's subsequent performance.

## 9 TRANSFER BETWEEN PROGRAMMES

### 9.1 Between Postgraduate Certificate, Postgraduate Diploma and Master's Programmes

9.1.1 A student may apply for transfer between Postgraduate Certificate, Postgraduate Diploma and Master's programmes, subject to any constraints specified by the Programme Specification.

9.1.2 Such transfers must be approved by the Associate Dean.

## 9.2 Between Modes of Attendance

9.2.1 A student may apply for transfer between full-time, part-time, flexible credit accumulation and distance learning variants of a programme, subject to any constraints specified by the Programme Specification.

9.2.2 Such transfers must be approved by the Associate Dean.

## 9.3 Between Professional Doctorate and Master's

9.3.1 An unsuccessful thesis for a professional doctorate programme will be recommended for assessment to the relevant [Board of Examiners](#) as equivalent to the Master's dissertation (in cases where there is a linked Master's only).

# 10 AWARD OF DEGREE

10.1 A student who has gained the appropriate number of credits at the appropriate Levels shall be recommended to the [Senate](#) for award.

## 10.2 Minimum number of credits with numerical marks

10.2.1 In order to award a Postgraduate Taught Programme with Merit or with Distinction at least half of the taught credits required for the award should have numerical marks.

10.2.2 An award without the requisite volume of credits with a numerical mark may only be awarded as pass or fail.

10.3 The margin within which candidates are eligible for promotion for a Master's programme of 180 credits is 0.5% or less below a Pass, Merit or Distinction grade boundary. Students within 0.5% of a Pass boundary will be promoted automatically.

## 10.4 Classification of Master's Degrees

10.4.1 Master's are awarded 'with Distinction' or 'with Merit' where the following criteria are met:

- To achieve the award of distinction students must achieve an average mark of at least 70% over 180 credits. A minimum average unrounded mark of 67.50% is required for both the Taught and Dissertation Stages of the programme.
- To achieve the award of merit students must achieve an average mark of at least 60% over the 180 credits. A minimum average unrounded mark of 57.50% is required for both the Taught and Dissertation Stages of the programme.

- 10.4.2 For Master's degrees that have a Professional Practice element, the Professional Practice stage will contribute 10% to the final award classification. The 180 Taught and Dissertation Stage credits will proportionally contribute the remaining 90%.
- 10.5 Postgraduate Certificates and Postgraduate Diplomas are awarded 'with Distinction' or 'with Merit' where the following criteria are met:
- To achieve the award of distinction students must achieve an average mark of 70% over all modules.
  - To achieve the award of merit students must achieve an average mark of 60% over all modules.
- 10.6 The margin within which candidates are eligible for promotion for Postgraduate Certificate and Postgraduate Diploma programmes is 0.5% below a Pass, Merit or Distinction grade boundary. Students within 0.5% of a boundary will be promoted automatically.
- 10.7 Where a student has failed the dissertation stage, but achieves a total of 180 credits through completion of the Professional Practice Stage, a Master's degree may be awarded, subject to any PSRB requirements for the programme.

A Master's degree composed of credit from the Taught and Professional Practice Stages may be awarded 'with Distinction' or 'with Merit' where the following criteria are met:

- To achieve the award of distinction students must achieve an average mark of at least 70% over 180 credits. A minimum average unrounded mark of 67.50% is required for both the Taught and Professional Practice Stages of the programme.
- To achieve the award of merit students must achieve an average mark of at least 60% over the 180 credits. A minimum average unrounded mark of 57.50% is required for both the Taught and Professional Practice Stages of the programme.

## 11 PUBLICATION OF RESULTS

- 11.1 The results achieved in all assessments, both by module and overall, should be released to individual students in the form of a transcript detailing their own assessment results in the form of a percentage mark per module.
- 11.2 Percentage marks awarded for each module will be provisional until confirmed by the relevant [Board of Examiners](#); provisional marks may be released to students as soon as they are available.
- 11.3 The final award is regarded as public information and may be published by the University in any form and released to enquirers on request.

## 12 RE-ENROLMENT

- 12.1 A student who has been required to withdraw from a programme because of academic failure will not be allowed to re-enrol on that programme.

- 12.2 A student who has been awarded a lesser qualification than that for which they were first registered because of academic failure will not be allowed to re-enrol on the relevant Postgraduate Diploma/Master's programme.

## 13 WAIVERS OF REGULATIONS

- 13.1 Where there have been substantial circumstances affecting a student after admission to the programme which could not reasonably have been foreseen at the time of admission and which operate to the detriment of the student, the [College Learning and Teaching Committee](#) may:
- a waive any part of the Programme Specification on such conditions as it may deem fit to the benefit of the student, or
  - b recommend that the University Learning and Teaching Committee waive any relevant part of the General Regulations on such conditions as it may deem fit to the benefit of the student.