



**BISHOP GROSSETESTE UNIVERSITY**  
**Document Administration**

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## INTRODUCTION

1. The following Regulations apply to all postgraduate taught masters degrees awarded by the University with the exception of Post Graduate and Professional Graduate Certificate in Education for which separate regulations apply.
2. The Regulations have been developed and revised and are consistent with, the Quality Assurance Agency *Framework for Higher Education Qualifications* (2014) and the *Master's Degree Characteristics* (2010). It has also been designed to reflect the precepts and guidance of the Quality Assurance Agency (QAA) UK Quality Code, specifically chapters *B3 – Learning and teaching*, *B4 – Enabling Student Development and Achievement* and *B6 – Assessment of students and the recognition of prior learning*.
3. The Regulations for Taught Masters degrees and related awards are approved by Senate, are subject to periodic review and may be amended at any time.
4. The University will make every effort to ensure that the published programme (course) details are complete and up-to-date. However, the University will be entitled to make reasonable changes to the course (including to the content and syllabus of the course, or the location of the course or the method of delivery or assessment of the course) where that will enable the University to deliver a better quality of educational experience to students enrolled on the course. In making such changes, the University will aim to keep the changes to the minimum necessary to achieve the required quality of experience and will notify and consult with affected students as appropriate.
5. In the exceptional situation of a programme being closed, students will be notified in a timely manner and appropriate support provided for them successfully to complete their studies. Monitoring of students' progress will be the responsibility of the Portfolio Management Group (PMG); where the PMG has identified at risk students, additional support, monitoring and review will be put in place.

## MODULES AND CREDITS

### Modules

6. For the purpose of these regulations a module is defined as an assessed unit of learning normally studied, taught and assessed in a single semester or over two consecutive semesters.
7. A single level is assigned to each module indicating the academic level of that module:

Level 6	Advanced undergraduate level
Level 7	Masters (M) level

### Credits

8. A credit value is assigned to each module which indicates the total learning, teaching and assessment time which students are expected to spend in achieving the learning outcomes of the module. Modules are a maximum of 60 credits where each credit represents 10 hours of learning, teaching and assessment.



9. To be awarded credits for a module, a trainee must meet the requirements of the particular module.

**Performance**

10. Students must pass every element of a module in order to achieve a pass for the module overall.
11. The performance of a student in meeting the assessment requirements of a module at level 7 is indicated as follows:

Mark scale	Grade equivalence	Grades used for MA in Education
0-49	Fail	Fail
50-59	Pass	Sound Pass
60-69		Good Pass
70 and over	Distinction	Very Good/ Distinction

For information regarding the award of ‘Merit’, see paragraph 40  
 Modules at level 6 are graded Fail, Sound Pass or Good Pass only.

**Valid Life of Credits**

12. Modules credited to a student may not normally be used towards an award after five years have elapsed from the end of the student’s registration for the module.

**Duplication of Awards**

13. The same credits cannot be counted towards two separate qualifications unless one qualification is a stage in the normal progression to the other qualification.

**REGISTRATION FOR PROGRAMMES AND MODULES**

**Programme stages**

14. For the purpose of continuation or progression masters programmes are divided into stages as follows:
- a. Certificate stage – 60 credits (Postgraduate Certificate – first 60 credits)
  - b. Diploma stage – 120 credits (Postgraduate Diploma – second 60 credits)
  - c. Masters stage – 180 credits (Masters – final 60 credits – normally by dissertation)
15. A taught Masters programme covered by these regulations shall comprise 180 credits of which a minimum of 150 shall be at level 7 and a maximum of 30 credits may, for certain programmes, be at level 6. Modules at the Masters stage as in 12 above must be at level 7.
16. The specific requirements of a particular Masters programme may supersede regulation 13. In particular the Masters in Education requires that all 180 credits must be at level 7.



### **Programme of study requirements**

17. The normal period of study for a taught Masters programme is as follows:
  - a. Full-time, up to 12 months;
  - b. Part-time, two or three years (depending on programme).
18. Students registering for full time study will normally register for no more than 60 credits per semester.
19. Students registering for a part-time programme will normally register for modules with a total credit value of no more than 60 credits in any one semester. Part-time Masters Degree students will normally be expected to complete the dissertation within a calendar year.
20. The maximum period of registration for a full-time programme is three academic years. The maximum period of registration for a part-time programme is six academic years
21. The period of study specified for each programme may be extended in exceptional cases in accordance with the Code of Practice for Intercalation.

### **Admissions**

22. To be admitted to a Masters level programme a candidate shall have satisfied such entry requirements as are stated in the programme specification or applicable progression agreement.

### **Accreditation of prior learning**

23. The University may admit candidates for entry to Masters programmes with advanced standing through the University's Code of Practice for the Accreditation of Prior Learning (APL).

### **ASSESSMENT - CERTIFICATE AND DIPLOMA STAGES**

#### **Failure to submit/attend an examination**

24. Where a student fails to submit an assignment or attend an examination, procedures detailed in the University's Code of Practice for Assessment of Students will apply.

#### **Failed modules**

25. Students who fail any module will, at the discretion of the Board of Examiners, be offered the opportunity to be reassessed prior to the commencement of the next academic year.
26. Students may be reassessed in any or all elements of a module.
27. Students will normally be permitted one reassessment opportunity only in each element or module. Modules that have been reassessed will be capped at 50% unless extenuating circumstances have been approved.
28. The Retrieval Board of Examiners will consider the overall performance of students who have failed at that point to meet the requirements for any module of the award.
29. Where students have their registration terminated, the Examination Board will determine the appropriate award to be issued.



### **Extension to published deadlines**

30. Any application for an extension is subject to the requirements of the Code of Practice for Assessment of Students.

### **Extension of submission of Masters Stage dissertation**

31. A student who is unable to submit the dissertation by the published submission date may apply to the Academic Coordinator (or equivalent), using the approved application form, for an extension of up to one year, provided the application is submitted before the published submission date and provided the application includes the following supporting information:
- a. Clear evidence of progress made to date
  - b. Credible explanation of why the student cannot submit by the published submission date
  - c. Corroborating evidence
  - d. Date by which the student firmly believes s/he will be able to submit the dissertation.

### **Extenuating circumstances**

32. Where a student considers that his/her performance may have been adversely affected by circumstances, the extenuating circumstances procedure within the Code of Practice for Extenuating Circumstances will apply.
33. In the event of marks being unavailable due to circumstances at University level that are beyond the student's control, an alternate Examination Board will normally be arranged upon marks becoming available. If key Board members, including the External Examiner, are not available to attend in person, special arrangements will be made to ensure that valid decisions are made with regard to confirmation of the final award in accordance with the Regulations. Exceptionally, if marks are still unavailable, the Board may award the qualification on the basis of those marks that are available. In such a case, the student will be advised of the situation and may choose either to accept the decision of the Board based on those marks that are available, or opt for a decision by the Board pending the availability of the full set of marks.

## **INTERCALATION**

### **Intercalation**

34. A student may intercalate and thereby suspend his/her studies by making a written application to the relevant Academic Coordinator (or equivalent).
35. Intercalation periods shall not normally exceed 12 months. Intercalation shall not prolong the maximum period which is allowable between initial registration on a programme and its completion in accordance with the Code of Practice for intercalation.

### **Fitness to study**

36. Where concern is raised regarding a student's fitness to study, they may be required to suspend their studies in accordance with the Code of Practice for Intercalation and the Fitness to Study policy.



## **PROGRESSION AND AWARD**

37. Students registered on a Masters programme will progress from the Certificate to the Diploma stage subject to having satisfied requirements of the Examination Board.
38. A student who is awarded a pass mark in all modules at the Certificate and Diploma stages will be eligible to progress to the Masters stage.
39. Students who achieve a distinction in their dissertation and a distinction in taught modules representing 60 credits or more will be awarded “Masters with Distinction” with the exception of students who enter the programme with more than 60 credits awarded through APL.
40. Students who achieve a distinction in their dissertation only with at least pass grades in all other modules, including those accredited through prior learning will be awarded a “Masters with Merit.”
41. Postgraduate Certificates and Postgraduate Diplomas, including Postgraduate Certificates and Diplomas of Professional Studies in Education, are awarded as pass level only. Where accreditation of prior learning has been used, awards are subject to restrictions of ‘volume and level of credit’ as per the Code of Practice for the Accreditation of Prior Learning.

### **Exit awards**

42. Students who registered in the first instance for a Masters Degree and withdraw from their programme of study will, if they have passed the requisite modules, be awarded:
  - a. a Postgraduate Certificate with at least 60 credits, or
  - b. a Postgraduate Diploma with at least 120 credits
  - c. or credit for modules passed (with less than 60 credits in total).

## **ACADEMIC MISCONDUCT**

### **Unfair means**

43. Allegations of unfair means, whether involving plagiarism or other forms of academic misconduct shall be subject to the Code of Practice for Academic Misconduct.