



**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 Certificate in Education, Professional Graduate Certificate in Education, Post Graduate Diploma in Education, Training and Skills and Professional Graduate Diploma in Education, Training and Skills 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 programme (including to the content and syllabus of the programme, or the location of the programme or the method of delivery or assessment of the programme) where that will enable the University to deliver a better quality of educational experience to students enrolled on the programme. 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 range in size from 15 credits up to a maximum of 60 credits with each credit

representing 10 hours of learning, teaching and assessment.

9. To be awarded credits for a module, a student 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
0-49	Fail
50-59	Pass
60-69	Merit
70 and over	Distinction

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 paragraph 15. 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/research project 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. The Board of Examiners will determine whether progression, re-sit or termination of studies is applicable.
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/research project

31. A student who is unable to submit the dissertation by the published submission date may apply to the Programme Leader (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; and
 - d. a date by which the student firmly believes they 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.

INTERCALATION

Intercalation

34. A student may intercalate and thereby suspend their studies by making a written application to the relevant Programme Leader (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. The award classification for Masters degrees will be based on an average of the achieved module grades:

Average of Module Grades	Award Classification
50-59	Pass
60-69	Merit*
70 and over	Distinction*

*in order to achieve this classification the dissertation module/research project should at a minimum, be at the level of the final award classification. If a programme does not have a 60 credits dissertation or research project, its programme specification may denote which credits are used to determine the outcome of borderline cases

40. If the average mark for a student falls within 3% of the upper limit for either band (i.e. 57%, 67% or better) and the Board of Examiners may award the higher classification if the student has achieved a minimum mark of 50% in all modules and:
- (for Distinction) at least half the credits used to calculate the degree classification are at 70% or better; or
 - (for Merit) at least half the credits used to calculate the degree classification are at 60% or better.
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 Master's 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;
 - b. a Postgraduate Diploma with at least 120 credits; or
 - c. 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*.