



**BISHOP GROSSETESTE UNIVERSITY
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Responsibilities:

Deans
Head of Quality Assurance & Student Data
Heads of Departments (SCEI)
Heads of Development (TD)
Partner institutions

Revisions

- Revised June 2013 to include “Masters with Merit” for students who achieve a distinction in the dissertation module only with at least pass grades in all other modules including modules accredited to prior learning (para. 36).

Description:

These regulations apply to programmes leading to the award of Taught Masters degrees and include Post Graduate Certificate and Post Graduate Diploma awards.

Reference should also be made to:

- Post Graduate and Professional Graduate Certificate in Education Programmes (*subject to approval alongside these regulations*)
- Boards of Examiners – Qa:C3 to be developed (*currently the Code of Practice for the Conduct of Boards of Examiners*)
- Assessment Procedures – Qa:D1 to be developed (*currently the Code of Practice for the Assessment of Students*)
- Qa:B1 Annexe 1 Flexible Framework *to be approved*
- Code of Practice on Suspension of Studies
- Code of Practice for Academic Misconduct

**This document is available in alternative formats from
the Quality Assurance and Student Data Office**

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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* (2008) and the *Higher Education Credit Framework for England: Guidance on Academic Credit Arrangements in Higher Education in England* (2008).
3. The regulations for taught Masters Degrees and related awards are approved by Academic Board, are subject to periodic review and may be amended at any time.

MODULES AND CREDITS

Modules

4. 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.
5. 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

6. 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.
7. To be awarded credits for a module, a trainee must meet the requirements of the particular module.

Performance

8. Students must pass every element of a module in order to achieve a pass for the module overall.
9. 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 36

Modules at level 6 are graded Fail, Sound Pass or Good Pass only.

Valid Life of Credits

10. 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

11. 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

12. For the purpose of continuation or progression masters programmes are divided into stages as follows:
 - a. Certificate stage (Postgraduate Certificate – first 60 credits)
 - b. Diploma stage (Postgraduate Diploma – second 60 credits)
 - c. Masters stage (Masters – final 60 credits – normally by dissertation)
13. 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.
14. The specific requirements of a particular Masters programme may supercede regulation 13. In particular the Masters in Education requires that all 180 credits must be at level 7.

Programme of study requirements

15. The normal period of study for a taught Masters programme is as follows:
 - a. Full-time, up to 16 months;
 - b. Part-time, three years.
16. Students registering for full time study will normally register for no more than 60 credits per semester.
17. Students registering for a part-time programme will normally register for modules with a total credit value of no more than 30 credits in any one semester. Part-time Masters Degree students will normally be expected to complete the dissertation within a calendar year.
18. The maximum period of study for a full-time programme is three academic years. The maximum period of study for a part-time programme is six academic years
19. The period of study specified for each programme may be extended in exceptional cases but only with the approval of the appropriate Academic Coordinator (or equivalent) and the Board of Examiners or Retrieval Board (see Code of Practice for Suspension of Studies).

Admissions

20. 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

21. The University may admit candidates for entry to Masters programmes with advanced standing through the University's Code of Practice for APL.

ASSESSMENT - CERTIFICATE AND DIPLOMA STAGES

Failure to submit/attend an examination

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

Failed modules

23. 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.

24. Students may be reassessed in any or all elements of a module.

25. 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.

26. The Retrieval Board of Examiners will consider the overall performance of students who have failed at that point to meet the requirements for the award of any module. The Board may determine that such students should have their registration terminated.

Extension to published deadlines

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

Extension of submission of Masters Stage dissertation

28. 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

29. Where a student considers that his/her performance may have been adversely affected by circumstances the extenuating circumstances procedure within the Code of Practice on Assessment of Students will apply.

INTERCALATION

Intercalation

30. A student may intercalate and thereby suspend his/her studies by making a written application to the relevant Academic Coordinator (or equivalent).
31. Intercalation periods shall not normally exceed 12 months.

Intercalation on grounds of risk

32. A student on any University module or programme who is judged, on substantial evidence, to be unfit to study by reason of posing a risk to him/herself or others may be required to suspend their studies (intercalate) even in the absence of the candidate's consent provided the procedures defined in the Code of Practice on Suspension of Studies are followed.

PROGRESSION AND AWARD

33. Students registered on a Masters programme will automatically progress from the Certificate to the Diploma stage subject to having satisfied attendance and submission requirements.
34. A student who is awarded a pass mark in all modules at the Certificate and Diploma stages shall progress to the Masters stage.
35. 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.
36. 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."
37. Postgraduate Certificates and Postgraduate Diplomas, including Postgraduate Certificates and Diplomas of Professional Studies in Education, are awarded as pass level only.

Exit awards

38. Students who registered in the first instance for a Masters Degree and withdrew from their programme of study shall, if they have passed the requisite modules at the Certificate or Diploma stage, 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).
39. Any award under Regulation 37 shall be subject to a minimum of half the credits having been awarded by the University.

ACADEMIC MISCONDUCT

Unfair means

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

PUBLICATION OF PROGRAMMES OF STUDY

41. The University will make every effort to ensure that the published programme details are complete and up-to-date, but reserves the right to make changes at any time on the recommendation of the Academic Enhancement Committee.