Taught Postgraduate Assessment Regulations 2018/19
Major Changes for 2018/19

These Assessment Regulations are reviewed annually, with changes approved by the Academic Board. Major Changes for 2018/19 are below.

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<td>A14</td>
<td>Amendment to reflect the responsibilities of Programme Leaders in handling requests for suspension.</td>
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<td>B9</td>
<td>Amendment to stipulate that compensation will not be applied where it will have a detrimental impact upon a student’s final award classification.</td>
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<td>B10</td>
<td>Clarification to outline practice where students have marginal fail marks in over 30 credits and are eligible for compensation.</td>
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<td>B16</td>
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About the Assessment Regulations

These Taught Postgraduate Assessment Regulations provide rules and procedures for all assessed work in order to ensure all students are fairly and objectively assessed.

General

A1. These Assessment Regulations apply to all taught postgraduate provision, including provision delivered through the Flexible Curriculum Framework, approved by the University and delivered by the University or by its collaborative partners leading to awards or academic credit of the University. The Assessment Regulations apply to all assessments, at whatever point in a programme they are undertaken, that formally contribute to the recommendation of academic credit or an award of the University.

A2. The credit specification that is contained within the Curriculum Framework for Taught Postgraduate Programmes of Study indicates the amount and level of academic credit expected to be gained by a student on a programme leading to the award identified. The credit specification is attached as Appendix A.

A3. The credit specification that is contained within the Flexible Curriculum Framework in relation to study at level 7 permits students to gain academic credit and a certificate of achievement for study that amounts to less than 60 credits and does not permit an award of the University. The credit specification is attached as Appendix B.

A4. Subject to any requirements of the validating and/or awarding body concerned, programmes leading to awards other than those of the University, but which the University has been licensed or approved to deliver, must be calibrated in accordance with the Regulations for Academic Awards of the University.

A5. Any exemption or variation from these Assessment Regulations must be approved in advance by or on the behalf of the Academic Board of the University and set out in the approved Programme Specification.

A6. Students may only enrol on one programme within a single standard academic period. Students may normally enrol only on units that form part of that programme on which they are registered, as it is set out in the approved Programme Specification.

A7. These Regulations shall be applied so as to ensure equity of treatment.
of students regardless of their mode of study and the number of credits that they have studied over each contributing assessment period.

A8. Students registered on a programme shall receive only one academic award of the University in respect of that programme and any of its associated routes and pathways, but students who complete a programme and proceed to register on another non-cognate programme leading to an unrelated award shall be eligible for any and all awards for which they become registered by so doing.

A9. Students registered on a programme leading to the award of a Master’s Degree who do not obtain the required credits for the Master’s award shall be granted whichever of a Postgraduate Certificate or a Postgraduate Diploma shall be appropriate, provided that they have gained the required credits and demonstrated achievement of the learning outcomes specified for that interim award in the Programme Specification.

A10. Students who receive a Postgraduate Certificate award shall be entitled to apply for admission to a cognate programme leading to a Postgraduate Diploma or a Master’s Degree; and students who receive a Postgraduate Diploma award shall be entitled to apply for admission to a cognate programme leading to a Master’s Degree.

Period of student registration

A11. The minimum time for which a student may be registered on a programme and gain the award to which it leads shall not be less than the minimum length specified for the programme in the Programme Specification, except where the provisions of the University’s Policy for the Recognition of Prior Learning apply.

A12. There is no University-wide maximum period of registration for students on a taught postgraduate programme. There may, however, be instances where there is a discipline-specific rationale for such a maximum limit to be imposed. In such cases, this shall be clearly listed in the approved Programme Specification. In all programmes of study, there shall be no guarantee about the length of time for which a programme or its constituent units shall be available.

A13. Students shall be required to renew their registration on a programme annually. If a student does not renew his/her registration, the registration shall lapse. A student whose registration on a programme has lapsed may be considered for re-admission to the same programme, as long as the lapse in registration was not a consequence of academic failure.

A14. A student may apply to the Programme Leader to suspend his/her studies ('intercalate'). If the Programme Leader considers that the reasons for the request are valid, he/she may agree to a suspension of studies for a period of up to one year, taking account of the implications of the timing and duration of the suspension for the student’s engagement with the programme and with assessment and re-assessment opportunities. Decisions regarding second or subsequent requests for a suspension of studies should be made by the relevant Head of Department.

Practice credits

A15. Periods of assessed practical training, placement, supervised work experience, or clinical or professional practice, whether taken in the UK or abroad, which are additional to the academic credits required for the award may attract practice credits based on the benchmark of 120 such credits representing not less than 1200 hours of student training, placement, work experience or clinical or professional practice normally undertaken within one academic year. Practice credits are not assigned to a level.

A16. Where the assessment of practice is accommodated within the academic credit structure it shall comply with the regulations that apply to academic credits generally. However, provision may be approved within the programme assessment arrangements for practice elements to be assessed on a pass/fail basis rather than being marked out of 100 in accordance with Regulation B4. In all cases, the arrangement that is to be used for assessment shall be approved and specified in the Programme Specification.

A17. Practice credits that do not count as nor attract academic credit shall be governed by the scheme approved for them in the Programme Specification and shall be generally exempt from the provisions of these Regulations relating to assessment, re-assessment and progression.

A18. Students’ progression through their programme may be made conditional upon their having satisfactorily completed particular practice credits. Where this is the case, it shall be clearly stated in the Programme Specification and the students informed specifically of this progression condition.

A19. Practice credits may be subject to the requirements of professional, statutory and regulatory bodies. Where this is the case, such requirements shall be stated in the Programme Specification.

A20. Practice credits may not be used in lieu of the academic credits specified for academic awards, but where such practice periods are a specific programme requirement they may contribute towards the student’s overall eligibility for the award for which he/she is registered.

A21. Provision may be made within the approved Programme Specification in accordance with arrangements approved by the Academic Board for the awarding of a Certificate of Practice Achievement. The Certificate shall provide a transcript of the elements making up the practice credits to students who satisfactorily complete all of the required practice credits associated with their programme. The award of such a Certificate shall be conditional upon the student having met the requirements for the academic award to which the programme leads.

Assessment

B1. Students must pass or otherwise be credited with the specified number and level of credits for any award for which they are eligible in order to gain that award. A final award shall only be granted to students who have demonstrated achievement of the learning outcomes for the programme on which they are registered.

B2. The assessment scheme for a unit shall comprise an approved combination of summatively assessed elements and shall be determined with respect to the learning outcomes of that unit.
B3. Students may normally take a maximum of 120 taught credits in a standard academic period for the programme on which they are registered, and a maximum of 180 credits in a 12-month period.

B4. All elements of summative assessment within a unit shall be marked out of 100 (unless practice elements assessed on a pass/fail basis have been approved within the programme assessment arrangements in accordance with Regulation A17). The weighted average mark for the unit shall then be calculated from the marks for the individual elements of summative assessment. The weighted average mark for the unit shall also be expressed as a mark out of 100. Marking criteria shall be set out in the University Standards Descriptors.

B5. Marks are expressed as whole numbers, with standard rounding conventions applied to two decimal places. Unit/Award marks with a weighted average of x.49 and below will be rounded down to the nearest integer. Those with a weight average of x.5 and above will be rounded up to the nearest integer.

B6. Summative assessment marks shall be subject to internal and external moderation before final confirmation by the Assessment Board, in accordance with the University’s Procedures for the Verification, Marking and Moderation of Assessments.

Progression

B7. Students’ progression through programmes shall be determined by their performance in, and engagement with, the summative assessments in the units on which they are enrolled.

B8. A unit shall be passed when a student achieves a weighted average mark of 50% for the summative assessment(s) associated with the unit.

B9. Subject to the provisions of regulation B19, students shall be entitled to receive compensated passes in taught whole units where they achieve a weighted average mark in the marginal fail category (40% to 49%) for the summative assessment(s) associated with such unit(s), and have achieved an overall average of 50% or greater across the total taught credits for the relevant award. Where the application of compensation would have a detrimental impact on a student’s final award classification, the student shall be entitled to undertake reassessment. Students with an incomplete credit profile will not be considered for compensation.

B10. For the award of PGCert, a student will be allowed compensated passes in a maximum of 15 credits for the taught elements; for the award ofPGDip a student will be allowed compensated passes in a maximum of 30 credits for the taught elements; for the award of Master’s a student will be allowed compensated passes in a maximum of 30 credits for the taught elements. Where a student is eligible for compensation in units amounting to more than the maximum limit, the unit(s) with the highest average mark(s) shall receive a compensated pass up to the total of 30 credits.

B11. A compensated pass in a unit may not be a sufficient pre-requisite for an associated unit within a programme. Where this is the case, it shall be made clear in the approved Programme Specification for the programme. Where a unit must be passed and may not be compensated, this shall be specified in the approved Programme Specification.

B12. Students who receive a compensated pass in a unit shall be granted the credits associated with the unit. The mark that is recorded for the unit shall, however, be the actual mark achieved.

B13. Where a student transfers between programmes, the assessment status of any individual unit(s) on the new programme that the student has already taken as part of a previous programme shall not change as a consequence of the transfer.

B14. Any summatively assessed assignment submitted after the relevant submission deadline shall be marked as 0%, unless the student has approved exceptional factors.

Re-assessment

B15. Students shall always be required to undertake re-assessment in units in which they have not achieved a weighted average mark of at least 40%. Students shall also be required to undertake re-assessment in units where they have a mark in the marginal fail category but where compensation cannot be applied.

B16. Students shall have an automatic right to one opportunity of re-assessment in taught units. Students may also have a second reassessment opportunity but this shall however be conditional upon the student engaging fully with the first reassessment opportunity and/or securing approval, for non-engagement through approved Exceptional Factors.

B17. The University defines full engagement with first reassessment as follows:

- Re-submission of a serious and legitimate attempt at all required items of coursework
- AND attendance with all required re-sit examinations
- AND attendance at or participation in any other re-assessment activities or events required by the programme.

B18. Students who fail the supervised independent study component of a Master’s Degree programme shall have one opportunity only to redeem the initial failure.

B19. Where students have achieved a weighted average mark of 50% or higher in a unit, they may not be re-assessed in any part of the unit, except where the Programme Specification specifically prescribes otherwise or where a student has been permitted under regulation B25 to be re-assessed as if for the first time.

B20. Where a student does not achieve a weighted average mark of at least 50% for a unit, and cannot be considered for compensation, they shall be re-assessed only in those elements of assessment within a unit that they have failed, except where the approved Programme Specification specifically prescribes otherwise.

B21. Re-assessment in a unit shall take place as soon as is reasonable and possible after the associated period of student learning.

B22. The mark for any unit in which a student is re-assessed shall be capped at 50%.

B23. The provisions of B21 shall apply, where appropriate, in the same way to students undertaking more than 120 credits in a 12-month period.
B24. Where students fail a unit that is an optional unit within the programme on which they are registered, they may substitute for that unit another optional unit. The assessment status of the new optional unit shall be the same as the original optional unit. Students are entitled to substitute for an original optional unit once only within their programme.

B25. If it is established through approved Exceptional Factors that a student’s absence, failure to submit work or poor performance in all or part of an assessment for an award was due to illness or other exceptional factors found valid on production of acceptable evidence, the student shall have the right to be re-assessed as if for the first time in any or all of the elements of assessment, as specified by the unit assessment board. If an assessment affected by illness or other exceptional factors was itself a second attempt, the student shall be permitted to be re-assessed again as if for the second (or a further) time.

B26. Students shall not be entitled to re-assessment in elements that are no longer current in the programme for which they are registered. In cases where it is not practicable for a student to be re-assessed in the same elements and by the same methods as at the first or any subsequent attempt, the unit Assessment Board shall make such alternative arrangements as it considers appropriate.

B27. Where, in the case of re-assessment, a lower unit mark is attained than at the previous attempt, the higher mark shall apply. The re-assessed unit mark shall be calculated by combining the marks for elements of assessment in which the student was re-assessed with the original marks for any elements of assessment in which the student was not re-assessed.

Awards

Award of Postgraduate Certificates, Postgraduate Diplomas and Master’s Degrees

C1. The approved Programme Specification for each taught postgraduate programme leading to, or incorporating, the award of a Postgraduate Certificate, a Postgraduate Diploma or a Master’s Degree shall state explicitly the learning outcomes to be met by students in order to achieve each award.

C2. Postgraduate Certificates, Postgraduate Diplomas and Master’s Degrees may be awarded at Pass level, with Merit, or with Distinction.

C3. For an award to be made at Pass level, a student must pass or otherwise be credited with all of the units that make up the specified number and level of credits for the award.

C4. For a Postgraduate Certificate, Postgraduate Diploma or Master’s Degree to be awarded with Merit, a student must gain an overall average of 60%.

C5. For a Postgraduate Certificate, Postgraduate Diploma or Master’s Degree to be awarded with Distinction, a student must gain an overall average of 70%.

C6. Where a student successfully completes whole units of study within the Unit Scheme of the Flexible Curriculum Framework, they will be recognised with a University Certificate of Achievement to enable progression to appropriate awards of the University in the future.

General provisions relating to awards where there are factors affecting performance in assessments

C7. Where the Assessment Board is satisfied that there is sufficient evidence of the student’s achievement, or this evidence is subsequently obtained, the student may be granted the award for which he or she is a candidate, with or without Merit or Distinction as appropriate. In order to reach a decision an Assessment Board may assess the candidate by whatever means it considers appropriate.

C8. Where the Assessment Board does not have enough evidence of the student’s performance to decide upon the award for which the student was a candidate (or a lower award where one is available), but is satisfied that but for illness or other valid cause the student would have reached the standard required, it may make an Aegrotat award. Where such an Aegrotat award is made, a student shall be permitted to re-submit, within a period of one year, for the original classified award.
Appendix A - Credit Specification for Taught Postgraduate Awards

For students undertaking an award under the Curriculum Framework for Taught Postgraduate Awards.

<table>
<thead>
<tr>
<th>Programme / Award</th>
<th>Credit Specification</th>
<th>Credit Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate Certificate (PgCert)</td>
<td>60 credits at Level 7</td>
<td>60</td>
</tr>
<tr>
<td>Postgraduate Certificate in Education (PGCE)</td>
<td>60 credits at Level 7, 60 practice credits</td>
<td>60 plus 60</td>
</tr>
<tr>
<td>Postgraduate Diploma (PgDip)</td>
<td>120 credits at Level 7</td>
<td>120</td>
</tr>
<tr>
<td>Master's Degree</td>
<td>180 credits at Level 7</td>
<td>180</td>
</tr>
<tr>
<td></td>
<td>(120 taught credits and 60 credits of supervised independent study)</td>
<td></td>
</tr>
<tr>
<td>Master of Fine Art</td>
<td>180 credits at Level 7</td>
<td>300</td>
</tr>
<tr>
<td></td>
<td>120 additional credits at Level 7</td>
<td></td>
</tr>
<tr>
<td>Master of Landscape Architecture</td>
<td>300 credits at Level 7</td>
<td>300</td>
</tr>
<tr>
<td>Professional Doctorate</td>
<td>Level 8</td>
<td>No minimum specified</td>
</tr>
<tr>
<td></td>
<td>Taught element must be credit rated at Level 8. For Part 2, the research element, please see details within the Regulations for Postgraduate Research Degrees</td>
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</tbody>
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Appendix B - Credit Specification for Flexible Credits that do not permit an award of the University

For students undertaking single or multiple units of study through the Flexible Curriculum Framework.

<table>
<thead>
<tr>
<th>Title</th>
<th>Credit</th>
<th>Credit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Achievement</td>
<td>Level 7</td>
<td>Less than 60 credits</td>
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</tbody>
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