

# Regulations for taught postgraduate programmes 2019/20

## Introduction

1. These regulations are the most important part of the University's information for postgraduate students. They set out requirements and expectations for the University's postgraduate programmes. They should be read together with the specific requirements for the student's programme of study, and the following University policies and guidance:

Academic Appeals Procedure

Code of Student Discipline: Academic Misconduct

Assessment Policy

Examination Rules for Candidates

Fitness to Study Policy

Policy for Recognition of Prior Learning

Mitigating Circumstances Procedures

Guide to the Grade Point Average

2. These regulations apply to all postgraduate programmes of study unless an exception is specifically highlighted. Further information will be available to students in handbooks, the University website and the virtual learning environment, but in all cases these regulations take precedence.
3. Any cases for waiver or exception from these regulations will be considered by Senate, which may delegate authority to the Vice-Principal (Academic).

## Admission and registration

4. Students who are admitted to the University must complete registration prior to the start of their first term of study. Students are not entitled to attend classes until registration has been completed, and in all cases students must have completed registration and started attending classes no later than the end of week 2 of term. Changes of degree programme are not permitted later than the end of week 2.
5. The University reserves the right to withdraw the registration of students who have failed to disclose relevant information, or who have presented misleading or false information, in applying for a programme of study. The University also reserves the right to decline or withdraw the registration of students who do not hold the appropriate immigration status, or who fail to comply with the conditions of their visa.

## Recognition of prior learning

6. A student may be awarded credit in recognition of academic or vocational study completed elsewhere, or of equivalent experiential learning. Credit may be awarded in relation to a specific module or as general credit. Further details are available in the **Policy for Recognition of Prior Learning**.
7. Requests for recognition of prior learning will normally be made before the start of the programme of study, so that an appropriate entry point and any variation to the standard

programme can be agreed. Exceptionally, recognition of prior learning in relation to a specific module may be considered within the first three weeks of the term in which that module is delivered.

8. The maximum amount of credit that can be counted towards the award of a Master's degree is 60, unless the student is admitted under a specific agreement that permits a higher amount. The maximum amount of credit that can be counted towards a Postgraduate Diploma is 40. The maximum amount of credit that can be counted towards a Postgraduate Certificate is 20.

### Programmes of study

9. The postgraduate awards of the University are:

Master of Arts	MA
Master of Science	MSc
Master of Business Administration	MBA
Master of Professional Practice	MProf
Postgraduate Diploma	PGDip
Postgraduate Certificate	PGCert

10. At the point of first registration, each student is registered for a specific programme of study, or as a student completing modules for credit only. The requirements for each programme of study are set out in the 'Programme Structures' section of OASIS.

### Mode of attendance, suspension and duration of study

11. Postgraduate students may be registered on a full-time or part-time basis. A student may apply to transfer from full-time to part-time, or vice-versa, by writing to the Registrar. Approval to change will depend on the appropriateness of the proposed mode of study for the student's programme and visa status.
12. A student may apply to suspend study for a period of up to 12 months by writing to the Registrar. Normally only one suspension will be granted during a student's period of study.
13. After the end of week 3 of a term, suspension for that term will only be considered in cases where the student has extenuating circumstances supported by evidence. Suspension for a term cannot be considered after the end of week 10 of that term.
14. In certain circumstances, suspension may not be possible, for example where a programme is running in its current form for the last time.
15. Where suspension is granted, a return to study date will be agreed. The student must register and resume their studies on that date; otherwise they will be withdrawn from study.
16. The maximum period of study, not including any approved suspension, for each award is:

Award	Full-Time (max years)	Part-Time(max years)
Master's degree	2	4
Postgraduate Diploma	2	3
Postgraduate Certificate	1	2

17. Where a student transfers between full-time and part-time modes of study the maximum period of enrolment will be calculated on a pro-rata basis. This does not apply in cases where a student is required to register part-time in order to repeat failed modules.
18. The maximum period of study will be reduced on a pro-rata basis to take account of credits granted in recognition of prior learning.

### Modules, engagement and assessment

19. Postgraduate programmes are made up of modules, which each carry 20 Scottish Credit and Qualifications Framework (SCQF) credits. Some project modules carry 60 SCQF credits. A Master's programme will contain modules totalling 180 SCQF credits.
20. A student seeking to change modules should complete and submit a module change form not later than the end of week 3 of term. Beyond that date, a student's module registrations are fixed and fees will be payable.
21. Students are expected to engage with the learning opportunities offered to them by the University, but also to study independently, taking responsibility for their own learning.
22. Exceptionally, Teaching & Learning Committee may approve a minimum attendance or participation requirement in order to pass a module. Such requirements will be made explicit in the module descriptor.
23. Each module is assessed by one or more units of assessment. Each unit of assessment is given a percentage weighting in the calculation of the module grade.
24. In order to be awarded credit for a module, a student must meet the learning outcomes of the module by completing all units of assessment for the module. If the student has failed to submit or attend for a unit of assessment, they will be unable to pass the module overall.
25. Where coursework, including a dissertation or project, is handed in late and there are no valid mitigating circumstances, the work will be accepted for grading up to two days after the due date. Late coursework will be adjusted on a sliding scale with one grade deducted (e.g. from B to C+) for each day late for the first two days, after which the grade awarded will be NS. No late submission will be accepted for modules assessed on a pass/fail basis.
26. Students should ensure they are familiar with the **Code of Student Discipline: Academic Misconduct** and the **Examination Rules for Candidates**.
27. Exceptionally, Teaching & Learning Committee may specify that a pass grade must be achieved in a particular unit of assessment in order to pass a module. Such requirements will be made explicit in the module descriptor.
28. Student performance in each assessment and in each module will normally be assessed and recorded using the criteria and grades described below. Exceptionally, Teaching & Learning Committee may grant approval for a module to be assessed on a pass/fail basis only. Grades will be confirmed by an Assessment Board following the end of each term.

Literal grade	Grade point	Evaluative descriptor	ECTS
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A+	4.5	<p>Excellent overall.</p> <ul style="list-style-type: none"> <li>• Demonstrates an excellent grasp of the subject matter.</li> <li>• Excellent capacity for original and creative enquiry.</li> <li>• Excellent ability to critically evaluate, analyse, synthesise and integrate complex information.</li> <li>• Excellent communication skills.</li> </ul> <p>In addition, exceptional in at least one of the above.</p>	A
A	4	<p>Excellent overall.</p> <ul style="list-style-type: none"> <li>• Demonstrates an excellent grasp of the subject matter.</li> <li>• Excellent capacity for original and creative enquiry.</li> <li>• Excellent ability to critically evaluate, analyse, synthesise and integrate complex information.</li> <li>• Excellent communication skills.</li> </ul>	A
B+	3.5	<p>Very good overall.</p> <ul style="list-style-type: none"> <li>• Demonstrates a very good grasp of the subject matter.</li> <li>• Very good capacity for original and creative enquiry.</li> <li>• Very good ability to critically evaluate, analyse, synthesise and integrate complex information.</li> <li>• Very good communication skills.</li> </ul> <p>In addition, excellent in at least one of the above but overall performance deemed to be very good.</p>	B
B	3	<p>Very good overall.</p> <ul style="list-style-type: none"> <li>• Demonstrates a very good grasp of the subject matter.</li> <li>• Very good capacity for original and creative enquiry.</li> <li>• Very good ability to critically evaluate, analyse, synthesise and integrate complex information.</li> <li>• Very good communication skills.</li> </ul>	B
C+	2.5	<p>Good overall.</p> <ul style="list-style-type: none"> <li>• Demonstrates a good grasp of the subject matter.</li> <li>• Good capacity for original and creative enquiry.</li> <li>• Good ability to critically evaluate, analyse, synthesise and integrate complex information.</li> <li>• Good communication skills</li> </ul> <p>In addition, very good in at least one of the above but overall performance deemed to be good.</p>	C
C	2	<p>Good overall.</p> <ul style="list-style-type: none"> <li>• Demonstrates a good grasp of the subject matter.</li> <li>• Good capacity for original and creative enquiry.</li> <li>• Good ability to critically evaluate, analyse, synthesise and integrate complex information.</li> <li>• Good communication skills</li> </ul>	C
D+	1.5	<p>Satisfactory overall.</p> <ul style="list-style-type: none"> <li>• Demonstrates a satisfactory grasp of the subject matter but limited grasp in some areas</li> <li>• Satisfactory capacity for original and creative enquiry.</li> <li>• Satisfactory ability to critically evaluate, analyse, synthesise and integrate information.</li> <li>• Satisfactory communication skills</li> </ul>	D

D	1	Adequate. Achievement of all threshold standards but grasp of some subject areas and graduate attribute development may be more limited.	D
MF	0.5	Marginal fail. Performance just below the threshold standard. A reasonable expectation that a pass is achievable by reassessment without the need to repeat the module.	FX
F	0	Performance well below the threshold level. Some limited evidence of achievement of the outcomes.	F
NS		No assessments submitted or no evidence of achievement of the outcomes.	

29. Credit will be awarded for a module where a student has achieved a grade of A+, A, B+, B, C+, C, D+ or D. MF, F and NS are fail grades and no credit will be awarded.
30. Where a student has a grade of NS for any unit of assessment, they will receive an overall module grade of NS. However, they will normally be permitted to take it at the second assessment opportunity as a reassessment, with the unit grade capped at D, provided they confirm to the Registry in writing that they wish to do so.
31. A minimum grade of MF must be achieved in each unit of assessment, and a minimum of D overall, in order to receive a passing grade for a module.
32. Where a student receives an overall module grade of MF or F, or a grade of F in a unit of assessment, reassessment will be available to them, once only, in each unit of assessment in which they do not yet have a passing grade, except in those units where reassessment is not possible (which will be set out in the module descriptor). Where the fail grade is in a final dissertation or project, one resubmission will be permitted.
33. There is no limit to the number of modules in which a student can be reassessed.
34. The highest unit grade that can be awarded following reassessment is D. A student who has undertaken reassessment cannot be awarded a lower grade than that achieved at the first attempt.
35. A student cannot be reassessed in a unit of assessment, or in a module, in which they already have a passing grade.

## Progression

36. Student progression will be considered at the end of each term. The main progression point for postgraduate students will be at the end of the taught part of the programme. However, interim progression decisions will be taken where a student has achieved insufficient credit or does not have the academic prerequisites to continue. Students who have received grades of NS in all modules in a term will normally be required to withdraw.
37. The Student Progress Panel oversees student progression. A student has the right to appeal against a decision of the Student Progress Panel, in line with the **Academic Appeals Procedure**.
38. Standard progression at the end of the taught part of the programme is completion of 120 credits with passing grades. Such students will be eligible to proceed to the dissertation or project.

39. Students who have passed at least 100 credits at the end of the taught programme, and have a grade of MF in no more than 20 credits for which there is a reassessment attempt still available, will be permitted to proceed to the dissertation or project. They must pass the failed module at the reassessment diet in order to be considered for the award of a Master's degree.
40. All other students will be unable to progress to the dissertation or project until they have completed any reassessment and passed 120 credits. Students who have not passed 120 credits after reassessment will normally be withdrawn from study, and awarded a Postgraduate Certificate, if eligible.
41. Those following a degree programme on a part-time basis will progress on the same basis as above, will be expected to pass at least half the credit for which they have registered in each academic year, and must be able to complete within the maximum period of study.

### Repeat study

42. Exceptionally, the Student Progress Panel may permit a student to repeat a module or modules in the next academic year. In this case, they must participate fully and complete all assessments. No previous attempts at assessment may be carried forward. The grade will not be capped if it is achieved at the first assessment diet. The module(s) must be passed for the student to progress; otherwise they will be required to withdraw.

### Short-term absence and mitigating circumstances

43. For short-term illness, and other issues that may be difficult to evidence, students are able to exercise an entitlement to a 48 hour extension for a maximum of two assessments in each academic year. For any other absence when an assessment is due, a student may apply for an extension or deferral of assessment as described in the **Mitigating Circumstances Procedures**. Any request for extension must be submitted on or before the date on which the assessment is due. Any request for deferral should normally be submitted in advance of the coursework deadline or examination date; where this is not possible, they should be **submitted, including evidence, within 5 working days of the assessment date**. Only in extreme cases, such as emergency hospitalisation, will requests be accepted later. Deferral will not be considered after the Assessment Board has met.
44. Where a student has completed an assessment, but believes their performance has been affected by serious mitigating circumstances, the student should notify Registry in writing, with supporting evidence, within 10 working days of the assessment date. The evidence may take the form of a statement from an adviser or counsellor in Student Services, or from the Students' Association Advice and Welfare Co-ordinator. The Assessment Board has discretion to set aside the attempt and allow deferral of the assessment.
45. Applications for extension and deferral are overseen by the Student Progress Panel.
46. Where deferral of an assessment has been approved, a grade of 'DF' (deferred) will be recorded, and assessment should be completed by the end of the reassessment period. If assessment cannot be completed in the reassessment period, a final grade of 'IN' will be recorded, and the module may be repeated in the following academic year, provided the student is eligible to do so.

## Awards

47. Each postgraduate award has a minimum credit requirement that must be met in full. No condonement or compensation of failed modules is permitted.
48. For the award of the Postgraduate Certificate, students require passes in 60 credits, with at least 40 at level 11.
49. For the award of the Postgraduate Diploma, students require passes in 120 credits, with at least 100 at level 11.
50. For the award of a Master's Degree, students require passes in 180 credits, with at least 160 at level 11.
51. The Postgraduate Certificate, Postgraduate Diploma or Master's degree may be awarded with Distinction or with Merit, based on a weighted grade point average of the student's module grades. Failed modules, and any modules assessed on a pass/fail basis, will not be included in the grade point average calculation.
52. An award will be made with distinction where a student has an overall grade point average of at least 3.75.
53. An award will be made with Merit where a student has an overall grade point average of at least 2.75.
54. Any of the University's postgraduate awards may be awarded posthumously. A posthumous award will be calculated based on credit attained.
55. Where a student has been prevented from completing sufficient assessment due to severe illness or other exceptional circumstances, the School may recommend to Senate that an Aegrotat award is made. An Aegrotat award does not carry a classification, merit or distinction.

## Readmission

56. Readmission to the University is at the discretion of the Registrar, in consultation with the School in which the applicant seeks to study. The applicant's previous academic record will be taken into account.
57. Where an applicant was previously required to withdraw from study, the application for readmission will be considered by the Student Progress Panel.
58. Where readmission is approved, the previous academic record will stand in full, and the regulations in force at the point of readmission will apply. If an academic award had previously been granted, the student will be required to surrender that award before a higher award may be granted.