

BITE-SIZE

Academic regulations

Spotlight Qn ...

Postgraduate provision

2021/22

Whether you are a De Montfort University (DMU) student, member of staff or external examiner, this leaflet provides a summary of the key regulations for each stage of a postgraduate programme, from assessment and progression through to awards. Please read this alongside the [academic regulations for taught programmes](#). For ease, the relevant regulation number is indicated against each point. Please also refer to any programme-specific regulations, where applicable (normally for professional or accredited programmes). For more information, please contact your Associate Dean (Academic).

Assessment

- Module marks are determined by combining the module assessment task marks, according to the task weightings, rounded to whole numbers; 0.49 and below is rounded down, 0.5 and above is rounded up. [Reg no. 16]
- The pass mark for a postgraduate module is 50%. Normally, students are required to achieve at least the pass mark to pass a module; some modules may require individual assessment tasks to also be passed. [Reg no. 18, 20]

Reassessment

- Only failed assessment components need be reassessed. Reassessment is not permitted in assessment components or modules which have already been passed. [Reg no. 32]
- Students may only be reassessed once in each module (from 2020/21). [Reg no. 36]
- Module marks will be capped at 50% where one or more assessment tasks has been reassessed. [Reg no. 39]

Deadline extensions, late submissions, deferrals etc

- Students may request (from the module leader) an extension to an assessment deadline of up to 10 university working days. [Reg no. 114]
- Assessments submitted 1-10 university working days after the submission deadline without an approved extension or deferral will be capped at 50%. Assessments submitted after that will receive a mark of 0%. [Reg no. 28, 29]
- Students may apply (via the Student Advice Centre) for a deferral (delay) in submitting assessments or sitting formal examinations. If approved, the assessment can be taken later without it affecting reassessment and the mark will not be capped. [Reg no. 117]

Progression

- Students must have passed 60 credits before starting their dissertation, major project or design work. [Reg no. 66]

Awards

The table below shows the minimum credits needed for a PG award and the maximum time allowed to complete (ie period of registration, including any breaks in study) [Reg no. 73, 135]:

Award	Minimum credits			Maximum registration period	
	Level 6	Level 7	Total	Full-time	Part-time
Master's degree	30	150	180	3 years	6 years
Postgraduate diploma (PgDip)	30	90	120	2 years	4 years
Postgraduate certificate (PgCert)	15	45	60	1 year	2 years

- Wherever possible, students who are unable to achieve their intended award (due to running out of time/reassessment opportunities) will be given an exit award. [Reg no. 108]
- Exit award classifications will be calculated using the best 60 (PgCert)/120 (PgDip) credits. [Reg no. 80, 81]
- A formal record of any credits achieved will be provided where a student has not gained enough credits to be given an award. [Reg no. 106]

How to work out the classification

The classification criteria for PG awards are as follows, based on the bandings shown [Reg no. 74, 79- 81]:

Award	Criteria	Banding	Classification
Master's	Major/final piece AND overall average mark OR min 120 credits in higher band	70%+	Distinction
PgDip	Overall average mark OR min 90 credits in higher band	60-69%	Merit
PgCert	Overall average mark OR min 45 credits in higher band	50-59%	Pass

Example master's degree profile

Credits Level 7	Counts	² Module mark	Classification banding
30	x2	75%	Distinction ³
30	x2	68%	Merit ³
15	x1	50%	Pass (capped after reassessment)
45	x3	77%	Distinction ³
60	x4	67%	Merit ¹ ³
180	12	848	Totals

² Each 15 credits' worth of module marks counts once towards the overall mark eg 30 credit modules count twice, 45 three times

Classification explained

Working through the classification criteria above in order:

- ① The major/final piece (60 credit module) is at **merit level** (67%) **AND**
- ② $75+75+68+68+50+77+77+77+67+67+67+67=848\div 12=70.67$, rounded up to 71 (**distinction**) **OR**
- ③ Minimum 120 credits are at **merit level** or above (165 credits)

Although the student met one of the criteria with a **distinction** (overall average mark of 71%), the student is awarded a **master's degree with merit**, as the major/final piece (which determines the highest overall classification) is in the merit band (67%).