DE MONTFORT UNIVERSITY

TAUGHT POSTGRADUATE PROGRAMMES

UNIVERSITY REGULATIONS

11TH EDITION: July 2015

Appendix: Register of Programme-Specific Regulations

These regulations are issued without prejudice to the right of De Montfort University to make such modifications to the matters dealt within as the university considers necessary, without prior notice. For the most up-to-date version of the regulations please visit the DMU website at the following link: www.dmu.ac.uk/scheme-regulations

These regulations apply to all taught postgraduate programmes unless otherwise indicated in respect of any particular regulation.

Department of Academic Quality, July 2015

1. Registration on the postgraduate scheme

1.1 Programmes and modules

A student registers for a programme which leads to his/her award, e.g. MA English. The programme is made up of units of learning called *modules.* Each module is a learning package and the standard 15-credit module involves approximately 150 hours of study. Modules can be in sizes of 15, 30, 45 or 60 credits.

In certain cases students may register for individual modules only, normally for the purpose of continuing professional development. In such cases 5 and 10 credit modules may be used. On accumulation of credit a student may apply to join a programme leading to an award, via the Recognition of Prior Learning process outlined in regulation 1.10.

1.2 Credit accumulation and awards

A student is awarded credits at the appropriate level on achieving at least the minimum pass mark of 50% in the module.[1] The module mark is obtained by combining module component marks. At the level of the module all marks are integers, with 0.5 being rounded upwards. Module credits contribute to the award of a qualification. The qualifications incorporated within the scheme are Master's Degree, Postgraduate Diploma and Postgraduate Certificate. [2]

The following table gives the minimum number of credits that must be obtained to achieve a qualification:

Award	Total credits	Level of credits[3]
MA/MSc	180	Minimum 150 at level 7
PgDip	120	Minimum 90 at level 7
PgCert	60	Minimum 45 at level 7

In exceptional cases particular programmes can specify numbers of modules and credits which exceed these minima. There is a minimum project component: see 1.4 below.

1.3 Level of study

Normally, all modules studied as part of a postgraduate programme shall be at level 7.

Exceptionally, however, a programme can be approved which contains modules set at level 6, provided that any dissertation and research methods modules (or professional/technical equivalent) are at level 7. A Master's degree and a Postgraduate Diploma can include up to 30 credits at level 6, while a Postgraduate Certificate can include up to 15 credits at level 6. Level 6 modules should be marked

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[1] Students who commenced their studies prior to September 2010 will be on the previous marking scheme which had a pass mark of 40%.
[2] Details of other postgraduate qualifications are listed in the University's ordinances and in the appendix to these regulations.
[3] The University adheres to the Framework for HE Qualifications for England, Wales and Northern Ireland (FHEQ) and the Credit Framework for England, which designate master's awards at level 7. The FHEQ contains generic descriptors which define awards at master's level.

according to the undergraduate mark descriptors and pass mark and will be excluded from the calculation of distinction or merit.

1.4 Dissertation

For the award of a Master's degree a dissertation, major project or design work should be undertaken which must comprise at least 60 credits at level 7.

The award of Postgraduate Diploma may incorporate a dissertation, a major project or design work.

The award of Postgraduate Certificate would not normally incorporate a dissertation, a major project or design work.

1.5 Research methods

In preparation for undertaking a dissertation, major project or design work students will take an appropriate research methods module which will be delivered at level 7.

No assessment completed as part of a research methods module may be resubmitted as part of the assessment for a dissertation, major project or design work.

1.6 Maximum registration periods

The normal maximum registration periods for an award are as set out below.

	Full-time	Part-time
Master's Degree with Sandwich	4 years	7 years
Master's Degree:	3 years	6 years
Postgraduate Diploma:	2 years	4 years
Postgraduate Certificate:	1 year	2 years

Periods of suspension or interruption of studies are included within these maximum periods.

The regulations are applied pro rata for students who transfer between modes of study and for students who are awarded credits for prior achievement.

Individual modules used for continuing professional development purposes may have a maximum period of registration of up to two years.

Normally a student who has reached the end of the maximum registration period without achieving their intended qualification will be awarded the highest qualification to which they are entitled by their accrued credits.

1.7 Intermediate Qualifications

1.7.1 Credit progression[4]

A student who has achieved an intermediate award (PgCert or PgDip) which is their intended award can, upon successfully completing this award, continue onto a higher or final award (PgDip or Master's Award) without delay, providing that the programme offers the higher award.[5] Where a student does not immediately continue onto a higher or final award they will be subject to the regulations in force on their return.

On achieving the higher or final award, a student must return any previous diploma supplements and certificates to the university before a diploma supplement and certificate are issued for the higher or final award, which will reflect the entirety of the student's studies.

1.7.2 Re-entry to the university following academic failure

A student who has had their university registration terminated as a result of academic failure may seek re-enrolment to complete an initial, higher or final award provided that at least one calendar year has elapsed since the termination of registration. Re-entry will be via the Recognition of Prior Learning process (regulation 1.10) and will be at the discretion of the appropriate admissions team. Particular programme regulations may specify a maximum period after which re-enrolment is not possible for reasons of academic currency. A student will be subject to the fees in force within the academic year of their re-enrolment.

1.8 Management and assessment of programmes and modules

Each programme and module belongs to a management and an assessment board. More details of the functions and operations of boards are given in Chapter **3** of this Handbook (see Section **3.1** and **3.2**).

1.9 Minimum entry requirements

The minimum entry requirement for admission to study at taught postgraduate level is a lower second class honours degree of a UK university, or equivalent, and approved by the University. Individual programmes may set entry requirements which exceed this minimum.

1.10 Recognition of Prior Learning (RPL)

Programmes may make available to applicants and students the facility of recognition of prior learning. The extent of credit achievable through RPL is restricted to a maximum of 50%, as follows:

Master's Degree: up to 90 credits
Postgraduate Diploma: up to 60 credits
Postgraduate Certificate: up to 30 credits

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[4] It should be noted that students may enrol for individual modules, rather than a programme of study, normally for continuing professional development purposes.
[5] Where a student achieves a higher award or final award, this subsumes any previous awards achieved during the stages of their study, except where the intermediate award is a recognised professional qualification.

1.10.1 Definitions

Recognition of students' prior learning is a process by which the achievements of students can be academically acknowledged, allowing them to receive credit from previous qualifications and experience. There are two types of recognition:

Recognition of Prior Learning (RPL)
RPL usually refers to the case where students have previous qualifications the content of which is equivalent to whole modules. Credit may be granted on the basis of the completion of a related programme or part of a programme, upon production of suitable evidence.

Recognition of Prior Experiential Learning (RPEL)
RPEL is credit awarded in lieu of a module or modules where the previous learning did not itself carry credit or was not part of a recognised programme. Application for credit may also be made on the basis of prior experiential learning.

1.10.2 Criteria for recognition

All applications for RPL must demonstrate comparability of standard and similarity of content between prior learning and provision at De Montfort University.

Students who have completed a postgraduate diploma or equivalent at another institution may not achieve the award of Master by RPL and dissertation only.

1.10.3 RPL Regulations

i)   RPL may be claimed at any point up to twelve months from a student's enrolment on the relevant programme. However RPL may not be claimed retrospectively for a   module which has already been completed.
ii)   RPL claims may only be made for whole modules.
iii)   RPL claims may not be made for the dissertation, major project or design work. In exceptional circumstances RPL claims may be considered for the Research Methods module.
iv)   Where RPL has been awarded, the maximum period of registration for a student's programme will be applied pro rata.
v)   Credit which has already been counted towards an award cannot be counted towards another award at the same level or volume.[6] Credit can be used towards a variety of related awards which build in volume and level.[7]

1.11   Registration

Students are required to register in accordance with arrangements notified by the University. Continuing students are normally required to make a preliminary choice of modules during the spring term and confirm their registration immediately before the start of the autumn term of the following session. Programmes specify which modules a student must take or may choose from. Any subsequent changes are subject to timetable and other resource constraints and must be approved by the appropriate programme leader(s) and relevant Head of Postgraduate Studies.

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[6] For example a 30 credit module at level 7 which has already been counted towards MSc Astrophysics cannot also count towards another MSc, e.g. MSc Physics.
[7] For example a module can count towards PgCert Physics, PgDip Physics and MSc Physics.

All module choices are subject to timetable and resource constraints as well as to academic constraints imposed by programme regulations. If a student chooses a module which, for timetable or resource reasons, is not available to that student, the student will be advised accordingly and be invited to select an alternative(s).

The University reserves the absolute right to withdraw a module on resource grounds (for example, where in the University's opinion there are insufficient students to justify its running) provided that other modules are available to enable students to complete the programme for which they are registered. Under such circumstances, the students concerned will be invited to choose an alternative(s).

Although registration must normally be completed by the end of the enrolment week of the first term, subject to the agreement of the Head of Postgraduate Studies concerned, a newly enrolled student may be permitted to register as late as week two of the programme or exceptionally, at the discretion of the Head of Postgraduate Studies, as late as week four. A student who registers on that basis is not eligible to change any registered modules.

1.12 Change of module and programme

A student may substitute up to 30 credits in her/his first term provided that the change is completed by the end of the **second week** of the delivery of the modules concerned and provided that the change is approved on resource grounds. Exceptionally, and at the discretion of the Head of Postgraduate Studies, a student may change their module registration as late as the end of week four of the delivery of the module(s).
A student may change their programme and/or named award provided that the change is completed by the end of the second week of the programme. All changes of programme and/or named award require the approval of the appropriate Programme Leader and Head of Postgraduate Studies. This also applies to any module changes which result in a change of programme and/or award.

All changes must be notified and approved on the appropriate form, available from Faculty offices**.**

Where programmes are developed to have modules in common with other programmes, for example a common first semester, students may be eligible to change their registration beyond the two weeks specified above.

1.13 Interruption of studies[8]

Where a student is prevented from continuing her/his studies for ill-health or some other legitimate cause, the student must apply to the Head of Postgraduate Studies or nominee for her/his studies to be interrupted. The Head of Postgraduate Studies or nominee may grant an interruption of studies for not more than one year in the first instance. Any such period of interruption contributes towards the student's maximum

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[8] "Interruption of Studies" is distinct from "deferral" in that the latter relates solely to assessment while the former refers to student status. A student can be deferred in an assessment or assessments but continues to exercise the rights, privileges and responsibilities of student registration and can continue with studies (subject to any progression requirements). A student who interrupts study has his/her student enrolment voided for the period of interruption and is not eligible to attend or study at the University or make use of its facilities. Therefore deferral is an appropriate measure in relation to particular circumstances affecting an assessment or assessments, while interruption is suitable in a case where the student is disengaging from the University for a defined period.

period of registration permitted by the regulations (see regulation **1.6** above). A student who interrupts study has his/her student enrolment voided for the period of interruption and is not eligible to attend or study at the University or make use of its facilities**.** The one exception to this is in relation to students going on maternity leave who may, in discussion with the Head of Postgraduate Studies or nominee, elect to maintain some engagement with their studies. Please refer to the DMU Policy and Procedure for Student Maternity, Secondary Carer (Paternity) and Adoption Leave, January 2012, for further information, available on the DMU website.

When a student returns from a period of interruption of studies s/he will be subject to the regulations which apply to the cohort s/he is joining.[9] Conditions for return to study (including timing) will normally be decided when approval to interrupt is gained.

1.14 Withdrawal

Students may withdraw from their studies. In such cases, it is the student's responsibility to inform the Head of Postgraduate Studies or nominee, complete the relevant form, sign to agree the withdrawal date and submit the form to the Faculty Office.

In exceptional circumstances the university may refuse a student's application to withdraw from their studies pending the outcome of a disciplinary, fitness to practice or academic offence investigation and panel hearing.

1.15 Students studying abroad for part of their studies

A student may study abroad at a Higher Education Institution with which the University has an appropriate agreement. Such students must seek the consent of the programme leader responsible for the programme for which the student has registered. Decisions will require ratification by the Head of Postgraduate Studies.

1.15.1 Students taking approved programmes of study

The following regulations apply to students studying abroad at a higher education institution with which the University has a partnership agreement and taking a programme of study which has been approved in advance.

- Consent will be given by the programme leader of the programme for which the student is registered.
- Such students may receive credit for modules successfully completed at the partnership institution, subject to programme regulations.
- In cases where credit has been awarded under the European Credit and Transfer System the credit gained will be converted to the equivalent DMU credit. For this purpose, 1 ECTS credit is equivalent to 2 DMU credits.
- The credits awarded will replace the credits which would otherwise have been obtained through study at DMU.
- Students studying abroad under the European Credit Transfer System will also receive marks for the modules successfully completed. For this purpose the following conversion table will be used:

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[9] The exception to this is in relation to the module pass mark. Where a student who commenced studies before September 2010 interrupts his/her studies, such a student will be subject to the 40% module pass mark until his/her maximum period of registration expires.

For students enrolled from September 2010 onwards:

Conversion to DMU Marks		Conversion from DMU Marks	
ECTS grade	DMU Mark	DMU Mark	ECTS grade
A	72%	70-100%	A
B	67%	65-69%	B
C	62%	60-64%	C
D	57%	55-59%	D
E	52%	50-54%	E
FX	47%	45-49%	FX
F	Fail	0-44%	F

For students who enrolled prior to September 2010:

Conversion to DMU Marks		Conversion from DMU Marks	
ECTS grade	DMU Mark	DMU Mark	ECTS grade
A	80%	73-100%	A
B	68%	63-72%	B
C	58%	53-62%	C
D	49%	46-52%	D
E	43%	40-45%	E
FX	35%	30-39%	FX
F	Fail	0-29%	F

1.15.2 Students taking programmes of study not approved in advance

Students successfully completing a period of study abroad at an HEI with which the University has a partnership agreement but not having followed a programme of study previously approved by the appropriate programme leader may be awarded credit. In these circumstances the appropriate board will have responsibility for the award of general credit which could, if approved by the programme leader, become specific credit against a particular programme.

1.16 Students from overseas institutions studying at the University

Overseas students are required to register, as determined, with the University and to abide by its regulations. Approval of the modules taken by such students is at the discretion of the appropriate Head(s) of Postgraduate Studies. Details concerning the award of credit for such students are given in section **1.15.1.**

1.17 Registration on non-contributory, associate modules

Subject to the agreement of the appropriate programme and module leader and subject to timetable and resource constraints, a student may choose to register on a module or modules which do not form part of the student's formal programme. In such circumstances the student formally registers to take these extra modules as associate modules, and the following conditions apply:

- The appropriate fee will be due for each associate module registration (unless otherwise agreed by Student and Academic Services).
- Associate module credits do not contribute to the student's primary award, except that, with the permission of the assessment board and subject to programme regulations, an associate module for which credits have been awarded may be accepted as and converted to a replacement module for a module which has been failed at the first attempt. In such a case the mark awarded will be capped at 50% for purposes of calculating any eligibility for the award of distinction or merit, or 40% for students who enrolled upon their programme prior to September 2010.
- Associate modules taken after a student has been conferred with an award cannot affect that award.
- No student may register for more than 30 credits of associate module in any one semester.

Credits and marks assigned to associate modules will be recorded on students' transcripts and notifications of results will make clear that they are non-contributory for purposes of award specification.

2. Assessment and awards

2.1 Marking scheme

Modules are marked on a range of 0-100%. Mark descriptors are given in the table below. **A mark below 50% indicates a Fail grade** (the shaded boxes).

Mark Range	Criteria
90-100% **Distinction**	Demonstrates an exceptional ability and insight, indicating the highest level of technical competence. The work has the potential to influence the forefront of the subject, and may be of publishable/exhibitable quality. Relevant generic skills are demonstrated at the highest possible standard.
80-89% **Distinction**	Demonstrates an outstanding ability and insight based on authoritative subject knowledge and a very high level of technical competence. The work is considered to be close to the forefront of the subject, and may be close to publishable/exhibitable quality. Relevant generic skills are demonstrated at a very high level.
70-79% **Distinction**	Demonstrates an authoritative, current subject knowledge and a high level of technical competence. The work is accurate and extensively supported by appropriate evidence. It may show some originality. Clear evidence of capacity to reflect critically and deal with ambiguity in the data. Relevant generic skills are demonstrated at a high level.
60-69% **Merit**	Demonstrates a sound, current subject knowledge. No significant errors in the application of concepts or appropriate techniques. May contain some minor flaws. The work is well developed and coherent; may show some originality. Clear evidence of capacity to reflect critically. Relevant generic skills are demonstrated at a good level.
50-59% **Pass**	Demonstrates satisfactory subject knowledge. Some evident weaknesses; possibly shown by conceptual gaps, or limited use of appropriate techniques. The work is generally sound but tends toward the factual or derivative. Limited evidence of capacity to reflect critically. Relevant generic skills are generally at a satisfactory level.
40-49%	Demonstrates limited core subject knowledge. Some important weaknesses; possibly shown by factual errors, conceptual gaps, or limited use of appropriate techniques. The work lacks sound development. Little evidence of capacity to reflect critically. The quality of the relevant generic skills do not meet the requirements of the task.

30-39%	Demonstrates inadequate subject knowledge.
	The work lacks coherence and evidence of capacity to reflect critically.
	The quality of the relevant generic skills do not meet the requirements of the task.
20-29%	Demonstrates seriously inadequate knowledge of the subject.
	The work contains minimal evidence of awareness of relevant issues or theory.
	The quality of the relevant generic skills do not meet the requirements of the task.
10-19%	The work is almost entirely lacking in evidence of knowledge of the subject. No evidence of awareness of relevant issues or theory.
	The quality of the relevant generic skills do not meet the requirements of the task.
0-9%	The work presents information that is irrelevant and unconnected to the task.
	No evident awareness of appropriate principles, theories, evidence and techniques.

2.2 Language of instruction and assessment

The language of instruction and assessment for De Montfort University awards is English unless otherwise agreed.

2.3 Assessment regulations for programmes and modules

Anonymous marking should be extended to all coursework assessments where possible and practicable.

Any variations from standard University regulations will be authorised by the Postgraduate Programmes Management Committee.

2.4 Students' use of proof-readers

All work submitted for assessment must be the student's own work. This requirement does not preclude a student obtaining limited assistance with proof reading. A student must obtain prior approval from the supervisor/module leader if the student wishes to use a proof reader.

If a student uses a proof-reader for any of their work the following definition applies:

The role of a proof-reader or equivalent is to ensure that the meaning of the text is not mis-represented due to the quality and standard of the English used. A proof-reader must not:
- change the text to clarify or develop an argument;
- significantly alter the length of the work;
- assist with academic referencing;
- correct factual information;
- or translate the work into English.

A proof-reader may only correct spelling, grammar and punctuation accuracy.

If a student obtains the assistance of a proof-reader, a statement must be included in the assessed work declaring proof-reading assistance was used and a copy of the original unedited script must be available on request.

2.5 Notification of assessment arrangements

It is the responsibility of the chair of the board to ensure that current module and programme assessment regulations, arrangements and requirements are appropriately notified to students within one month of the start of each academic session, in accordance with any protocol that the University may determine.

2.6 Notification of assessment results and assessment feedback to students

It is the responsibility of the Head of Postgraduate Studies in each faculty to ensure that arrangements are made for the timely notification to students of assessment marks for each module, according to policies and protocols approved by the Academic Board and/or Student and Academic Services. Where an overall module mark is made up of component elements, some of which are completed and assessed before the end of the academic session, it is the responsibility of the chair of the board, in liaison with the Faculty Manager(s) to ensure that arrangements are made for the notification of component assessment results to students, as they become available, in accordance with protocols approved by the Academic Board or Student and Academic Services.

The University's policy on feedback of assessment results to students is set out below:

Formal results are released by the Faculty Office following formal meetings of assessment boards and after all results have been provided for formal scrutiny including moderation and consideration by an external examiner.

Members of academic staff may provide feedback to students including an indicative mark for coursework assessments, subject to the following caveats:

- Members of academic staff may only release these results (i) to satisfy external requirements on a student's ability to meet professional or placement requirements or (ii) as part of the process of providing formative feedback to help students identify strengths and weaknesses in their performance and to address these as appropriate.
- Marks released are indicative only and have no formal standing until the relevant assessment board has met to consider the results. Students should be reminded of this proviso when results are provided. Student handbooks must state that results released in this way are indicative only and have no formal standing until the appropriate assessment board has met to consider the results.
- Members of staff and students should note that indicative results form part of the learning process and can not be used as the basis for appeal against assessment board decisions.
- Indicative results should not be published in lists or other public formats and should only be provided on an individual basis.

Marks for end-of-semester/end of module examinations will not be released in any form until the date set for the release of ratified marks following the assessment boards.[10]

Students who owe tuition or other academic fees will be given their results on the standard notification form but the fact that they are in debt to the University will be noted on the form.

2.7   Reassessment regulations

2.7.1   Principles of reassessment

- Reassessment is permitted only where a module has been failed. There is no provision for reassessment of a passed module.
- A student is not permitted to submit for reassessment, if award criteria can be otherwise satisfied.
- The maximum outcome of a reassessment, which will appear on the transcript, is in accordance with these regulations.
- All reassessment attempts must be made within the maximum registration period for the qualification for which the student is registered.
- A student may be required to retake with attendance a failed module or modules in order to submit for reassessment. In such cases payment of the appropriate module fee is required.

2.7.2   Reassessment opportunities

- Students are entitled to one reassessment opportunity in each module, including the dissertation, major project or design work. Students are additionally entitled to a further 30 credits of reassessment in taught modules. Reassessments must be completed within the maximum period of registration of the programme. Students must not exceed a maximum of three attempts in any one module.
- Reassessment is permitted in relation to fail marks only. The outcome of a reassessment will be given on a student's transcript, together with the original fail mark. A reassessment outcome shall count as a minimum pass mark of 40% in the module for students enrolled before September 2010 and 50% in the module for students enrolled from September 2010 onwards.
- Students must take reassessments when required by the faculty.

2.7.3   Reassessment in the dissertation, major project or design work

The dissertation, major project or design work should be the culmination of academic activity.

To become eligible to start a dissertation, major project or design work a student is required to gain at least 60 credits from preceding modules via study at DMU or via Recognition of Prior Learning, unless programme regulations specify otherwise (for example in the case of a Master's programme offered by research methodology module plus dissertation).

Individual programmes may set more stringent regulations which must be fulfilled before a student may commence the dissertation.

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[10] Exceptionally unratified examination marks may be released to meet the requirements of professionally-accredited programmes.

The assessment options available to a board are as follows:

- pass with percentage mark
- fail with the opportunity to resubmit the same piece of work, which would be capped at 50% (40% for students enrolled before September 2010)
- fail with the opportunity to resubmit a different piece of work, which would be capped at 50% (40% for students enrolled before September 2010)

2.7.4 Obsolete and changing modules

Where a module is discontinued, reassessment opportunities in it will only be made available at the first reassessment opportunity following the last occasion the module was offered and normally on two subsequent occasions. When a faculty has gained approval for the discontinuation of a module, the board is responsible for taking reasonable and timely steps for appropriately drawing the matter to the notice of those students who are eligible for assessments and reassessments in that module. The board may also be able to advise such students about the availability of replacement or alternative modules. The board concerned is responsible for making appropriate arrangements. It is then the responsibility of such students to make arrangements, either for taking the reassessment while it is available, or availing themselves of the regulation which permits the taking of alternative modules. The relevant module tuition fee is payable in such cases.

2.8 *Viva Voce* Examinations

Assessment methods shall be appropriate to the discipline and nature of the learning process. Programme regulations may therefore require a *viva voce* examination of students, for example in relation to the dissertation element of the programme. *Viva voce* examinations are not a generic University requirement.

2.9 Award of distinction and merit

Students will be eligible for the award of distinction or merit where they meet the criteria given below:

For a Master's degree, a **distinction** will be awarded if:

- the dissertation is at distinction level (70%) **and**
- **either** at least 120 credits are at distinction level (including the dissertation)
- **or** the overall average mark is at distinction level.

For a Postgraduate Diploma, a **distinction** will be awarded if:

- **either** at least 90 credits are at distinction level (70%)
- **or** the overall average mark is at distinction level

For a Postgraduate Certificate a **distinction** will be awarded if:

- **either** at least 45 credits are at distinction level (70%)
- **or** the overall average mark is at distinction level

Programme regulations may additionally specify particular modules where distinction marks must be achieved in order for the distinction to be awarded.

For a Master's degree, a **merit** will be awarded if:

- the dissertation is at merit level (60%) **and**
- **either** at least 120 credits are at merit level (including the dissertation)
- **or** the overall average mark is at merit level.

For a Postgraduate Diploma, a **merit** will be awarded if:

- **either** at least 90 credits are at merit level (60%)
- **or** the overall average mark is at merit level

For a Postgraduate Certificate a **merit** will be awarded if:

- **either** at least 45 credits are at merit level (60%)
- **or** the overall average mark is at merit level

Programme regulations may additionally specify particular modules where merit marks must be achieved in order for the merit to be awarded.

2.9.1 Award of distinction and merit where recognition of prior learning (RPL) has been granted

Postgraduate diploma and postgraduate certificate

For PgDip and PgCert programmes merit/distinction in RPL profiles should be calculated purely on the average of the marks for modules studied at DMU, with the exception of the following:
Where a student enters a PgDip with 30 credits of RPL the 'two thirds' test will be used so that merit or distinction will be awarded if 60 credits are in the merit/distinction band or if the average of the marks for modules studied at DMU is in the merit/distinction band.

MA/MSc

The test for the award of merit or distinction for MA/MSc will be as calculated in the table below, or via the average of the marks for modules studied at DMU.

		Merit/distinction calculated upon the below credits	
RPL credits granted	**Credits taught**	**Dissertation/project**	**Taught modules**
0	180	60	60
15	165	60	60
30	150	60	60
45	135	60	45
60	120	60	30
75	105	60	15
90	90	60	0

2.10   Deferred module assessments

If an assessment has been attempted and is subsequently deferred, it is disregarded, and the student assessed as if at the first attempt. This assessment shall normally be at the next scheduled date of assessment. Marks achieved as the result of such an assessment will appear on the student's transcript. If such a decision is taken regarding an assessment that was already not a first attempt then the maximum mark achievable shall be in accordance with the regulations.

2.11   Deferral of formal examinations on grounds of extenuating circumstances

Any student has the right to draw the attention of the University to **exceptional** personal extenuating circumstances which seriously impair his/her assessed work, and to request deferral of the assessment. Requests for deferral on grounds of exceptional extenuating circumstances may only be made on the form devised for the purpose, available from faculty offices. The student must personally sign the form before submission. Forms should be submitted as close in time as possible to the circumstances which they describe and must be received by the published deadlines where applicable.

Deferrals should not be seen as an opportunity for students to request deferrals in assessments of their choice to enable them to improve on their performance at the next sitting.   Normally the University would expect deferrals due to ongoing circumstances to be for all assessments in the period affected by the circumstances on which a deferral request is made.

It is the student's responsibility to ensure that the form relating to formal examinations and any supporting evidence is handed in to the faculty office, clearly listing each examination for which deferral is being requested. This must be done within the deadlines operating for the programme.   Requests received after this deadline will be dismissed. In cases in which the module in question is delivered by a faculty other than the faculty in which the student is registered, requests for examination deferrals should be made to the faculty in which the student is registered. In considering the deferral application the faculty in which the student is registered will consult with the faculty owning the module.

The only outcomes of a deferral request are either that the request is granted, or that it is rejected.   In such cases where a deferral is granted the assessment must normally be deferred to the next scheduled of assessment.

Students wishing to request deferral of assessments on grounds of extenuating circumstances must read and comply with the provisions of Chapter 4 of the General Regulations and Procedures Affecting Students.

2.12   Coursework deadlines: extensions and deferrals

Programme leaders, module leaders or other designated members of staff shall normally exercise discretion to approve extensions or, where appropriate and practical, make alternative arrangements for assessment, if the extension is for a short period (up to 14 calendar days), in accordance with faculty procedures. These requests should be negotiated in advance of the deadline date with the module leader. If an extension has been granted, or alternative assessment arrangements approved, the module leader should sign the appropriate form which the student should attach to the assignment when handing it in. Exceptionally an extension to a

deadline may be extended beyond 14 days at the discretion of the Head of Postgraduate Studies.

In cases where an extension to a deadline for 14 days is not sufficient to meet the particular circumstances of the student, the student may apply formally requesting an exceptional deferral of the coursework assessment. Similarly, where a student believes that his/her performance in a faculty-based test has been or would be seriously impaired, the student may apply for a deferral. In each case applications must be made on the form available from the Faculty Office, must be supported by third-party evidence and submitted to the Faculty Office in accordance with the procedures notified by the Faculty. In cases in which the module in question is delivered by a faculty other than the faculty in which the student is registered, requests for coursework deferrals should be made to the faculty in which the student is registered. In considering the deferral application the faculty in which the student is registered will consult with the faculty owning the module.

If a student does not take the deferred assessment when it is next offered or when required by the Head of Postgraduate Studies/programme leader, the deferral will be withdrawn and the student will be failed in the deferred assessment(s) with a mark of 0.

2.13   Unauthorised late submission of coursework

Where coursework is submitted later than the agreed deadline without an application for an extension or deferral being approved by the appropriate member of staff using the procedures described above, then the following tariffs apply:

Work which is submitted unauthorised up to 14 calendar days after the original submission date will receive a mark that is capped at 50%, or 40% for students enrolled before September 2010.

Work which is submitted unauthorised more than 14 calendar days after the original submission date will receive a mark of 0%.
The above applies only to a student's first attempt at coursework. Work submitted late without authorisation which constitutes reassessment of a previously failed piece of coursework will always receive a mark of 0%.

2.14   Failure or incomplete assessments in exceptional and prolonged circumstances

The deferral of assessments outlined in sections 2.10 and 2.11 is not an appropriate measure in respect of permanent or long-term conditions. Students with such illnesses or disabilities should contact their programme leader, personal tutor or Head of Postgraduate Studies for advice, which may include some special arrangements in examinations or an interruption of studies.

A student who fails to submit work for assessment or attend examinations shall be deemed to have failed the assessments concerned. However, if a board is satisfied that the student has exceptional extenuating circumstances which are not amenable to resolution, for example when a student has a chronic problem, it may act according to the options given in 2.14.1 and 2.14.2 below.

2.14.1 Assessing Modules

Where there is sufficient evidence of a student's achievement to determine individual module marks, a board may choose to assign marks to individual modules. In doing so, the board may assess the student by whatever means it considers appropriate, for example by oral examination.

2.14.2 Aegrotat Awards

Where a student's assessment might contribute to a University award, and there is insufficient evidence of a student's achievement to determine individual module marks (and hence the award), but the board is nevertheless satisfied that the student would have passed the relevant modules but for the extenuating circumstances, the board may then recommend an **Aegrotat** award, based on the student's overall profile. The level of the Aegrotat award will be based on there being evidence of some work undertaken at that level.

In some cases such an award is not acceptable to a professional body for professional practice. Where a board recommends an Aegrotat award it must arrange to consult the student concerned and advise on the implications of accepting the award. A student who does not wish to accept an Aegrotat award may choose to be reassessed under the provisions of section 2.6 above. A candidate who subsequently fails such a reassessment is then not eligible to claim the Aegrotat award, but may be reassessed further in accordance with the general provisions of University regulations for reassessment and subject to any specific programme regulations.

Before a recommendation for an Aegrotat award can be submitted for conferment, the student must sign to confirm that s/he understands that this implies waiving any right to reassessment under section 2.6 above.

3. Scheme management

3.1 Management Board

3.1.1 Establishment

Management boards are established by and within faculties, subject to the approval of the Faculty Academic Committee. They have the formal status of standing committees of the Faculty Academic Committee and are subject to such standing orders as are determined by the Academic Board. It is the responsibility of each Faculty Academic Committee annually to approve the membership for each management board and to determine that each management board is properly constituted with a Chair, Deputy Chair and student representative(s). The name of the management board will be determined by the programme group(s) associated with the board, for example Technology Management Board.

The management board has the responsibility for the overall academic management, development and quality assurance of the programme/subject area.

3.1.2 Terms of reference

Working within University rules, regulations and protocols, each management board is responsible for the following:

a) The development of the academic subject, establishing curriculum development sub-groups, inter alia, as necessary.

b) The planning, design, implementation and management of all aspects of the curriculum within the programme/subject area.

c) New curriculum development, curriculum modification and the withdrawal of existing provision.

d) The development and implementation of learning, teaching and assessment strategies within the programme/subject area.

e) The determination of best means of engaging with partner institutions as necessary, in order to conduct their business.

f) Arrangement and management of consultation and debate with students, obtaining and dealing with feedback, according to protocols established for that purpose.

g) Arrangement and management of consultation and debate among all teaching staff within the programme/subject area.

h) Quality assurance of the assessment process, determination and oversight of the administration of marking of modules, consideration of statistics which allow comparisons to be made both within and between modules, analysis of progression and award data, consequent adjustments to assessment rules and practices and learning and teaching strategies.

i) Consideration of and response to reports from external examiners.

j)   Receipt and consideration of reports from professional, statutory or regulatory bodies.

k)   Receipt and consideration of reports on academic offences conducted within the programme/subject area.

3.1.3 Constitution

The constitution of management boards shall be proposed to the Faculty Academic Committee and shall include:

Chair: senior member of academic staff with subject responsibility at postgraduate level
Deputy Chair: a member of the Board
Representatives from programme and module teaching teams as nominated by the Chair of the Board
At least two elected student representatives, who shall withdraw from any meeting or part of a meeting which is considering confidential assessment matters or other confidential items of business of a sensitive nature.
Ex Officio: Head of Postgraduate Studies; Head of Quality; Director of Student and Academic Services

The quorum will be as determined by the University Standing Orders, section 2.4.

It is expected that the relevant subject librarian will either be co-opted or invited to attend all management boards.

A servicing officer shall be appointed to each Board.

Boards may establish sub-boards and working parties as appropriate, but may not delegate authority to such bodies.

Where faculties convene either faculty-wide or school-wide management boards it is expected that the Chair will either be Dean of Faculty or Head of Postgraduate Studies for faculty-wide boards, and Head of School or Deputy Head of School for school-wide boards. In such cases Heads of School and Heads of Department will be ex officio members of the board.

3.2   Assessment Board

3.2.1 Establishment

Assessment boards are established by and within faculties, subject to the approval of the Faculty Academic Committee. They have the formal status of standing committees of the Faculty Academic Committee and are subject to such standing orders as are determined by the Academic Board. It is the responsibility of each Faculty Academic Committee annually to approve the membership for each assessment board and to determine that each assessment board is properly constituted, with a Chair, Deputy Chair and external examiner (s). The name of the assessment board will be determined by the programme grouping (s) associated with the board, for example MBA/International Business Assessment Board.

The assessment board has the responsibility for awarding marks at module level, reviewing student performance at module and programme level and recommending

awards in all programmes leading to named awards which are allocated to the assessment board.

3.2.2 Terms of reference

Working within University rules, regulations and protocols, each assessment board is responsible for:

a) Arrangements and processes for module assessment and moderation, including draft examination papers, coursework assignments, project briefs, work experience programmes (where intrinsic to studies), schedules for submission of assessed work etc.

b) The assessment of modules for which the board has responsibility and determining of module marks.

c) Determining students' eligibility to commence the dissertation, major project or design work.

d) Arrangements for the retrieval of failure.

e) The application of University and programme regulations relating to eligibility for reassessment.

f) Reviewing, checking and approving assessment profiles leading to named awards and determining awards, including the award of distinction and merit, for confirmation by the Director of Student and Academic Services.

g) Ensuring compliance with professional, statutory and regulatory body requirements, where appropriate.

h) Making decisions regarding the suspension or termination of registration of students who do not meet award requirements.

3.2.3 Constitution

Chair: senior member of academic staff with subject responsibility at postgraduate level
Deputy Chair: a member of the Board
Representatives from programme and module teaching teams as nominated by the Chair of the Board
External examiner(s)
Director of Student and Academic Services or nominee
Ex Officio: Head of Postgraduate Studies; Head of Quality

Where faculties convene either faculty-wide or school-wide assessment boards it is expected that the Chair will either be Dean of Faculty or Head of Postgraduate Studies for faculty-wide boards, and Head of School or Deputy Head of School for school-wide boards. In such cases Heads of School and Heads of Department will be ex officio members of the board.

A servicing officer shall be appointed to each Board.

Note:

To effect a quorum the following must be present:
Either the Chair **or** Deputy Chair
and either the Programme Leader(s) for the programme(s) under consideration **or** their nominees.
and either the Head of Postgraduate Studies **or** their nominee
and in attendance the Servicing Officer and the Director of Student and Academic Services **or** their nominee

3.3   Role of Head of Postgraduate Studies

Each faculty has a designated Head of Postgraduate Studies appointed by the Dean. The Postgraduate Head of Studies will:

3.3.1   Academic Management

- In conjunction with programme leaders within the faculty promotes curriculum development and enhancement which maximises the potential of the postgraduate scheme both within the faculty and across faculties.

- In consultation with programme leaders and the Department of Academic Quality, ensures that regulatory, PSRB, academic approval and modification, timetable and other protocols are adhered to across the faculty.

- In conjunction with the chair of the Faculty Learning & Teaching Committee and teacher fellows in the faculty, promotes the development and enhancement of teaching, learning and assessment across the faculty.

- Assists and advises programme leaders and module leaders in the preparation of templates, handbooks etc.

- Is an ex-officio member of postgraduate assessment and management boards

- Is a member of the Faculty's Academic Committee and the Faculty Executive. Is a member of the Faculty Human Research Ethics Committee.

- Contributes, as required, to the external quality assessment processes for subjects within the faculty

- Works with programme leaders and others in planning and organising arrangements for the recruitment, admission and induction of students.

- Provides overall management to the operation of postgraduate assessment processes within the faculty.

- Contributes to the development, management and enhancement of retention and widening participation strategies.

- Is a member of the Postgraduate Programmes Management Committee.

3.3.2 Student support

- In liaison with programme leaders and others, ensures that all students within the faculty are appropriately supported and have access to academic guidance and support

- Deals with matters relating to students' progress which cannot be dealt with by academic or support tutors

- Ensures that satisfactory arrangements are in place to interview students who are experiencing severe extenuating circumstances and that the approved procedures are used to notify these to assessment boards

- Puts into place within the faculty appropriate arrangements for the monitoring of student attendance

- Ensures that satisfactory arrangements are in place to interview students with unsatisfactory attendance records and advises on appropriate action.

3.3.3 Liaison

- Liaises with programme leaders and others over such issues as student recruitment, admissions, induction and the mentoring of students.

- Advises personal tutors/programme leaders as required and liaises with them over students causing concern

- Liaises, as necessary and appropriate over students taking disciplines/provision which cross faculties and, in particular, over suitable arrangements for the recruitment, admission, induction, tutoring and advising of such students.

- Liaises with partner institution staff as appropriate.

3.4 Role of Programme Leader

Each programme has a designated programme leader appointed by the Dean of the Faculty. The role of the programme leader comprises academic leadership and management of the delivery and development of the programme, as detailed below.

3.4.1 Academic Leadership

- Promotion of curriculum development and enhancement within the programme; the programme leader will ensure effective liaison with module leaders in matters associated with the planning, management and review of the programme.

- promotion of appropriate approaches towards innovation in teaching, learning and methods of assessment within the programme.

- ensuring the coherence of the programme as experienced by a student in leading to its named award.

- ensuring that the programme is monitored and evaluated in accordance with agreed quality assurance procedures.

- drafting the programme template and programme handbook for validation and approval and ensuring that it is periodically reviewed and updated.

3.4.2 Programme Management

- ensuring the implementation of agreed policies and procedures (as determined at programme, faculty and University levels).

- overseeing the day-to-day management of the programme.

- co-ordinating the staff resource for the programme and ensuring that staff are adequately briefed and involved.

- in conjunction with the Head of Timetabling, and as required, ensuring that appropriate and timely definitions of modules used by the programme are provided to the Timetable Office.

- on behalf of the management board and Faculty Academic Committee facilitating and responding to feedback on the programme and its constituent modules (from students, employers, external agencies etc.).

- acting and reporting on identified quality improvement needs at programme level as appropriate.

- in liaison with the faculty and central University Marketing teams, market the programme so as to optimise applications.

- in liaison with the faculty Head of Postgraduate Studies, planning and organising arrangements for the recruitment, admission and induction of students.

- in liaison with the faculty Head of Postgraduate Studies ensuring that all students within the programme are provided with appropriate support.

- notifying the Head of Postgraduate Studies of any prolonged absence which is likely to have a serious impact on a student's achievement.

- overseeing arrangements for supervised work experience including, where appropriate, liaison with dedicated placement units.

- ensuring effective communication to facilitate the management, development and enhancement of collaborative provision.

- assisting students in organising elections for representatives to the management board
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3.4.3 Assessment

- co-ordination of assessment procedures within the programme.

- ensuring the appropriate and timely feedback to students on assessments.

- ensuring that the students' results for each module within the programme are available in a complete and accurate form for submission to the assessment board by the agreed deadlines.

3.4.4 Liaison

- liaising with the Faculty Head of Postgraduate Studies, particularly with regard to any proposed changes to the programme.

- representing the programme in dealings with external agencies.

3.5 Role of Module Leader

Each module has a designated module leader appointed by the Head of Department as necessary. The role of the module leader is given below.

3.5.1 Academic Leadership

- the preparation, review and updating of the module template.

- delivering the module to students in accordance with the approved module template.

- evaluating, developing and proposing modifications to the module.

- ensuring that the most appropriate teaching and learning methods are adopted in the delivery of the module.

3.5.2 Module Management

- producing and issuing information on the module to students in line with University requirements.

- in consultation with the programme leader, co-ordinating staffing arrangements for the delivery of the module.

- monitoring, evaluation and review of the module in accordance with agreed quality assurance requirements.

- ensuring that appropriate arrangements are in place to monitor and address student attendance at those classes for which attendance is mandatory.

- liaison with placement providers and ensuring adequate support for students on placements.

3.5.3 Assessment

- the production and timely issue to students of the module assessment scheme and timetable.

- managing the production of module examination papers.

- academic liaison with external examiners through the subject leader.

- ensuring that appropriate internal moderation procedures are in place for all elements of assessment.

- ensuring that marks for assessment components are submitted within required deadlines.

- attending meetings of the assessment board.

3.5.4 Liaison

- liaison as necessary with programme leaders, other module leaders and other staff as appropriate

4   External Examiners

4.1   Purposes and Functions

4.1.1   Purposes and Functions of External Examiners

The overall purposes of external examiners at taught postgraduate level are to ensure:

- that taught postgraduate awards granted by the University are comparable in standard to those of other institutions of Higher Education; external examiners must also ensure that awards comply with national threshold standards in subjects.

- that the assessment system is fair and is fairly operated. External examiners must also ensure that management of processes for progression of students and for determining awards provides for equity of treatment.

In order to provide for the discharge of these functions, the University appoints external examiners.

4.1.2   Location of External Examiners in the Postgraduate Scheme

External examiners are appointed to programmes. They then become ex officio members of relevant Postgraduate Boards as appropriate. Where more than four external examiners are associated with a programme one may be appointed by the Academic Quality Committee (AQC) as the Chief External Examiner to co-ordinate and lead the work of the external examiners.

External examiners should discuss with the programme team whether it is beneficial to meet with students. This will be determined by the nature of the discipline and assessment methods.

An external examiner shall also be appointed for a student or group of students taking a postgraduate qualification by independent study. Such an appointment is normally made during the early stages of the student's registration when the Learning Contract is approved. The external examiner must meet the appointment criteria as with all external examiner appointments. In particular they should be suitably qualified to examine at masters level and possess the relevant subject expertise. The external examiner will be an ex officio member of any body established for the management and assessment of the student's programme.

They are specifically required to scrutinise and advise on the following:

- **Curriculum development and design**: the currency, relevance and coherence of curricular material;

- **Standards:** that learning materials and learning outcomes are appropriate to curricula and that students are able to achieve standards comparable with those elsewhere and comparable to subject and level threshold requirements;

- **Assessment:** that assessment aims and objectives are appropriate, the purposes and philosophy of assessment are clearly articulated and

understood, that the load of assessment is appropriate, and that assessment is properly and impartially conducted.

4.1.3 Specific Functions

When Programme Boards function as assessment boards their primary purposes are to discuss individual problem cases that cannot be dealt with by routine protocols, to review and adjust as necessary the overall spread of marks for a module, formally to confirm the award of marks, to make progression and award decisions and to discuss any assessment issues. External examiners are expected to attend the meetings of Programme Boards which consider assessment results and must agree their involvement in the reassessment process which follows.   If examiners are unable to attend any of the boards, they must contact the Faculty to inform them of this and to arrange alternative means to input into the meeting.

The role of the external examiner comprises:

- adjudicating as necessary on individual cases, reviewing student profiles and exercising discretion. External examiners are not employed as a "third marker" and programme teams must not try to utilise them in this fashion

- adjudicating on any moderation of module marks and to confirm all module marks awarded.

- confirming internal assessment processes within modules and programmes

- raising any issues of concern for debate

- advising on curriculum design and change

- advising on assessment design and change

- moderating assignments, exercises, examination questions etc

- Sampling students' assessed work and sampling the assessment of student work, and moderating as necessary. It is expected that external examiners will pay particular attention to dissertations

- conducting *viva voce* examinations in cases where the assessment board or the external examiner so wishes

- considering statistical analyses (performance indicators) relating to modules and programmes with which she/he is associated

- auditing and confirming the rigour of assessment practices and protocols adopted

- considering and advising on the comparability of standards, particularly where modules and programmes are delivered at more than one location

- reviewing and confirming progression decisions (if necessary) and recommendations for the award of qualifications

- confirming the standards achieved by students on programmes offered by the University

- advising when required in relation to aegrotat awards and similar exceptional student cases

- reporting on the above to the University verbally at the board and in the written report.

Additionally to this, from time to time we may ask current external examiners to act as a mentor to newly appointed examiners.

4.2 Formal Requirements

No postgraduate award of the University shall be awarded without the participation in the assessment process by at least one external examiner.

External examiners are responsible to both the Vice-Chancellor as Chief Executive of the University, and to the Academic Board which appoints them.

The formal point of contact between the University and an external examiner for the notification of appointment, for the clarification of formal requirements and duties, and for the external examiner's reports shall be the Chair of the External Examiners Appointments Committee.

External examiners shall be appointed to a programme or programmes. An external examiner may also be appointed in respect of a particular student who is pursuing an individual postgraduate programme by independent study.

External examiners shall be appointed to cover provision validated by the University but arranged and offered by partner institutions and shall be external both to the University and the institution concerned.

4.3 Selection and Appointment

The authority for appointing external examiners rests solely with the Academic Board, which may, however, delegate this responsibility to the AQC.

In appointing external examiners, the AQC shall have regard to the following:

4.3.1 Academic Standing and External Examining Experience

External examiners will be expected to have:

- knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality

- competence and experience in the field covered by the programme of study, or parts thereof

- relevant academic qualifications/professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate

- significant academic and teaching experience at postgraduate level including competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures (either externally or internally). External examiners from outside the Higher Education system[11], for example, from industry or the professions, may be appointed where appropriate; but each board shall have at least one external examiner who has recent examining experience at postgraduate level and who is familiar with the standards required for comparable programmes

- sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers

- familiarity with the standard to be expected of students in the programme to achieve the award that is to be assessed

- fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that external examiners are provided with the information to make their judgements)

- met the applicable criteria set out by professional, statutory or regulatory bodies

- awareness of current developments in the design and delivery of relevant curricula

- competence and experience relating to the enhancement of the student learning experience

Colleagues who are new to external examining at postgraduate level or have professional experience relevant to a professional or vocational programme can be appointed with detailed mentoring arrangements approved by the Faculty Head of Quality. In such circumstances AQC will have due regard to the internal examining experience of nominees. Retirees can be considered provided they have sufficient evidence of continuing involvement in the academic area in question.

4.3.2 Volume of Work

An external examiner should not normally be appointed if this would entail holding more than two concurrent external examinerships covering taught provision.

4.3.3 Independence and Impartiality of the External Examiner

External examiners shall be entirely independent of De Montfort University and any partner institutions. An external examiner should not normally be appointed if they have had any close and persistent contact with a current member of staff of the University at any time during the previous five years (either prior to, or during, their

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[11] Care should be taken to avoid appointing external examiners from outside the sector for the purpose of consultation on the appropriateness of curriculum design to a profession or vocation. External advice and guidance should be sought during the curriculum development, approval and review process rather than during the assessment process.

employment at the University). To avoid potential conflicts of interest, external examiners should not be appointed if they are covered by any of the following categories or circumstances:

- a member of a governing body or committee of De Montfort University or one of its collaborative partners, or a current employee of De Montfort University or one of its collaborative partners

- anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study

- anyone required to assess colleagues who are recruited as students to the programme of study

- anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study

- anyone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question. (However, for example, the contributions of University staff to edited works will not normally preclude the editor from consideration as an external examiner).

Nominating an individual who has acted as an external panel member for the validation of the programme is acceptable, however the faculty should balance the benefits of engaging someone who is familiar with the programme and its rationale with any risk to their ability to provide a fully independent perspective.

Any examiner, once appointed, who has a potential conflict of interest (for example being related to or a close friend of a student under consideration), must declare that interest to the Chair of the appropriate Assessment Board(s) as soon as the possibility arises, and should not normally be expected to be the examiner for the student concerned.

No more than one external examiner should be appointed from the same department of the same institution.

Reciprocal arrangements between institutions involving cognate programmes are not allowed. An external examiner should not be appointed from a department in which a member of De Montfort University is serving as an external examiner. Heads of School/Department will be asked to confirm that external examiners are not being exchanged.

If a member of DMU staff applies to be an external examiner in the same department in which one of our own existing external examiners is based, then the member of DMU staff must decline the appointment. If a reciprocal arrangement is discovered at a later date or is created when our existing examiner moves to another institution, the appointment will be reviewed.

The replacement of an external examiner from an institution by a colleague from the same department in the same institution is not allowed.

The External Examiner Appointments Committee will take into account where there is a legitimate case for making an appointment that does not fulfil all the criteria, for example where external examiners are drawn from business, industry or the professions. Nominees from these backgrounds make a significant contribution to external examining across a range of disciplines but may be unable to fulfil all the criteria. Whilst these nominees may possess considerable professional experience, they may not have the formal qualifications anticipated, the academic background, or sufficient experience of assessment. Likewise, a team may wish to appoint an external examiner who has, as a researcher, eminent standing in the respective discipline, but lacks experience in providing and enhancing the student learning experience. The Appointments Committee will consider such cases formally as exceptions to the criteria. This consideration may be assisted where the appointee is not the sole external examiner for the award; hence his or her expertise is complemented by that of others who do satisfy the criteria. Where an appointee does not fulfil all the criteria, the team should take steps to provide appropriate training and support in relation to academic expectations, for example in the form of a mentor. The Appointments Committee will also make appropriate use of exceptions when addressing nominations for external examiners in disciplines which are very small and specialist and where the pool of potential external examiners is therefore restricted.

4.3.4 Members and Former Members of De Montfort University Staff

Former members of the University staff shall not be appointed as external examiners before a lapse of at least five years, or sufficient time for students taught by that member of staff to have completed their registration at the University, whichever is the longer (the same shall apply in respect of former members of partner institutions).

4.3.5 Period of Office

The period of office of an external examiner shall be four years normally from 1 October.

The period of office of an external examiner shall not normally exceed four years, but may be extended **exceptionally** by AQC for a further year to ensure continuity.

An external examiner may be reappointed in exceptional circumstances but only after a period of five years or more has elapsed since their last appointment.

4.3.6 Termination of appointments

The appointment of an external examiner may be terminated by the Academic Board if the Academic Board judges that the responsibilities of the appointment have not been or cannot be fulfilled in the manner or to the standard which the University requires. Reasons for termination could include:

- failure to provide reports using the standard report proforma, to the expected professional standard and to be submitted within reasonable timescales, normally within a month after the main assessment board

- inability to attend two successive boards over two years where recommendations or decisions on progressions or awards are made, without good reason and without arranging alternative means to input into the meeting

- failure to undertake external examiner duties to the satisfaction of the University by providing inadequate scrutiny of proposed assessments and/or an unacceptable delay in corresponding with the programme team

- any change in the external examiners' circumstances which brings about potential conflicts of interest which might jeopardise objectivity

- persistent refusal to work within the University's academic regulations

- relocation of the external examiner far from the United Kingdom

- withdrawal of or non-recruitment to programmes

- if a reciprocal arrangement is discovered after the appointment or is created when an existing examiner moves to another institution, the appointment will be reviewed.

4.4   Information for External Examiners

External examiners will be briefed before the start of their duties. The Faculties and Subject Teams in conjunction with the Department of Academic Quality will arrange the briefings on an annual basis for newly appointed examiners.

4.4.1   From the Department of Academic Quality

The Department of Academic Quality shall ensure that the following generic information is provided to brief external examiners:

- a website link to the current Taught Postgraduate Programmes University Regulations

- a website link to the current General Regulations and Procedures Affecting Students

- a website link to the Guide to External Examining at DMU which details the role of the examiner on quality assurance policies and protocols

- administrative arrangements for the operation of the external examiner system including the website link to the report proforma, an expenses claim form and contact information

4.4.2   From the Chair of Programme Board

The Chair of the board will be responsible for the provision of the following to external examiners:

- the full specifications (templates) for each module for which the examiner has responsibility

- programme templates to place module specifications in the broad contexts of wider curriculum provision, local approaches to disciplines and the academic level

- professional body requirements (if applicable)

- student handbooks

- summary of review and evaluation reports including previous external examiner reports

- dates of assessment board meetings at which attendance of external examiner is required and/or meetings where external examiners' attendance would be beneficial along with a timeline of when to expect draft assessments and scripts for comment

- Details of programme and module management and assessment arrangements, and the role of the external examiner within them

- any relevant discipline assessment criteria, marking schemes, model answers, etc.

4.5   Participation in Assessment

An external examiner shall be an ex officio member of the Programme Board to which she/he is appointed and shall approve module marks determined by the board.

The focus of examiners' duties shall be the modules and programmes concerned as appointed to by the board, which leads to postgraduate awards.

External examiners shall be consulted on draft examination papers for all modules. To facilitate consideration by examiners model answers, outline solutions and related marking schemes, where appropriate, shall be provided along with draft papers. Such documents shall be provided to external examiners according to university timescales. External examiners shall normally also be consulted on all draft coursework assignments set across a programme prior to them being issued to students. This is especially important for those modules which are assessed via 100% coursework.

External examiners shall normally be consulted regarding students' choice of projects and/or design exercises and/or dissertations.

The external examiner has the right to see all assessed work in order to select an appropriate sample for moderation against marking schemes/model answers/outline solutions. Examiners shall have discretion to sample material necessary to render judgements about the consistency of internal marking. Detailed arrangements for selection shall be agreed with the external examiner in advance.

To assist the external examiner, it is expected that a reasonable sample of material would include:

- the assessment(s) marked highest overall
- a selection of passed assessments within each mark band
- any problematic assessments
- all failed dissertations

Assessments include all components contributing to a module including coursework elements and examination scripts. The reference to 'problematic assessments' is intended to cover a variety of eventualities where a department wants the particular

advice of the external examiner. This would include, for example, exceptional cases where there is internal disagreement about a mark for a script or coursework assignment.

The external examiner has the right to see any worked scripts and other assessed assignments, including coursework, projects, dissertations which contribute to the module mark. Examiners shall have discretion to sample material which will allow them to render a judgement as to (a) the overall suitability of the assessment methods in practice, (b) the coherence of the assessment strategy and (c) the consistency of internal marking.

The external examiner shall conduct viva voce examinations in such exceptional cases as shall be determined by the Chair of the Programme Board in consultation with the external examiner.

The external examiner may meet with a small group of students in order to assist in evaluation of the appropriateness of assessment methodologies, as well as to assist the external examiner in forming a view on standards and on quality of delivery.

4.6   Reports from External Examiners

External examiners are expected to give oral reports to the boards on which they sit, on at least an annual basis, summarising their views and raising any issues for consideration.   **If examiners are unable to attend the board, they should make alternative arrangements to input into the meeting.**

4.6.1 Annual Reports

External examiners are required to submit written reports on an annual basis to the University within one month after the main assessment board. Each report should be emailed to qaenquiries@dmu.ac.uk. The reports will be picked up by the Quality Officer (External Examiners/Awarding Bodies) who is responsible for ensuring that reports are considered and that any necessary actions are taken within the University.

Annual written reports should be completed on the form available on the Department of Academic Quality website. The report is a major source of information in the annual monitoring process. The report should contain clear information on academic standards and should advise on good practice, innovation and areas for enhancement. Each report should cover the following areas: Academic standards and programme/module content: taught elements, academic standards and student performance, Project/dissertation/design work, module assessment, delivery and support, programme management and development, assessment board and administration, outstanding issues and other key observations, collaborative provision if applicable.

The final report made at the end of the term of office should give general observations based on the whole period as well as covering the year in question. Particular attention should be paid to any issues that have been raised, but not addressed during the examiner's period of office.

In the unlikely event of a report not being sufficiently clear or informative, the University may seek further details.

4.6.2   Supplementary Reports

Supplementary reports may be submitted at any time where an examiner considers that issues have arisen which requires prompt attention. This report is intended to be exceptional and it will not be necessary for examiners to report on the satisfactory operation, or progress of the work, of the board.

An external examiner may send a separate report to the Vice-Chancellor on any matter which she/he deems necessary; such a report may be sent in confidence at any time. If an external examiner has serious concerns about issues related to standards within the institution, and has exhausted all internal procedures including a confidential report to the vice chancellor, they should access the independent mechanism for addressing concerns about standards and quality in higher education managed by the Quality Assurance Agency for Higher Education (QAA).

4.6.3   Action Arising from Reports of External Examiners

The focus of action in relation to external examiners' reports is at Programme Board level. It is the responsibility of boards to consider the issues raised by external examiners and to determine an appropriate course of action. In responding, boards should avail themselves of the advice of external examiners and engage their examiners in a dialogue to ensure that their proposed course of action is acceptable to the examiner. The outcome of both the internal consideration by boards and the dialogue with external examiners should be recorded in relevant minutes or related reports to ensure all parties are aware of the action taken/to be taken. External examiners are asked to comment on the feedback they receive in response to their reports and to highlight issues which require (but have not received) attention.

APPENDIX 1

Typical taught postgraduate awards offered at DMU

Award	Total credits	Level of credits	Maximum period of registration	Notes

Taught doctorate

Award	Total credits	Level of credits	Maximum period of registration	Notes
Professional taught doctorate	480	At least 360 credits at level 8. Remainder at level 7 or above	6 years part-time	Typically 120 credits will be taught at level 7 as per the PgDip. The remainder form the research project. Cannot be used as an intermediate exit award. The first 120 credits will be governed by postgraduate regulations. The remainder will be governed by the code of Practice for Research Degree Students.

Standard taught postgraduate awards

Award	Total credits	Level of credits	Maximum period of registration	Notes
Taught masters (MA, MBA, MSc, LLM, MRes etc.)	180	At least 150 credits at level 7. Remainder at level 6 or above	3 years full-time 6 years part-time	Award of distinction and merit available. Cannot be used as an intermediate exit award.
Postgraduate Diploma (PgDip)	120	At least 90 credits at level 7. Remainder at level 6 or above	2 years full-time 4 years part-time	Award of distinction and merit available. Can be either an end award or an intermediate exit award.
Postgraduate Certificate (PgCert)	60	At least 45 credits at level 7. Remainder at level 6 or above	1 years full-time 2 years part-time	Award of distinction and merit available. Can be either an end award or an intermediate exit award.

Other postgraduate awards

Award	Total credits	Level of credits	Maximum period of registration	Notes
DMS – PgDip Management Studies	60 plus CMS or equivalent by APL	60 credits at level 7	1 year full-time 2 years part-time	
CMS – GradCert in	60	30 credits at level 7	1 year full-time 2 years part-	Despite undergraduate credits, governed by

Management Studies		30 credits at level 6	time	postgraduate regulations.

Integrated masters

Integrated masters (MPharm, MEng, MDes etc.)	480	At least 120 credits at level 7. Remaining credits as per honours degree: 120 at level 6 120 at level 5 120 at level 4		Classified. Cannot be used as an intermediate exit award. NB – integrated master's programmes are governed by the undergraduate regulations.

Definitions:

End Award   The highest award available on a programme of study.

Intermediate Exit Award   Other awards available within the programme of study which are eligible for award to students who do not meet the requirements of the End Award but do meet the requirement for the exit award.

APPENDIX 2

Register of programme-specific regulations

Contents   **Page Number**

Faculty of Art, Design and Humanities

Programme title/award: **Programme code:**
PG Dip Architectural Practice   K10073
(Part 3)

Owning Faculty: **Owning Board:**
Art, Design and Humanities   Architecture

Name of professional/statutory/regulatory body:
Architects Registration Board (ARB)
Royal Institute of British Architects (RIBA)

On the successful completion of this course candidates can apply for registration from the
Architects Registration Board and for Chartered Status with the Royal Institute of British
Architects

University generic regulation	Programme-specific regulation
1.2 Credit accumulation and awards	**This is not a modular course** The course consists of three units, each having an assignment, plus mandatory elements prescribed by the Royal Institute of British Architects (RIBA) and the Architect's Registration Board (ARB) namely a)documentary submission, CV, Evaluation of Professional Experience, Case Study. Written examination b) Professional Experience and Development Record c) Summative Professional Interview. *See RIBA description & Regulations fro the Recognition of Courses and Examination in Professional Practice & Management, (Part 3) in the UK Nov 2003.*
1.4 Dissertation	The RIBA/ ARB require a Case study and Evaluation of Experience document
1.5 Research methods	Not applicable
1.7 Intermediate award	Not applicable
1.9 Minimum entry requirements	A candidate must have RIBA/ARB Parts 1 & 2 either by gaining a qualification from a British School of Architecture or by passing the ARB Examination. The candidate must also have a full-time job in a UK Practice. The candidate must also have a minimum of 24 months practice experience of which 12 months must be post Part 2 when he or she takes the Professional Interview.

	The candidate must be in full-time occupation in an architectural practice or its equivalent
1.10 RPL	Not applicable
1.11 Registration	The Course runs on a November to November cycle
1.12 Change of modules and programme	Not applicable
1.15 Students studying overseas	Not applicable
1.16 Students from overseas institutions	Not applicable; see 1.9
2.6 Reassessment regulations	The RIBA requires that all elements are passed to a minimum of 50%. This means a candidate can resubmit the work until it meets the minimum standard.
2.7 Viva Voce Examination	This is the final part of the examination process and is called the Professional interview.
2.13.2 Aegrotat Awards	Not applicable
4 External Examiners	In addition to the External Examiner the RIBA/ARB require that the assessment should be carried out by **Professional Examiners** these are experienced practitioners or academics. They assess in conjunction with the Internal Examiners and are charged with the duty of undertaking the lead role in conducting Professional interviews. Their activities are vetted by the External Examiner. The Professional Examiners have the same terms and conditions as an External Examiner with the exception that their annual report is sent to the Course Leader for discussion at the management board. The appointment document will also be amended to show they have a different status to that of the External

Programme title/award: International MA in Management, Law and Humanities of Sport

Programme code: N2M171

Owning Faculty: Art, Design and Humanities

Owning Board: ADH Postgraduate Programmes Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
General points	There is no part-time registration on the programme. If a student misses three consecutive lectures without prior approval, a letter will be sent to the student by the Faculty of Art, Design and Humanities. If attendance fails to improve following receipt of the letter a meeting will be arranged with the Head of Taught Postgraduate Programmes to discuss progression arrangements. Any student involved in this process will be reported to the Course Scientific Committee which will have the right to apply sanctions it considers appropriate.
1.13 Interruption of Studies **2.9 – 2.11 Deferrals**	During the De Montfort University module students will have access to the Faculty of Art, Design and Humanities deferral procedures and/or interruption of studies if required on the grounds of extenuating circumstances.
2.1 Marking Scheme	The marking scheme for the programme is different to the DMU descriptors. It is based on the SDA Bocconi scheme which has been adopted by all three of the academic partner institutions across the full programme. All handbooks, module guides and assessment feedback adopts this specific grading system. The course grading scheme is from 1 - 10 (and includes a full point scale). For example, a mark of 63% would equate to 6.3 on the scale. To pass a unit of assessment a candidate must achieve a mark of 6 or above. Scale mark boundaries are as follows: 6 = Pass, 7 = Satisfactory, 8 = Good, 9 = Very Good, 10 = Excellent
2.6 Reassessment Regulations	If a student fails one submodule exam, the student may compensate the failure with an overall average mark of 6.0 or above. If a student fails two submodule exams within the

	same module, the student may not compensate the failure. In this case, the student is required to re-sit the two failed exams and all other exams for which he/she scored below 7.0. These exam resits will not take place until after Graduation and if the student chooses to attend the ceremony, he/she will only receive a certificate of participation. For all resit examinations, the decision regarding the exact location and date will be made by the Scientific Committee based on a proposal by the Scientific Directors of the relevant Module. The resit must take place at the latest by December 31 of that year. The maximum mark for a resit is 6.0 and the student is entitled to feedback on the exam.
2.8 Award of Distinction and Merit	The award of distinction will be made to students who achieve a 9 or above in all four modules of the course. The award of merit will be made to students who achieve an average of 8.5 overall.
2.13.2 Aegrotat Awards	Aegrotat awards are not available on the programme.

Faculty of Business and Law

Faculty of Business and Law

2.8 The Award of Distinction and Merit	7.6 Pass with Distinction The award of pass with distinction will <u>not </u>apply to the PG Diploma or PG Cert awards where they are being made as exit awards due to failure for students enrolled on a Masters programme. 7.7 Pass with Merit The award of pass with merit will <u>not </u>apply to the PG Diploma or PG Cert awards where they are being made as exit awards due to failure for students enrolled on a Masters programme.

Applies to the following Programmes:

Programme title/award	Programme code	Owning Board
MSc Accounting and Finance Full-time and Distance Learning modes	N40071 N40077 N40078	MSc Accounting Suite Programme Board
MSc Advertising and Public Relations Management	N5P271	PG Business and Management Programme Board
Master of Business Administration: MBA for Lawyers/MBA Housing and Executive modes	N10071 N1M171 N1K571	PG Business and Management Programme Board
Master of Business Administration MBA Global	N10077 N10078	PG Business and Management Programme Board
MSc Business Economics Suite: MSc Business Economics and Business Finance MSc Business Economics and International Relations MSc Business Economics and Risk Management MSc Business Economics and Marketing	L1N371 L1L271 L1N271 L1N571	PG Business and Management Programme Board
MA Diplomacy and World Order	L25072	PG Business and Management Programme Board
MSc Finance and Investment	N40073	MSc Accounting Suite Programme Board
MSc Forensic Accounting	N40072	MSc Accounting Suite Programme Board
MSc Global Financial Management MSc Financial Management	N34071 N34072	MSc Accounting Suite Programme Board
MSc Housing	K45074	PG Business and Management Programme Board
MSc International Business Suite: International Business and Management International Business and Human	N12071 N12073 N12074	PG Business and Management Programme Board

Resource Management	N12075	
International Business and Entrepreneurship	N1N671 N1N171	
International Business and Finance	N1N172	
International Business and Corporate Social Responsibility	N1N371 N1N373	
MA International Relations	L25071	PG Business and Management Programme Board
MA/PG Diploma Human Resource Management Full-time and part-times modes	N60078 N60079	MA Human Resource Management Programme Board
MSc Marketing Management	N2N571	PG Business and Management Programme Board
MSc Project Management	N21371 N21372	PG Business and Management Programme Board
MSc Risk Management Full-time and Distance Learning mode	N29071 N29073	PG Business and Management Programme Board
MSc Strategic and Digital Marketing	N50074	PG Business and Management Programme Board

Programme title/award:
CIH MSc Housing Studies

Programme code:
K45094

Owning Faculty:
Business and Law

Owning Board:
Housing Studies Programme Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
2.6.2 Reassessment Opportunities Students are entitled to one reassessment opportunity in each module, including the dissertation.	Students may be reassessed in each taught module up to a maximum of one occasion. There are 60 credits-worth of reassessment opportunity for the Postgraduate Certificate and 120 credits-worth of reassessment opportunity for the Postgraduate Diploma. Students who fail to successfully complete any component of the taught element of the programme at reassessment will not be permitted to proceed to the dissertation module.
2.8 The Award of Distinction and Merit	7.6 Pass with Distinction The award of pass with distinction will not apply to the PG Diploma or PG Cert awards where they are being made as exit awards due to failure for students enrolled on a Masters programme. 7.7 Pass with Merit The award of pass with merit will not apply to

| | the PG Diploma or PG Cert awards where they are being made as exit awards due to failure for students enrolled on a Masters programme. |

Programme title/award:
MA/PG Dip Human Resource Management (Full-time & Part-time routes)

Programme codes:
N60078/N60079

Owning Faculty:
Business and Law

Owning Board: MA HRM Programme Board

Name of professional/statutory/regulatory body: Chartered institute of Personnel & Development

University generic regulation	Programme-specific regulation
1.7.1 Credit Progression A student who has achieved an intermediate award (PGCert or PGDip) which is their intended award can, upon successfully completing this award, continue onto a higher or final higher (PGDip or Masters award) without delay, providing that the programme offers the higher award	**7.7 Award of PG Diploma** p4 Students who have qualified for and been awarded the PG Diploma as their award aim when starting the programme may register for the MA 'top up' on payment of the appropriate fee. The right to registration in this case shall normally be exercised within two academic years.
2.8 The Award of Distinction and Merit	**7.6 Pass with Distinction** The award of pass with distinction will <u>not</u> apply to the PG Diploma or PG Cert awards where they are being made as exit awards due to failure for students enrolled on a Masters programme. **7.7 Pass with Merit** The award of pass with merit will <u>not</u> apply to the PG Diploma or PG Cert awards where they are being made as exit awards due to failure for students enrolled on a Masters programme.

Programme title/award:
LLM (Distance Learning) & LLM full-time

Programme codes:
M20073, M20075

Owning Faculty:
Business and Law

Owning Board:
LLM Programme Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
There is no regulation relating to Compensatory Fail in the generic PG regulations.	**3. Compensation** 3.1 A marginal fail (a mark between 45-49) in one taught module may be compensated provided there is clear evidence of strength elsewhere. 3.2 An eligible candidate will be compensated automatically if: • The candidate has a marginal fail in one taught module and • Has an overall average (including the failed module but not including the dissertation) of 50% or more. 3.3 This should apply whether or not the candidate has resat the module in question. 3.4 the compensatory fail regulations can be applied to the Postgraduate Diploma award but cannot be applied to the Postgraduate Certificate award or in cases where candidates have been admitted to the programme by advanced standing.

Programme title/award:
LLM in Legal Practice

Programme code:
M25096

Owning Faculty:
Business and Law

Owning Board:
LLM LPC Programme Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
2.8 Award of Distinction & Merit	**21 Distinctions and Merits** 21.1 A distinction may be awarded if the Dissertation is at distinction level (70% or more) 21.2 A merit may be awarded if the Dissertation is at merit level (60-69%)
1.6 Maximum registration periods	**22. Time limit for completion of the course**

	Maximum registration period for this top up programme to be set at 3 years.

Programme title/award:
Legal Practice programme

Programme code:
M25092, M25094

Owning Faculty:
Business and Law

Owning Board:
LPC Programme Board

Name of professional/statutory/regulatory body: Solicitors Regulation Authority

University generic regulation	Programme-specific regulation
1.1 Programmes and Modules A student registers for a programme which leads to his/her award eg MA English. The programme is made up of units of learning called *modules*. Each module is a learning package and the standard 15-credit module involves approximately 150 hours of study. Modules can be in sizes of 15, 30, 45 or 60 credits	The LPC is a non-modular (linear) programme and as such does not have credits attached to its 'modules'.
	6. Award of Legal Practice Postgraduate Diploma 6.2 No student shall be awarded the PG Dip in Legal Practice unless in the opinion of the Assessment Board his or her attendance at all teaching sessions of whatever nature has been satisfactory.
	10. Extenuating Circumstances 10.5 Condonation (ie a discretion to depart from the Assessment Regulations and pass an assessment, or modify the mark or grade without it having achieved a pass mark or having achieved that mark or grade on its merits) is never permitted, either in response to extenuating circumstances or otherwise. 10.6 Compensation (ie the ability to make good marks below 50% with marks from another Subject Assessment) is never permitted, either in response to extenuating circumstances or otherwise.
2.6.2 Reassessment Opportunities Students are entitled to one reassessment opportunity in each module, including the dissertation.	**11. Failure in a mode of assessment** 11.1 A student has a maximum of three attempts at any assessment. 11.2 A student who is unsuccessful on the 1st

	attempt in any assessment shall be entitled to a 2nd attempt.
	11.3 A student who is unsuccessful on the 2nd attempt in any assessment shall be entitled to a 3rd attempt.
	11.4 A student who is unsuccessful on the 3rd attempt of a Stage 1 assessment fails that Stage overall and Stage 1 of the course and **all** Stage 1 assessments must be retaken.
	11.5 A student who is unsuccessful on the 3rd attempt of a Stage 2 assessment can either re-enrol on the course for that particular Vocational Elective or start a fresh Vocational Elective SUBJECT always to Regulation 14.
	11.6 Any assessment (including a 2nd or 3rd attempt) taken by a student will be based on the law in force at the time of that assessment regardless of the law taught to the student during the course and it is the student's responsibility to ensure that they are up-to-date in relevant legal knowledge and practice.
	11.7 Any 2nd or 3rd attempt at **any** assessment (other than Accounts and Wills and Administration of Estates for Part Time students) must be taken following completion of the course. A 2nd attempt at any assessment (other than Accounts and Wills and Administration of Estates for Part Time students) must be taken by the end of July following completion of the course. A 3rd attempt at any assessment (other than Accounts and Wills and Administration of Estates for Part Time students) must be taken within 12 months of taking the 2nd attempt.
	11.8 A 2nd attempt at Accounts and Wills and Administration of Estates by a Part Time student may be taken in August at the end of Year One or at any available sitting during Year Two. If the 2nd attempt has not been taken by the end of Year Two, it must be taken by the end of July following completion of the course. A 3rd attempt at Accounts and Wills and Administration of Estates by a Part Time student must be taken within 12 months of taking the 2nd attempt.
2.8 Award of Distinction & Merit	**13 Distinctions and Merits** 13.1 Subject to Regulation 13.2, if a student is entitled to the Postgraduate Diploma in Legal Practice and has been graded as competent at the 1st attempt in all assessments in the Course

	Skills and has achieved the pass mark at the first attempt in all Subject Assessments, the Assessment Board shall award a distinction or a merit in the following circumstances:
	13.1.1 If the student has obtained an average final mark of 70% or more across the Core Practice Area and Vocational Elective Subject Assessments, and four or more of the marks in those Subject Assessments are 70% or more, a distinction
	13.1.2 If the student has obtained an average final mark of 60% or more across the Core Practice Area and Vocational Elective Subject Assessments, and four or more of the marks in those Subject Assessments are 60% or more, a merit.
	13.2 A student may be awarded a merit provided only one of the following applies: the student has been assessed as competent in one assessment in the Course Skills following a 2nd attempt OR the student has passed one of the Subject Assessments in Solicitors Accounts, PCR or Wills and Administration of Estates following a 2nd attempt.
	13.3 A student who has not passed any Subject Assessment in the Core Practice Areas or Vocational Electives at the 1st attempt may not be awarded a merit.
1.6 Maximum registration periods	**14. Time limit for completion of the course** A student must successfully complete all their Stage 1 and Stage 2 assessments within five years of the date on which they took their first assessment (regardless of whether they were successful in such assessment).

Programme title/award:
Graduate Certificate in Management
Studies (CMS) and Postgraduate
Diploma in Management Studies (DMS)

Programme codes:
N20072 & N20076

Owning Faculty:
Business and Law

Owning Board:
CMS/DMS Programme Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
2.6.2 Reassessment Opportunities Students are entitled to one reassessment opportunity in each module, including the dissertation.	**6.10 Referral Opportunities** Any student not achieving a pass in a module may be referred in a maximum of TWO modules. Referral in more than two modules will mean failure of the programme. The nature of the referred assessment is indicated in each module template and will be explained in student results letters from the programme assessment board. Students should not work on any referral until formal results have been received, as the assessment brief may differ from the original attempt. Only one referral per module is permitted; failure of a referral would also lead to failure of the programme.

Programme title/award: PgCert/PgDip
Managing Health & Social Care

Programme codes:
L51071/L51072

Owning Faculty:
Business and Law

Owning Board:
Corporate Development Programme Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
2.6.2 Reassessment Opportunities Students are entitled to one reassessment opportunity in each module, including the dissertation.	**5.6 Referral Opportunities** Candidates have the right to be referred in up to 30 credits in Part 1 and 30 credits in Part 2, each on one occasion only. Any module referred for a second time will result in the student failing the programme. Referred/deferred assignments must be completed prior to enrolment for Part 2.

2.8 The Award of Distinction and Merit	3.7 Awards
	Awards with Distinction For a Postgraduate Diploma, a distinction will be awarded if: • either at least 90 credits are at distinction level (70%) • or the overall average mark is at distinction level For a Postgraduate Certificate a distinction will be awarded if: • either at least 45 credits are at distinction level (70%) • or the overall average mark is at distinction level Awards with Merit For a Postgraduate Diploma, a merit will be awarded if: • either at least 90 credits are at merit level (60%) • or the overall average mark is at merit level For a Postgraduate Certificate a merit will be awarded if: • either at least 45 credits are at merit level (60%) • or the overall average mark is at merit level

Faculty of Health and Life Sciences

Programme title/award: **Programme code:**
MRes Applied Health Studies   B90075

Owning Faculty: **Owning Board:**
Health and Life Sciences   HLS Postgraduate Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
1.4 Dissertation	The dissertation is 45 rather than 60 credits.

Programme title/award: **Programme code:**
CPD Pharmacy   B23091

Owning Faculty: **Owning Board:**
Health and Life Sciences   HLS Postgraduate Board

Name of professional/statutory/regulatory body: GPhC (for Independent Prescribing only)

University generic regulation	Programme-specific regulation
2. Assessment and awards	For the independent prescribing module (PHAR5557 and PHAR5556), any error or action in a summative assessment which may potentially cause the patient harm will be reviewed in light of the NPSA (2010) traffic light system and the NHS (2013) Serious Incident Framework criteria. This review will take place by a panel which will consist of a minimum of the module leader, the internal moderator and the programme leader with advice from the doctor teaching the clinical skills section. Incidents which are classed as red, i.e. causing significant or catastrophic long term patient impact, or serious incidents e.g." never events", will result in an overall failure of the Independent Prescribing module and will require resubmission of all of the assessments, not just the one failed. Incidents which are classed as amber e.g. risk of short term patient impact, will result in failure of the relevant assessment with a mark of 0%. Only the failed assessment must be re-submitted. Incidents which are classed as green e.g. where no clinical error has taken place and

	there is no or negligible risk of patient impact, will result in appropriate advice but not a failure of the relevant component.

Programme title/award:
MSc/PgD/PgC Clinical Pharmacy/Clinical Pharmacy (with Independent Prescribing)

Programme code:
B23077

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: GPhC (for Independent Prescribing only)

University generic regulation	Programme-specific regulation
2. Assessment and awards	From September 2014, any error or action in a summative assessment which may potentially cause the patient harm will be reviewed in light of the NPSA (2010) traffic light system and the NHS (2013) Serious Incident Framework criteria. This review will take place by a panel which will consist of a minimum of the module leader, the internal moderator and the programme leader. Incidents which are classed as red, i.e. causing significant or catastrophic long term patient impact, or serious incidents e.g." never events", will result in an overall failure of the whole module with a mark of 0%. All assessments for that module must be re-submitted. Incidents which are classed as amber e.g. risk of short term patient impact, will result in failure of the relevant assessment component with a mark of 0%. Only the failed component must be re-submitted. Incidents which are classed as green e.g. no or negligible risk of patient impact, will result in appropriate advice but not a failure of the relevant component. For the independent prescribing module (PHAR5557 and PHAR5556), any error or action in a summative assessment which may potentially cause the patient harm will be reviewed in light of the NPSA (2010) traffic light system and the NHS (2013) Serious Incident Framework criteria. This review will take place by a panel which will consist of a minimum of the module leader, the internal moderator and the programme leader with advice from the

	doctor teaching the clinical skills section. Incidents which are classed as red, i.e. causing significant or catastrophic long term patient impact, or serious incidents e.g." never events", will result in an overall failure of the Independent Prescribing module and will require resubmission of all of the assessments, not just the one failed. Incidents which are classed as amber e.g. risk of short term patient impact, will result in failure of the relevant assessment with a mark of 0%. Only the failed assessment must be re-submitted. Incidents which are classed as green e.g. where no clinical error has taken place and there is no or negligible risk of patient impact, will result in appropriate advice but not a failure of the relevant component.

Programme title/award:
PgDip Clinical Pharmacy (Hospital)

Programme code:
B23080

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
1.6 Maximum registration periods	The maximum period of registration is five years, rather than four, including a maximum period of three years for the certificate stage.

Programme title/award: Criminology and Criminal Justice doctorate (DCCJ)

Programme code:
L56073

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body:

University generic regulation	Programme-specific regulation
N/A	Students must achieve a merit in phase one to proceed to phase two of the programme.

Programme title/award:
Health Science doctorate (DHSci)

Programme code:
B90093

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
N/A	Students must achieve a merit in phase one to proceed to phase two of the programme.

Programme title/award:
PgCert Higher Education with NMC Recordable Teacher Qualification
NMC Recordable Teacher Qualification

Programme code:
X30080 – ET278U

B70091 – PH189T (Module MPHE5109)

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: NMC

University generic regulation	Programme-specific regulation
1.6 Maximum registration periods	The maximum registration period for the combined PGCHE and NMC RTQ is three years. The NMC RTQ component has a maximum completion time/period of 2 years. The NMC stipulates that the maximum period for recording a qualification such as the Recordable Teacher Qualification is within FIVE years of completion (NMC Order 2001).

Programme title/award:
PgDip Medicines Management

Programme code:
B23076

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
1.6 Maximum registration periods	The maximum period of registration is five years, rather than four, including a maximum period of three years for the certificate stage.

Programme title/award:
PgDip Midwifery

Programme code:
B72076

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: NMC

University generic regulation	Programme-specific regulation
2. Assessment and awards	Students are permitted a maximum of 90 credits of reassessment opportunity within the programme. Students are allowed only one reassessment opportunity for practice assessments. A student may be discontinued for failure in practice after only one attempt, if such failure is related to their professional behaviour or unsafe practice. If a student has more than one consecutive failure on the programme for professional misconduct they will be discontinued from the programme.
N/A	Students must maintain Nursing registration with the NMC for the duration of the programme. If they fail to do so they will be suspended and may be terminated from the programme.

Programme title/award:
MSc Nursing (Specialist Practice) with NMC SPQ (Adult Nursing/Learning Disability Nursing/Mental Health Nursing/General Practice Nursing/District Nursing)

Programme code:
B70271

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: NMC

University generic regulation	Programme-specific regulation
2. Assessment and awards	Where an element of failure relates to unsafe practice, in either theory or practice, the module will be failed with a mark of 0%.

Programme title/award:
PgCert Practice Nursing

Programme code:
B70096

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
2. Assessment and awards	Where an element of failure relates to unsafe practice, in either theory or practice, the module will be failed with a mark of 0%.

Programme title/award:
MRes Psychology

Programme code:
C80075

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
1.4 Dissertation	The dissertation is 45 rather than 60 credits.

Programme title/award:
PgCert Low Intensity Psychological Interventions

Programme code:
To be confirmed

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
1.1 Programmes and modules	The programme will consist of 20 credit modules

Programme title/award:
MRes Social Work

Programme code:
L50075

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
1.4 Dissertation	The dissertation is 45 rather than 60 credits.

Programme title/award:
MA Social Work

Programme code:
To be confirmed

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
1.4 Dissertation	The dissertation is 45 rather than 60 credits.

Programme title/award:
PgCert Social Work Practice Education

Programme code:
L50078

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
2. Assessment and awards	ASCS5827 – Practice Educator Stage One Students must pass the "PMA Report" before they are eligible to start ASCS5903 – Practice Educator Stage Two. This is to ensure that students have demonstrated The College of Social Work requirements for Stage One Practice Educator Professional Standards before progressing to Stage Two.

Programme title/award:
MSc/ PG Dip Specialist Community
Public Health Nursing (Health Visiting or
School Nursing)

Programme code:
B71071

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: NMC

University generic regulation	Programme-specific regulation
2. Assessment and awards	Where an element of failure relates to unsafe practice, in either theory or practice, the module will be failed with a mark of 0%.

Programme title/award:
MA/PgDip Youth/Health and Community
Development Studies (CPD PT)

Programme code:
L53072

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
2.7.3 Reassessment in dissertation	In order to become eligible to start the dissertation or practice-related project students must normally have passed 60 of the 120 taught credits at the first attempt

Programme title/award:
MA/PgDip Youth/Health and Community
Development Studies (CPD FT)

Programme code:
L53074

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
2.7.3 Reassessment in dissertation	In order to become eligible to start the

	dissertation or practice-related project students must normally have passed 60 of the 120 taught credits at the first attempt

Programme title/award:
MA/PgDip Youth Work/Health and Community Development (PQ PT)

Programme code:
L53075

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: English Standards Board/National Youth Agency

University generic regulation	Programme-specific regulation
1.2 Credit Accumulation and Awards	The award of the MA/PgDip with JNC professional qualification is dependent on all practice hours being successfully completed.
2.7.3 Reassessment in dissertation	In order to become eligible to start the dissertation or practice-related project students must normally have passed 60 of the 120 taught credits at the first attempt Health and Social Research Methods (ASCS5201) and Professional Field Practice (ASCS5218) must normally be passed before the dissertation or practice-related project can be commenced.

Programme title/award:
MA/PgDip Youth Work/Health and Community Development (PQ FT)

Programme code:
TBC

Owning Faculty:
Health and Life Sciences

Owning Board:
HLS Postgraduate Board

Name of professional/statutory/regulatory body: English Standards Board/National Youth Agency

University generic regulation	Programme-specific regulation
1.2 Credit Accumulation and Awards	The award of the MA/PgDip with JNC professional qualification is dependent on all practice hours being successfully completed.

2.7.3 Reassessment in dissertation	In order to become eligible to start the dissertation or practice-related project students must normally have passed 60 of the 120 taught credits at the first attempt

Faculty of Technology

Programme title/award:
MSc Business Intelligence Systems &
Data Mining

Programme code:
G50077

Owning Faculty:
Technology

Owning Board:
Informatics

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Climate Change and Sustainable
Development

Programme code:
F85071

Owning Faculty:
Technology

Owning Board:
Engineering

Name of professional/statutory/regulatory body:
Chartered Institution of building Services Engineers (CIBSE) and The Energy Institute

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Communications Engineering

Programme code:
H64071

Owning Faculty:
Technology

Owning Board:
Engineering

Name of professional/statutory/regulatory body:
Institution of Engineering and Technology (IET)

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Computer Games Programming

Programme code:
G62071

Owning Faculty:
Technology

Owning Board:
Informatics

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have achieved 60 credits at the first attempt.

Programme title/award:
MSc Computer Security

Programme code:
G49074

Owning Faculty:
Technology

Owning Board:
Computer Technology

Name of professional/statutory/regulatory body:
British Computer Society

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.
2. Assessment and Awards	Students who wish to exit with an award of PgCert must fulfil certain criteria to take the named degree: they must have studied one of the following modules for the award of PgCert Computer Security: Host-Based Security Network-Based Security Secure Web Systems Penetration Testing and Incident Response Students eligible for a PgCert but who don't meet the above requirement will be awarded a PgCert Computer Studies.

Programme title/award:
MSc Computing

Programme code:
G40073

Owning Faculty:
Technology

Owning Board:
Informatics

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Cyber Security

Programme code:
I10078

Owning Faculty:
Technology

Owning Board:
Computing Science and Informatics

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Electronic Engineering

Programme code:
H61071

Owning Faculty:
Technology

Owning Board:
Engineering

Name of professional/statutory/regulatory body:
Institution of Engineering and Technology (IET)

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Energy and Industrial Sustainability

Programme code:
H22172

Owning Faculty:
Technology

Owning Board:
Engineering

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme code:
H2K171

Programme title/award:
MSc Energy and Sustainable Building Design

Owning Faculty:
Technology

Owning Board:
Engineering

Name of professional/statutory/regulatory body:
Chartered Institution of building Services Engineers (CIBSE) and The Energy Institute

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Engineering Management

Programme code:
TBC

Owning Faculty:
Technology

Owning Board:
Engineering

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Forensic Computing

Programme code:
G49073

Owning Faculty:
Technology

Owning Board:
Computer Technology

Name of professional/statutory/regulatory body:
British Computer Society

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.
2. Assessment and Awards	Students who wish to exit with an award of PgCert must fulfil certain criteria to take the named degree: they must have studied one of the following modules for the award of PgCert Forensic Computing: Forensic Tools and Techniques Live Forensics and Reversing Digital Evidence and Incident Response Students eligible for a PgCert but who don't meet the above requirement will be awarded a PgCert Computer Studies.

Programme title/award:
MSc Information Technology

Programme code:
G40072

Owning Faculty:
Technology

Owning Board:
Informatics

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Intelligent Systems

Programme code:
G50076

Owning Faculty:
Technology

Owning Board:
Informatics

Name of professional/statutory/regulatory body:
British Computer Society

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Intelligent Systems and Robotics

Programme code:
G70071

Owning Faculty:
Technology

Owning Board:
Informatics

Name of professional/statutory/regulatory body:
British Computer Society

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Intelligent Systems Management

Programme code:
G50075

Owning Faculty:
Technology

Owning Board:
Informatics

Name of professional/statutory/regulatory body:

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Mechanical Engineering

Programme code:
H30071

Owning Faculty:
Technology

Owning Board:
Engineering

Name of professional/statutory/regulatory body:
Institution of Mechanical Engineers (IMechE)

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Mechatronics

Programme code:
H73071

Owning Faculty:
Technology

Owning Board:
Engineering

Name of professional/statutory/regulatory body:
Institution of Mechanical Engineers (IMechE)

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Media Production

Programme code:
P31071

Owning Faculty:
Technology

Owning Board:
Media Technology

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Micro Electronics and Nano
Technologies
Owning Faculty:
Technology

Programme code:
H61171

Owning Board:
Engineering

Name of professional/statutory/regulatory body:
Institution of Engineering and Technology (IET)

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Rapid Product Development

Programme code:
H13171

Owning Faculty:
Technology

Owning Board:
Engineering

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.

Programme title/award:
MSc Software Engineering

Programme code:
G60071

Owning Faculty:
Technology

Owning Board:
Computer Technology

Name of professional/statutory/regulatory body:
British Computer Society

University generic regulation	Programme-specific regulation
N/A	To be eligible to progress to the optional placement, a student should normally have passed their first four modules at the first attempt.