

## Progression, Determination and Classification of Results: Standalone Masters Programmes

*NOTE: Students who first enrolled on their current degree programme in 2018-19 or previously should refer to the regulations displayed in the archived version of the Calendar for the year in which they first enrolled on their degree programme.*

### 1. Introduction

- 1.1 The following regulations apply to all Standalone Masters programmes as listed in Regulations for the postgraduate degrees of Master by Taught Course (MA, MMus, MA(Ed), MSc(Ed), MSc(Social Sciences), LLM) and Master of Research (MRes) except in so far as a variation or an exemption for particular programmes has been allowed under 9.1 or 9.2 below. They should be read in conjunction with the Regulations and Definitions Applying to Progression for all Credit-Bearing Programmes. In the case of part-time programmes the Regulations, including provision for Compensation and Referral, apply for the programme as a whole and not for each academic year over which the programme is taken.
- 1.2 Where there are exceptional circumstances resulting in a student's performance being worthy of special consideration, as defined in the Regulations Governing Special Considerations (including Deadline Extension Requests) for all Taught Programmes and Taught Assessed Components of Research Degrees, a Board of Examiners, on the recommendation of a Special Considerations Board, has the authority to set aside aspects of these regulations and seek alternative evidence, or offer alternative methods or times for re-assessment, to show that required learning outcomes have been achieved. Detailed guidance is given in the Quality Handbook.

### 2. Programme Structure

- 2.1 Standalone Masters programmes are constructed from Modules (normally including a dissertation Module) that are normally at level 7 in the Framework for Higher Education Qualifications. However, some study may be at other levels as permitted by the Credit Accumulation and Transfer Scheme (CATS). Credit for a Module is awarded on successful completion of that Module.
- 2.2 Full time Standalone Masters programmes are generally one calendar year in length and typically consist of a taught element made up from a defined number of Modules and a research element consisting of a dissertation. There is typically no defined progression point between the taught element and the dissertation. Where a student is required to pass one or more taught Modules prior to starting work on the dissertation this is indicated in the Programme Regulations. If there are any other distinct progression points in the programme, these will also be defined in the Programme Regulations.
- 2.3 The total length of a programme will not normally be extended to account for time spent preparing for referral assessment.

### 3. Progression

- 3.1 In order for credit to be awarded for a Module, the Module must be passed at the specified Module Pass Mark except as allowed in paragraph 3.2 below. The University standard Module Pass Mark for Standalone Masters students taking Modules at all levels is 50. Where a Professional, Statutory or Regulatory Body (PSRB) requires a Pass Mark that differs from the University standard Module Pass Mark this will be stated in the Programme Regulations. The University standard Qualifying Mark for Standalone Masters programmes is 35, unless stated otherwise in the Programme Regulations. Where credit only is being imported from an exchange or outgoing study abroad, the Qualifying Mark is zero.

- 3.2 Compensation: A student passing all Core Modules but failing to achieve the Pass Mark in non-Core Modules totalling no more than 15 ECTS points (30 CATS) for a Masters programme or Postgraduate Diploma, or no more than 10 ECTS points (20 CATS) for a Postgraduate Certificate, may be awarded credit provided no Module mark is less than the Qualifying Mark. In Standalone Masters programmes with a 10 ECTS (20 CATS) credit architecture, Compensation may awarded in up to 20 ECTS (40 CATS) for Masters or Postgraduate Diploma and 10 ECTS (20 CATS) for Postgraduate Certificate. Where students have failed more modules than can be compensated, the modules with the lowest marks will be those selected by the Board of Examiners for Compensation, with the highest failure marks being the modules that are to be Referred.
- 3.3 Any Module failed by a student on an exchange or undertaking outgoing study abroad will count towards the credit limits for the volume of Compensatable Fails in 3.2 above.

## 4. Referral

- 4.1 A student who fails on a programme where all modules are core, may take Referral assessments in failed modules totalling not more than 30 ECTS (60 CATS).
- 4.2 On other programmes, a student who fails, after the application of Compensation, may take Referral assessments in failed modules totalling not more than 15 ECTS (30 CATS).
- 4.3 In Standalone Masters programmes with a 10 ECTS (20 CATS) credit architecture, Referrals may be taken in up to 20 ECTS (40 CATS).
- 4.4 If a failed Module has a higher credit value than the credit value the student is required to achieve for progression, the student may nonetheless be referred in that Module.
- 4.5 The pass criteria for a student after Referral are the same as for the first attempt excluding the right of Referral. The marks achieved at Referral are inserted into the previous marks profile and paragraphs 3.1 to 3.2 are applied again to determine the award. However, the marks obtained at Referral will be Capped at the Module Pass Mark to calculate the Average Mark carried forward to determine the award of Merit or Distinction.
- 4.6 Where a candidate is undertaking their programme through part time study, it may be in the student's best interests to take Referrals at the earliest opportunity, which may be outside the normal assessment periods. For such students, Referrals may be permitted while they are still completing their other taught modules. The arrangements will be communicated via the Programme Handbook.

## 5. Repeat

- 5.1 A student who has not progressed at the first attempt or after Referral (where permitted) and who does not qualify to take Referral assessments under paragraph 4 above may Repeat the programme Internally or Externally as chosen by the candidate following academic counselling from the Faculty. Likewise for a student who is not qualified under Programme Regulations to start work on their dissertation.
- 5.2 Paragraph 3 of the Regulations and Definitions Applying to Progression for all Credit-Bearing Programmes should be consulted regarding the right to Repeat for students sponsored by the University to enter the UK under the points-based visa system.
- 5.3 Internal Repeat: An Internal Repeat will consist of all Modules, including those passed at the first sitting. A student choosing an Internal Repeat is not permitted to change to an External Repeat part way through the year. The marks achieved at Internal Repeat will be inserted into the marks profile and paragraphs 3.1 to 3.2 applied again to determine the award. Marks for Modules in which the Pass Mark was not obtained at the first attempt will be Capped at the Module Pass Mark; for all other Modules the actual mark obtained at Repeat will be used to calculate the Final Average Mark to determine the award of Merit or Distinction.
- 5.4 External Repeat: An External Repeat will include only those Modules in which the Module Pass Mark was not obtained at the first attempt or at referral, and marks for Modules not Repeated

will be carried forward. The marks achieved at External Repeat will be inserted into the previous marks profile and paragraphs 3.1 and 3.2 are applied again to determine the award. Marks for Modules taken at External Repeat will be Capped at the Module Pass Mark to calculate the Final Average Mark to determine the award of Merit or Distinction.

- 5.5 Where a candidate is undertaking their programme through part time study, it may be in the student's best interests to Repeat modules at the earliest opportunity, which may be outside of the normal assessment periods. For such students, Repeats may be permitted while they are still completing their other taught modules and Referrals. The arrangements will be communicated via the Programme Handbook.
- 5.6 The pass criteria for a student Repeating are the same as for the first attempt excluding the right of Referral. A programme may be Repeated only once. The programme of a student failing at Repeat will be terminated.

## 6. Dissertation

- 6.1 The Pass Mark for the dissertation shall be the Module Pass Mark. A candidate failing to achieve the Pass Mark may submit a revised dissertation on one occasion only. The mark for a resubmitted dissertation will be Capped at the Module Pass Mark to determine the award of Merit or Distinction.

## 7. Awards

- 7.1 A student is deemed to have Passed if the requisite amount of Credit at the required level for the award of the relevant Standalone Masters qualification (as detailed in the Credit Accumulation and Transfer Scheme) has been achieved.
- 7.2 If permitted by the Programme Specification, a Postgraduate Certificate or Postgraduate Diploma may be awarded to a student who has not met the requirements to graduate with a Masters degree. The credit requirements for these awards are given in the Credit Accumulation and Transfer (CAT) Scheme.

## 8. Classified Awards

- 8.1 Classification: Degree classification for a Standalone Masters degree or Postgraduate Diploma is based on the 100 point Mark Scheme for the Final Average Mark as follows:
- |             |             |
|-------------|-------------|
| 70 and over | Distinction |
| 60 - 69     | Merit       |

These boundaries refer to the Final Average Mark rounded to the nearest integer.

- 8.2 Classification Algorithm: The class awarded shall be that within which the Final Average Mark rounded to the nearest integer falls, or the next higher class if the Final Average Mark is within 2 marks of the higher class and at least 50% of the credit points are derived from Module Marks in the higher class or above.
- 8.3 For programmes involving a period of outgoing study abroad or an exchange, unless the programme has an approved translation of marks scheme, a student's final results will be calculated solely on marks obtained in Modules studied at the University.

## 9. Variations and Exemptions

- 9.1 Faculties may, with good cause, operate variations on the progression scheme, for example to meet PSRB requirements, professional expectations or the requirements of legislation in another country for a programme delivered under the University's collaborative provision policy. This will be stated in the relevant Programme Regulations in the Calendar. In order to maintain oversight,

Academic Quality and Standards Committee (AQSC) will review all variations on an annual basis for compliance with the criteria.

- 9.2 With the approval of AQSC, Faculties may operate an exemption from the Progression scheme. Normally this will be for one year in order to bring the programme into line with the regulations. Where Faculties operate an approved exemption this will be stated in the relevant programme regulations in the Calendar.

*First approved: July 2011*

*Replaced by Progression, Determination and Classification of Results: Postgraduate Master's Programmes in September 2018.*