

Regulations for taught postgraduate programmes 2022/23

Introduction

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

Academic Appeals Procedure
Code of Student Discipline: Academic Misconduct
Assessment Policy
Examination Rules for Candidates
Fitness to Study Policy
Policy for Recognition of Prior Learning
Mitigating Circumstances Procedures
Guide to the Grade Point Average

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

Admission and registration

4. Students who are admitted to the University must complete registration prior to starting their programme of study. Students are not entitled to attend classes until registration has been completed, and in all cases students must have completed registration prior to the start of teaching. Changes of degree programme are not normally permitted later than the end of week 2¹
5. The University expects students to engage with all in person and/or online lectures, seminars, tutorials and laboratory practical's, as appropriate for the programme of study; and access and engage with available learning resources on the University Virtual Learning Environment and library. If a student is unable to attend and/or interact with VLE content due to ill health or serious personal circumstances they should contact the appropriate support services.
6. The University reserves the right to withdraw the registration of students who have failed to disclose relevant information, or who have presented misleading or false information, in applying for a programme of study; or those who do not engage with their studies through

¹ Except for students undertaking online MBA (and 'with' pathways) and MSc Computer Science (and 'with' pathways) programmes who should submit a programme change request prior to starting the last 60 credits of study.

attendance at timetabled classes and/or learning materials on the University Virtual Learning Environment for a period of 15 working days or more. The University also reserves the right to decline or withdraw the registration of students who do not hold the appropriate immigration status, or who fail to comply with the conditions of their visa.

Recognition of prior learning

7. A student may be awarded credit in recognition of academic or vocational study completed elsewhere, or of equivalent experiential learning. Credit may be awarded in relation to a specific module or as general credit. Further details are available in the **Policy for Recognition of Prior Learning**.
8. Requests for recognition of prior learning will normally be made before the start of the programme of study, so that an appropriate entry point and any variation to the standard programme can be agreed. Exceptionally, recognition of prior learning in relation to a specific module may be considered within the first three weeks of the term in which that module is delivered.
9. The maximum amount of credit that can be counted towards the award of a Master's degree is 60, unless the student is admitted under a specific agreement that permits a higher amount. The maximum amount of credit that can be counted towards a Postgraduate Diploma is 40. The maximum amount of credit that can be counted towards a Postgraduate Certificate is 20.

Programmes of study

10. The postgraduate awards of the University are:

Master of Arts	MA
Master of Science	MSc
Master of Business Administration	MBA
Master of Professional Practice	MProf
Postgraduate Diploma	PGDip
Postgraduate Certificate	PGCert
11. At the point of first registration, each student is registered for a specific programme of study, or as a student completing modules for credit only. The requirements for each programme of study are set out in the 'Programme Structures' section of OASIS.

Mode of attendance, suspension and duration of study

12. Postgraduate students may be registered on a full-time or part-time basis. A student may apply to transfer from full-time to part-time, or vice-versa, by writing to the Director of Student and Academic Services. Approval to change will depend on the appropriateness of the proposed mode of study for the student's programme and visa status.

13. A student may apply to suspend study for a period of up to 12 months by writing to the Director of Student and Academic Services. Normally only one suspension will be granted during a student's period of study².
14. After the end of week 2 of a term, suspension for that term or period of study will only be considered in cases where the student has extenuating circumstances supported by evidence. Suspension of studies cannot be considered after the end of week 10 of that term or the end of week 4 for programmes delivering teaching of modules in 7-week blocks.
15. In certain circumstances, suspension may not be possible, for example where a programme is running in its current form for the last time.
16. Where suspension is granted, a return to study date will be agreed. The student must register and resume their studies on that date; otherwise they will be withdrawn from study.
17. The maximum period of study, not including any approved suspension, for each award is:

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

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

Modules, engagement and assessment

20. Postgraduate programmes are made up of modules, which each carry either 15 or 20 Scottish Credit and Qualifications Framework (SCQF) credits or multiples of 15 or 20 credits. Some project modules carry 60 SCQF credits. A Master's programme will contain modules totalling 180 SCQF credits.
21. Students are expected to engage with the learning opportunities offered to them by the University, but also to study independently, taking responsibility for their own learning.
22. Exceptionally, Teaching & Learning Committee may approve a minimum attendance or participation requirement in order to pass a module. Such requirements will be made explicit in the module descriptor.
23. Each module is assessed by one or more units of assessment. Each unit of assessment is given a percentage weighting in the calculation of the module grade.
24. In order to be awarded credit for a module, a student must meet the learning outcomes of the module by completing all units of assessment for the module. If the student has failed to submit or attend for a unit of assessment, they will be unable to pass the module overall.

² Students who require a UK student visa to study at the University are only allowed to suspend study for up to 60 days to comply with UKVI immigration rules unless they return to their home country.

25. Students may submit work up to 5 working days after the published submission date. Students with a valid reason, as defined in the Mitigating Circumstances Policy, may apply for an extension to the submission date of up to 5 working days³.

Students without a valid reason, as defined in the Mitigating Circumstances Policy, may submit work up to 5 working days after the published deadline but the mark will be subject to a penalty as follows:

- a. Up to 5 working days after the published deadline – a deduction of 0.5 GPA for each working day from the actual mark achieved by the student (e.g. from C+ to F+, if an assessment is handed in on the fifth working day).
- b. After 5 working days a grade of NS will be awarded.

No late submission will be accepted for modules assessed on a pass/fail basis.

26. Students should ensure they are familiar with the **Code of Student Discipline: Academic Misconduct** and the **Examination Rules for Candidates**.
27. Exceptionally, Teaching & Learning Committee may specify that a pass grade must be achieved in a particular unit of assessment in order to pass a module. Such requirements will be made explicit in the module descriptor.
28. Student performance in each assessment and in each module will normally be assessed and recorded using the criteria and grades described below. Exceptionally, Teaching & Learning Committee may grant approval for a module to be assessed on a pass/fail basis only. Grades will be confirmed by a Subject Assessment Board following the end of each term.

Literal grade	Grade point	Evaluative descriptor	ECTS
A+	4.5	Excellent overall. <ul style="list-style-type: none"> • Demonstrates an excellent grasp of the subject matter. • Excellent capacity for original and creative enquiry. • Excellent ability to critically evaluate, analyse, synthesise and integrate complex information. • Excellent communication skills. In addition, exceptional in at least one of the above.	A
A	4	Excellent overall. <ul style="list-style-type: none"> • Demonstrates an excellent grasp of the subject matter. • Excellent capacity for original and creative enquiry. • Excellent ability to critically evaluate, analyse, synthesise and integrate complex information. • Excellent communication skills. 	A

³ A student with a valid reason for an extension may not exercise the right to submit an assessment as 'late' as defined in reg 25 (a). Late submission after an extension will result in the award of 'NS'.

B+	3.5	<p>Very good overall.</p> <ul style="list-style-type: none"> • Demonstrates a very good grasp of the subject matter. • Very good capacity for original and creative enquiry. • Very good ability to critically evaluate, analyse, synthesise and integrate complex information. • Very good communication skills. <p>In addition, excellent in at least one of the above but overall performance deemed to be very good.</p>	B
B	3	<p>Very good overall.</p> <ul style="list-style-type: none"> • Demonstrates a very good grasp of the subject matter. • Very good capacity for original and creative enquiry. • Very good ability to critically evaluate, analyse, synthesise and integrate complex information. • Very good communication skills. 	B
C+	2.5	<p>Good overall.</p> <ul style="list-style-type: none"> • Demonstrates a good grasp of the subject matter. • Good capacity for original and creative enquiry. • Good ability to critically evaluate, analyse, synthesise and integrate complex information. • Good communication skills <p>In addition, very good in at least one of the above but overall performance deemed to be good.</p>	C
C	2	<p>Good overall.</p> <ul style="list-style-type: none"> • Demonstrates a good grasp of the subject matter. • Good capacity for original and creative enquiry. • Good ability to critically evaluate, analyse, synthesise and integrate complex information. • Good communication skills 	C
D+	1.5	<p>Satisfactory overall.</p> <ul style="list-style-type: none"> • Demonstrates a satisfactory grasp of the subject matter but limited grasp in some areas • Satisfactory capacity for original and creative enquiry. • Satisfactory ability to critically evaluate, analyse, synthesise and integrate information. • Satisfactory communication skills 	D
D	1	<p>Adequate.</p> <p>Achievement of all threshold standards but grasp of some subject areas and graduate attribute development may be more limited.</p>	D
MF	0.5	<p>Marginal fail.</p> <p>Performance just below the threshold standard. A reasonable expectation that a pass is achievable by reassessment without the need to repeat the module.</p>	FX
F	0	<p>Performance well below the threshold level. Some limited evidence of achievement of the outcomes.</p>	F
NS		<p>No assessments submitted or no evidence of achievement of the outcomes.</p>	

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

Progression

35. The Programme Assessment Board oversees student progression. A student has the right to appeal against a decision of the Programme Assessment Board, in line with the Academic Appeals Procedure.
36. Student progression during an academic year will normally be considered after each term or teaching period or block. Interim progression decisions will be taken where a student has achieved insufficient credit or does not have the academic prerequisites to continue. Students who have received grades of NS in all modules during a teaching period will normally be required to withdraw.
37. The main progression point for postgraduate students will be at either the end of the taught part of the programme or where core teaching has been delivered to allow continued study; and/or on completion of a set of programme modules with passing grades at award boundaries (e.g. Certificate, Diploma, Degree), where appropriate. Such students will be eligible to proceed to the next stage of study.
38. The Programme Assessment Board (PAB) may opt to condone one module of up to 15 or 20 credits with an overall grade of MF. Condonement⁴ may be used only if a student has no more than 20 credits outstanding at a main exit award (e.g. Post Graduate Diploma or Masters). Students who have a module condoned will receive a grade point of 1.0 for that module, for the purposes of calculating Distinctions and Merits. Condonement may not be applied where a module has been identified as a Core Prerequisite, integral to achievement of the stage learning outcomes, or is required as part of Professional, Statutory and Regulatory Body's (PSRB) validation.

⁴ Condonement cannot be granted for modules with proven academic deceit from an Academic Misconduct hearing.

39. Students who have passed at least 100 credits and have a grade of MF in no more than 15 or 20 credits for which there is a reassessment attempt still available, will be permitted to proceed to the dissertation or project or final block/stage of study/credits. They must pass the failed module at the reassessment diet or module resit in order to be considered for the award of a Master's degree, unless condonement is available.
40. All other students will be unable to progress to the dissertation or project or final block of study/credits until they have completed any reassessment and passed 120 credits. Students who have not passed 120 credits after reassessment will normally be withdrawn from study, and awarded a Postgraduate Certificate, if eligible.
41. Those following a degree programme on a part-time basis will progress on the same basis as above, will be expected to pass at least half the credit (except where there are professional/programme requirements) for which they have registered in each academic year, and must be able to complete within the maximum period of study.

Repeat study

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

Short-term absence and mitigating circumstances

43. For short-term illness, and other issues that may be difficult to evidence, students are able to exercise an entitlement to 'self-certify' for one 48-hour extension for one assessment⁵ and one five working day extension for one assessment⁶ in each academic year. For any other absences when an assessment or multiple assessments are due, a student may apply for an extension or deferral of assessment as described in the **Mitigating Circumstances Procedures**. Any request for extension must be submitted on or before the date on which the assessment is due.
44. Any request for deferral should be submitted in advance of the coursework deadline or examination date; where this is not possible, they should be **submitted, including evidence, within 5 working days of the assessment date**. Only in exceptional cases, such as emergency hospitalisation, will requests be accepted later. Deferral will not be considered after the Subject Assessment Board has met.
45. Where a student has completed an assessment but believes their performance has been affected by serious mitigating circumstances, the student should notify Student and Academic Services in writing, with supporting evidence, within 5 working days of the assessment date. The evidence may take the form of a statement from an adviser or counsellor in Student Services, or from the Students' Association Advice and Welfare Co-ordinator. The Subject Assessment Board has discretion to set aside the attempt and allow deferral of the assessment.
46. Applications for extension and deferral are overseen by the Programme Assessment Board.

⁵ Excludes scheduled exams, class exams, vivas, or assessments that must be taken 'live' at a specified time and date.

⁶ *ibid*

47. Where deferral of an assessment has been approved, a grade of 'DF' (deferred) will be recorded, and assessment should be completed by the end of the reassessment period. If assessment cannot be completed in the reassessment period, a final grade of 'IN' will be recorded, and the module may be repeated in the following academic year, provided the student is eligible to do so.

Awards

48. Each postgraduate award has a minimum credit requirement that must be met in full.
49. For the award of the Postgraduate Certificate, students require passes in 60 credits, with at least 40 at level 11.
50. For the award of the Postgraduate Diploma, students require passes in 120 credits, with at least 100 at level 11.
51. For the award of a Master's Degree, students require passes in 180 credits, with at least 160 at level 11.
52. The Postgraduate Certificate, Postgraduate Diploma may be awarded with Distinction or with Merit, based on a weighted grade point average of the student's module grades. The Master's Degree may be awarded with Distinction or with Merit, based on a weighted grade point average of the student's module grades from their best 140 credits including the dissertation, project or capstone module. Failed modules, modules that are awarded credits from Recognition of Prior Learning and any modules assessed on a pass/fail basis, will not be included in the grade point average calculation.
53. An award will be made with distinction where a student has an overall grade point average of at least 3.75.
54. An award will be made with Merit where a student has an overall grade point average of at least 2.75.
55. Any of the University's postgraduate awards may be awarded posthumously. A posthumous award will be calculated based on credit attained.
56. Where a student has been prevented from completing sufficient assessment due to severe illness or other exceptional circumstances, the School may recommend to Senate that an Aegrotat award is made. An Aegrotat award does not carry a classification, merit or distinction.

Readmission

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