

Supplementary Regulations for the Degree of Master of Arts (Honours) in Education

1. The Degree of Master of Arts in Education may be conferred as a Master of Arts (Honours) in Education, a Designated Degree of Master of Arts in Education or as the Degree of Master of Arts in Educational Studies. Candidates who have satisfactorily completed a programme accredited by the General Teaching Council for Scotland shall be awarded either Designated Degree of Master of Arts in Education or the Degree of Master of Arts (Honours) in Education, in accordance with Regulation 5.
2. Before being admitted to the programme leading to the degree, all candidates must, in addition to satisfying any academic requirements for admission, become a member of Disclosure Scotland's Protection of Vulnerable Groups (PVG) Scheme, and would also normally be required to attend for interview.
3. The programme of study leading to the degree, which is accredited by the General Teaching Council for Scotland, shall be as approved by the Senatus Academicus and is contained in the programme prescription. The Honours programme for the degree comprises programme years 3 and 4.
4. Except with the permission of the Senatus Academicus, or where General Regulation 17.1, applies candidates may not progress:
 - 4.1 from programme year 1 to programme year 2 unless they have normally accumulated, by award or recognition, at least 105 credit points at level 1 [including, by award, recognition or exemption, those required to enter programme year 2 for the degree programme for which they are currently registered]; *or*
 - 4.2 from programme year 2 to programme year 3 unless they have accumulated, by award or recognition, at least 240 credit points at levels 1 and 2 [including, by award, recognition or exemption those required to enter programme year 3 for the degree programme for which they are currently registered]; *or*
 - 4.3 from programme year 3 to programme year 4 unless they have accumulated, by award of recognition, at least 360 credit points at Levels 1, 2 and 3 [including by award, recognition or exemption those required to enter programme year 4 for the degree programme for which they are currently registered].
5. Candidates for the Degree of Master of Arts (Honours) in Education must successfully achieve 480 credit points and the completion of all prescribed elements, as listed in the programme prescription, to be awarded the Degree. Candidates who have failed to achieve the standard for the award of the Degree with Honours, but who have passed all required elements for the Degree as contained in the programme prescription, may be awarded the Designated Degree of Master of Arts in Education. The Designated Degree of Master of Arts in Education is recognised as a qualification which entitles the holder to be provisionally registered with the General Teaching Council for Scotland.
6. Candidates at level 2 of the Master of Arts in Education programme whose performance is judged to be unsatisfactory during the Placement Component at Level 2 will normally be required to take a resit placement. Candidates who successfully complete the resit placement will, provided they meet the requirements of regulation 4.2, be permitted to progress into level 3. Candidates who fail to successfully complete the Placement Component by the end of programme year 2 may be required to discontinue attendance on the programme, or to repeat relevant/ missing parts of level 2 of their studies.
7. Candidates for the Degree of Master of Arts (Honours) in Education who have failed to meet the standard for progression into level 4, in accordance with regulation 4.3, but who have successfully completed all other required elements of the programme and have achieved at least 360 credit points including 60 credit points at level 3, will normally be recommended for the award of Degree of Master of Arts in Educational Studies. The Degree of Master of Arts in Educational Studies is not recognised as a qualification which entitles its holder to be provisionally registered with the General Teaching Council for Scotland.

8. Candidates at level 3 of the Master of Arts in Education programme whose performance is judged to be unsatisfactory during Placement Component 2 at Level 3 will normally be required to take a resit placement. Candidates who successfully complete the resit placement will, provided they meet the requirements of regulation 4.3, be permitted to progress into level 4. Candidates who fail to successfully complete the resit placement may be offered a further, non-placement, resit opportunity to be agreed by the Programme Coordinator. Candidates who successfully complete the second, non-placement, resit attempt and who have met the requirements of Regulation 6, will normally be recommended for the award of Degree of Master of Arts in Educational Studies. Candidates who fail to successfully complete Placement Component 2 by the end of programme year 3 may be required to discontinue attendance on the programme, except where General Regulation 20.2 applies.
- 9.1 Candidates at level 4 of the Master of Arts in Education programme whose performance is judged to be unsatisfactory during School Experience 1, as detailed in the programme prescription, may be allowed to make good any unsatisfactory performance in School Experience 2. If performance is judged to be satisfactory in School Experience 2, credit will be awarded for School Experience 1.
- 9.2 Candidates whose performance is judged to be unsatisfactory in School Experience 2, as detailed in the programme prescription, and whose performance was judged to be satisfactory in School Experience 1, will normally be given the opportunity to repeat that period of School Experience with the permission of the Senatus Academicus.
- 9.3 Candidates whose performance is judged to be unsatisfactory in School Experience 1 and 2, as detailed in the programme prescription, but who have met the requirements of Regulation 6, will normally be recommended for the award of Degree of Master of Arts in Educational Studies.
10. Except with the permission of the Senatus Academicus candidates for the Degree of Master of Arts (Honours) in Education who either:
 - a. have failed to complete the requirements for this degree within five calendar years of the date of their first matriculation for this degree, or
 - b. can no longer do so (e.g., are deemed unfit to practise) or:
 - c. have indicated in writing to the Senatus Academicus that they no longer wish to pursue a curriculum leading to the degree of Master of Arts;but who, in each case, met the requirements of regulation 6 may on application be awarded the Degree of Master of Arts in Educational Studies.
11. In terms of the General Regulations for First Degrees 1, 3, 12 and 16, the function of the Head of School shall be exercised by the Programme Director.
12. Notwithstanding General Regulation 7, the validity of the Class Certificate for any period of School Experience shall be limited to the academic year in which it is awarded.
13. Notwithstanding General Regulation 1.3, Candidates who accrue two or more absences from ten workshop attendances may have their Class Certificate withheld. This would prevent candidates from completing their course.
14. Notwithstanding General Regulation 7, Candidates who are absent for five days or more during a block of School Experience placement may be required to undertake a further period of School Experience or resit placement and assessment.

15. Any health, conduct, behaviour, or other issue that could bear on a candidate's suitability or fitness to practise teaching will be considered by the Fitness to Practise Committee. However, where such a case relates to academic conduct within the Code of Practice on Student Discipline, it may be referred to the Fitness to Practise Committee only after procedures under that Code are exhausted and an allegation has been admitted or found to be proved. The Senatus Academicus, on the recommendation of the Fitness to Practise Committee, may suspend or terminate the studies of candidates for Degree Programmes in Education who, following a proper process of investigation, are judged not "fit to practise". In exceptional circumstances only, the University may suspend the matriculation of, or exclude from specified activities of the University, candidates whose case has been referred to the Fitness to Practise Committee pending consideration of their case. In all cases, any such suspension or exclusion shall be subject to the procedures detailed in the University's Code of Practice on Student Discipline, as these are prescribed by any resolution of the University Court in force at the relevant time.

Supplementary Regulations for the Degree of Bachelor of Arts (BA) in the Field of Professional Studies in Education

The Degree of Bachelor of Arts (BA) in the Field of Professional Studies in Education shall be conferred as either the Degree of Bachelor of Arts or as the Degree of Bachelor of Arts with Honours.

Two programmes are offered: Childhood Practice, Professional Development. Within these programmes the following awards are available:

Childhood Practice

BA (Honours) in Childhood Practice, BA in Childhood Practice

Diploma of Higher Education in Childhood Practice, Certificate of Higher Education in Childhood Practice

Professional Development

BA in Professional Development

Diploma of Higher Education in Professional Development

Teaching Qualification (Further Education)

1. The programme of study leading to the degree shall be as approved by the Senatus Academicus and is contained in the programme prescription. The Honours programme for the degree comprises programme years 3 and 4.
2. Before being admitted to the programme leading to the degree, all candidates must, in addition to satisfying any academic requirements for admission, become a member of Disclosure Scotland's Protection of Vulnerable Groups (PVG) Scheme, and may be required to attend for interview.
3. Candidates on the Degree of Bachelor of Arts with Honours (BA) must satisfactorily complete all prescribed degree assessments, as listed in the programme prescription, and achieve a minimum of 480 credit points, in order to be awarded the degree. Candidates who have failed to achieve the standard for the award of the Degree with Honours, but who have passed all required elements for the degree as contained in the programme prescription, may be awarded the Degree of Bachelor of Arts.
4. In terms of General Regulations 1, 3 and 9.1, the requirements for the award of a Class Certificate, for award of a degree, and the timing of prescribed degree assessments, shall normally be no more than 5 years, to a programme which does not require attendance. The exception is the Teaching Qualification (Further Education) where the class certificate would be valid for a maximum of 3 years.
5. In terms of General Regulations 6 and 8, the function of the Head of School shall be exercised by the relevant Programme Director (or nominee).
6. In terms of General Regulation 14, exemptions and recognitions may include the Accreditation of Prior Experiential Learning (APEL) and Accreditation of Prior Learning (APL).
7. Candidates for the Teaching Qualification (Further Education) must achieve two satisfactory observations. A maximum of four opportunities will be granted. If two satisfactory observations have not been achieved the student will be deemed to have failed the practice element of the programme and cannot complete the qualification.

Supplementary Regulations for the Professional Graduate Diploma in Education (PGDE)

1. The Professional Graduate Diploma in Education (PGDE) of the University of Aberdeen, is awarded on successful completion of a one year (36 weeks) full-time programme (or the equivalent for part-time programmes). The Professional Graduate Diploma in Education is recognised as a qualification which entitles the holder to be provisionally registered with the General Teaching Council for Scotland.
2. The Professional Graduate Diploma in Education may be conferred in either Primary or Secondary Education. The Secondary route may be completed with designation in a cognate subject or a combination of two cognate subjects as listed in annex A. Candidates who have completed satisfactorily a programme accredited by the General Teaching Council for Scotland shall be awarded the Diploma in accordance with Regulation 4.
3. Before being admitted to the Professional Graduate Diploma in Education programme, all candidates must, in addition to satisfying any academic requirements for admission, become a member of Disclosure Scotland's Protection of Vulnerable Groups (PVG) Scheme, and would also normally be required to attend for interview.
4. Candidates on the Professional Graduate Diploma in Education must satisfactorily complete all prescribed diploma assessments, as listed in the programme prescription, and achieve a minimum of 120 credit points, in order to be awarded the Diploma.
5. The programme of study leading to the Diploma, which is accredited by the General Teaching Council for Scotland, shall be as approved by the Senatus Academicus and is contained in the programme prescription.
6. The assessment for each course within the Diploma shall be determined by the Senatus Academicus. In line with Regulation 9 of the General Regulations for Taught Postgraduate Awards, the examiners in respect of periods of School Experience will normally include designated staff of the schools concerned.
7. With the exception of School Experience, where the provisions of Regulation 8 shall apply, candidates will normally be permitted a maximum of two opportunities of assessment to complete any element of prescribed summative assessment. Candidates must normally have completed all elements of assessment by the end of the academic year in which they are registered.
- 8.1 Candidates on the Professional Graduate Diploma in Education programme whose performance is judged to be unsatisfactory during School Experience 1 [1A and 1B inclusive], as detailed in the programme prescription, may be allowed to progress, and make good any unsatisfactory performance in School Experience 2. If performance is judged to be satisfactory in School Experience 2 [2A and 2B inclusive], credit will be awarded for School Experience 1.
- 8.2 Candidates whose performance is judged to be unsatisfactory in School Experience 2 [2A and 2B inclusive], as detailed in the programme prescription, and whose performance was judged to be satisfactory in School Experience 1 [1A and 1B inclusive], will normally be given the opportunity to repeat that period of School Experience with the permission of the Senatus Academicus.
- 8.3 Candidates whose performance is judged to be unsatisfactory in both School Experience 1 [1A and 1B inclusive], and School Experience 2 [2A and 2B inclusive] will normally be recommended for termination of their candidature.
9. Candidates who accrue two or more absences from workshop attendances or more than 20% of tutorial sessions may have their Class Certificate withheld. This would prevent candidates from completing their course.
10. Candidates who are absent for five days or more during a block of School Experience placement (School Experience 1 [1A and 1B inclusive] or School Experience 2 [2A and 2B inclusive]) may be required to undertake a further period of School Experience.

11. Candidates who have failed the PGDE Programme, or a different Programme of Initial Teacher Education at the University of Aberdeen or elsewhere, or withdraw whilst making unsatisfactory progress, will not be allowed to reapply within three years and must do so by UCAS application. If reapplying candidates must provide evidence, prior to interview, that they have taken action to address previously unsatisfactory performance.
12. Candidates who withdraw from study while making satisfactory progress must apply for readmission at the point of withdrawal and must normally readmit within a year of withdrawal. Thereafter candidates will be required to reapply for admission through UCAS application.
13. Any health, conduct, behaviour, or other issue, that could bear on a candidate's suitability or fitness to practice teaching will be considered by the Fitness to Practise Committee. However, where such a case relates to academic conduct within the Code of Practice on Student Discipline, it may be referred to the Fitness to Practise Committee only after procedures under that Code are exhausted and an allegation has been admitted or found to be proved. The Senatus Academicus, on the recommendation of the Fitness to Practise Committee, may suspend or terminate the studies of candidates for Degree Programmes in Education who, following a proper process of investigation, are judged not 'fit to practise'. In exceptional circumstances only, the University, may suspend the matriculation of, or exclude from specified activities of the University, candidates whose case has been referred to the Fitness to Practise Committee, pending consideration of their case. In all cases, any such suspension or exclusion shall be subject to the procedures detailed in the University's Code of Practice on Student Discipline, as these are prescribed by any resolution of the University Court in force at the relevant time.

Supplementary Regulations for the Professional Graduate Diploma in Education (Adult Literacies)

1. The Professional Graduate Diploma in Education (Adult Literacies) of the University of Aberdeen is awarded on successful completion of a part-time programme of professional training within the School of Education. It aims to develop the knowledge, skills, and attitudes of literacies tutors to meet the standard articulated in the Benchmark Statements for the Teaching Qualification: Adult Literacies (Learning Connections & QAA, 2005).
2. The programme of study leading to the Diploma shall be as approved by the Senatus Academicus and is contained in the programme prescription.
3. Candidates on the PGDE (Adult Literacies) must satisfactorily complete all prescribed degree assessments, as listed in the programme prescription, and achieve a minimum of 120 credit points, in order to be awarded the Diploma.
4. The Diploma shall be available on the basis of part-time study only. 50% of the course will involve work-based learning with the remainder of study time divided between learning centre work in groups and participating in the virtual learning environment (distance learning).
5. The total study time for the programme should be not less than two academic years and not more than five academic years of part-time study.
6. Candidates will normally be permitted a maximum of two opportunities of assessment to complete any element of prescribed summative assessment.
7. The Senatus Academicus shall have the power to terminate at any time a person's candidature, whether on the recommendation of the Head of School or otherwise, if, during the academic year they fail to perform satisfactorily the required work of the course for which they are registered, or if a candidate demonstrates behaviour deemed to be unethical or unprofessional in teaching. In the latter the candidate may be required to withdraw from the programme without the opportunity for resubmission.
8. In terms of General Regulation 7 for Postgraduate Taught Awards, exemptions and recognitions may include the Accreditation of Prior Experiential Learning (APEL).

Schedule B - General Regulations for Taught Postgraduate Awards

NOTE: In relation to the Professional Graduate Diploma in Education Regulations 1-6 and 9 of the General Regulations for Taught Postgraduate Awards are applicable.

DEFINITIONS OF POSTGRADUATE AWARDS

1. Taught programmes of study at postgraduate level may lead, as appropriate, to the award of an advanced Certificate or Diploma (based on satisfactory completion of a prescribed programme of study at levels 1 to 4), a Postgraduate Certificate (based on accumulation of not less than 60 credit points including at least 40 at level 5), a Postgraduate Diploma (based on accumulation of not less than 120 credit points including at least 90 at level 5), or an appropriate Master's Degree (based on accumulation of not less than 180 credit points including at least 150 at level 5, normally including a dissertation or individual research project). The requirements for the award of a Postgraduate Certificate, Postgraduate Diploma or Master's Degree are considered to be equivalent to periods of 15, 30 or 45 weeks of full-time study and assessment, respectively. To be awarded a qualification, candidates must also attain such level of performance in each course which is part of a programme, and in a programme overall, as Senatus Academicus may specify in the Calendar Entry for that programme. For the purpose of this and of succeeding regulations, the terms 'course', 'credit point', and 'programme' shall have the meaning attached to the terms 'course', 'credit point' and 'degree programme', respectively, in the General Regulations for First Degrees. The University also awards a Postgraduate Certificate in Research Methods, a Postgraduate Diploma in Research Methods, and the Degree of Master of Research under the provisions of General Regulation 7 for Research Degrees. In the case of advanced Certificates and Diplomas, which are based wholly on courses below level 5 (Postgraduate), the powers accorded in Regulations 1 to 6 shall be exercised by Senatus Academicus; and Regulations 7 to 11 shall not apply.

ADMISSION REQUIREMENTS

2. Before being admitted to a taught postgraduate programme, candidates must possess one of the following sets of qualifications in an appropriate discipline:
 - (a) either (i) a degree, at second class honours or above, of a University in the United Kingdom or the Republic of Ireland; or (ii) a degree of a university or college elsewhere recognised for the purposes of this Regulation by Senatus Academicus; or
 - (b) for entry to an advanced Certificate or Diploma, a recognised first diploma or undergraduate certificate in an appropriate discipline, based on a 2-year programme of full-time education, combined with a subsequent minimum of 1 year's relevant work experience in employment, technology, or education; or
 - (c) such other qualifications and/or experience as in the opinion of the Senatus Academicus on the recommendation of the Head(s) of the School(s) concerned afford sufficient evidence of their ability to profit from the course they propose to pursue.

Students must in addition comply with such more specific requirements as are prescribed by Senatus Academicus in respect of the programme which they wish to pursue.

PROGRAMME REQUIREMENTS

3. The specific entrance requirements, syllabus, and method of assessment for each taught postgraduate programme, and for all postgraduate courses at level 5, shall be prescribed by Senatus Academicus, which may also specify the maximum and/or minimum duration of any programme. Candidates must comply with any supplementary requirements of the programme and courses for which they are registered. Candidates may not normally include in a taught postgraduate programme material which has formed part of a programme previously taken by them at undergraduate level. The courses at level 5 (Postgraduate) which are part of a programme shall each be assessed either by course work, by written examination or by a combination of these, as Senatus Academicus shall prescribe. A summative examination covering the whole programme, and oral examination, may also be required. Unless otherwise specified, programmes must be pursued entirely in the University of Aberdeen or in such other institutions as the Senatus Academicus on the recommendation of Senatus Academicus has designated for this purpose. Students may not normally be admitted to a course after two weeks of teaching for that course has been completed, although some Schools may set earlier limits where in their academic judgement this is desirable.

FULL AND PART-TIME STUDY

4. All candidates from the outset of their programme shall be registered as undertaking either full-time or part-time study and shall normally be permitted to complete their degree programme by that mode of study, unless Senatus Academicus has agreed that a particular programme may be undertaken by full-time study only. Any change in the terms of such registration may only be made with the permission of Senatus Academicus. Candidates registered for part-time study may not:
 - (a) if currently registered for a Postgraduate Certificate, enrol for more than 40 credit points in any half-session;
 - (b) if currently registered for a Postgraduate Diploma, enrol for more than 80 credit points in any academic year, nor more than 50 credit points in any half-session;
 - (c) if currently registered for a Master's degree, enrol for more than 120 credit points in any 12-month period, nor more than 60 credit points in any half-session.

Except with the permission of Head of the relevant School, any period of part-time study must normally be continuous and not exceed three times (or six times in instance where students are undertaking a fully online degree) the period of study permitted for completion of that or an equivalent taught programme (or that part of it being undertaken by part-time study) as a full-time candidate. Except with the permission of Senatus Academicus, full-time candidates may not register for more than 90 credit points in any half-session. The requirements of this Regulation shall apply also to students registered for courses at taught postgraduate level who are not registered for an award of the University. All full-time candidates must be registered for a minimum of 30 Credit points in each half-session. Note: This Regulation does not apply to students studying on a short course basis.

Notes:

- (1) For students enrolled on programmes which include a requirement for study during the Summer Vacation, that period counts for the purposes of this and other Regulations as a half-session.
- (2) In-Service Education and other courses with a flexible start date are classified for the purpose of this and other Regulations as having been enrolled for the half-session in which a candidate commences to study on them.

CLASS CERTIFICATES

5. A Class Certificate is confirmation that a candidate has attended and duly performed the work prescribed for a course. The validity of a class certificate as an entitlement to admission to an end of course assessment shall be limited to the academic year in respect of which it is awarded and to the academic year immediately following. Notwithstanding this definition, a student who has been validly registered by their programme coordinator for a course, and who has not withdrawn from the course before the last day of teaching (or been deemed to have withdrawn, in accordance with Regulation 6, or to have had their class certificate refused), is regarded as having obtained a Class Certificate for that course automatically. There is no actual physical certificate.
6. **Validity of Class Certificates:** Except with the permission of Senatus Academicus, candidates shall not be permitted to present themselves for an end of course assessment in any course unless they have obtained a class certificate. Unless good cause is demonstrated, students absent who have not duly performed the work prescribed for the course (e.g., absent from classes for period of time that the School has determined) will not be able to demonstrate achievement of the learning outcomes for the courses concerned. Such students will be refused a Class Certificate. Students not granted a class certificate under these circumstances will be barred from appearing for the initial or subsequent end-of-course assessments or receiving credit for the course. It shall be for Senatus Academicus to determine what constitutes good cause for absence.

LIMITS TO CREDIT TRANSFER

7. The Senatus Academicus may, on the recommendation of the relevant course organiser, recognise as qualifying towards an award, or as exempting from part of the requirement for an award, attendance and/or qualifications gained before entry, providing that:
 - a) candidates shall not normally be eligible for the award of any Postgraduate Certificate unless they have obtained a minimum of 30 credit points at level 5 obtained while registered at the University of Aberdeen. Candidates undertaking their studies in the disciplines of Counselling or Education shall not normally be eligible for the award of any Postgraduate Certificate unless they have obtained a minimum of 60 credit points at level 5 obtained while registered at the University of Aberdeen;
 - b) candidates shall not normally be eligible for the award of a Postgraduate Diploma, unless they have obtained a minimum of 60 credit points at level 5 obtained while registered at the University of Aberdeen;
 - c) candidates shall not normally be eligible for the award of a Master's Degree unless they have obtained a minimum of 90 credit points at level 5 obtained while registered at the University of Aberdeen. Candidates undertaking their studies in the disciplines of Counselling or Education shall not normally be eligible for the award of a Master's Degree unless they have obtained a minimum of 120 credit points at level 5 obtained while registered at the University of Aberdeen or unless they have obtained a minimum of 60 credit points at level 5 obtained while registered at the University of Aberdeen and have previously gained a Postgraduate Diploma in an equivalent programme from a recognised Higher Education Institution (normally within the past 5 years);
 - d) only a maximum of 30 credit points can be recognised from previous PGDE study carried out at a recognised Higher Education Institution (normally within the past 5 years);
 - e) no more than 60 credit points at level 5 may be counted as common to the award of two different Master's degrees and/or diplomas at the University of Aberdeen, with the exception of the Master of Business Administration which permits 120 credits to be counted as common with the Master of Science in International Business Management.

TERMINATIONS

8. The Senatus Academicus shall have the power to terminate at any time a person's candidature, whether on the recommendation of the relevant Head of School or Programme Co-ordinator or otherwise, on being satisfied that there is sufficient reason to do so.

INTERNAL AND EXTERNAL EXAMINERS

9. The examiners for each taught postgraduate award shall be the Professors, Readers and Lecturers in the University whose courses qualify for that award together with such external examiners as the University Court may appoint. Where a programme is delivered in whole or in part by the staff of another institution, the staff of that institution may also act as internal examiners.

RE-SUBMISSIONS & MISSED ASSESSMENTS

10. Candidates who fail to complete satisfactorily a prescribed assessment on account of illness or other good cause at the time prescribed shall be required to submit themselves for assessment at the next available opportunity, and shall be permitted to count the result of that assessment towards progression.
11. In no circumstances shall any candidate be permitted to submit themselves for assessment in any element more than twice. If the failure is the result of absence or non-submission for any other cause, the candidate shall be awarded a grade of NP (equivalent to a grade of G3) for the assessment concerned and will also be required to resit.

In no circumstances shall any candidate be permitted to resit a course more than once. Resits for projects/dissertations are only permitted for candidates who achieve a marginal fail (E1, E2, or E3). The grades that can be awarded for a reassessment will be either RP, for a pass, or RF, for a fail.

12. In order to be eligible to take a resit, a candidate must hold a valid class certificate. The validity of a class certificate is limited to the academic year in which it is awarded and to the academic year immediately following.
13. In exceptional circumstances, at the recommendation of the exam board, an external examiner may confirm at the exam board meeting the award of a Masters to a student notwithstanding a marginal fail in up to 30 credits. Should the external examiner confirm the award of a Masters the student will be awarded up to 30 Level 3 credits to bring the total number of credits to 180. This may only be considered if **all** of the following apply:
 - (a) The student must have gained passes in courses amounting to 150 credits at Level 11
 - (b) The student must have a grade point average equivalent of at least C3
 - (c) The student must have either had MC or GC in their first opportunity to sit the course and marginally failed the resit first attempt or have marginally failed their first attempt at the course and had MC or GC for the resit diet. The next available opportunity for the student to resit the course is not until the next academic year following completion of the programme. A marginal fail is called as a grade of either E1, E2, or E3.

A student who meets all the above will not automatically be awarded with an MSc. This decision rests with the exam board and external examiner and is at their discretion. When determining whether to confirm the recommendation, the External examiner may seek further evidence of the student's general performance including, if considered appropriate, a viva with the student.

The above is also applicable to the award of a Postgraduate Diploma or Postgraduate Certificate. In the case of a Postgraduate Certificate, only 20 Level 3 credits can be awarded.

SUBMISSION OF DISSERTATIONS

14. Dissertations must normally be submitted no later than the end of the final calendar month of a candidate's registration. They may be submitted later in individual cases, specifically approved by the relevant School: but in no case may the total extension permitted exceed 12 months.

COMMENDATIONS & DISTINCTIONS

15. Advanced Diplomas, Postgraduate Diplomas and taught Master's degrees may be awarded with Commendation or Distinction, on the recommendation of the examiners concerned.

REQUIREMENTS FOR GRADUATION

16. The degree shall not be conferred on candidates unless:
- (a) they have completed the requirements specified under Regulation 1;
 - (b) they have paid the tuition fees required.

FITNESS TO PRACTISE

17. Any health, conduct, behaviour, or other issue that could bear on the ability of a candidate undertaking (i) the diploma in person-centred counselling, (ii) the MSc in Person-Centred Counselling or (iii) the MSc in Person-Centred Counselling (Children, Young People & Adults) to be "fit to practise" will be investigated by the Fitness to Practise Committee (Education). However, where such a case relates to a matter falling within the Code of Practise on Student Discipline, it may be referred to the Fitness to Practise Committee only after procedures under that Code are exhausted and an allegation has been admitted or found to be proved. The Senatus Academicus, on the recommendation of the Fitness to Practise Committee, may suspend or terminate the studies of candidates who, following a proper process of investigation, are judged not "fit to practise". In exceptional circumstances only, the University may suspend the matriculation of, or exclude from specified activities of the University, candidates whose case has been referred to the Fitness to Practise Committee pending consideration of their case. In all cases, any such suspension or exclusion shall be subject to the procedures detailed in the University's Code of Practice on Student Discipline, as there are prescribed by any Resolution of the University Court in force at the relevant time.