

# Schedule B - General Regulations For Taught Postgraduate Awards

## 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 9 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 7 shall be exercised by Senatus Academicus; and Regulations 8 to 13 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 term;
- (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 term;
- (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 term.

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 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 term. 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 term. 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 term.
- (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 term 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;
- (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;
- (d) only a maximum of 30 credit points can be recognised from previous study towards a PGDE carried out at an external institution;
- (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, or up to 20 credits for programmes within the School of Engineering programmes in the School of Engineering that are accredited by Engineering Council licenced professional engineering institutions. The award of credit in such instances is not permissible for candidates registered on the Degree of MSc in International Human Resource Management as a consequence of the fact the programme is accredited, and the achievement of all courses is a requirement for completion. Should the external examiner confirm the award of a Masters the student will be awarded up to 30 Level 3 credits – up to 20 Level 3 credits for programmes within the School of

Engineering programmes in the School of Engineering that are accredited by Engineering Council licenced professional engineering institutions - 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.

Every candidate who wishes to graduate in person must normally do so in the academic year following the date of completion of their studies and will only be permitted to graduate once for the same degree. Any student who fails to apply to graduate in the academic year following becoming eligible to graduate will automatically graduate in-absentia and will not normally be permitted to attend a future in-person ceremony.

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.