

Assessment Regulations for Postgraduate Taught Programmes

Issued by the Standards and Enhancement
Office **2021-22 Edition**

Originally approved by Senate on 23 May 2016, updated August 2019, updated February 2021

Technical updates of this document are undertaken on an annual basis to reflect changes to the University's organisational and management structures and to incorporate earlier, approved amendments to related policies, procedures and regulations.

This document relates to the current year. If you become aware of any previous versions that are available on-line please notify SEO@bolton.ac.uk so that action can be taken to remove the document(s).

Contents

| | |
|--|-----------|
| Scope | 3 |
| Definitions | 3 |
| Course Regulations | 5 |
| Modules | 5 |
| Structure of University Postgraduate Awards | 5 |
| Variations to programmes of study | 6 |
| Duration of study | 6 |
| Assessment | 6 |
| Extensions | 7 |
| Word limits | 8 |
| Engagement | 8 |
| Determination of results and action to be taken | 9 |
| Compensation | 10 |
| Structure and content of re-assessments | 10 |
| Award | 11 |
| Classification | 11 |

Scope

These regulations apply to:

- a) Students whose programme of study commenced in 2015/16 or subsequent academic years; and
- b) Students whose programme of study commenced in previous academic years, but who have experienced an interruption to study or who failed to proceed to their next level of study.

For all students whose programme of study commenced before September 2018-19, progression decisions made on the previous academic sesf- d48 TdT6.001 Tc bt1 (c)-1.7 (n6t)J0 Tc 0

of

Progress: Where a postgraduate student gains the full number of credits required to complete an academic stage, is deemed to have completed that stage and may start to study the next academic stage.

PSRB: A Professional, Statutory or Regulatory Body. This includes, but is not limited to, accrediting bodies and statutory bodies that deal with legal requirements and immigration.

Senate: Any reference to Senate in these regulations shall be deemed to include a re (ny)3.7 (r)0.7 (efe0.0

- 3.4 A programme of study leading to an Advanced Diploma (of Continuing Professional Development) shall consist of credits as defined in the validated programme documentation the level of which shall be predominantly FHEQ Level 7.
- 3.5 A programme of study leading to a Postgraduate Continuing Professional Development Certificate shall consist of a minimum of 20 credits as defined in the validated programme documentation, the level of which shall be predominantly FHEQ Level 7.

approved for students with individual need. This shall be supported by appropriate evidence and adjustments shall be reasonable and ones that can be made without endangering the safety of the award or unduly providing any student with an advantage or disadvantage.

- 6.4 The minimum mark for a pass in each module shall be 50%. Where a student satisfies the examiners in a module, s/he shall be awarded the appropriate credits at the specified level. This shall normally be calculated through a simple weighted mean of the assessment components, so long as an attempt has been made in each component. Where a PSRB requires a pass mark in each component, this shall be recorded in the relevant modules specification and notified to students.
- 6.5 A student who passes a module in which he/she has previously failed, shall be credited with the minimum mark for a pass at module level unless capping at the component level enables a better overall outcome for the student. This will not be the case where the assessment regulations for the programme explicitly specify otherwise.
- 6.6 A student shall normally be permitted one attempt to redeem unsatisfactory performance in a module.
- 6.7 Normally, only University of Bolton modules may be used to calculate the classification of an award. Where a student has previously obtained a University (of Bolton) exit award or end qualification, the marks for modules from that previous qualification cannot be used to calculate the classification of a further University (of Bolton) end qualification, unless the student agrees to surrender their previous qualification, to avoid double counting of module marks.
- 6.8 Where a programme of study includes one or more periods of industrial/professional training or periods of study/work experience either in the UK or abroad, the student's performance may also be assessed in these periods and may contribute to the final

submission deadline must normally be made by the student, to the Module Tutor before the original submission date.

6.12 Requests for extensions for periods longer than 14 calendar days must be made using the Universities Mitigating Circumstances Regulations and Procedures.

6.13 Students who fail to submit assessments by the prescribed date, or the revised date, as outlines in 6.11 and 6.12 shall be subject to the following penalties:

Up to 7 calendar days late = 10 marks subtracted but if the assignment would normally gain a pass mark, then the final mark to be on lower than the pass mark for the assignment;

More than 7 calendar days late = This will be counted as non-submission and no marks will be recorded.

6.14 All assessed work should be submitted as specified in the Student Handbook, Module Guide or equivalent. Coursework not submitted will be recorded as unsatisfactory.

6.15 Where assessments are graded Pass/Fail only, they will not be accepted beyond the deadline date for submission and will be recorded as a Fail. Students may request an extension to the original published deadline dates as described above.

Word Limits

6.16 Any relevant word limit for an assessment component shall be specified in the assessment brief. Students shall be informed in the programme handbook of any penalties to be applied if they exceed the specified word limit in a written assessment. This limit shall not include rubric associated with tables, figures, diagrams or appendices and reference lists at the end of the assessment but will include any direct quotations.

6.17 Where a word limit is specified for a written assessment, students shall include the number of words at the end of the assessment.

6.18 Students who exceed a specified word limit for a written assessment shall be subject to the following penalty system.

Up to 10% over the specified **word length** = no penalty

10 – 20% over the specified indicative word length = 5 marks subtracted but if the assessment would normally gain a pass mark, then the final mark to be no lower than the pass mark for the assessment.

More than 20% over the indicative word length = if the assessment would normally gain a pass mark, then the final mark to be the pass mark for the assessment.

7. Engagement

7.1 Students must attend the scheduled learning and teaching events for each module. In respect of students pursuing a programme of study by distance learning, this shall include scheduled activities and interactions.

- 7.2 Students shall be required to submit and/or attend each assessment component at the dates and times prescribed. Failure to submit in an assessment component without good reason shall result in the student being deemed unsatisfactory in the particular module and a mark of 0 will be recorded.
- 7.3 Attendance shall be recorded for all elements of a programme of study. Students with poor attendance shall be reported to the relevant personal tutor for action who will pursue this in line with University and/or PSRB policy.
- 7.4 Students who fail to to Students

10. Award

10.1 Students will only be eligible for any particular award defined below if it is defined as available within their programme specification; each award will only be issued under the circumstances defined in the Academic Regulations on the Awards of the University.

10.2 To qualify for an award, a candidate must:

- i. have enrolled with the University before proceeding to the prescribed programme of study; and
- ii. have paid all prescribed fees and charges; and
- iii. in accordance with 11.2, 11.3, 11.4 and 11.5 below have satisfactorily completed a full-time or part-time programme of study, within the maximum period of time defined above.

10.3 A student who has satisfied the examiners in at least 60 credits at FHEQ Level 7 or higher, in accordance with 3.1 above, shall be eligible for the award of a Pod[2] above, 100% (50%)

- 11.4 The exit awards of Postgraduate Certificate and Postgraduate Diploma shall not be graded unless Senate agrees otherwise for any specific programme.

12 Equality Impact Assessment

- 12.1 The University of Bolton is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this document has been screened in relation to the use of plain English, the promotion of the positive duty in relation to race, gender and disability

