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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 session of 2017-

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 reference to any committee of Senate to which Senate has delegated the relevant authority.

Stage:

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.

4. Variations to Programmes of Study

4.1 Students may substitute studies undertaken at other providers of higher education for Bolton-based modules where such studies constitute part of an exchange scheme or formal credit transfer or recognition agreement, the terms and conditions of which have been approved by Senate.

4.2 No student may undertake modules outside of his/her approved programme without the prior approval of the Academic Registrar.

5. Duration of Study

5.1 The normal planned duration of the Postgraduate Certificate programme is 15 weeks of full-time study (or its part-time equivalent).

5.2 The normal planned duration of the Postgraduate Diploma programme is 30 weeks of full-time study (or its part-time equivalent).

5.3 The normal planned duration of the Master's Degree programme is 48 weeks of full-time study (or its part-time equivalent).

5.4 The maximum period of registration is normally approximately twice the planned duration for the Postgraduate Certificate, Postgraduate Diploma and the Master's Degree. The maximum period of registration will normally include any sabbatical periods taken out by a student. The Academic Registrar, may, having regard for the standard of the award and the course objectives and regulations, and on the advice of the Chair of the Assessment Board, use discretion to extend a student's registration period.

5.5 Where a PSRB requires that the maximum period of registration shall be different than that defined in these regulations, the requirement of the PSRB shall apply. Students shall be informed where the maximum period of registration is shorter than that outl05700486(ha)3(5)(n

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 uBT385BT1T1 0 0 1 415.27 ET

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

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 give formal notice in writing of their intention to withdraw from their programme or its elements and who do not complete assessments will normally be deemed to have failed the programme or its specific elements.

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- i. A student who has failed one or more modules within a programme may be offered a second, final attempt. If the student fails to satisfy the examiners then the student shall be deemed to have failed and finished the programme.
- 8.5 The relevant Assessment Board shall determine whether a student who has not been recommended for the award of the end qualifications and is not deemed to have completed their studies be required either to: repeat the year with part time attendance or reassessment only, in which case the student will retain the credits for each passed module and retrieve each failed module by undertaking one of the following:
- a. Re-assessment in the failed module(s) at the next opportunity (a 'refer' decision); or
 - b. Re-assessment in the failed module(s) without attendance on the module(s) during the following session (a 'refer' decision); or
 - c. Re-assessment in the failed module(s) with attendance on the module(s) during the following session (a 'repeat' decision).
- 8.6 An Assessment Board may decide that a student's profile of module results may be amended by the following process prior to arriving at one of the decisions above;

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 Postgraduate Certificate which is an unclassified award.
- 10.4 A student who has satisfied the examiners in at least 120 credits at FHEQ Level 7 or higher, in accordance with 3.2 above, shall be eligible for the award of a Postgraduate Diploma which is an unclassified award.
- 10.5 A student who has satisfied the examiners in at least 180 credits at FHEQ Level 7 or higher, in accordance with 3.3 above, shall, where he or she satisfies the requirements of the classification scheme as approved by Senate (cf. 11. below) Senate be recommended to Senate for the award of a Master's Degree.
- 10.6 Students who register for certain end qualifications may be required by the course regulations to satisfy the Assessment Board in all those modules identified as requirements for the purposes of professional exemption.
- 10.7 Unless otherwise agreed by Senate in respect of specific courses, no student may receive more than one award for study on a course.

11. Classification

- 11.1 The following scheme shall be used for the classification of Master's Degrees and Postgraduate Certificates in Education:

Grade	Mark
Distinction	70%-100%
Merit	60-69%
Pass	50-59%

- 11.2 Where the average falls into one of the following bands: 58.00- 59.49 or 68.00-69.49; and a student has achieved marks clearly in a classification category higher than their average for the majority of their modules, then they shall be awarded a qualification in the classification category one higher than that indicated by their average.
- 11.3 Where the average falls into one of the following bands: 59.50- 59.99 or 69.50- 69.99 then a student shall automatically be awarded a degree in the classification category one higher than that indicated by their average.

- 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 and avoidance of discrimination to other equality groups related to age, sexual orientation, religion or belief or gender reassignment.

13 Other Related Policies

- 13.1 Other relevant regulations/policies are given on the Student Policy Zone

14 Monitoring and Review

- 14.1 These regulations will be monitored by the Standards and Enhancement Office.
- 14.2 The regulations will be reviewed every three years.

15 Dissemination of and Access to the Policy

- 15.1 These regulations will be available on the University's website (Student Policy Zone).

