

POSTGRADUATE TAUGHT REGULATIONS

Contents

Regulations for Approval of Qualifications and/or Relevant Experience for Admission to Higher Degrees, Diplomas and Certificates of Aberystwyth University	2
Regulations for Graduate Diplomas	5
Regulations for Modular Taught Postgraduate Awards	7
Regulations for Professional and Practice-based Master's Degrees by Examination and Thesis or Portfolio [MProf]	16
Regulations for 'National' MA Education (Wales)	23

Regulations for Approval of Qualifications and/or Relevant Experience for Admission to Higher Degrees, Diplomas and Certificates of Aberystwyth University

1. These Regulations relate to the admission of candidates to postgraduate study or research.

2. The minimum periods of candidature required for a master's degree of the University are one calendar year (full-time) and two calendar years (part-time). Aberystwyth University shall satisfy itself as to the candidate's fitness to pursue postgraduate work and master's degree candidates may be required to study for longer than these minimum periods.

3. Foundation degrees are of a standard below that of bachelor's degrees and thus do not enable holders of such qualifications to matriculate for postgraduate study with Aberystwyth University.

4. The University has approved the admission of the following to candidature for:

- (a) The degree of PhD, pursued as a full-time or part-time candidate.
- (b) Master's degrees, pursued as a full-time or part-time candidate.
- (c) All postgraduate diplomas and certificates, pursued as a full-time or part-time candidate.

4.1 Graduates of degree-awarding Higher Education Institutions in the United Kingdom.

4.2 Graduates holding a degree awarded by the Council for National Academic Awards.

4.3 Graduates of any University, College or other Institution which is currently recognised by the UK ENIC (www.enic.org.uk) and whose degrees are considered comparable to at least UK Bachelor's (Ordinary) standard.

4.4 Non-graduates with qualifications in Medicine, Dentistry or Veterinary Surgery, which are registrable in the UK.

4.5 Other non-graduates admitted on the basis of relevant experience:

- (i) The University may also approve the admission to candidature of non-graduates whose relative lack of formal qualifications is compensated for by their relevant experience. Such a candidate must have held a position of responsibility of relevance to

the proposed scheme of study for a minimum period of 24 months. This is to be verified at the decision stage of the application process by checking the application materials, particularly the references.

(ii) Non-graduates may be admitted in this way to candidature for Master's degrees, including MPhil, pursued as a full-time or part-time candidate.

(iii) Non-graduates may not be admitted to doctoral schemes.

5. Assessment of non-UK HE qualifications:

5.1 Applicants who possess qualifications that are considered below UK Bachelor's (Ordinary) degree standard from Institutions recognised by the UK ENIC are not normally eligible to matriculate. However, if they have acquired additional HE experience since obtaining their qualification so that their cumulative learning experience is comparable to that of UK Bachelor's (Ordinary) degree their cases may be considered by a Pro Vice-Chancellor if recommended by the AU Admissions Office and relevant academic department.

5.2 The AU Admissions Office assesses the qualifications of applicants who possess non-UK qualifications.

5.3 The main source of reference is the UK National Information Centre for recognition and comparison of international qualifications and skills, which provides a web-based reference system and enquiry service (www.enic.org.uk).

6. The Award of AU Qualifications to incoming Exchange Year:

6.1 Awards of postgraduate qualifications of the Aberystwyth University may be made to incoming exchange students in cases where each of the following criteria are satisfied:

(i) the student possessed, at the time of entry, qualifications which were recognised for the purposes of admission to study (in the case of students following a postgraduate scheme, therefore, the provisions of these Regulations must be applied);

(ii) the appropriate tuition fee had been paid;

(iii) it is clear that the learning acquired by the student in pursuit of their AU qualification would not contribute in any way toward the scheme of study being followed at the 'home' institution.

Updated: June 2025

Regulations for Graduate Diplomas

1. Graduate Diplomas of the University may be awarded following successful completion of a modular scheme of study as approved by the University on either a full-time or part-time basis.
2. The Graduate Diploma is an undergraduate award offered at CQFW level 6 (HE level 3).
3. Students must complete a minimum of 120 credits at CQFW level 6. The criteria for the award are the same as for Bachelor's degrees.
3. The Graduate Diploma is designed to prepare students for Master's level study or equivalent professional work in a different subject area from that of their initial degree, or where knowledge and skills from an earlier degree in the same subject need to be updated.
4. Where there is a conflict of interest between University regulations and requirements of a Professional Body, the requirements of the professional body will prevail, subject to confirmation that the Professional requirements are accepted by the Senate.
5. To be eligible for admittance to an award covered by these regulations a candidate shall:
 - (i) have fulfilled any entry conditions which may be required by the programme in question; and
 - (ii) have qualified for an initial degree of the University, or of another University approved for the purpose, or hold another qualification which is recognised by the University as being of graduate equivalence.
6. Students can be awarded Recognition of Prior Learning (RPL) and/or Recognition of Prior Experiential Learning (RPEL) in accordance with the relevant University procedure. The maximum number of credits which may be accepted to count towards a Graduate Diploma award shall be 60.
7. The regulations and examination conventions for modular initial degrees shall apply to the Graduate Diploma.
8. The maximum time limit for the Graduate Diploma will be 2 years for full-time candidates and three years for part-time candidates.

Updated: Sept 2021

Regulations for Modular Taught Postgraduate Awards

Regulations for Modular Taught Postgraduate Awards

These Regulations govern the award of a number of types of taught Master's degrees, Postgraduate Certificates and Diplomas at Aberystwyth University: henceforth the University. Except where otherwise stated, they apply to programmes starting from September 2018. Students registered on programmes prior to that date will be governed by the regulations in force at the time of admission.

Entry

1. Candidates must have attained the age of 17 years or over at the time of entry and, unless able to satisfy Regulation 2 below, hold one of the following prior to commencement of the scheme:

(a) an initial degree of the University;

(b) an initial degree awarded by another approved degree awarding body;

(c) a non-graduate qualification or successful completion of postgraduate level modules which the University has deemed to be of a satisfactory standard for the purpose of postgraduate admission.

2. A non-graduate may also be admitted to candidature provided that they have held a responsible position which is relevant to the scheme to be pursued.

3. A prospective candidate who already holds a doctoral degree shall show that the Master's Degree scheme to be pursued is in a different field of study from that for which the doctoral degree was awarded.

4. Irrespective of a candidate's entry qualifications, the institution must satisfy itself that they are of the required academic standard to complete the scheme of study proposed.

5. All candidates must register as students of the University at the commencement of the programme and pay the appropriate tuition fees.

Scheme Structure and Awards

6. Candidates shall follow a modular scheme of study, commencing at the appropriate starting date approved for the scheme.

7. Candidates may qualify for the award of a Modular Master's Degree upon successful completion of 180 credits at CQFW Level 7 (former HE Level M) in an approved modular scheme of study provided either on a full-time, part-time or distance learning basis.

Whatever the mode of delivery, the academic content of schemes shall be appropriate to Level 7 study and the assessment must include a dissertation or approved equivalent (see Regulation 21, below).

8. Candidates admitted to a Modular Master's Degree scheme may qualify for intermediate awards of the University, as shown in paragraph 10, below.

9. Unless specified to the contrary in Regulation 21, below, the taught modules shall consist of 120 credits approved by the University. Candidates may also be required to complete a period, or periods, of professional training or practical experience. The dissertation element, or approved equivalent (see Regulation 21 below) will be worth 60 credits. In the case of some online schemes, taught modules may consist of 150 credits approved by the University and the dissertation element, or approved equivalent, will be worth 30 credits. Separate arrangements for the MRes are described in Regulation 22 below.

10. Candidates who are admitted to a modular Master's scheme but do not progress to completion may qualify for one of the following awards:

Postgraduate Certificate

(upon completing a minimum of 60 credits at CQFW Level 7 (former HE Level M));

Postgraduate Diploma

(upon completing 120 credits at CQFW Level 7 (former HE Level M)).

Credits awarded for completion of an industrial placement shall not be included in the award of a PGCert or PGDip.

The Examination Conventions for Modular Postgraduate Awards lay down the requirements for passing the Postgraduate Certificate and Diploma.

Students registered on the MA International Politics (Dual Degree) and who successfully complete 120 credits at Aberystwyth but do not go on to the second year of the scheme would be eligible for the award of MA International Politics.

Credit Transfer

11. The maximum number of credits which may be transferred into Master's schemes of study shall not exceed 120. No more than 30 credits may be transferred in to a postgraduate certificate and no more than 60 to a postgraduate Diploma. All credits to be pursued must be at CQFW Level 7 (former HE Level M). Transferable credit may not be attributed to the dissertation or approved equivalent of a scheme. Within these limits the University may, at its discretion, deem the performance of a student in any relevant prior experiential learning to count towards the requirements for the award of a modular Master's Degree. Transferred credits will count towards the credit requirements of a scheme but marks from those credits will not normally be included in average marks used to determine the class of award.

Assessment

12. Modules shall be assessed individually, according to the approved methods of assessment. Candidates may also be required to demonstrate satisfactory completion of any period of professional training or practical experience.

13. The dissertation, or approved alternative (see Regulation 21 below) shall embody the methods and results of a research project. Its length shall not exceed 15,000 words (or 30,000 words for candidatures for the degree of MRes). In the case of online schemes with 30 credit dissertations, or approved equivalent, the length shall not exceed 10,000 words.

14. Students must pass at least 160 credits and obtain an overall rounded weighted average mark of 50% to qualify for the award of a Master's degree.

15. The modular pass-mark shall be 50%. Examining Boards will award overall grades according to the following scale:

70% and over : Distinction level

60 - 69% : Merit level

50 - 59% : Pass

0 - 49% : Fail

16. In order to gain a Master's Degree with Distinction, candidates shall achieve an overall rounded weighted average of not less than 70%. Candidates who do not meet the requirements for a Distinction but who achieve an overall rounded average of 60% or above shall gain a Master's degree with Merit. These requirements are set out in the Examination Conventions for taught postgraduate schemes.

Registration Periods and Time Limits

17. Taught modules shall be completed according to the approved study scheme structure. The full degree scheme, including submission of the dissertation in the prescribed form, shall be completed within the following periods from the date of the initial registration:

Full-time candidates: not more than 1 year

Full-time candidates (2 year Master's): not more than 2 years

NB for full-time candidates, results will be presented to an Examining Board after the final one or two year deadline for consideration of the whole cohort, even if individual students submit the dissertation early.

Part-time candidates: not more than 3 years

Distance Learning candidates shall have not more than 2,3 or 5 years to complete their schemes, depending on the length of the course.

Additional regulations for two year full-time Master's programmes are provided in paragraph 30, below. These refer only to non-standard schemes with more than 180 credits. All full-time standard Master's programmes must have a one year deadline.

Where a course starts at a time other than the start of an academic session, and cannot for practical reasons be completed within 12 months of full-time or the equivalent of part-time study, the department shall specify the course length. Periods allowed for

retrieval of failure shall follow the principles of the regulations for 12 month courses, i.e. two years after the completion of the registration period.

18. To allow for retrieval of failure and periods of temporary withdrawal, the maximum time period for completion of the award shall be the registration period plus two years, therefore:

Full-time candidates: not more than 3 years

Full-time candidates (2 year Master's): not more than 4 years

Part-time candidates: not more than 5 years

Distance Learning candidates: not more than 2 years longer than the scheme duration, up to a maximum of 7 years.

Extensions to these time limits based on exceptional special circumstances may be granted by the Pro Vice-Chancellor (or nominee) on submission of a request by the department to the Academic Registry, supported by evidence of the special circumstances and a strong and reasoned case, showing that completion can reasonably be expected within a further 12 month period.

Failure and Retrieval

19. Candidates may not re-sit any module for which a pass-mark has been attained previously.

20. Candidates who obtain less than 50% in a module may be re-examined in that module on two subsequent occasions within the overall time-limit prescribed for the scheme. Candidates who are re-examined in a module shall be eligible for the bare pass-mark only (i.e. 50%). Where special circumstances are accepted to have affected performance, additional resits for the full mark may be permitted. Further information on resit policy is contained within the Examination Conventions for taught postgraduate study schemes.

Dissertation Formats and Retrieval of Failure

21. The independent study module may take the form of a dissertation but may also be approved in other formats which satisfy the degree scheme learning outcomes in the

view of the Scheme Approval Panel. For example, schemes in Creative and Performing Arts may entail an artefact, score, portfolio of original works, performance or exhibition, accompanied by a written commentary placing it in its academic context together with any other items which may be required (e.g. a catalogue or audio or visual recording). Other approved examples include submission of two reports and/or assessed presentations based on the dissertation topic.

References in the following paragraphs to 'a dissertation' should be taken to include any equivalent forms of submission/assessment detailed in this paragraph.

22. The Degree of MRes: in the case of candidates studying for the degree of MRes the structure of the scheme shall be 180 credits in total, with at least 60 credits of taught modules, and at least 100 credits comprising the dissertation.

23. Candidates are at liberty to publish the whole or part of the work produced during the candidate's period of registration at the University prior to its submission as a whole, or as part of a dissertation, provided that in the published work it is nowhere stated that it is in consideration for a higher degree. Such published work may later be incorporated in the dissertation submitted for examination.

24. For all approved taught Master's degree schemes, Postgraduate Certificates and Diplomas are available as awards for candidates who exit before completion of the 180 credits required for the Master's award, or who, upon completion, have not passed sufficient credits to qualify. The above regulation and the Examination Conventions describe the basis on which these awards can be made. The above regulation and the Examination Conventions describe the basis on which these awards can be made. Candidates should notify the Academic Registry no later than 6 weeks after the taught credits have been completed if they wish to take an exit award at this point and not continue on to the dissertation.

25. Candidates may not amend, add to or delete from the dissertation after it has been submitted for examination.

26. Every candidate in submitting a dissertation shall state to what extent it is the result of their independent work or investigation, and shall indicate any portions for which they

are indebted to other sources. Explicit references should be given, and a full bibliography shall be appended to the work.

27. Every candidate in submitting a dissertation shall certify that it has not already been accepted in substance for any academic award and is not being concurrently submitted in candidature for any such award.

28. If the dissertation is not submitted within the registration period (see Regulation 17 above) the dissertation will be deemed to have failed. Two further resit opportunities will be permitted, capped at 50%, unless there is evidence of special circumstances. Further information on resit policy is contained within the Examination Conventions for taught postgraduate study schemes.

29. If a dissertation is failed by the examiners or is deemed to have failed by non-submission, the candidate may re-present it on two further occasions. The re-submission deadline shall be communicated to the candidate with the result and will require submission in time for presentation of the re-sit mark at the Examining Board 12 months after the initial result was confirmed. A fee shall be payable for the examination of such a re-presented dissertation.

Two Year Full-time Master's

30. A full-time Master's programme may be approved to run over up to two years. This may, for example, be a collaborative scheme with partners whose Master's awards are typically longer than one year, or where two years' study are required to allow for completion of the required modules at each institution. Another type of two year scheme would be where an integral industrial placement of up to one year was added to a one year programme.

31. Where such a scheme is proposed, it is assumed that the above regulations and the associated standing order and examination conventions would continue to apply wherever possible. Where it is necessary to deviate from the established regulations, standing order and conventions, appropriate alternative provisions should be proposed and approved as part of the programme approval process.

Appendix

Postgraduate Certificates and Diplomas

1. For all approved taught Master's degree schemes, Postgraduate Certificates and Diplomas are available as awards for candidates who exit before completion of the 180 credits required for the Master's award, or who, upon completion, have not passed sufficient credits to qualify. The above regulation and the Examination Conventions describe the basis on which these awards can be made.
2. Candidates may also register for Postgraduate Certificates and Diplomas on a full-time, part-time or distance learning basis, where this is available. These may either be derived from existing named Master's awards and carry the same title, or they may be approved as free-standing, separately named awards.
3. The dissertation or approved equivalent from a Master's programme must not form the whole of a Certificate or part of a Diploma. Where the Certificate or Diploma carries the same title as a Master's award and is based on modules available as part of the Master's scheme, the scheme structure should specify which modules must be taken and in which order.
4. Where a free-standing Certificate or Diploma is offered, it must be approved as a new study scheme with a programme specification and scheme structure.
5. Time limits for completion of Certificates and Diplomas are as follows:
 - i. PG Certificate, Full-time: one academic session
 - ii. PG Certificate, Part-time: two academic sessions
 - iii. PG Certificate, Distance Learning: two years
 - iv. PG Diploma, Full-time: one academic session
 - v. PG Diploma, Part-Time: two academic sessions
 - vi. PG Diploma, Distance Learning: four years

In each case, an additional twelve month period will be available to allow students to resit any failed modules; two resit attempts will be permitted.

Extensions to these time limits based on exceptional special circumstances may be granted by the Pro Vice-Chancellor on submission of a request by the department supported by evidence of the special circumstances and a strong and reasoned case showing that completion can reasonably be expected within a further 12 month period.

6. The provisions of the above regulations, the Examination Conventions and the Credit Accumulation and Transfer Scheme will equally apply to Certificates and Diplomas with regard to entry requirements, the level of modules allowed within taught postgraduate qualifications, modular pass marks, retrieval of failure and any other matter not covered in this appendix.

Reviewed: May 2025

Regulations for Professional and Practice-based Master's Degrees by Examination and Thesis or Portfolio [MProf]

These regulations govern the award of Master's Degrees in professional practice (Professional Master's – generically MProf – or a specifically named award) at Aberystwyth University. Professional and Practice-based Master's will be awarded in recognition of the successful completion of an approved taught programme of study, together with successful completion of a work-based research project.

Research projects in Professional Master's degrees are normally located within the candidate's profession or practice. In practice-based or practitioner Master's, the candidate's output involves practice-related materials. For example, in the performing arts, the output involves a written component, which complements the practice-based element and includes both reflection and context, and one or more other artefacts, such as a novel (for creative writing), a portfolio of work (for art and design), or one or more performance pieces (for theatre studies, dance or music).

Professional Master's are rooted in an academic discipline as well as in a profession (education, law and so on). Candidates whose research arises out of practice alone, who are not working in an academically related professional field and who spend most of their time learning in their work environment rather than with the higher education provider would be more likely to complete a practice-based Master's. In both practice-based and Professional Master's settings, the candidate's research may result directly in organisational or policy-related change.

The degree is intended to enable qualified professionals to engage in high level Continuing Professional Development (CPD) and to study at Master's level while remaining in employment and closely associated with their profession/workplace.

The MProf may be a stand-alone qualification or an exit point within a Professional Doctorate programme. In the latter case, the MProf would constitute Part One of a DProf programme.

Such degrees will be awarded to students who have demonstrated:

- *a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their area of professional practice*
- *a comprehensive understanding of techniques applicable to their own research or advanced scholarship*
- *originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline or professional practice or bring about professional or organisational change in the student's workplace/profession;*
- *conceptual understanding that enables the student to evaluate critically current research and advanced scholarship in the discipline and/or to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.*

Typically, holders of the qualification will be able to:

- *deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences*
- *demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level*
- *continue to advance their knowledge and understanding, and to develop new skills to a high level.*

And holders will have:

the qualities and transferable skills necessary for entry into, or continuing professional development within, a particular professions or employment setting, including:

- *the exercise of initiative and personal responsibility*
- *decision-making in complex and unpredictable situations*

- *the ability to learn independently*

Professional Master's are assessed through completion of taught modules and of research project work which will demonstrate the extent to which the candidate understands current techniques in the subject, for example through demonstrating engagement with, and use of, research methods and how they inform or bring about change in professional practice.

On completion of an MProf, graduates will have attained Level 7, as defined by the QAA's Framework for Higher Education Qualifications of UK Degree-Awarding Bodies October 2014.

Regulations

Admission

1. Candidates must be in relevant employment or engaged in relevant professional practice. To be admitted, they must EITHER hold one of the following prior to commencement:

(a) an initial degree of the University;

(b) an initial degree awarded by another approved degree awarding body;

(c) a non-graduate qualification or successful completion of postgraduate level modules which the University has deemed to be of a satisfactory standard for the purpose of postgraduate admission.

Or they may be admitted on the basis of age and relevant experience as evidenced by publications, reports or a portfolio of other appropriate evidence.

2. Irrespective of a candidate's qualifications, the University must satisfy itself that a candidate is of the required academic standard to complete the scheme of study.

3. A prospective candidate who already holds a doctoral degree shall show that the Master's Degree scheme to be pursued is in a different field of study from that for which the doctoral degree was awarded.

4. All candidates must register as students of the University at the commencement of the programme and pay the appropriate tuition fees.

Scheme Structure and Awards

5. Candidates shall follow a modular scheme of study, commencing at the appropriate starting date approved for the scheme.

6. Candidates may qualify for the award of a Modular Professional Master's Degree upon successful completion of 180 credits at CQFW Level 7 (former HE Level M) in an approved modular scheme of study provided either on a full-time, part-time or distance learning basis. Whatever the mode of delivery, the academic content of schemes shall be appropriate to Level 7 study and the assessment must include a work-based research project or approved equivalent.

7. Candidates admitted to a Modular Professional Master's Degree scheme may not qualify for intermediate awards of the University.

8. The taught modules shall consist of up to 120 credits approved by the University. The project element, or approved equivalent, will be worth at least 60 credits.

Credit Transfer

9. The maximum number of credits which may be transferred into schemes of study shall not exceed 60. The remaining credits to be pursued must be at CQFW Level 7 (former HE Level M). Transferable credit may not be attributed to the project or approved equivalent of a scheme. Within these limits the University may, at its discretion, deem the performance of a student in any relevant prior experiential learning to count towards the requirements for the award of a modular Master's Degree.

Assessment

10. Modules shall be assessed individually, according to the approved methods of assessment.

11. The project shall be presented in a dissertation or equivalent work not exceeding 15,000 words.

12. Students must pass at least 160 credits and obtain an overall rounded weighted average mark of 50% to qualify for the award of a Master's degree and/or for progression to Part Two of a DProf.

13. The modular pass-mark shall be 50%. Examining Boards will award overall grades according to the following scale:

70% and over : Distinction level

60 - 69% : Merit level

50 - 59% : Pass

0 - 49% : Fail

14. In order to gain a Master's Degree with Distinction, candidates shall achieve an overall rounded weighted average of not less than 70%. Candidates who do not meet the requirements for a Distinction but who achieve an overall rounded average of 60% or above shall gain a Master's degree with Merit. These requirements are set out in the Examination Conventions for taught postgraduate schemes.

15. Taught modules shall be completed according to the approved study scheme structure. The full degree scheme, including submission of the dissertation in the prescribed form, shall be completed within the following periods from the date of the initial registration:

Full-time candidates: not more than 1 year

NB for full-time candidates, results will be presented to an Examining Board after the final one year deadline for consideration of the whole cohort, even if individual students submit the dissertation early.

Part-time candidates: not more than 3 years

16. To allow for retrieval of failure and periods of temporary withdrawal, the maximum time period for completion of the award shall be the registration period plus two years, therefore:

Full-time candidates: not more than 3 years

Full-time candidates (2 year Master's): not more than 4 years

Part-time candidates: not more than 5 years

Distance Learning candidates: not more than 7 years

Extensions to these time limits based on exceptional special circumstances may be granted by the Pro Vice-Chancellor on submission of a request supported by evidence of the special circumstances and a strong and reasoned case showing that completion can reasonably be expected within a further 12 month period.

Failure and Retrieval

17. Candidates may not re-sit any module or unit of assessment for which a pass-mark has been attained previously.

18. Candidates who obtain less than 50% in a module may be re-examined in that module on two subsequent occasions within the overall time-limit prescribed for the scheme. Candidates who are re-examined in a module shall be eligible for the bare pass-mark only (i.e. 50%). Where special circumstances are accepted to have affected performance, additional resits for the full mark may be permitted. Further information on resit policy is contained within the Examination Conventions for taught postgraduate study schemes.

Project Formats and Retrieval of Failure

19. The research project may take the form of a project/dissertation but may also be approved in other formats which satisfy the degree scheme learning outcomes in the view of the Scheme Approval Panel. For example, schemes in Creative and Performing Arts may entail an artefact, score, portfolio of original works, performance or exhibition, accompanied by a written commentary placing it in its academic context together with any other items which may be required (e.g. a catalogue or audio or visual recording).

References in the following paragraphs to 'dissertation' should be taken to include any equivalent forms of submission/assessment detailed in this paragraph.

20. Candidates are at liberty to publish the whole or part of the work produced during the candidate's period of registration at the University prior to its submission as a whole, or as part of a dissertation, provided that in the published work it is nowhere stated that it is in consideration for a higher degree. Such published work may later be incorporated in the dissertation submitted for examination.

21. Candidates may not amend, add to or delete from the dissertation after it has been submitted for examination.

22. Every candidate in submitting a dissertation shall state to what extent it is the result of their independent work or investigation, and shall indicate any portions for which they are indebted to other sources. Explicit references should be given, and a full bibliography shall be appended to the work.

23. Every candidate in submitting a dissertation shall certify that it has not already been accepted in substance for any academic award and is not being concurrently submitted in candidature for any such award.

24. If the dissertation is not submitted within the registration period (see Regulation 17 above) the dissertation will be deemed to have failed. Two further resit opportunities will be permitted, capped at 50%, unless there is evidence of special circumstances. Further information on resit policy is contained within the Examination Conventions for taught postgraduate study schemes.

25. If a dissertation is failed by the examiners or is deemed to have failed by non-submission, the candidate may re-present it on two further occasions.. The re-submission deadline shall be communicated to the candidate with the result and will require submission in time for presentation of the re-sit mark at the Examining Board 12 months after the initial result was confirmed. A fee shall be payable for the examination of such a re-presented dissertation.

Regulations for 'National' MA Education (Wales)

REGULATIONS (INCLUDING ASSESSMENT REGULATIONS) FOR THE 'NATIONAL' MA IN EDUCATION (WALES) 180 CREDIT MASTER'S PROGRAMME

AWARD TITLE: MA EDUCATION (WALES)

Context

The part-time National Master's in Education (Wales) programme (the National Programme) will be available for teachers in the compulsory education sector in both English and Welsh. The Programme will be delivered by a pan-Wales partnership of 'Participating Institutions', supported by the Welsh Government, to offer professional learning opportunities that reflect the national context. The Programme will enable students to engage with and apply research which underpins policy and understand the impact this will have on teaching practice. The Programme is aimed at educational practitioners in Wales at all levels from early career teachers to senior leaders. A framework for accredited professional learning for the teaching profession will also be developed in response to the Welsh Government's requirement for a collaborative approach to deliver a professional learning strategy. The Master's Programme is portable within Wales and transfer of credit between Participating Institutions will be considered in accordance with local institutional procedures.

The academic regulations for the National Programme set out below, (the National Regulations) govern its operation and assessment and are approved by all Universities participating in the Partnership (the Participating Institutions, each of which may implement their own local regulations where noted within this

National Regulatory Framework).

Principle

Any matters not covered by these regulations shall be covered by the assessment regulations and related provisions of the relevant Participating Institution where these contain provisions relating to such matters.

Definitions

Optional Modules

Modules which students can select.

Compulsory Modules

Compulsory Modules are essential components of a programme of study that must be pursued by students on the Programme.

Core Modules

Core Modules must be pursued and passed.

‘Optional’ modules may become core once selected.

Dissertation

A substantial piece of self-directed work of 60 credits, up to a maximum of 20,000 words.

Participating Institution

The partner University offering the National MA in Education (Wales) programme that the student is enrolled upon.

Examining Board

The duly constituted Examining Board of each Participating Institution.

REGULATIONS FOR ‘NATIONAL’ MA IN EDUCATION (WALES)

1. Structure of the National Programme

1.1 The National Programme is part-time only, consisting of modules totalling 180 credits at Level 7 of the FHEQ, with 120 credits of taught modules (including any RPL credits) and a Dissertation, worth 60 credits. Students who successfully complete the National Programme will be eligible for the award of the 'National' MA in Education (Wales).

1.2 Learning outcomes shall be specified for the National Programme in the programme specification. Any intermediate or exit/fall-back qualifications are specified below.

1.3 All modules (compulsory and optional) will be considered as 'core' modules once selected, and must be passed for students to be eligible for the Master's award.

2. Time Limits

Year of Study Credits/Description

1 60 credits Taught/RPL

2 60 credits Taught

3 60 credits Dissertation

2.1 Taught modules shall be completed and assessed according to the requirements and dates set by each Participating Institution. The full degree programme shall be completed within the following periods from the date of the initial enrolment:

Where a student has joined the National Programme with RPL after the normal starting point, the period for completion of studies is taken from

what would have been the normal entry point had the student undertaken the whole programme at the Participating University.

3. Extension to the Submission Deadline for Dissertations

3.1 Applications for extension to the deadline for submission (or other agreed forms of mitigation) of the Dissertation must be completed in accordance with the regulations and processes of the relevant Participating Institution and in accordance with the stated deadlines.

4. Teaching and Assessment Structure

4.1 The teaching pattern and assessment structure is determined by the National Management Board representing the Participating Institutions, as set out in the Programme Specification.

Mode of study

Part-time not less than 24 months not more than

5 years

5. Exit Qualifications

5.1 Students who are admitted to the National Programme by a Participating Institution but are subsequently unable, or not permitted, to progress to completion of the MA by failing to pass all modules within the three permitted attempts, or who are required to withdraw from the programme for any other reason, may qualify for one of the following awards of that University as follows as an Exit Qualification:

5.2 A Postgraduate Certificate (Postgraduate Certificate in Education (Wales) can be considered for award for students who complete not less than 60

credits at Level 7.

A Postgraduate Certificate is not available as an Exit Qualification for students entering the programme with 60 credits of RPL.

5.3 A Postgraduate Diploma (Postgraduate Diploma in Education (Wales) can be considered for award for students who complete not less than 120 credits at Level 7, at least 60 credits of which must have been pursued at the participating institution.

5.4 Exit Qualifications are classified as follows:

Award Distinction Merit Pass

PG Cert 70%+ 60-69.99% 50-59.99%

PG Dip 70%+ 60-69.99% 50-59.99%

6. Dissertation (60 credits).

6.1 Each candidature shall be completed by the presentation of a dissertation and the approval of the quality of outcomes of such work by the appropriate examiners.

Supervision of Dissertations

6.2 For each student at a Participating Institution, one supervisor (the Supervisor) shall be approved by that University who will conduct and supervise students in accordance with any relevant regulations and guidance of that University, as defined in the Programme Handbook.

Examination of Dissertations

6.3 All work relating to Dissertations shall be marked by two internal members of staff of the Participating University.

If it is impossible to allocate two internal members of staff, then an external marker should be appointed to act as the second marker and the External Examiner(s) should be asked to oversee that moderation has occurred.

6.4 A sample of Dissertation work should be moderated by both the Participating Institution's External Examiner and by the National External Examiner(s). After the results are approved by each Institution's External Examiner and by the relevant examining boards, the samples are subsequently reviewed by the National External Examiners via the National Academic Board of Studies to monitor the standards and equivalency of assessment and feedback in the provision across all institutions.

(The sampling regulations are as follows: At least 10% of the total number of pieces of work (minimum of 6) including at least one from each 'classification' (Failure, Pass, Merit, Distinction where appropriate).

6.5 Although, it is customary for the same External Examiner to examine a student for the programme, an independent examiner may be appointed to examine the work where specialist knowledge or expertise is required.

6.6 The marks shall be ratified at the relevant Participating Institution's Examining Boards.

Submission of Dissertations

6.7 Dissertations must be submitted in accordance with the Participating Institutions' policy on submission as defined within the Programme

Handbook.

6.8 Submission of the work shall be defined as submission of a piece or pieces of work submitted in accordance with the requirements specified under submission of Dissertations (above) and should also meet the requirements specified by the Participating University. A Participating Institution shall have the discretion to determine whether a submission fails to meet these requirements.

6.9 Students who fail to submit their Dissertation by the deadline will have one further opportunity to submit. Students who fail to submit their work on the second attempt by the deadline will fail the programme and will be considered for the award of a 'National' Postgraduate Diploma/Certificate in Education (Wales) as an exit award.

Resubmission of Dissertation

6.10 If the work does not meet the required standards for an award, the student may be allowed to resubmit it once only within the following time limits:

Mode of Study

PART TIME 6 months (after the official University publication of results)

6.11 The Participating Institutions have collectively determined an agreed fee of £124 for the re-examination of Dissertations, and the mark will be capped at 50%.

6.12 Students resubmitting should be given written feedback on the reasons for

failure immediately following confirmation of the result. Feedback should reflect all comments from the Examiners (Internal and External). The student should be informed of the changes required to bring the work to the pass standard.

6.13 Students resubmitting are normally only permitted to make minor changes to the title of their work with the permission of their Supervisor. Such changes should not require any further original research, unless there are agreed extenuating circumstances.

6.14 Students resubmitting their work will not normally be expected to attend the Participating Institution during the resubmission period and will not receive formal supervision or support during this period.

Publication of Work

6.15 A student shall be at liberty to publish the whole or part of the work produced during their period of registration at the Participating University, prior to its submission as a whole, or as part, provided that in the published work it is nowhere stated that it is in consideration for a higher degree. Such published work may later be incorporated in the dissertation submitted for examination.

Bar on Access

6.16 Notwithstanding the provisions in the regulations relating to the availability of directed independent learning, the Participating Institution may be permitted, on a special recommendation approved by the student's Head of Department/College/School/Faculty or nominee, to

place a bar on photocopying and/or access to a student's work for a period of up to five years. It shall be the responsibility of the student's supervisor to make an application to the Head of Department/ College/ School/ Faculty as soon as is reasonably practicable. This bar would also apply to members of the Participating Institution.

6.17 The summary and title shall be freely available.

6.18 Any recommendation for a bar on access must be made to the Head of Department/College/School/Faculty or nominee, after consideration by a student's supervisor. It shall be the responsibility of the supervisor to make the application as soon as is reasonably practicable. The recommendation must include a statement of the grounds on which the request is being made. Most requests of this nature are made on the grounds of the commercial sensitivity of the research, which may have been partially sponsored by a commercial or industrial organisation.

6.19 When a bar on access has been granted the student's Supervisor should be notified. In the case of work which is deemed to be of relevance to Wales, the Department/College/School/Faculty shall inform the librarian of the National Library of Wales that the work is to be withheld from access for a specified period.

6.20 Although the bar shall be regarded as operative as soon as the work is submitted, the period approved shall be calculated from the date on which the student is formally notified by the Participating Institution that they have qualified for a degree.

6.21 On submission, a student shall be required to incorporate a signed statement within the work to indicate either:

☐ That the work, if successful, may be made available for inter-library loan or photocopying (subject to the law of copyright), and that the title and summary may be made available to outside organisations;

or

☐ That the work, if successful, may be made so available after expiry of a bar

7. Examining Boards

7.1 The Examining Boards that will meet to assess students' progress on the National Programme will be the relevant Examining Board of each of the Participating Universities (see 9.2).

ASSESSMENT REGULATIONS

8. GENERAL PRINCIPLES

Any matters not covered by the Assessment Regulations described shall be covered by the assessment regulations and related provisions of the respective Participating University where these contain provisions relating to such matters.

Where matters are covered by provisions in both the Assessment Regulations described and in the assessment regulations and related provisions of the respective Participating Universities, any difference in interpretation as to meaning shall be in favour of the latter.

Where the term Examining Board(s) is used in the Assessment Regulations described, this shall mean the Examining Board of each of the Participating

Universities duly constituted and operating under the authority and remit delegated to them by the respective Academic Boards/Committees of the Participating Universities.

Relevant students shall be taken to mean the students enrolled on the National Programme at each of the Participating Universities.

Within the constraints of the programme aims, learning outcomes and assessment regulations, the Examining Boards have discretion in reaching decisions on the awards to be recommended for individual students. They are responsible for interpreting the assessment regulations for the programme in the light of the Participating University's requirements and good practice in higher education, particularly in relation to the maintenance of academic standards.

The performance of students may be assessed by any combination of assessment methods as appropriate to the level and learning outcome of the assessment exercise.

Specific methods of assessment, any weightings that may apply and the number of assessments are given in the specification for the programme and its module descriptors. These may only be changed with the agreement of the Participating Universities using their approved mechanisms.

8.1 Presentation of Marks

The Examining Boards shall be presented with all marks of assessments taken to date. RPcL/Credit Transfer shall be managed through each Participating Institution's defined processes, in line with the National RPL Policy for this programme.

8.2 Progression and Awards Boards

Examining Boards will normally meet after each assessment period during the programme to ensure students' progress is monitored.

Progression is determined as the Examining Board's review of a student's 'current' position after each assessment period.

The decision as to whether a student has met the requirements to proceed on the Programme will be taken at an Examining Board.

Students who fail to qualify to proceed at the initial attempt will normally be permitted to redeem failures by submitting supplementary assessments or re-submitted revised assessed work, as defined by the programme.

Supplementary assessments opportunities may only be awarded by the Examining Board.

Board Month Decisions/Outcomes

1 January/February Progress/Supplementary Assessment

2 May/June Progress/Supplementary Assessment

3 September Progress/Supplementary Assessment

4 October Progress/Supplementary

Assessment/Award

The full set of results for each student considered at the relevant Examining Awards Board, shall be presented to the examiners.

The result profile of the relevant students will include:

☐ The results of the Taught modules.

☐ The results of the Dissertation.

8.3 Anonymous Marking

Where available, please refer to the relevant Participating Institution's Policy on Anonymous Marking or related information.

8.4 Disclosure of Identity

Where available, please refer to the relevant Participating Institution's Policy on Anonymous Marking or related provision.

8.5 Disclosure of Results

Where available, please refer to the relevant Participating Institution's Policy on Publishing Marks or related provision.

8.6 Academic Misconduct

Please refer to the relevant Participating Institution's Policy on Academic Misconduct or related provision.

8.7 Fitness to Practise

Please refer to the relevant Participating Institution's Policy on Fitness to Practise or related provision.

8.8 Appeals against decisions

Please refer to the relevant Participating Institution's Appeals and/or Accuracy of Published Marks Procedure or related provision.

All students who are required to withdraw from the Participating University have the right of appeal in accordance with the Participating University's regulations, for example the Accuracy of Published Marks Procedure and/or Appeals Procedure.

9 GENERAL ASSESSMENT RULES FOR THE NATIONAL MA IN EDUCATION

(WALES)

9.1 The pass mark for modules shall be 50%. Credit will only be awarded to students who pass a module).

9.2 The 'National' MA in Education (Wales) is awarded to students who have successfully completed 180 credits in total at FHEQ Level 7. The overall degree classification shall be calculated based on the average of the marks for all modules weighted according to the credit values of those modules.

9.3 Student progress will be monitored throughout the programme. Award decisions will be taken at the end of the programme, and will be confirmed by the relevant Participating Institution's Examining Board.

9.4 All modules selected (compulsory and optional) are considered core and must be passed with a mark of at least 50% in order to complete the programme, and no compensation will be permitted.

9.5 Students who have been unsuccessful in any taught module may be permitted two further attempts within the programme to redeem their failure (i.e. three attempts at each taught module in total), provided that this can be achieved within the time limit for the Programme. Students will not be permitted any further attempts without agreed extenuating circumstances.

9.6 Students who satisfy the examiners at an attempt to redeem a failure shall only be eligible for a module mark up to the capped threshold of 50%, in each such module, irrespective of their actual level of performance. The Examining Board shall refer to the capped mark in determining the average

for award.

9.7 Students to who fail redeem a taught module at the third attempt will be deemed 'out of opportunities', will not be eligible for a Master's award and required to withdraw from the Participating Institution. Such students shall have no further opportunity to complete their programme of study, and shall only be eligible to be considered for an exit qualification. Students who are required to withdraw from the Participating Institution will be given no further attempts to redeem their modules and will not be eligible to transfer credits to another programme of study at that University, or to the 'National MA Education (Wales) at any of the Participating Institutions, and their studies will be terminated. Any exceptional cases may be referred to the National Management Board for decision. Students may be considered for an exit award (see regulation 5: Exit Qualifications, above).

9.8 In exceptional circumstances and if in accordance with the relevant Participating Institution's Policy on Extenuating Circumstances (or related provision), students who fail to redeem their module(s), may submit evidence of extenuating circumstances in line with the Participating Institution's Extenuating Circumstances Policy. Any agreed re-assessment(s) shall normally take place at the next appropriate assessment point(s).

9.9 A student who fails and requires re-assessment shall normally be permitted to re-submit modified versions of their original work, with the exception of students found to have committed Academic Misconduct within the specific assessment.

9.10 Students shall not be allowed to elect to repeat any module which has been passed in order to improve their performance.

9.11 A student who fails to submit set projects or coursework in a taught module by the required date(s) will be deemed to have failed the assessment(s) in question and will have two further (capped) opportunities to submit. Students who feel they have extenuating circumstances must follow the published Extenuating Circumstances process for the Participating Institution.

9.12 Students who achieve an overall average mark of not less than 60% and not more than 69.99% for the whole programme, shall be eligible for the award of a Master's degree with merit.

9.13 Students who achieve an overall average mark of not less than 70% for the whole programme, shall be eligible for the award of a Master's degree with distinction.

9.14 Students who do not complete the programme and/or withdraw from the relevant Participating Institution may, depending on the number of credits accumulated, be eligible for an exit qualification.

9.15 Students who fail to submit their Dissertation by the initial assessment deadline will have one further opportunity to submit (capped) as defined in

10.17. Students who fail to submit their Dissertation by the deadline on the second attempt will fail the Masters and will be considered for an exit qualification. No further resubmission opportunity will be given.

9.16 Students who submit their Dissertation by the deadline and who fail to obtain a pass mark will normally be permitted to resubmit in accordance

with the appropriate time limit. Resubmission will be capped at 50%

Mode of Study

PART TIME 6 months (after the official publication of results)

9.17 Students who are unable to meet their submission deadline may apply for consideration of any Extenuating Circumstances, in accordance with the relevant Participating University's regulations.

9.18 Students may submit assessed work or be examined in English or Welsh in accordance with the Welsh Language Standards, and, in accordance with the relevant Participating University's regulations.

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