General and Course Regulations for Graduate and Postgraduate Awards and Degrees 2020-21

<table>
<thead>
<tr>
<th>Version No.</th>
<th>Description</th>
<th>Author</th>
<th>Approval</th>
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**Version 1.0**

General and Course Regulations for Graduate and Postgraduate Awards and Degrees 2020-21.

(Course Regulations 19-30 covering the postgraduate, continuing education and sub-degree courses of the four Faculties)

the place of useful learning

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263
Postgraduate Study

19 General Regulations for Taught Masters Degrees, Postgraduate Diplomas and Postgraduate Certificates

The University confers the following awards by the authority of the Senate under Ordinances 3, 4 and 5 in accordance with the following Regulation 19.1.

Taught Degrees [Degrees with a predominant or significant taught content]

- Master in Management (MiM)
- Master of Architecture (MArch)
- Master of Arts (MA)
- Master of Business Administration (MBA)
- Master of Communications Management (MCM)
- Master of Education (MEd)
- Master of Environmental Studies (MEnvS)
- Master of Laws (LLM)
- Master of Letters (MLitt)
- Master of Science (MSc)
- Master of Technology Management (MTM)

Taught Diplomas and Certificates

- Postgraduate Diploma, Postgraduate Certificate

Notes

1 Decisions on admission are taken by Course Directors (or nominee)
2 Decisions on awards are taken by Boards of Study on behalf of the Senate.
3 All decisions taken by the Boards of Study, acting on behalf of Senate, shall subsequently be reported to Senate.
4 All decisions taken by Boards of Examiners acting on behalf of the relevant Board of Study shall subsequently be reported to that Board.
5 Where reference is made in Regulations to information in Course Handbooks, that information shall have been approved by the relevant Board of Study.
6 In interpreting these regulations, regard should be given to the University’s Academic Policies, Procedures and Guidelines and, where appropriate, Course Handbooks. Students shall also have regard to the University’s Constitutional Regulations.
7 In the unlikely event of any conflict between the Regulations and other University publications including Course Handbooks, Regulations take precedence.
19.1 General Regulations for Postgraduate Awards by Instruction

[The following General Regulations should be read in conjunction with the regulations governing specific courses]

Admission

19.1.1 Applicants shall normally:

(i) possess a degree (or in the case of direct entry to a Masters programme, a first or second class honours degree) from a United Kingdom University; or

(ii) possess other qualifications deemed, by the Course Director (or nominee) acting on behalf of Senate, to be equivalent to (i) above; or

(iii) be deemed, by the Course Director (or nominee) acting on behalf of Senate, to have achieved an academic standard equivalent to (i) above

19.1.2 In all cases, applicants whose first language is not English, shall be required to demonstrate an appropriate level of competence in the English language. The University will operate a screening procedure for applicants in respect of criminal convictions. Courses which involve students in contact with children under 18 or vulnerable adults will require students to be a member of the PVG (Protecting Vulnerable Groups) Scheme or, if already a member, to apply for an update.

19.1.3 Applicants who satisfy the provisions of Regulation 19.1.1 may, in addition, be required to have had a period of relevant experience acceptable to the Senate.

Credit Transfer and Recognition of Prior Learning (RPL)

19.1.4 The relevant Course Director (or nominee) may admit applicants and/or approve exemption from part of a course by credit transfer or RPL provided this is done in accordance with University procedures and against criteria defined on a course by course basis.

Credit granted for credit transfer or RPL may only be used once and, when used to gain exemption, will normally relate to achievements within 5 years of registration on a University of Strathclyde programme.

Exemption granted on the basis of credit transfer or RPL will be allowed primarily where students can demonstrate that the relevant specific learning outcomes have been achieved (i.e. primarily for specific rather than general credit). The extent of any allowed exemption shall be preferably no greater than 34% and normally not exceed 50% of the credits appropriate to the course. Exceptionally, by formal resolution, the Senate may approve up to 67% exemption in special circumstances.

Where any such exemption is granted, the Board of Study, acting on behalf of Senate, may approve an appropriate reduction in the minimum period of study.

Minimum Periods of Study

19.1.5 The minimum period of study shall normally be as follows:

For full-time study
Masters by full-time study 12 months
PG Diploma by full-time study 8 months
PG Certificate by full-time study 4 months
For part-time study, the minimum period of study shall be the learning equivalent of the full-time study period required taking account of the conditions under which the student will work. The overall duration of study will normally be greater than for full-time study.

**Maximum Periods of Study**

19.1.6 Unless specifically stated otherwise in the relevant course regulations, students shall be required to complete their course including the submission of any dissertation, design or report within a prescribed period from the date of the student’s registration as follows:

**For full-time study**
- Masters by full-time study: 36 months
- PG Diploma by full-time study: 24 months
- PG Certificate by full-time study: 12 months

**For part-time study**
- Masters by part-time study: 60 months elapsed time
- PG Diploma by part-time study: 48 months elapsed time
- PG Certificate by part-time study: 24 months elapsed time

Exceptionally, the maximum period of study may be extended by Senate on the recommendation of the Board of Study.

**Mode of Study**

19.1.7 Courses may be offered on a full-time and/or part-time basis.

At the discretion of the relevant Board of Study on the recommendation of the relevant Course Director (or nominee), a student may transfer from full-time to part-time study and vice-versa where an appropriate course is available, at which time the relevant minimum and maximum periods of study will be reviewed.

**Place of Study**

19.1.8 Except where Senate has approved distance learning arrangements for off campus delivery, study shall normally be undertaken within the University or within an institution or agency approved by Senate for the purpose (see Regulation 20.6 and University Guidelines and Procedures for collaborative provision leading to awards or joint awards of the University).

**Course Structure and Curriculum**

19.1.9 Each candidate for an award must follow the curriculum as prescribed in the relevant course regulations. These may be amended from time to time by the Senate on the recommendation of the relevant Board of Study.

19.1.10 In accordance with the University Awards Framework, individual classes shall be assigned a level based on expected learning outcomes and a credit rating based on the volume of learning required.

19.1.11 The structure of taught courses shall normally accord with the following table
<table>
<thead>
<tr>
<th>Award</th>
<th>Credit Requirements</th>
<th>Minimum Level Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate Certificate</td>
<td>60</td>
<td>50 credits at Level 5</td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>120</td>
<td>100 credits at Level 5</td>
</tr>
<tr>
<td>Masters Degree</td>
<td>180</td>
<td>150 credits at Level 5</td>
</tr>
</tbody>
</table>

Notes:
1. For a typical student one credit equates to approximately 10 hours of total student effort.
2. In certain circumstances, for example to meet professional accreditation requirements, the credit requirement may exceed the above framework.

19.1.12 The curriculum of every student must be approved in advance by the relevant Course Director or equivalent acting on behalf of the relevant Board of Study.

19.1.13 Where a pass in a particular class is a necessary condition for progress or for an award, this shall be clearly stated in the relevant course regulations.

19.1.14 The curriculum may include a design or other project or a dissertation.

19.1.15 Course delivery, materials, assessed work and oral examination shall be in English unless stated otherwise in individual course regulations and published in the Course Handbook.

19.1.16 Notwithstanding the provisions of Regulation 19.11.12, where unlisted optional classes may be chosen as part of the curriculum, the approval of the Head of Department (or nominee) responsible for offering each class is also required.

19.1.17 The University cannot guarantee that all optional classes will be available in any given academic year. The choice of classes may be subject to constraints of timetabling and may also be influenced by professional requirements as well as by a student’s entrance qualifications or pre-requisite classes passed.

19.1.18 In order to qualify for a University of Strathclyde award, a student who has been granted exemption from part of a University of Strathclyde course through credit transfer or RPL (in accord with Regulation 19.1.3) must gain from the University of Strathclyde course curriculum a minimum of one-third of the overall credit requirement for that award.

**Dissertation**

19.1.19 Where a dissertation is required, a student will normally be expected to have performed to the satisfaction of the Board of Examiners in the taught components of the course before being permitted to proceed to the dissertation. The dissertation shall be of a length and standard approved by the Board of Study and shall normally be submitted by a date approved by the Board of Study and published in the appropriate Course Handbook.

19.1.20 Any dissertation submitted under the provisions of Regulation 19.1.19 must be written in English. Exceptionally, having regard to the nature and content of the dissertation, the Board of Study concerned, acting on behalf of Senate, may permit submission in another language, in which case a translation of the abstract as a minimum into English must accompany the dissertation.
Attendance and Performance

19.1.21 Every applicant admitted to a course of study shall be required to attend regularly and to perform satisfactorily the work of each class in their curriculum.

19.1.22 A student has an obligation to inform the University Student Experience – Student Business at the first reasonable opportunity of any medical or other circumstances which might adversely affect their attendance, performance and/or ability to study.

19.1.23 A student who, in the opinion of the Head(s) of the Department(s) offering a class and the relevant Vice Dean Academic, does not satisfy the requirements as to attendance and to performance and having been informed in writing, shall not be entitled to take the examination in the subject of that class and shall be so informed.

19.1.24 Notwithstanding Regulation 19.1.23, a student may subsequently be permitted by the Course Director (or nominee) to take the examination in the subject of the class at the next available opportunity subject to satisfactory completion of appropriate course work.

Examinations and Assessment

19.1.25 The Board of Examiners shall consist of not less than four persons including an External Examiner and academic staff responsible for the conduct of the course. It shall normally meet under the Convenership of the Course Director or Head of Department.

19.1.26 A student shall normally complete the assessments during the academic year in which the classes were undertaken unless permitted by the relevant Board of Study to postpone the assessment.

19.1.27 Classes shall be assessed by
(i) coursework assignments; or
(ii) written examinations; or
(iii) oral examinations; or
(iv) any combination of the above
unless specified otherwise in the relevant Course Handbook.

19.1.28 Except where a course includes an integrative/reflective class that will draw on work in other classes, each item of work may only be assessed in one class.

19.1.29 Candidates are required to pass written and oral examinations and to perform to the satisfaction of the Board of Examiners in the course work, and in the case of candidates for the degree of Master, in the dissertation or project.

19.1.30 A student who is deemed to have failed a taught class or who has been debarred in terms of Regulation 19.1.23 shall normally have one further opportunity to be re-assessed on a similar basis or by such other means as the Department(s) offering the class may decide. The nature of re-assessment shall be identified in module descriptors and/or Course Handbooks. The attempt shall normally be made at the next available diet of examinations.

Exceptionally, candidates for taught masters degrees who fail to satisfy the Board of Examiners may, in the light of their overall performance and subject to the approval of the Board of Examiners, be permitted to revise and re-submit their dissertation, normally within one year of the first submission.
19.1.31 Notwithstanding Regulation 19.1.30, Boards of Examiners may exceptionally permit alternative forms of re-assessment for a class where they consider it to be in a student’s interest.

The Board of Examiners may also require the student to re-attend the class.

19.1.32 The Board of Examiners may discount an attempt for a class where appropriate medical or other evidence has been provided subject to report to the relevant Board of Study.

19.1.33 At the discretion of the Board of Examiners or Course Director (or nominee), and, where appropriate, in conjunction with the External Examiner, a student may be required to attend and participate in an oral examination.

**Award of Credits**

19.1.34 The relevant Board of Examiners shall award the credits for the classes passed.

**Progress of Students**

19.1.35 Details of any required minimum level of performance to permit a student to progress from Certificate to Diploma and from Diploma to Masters are shown in individual course regulations hereafter.

19.1.36 To proceed to the next year of a course, a full-time student must normally accumulate the minimum number of credits in accordance with the following general framework

<table>
<thead>
<tr>
<th>Progression</th>
<th>Minimum Number of Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>First – Second Year</td>
<td>90</td>
</tr>
</tbody>
</table>

Individual courses may specify minimum credit numbers greater than those given above in which case these shall be given in the relevant course regulations.

Where a course is available on a part-time basis, progress requirements shall be specified in the relevant course regulations.

Where credits in particular classes are required for progress, these shall be specified in the relevant course regulations.

19.1.37 Candidates for the degree of Master will normally be expected to perform to the satisfaction of the Board of Examiners on the taught components of the course before being permitted to proceed to the project and/or dissertation.

Notwithstanding Regulation 19.1.30, a candidate may be subject to a restriction in the number of classes that may be re-assessed.

19.1.38 Subject to prior approval of the Senate, Boards of Study may permit a Board of Examiners to apply compensation procedures according to prescribed criteria. In such cases, the criteria shall be detailed in the Course Handbooks.

19.1.39 The Board of Examiners, acting on behalf of Senate, shall ratify one of the following

(i) award of the appropriate degree, diploma or certificate with distinction;
(ii) award of the appropriate degree, diploma or certificate with merit;
(iii) award of the appropriate degree, diploma or certificate;
(iv) progress to subsequent stages of the course;
(v) withholding of the award of the degree or other qualification pending further study or submission/resubmission of assignments;
(vi) transfer or termination of registration.
Transfer of Registration, Suspension and Withdrawal

19.1.40 Where a candidate has failed to satisfy the Board of Examiners, the Board of Study, acting on behalf of Senate and in accordance with the recommendation of the Board of Examiners, may

(i) require that registration be transferred to Postgraduate Diploma or Postgraduate Certificate course by instruction (as appropriate), subject to a related course being available; or

(ii) suspend a student from attendance at classes but require them to undertake assessments in accord with Regulations 19.1.30 – 19.1.32 until the required number of credits and necessary passes have been obtained to allow the student to proceed to the next stage/year of the course; or

(iii) recommend the award of such a Postgraduate Diploma or Postgraduate Certificate (as appropriate); or

(iv) terminate the student’s registration and require the student to withdraw.

19.1.41 On the recommendation of the relevant Course Director (or nominee), the relevant Vice Dean Academic may permit a student to undertake voluntary suspension for the whole or part of an academic year or transfer to part-time study subject to this mode of study being available.

19.1.42 A student may be required to withdraw from a course as a consequence of academic dishonesty or unprofessional conduct. Such a decision would be taken in consequence of a disciplinary hearing as provided for in Regulations 5.4 and 5.5.

19.1.43 On the recommendation of the relevant Course Director (or nominee), the Board of Study may approve transfer of a student’s registration between

(i) a Masters degree
(ii) a Postgraduate Diploma;
(iii) a Postgraduate Certificate.

as appropriate, subject to a related course being available.

The Board of Study shall determine what recognition towards the fulfillment of the requirements may be given to the period that the student has completed.

19.1.44 Where a candidate for the degree of Master or Postgraduate Diploma has satisfied the Board of Examiners but requests transfer to the Postgraduate Diploma or Postgraduate Certificate, the Board of Study, acting on behalf of Senate and in accordance with the recommendation of the Head of Department or Course Director or Board of Examiners, may

(i) permit registration to be transferred to Postgraduate Diploma or Postgraduate Certificate course by instruction (as appropriate), subject to a related course being available; or

(ii) recommend the award of such a Postgraduate Diploma or Postgraduate Certificate (as appropriate); or

(iii) terminate the candidate’s registration.

Appeals against Transfer of Registration, Suspension, Termination, Withdrawal or Award Classification

19.1.45 A student who has been

(i) required to transfer registration; or
(ii) suspended from attendance at classes; or

(iii) withdrawn

under the provisions of Regulation 19.1.39 - 19.1.43 may appeal to the relevant Board of Study for reconsideration of the case.

19.1.46 A student may appeal to the relevant Board of Study for reconsideration of the classification of the award. Such an appeal must be submitted and the outcome of any such appeal must be decided upon before the student’s award is confirmed.

19.1.47 The grounds for appeals under Regulations 19.1.45 and 19.1.46 may be any of the following:

(i) that there were procedural irregularities in the conduct of the examination or of the assessment (including alleged administrative error of such a nature as to cause reasonable doubt as to whether the examiners or the Board of Study would have reached the same conclusion if the alleged error had not been made); or

(ii) that there were medical, personal or other circumstances affecting the student’s performance of which the examiners or the Board of Study were not aware when their decision was taken; or

(iii) that there was inadequate assessment, prejudice or bias on the part of one or more of the examiners or assessors.

Such an appeal shall be lodged in writing with the relevant Faculty Manager no later than a date specified by the Board of Study and notified in the letter informing the student of the transfer of registration or suspension or requirement to withdraw or the award classification. The appeal shall be supported by appropriate documentary evidence not previously available.

19.1.48 A student has the ultimate right of appeal to the Senate normally following an unsuccessful appeal to the relevant Board of Study. Such an appeal shall be lodged in writing supported by all appropriate documentary evidence and shall be lodged with the Deputy Secretary within a period of six weeks from the date of notification to the student of the outcome of the preceding appeal to the Board of Study and shall be supported by all the appropriate documentary evidence. The student will have a right of appearance, either alone or accompanied by one person, at the hearing of the appeal to the Senate.

Classification of Degrees

19.1.49 A student may be awarded a degree, a degree with merit or a degree with distinction.

In reaching their decision, Boards of Examiners shall have regard to a student’s performance against approved criteria and consider the composite mark against the following general framework:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Composite Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinction</td>
<td>70 -100</td>
</tr>
<tr>
<td>Merit</td>
<td>60 – 69</td>
</tr>
<tr>
<td>Award</td>
<td>50 – 59</td>
</tr>
</tbody>
</table>

Award

19.1.50 A candidate who satisfies the conditions of the Ordinances governing the award of degrees, diplomas and certificates and of the general and course regulations will, on payment of the required fees, be entitled to receive the
appropriate award. To qualify for the award, a candidate must have obtained passes in classes at all levels of the curriculum as specified in the course regulations. The candidate will receive a parchment setting forth the course of study in which the award has been granted and, if appropriate, the classification in which the candidate has been placed.

19.1.51 A candidate on a course that has multiple exit points (e.g. Postgraduate Certificate, Postgraduate Diploma and degree of Master) may only retain one of the possible awards.

19.1.52 Notwithstanding the provision of 19.1.50 where such a course of study is undertaken on a part-time basis over a period of more than three years, Senate may approve interim awards that may be retained provided that such awards relate to separately named courses governed by distinct course regulations.

19.2 to 19.11 (Numbers not used.)

Changes and restrictions are made from time to time and the University reserves the right to add, amend or withdraw courses and facilities, to restrict student numbers and to make any other alterations, as it may deem necessary and desirable. Changes are published by incorporation in the next edition of the Course Regulations.

Any queries about the contents of the Course Regulations should be directed to the Education Quality and Policy Manager, Education Enhancement, University of Strathclyde, Glasgow G1 1XQ (Telephone 0141 548 4967).