

POSTGRADUATE TAUGHT REGULATIONS



UNIVERSITY OF
LINCOLN

2021-22

This document sets out the general principles and regulations that apply to the University's postgraduate taught awards as listed in the University's Schedule of Awards.

These Regulations supersede all previous Regulations on postgraduate taught awards at the University of Lincoln which are hereby revoked.

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Table of Contents

Section A – Postgraduate Taught Regulations	4
A.1 Introduction	4
A.2 Awards of the University	5
A.2.1 The Framework for Higher Education Qualifications	5
A.2.2 Structure of Programmes	5
A.2.3 Mode and Duration of Study	5
A.3 Credit Structure of University Awards	6
A.4 Postgraduate Taught Assessment Regulations	6
A.4.1 Postgraduate Taught Assessment Arrangements	6
A.4.2 Pass Standard	7
A.4.3 Resit Opportunities.....	7
A.5 Placements and Supervised Work	8
A.6 Requirements of Accrediting Bodies	8
Section B - Postgraduate Awards Regulations	10
B.1 Postgraduate Certificate and Postgraduate Diploma.....	10
B.2 Integrated Masters Degrees	10
B.3 Masters Degree	10
B.4 MArch and MFA.....	11
B.5 Exit Awards	11
Section C – Short Courses, Individual Modules, and Microcredentials	12
C.1 Pass Standard	12
C.2 Resit Opportunities	12
C.3 Retake Opportunities	12

Section A – Postgraduate Taught Regulations

A.1 Introduction

- A.1.1 These Regulations are the University's Regulations for postgraduate taught awards and all other Regulations and Policies of the University take effect subject to these Regulations and will be interpreted and applied consistently with them.
- A.1.2 These Regulations:
- A.1.2.i Establish the conditions under which an individual is entitled to pursue a postgraduate programme of the University.
 - A.1.2.ii Provide specific programme and award Regulations.
- A.1.3 These Regulations apply to:
- A.1.3.i Individuals who have formally applied, received an offer from, have accepted an offer or have enrolled to be a postgraduate student or degree apprentice of the University.
 - A.1.3.ii All students who have temporarily interrupted their studies at the University.
 - A.1.3.iii Individuals employed by the University.
 - A.1.3.iv Individuals engaged to provide a service to the University under a contract for services.
 - A.1.3.v Visiting members of the University, such as visiting professors and visiting fellows.
 - A.1.3.vi External Examiners appointed to the University.
 - A.1.3.vii Individuals who contribute in any other way to the academic enterprise of the University.
- A.1.4 The University undertakes to take all reasonable steps to provide the teaching, examination, assessment, and other educational services set out in its prospectus and other University documents.
- A.1.5 Should industrial action or circumstances beyond the control of the University interfere with its ability to provide educational services, the University undertakes to use all reasonable steps to minimise the resultant disruption to those services.
- A.1.6 The University Registrar and Secretary exceptionally may agree, on an individual student basis, a variation to the Regulations. Any such arrangements will be reported to the relevant committee of Academic Board as soon as practicable.
- A.1.7 The University reserves the right to modify its Regulations at any time, but the University will consider the timescale for introducing changes and the effect on current cohorts of students via consultation with stakeholders. Changes will not normally be introduced for implementation in the current academic year but would take effect in the following academic year. There may be differences in the Regulations as they apply to different cohorts of students registered for the same award.

A.2 Awards of the University

A.2.1 The Framework for Higher Education Qualifications

A.2.1.A All programmes offered by the University will be designed, and their students assessed, at appropriate Levels that conform to the Framework for Higher Education Qualifications promulgated by the Quality Assurance Agency for Higher Education (the QAA).

A.2.1.B An individual programme's conformity with the Framework will be verified at initial Validation and any Revalidation.

A.2.2 Structure of Programmes

A.2.2.A The governing principle for the ordering of any curriculum leading to a taught award of the University is that the curriculum is organised as an academically and pedagogically credible programme.

A.2.2.B A programme will have a unique title, and set of learning outcomes, and be made up of a unique combination of modules.

A.2.2.C Every programme will have a programme specification which sets out the structure, learning outcomes and assessment of the award.

A.2.2.D The standard module building block for the construction of postgraduate programmes will be multiples of 15 credits up to a maximum of 60 credits, with 1 credit equating to 10 notional learning hours.

A.2.3 Mode and Duration of Study

A.2.3.A Students studying 120 credits or more in an academic year will be registered as full time.

A.2.3.B Students studying fewer than 120 credits in an academic year will be registered as part time.

A.2.3.C The mode and duration of study for each postgraduate award of the University is set out below.

Award	Mode of study	Minimum length	Maximum length
Integrated Masters degree	Full time	48 months	72 months
	Part time	60 months	120 months
Postgraduate Certificate	Full time	4 months	12 months
	Part time	8 months	24 months
Postgraduate Diploma (incl. PG Cert)	Full time	8 months	18 months
	Part time	16 months	36 months
Masters (incl. PG Cert and PG Dip)	Full time	12 months	24 months
	Part time	24 months	48 months
Master of Fine Art	Full time	12 months	24 months
	Part time	24 months	48 months
Master of Architecture	Full time	24 months	36 months
	Part time	36 months	60 months
Professional Doctorate (Doctor of Philosophy (Professional))		27 months	72 months

A.2.3.D Where a student has formally interrupted their studies, the period of interruption of study will not be included for the purposes of calculating their maximum period of registration.

A.2.3.E Exceptionally, at Validation, variations to the normal minimum and maximum period of study may be agreed in order to meet professional, statutory, or regulatory body requirements.

A.3 Credit Structure of University Awards

A.3.1 The credit structure of the University's postgraduate awards is below.

Award	Tariff/Credit (Level)	Maximum APL/ APEL credit that may be awarded	Notional learning hours
Integrated Masters degree	120 (Level 4) 120 (Level 5) 120 (Level 6) 120-180 (7)	120 (Level 4) 120 (Level 5)	4800
Postgraduate Certificate	60 (7)	30	600
Postgraduate Diploma	120 (7)	60	1200
Masters	180 (7)	120	1800
Master of Fine Art	240 (7)	120	2400
Master of Architecture	240 (7)	120	2400
Professional Doctorate	540 (M/D) between 120 and 270 credits of taught provision. No more than 180 credits at Level 7.	100 (not including Research methods)	5400

A.3.2 Where programme documentation permits, students will be permitted to utilise specific credit earned in University of Lincoln Postgraduate Certificate and/or Postgraduate Diploma awards as entry qualifications onto a higher award where consistent with the University of Lincoln Accreditation of Prior Learning Policy.

A.4 Postgraduate Taught Assessment Regulations

A.4.1 Postgraduate Taught Assessment Arrangements

A.4.1.A The Assessment Regulations for an accredited award may take account of the assessment requirements of an accrediting body but the accrediting body's regulations will not take precedence over these Regulations.

A.4.1.B All assessments will be conducted in the English language except where otherwise provided by the validation of a programme.

A.4.1.C Students are required to present themselves for examinations at the times and places specified by the Board of Examiners. Absence or non-submission of scripts will result in failure, except where the Extenuating Circumstances Panel approves a claim relating to the assessment.

A.4.1.D Students are required to submit assignments at the times and places formally notified to them. Students will be advised about which referencing standards apply to their programme. For those academic disciplines for which the University standard is Harvard

referencing, the 'Referencing Handbook: Harvard' is the definitive guide and is available online, via mobile app or from the Library. For academic disciplines where different referencing standards are used, students should regard the handbook for their programme as the definitive guidance. Students are required to keep an electronic copy of any text-based assignments until three months after receiving formal notification of the results. Such electronic copies may be requested by an academic member of staff for plagiarism detection purposes. Students will keep all returned assessments until after the final assessment of the award and must re-submit any work to authorised staff if required.

- A.4.1.E Where students experience unexpected and exceptional difficulties in preparing for, or completing assignments, and have evidence for this, they may request an extension. In order to ensure consistency in application, a programme may identify one person to approve extensions, either for the programme overall or for each Level of the programme. Extensions to deadlines for the submission of assignments may be approved by academic staff under the authority of the relevant Board of Examiners. An extension of assignments submission deadline may not be given after the original submission date. Where a student with a previously granted extension provides evidence of further impact an additional extension may be granted. In all cases, extensions should not be given where the revised date for submission does not permit the completion of due academic process to present the mark at the meeting of the Board of Examiners where the module would normally be considered.
- A.4.1.F The penalty of a late submission will be a reduction in the mark of 10 marks for each whole or partial day late, excluding weekends. For example, where an assignment warranting a mark of 58% is submitted one day late, then a mark of 48% will be recorded.
- A.4.1.G Students undertaking a non-integrated degree apprenticeship will attempt the End Point Assessment as part of their programme and cannot exit with an award without doing so.

A.4.2 Pass Standard

- A.4.2.A The pass mark for a module will be 50%. The module mark will be calculated by considering the individual assessed component marks according to the prescribed weighting of the assessments and mathematical rounding will be used to arrive at a whole number, i.e., 69.4 will be rounded to 69, whilst 69.5 will be rounded to 70.
- A.4.2.B The general pass standard for postgraduate awards is as follows:
 - A.4.2.B.i A module mark of at least 50% for all modules making up the award.
 - A.4.2.B.ii A module mark of at least 40% in modules constituting no more than 30 credits and a module mark of at least 50% in all remaining modules making up the award.

A.4.3 Resit Opportunities

- A.4.3.A A resit is a further attempt of any assessment component within a module that has been failed at a previous attempt.
 - A.4.3.A.i The full merit mark for the component will be recorded but the maximum overall mark for such a module successfully passed following a resit is 50% unless extenuating circumstances apply.

A.3.4.A.ii Where the mark for any resit component is lower than the previously submitted first sit mark, the first sit mark shall stand.

A.4.3.B Resits will only be allowed as an attempt to retrieve an initial failure and will not be allowed with a view to improving performance in any component of assessment where the pass standard has been met, except where the University Extenuating Circumstances Panel approves a claim relating to the assessment.

A.4.3.C Where an approved claim for Extenuating Circumstances exists, a resit of a module may be uncapped.

A.4.3.D Boards of Examiners will determine students' resit entitlement up to a maximum of 60 credits of the first 120 credits attempted and an additional 60 credits constituting the final 60 credits of the award. Students will have the right to one resit per component in these credits.

A.4.3.E If a student has compensated modules and achieves the progression standard or has sufficient credits to be made a final award, the Board of Examiners will make a decision on current performance and not grant further assessment opportunities. In such cases students wishing to be reassessed in compensated modules may request this by emailing Student Administration. This must be done prior to the agreed submission deadline for any reassessment opportunity.

A.4.3.F Students entering with advanced standing will have the right to retrieve an initial failure by one resit of any module up to a maximum of 50% of the credits being studied.

A.4.3.G Where a student has exhausted all resit opportunities and has not met the general pass standard, they will be deemed to have failed and their enrolment on the programme terminated. Any appropriate exit award will be awarded.

A.4.3.H Where a student has been assessed for an award and the Board of Examiners has recommended that the student can be awarded only an exit award and has made no provision for the student to be reassessed for the original award, the student cannot subsequently attain the original award with the same title via an alternative mode of study.

A.5 Placements and Supervised Work

A.5.1 Where a programme includes an approved period of placement study or an approved period of work placement, the Board of Examiners will decide whether a student is entitled to proceed to the placement at an appropriate time prior to the commencement of the placement. Where necessary, the Board of Examiners will make any special arrangements for students to be reassessed.

A.5.2 The Board of Examiners will decide whether a student is entitled to proceed from a placement to the next stage of study on a programme. The Board of Examiners will consider the criteria for progression established at the Validation of the programme and, where necessary, will make any arrangements for resits to allow the student to demonstrate attainment of the learning outcomes of the placement.

A.6 Requirements of Accrediting Bodies

A.6.1 At programme Validation, and following the submission of clear supporting evidence, the Validation panel may agree that for academic reasons or to meet the requirements of accrediting bodies a student must achieve an overall mark of 50% in any specified module.

Such requirements must be supported by an appropriately approved Variation to Regulations.

A.6.2 Variations to these Regulations, as approved by Academic Board, are available on the Secretariat's website

Section B - Postgraduate Awards Regulations

B.1 Postgraduate Certificate and Postgraduate Diploma

- B.1.1 Where accreditation of prior learning has been applied to any credits, these will not be used in the calculation of Merit or Distinction.
- B.1.2 Postgraduate Certificates (60 credits) and Postgraduate Diplomas (120 credits) are awarded on a Pass, or with Merit, or with Distinction basis.
- B.1.3 No module compensation will apply to the awards of Postgraduate Certificate or Postgraduate Diploma.
- B.1.4 Where a student completes their programme, they will be awarded a Postgraduate Certificate or Postgraduate Diploma with distinction if they obtain a weighted mean mark of at least 70% across all the modules assessed as part of their programme.
- B.1.5 Where a student completes their programme, they will be awarded a Postgraduate Certificate or Postgraduate Diploma with merit if they obtain a weighted mean mark of at least 60% across all the modules assessed as part of their programme.
- B.1.6 Where a student is awarded either a Postgraduate Certificate or Postgraduate Diploma after failing to complete a Masters programme, the award of Postgraduate Certificate or Postgraduate Diploma will be classified as above, by calculating the weighted mean mark across all the modules passed as part of their studies.

B.2 Integrated Masters Degrees

- B.2.1 The Regulations for the Integrated Masters Degrees can be found in the University's Undergraduate Regulations.

B.3 Masters Degree

- B.3.1 A student who has met the general pass standard for modules constituting 180 credits or constituting at least 150 credits and is eligible for compensation in the remaining 30 credits, will be awarded a Masters Degree by the Board of Examiners based on the most favourable from the following two algorithms.
 - B.3.1.i Calculating the weighted mean of module marks that comprise the full 180 credits.
 - B.3.1.ii Calculating the weighted mean mark of the final 60 credits.
- B.3.2 The Board of Examiners will confer classifications as follows.
 - B.3.2.i Distinction 70% or over
 - B.3.2.ii Merit 60% or over
- B.3.3 In making these calculations appropriate weighting will be given to the credit value of the modules included and mathematical rounding will be used to arrive at a whole number, i.e., 69.4 will be rounded to 69, whilst 69.5 will be rounded to 70.

B.3.4 Where modules are included in the calculations result as a consequence of resits, the capped mark of 50% will be used for those modules in the calculations to determine the classification.

B.3.5 Any modules awarded through AP(E)L will not be used in the above calculations.

B.4 MArch and MFA

B.4.1 A student will be awarded the MArch or MFA classification based only upon the weighted mean of module marks that comprise the final 120 credits.

B.5 Exit Awards

B.5.1 The Board of Examiners will make a decision on the appropriateness of an exit award. A student may receive only one award in respect of any programme.

B.5.2 A student who accepts a lower award rather than taking the opportunity to be reassessed may not elect to be subsequently reassessed.

B.5.3 A Postgraduate Certificate will be awarded to a student who has successfully completed between 60 and 105 credits on a postgraduate programme.

B.5.4 A Postgraduate Diploma will be awarded to a student who has successfully completed between 120 and 165 credits on a postgraduate programme.

Section C – Short Courses and Individual Modules

C.1 Pass Standard

- C.1.1 The pass mark for an individual module is 50%. The module mark will be calculated by taking into account the individual assessed component marks according to the prescribed weighting of the assessments.
- C.1.2 Where a student fails a module, the Board of Examiners will arrange for the student to receive academic counselling and guidance as to their best course of action in respect of a resit. A student is entitled to be reassessed in a failed module irrespective of how many credits have been successfully achieved at that point.
- C.1.3 Where a student has failed a module on a resit, the Board of Examiners will consider the progress the student is making in their programme. Where the Board of Examiners is satisfied that the student is making adequate progress and taking into consideration the maximum duration of enrolment for the programme upon which the student is enrolled, then the student will be allowed to retake the module that was failed on a resit.

C.2 Resit Opportunities

- C.2.1 A student is entitled to one opportunity to resit in failed assessment elements. Module marks where a resit has been taken will be capped at 50%.
- C.2.2 The maximum module mark awarded on successful completion of a resit assessment is 50%.

C.3 Retake Opportunities

- C.3.1 Where a student, after resits, has not met the pass standard in any modules they have the opportunity to retake failed modules at the next available opportunity.
- C.3.2 Only one opportunity to retake a module will be allowed.
- C.3.3 Full merit marks are awarded for first sit attempts at retaken modules. Students are permitted a capped resit attempt if appropriate for retaken modules.