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| Postgraduate Certificate/Diploma in Research Training | |
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| Classification: | Regulation |
| Version Number: | 2-10 |
| Status: | Approved |
| Approved by: | Senate |
| Approval Date: | 17/03/2022 |
| Effective from: | 01/09/2022 |
| Next Review Date: | 10/10/2025 |
| Document Author: | Doctoral College/Registry Services |
| Document Owner: | Quality Support Service |
| Department/Contact: | Doctoral College |
| Collaborative provision: | Not Applicable |
| Related documents: | UK Quality Code for Higher Education (QAA), for example The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (Nov 14) and the Higher Education Credit Framework for England: Advice on Academic Credit Arrangements (May 21). University Code of Practice for Assessment Procedures. University Code of Practice for Recognition of Prior Certificated and Experiential Learning. University Code of Practice for Requests for Extensions and Additional Consideration. |
| Published location: | Quality and Standards website – Programme Regulations. [Quality and Standards | University of Hull](https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality) |
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| Postgraduate Certificate/Diploma in Research Training |

# Introduction

The following University regulations apply solely to the Certificate and Diploma in Research Training undertaken by research students enrolled on higher degrees classified by the Research Degrees Committee as research PhD by thesis, and **must** be read in conjunction with the regulations applicable to the degree in question.

The University Research Degrees Committee is the final arbiter of matters regarding the application and/or interpretation of the Regulations.

# MODULES AND CREDITS

# Modules

* 1. For the purposes of these Regulations, a module is defined as being an assessed unit of learning.
  2. A single level is assigned to each module, indicating the academic standard of that module:

Level 4 Certificate

Level 5 Diploma

Level 6 Honours

Level 7 Masters.

* 1. Modules **must** be designated by the programme as core, compulsory, optional or elective, according to their importance in enabling students to achieve the learning outcomes/competencies for the programme as a whole and, where applicable, to meet professional body requirements.

# Credit values

* 1. A credit value is assigned to each module indicating the total learning time, including assessment, which a candidate might expect to spend in achieving the learning outcomes associated with the module.
  2. Learning includes private study, revision and assessment in addition to formal teaching time.

# Pass/fail assessment components

* 1. The use of pass/fail for individual assessment components is only applicable for those modules with PSRB requirements for assessing professional competency.
  2. Where a programme of study includes modules with pass/fail assessment components, these components/modules shall be disregarded in calculating any weighted average required under these Regulations.

*The use of pass/fail within assessment grants exemption from having to attach a numerical mark where this would be inappropriate, for example because the assessment component for the module is concerned with demonstrating competency.*

# ADMISSIONS AND ENROLMENT

# Admission to the Certificate/Diploma

* 1. To be eligible to undertake the Certificate or Diploma in Research Training a candidate **must** be a candidate of the University enrolled on a degree programme leading to the award of: Masters by thesis; PhD by thesis.

*The named qualifications are those which require candidates to undertake a minimum number of research training modules. The qualifications are governed by separate regulations: Masters by thesis; PhD by thesis and PsyD by thesis.*

# Selection of modules

* 1. Candidates shall select modules as described in the Postgraduate Training Scheme (PGTS) Handbook for the time being in force.
  2. Notwithstanding regulation 9 a candidate may enrol for a module which they have previously failed.
  3. Under the PGTS there is no limitation on the number of times a candidate can take a module.

# ASSESSMENT

# Awarding Credits

* 1. To be awarded the credits for a module, a candidate **must** have passed the assessment requirements for that module. The credits for a particular module cannot be awarded to a candidate more than once.

*‘Passed the assessment’ – where the published module specification states that a specific module component* ***must*** *be passed failure in that component results in failure of the module and the maximum mark which can be awarded is 39 for a Level 4, 5 or 6 module and 49 for a Level 7 module.*

# Written Examinations

* 1. The deadline for the submission of written assessments for each research training module shall be as published from time to time by academic unit(s) and shall lie within the period or periods in which the module is taken.
  2. Modules taken in the first two periods shall normally be reassessed during the undergraduate reassessment period and those taken in the third period shall be reassessed at the next normal period for those modules.

# Module Marks

* 1. Subject to Reg 3, the performance of a candidate in meeting the assessment requirements of a research training module is indicated by a numerical mark recorded on the following University scale:

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|  | Level 4, 5 & 6 | Level 7 |
| Pass | 40 - 100 | 50 – 100 |
| Fail | 0 - 39 | 0 - 49 |

* 1. A candidate cannot be awarded the credit for a module where the module specification stipulates that to pass the module a candidate **must** achieve a pass in one or more module components, and the candidate does not pass such components, irrespective of the overall module mark.
  2. Module marks **must** be recorded to the nearest whole number.

# Reassessment

* 1. Students shall always be given the opportunity to undertake reassessment in modules in which they have not achieved the pass mark. Reassessment shall be by:

1. resubmission of the same, amended, piece of work (where appropriate)
2. resit of an examination, or
3. submission and assessment of a new piece of work.
   1. Where a student has failed a module, they have the right to reassessment on one occasion only.
   2. Where a student has not achieved the pass mark for the module, reassessment shall be in the failed component(s) only.
   3. Where reassessment is by the submission and assessment of a new piece of work, the reassessment task shall follow the same method of assessment as the original format where possible. Where this is not possible it **must** be made explicit what form the reassessment will take.
   4. Information about reassessment methods **must** be included within the module specification and approved through University approval processes.
   5. The mark recorded for module components passed after reassessment/resubmission and used to calculate the mark for the module **must** be the relevant pass mark for the level of the module.

# ACADEMIC/PROFESSIONAL MISCONDUCT

# Academic Misconduct

* 1. Allegations of academic misconduct, shall be subject to the Regulations Governing Academic Misconduct, and no penalty shall be imposed other than in accordance with the said Regulations.
  2. Academic Misconduct shall be defined to exclude conduct which may amount to either professional misconduct or professional unsuitability as defined in regulation 13.

# Professional Standards of Conduct (Fitness to Practise)

* 1. ‘Fitness to practise’ is the ability to meet professional standards; it is about character, professional competence and health. ‘Fitness to practise’ indicates that a student is capable of safe and effective practice without supervision, or can do their job safely and effectively.
  2. For information regarding professional standards of conduct (fitness to practise) please refer to the University Regulations Governing the Investigation and Determination of Concerns about Fitness to Practise.

# PROGRESSION

# Progression to the Award

* 1. A candidate who has achieved 60 credits shall be awarded the Certificate in Research Training.
  2. A candidate who has achieved 120 credits shall be awarded the Diploma in Research Training, irrespective of whether the Certificate has previously been awarded under 12.1.
  3. Credits awarded through recognition of prior learning shall be disregarded for the purposes of paragraphs 12.1 and 12.2 above.

*12.3: recognition of* *prior learning (RPL) – Under the PGTS candidates can gain accreditation for RPL in respect of the submission requirements for the research degree (see the relevant set of RDP regulations); however, such RPL is disregarded for the purpose of determining the award of the Certificate and Diploma under these regulations.*

# Aegrotat Awards

* 1. An Aegrotat award is an award without classification that may be conferred upon a candidate on the presumption that the candidate, who is unable to continue their studies, would have satisfied the standard required for the award had they been able to continue.
  2. The Research Degrees Committee shall consider applications from Programme Boards for the award of an Aegrotat degree, diploma or certificate.
  3. Aegrotat awards may be made in accordance with the Regulations for the award listed below.
  4. For undergraduate and postgraduate taught students, the Aegrotat award will normally correspond to the level of study which is interrupted. Such an award is contingent on there being sufficient evidence that had the study not been interrupted, the student would have completed the level in question. In the absence of such evidence, the Aegrotat award will be the relevant exit award for the body of study completed.
  5. An Aegrotat degree, diploma or certificate shall be unclassified and, in all other respects, un-graded. An Aegrotat award does not necessarily entitle the holder to registration with a professional body, or be exempt from the requirements of any professional qualification which might otherwise be associated with the programme of study concerned.
  6. Candidates pursuing programmes that may lead to a professional registration who are subsequently awarded an Aegrotat degree, diploma or certificate may not be eligible for such a registration. This would be confirmed by the Programme Board in making their recommendation to the Research Degrees Committee.
  7. An Aegrotat degree shall normally be a named award except in those cases where professional body requirements dictate that a named award is not appropriate. The full degree title of an Aegrotat award shall be considered as part of the procedures for considering the award and shall be made known to the candidate prior to their acceptance of the award.
  8. The request for the award of an Aegrotat award may be made by the candidate or where a candidate is unable to prepare or submit a request, by the Programme Board. All requests shall be submitted to the Secretary to the Student Cases Committee or for Research Degrees to the Secretary to the Research Degrees Committee.
  9. The candidate shall be required to indicate that they are willing to accept an Aegrotat award. Where a candidate is unwilling to accept an Aegrotat award, they shall be permitted to complete the examination or assessment in question by the approved subsequent date.
  10. The Programme Board shall consider relevant evidence which shall include satisfactory medical certification in the case of illness or appropriate documentation in other cases and establish the facts of the candidate’s case.
  11. The Programme Board **must** be satisfied that:

1. the candidate is unlikely to be able to return to complete their study at a later date, and
2. that the candidate’s prior performance demonstrates that they would have passed but for the illness/event which occurred.
   1. All cases shall be considered, in the first instance, by the Programme Board. The Programme Board shall be charged with obtaining as much information as possible on the causes which prevented the candidate from attempting the whole or part of the assessment(s), together with evidence of the prospects of the candidate completing the assessment(s) in a subsequent year within the time-limit prescribed by the appropriate regulations.
   2. When supporting evidence is received from a medical practitioner outside the University, it is desirable that the Occupational Health Department and/or suitably qualified practitioner, as specified by the University, be asked to undertake full consultation with the practitioner concerned before any recommendation is made on behalf of a candidate.
   3. The Programme Board shall make a recommendation to the Research Degrees Committee on each case. The recommendation shall include:
3. details of the academic standing of the candidate
4. details on the causes which prevented the candidate from attempting the whole or part of the assessment(s)
5. details of medical evidence or other appropriate documentation
6. recommendation from the Occupational Health Department and/or suitably qualified practitioner, as specified by the University (if appropriate)
7. evidence on the prospects of the candidate completing the assessment(s) in a subsequent year within the time-limit
8. a recommendation on the title of the Aegrotat Award if it is not considered appropriate for the award to be named
9. a signed statement from the candidate indicating that they are willing to accept an Aegrotat degree.
   1. The Research Degrees Committee shall approve or not approve the award. The decision shall be conveyed to the candidate and reported to the appropriate Academic unit.

# Posthumous Awards

* 1. A posthumous qualification may be awarded to a deceased student who has completed sufficient study for the award.
  2. A Programme Board may recommend to the Research Degrees Committee that a posthumous undergraduate or postgraduate taught award be conferred where there is sufficient evidence of the candidate’s performance to demonstrate that the candidate would have reached the standard re**quired for the award in question. Requests for a posthumous award for a Research student should** be made by the Faculty to the Research Degrees Committee.
  3. A posthumous degree shall normally be a named award, as appropriate, except in those cases where professional body requirements dictate otherwise.
  4. If the candidate had completed all the assessment requirements for the award, the case **should** be considered by the appropriate Programme Board.
  5. Application for consideration for a posthumous award **must** be made by the candidate’s Academic unit.
  6. The application shall be considered by the Research Degrees Committee with reference to the recommendation of the Programme Board
  7. The Research Degrees Committee shall approve or not approve the award.
  8. If the Research Degrees Committee approves the award, the candidate’s family or next of kin **must** be allowed to decide whether they would like the award to be made.

# NOTIFICATION OF RESULTS AND TRANSCRIPTS

# Notification of Results and Transcripts

* 1. All candidates shall be given access to their own marks after completion of each assessment process and - provided they are not in debt to the University for payment of tuition fees - to a full transcript of all credits awarded and marks obtained on completion of their period of enrolment at the University.
  2. Note that modules attempted during a year subsequently repeated are not included on the transcript.

**Version Control**

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| **Version** | **Author** | **Date approved** | **Relevant sections** |
| 2 09 | Lisa Tees | NA | Migrated to new template |
| 2 10 | Lisa Tees | 17 March 2022, Senate | * Non regulatory detail removed and included within UoH Academic Framework. * Accreditation of Prior Learning replaced with Recognition of Prior Learning to reflect sector. * Replaces Mitigating Circumstances with Requests for Extensions and Additional Consideration. * Reference to the timeframes for resubmission is removed. |
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