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| Taught Masters Degrees | |
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| Taught Masters Degrees |

# Introduction

The following University Regulations apply to all postgraduate taught masters degrees awarded by the University. Students for the award of a qualification of the University **must** satisfy both the University Regulations and the Regulations embodied in the published programme of study.

This includes University of Hull Online programmes, which are online learning programmes run in collaboration with CEG Digital. Standard University of Hull regulations apply in all respects, except in the case of the [tuition fee and refund policy](https://cdn2.hubspot.net/hubfs/5006076/Uni-of-Hull-Online-Tuition-Fees-and-Cancellation-Policy.pdf).

The following Regulations apply to all programmes leading to University of Hull awards unless the Education Committee has approved alternative Regulations for a specified Partner Institution responsible for the delivery of collaborative provision.

Research Masters degrees are governed by separate regulations (Research Masters).

The Education Committee is the final arbiter of the application and/or interpretation of the Regulations.

# MODULES AND CREDITS

# Modules

* 1. Each programme of study will include a number of ‘taught’ modules, where this refers to the delivery of advanced subject-specific content, research and transferable skills, fieldwork, work-based or placement learning or other forms of defined learning.
  2. Each module **must** be assessed and given a credit value (see Reg. 3) and an associated level (see Reg. 2) which will be detailed in the module specification.
  3. For the purposes of these regulations a module is defined as being an assessed unit of learning.
  4. A single level is assigned to each module, indicating the academic standard of that module:

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.

# Level

* 1. A programme of study leading to a Taught Master’s degree shall require successful completion of at least 180 credits (120 taught credits and 60 credits at the Masters level); either all at FHEQ level 7, or a combination of FHEQ level 7 and up to 30 credits at FHEQ level 6.
  2. A programme of study leading to a Taught Master’s degree with a Preliminary Masters\* level shall require successful completion of 180 credits as noted in 2.1 and 60 credits at FHEQ level 6 for the preliminary master’s level.
  3. A programme of study leading to a Taught Master’s degree with a placement/study abroad option shall require successful completion of 180 credits as noted in 2.1 and a further 60 credits at FHEQ level 7 for the placement/study abroad element of the programme.
  4. The 60 credits in the Masters level of a programme of study leading to a Taught Master’s degree **must** be at FHEQ level 7.
  5. \*Part time study is not permitted at the Preliminary Masters level.

**Note:** FHEQ – Framework for Higher Education Qualifications.

# Credit values

* 1. A credit value is assigned to each module indicating the total learning time, including assessment, which a student might expect to spend in achieving the learning outcomes/demonstrating the competencies associated with the module.
  2. A Taught Master’s degree shall require successful completion of at least 180 credits; 120 taught credits and 60 credits at the Masters level. See Reg 2 for other credit specifications.

# Valid life of credits

* 1. Modules credited to a student may not be used towards an award after nine years have elapsed from the end of the student’s enrolment for the module.

# Duplication of awards

* 1. With the exception of programmes designated as Dual Awards, the same credits cannot be counted towards two separate qualifications unless one qualification is a level in the normal progression to the other qualification.

# 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.*

# Required progression routes

* 1. A taught masters programme **must** provide progression either from specified professional qualifications and experiential learning equivalent to an undergraduate degree or from an undergraduate degree, beyond that provided by either the Advanced, Postgraduate or Professional Development Diplomas.

# ADMISSION

# Admission to a Masters Degree programme

* 1. To be admitted to a Masters degree programme a student shall have:

1. been awarded an undergraduate degree normally in the first or second class in an appropriate subject of this University, or another institution, (or equivalent), and
2. satisfied such entry requirements as may be specified for the programme or applicable progression agreement.

* *Progression agreements are as approved by the University (partnerships are approved by PVC (edu) after consulting with Deans and resulting collaborative activities are approved by PVC (edu) on the advice of EPC) and published in the Collaborative Provision Register.*
* *Progression Agreements* ***must*** *specify entry requirements, especially for international students, as visa applications may depend on demonstrating adherence to requirements such as English language skills.*

# Recognition of Prior Learning

* 1. The University will accept credits for general transfer, awarded by other Universities, or awarded by this University, in recognition of prior learning (RPL).
  2. The University will also consider applications for recognition of prior experiential learning.
  3. The acceptance of applications for recognition of prior certificated or experiential learning relating to a specific programme shall be subject to the approval of the Dean of the relevant faculty in accordance with the relevant University code of practice.
  4. 9.3 shall be read subject to the requirement that a student shall have been awarded at least 60 credits by this University representing the 60 credits that constitute the masters level of the award sought.
* *Credit awarded awarded other than by the University of Hull is not counted towards weighted averages for purposes of determining the award of a merit or distinction (reg. 32). There is therefore no need to record marks awarded or a mark ‘equivalence’ for such credit; such references have therefore been removed.*
* *9.4: ‘60 credits of the masters level’ –note that where a student transfers more than 60 credits by RPL (up to the 120 limit) they will not be eligible to be considered for a merit or distinction – reg. 32.*
* *‘This University’ – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions.*

# ENROLMENT FOR PROGRAMMES AND MODULES

# Programme of study requirements

* 1. A full-time student **must** enrol for modules normally having a total value of 60 credits over each period.
  2. Students shall select modules for each period in accordance with the instructions specified in the programme for which they are enrolled.
  3. A part-time student may enrol for modules having a total value of no more than 45 credits over each period, with the exception of enrolment for a 60 credit dissertation.
  4. Academic Units shall be responsible for ensuring that each student’s choice of modules, after a period of study at an overseas University, is appropriate and does not duplicate modules taken whilst abroad. In these circumstances, each student’s choice of modules is subject to the approval of the Head of the Academic Unit.
  5. A student shall not be permitted to undertake more than the required number of credits that constitute their programme of study other than with the approval of the Student Cases Committee. Where such approval is granted the student shall be required to pass all attempted credits; and the credits achieved over and above those that constitute the programme of study shall not be counted towards the award.
  6. A student who, for valid academic reasons, wishes to vary the weighting of modules between trimesters in the taught level, may apply to the head of the academic unit for permission to take modules weighted 50/70, 70/50 or 60/60. Permission shall only be granted where the head of the academic unit is satisfied that the student fully understands the workload implications of the request. In deciding whether to grant permission the head of the academic unit shall take account of which level of the programme the application relates, and **must** be satisfied that the combination of modules can be taken within the timetable as published. Decisions shall be monitored by the Faculty Education and Student Experience Committee.
  7. All University of Hull programmes are premised on the need to pass all credits undertaken except where condonement is applied.

# SUSPENSION OF STUDY AND REPEAT PERIODS

# Permitted duration for the accumulation of credits

* 1. Where a student is permitted to extend their period of study through the grant of an extension or for a suspension of study or similar circumstances, such extension is subject to the overriding requirement that each level of the programme of study **must** be completed within a period of three years.

# Suspension of study requested by a student

* 1. Subject to Regulation ‎11 above, a student may suspend their studies by making a written application to their personal supervisor and subject to the approval of the Head of Academic Unit for periods not exceeding 12 months, and approval of the Student Cases Committee for periods of more than 12 months.
  2. A suspension of study may be permitted for personal/medical reasons and for other circumstances, for example a student wishing to spend a period abroad or in industry, which is not part of the programme of study they are following.
  3. Where a student is due to return to study in the next academic year, and does not re-enrol or request an extension to their period of suspended study, then they shall be deemed to have withdrawn. Students will be contacted immediately after the latest start date to confirm their intentions. Where a student does not respond by the stated deadline or indicates they will not be returning, then they will be awarded based on the number of credits accumulated.

# Suspension of study on grounds of risk

* 1. A student on any University of Hull module or programme, wheresoever located, who is judged, on substantial evidence, to be unfit to study by reason of posing a risk to themselves or others may be required to suspend those studies even in the absence of the student’s consent provided the procedures defined below are followed.
  2. Where such evidence is deemed to exist, this shall be reported in writing to the Head of Student Support and Experience, and the student shall be required to undertake such ‘risk assessment’ as the Head of Student Support and Experience determines appropriate. Refusal to undertake such assessment shall be deemed justification in itself for the student being required to suspend their studies.
  3. The Head of Student Support and Experience shall report their findings of the risk assessment, in writing, to the Student Cases Committee (undergraduate and taught postgraduate students) or the Research Degrees Committee (research students), and the relevant Committee shall determine whether, in the light of the assessment, suspension of study shall be required.
  4. A student who is required to suspend studies in accordance with this Regulation shall have the right to appeal in accordance with the University’s Code of Practice: Academic Appeals. The said Code shall be modified to the extent that a member of the University’s Health sub-committee shall be invited to submit such advice or evidence as the parties and/or those involved in determining the appeal deem useful and attend any hearing on the same basis.
  5. The decision to require suspension of study shall be effective once made and notified to the student in writing by recorded delivery to such addresses as recorded on the University Student Information System at the time, and unless and until any appeal is heard and allowed.
  6. A student who is required to suspend studies in accordance with this Regulation shall not be regarded as a student at the University during the period of suspension and shall not be entitled to use University facilities and services or be present on the University campuses.
  7. A student who is required to suspend studies in accordance with this Regulation shall not be permitted to resume their studies until they have provided evidence to Student Support and Experience agreed by them to be relevant and appropriate that they are fit to resume their studies. Where a student has ongoing support needs these **should** be documented along with an agreement as to who will be responsible for providing this support. This agreement may be made with Student Support and Experience or with external agencies and seen by Student Support and Experience. This evidence **should** be submitted to the student’s Head of Academic Unit and forwarded for the chair of the Student Cases Committee or Research Degrees Committee. The chair shall determine whether the student is permitted to resume their studies taking such advice as they deem necessary in making the decision.
  8. Any decision to require suspension of study, the outcome of any appeal, and the decision to allow the student to resume their studies shall be communicated to the student in writing by recorded delivery within three working days of the decision being made.

# Repeating a level/year

* 1. A student shall not be permitted to repeat a level/year of the degree or enrol for the programme as new other than with the approval of the Student Cases Committee.
  2. Where a repeat is permitted, all credits gained during the original attempt shall cease to count towards the programme, and the entire year shall be repeated. Any marks awarded during the original attempt shall not appear on the student’s official transcript.
  3. A student may apply to repeat a year due to exceptional personal/medical reasons and/or academic failure.

# Interim awards following withdrawal

* 1. Students may withdraw from a programme of study and, subject to 15.2 and 15.3, shall be awarded:

1. A Postgraduate Certificate with at least 60 credits
2. a Postgraduate Diploma with at least 120 credits
3. a Graduate Certificate in Preliminary Masters Studies with at least 60 credits in the Preliminary Masters level
   1. Any award under 15.1 shall be subject to a minimum of 60 credits having been awarded by this University. The 60 credits will be in the final level of the award.
   2. Any award under this Regulation shall be made provided that Certificates and Diplomas for professional programmes shall not be awarded in a named subject which implies that the student is entitled to practise that profession.

* *15.1 (a-c): the award is an entitlement rather than a matter of discretion; the Certificate or Diploma will be awarded in the same subject as the Masters degree; the student will also be entitled to an Official Transcript and European Diploma Supplement showing the credits achieved – reg. 36.*
* *15.1 (a-c): excluding any credits gained from the Preliminary Masters level.*
* *15.1 (c): the award is an entitlement rather than a matter of discretion; the Certificate will be awarded in Preliminary Masters Studies; the student will also be entitled to an Official Transcript and European Diploma Supplement showing the credits achieved – reg. 36.*
* *15.2: this sets a minimum threshold for being awarded a University of Hull qualification in the event of an interim withdrawal; it is comparable with the requirements for students undertaking programmes leading to Certificates and Diplomas.*
* *15.3: this ensures that a student is not awarded a Certificate or Diploma which suggests they are qualified to practise where this is not the case. The Programme Board of Examiners is responsible for recommending the title of the award for approval by SCC.*

# ASSESSMENT

# Awarding Credit

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

# Written examinations

* 1. The default length for all formal University examinations is 2 hours. Faculty Education and Student Experience Committees have the authority to permit variations where there are professional body requirements, or where the form of assessment does not require 2 hours, (for example where the examination takes the form of a multiple-choice test), or where there are other sound academic reasons.
  2. Reassessment of module components, other than those at the Masters level, **should** be undertaken during the standard University reassessment period. For programmes where this is not feasible, for example, due to the programme commencement date, a reassessment strategy **must** be clearly identified (see regulation 20).

# Non-attendance/submission (excluding dissertations)

* 1. Where a student fails to attend an examination or submit a piece of assessed work without receiving the approval of the Additional Consideration Committee or Student Cases Committee, a mark of zero **must** be recorded for that examination/piece of assessed work.

# Module marks

* 1. The performance of a student in meeting the assessment requirements of a module is determined by the Module Board of Examiners, and is indicated by a numerical mark recorded on the following University scale:

|  |  |  |
| --- | --- | --- |
|  | **Level 6** | **Level 7** |
| Pass | 40-100 | 50-100 |
| Compensatable | 35-39 | 45-49 |
| Fail | 0-34 | 0-44 |

* 1. A student cannot be awarded the credit for a module where the module specification stipulates that to pass the module a student **must** achieve a pass in one or more module components, and the student 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.

# ASSESSMENT – THE MASTERS LEVEL

# Masters level dissertations – submission

* 1. The following Regulation shall apply to programmes containing a 60-credit dissertation or equivalent project report or folio constituting the Masters level of the award.
  2. There will be 3 standard dissertation submission points throughout the year, which will be approved by Senate annually. These will generally be in September, January and May.
  3. A student may not submit as a dissertation, project report or folio, the work for which a qualification of this University or any other institution has been conferred but shall not be precluded from incorporating such work in a submission which covers a wider, or substantially different field from that of earlier work, provided that the same is indicated clearly in the current submission.
* *21.1 ‘Or equivalent’ - all references to ‘dissertation’ throughout this reg. include references to the equivalent project report or folio.*
* *For full-time 1-year Masters programmes this deadline will fall in September.*
* *21.3: This addresses so-called ‘self-plagiarism’ and is designed to prevent students getting credit twice for the same piece of work; allegations of a breach of this Regulation* ***must*** *be dealt with as allegations of academic misconduct.*
* *Resubmission of the dissertation is governed by reg. 24.*

# Masters level dissertations – extensions

* 1. A student who is unable to submit the dissertation, project report or folio by the published submission date may apply, using the approved application form, for an extension of up to ten working days (extension) and/or to the next available submission point (additional consideration), provided the application is submitted before the expiry of the published submission date.
  2. A student who has been granted an extension under 22.1 above, and is unable to submit the dissertation, project report or folio by the next submission point **should** submit a request for further additional consideration. The Additional Consideration Committee can approve a further extension to the next approved submission point.
* *Those students on a Student Visa are not permitted to stay in the UK beyond the expiry date stated on their visa. Although an extension to studies may be permitted by the University, it may not be appropriate or legally advisable for the student to remain at the University or in the UK to complete their programme of study. Advice regarding whether or not the University will be able to support a further visa application needs to be sought by the relevant academic unit, from the Visa Compliance Team, in advance of the case for granting the extension being heard.*
* *Students can obtain an extension of up to one year from the head of academic unit, and up to a further year from SCC provided specific conditions are satisfied; extensions* ***should*** *be regarded as the exception rather than the norm.*
* *Details of fees are available from Registry Services*.

# Non submission of a Masters level dissertation

* 1. Where a student fails to submit the dissertation, project report or folio in accordance with the published deadline or any extension granted under 22 above, **must** be recorded as a zero.

# Resubmission of the Masters level dissertation

* 1. A student who fails the dissertation either at first or second attempt – other than due to non-submission - shall be entitled to receive a statement from the Examiners of the way in which the work fell short of the requirements to pass.
  2. Level 7 dissertations shall be resubmitted for reassessment at the next submission point.

# ACADEMIC/PROFESSIONAL DISCIPLINE

# 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 ‎26 below.

# 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

# Weighted averages

* 1. In calculating the weighted average mark for a Masters programme each individual mark shall be weighted by the credit value of the corresponding module and the average recorded to the nearest whole number.
  2. Modules with pass/fail assessment components shall be disregarded in calculating any weighted average (see Reg. 6).
  3. Where a student has taken a Level 6 module as part of their programme then the marks for that module **must** NOT be scaled up for the purposes of calculating the weighted average.
  4. Credit which has been accepted towards the programme of study in accordance with Regulation 9 is disregarded for the purposes of calculating weighted averages under this Regulation unless that credit was awarded by the University of Hull as a result of a module or modules delivered by the University or one of its Partner Institutions.
* *Weighted averages are required for determining eligibility for compensation, condonement, and merits and distinctions.*
* *27.2 - Added to ensure comparability with other qualifications; this ensures there is no need to obtain a ‘mark equivalence’ for credit transferred to the award.*

# Compensation and condonement maxima

* 1. The maximum number of credits which may be condoned or awarded by compensation is 30. Compensation and condonement is not permitted during the Masters level.
  2. Maxima indicated in 28.1 above shall not include compensation exercised during the

Preliminary Masters level.

* *The maxima are designed to achieve an appropriate balance between providing a safety net in the event of modules being failed (usually after reassessment) and ensuring that sufficient credits are passed to merit the award.*
* *There is no concept of ‘referral’ in taught masters degrees.*
* *28.2: The Preliminary Masters level is regarded as a special case to which normal maxima do not apply. See also reg. 30 with regard to condonement which is not permitted during the Preliminary Masters level.*

# Compensation

* 1. At level 6 any compulsory or optional module awarded a mark of 35-39, shall be passed by compensation (subject to Regulation 28), with no change being made to the mark awarded, provided that the weighted average of all the marks for the level is 40 or greater.
  2. At level 7 any compulsory or optional module awarded a mark of 45-49 shall be passed by compensation (subject to Regulation 28), with no change being made to the mark awarded, provided that the weighted average of all the marks for the level is 50 or greater.
  3. A student may waive the right to pass a module or modules by compensation and choose instead to be reassessed. If the reassessment is subsequently failed, then the original pass by compensation shall be reinstated.
* *Note that provided the conditions in 29.1 are satisfied compensation is automatic; it is not a matter of discretion for the Programme Board (cf condonement below).*
* *‘Waive the right’ – following the Programme Board the student* ***should*** *be advised (at least in writing) of the option and implications of either choice (bearing in mind the compensation maxima in reg. ‎28 above) and be provided with the opportunity to exercise the waiver. The decision to waive* ***must*** *be confirmed by the student in writing; silence would not constitute waiver.*

# Condonement

* 1. Condonement is not permitted during the Preliminary Masters level or the Masters level.
  2. A student who has completed the assessments for all modules in the taught level and who has not achieved a pass mark in all modules may (subject to Regulation 29), at the discretion of the Programme Board of Examiners, be condoned in any Level 6 module or modules with a mark of less than 35 and any Level 7 module or modules with a mark of less than 45 provided that:

1. the weighted average of all the marks for the programme is 50 or greater, and
2. the total number of credits to be condoned is no greater than 30, and
3. the module (or modules) in question is not declared in the programme of study to be core and/or elective
   1. In addition to 30.2(a-c) Boards of Examiners **should** only exercise condonement in cases where outstanding programme learning outcomes/competencies will be achieved within the remaining modules.
   2. A student who has previously completed and been awarded a Postgraduate or Graduate Diploma by the University and subsequently been admitted to a Masters degree programme under these Regulations, and who benefited from condonement on that Diploma programme, shall not be eligible for condonement under this Regulation.
   3. A student may reject any condonement given under 30.2 above and exercise any right of re-assessment provided by Regulation 20.
   4. A student who is condoned under 30.2 above shall proceed to the award.

* *‘Completed the assessments’ – condonement is not permitted prior to a first attempt (e.g. where a student is allowed a fresh first attempt); in such cases the progression decision* ***should*** *be deferred until the fresh attempt has been completed.*
* *30.5: A student is normally offered condonement after first attempt obviating the need to be reassessed. However,* *a student may prefer not to have a fail mark appear on the transcript. Following notification of the results, the student* ***should*** *be advised of the options and their decision be communicated in writing.*

# Progression to the award

* 1. A student who has successfully completed the required number of credits for their programme, as per regulation 2, shall proceed to the award.

# Merits and distinctions

* 1. Merits and distinctions shall be awarded on the basis of achievement in credit awarded by the University of Hull only. A minimum of 120 credits **must** be credit awarded by the University of Hull in order for a student to be eligible for the award of a merit or a distinction. Achievement in the Preliminary Masters level is excluded in the application of the award of merit or distinction.
  2. A student **must** be awarded the Masters degree with merit provided that the student has achieved a weighted average of between 60 and 69 over all marks assigned, with a mark of no less than 57 in the Masters level.
  3. A student **must** be awarded the Masters degree with distinction provided that the student has achieved a weighted average of 70 or greater over all marks assigned, with a mark of no less than 67 in the Masters level.
  4. A student who does not satisfy the conditions for the award of a merit under 32.2 above, or distinction under 32.3 above may be awarded a merit or distinction at the discretion of the Programme Board of Examiners only where the Board is satisfied that the student has under-performed as a result of a properly documented additional consideration.
* *32.1: While up to 120 credits can be transferred into a Masters degree (reg. ‎9), transferring more than 60 will exclude students from being considered for a merit or distinction.*
* *‘Masters level’ – defined in reg. 2; reg. 3 provides that the Masters level is normally a 60 credit dissertation or equivalent, but can comprise 2 x 30 credit modules; in that case the combined average of the two modules* ***must*** *be no less than 67 for the award of distinction and no less than 57 for the award of merit.*
* *32.4: This allows a merit or distinction to be awarded where the student is judged by the Programme Board to have under-performed as a result of additional consideration(s); under no other circumstances can the merit or distinction be awarded – there is no concept of borderlines for Masters degrees.*

# Ineligibility to proceed to the award

* 1. A student who is ineligible to proceed to the classification shall be awarded:

1. with 120 credits or greater, a Postgraduate Diploma
2. with 60 or more credits but less than 120, a Postgraduate Certificate
3. with less than 60 credits, the credits for all modules passed.
   1. Any award under 33.1 shall be subject to a minimum of 60 credits having been awarded by this University.
   2. Any award under this Regulation shall be made provided that Certificates and Diplomas in Higher Education for professional programmes shall not be awarded in a named subject which implies that the student is entitled to practise that profession.

* *33.1 (a-b): excluding any credits gained from the Preliminary Masters level*
* *33.1 (c):* *a student who successfully completes the Preliminary Masters level but does not meet the criteria for an award under (33.1) – (33.2) or withdraws from the programme is entitled to a Graduate Certificate in Preliminary Masters Studies (reg. 15 above).*
* *33.3: Designed to ensure that a student is not awarded a certificate/diploma which implies they are entitled to practise a particular profession (such as Social Work) where this is not the case. The Programme Board of Examiners is responsible for recommending the title of the award for approval by SCC.*

# Aegrotat Awards

* 1. An Aegrotat award is an award without classification that may be conferred upon a student on the presumption that the student, who is unable to continue their studies, would have satisfied the standard required for the award had they been able to continue.
  2. The Student Cases 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. Students 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 Student Cases 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 student prior to their acceptance of the award.
  8. The request for the award of an Aegrotat award may be made by the student or where a student 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 student shall be required to indicate that they are willing to accept an Aegrotat award. Where a student 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 student’s case.
  11. The Programme Board **must** be satisfied that:

1. the student is unlikely to be able to return to complete their study at a later date, and
2. that the student’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 student from attempting the whole or part of the assessment(s), together with evidence of the prospects of the student 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 student.
   3. The Programme Board shall make a recommendation to the Student Cases Committee on each case. The recommendation shall include:
3. details of the academic standing of the student
4. details on the causes which prevented the student 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 student 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 student indicating that they are willing to accept an Aegrotat degree.
   1. The Student Cases Committee shall approve or not approve the award. The decision shall be conveyed to the student 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 Student Cases Committee that a posthumous undergraduate or postgraduate taught award be conferred where there is sufficient evidence of the student’s performance to demonstrate that the student would have reached the standard required 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 student 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 student’s Academic unit.
  6. The application shall be considered by the Student Cases Committee with reference to the recommendation of the Programme Board
  7. The Student Cases Committee shall approve or not approve the award.
  8. If the Student Cases Committee approves the award, the student’s family or next of kin **must** be allowed to decide whether they would like the award to be made.

# RESULTS AND AWARDS

# Notifications of Results and Transcripts

* 1. All students shall be given access to their own marks after the 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** |
| 4.17 | Lisa Tees | NA | Migrated to new template |
| 4.18 | 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. * Level 7 compensation boundary changed to 45-49 to reflect sector. * Replaces Mitigating Circumstances with Requests for Extensions and Additional Consideration. * Reference to the timeframes for resubmission is removed. |
| 4.19 | Lynne Braham | 16 Dec 22 – approved via Chairs Action | * Removes the additional requirement that a Masters level dissertation is ‘passed subject to minor corrections’ (previously 19.3). * Makes clear that a 10-day extension is permissable for Masters level dissertations (22.1) |
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