

Erasmus Mundus Master Programmes

Principles and Regulations

These regulations define the overall principles and rules governing Erasmus Mundus Master programmes involving the University of Lincoln. This document covers both regulations shaping the delivery of Lincoln-based components of Erasmus Mundus Master programme and the overall administration of these programmes by the University of Lincoln.

Specific Erasmus Mundus Master programmes will need to issue a separate “Statement of Regulations” with the precise details of principles and regulations that apply to the programme.

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Principles and Regulations – Erasmus Mundus Master Courses

1 General Principles

Erasmus Mundus Master Courses are delivered by international consortia of higher education institutions, public organisations and private sector partners in line with guidance issued by the Education, Audiovisual and Culture Executive Agency (EACEA) of the European Commission.

Specific Erasmus Mundus Master programmes involving the University of Lincoln are governed by Framework and Specific Grant Agreements with the EACEA, Consortium Agreements between partners and the Principles and Regulations contained in this document.

Save for the provisions agreed in Consortium Agreements and related documents regulating specific Erasmus Mundus Master programmes, students will be subject to the local regulations of each institution while they are in attendance.

Where a conflict exists between the provisions of these Principles and Regulations for Erasmus Mundus Masters courses and the University of Lincoln General Regulations and Taught Postgraduate Regulations, sections 3-10 of this document will take precedence.

The consortia of universities delivering Erasmus Mundus Master programmes should aim for coherence and joint procedures as far as practicable given national regulations and laws. Programme teams within the University of Lincoln should pay attention to European guidance on delivering international joint programmes insofar as they do not conflict with QAA requirements.

2 UK and European Frameworks for Higher Education Qualifications

Erasmus Mundus Master programmes should conform to the *Framework for Higher Education Qualifications* (FHEQ), promulgated by the Quality Assurance Agency for Higher Education (QAA). The FHEQ has been officially assessed by the QAA as compatible with the *Framework for Qualifications of the European Higher Education Area* that is discussed in subsection 2.1. Students should be assessed at an appropriate level within that framework.

Conformity with the framework/accreditation requirements will be verified at initial validation and confirmed at any subsequent re-validation. The Programme Committee (constituted in line with the specific Consortium Agreement governing the Master programme in question) in consultation with External Examiner(s) is responsible for verifying that students' performance in formal assessment is at the appropriate level within the framework.

2.1 The European Qualifications Framework

The intended learning outcomes of the Erasmus Mundus Master programmes must conform to the *European Qualifications Framework* requirements for a second cycle (i.e. Master level) qualification as outlined in the Dublin Descriptors. By completion of their programme of study, successful students will be able to:

- demonstrate knowledge and understanding that is founded upon and extends and/or enhances that typically associated with Bachelor's level, and that provides

a basis or opportunity for originality in developing and/or applying ideas, often within a research context;

- apply their knowledge and understanding, and problem solving abilities in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their field of study;
- integrate knowledge and handle complexity, and formulate judgements with incomplete or limited information, but that include reflecting on social and ethical responsibilities linked to the application of their knowledge and judgements;
- communicate their conclusions, and the knowledge and rationale underpinning these, to specialist and non-specialist audiences clearly and unambiguously;
- study in a manner that may be largely self-directed or autonomous.

2.2 Use of European Credit Transfer System

Credits for Erasmus Mundus Master programmes should be allocated in line with the European Credit Transfer and Accumulation System (ECTS).

In line with standard practice in United Kingdom universities, one ECTS point will equate to two University of Lincoln credit (CATS) points.

3 Structure of the Erasmus Mundus Master programmes

3.1 Credit Structure

Erasmus Mundus Master programmes shall comprise between 90 and 120 ECTS (between 180 and 240 CATS) of taught provision.

Exit awards at Postgraduate Certificate (minimum 30 ECTS, 60 M-level CATS points) and Postgraduate Diploma (minimum 60 ECTS, 120 M-level CATS points) may be offered depending on the structure of the degree programme and arrangements with other partners. Where a Postgraduate Certificate and/or Postgraduate Diploma are offered, candidates must have successfully completed a minimum of 30 ECTS at the University of Lincoln.

The offer of exit awards and the required amount of credits associated with each award should be finalised by Programme Committees and formally approved by the relevant universities in line with their procedures.

3.2 Module size

Modules in Erasmus Mundus Master programmes can be multiples of 5 ECTS (10 CATS), 6 ECTS (12 CATS) or 7.5 ECTS (15 CATS) points as appropriate to the study programme. Programmes should be based on a single multiple of ECTS and ensure opportunities to achieve the precise number of credits needed for the awards offered by the Erasmus Mundus Master programme.

3.3 Duration of Study

The following minimum periods of registration will apply to Erasmus Mundus Master programmes

Award	Full-Time mode only	
	Minimum period of registration	Maximum period of registration
Master (90 ECTS)	10 months	2 years
Master (120 ECTS)	18 months	3 years
Postgraduate Certificate (minimum 30 ECTS)	4 months	12 months
Postgraduate Diploma (minimum 60 ECTS)	8 months	2 years

4 Assessment

4.1 Programme Committee

The Programme Committee is composed of representatives from the partner institutions as outlined in the specific Consortium Agreement governing the partnership running a particular Erasmus Mundus Master programme. The Programme Committee shall coordinate and oversee assessment and progression in respect of all elements of the programme.

Drawing upon the advice of External Examiners, teaching teams and Boards of Examiners in individual universities, the Programme Committee will make recommendations for conferment of the final award, and any exit awards, to the relevant decision-making body (the local Board of Examiners) at each partner institution.

4.2 Approval of marks

For modules taught at the University of Lincoln, marks will be approved by the Board of Examiners in consultation with the External Examiners, teaching teams and Programme Committee of the specific Erasmus Mundus Master programme. The marks will then be officially released to partners.

For modules taught in partner universities, the University of Lincoln will automatically accept marks that have been ratified in line with the procedures of the partner university delivering the teaching in consultation with the Programme Committee and External Examiners of the specific Erasmus Mundus study programme.

4.3 Input of marks

Where marks gained in partner universities are to be registered within the University of Lincoln's student administration system, the results of assessments will be inputted as a percentage mark.

Tables for converting marks between national mark systems will facilitate the determination of equivalent percentage marks. Conversion tables should be developed by drawing on Erasmus and European guidelines as well as test marking and qualitative analysis by Programme Committees of Erasmus Mundus Master programmes. These tables will be published in the Academic Handbook issued to students. The conversion of student marks into a national grading system will be approved by the relevant coordinator(s) in each partner university.

4.4 Progression

Each Erasmus Mundus Master programme should determine whether to establish formal progress points, if at all, for example each semester (30 ECTS) or at Postgraduate Certificate and/or Postgraduate Diploma stages.

4.5 Reassessment Opportunities

The pass mark for all modules shall be set at 50% using the University of Lincoln's marking scale. The Statement of Regulations issued for a specific Erasmus Mundus Master programme will regulate whether all assessments for a module must be passed and whether compensation can be offered for a failed assessment.

The Consortium Agreement or Statement of Regulations for a specific Erasmus Mundus Master programme will define the number of reassessment opportunities offered to students who have failed modules. Reassessment will normally take place before or shortly after the beginning of the next Semester.

The Statement of Regulations governing a particular Erasmus Mundus Master programme will determine whether marks for modules passed following reassessment will be capped.

Reassessment will not be permitted in respect of assessments which have already been passed unless outlined in a programme's Statement of Regulations or formally required by national/local regulations in a partner institution or if extenuating circumstances apply.

4.6 Termination of Enrolment on Academic Grounds

Where a student has failed a module following reassessment(s) they will be deemed to have failed the programme and their enrolment will be terminated.

The Programme Committee may recommend that an exit award be conferred where the requirements for such have been met.

5 Awards

5.1 Postgraduate Certificate

Students who have successfully completed at least 30 taught ECTS (60 credits) of study at the University of Lincoln may be eligible for the award of Postgraduate Certificate from the University of Lincoln.

5.2 Postgraduate Diploma

Students who have successfully completed at least 60 taught ECTS (120 credits) of study, including at least 30 ECTS (60 credits) at the University of Lincoln, may be eligible for the award of Postgraduate Diploma from the University of Lincoln.

5.3 Master Degree

Students who have successfully completed the full programme of study for a particular Erasmus Mundus Master programme, with at least 30 ECTS (60 credits) passed at the University of Lincoln, will be awarded a Master degree. The number of ECTS constituting a full programme of study will have been established in the documentation

regulating the specific Erasmus Mundus Master programme (Consortium Agreement and/or EACEA Framework Partnership Agreement).

6 Quality mechanisms

The Programme Committee will be responsible for ensuring quality and consistency between partners, for example through the use of such mechanisms as cross-marking, sharing materials and peer review of teaching and learning practice.

An External Examiner will be appointed for the programme who will review work from each of the partner institutions in order to ensure the quality and consistency of teaching and assessment between the partners. The External Examiner role should be equal across partner universities to ensure uniform oversight except where this contradicts regulations in partner universities and countries.

Each consortium delivering an Erasmus Mundus Master programme should develop specific regulations and procedures on cross-partner quality mechanisms and the role of External Examiners in line with guidance from the Erasmus Mundus scheme and European quality assurance bodies. Due consideration must be given to QAA guidance on external scrutiny of joint programmes.

7 Academic Offences

Any allegation of an academic offence will be investigated by the institution in which the alleged offence took place in accordance with its own procedures. The Programme Committee shall be notified of the outcome of any investigation. Should an allegation be found proven the Programme Committee may recommend additional action following the investigation and intervention of the relevant local institution.

8 Extenuating Circumstances

Extenuating circumstances are exceptional and unforeseen circumstances, beyond a student's control, which may have had a serious and adverse effect upon his or her assessed work.

Applications for extenuating circumstances should be made in accordance with the procedures of the institution responsible for the assessment(s) concerned.

The Programme Committee shall be notified of the outcome of any application for extenuating circumstances.

9 Appeals Process

There may be occasions when a student might feel that he or she wishes to dispute the decision of a particular university. In such cases the procedures of the relevant institution shall be followed.

The Programme Committee should be consulted on appeals to provide input on behalf of the consortium delivering an Erasmus Mundus Master programme.

10 Complaints

Each partner institution has its own procedures for dealing with student complaints. Students should use the complaint procedures of the partner institution concerned.

Partner institutions should liaise with the Programme Committee about all student complaints to ensure coherent and effective resolution.

Complaints relating to the overall delivery of a specific Erasmus Mundus programme should be received by the Programme Committee in order for a joint response to be developed.

Complaints from students in the final stage of an Erasmus Mundus Masters programme should be resolved by the relevant partner university in conjunction with the Programme Committee to allow for a joint and unified response across consortium partners.

Erasmus Mundus MA Advanced Development in Social Work (ADVANCES)

Statement of regulations

The following summary gives specific detail on regulations for the Erasmus Mundus MA Advanced Development in Social Work in line with the overarching Principles and Regulations for Erasmus Mundus Master Courses at the University of Lincoln.

The numbering of clauses in this document is directly related to numbering in the overarching “Principles and Regulations for Erasmus Mundus Master Courses” document to ensure clarity.

1 General Principles

The partnership of five EU universities delivering the Erasmus Mundus MA Advanced Development in Social Work was constituted by a Consortium Agreement signed by all Vice-Chancellors and Rectors in early 2013. The Framework Agreement, covering five intakes of students, was signed by Prof. Mary Stuart for University of Lincoln (as coordinating institution) and the European Commission’s Executive Agency for Culture, Education and Audiovisual in October 2012.

3.1 Credit structure

The Erasmus Mundus MA Advanced Development in Social Work is a taught Master programme of 120 ECTS (240 CATS points).

3.2 Module size

Modules are multiples of 5 ECTS (10 CATS points)

4.3 Mark conversions

The table for converting marks between national grading systems within the Erasmus Mundus MA Advanced Development in Social Work is given in Annex 1 at the end of this document.

In order to ensure transparent conversions, marks awarded for teaching at the University of Lincoln will be limited to the fixed increments outlined in Annex 1.

4.5 Reassessment Opportunities

Students must achieve a pass mark of 50% in each module. In line with procedures at all consortium partners, marks for reassessments will not be capped.

For modules delivered by the University of Lincoln, students will be able to:

- Resubmit assessments up to two further occasions in case of failure
- Resubmit assessments once if the original attempt passed, but students wish to improve their mark. The higher mark from the two attempts will be accepted.

5.1 Award – Postgraduate Certificate

Students who have successfully completed at least 30 taught ECTS (60 CATS) of study on the Erasmus Mundus MA Advanced Development in Social Work at the University of Lincoln will be eligible for the award of Postgraduate Certificate from the University of Lincoln.

5.2 Award – Postgraduate Diploma

Students who have successfully completed at least 60 taught ECTS (120 CATS) of study, including at least 30 ECTS (60 CATS) at the University of Lincoln, will be eligible for the award of Postgraduate Diploma from the University of Lincoln.

5.3 Award - Master Degree

Students who have successfully completed the full programme of study (120 ECTS) on the Erasmus Mundus MA Advanced Development in Social Work, with at least 30 ECTS (60 CATS) passed at the University of Lincoln, will be awarded a Master degree from the University of Lincoln with separate Master degree awarded by partner universities.

Annex 1 – Table for converting marks between national grading systems

ECTS Grade	Aalborg	Nanterre and Lisbon	Lincoln	Warsaw
A	12	20	85	5!
		19	77	5
		18	72	
B	10	17	68	4+
		16	65	
C	7	15	62	4
		14	60	
D	4	13	58	3+
		12	55	
		11	52	
E	2	10	50	3
Fx	0	9	48	2 (NK)
		8	45	
F	-3	7	42	
		6	38	
		5	35	
		4	30	
		3	25	
		2	20	
		1	10	
		0	0	

Annex 1 – Table for converting marks between national grading systems

Spain	Portugal	UK	General descriptors
>9	>18	70%+	<p>general descriptors:</p> <ul style="list-style-type: none"> ○ display a full understanding of area of research and mastery of a significant body of data ○ use full range of sources, used selectively to support argument ○ provide a coherent and strong argument ○ display originality in analysis and subtlety of interpretation ○ be exceptionally well written and presented ○ present the possibility of publication.
9-9.5	18	70-79% →	High quality throughout with an excellent understanding of the subject.
9.5-9.8	19	80-89% →	Showing insight and potential for publication with some revisions.
9.8-10	20	90%+ →	Exceptional insight and of publishable quality.
7-<9	14-17	60-69%	<p>general descriptors:</p> <ul style="list-style-type: none"> ○ display effective use of main materials, going beyond the standard secondary sources ○ present coherent and concise argument of complex concepts ○ present independent and critical evaluation of a range of theories ○ show some evidence of originality ○ be written and presented to good academic standards.
7-<8	14-15	60-64% →	Well developed argument and evaluation.
8-<9	16-17	65-69% →	Approaching excellence in some areas.
5-<7	10-13	50-59%	<p>General descriptors:</p> <ul style="list-style-type: none"> ○ display a sound knowledge of principal materials relevant to area of study ○ present a logical structure, though this may not be fully thought through ○ display some capacity to critically reflect or analyse ○ be unlikely to show evidence of originality ○ be presented and written to adequate academic standards.
5-<6	10-11	50-54% →	Generally accurate and sound understanding of area of study.
6-<7	12-13	55-59% →	Approached good pass standard in several areas.
<5	<10	Fail <50%	<p>Many of the basic materials will be present but the work will be lacking in other areas, such as,</p> <ul style="list-style-type: none"> ○ key information sources and content which will be limited ○ unsophisticated use of key sources ○ poorly structured and sustained argument displaying limited knowledge ○ conceptual understanding, as exemplified in critical evaluation is poor. ○ defects in presentation
4-<5	8-9	40-49% →	Overall knowledge limited and poorly presented.
3-<4	6-7	30-39% →	Very poor knowledge of subject and weak understanding of issues.
<3	<5	<30% →	Deeply flawed, containing fundamental mistakes.