



UNIVERSITY OF
LINCOLN

Taught Postgraduate Regulations

2018/2019

This document defines the general principles and regulations that apply to the University's postgraduate programmes as listed in the University's Schedule of Awards and is available on the Secretariat's Portal at:
<https://ps.lincoln.ac.uk/services/registry/Secretariat/SitePages/Home.aspx>

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

1 August 2018

| Contents | Page |
|---|-------------|
| Section A – Taught Postgraduate Regulations | |
| 1. Introduction | 3 |
| 2. Awards of the University | 4 |
| 2.1 The Framework for Higher Education Qualifications | 4 |
| 2.2 Structure of Programmes | 4 |
| 2.3 Credit Structure | 5 |
| 2.4 Mode and Duration of Study | 5 |
| 3. Admission | 5 |
| 4. Enrolment and Registration | 6 |
| 4.1 Enrolment | 6 |
| 4.2 Registration | 7 |
| 4.3 Attendance | 7 |
| 4.4 Interruption of Studies | 8 |
| 4.5 Change of Studies | 9 |
| 5. Taught Postgraduate Assessment Regulations | 10 |
| 5.1 General Assessment Regulations | 10 |
| 5.2 Assessment Arrangements | 10 |
| 5.3 Progression | 11 |
| 5.4 Dissertation | 12 |
| 5.5 Reassessment Opportunities | 13 |
| 5.6 Awards | 14 |
| 5.7 Academic Offences | 15 |
| 5.8 Placements and Supervised Work | 16 |
| 5.9 Requirements of Accrediting Bodies | 16 |
| 5.10 Aegrotat Awards | 16 |
| 6. Boards of Examiners | 17 |
| 7. Academic Review and Appeals | 18 |
| 8. External Examiners | 18 |
| 9. Publication of Results | 18 |
| Section B - Integrated Master's Degree Regulations | 20 |
| Section C - Regulations for Short Courses and Individual Modules | 24 |
| ANNEX | |
| A - Credit Structure of University Awards | 26 |
| B - Mode and Duration of Study | 27 |
| C - Interruption of Study | 28 |

Section A - Taught Postgraduate Regulations

A.1 Introduction

- 1.1 These Regulations apply to all postgraduate awards subject only to variations for individual named awards agreed by Academic Board. Unless specific mention is made, the Regulations do not distinguish between students on different modes of attendance.
- 1.2 These Regulations are the University's Regulations for postgraduate awards and all other regulations and policies of the University take effect subject to these Regulations and shall be interpreted and applied consistently with them.
- 1.3 These Regulations
- (a) Establish the conditions under which an individual is entitled to pursue a programme of studies of the University;
 - (b) Provide for the adoption of specific programme and award regulations;
 - (c) Establish the powers of Boards of Examiners and provide for the conduct of assessment and for academic review and appeals.
- 1.4 These Regulations apply to:
- (a) Individuals who have formally applied to be admitted as a postgraduate student of the University;
 - (b) Individuals who have received an offer from the University to be admitted as a postgraduate student of the University;
 - (c) Individuals who have accepted an offer from the University to be admitted as a postgraduate student of the University;
 - (d) All enrolled students of the University including students registered to University awards delivered by partner institutions;
 - (e) All students who have temporarily interrupted their studies at the University;
 - (f) Individuals, whether or not enrolled students of the University, who are registered as candidates for awards of the University;
 - (g) Individuals employed as members of staff of the University;
 - (h) Individuals engaged to provide a service to the University under a contract for services;
 - (i) Visiting members of the University, such as visiting professors and visiting fellows;
 - (j) External examiners appointed to the University;
 - (k) Individuals who contribute in any other way to the academic enterprise of the University.

- 1.5 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. It does not, however, guarantee the provision of such services.
- 1.6 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.
- 1.7 The University Registrar exceptionally may agree, on an individual student basis, a variation to the Regulations. Any such arrangements shall be reported to the relevant committee of Academic Board as soon as practicable.
- 1.8 The University reserves the right to alter its awards and programmes without prior notice, and to modify from time to time its Regulations for the admission and progression of students and for the conferment of awards. The Regulations shall be reviewed and updated periodically in line with developments in University policy and practice. There may be differences in Regulations as they apply to different cohorts of students registered for the same award.
- 1.9 While the University reserves the right to modify its Regulations at any time, the University shall consider the timescale for introducing changes and the effect on current cohorts of students. Changes shall not normally be introduced for implementation in the current year of study but would take effect in the following academic year.

A.2 Awards of the University

2.1 The Framework for Higher Education Qualifications

- 2.1.1 All programmes offered by the University shall 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). Full descriptors of a qualification at each level can be found at: http://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf?sfvrsn=170af781_14
- 2.1.2 Conformity with the Framework by individual programmes will be verified at initial validation and confirmed at any subsequent re-validation.
- 2.1.3 Boards of Examiners are responsible for verifying that students' performance in formal assessment is at the appropriate level within the Framework. Conformity with the Framework and appropriate levels of students' performance will also be confirmed at periodic review.

2.2 Structure of Programmes

- 2.2.1 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 of studies. A programme of studies shall have a unique title and set of programme learning outcomes and be made up of a unique combination of modules.

- 2.2.2 Every programme shall have a programme specification which sets out the structure, learning outcomes and assessment of the award.
- 2.2.3 The standard module building block for the construction of postgraduate programmes will be multiples of 15 credit points up to a maximum of 60 credit points with 1 credit point equating to 10 notional learning hours.

2.3 Credit Structure

The credit structure of University awards is set out in Annex A to these Regulations.

2.4 Mode and Duration of Study

- 2.4.1 The mode and duration of study for each award of the University is set out in Annex B.
- 2.4.2 Where a student has formally interrupted their studies, the period of interruption of study will not normally be included for the purposes of calculating their maximum period of registration.
- 2.4.3 Exceptionally, at validation, variations to the normal minimum and maximum period of study may be agreed in order to meet professional body requirements.

A.3 Admission

- 3.1 Admission is the decision by which the University agrees to allow an individual to enrol as a student of the University to follow a programme of studies at the University.
- 3.2 The University will determine the standards of attainment that any applicant shall be required to achieve in order to be admitted to a particular programme of studies.
- 3.3 An individual seeking admission to a programme of studies provided at the University shall act in good faith and disclose any fact that is material to the University's decision to admit the individual as a student. An applicant shall not mislead the University, or allow the University to be misled in respect of any part of their application for admission.
- 3.4 Applications for admission shall be considered on academic grounds and on the availability of places on a particular programme of studies unless the applicant's past conduct, experience and circumstances are material to admission.
- 3.5 Possession of minimum entry qualifications does not guarantee the allocation of a place even if such a place is available.
- 3.6 The University shall consider for admission to programmes of study all applicants irrespective of age, disability or alternative need, ethnic origin, sex, marital status, nationality, political or religious belief, or sexual orientation. The University may adopt admissions criteria for a programme of studies that reflect the University's policies on access and widening participation.

- 3.7 The University shall adopt an admissions policy under these Regulations which shall from time to time be reviewed and, where necessary, be revised.
- 3.8 The University follows the national Credit Accumulation and Transfer Scheme (CATS) whereby it can formally evaluate applicants' prior experience and qualifications and offset them against standard entry requirements. An individual may be admitted with advanced standing to a programme of studies. Accreditation of Prior Learning (APL) may be granted for formal learning from other institutions, including where this learning has resulted in the award of a similar qualification, and the University welcomes applications for the accreditation of academic credit. Applicants are advised to consult the University Policy on Accreditation of Prior Learning and the Student Handbook. The University's approved list of qualifications with the credit structure and the maximum amount of credit that can be awarded for prior certificated or experiential learning (AP(E)L) is set out in Annex A.
- 3.9 Credits already awarded by the University as part of a University award may not be used as APL credit against a second award which is at the same level and in a similar subject area. For example, credit achieved as part of a postgraduate diploma may be used as credit towards a Master's degree, but cannot be used a second time as credit towards a different Master's award.

A.4 Enrolment and Registration

4.1 Enrolment

- 4.1.1 Enrolment establishes an individual's status as a student of the University.
- 4.1.2 Enrolment is the agreement between the University and the student under which:
- (a) The University provides a programme of studies for the student and makes available to the student the other academic services and facilities associated with that programme of studies;
 - (b) The University, where appropriate, registers the student as a candidate for an award of the University;
 - (c) The University confers the award for which the student is registered where the student satisfies the Board of Examiners of their entitlement to receive that award;
 - (d) The University and the student agree to be bound by these Regulations;
 - (e) The student undertakes to pay the fee for the programme of studies and any other charges levied by the University in respect of the programme of studies and the provision of other academic services and facilities associated with the programme of studies. Students are expected to pay their fees, or make arrangements for the future payment of fees, at enrolment;
 - (f) The student undertakes to do anything else required by the University that concerns the student's following of a programme of studies, receipt of other academic services and use of facilities associated with a programme of studies;

- (g) The student undertakes to be in attendance at the University.
- 4.1.3 An individual is not certified as a student until they have completed the relevant enrolment process as requested by the University and their enrolment has been authorised by a designated member of staff of the University.
- 4.1.4 A student may be enrolled to a programme of studies on a full-time or a part-time basis subject to the mode of study being validated and available.
- 4.1.5 An individual who is not enrolled as a student of the University shall not be allowed to follow any part of a programme of studies at the University.
- 4.1.6 It is the responsibility of an individual to seek their re-enrolment as a student of the University, as the formal renewal of the agreement between the University and the student. The formalities for re-enrolment are the same as those for first enrolment.
- 4.1.7 Re-enrolment shall normally take place on or around the anniversary of the student's first enrolment to a particular programme of studies. Re-enrolment is subject to annual deadlines, and eligible students who fail to attend for re-enrolment may be deemed by the University to have terminated their enrolment, and the University's obligations to them.
- 4.1.8 A student who has failed to re-enrol may be considered for re-admission to the programme of studies.

4.2 Registration

- 4.2.1 Registration is the recording of an individual's candidacy for an award of the University.
- 4.2.2 A student who is enrolled to a programme of studies of the University leading to an award of the University shall be registered by the University as a candidate for that award.
- 4.2.3 An individual who is enrolled by an institution authorised by the University to offer a programme of studies leading to an award of the University shall complete their registration as a candidate for an award of the University.
- 4.2.4 An individual registered as a candidate for an award of the University shall only be eligible for that award where the Board of Examiners is satisfied as to their entitlement to receive that award.
- 4.2.5 The Chair of the Board of Examiners may, except where restricted by professional body requirements, agree, on an exceptional basis, to extend a student's registration beyond that set out in the programme documentation.

4.3 Attendance

- 4.3.1 Full-time and part-time students are expected to be in attendance at the University during term time including any periods of formal examination or other assessment. In the case of a student following a programme of studies by distance learning, attendance means demonstrable activity on the programme of studies.

- 4.3.2 Each School is responsible for monitoring student attendance and registers will normally be taken on a regular basis. There is a statutory responsibility placed upon universities to monitor attendance of international students who are in the UK on a Tier 4 visa and to report to the Home Office when a student has been found not to be engaging with their course. International students attending the University of Lincoln must comply with the conditions of their visa. In addition, students are required to note that the University of Lincoln must comply with its legal obligations to the United Kingdom Visas and Immigration (UKVI) as a Tier 4 sponsor. Students found to be in breach of the conditions of their visa in relation to attendance will, unless they are able to show good reasons/extenuating circumstances, have their Tier 4 sponsorship withdrawn and, consequently, their enrolment at the University terminated. For the full list of conditions of the Tier 4 visa, please refer to the UKVI website at <https://www.gov.uk/government/organisations/uk-visas-and-immigration>.
- 4.3.3 Where a student is not in attendance, the University may suspend or terminate the student's enrolment. The University shall act fairly in taking such a decision.
- 4.3.4 The University shall adopt a policy on student attendance (the Student Participation and Engagement Policy) under these regulations, which shall from time to time be reviewed, and, where necessary, revised.
- 4.3.5 Students withdrawn on the grounds of attendance via the Student Engagement and Participation Policy have a right to appeal the decision. Details of how to appeal can be found in Part O of the University General Regulations.

4.4 Interruption of Studies

- 4.4.1 A student may apply to the University to interrupt their studies for a specific period of time. Students must apply for a period of interruption via the online system.
- 4.4.2 Students remain liable for the fees for the academic year in which they have interrupted their studies. If the fees have been paid in full the student shall not be liable for any further fees for the year in which they resume their studies and complete the year of study, provided that the student resumes studies at the same point as initial interruption. If a payment plan has been agreed this will normally be suspended providing payment pro-rata up to the date of interruption has been made. The payment plan will then recommence once studies have resumed. The overriding principle is that the student will pay for one complete period of study (for full-time students this would normally be one academic year) although this may be spread over two academic cycles. Where a student resumes studies at a point earlier than the initial interruption, an additional charge will be payable for the subsequent period of study. Detailed guidance relating to interruption of studies is set out in Annex C.
- 4.4.3 A student shall normally be expected to return to their programme of studies in the following academic year at the point in the teaching or assessment calendar equivalent to when study was previously interrupted. Where students interrupt at the semester break this may be relatively straightforward but where an interruption has been at another point this will require careful monitoring by the Programme Team. Academic judgement may be used when deciding upon the relevant point of return to study.

- 4.4.4 A student returning after an interruption of studies shall enrol only upon those modules not previously assessed, or where reassessment has been agreed by the Board of Examiners. Any assessments already completed will be carried forward.
- 4.4.5 The University cannot guarantee that changes to a programme of studies will not be made during a student's period of interruption. Where changes have occurred the Board of Examiners, in consultation with Registry, will make appropriate arrangements to enable the student to complete the programme of studies.
- 4.4.6 During a period of interruption of studies the student and the University remain bound by these Regulations.
- 4.4.7 Where a student has formally interrupted their studies, the period of interruption of study will not normally be included for the purposes of calculating their maximum period of registration. The normal maximum for a period of interruption of studies is two years, but this may be varied at validation, for example, to account for the more restrictive requirements of professional bodies.
- 4.4.8 A School Fitness to Practise Panel has the power to suspend a student from their studies for a specified time or until the occurrence of a specified event. Such suspension has the effect of a mandatory interruption of studies and paragraphs 4.4.2 to 4.4.7 above will apply.

4.5 Change of Studies

- 4.5.1 A change of studies occurs when a student transfers their registration from one programme of studies to a different programme of studies.
- 4.5.2 A student may only change their studies with the agreement, given on academic grounds, of the relevant programme leaders and where the timing of such a change is not prejudicial to the academic progress of the student. No student may change from one programme to another unless it is clear that they have adequate opportunity to complete all the assessments on the new programme in the teaching session assigned to the current cohort of students on that programme level.
- 4.5.3 A student who seeks to change their studies from one programme to another must apply via the online system.
- 4.5.4 A change of studies may only take place where the transfer is explicitly approved by the importing programme leader, evidenced by the relevant signature on the student transfer form. In the case of a joint programme, authorisation from both importing programme leaders is required.
- 4.5.5 In allowing a student to change their studies, the University shall not give an undertaking that the student will be entitled to support from any financial sponsor to pursue the new programme of studies.

A.5 Taught Postgraduate Assessment Regulations

5.1 General Assessment Regulations

- 5.1.1 These Assessment Regulations provide the general regulations for the assessment and examination of the academic performance of students, the preservation of the University's academic standards in assessment and for the appointment of External Examiners.
- 5.1.2 The marks and grades awarded by Examiners are a matter of academic judgement for those Examiners. Marks and grades ratified by a Board of Examiners cannot be questioned.
- 5.1.3 Where not elsewhere provided for by the University's Taught Postgraduate Regulations, the Chair of the Academic Board, or nominee, is competent to act to ensure fairness to a student in the operation of the University's assessment procedures in respect of such matters as the conduct of Boards of Examiners and review and appeals. This competence is limited to procedural matters and does not extend to substantive decisions on assessment or the exercise of academic judgement in respect of assessment.
- 5.1.4 The Assessment Regulations for an accredited award may take account of the assessment requirements of an accrediting body but the accrediting body's regulations shall not normally take precedence over these Regulations.
- 5.1.5 All assessments shall be conducted in the English language except where otherwise provided by the validation of a programme of studies.

5.2 Assessment Arrangements

- 5.2.1 At enrolment, students are provided with a unique examination identification number for anonymous marking purposes. This is printed on the Student identity card which students are required to take to formal examinations and to use the anonymous identification number as their identification on all formal examination paperwork.
- 5.2.2 The University will make reasonable adjustments as recommended by its Student Wellbeing Centre in respect of assessment arrangements for students with disabilities.
- 5.2.3 The University postgraduate examination timetable, including the timetable for students with individual requirements, is produced centrally by Registry and the final version of the examination timetable is published on the Portal.
- 5.2.4 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 shall result in failure, except where the Extenuating Circumstances Panel approves a claim relating to the assessment.
- 5.2.5 Students are required to submit coursework at the times and places formally notified to them. Students will be advised about which referencing standards apply to their programmes of study. 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 of study as the definitive guidance. Students are required to keep an electronic copy of any text-based coursework until three months after receiving formal notification of the results. This may be requested by an academic member of staff for plagiarism detection purposes. Students shall keep all returned assessments until after the final assessment of the award and must re-submit any work to authorised staff if required.

- 5.2.6 Where students experience unexpected and exceptional difficulties in preparing for, or completing coursework, and have evidence for this, they may request an extension for coursework submission. 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 coursework may be approved by academic staff under the authority of the relevant Board of Examiners. An extension of a coursework submission deadline may not be given after the original submission date. Extensions should not be given where the revised date goes beyond the meeting of the Board of Examiners where the module would normally be considered.
- 5.2.7 Extensions of coursework submission deadlines may only be given where extenuating circumstances would be likely to be accepted by the University Extenuating Circumstances Panel as having adversely affected the student's preparation for, or performance in, assessment and are subject to evidential requirements.
- 5.2.8 Late submissions, whether measured against an original or formally extended deadline, shall be penalised. The penalty shall consist of a reduction in the mark of 10 percentage points for each whole or partial working day late. For the avoidance of doubt, this regulation means 10 percentage points of the marks available for the coursework and not ten per cent of the marks awarded to a student based on the merits of the coursework submitted. For example, where an assignment warranting a merit mark of 68% is submitted one day late, then a mark of 58% shall be recorded. No mark less than zero shall result from the application of this regulation.
- 5.2.9 Any member of staff or other person appointed as an invigilator shall observe the rules for the invigilation of examinations published by the Registry.
- 5.2.10 Candidates shall observe the Code of Conduct for Candidates in Examinations as set out in Part R of the University General Regulations.

5.3 Progression

- 5.3.1 A student may progress through all stages of the award on condition that they have satisfactorily maintained their student status and shall only be finally assessed on the basis of their performance at the Board of Examiners held on completion of all stages of the taught Masters programme. A student's entitlement to an award shall be determined by the number of credits accumulated at that point.
- 5.3.2 A student's status (satisfactory or otherwise) shall be considered by Progress Panels which shall meet at least once per year, and by personal tutors throughout the duration of the student's programme of studies. Students shall be provided with informal feedback following the Progress Panels.

- 5.3.3 The overall pass mark for a module shall be 50%. Where a module uses two or more components of assessment, a mark of at least 40% for each component must also be achieved for the module to be passed. The overall module mark shall be calculated by taking into account the individual assessment component marks according to the prescribed weighting of the assessments.
- 5.3.4 The module mark shall be rounded to the nearest whole number. A module mark of 0.5 shall be rounded to the next higher whole number.
- 5.3.5 Where an overall module mark is less than 50% compensation will be applied, up to a maximum of 30 credits in total. Only modules with a mark of at least 40% for each component will be eligible for compensation, and only where a student has achieved the general pass standard in further modules totalling 90 credits of study.
- 5.3.6 A decision on compensation eligibility will be taken once a student has completed 120 credit points of study. Where the relevant weighting of modules within the curriculum structure facilitates, any residual compensation allowance may also be used against modules within the final 60 credits of the programme.
- 5.3.7 Compensation will not be available to students entering with advanced standing.
- 5.3.8 Subject to satisfying the relevant reassessment opportunities criteria (set out in section 5.5), failed modules that do not meet the criteria for compensation may be resat.
- 5.3.9 At validation it may be agreed that a student's assessment attainment shall be measured and recorded on the basis of a pass or a fail, rather than as a percentage mark. Pass may include pass with merit and pass with distinction.
- At (re-)validation, a programme team shall propose the means by which and the programme regulations under which reassessment is undertaken.
- 5.3.10 Where necessary, the regulations of external bodies, such as professional bodies responsible for accrediting awards, may override these regulations.
- 5.3.11 Students achieving the pass standard shall be entitled to be considered by the Board of Examiners for the conferment of the award. The final award decision shall be made when the student has attempted all units constituting 180 credit points or the student has exhausted all reassessment opportunities or declined the opportunity to be reassessed.

5.4 Dissertation

- 5.4.1 A dissertation or project proposal shall have been formally approved by the supervisor(s) of the proposed dissertation or project.
- 5.4.2 The dissertation or project component shall be marked by at least two members of staff, one of whom shall be the dissertation or project supervisor. A representative sample of sufficient size to enable a judgement shall be externally examined.
- 5.4.3 The Board of Examiners may require a student to attend a *viva voce* examination at a specified time, subject to the University's policy on *viva voce*

examinations and to any programme-specific requirements approved at (re)validation and included in the programme specification.

5.5 Reassessment Opportunities

- 5.5.1 Award Regulations provide the rights to retrieve failure in assessment and the conditions under which such a failure may be retrieved. These conditions apply to all modules carrying an assessment item mark less than 40% and all modules ineligible for compensation.
- 5.5.2 Reassessment shall only be allowed as an attempt to retrieve an initial failure and shall not be allowed with a view to improving performance in any component of assessment, unless the University rules relating to extenuating circumstances apply.
- 5.5.3 Reassessment is a further attempt of any failed assessment component within a module that has been failed at a previous attempt. The full merit mark for the component shall be awarded but the maximum overall mark for such a module successfully passed following a reassessment is 50%, unless extenuating circumstances apply.
- 5.5.4 University Regulations specify where, as a result of a Board of Examiners accepting that circumstances have adversely affected a student's performance, a failed module may be retaken as if for the first time and a mark higher than 50% obtained.
- 5.5.5 Boards of Examiners shall convene to determine students' resit entitlement up to a maximum of 60 credits. Students shall have the right to one reassessment per component in these credits. Reassessment shall normally take place following the meeting of the Board of Examiners and while the student is studying the remaining 60 credits.
- 5.5.6 The final Board of Examiners shall convene following completion of the reassessments and final 60 credits at which point a student's entitlement to an award shall be determined. If a student has failed the final 60 credits they shall have the right to one reassessment of the 60 credits.
- 5.5.7 Students entering with advanced standing shall have the right to retrieve an initial failure by one reassessment of any module up to a maximum of 50% of the credits being studied.
- 5.5.8 An overall mark for a module passed on reassessment shall be capped at 50%.
- 5.5.9 Where a student has exhausted all reassessment opportunities and has not met the general pass standard for the award of Masters they will be deemed to have failed and their enrolment on the programme terminated. The Board of Examiners may recommend that an exit award be conferred where the requirements for such have been met.
- 5.5.10 Where a student has been assessed for an award and the Board of Examiners has recommended that the student can be awarded only a lower 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.

5.6 Awards

Where accreditation of prior learning has been applied to any credits, these will not be used in the calculation of Merit or Distinction.

Postgraduate Certificate and Postgraduate Diploma

- 5.6.1 Postgraduate Certificates (60 credits) and Postgraduate Diplomas (120 credits) are awarded on a pass basis or with distinction. A student shall be awarded a Postgraduate Certificate or Postgraduate Diploma with distinction if he or she obtains a mean mark of at least 70% across all the modules assessed as part of their programme.

Masters Degree

- 5.6.2 To be awarded a Masters degree a student must achieve a mark of at least 40% for all assessed components constituting the 180 credits points of study, and have met the general pass standard set out in 5.3.3 for modules constituting at least 150 credits points of study.

Masters Degree with Distinction or Merit

- 5.6.3 In making the following calculations appropriate weighting shall be given to the credit point value of the modules included and the result rounded to the next higher whole number.

Where modules have been successfully passed upon reassessment the capped mark of 50% will be used in the calculation of a student's entitlement to receive an honours classification.

- 5.6.4 A student shall be awarded a Masters degree with Distinction based on the most favourable outcome from the following two algorithms:

- The overall average mark for the assessed elements that comprise the final 60 credits of the programme is 70% or above; or
- The overall average mark for the assessed elements that comprise the full 180 credits of the programme is 70% or above

A student shall be awarded the MFA degree with distinction if:

- the overall average mark for the assessed elements that comprise the final 120 credits of the programme is 70% or above.

A student shall be awarded the MArch degree with distinction if:

- the overall mark for the assessed elements that comprise the final 120 credits of the programme is 70% or over.

- 5.6.5 A student shall be awarded a Masters degree with Merit based on the most favourable outcome from the following two algorithms:

- The overall average mark for the assessed elements that comprise the final 60 credits of the programme is between 60% and 69%; or

- The overall average mark for the assessed elements that comprise the full 180 credits of the programme is between 60% and 69%

A student shall be awarded the MFA degree with Merit if:

- the overall average mark for the assessed elements that comprise the final 120 credits of the programme is 60% or above.

A student shall be awarded the MArch degree with Merit if:

- the overall mark for the assessed elements that comprise the final 120 credits of the programme falls in the 10% band below the threshold for the award of Distinction.

Alternative Exit Awards

5.6.6 In the circumstances defined below, a student may obtain an exit award. A Board of Examiners may make such an award only at a point when a student's tenure on a programme of study has ceased. A student may receive only one award in respect of any programme of study.

5.6.7 A candidate who accepts a lower award rather than taking the opportunity to be reassessed may not normally elect to subsequently be reassessed.

5.6.8 Postgraduate Certificate: This may be awarded to a student who has successfully completed 60 credits of study on a postgraduate programme but has failed to complete or elected not to take an opportunity for reassessment.

Postgraduate Diploma: This may be awarded to a student who has successfully completed 120 credits of study on a postgraduate programme but has failed to complete or elected not to take an opportunity for reassessment.

5.7 Academic Offences

5.7.1 Where it is alleged that a student has committed an academic offence and the student has, in respect of the same piece of work, submitted a claim to the University Extenuating Circumstances Panel (ECP), matters will be dealt with as follows:

- a) The University Academic Offences Committee shall determine whether the allegation against the student is proven.
- b) Where the Academic Offences Committee finds the allegation to be proven, it shall recommend the penalty to be applied by the Board of Examiners. The Board of Examiners shall take account of the ECP's decision of the validity or otherwise of the extenuating circumstances when considering the penalty.

5.7.2 Further details of the procedures relating to Academic Offences are set out in Part A of the University General Regulations and additional information on coursework is set out in Part Q of the University General Regulations.

5.8 Placements and Supervised Work

- 5.8.1 Where a programme of study includes an approved period of placement study or an approved period of work placement, the Board of Examiners shall 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 shall make any special arrangements for students to be reassessed.
- 5.8.2 A student following an approved placement is an enrolled student of the University, with attendant entitlements and obligations in respect of assessment and progression.
- 5.8.3 The Board of Examiners shall decide whether a student is entitled to proceed from a placement to the next stage of study on a programme of study. The Board of Examiners shall consider the criteria for progression established at the validation of the programme and, where necessary, shall make any arrangements for reassessment, or for activities akin to reassessment, to allow the student to demonstrate attainment of the learning outcomes of the placement.

5.9 Requirements of Accrediting Bodies

- 5.9.1 In respect of any postgraduate award, Academic Board may vary these Regulations in order to allow an award to satisfy the published assessment requirements of an accrediting body. Such approved variation shall be published as a Schedule to these regulations and adopted by the relevant Board of Examiners.
- 5.9.2 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.
- 5.9.3 All variations to the University's Regulations shall be approved by Academic Board.
- 5.9.4 Variations to these regulations, as approved by Academic Board, are available on the Secretariat's Portal at: <http://secretariat.blogs.lincoln.ac.uk/university-regulations/>.

5.10 Aegrotat Awards

- 5.10.1 Where a student's performance has been seriously adversely affected by illness or other valid cause and the student has been prevented from completing their programme of study the Board of Examiners may agree that an Aegrotat award be conferred. Aegrotat awards may be considered at any level provided the Board of Examiners is satisfied beyond reasonable doubt that the available evidence of previous performance demonstrates that the student would have achieved their chosen award were it not for the circumstances that prevented completion of their studies.
- a) The Board of Examiners shall be satisfied that the student has demonstrated, through modules pursued and work assessed at the level of the intended award, the ability to reach the standard required.

- b) If a student has not been assessed at the level of the intended award the Board of Examiners may agree that an Aegrotat award be conferred at the level where the student has, through modules pursued and work assessed, demonstrated their abilities.
- c) The Board of Examiners shall be satisfied that illness or other valid cause is likely to prevent the student from completing their studies within the maximum period of registration.
- d) The student shall be asked to confirm that they are willing to accept an Aegrotat award. Where a student is not prepared to accept an Aegrotat award they shall be permitted to complete the assessments in question by a date approved by the Board of Examiners.
- e) A student accepting an Aegrotat award at an intermediate level cannot subsequently be re-examined for the intended award where they were previously a candidate.
- f) Where all assessments for an award, or an intermediate exit award, have been completed the student shall be considered under the regulations of the appropriate programme of study.
- g) This provision does not apply to programmes that also lead to professional registration or accreditation.

5.10.2 Aegrotat awards are conferred without merit or distinction.

5.10.3 Where a student has died before completing their programme of studies a Board of Examiners may agree that an award be conferred posthumously.

A.6 Boards of Examiners

- 6.1 Boards of Examiners, established by Academic Board, shall determine a student's entitlement to progression and receipt of a University award. 'Board of Examiners' is used throughout the regulations to refer to the appropriate Board as defined by the current terms of reference.
- 6.2 Each College has a tiered structure of Boards of Examiners comprising Subject and College Boards of Examiners.
- 6.3 Boards of Examiners shall have responsibility for setting all assessments for students and for approving the timing of assessments. It is the responsibility of the Board of Examiners to consider and ratify the approved marks for the modules and to recommend the form of reassessment where a module has been failed by a student.
- 6.4 Boards of Examiners shall ensure that the arrangements for the assessment of students are consistent with the assessment regime established at validation for a programme of study.
- 6.5 No decision of a quorate Board of Examiners, acting within its approved terms of reference, may be modified by any authority within the University except as provided by the Academic Review and Appeals Procedure (see section 7 below) or in the event of an annulment of a formal assessment.

- 6.6 The proceedings of Boards of Examiners are confidential.
- 6.7 Module marks are approved when the schedule of marks for the module is signed by the module co-ordinator and, where relevant, the External Examiner.
- 6.8 Decisions on a student's right to progress to the final dissertation/project stage, and on a student's entitlement to an award, are made by the College Board of Examiners.
- 6.9 The decisions of Boards of Examiners shall be made available to relevant advisers and academic tutors to enable advice and guidance to be given to students.

A.7 Academic Review and Appeals

- 7.1 The decisions of Boards of Examiners reflect the collective academic experience of the University's teaching staff and the external examiners appointed to the boards. Boards of Examiners take seriously the responsibility to uphold the academic standards of the University.
- 7.2 There are occasions when a student might feel that they wish to dispute the decision of a Board of Examiners. Students are encouraged to raise any concerns informally with their School or Student Services staff as soon as they have accessed the Board's decision; and should be aware that if they wish to submit a formal request for a Review, this must be done within ten working days of having received notification of the decision.
- 7.3 Disagreement with a mark or a grade cannot itself constitute grounds for appeal.
- 7.4 Further details of the Academic Review and Appeals Procedure are set out in Part B of the University General Regulations.

A.8 External Examiners

- 8.1 Each programme shall have an External Examiner(s) approved and appointed by Academic Board.
- 8.2 The External Examiner(s) shall normally be present at the main Board of Examiners' meeting where decisions concerning final degree awards are made.
- 8.3 The External Examiner(s) shall be required to submit an annual report within a month of the Board of Examiners' meeting at which the final awards were decided.

A.9 Publication of Results

- 9.1 The confidential proceedings of a Board of Examiners shall not be disclosed by any member of the Board or designated University officers except as provided by these Regulations.
- 9.2 Numerical marks given by assessors in individual items of assessment and confirmed by Boards of Examiners shall only be disclosed to a student by a designated University officer.

- 9.3 A student shall only be given or be able to obtain their own marks.
- 9.4 Student Administration shall ensure that each student is provided with information on the results of assessment, reassessment opportunities or requirements, entitlement to progress and, where appropriate, entitlement to a University award.
- 9.5 Assessment results for all postgraduate students, once they have been ratified by the Boards of Examiners, are released online through Blackboard or via the Portal. A schedule of release dates for results is published on the Portal. The student is responsible for accessing this information about their results.
- 9.6 Results for final year students, together with the transcript of all module marks and their certificate will, unless otherwise notified, be presented to students at the University's Graduation ceremonies, except where a student has made a formal request to receive them earlier. Students unable to attend the relevant ceremony will receive the above mentioned documents via recorded delivery within four weeks after the ceremony.
- 9.7 Individual students who are sponsored, either by their employer or another educational institution, may give their consent for their results, attendance record, or other information to be made available to their sponsor. Students who are sponsored and who wish make available their results and details to their sponsor may complete 'The Consent to the Disclosure of Personal Information to Employers and Institutions Sponsoring Programmes of Study' form. Disclosure will only be made where a student has completed and signed the consent form where it is appropriate.

Section B - Integrated Master's Degree Regulations

The assessment regulations for Integrated Master's Degree awards follow the regulations as set out in section A5 of the University Undergraduate Regulations subject to the specified requirements below.

B.1 Structure of Award

An Integrated Master's programme comprises 480 credits with 300-360 undergraduate credits integrated with 120-180 credits set at Master's (M) Level/Level 4. Where students exit with a Bachelor degree, any Master's Level/Level 4 credit gained will contribute to this award.

B.2 General Principles

Except where otherwise specified in this Section, Levels 1, 2 and 3 are subject to the Undergraduate Regulations and to the assessment regulations for Bachelor degrees. Level M/Level 4 is subject to the Taught Postgraduate Regulations.

Where there is a specified higher threshold governing progression, students who do not achieve this will be given reassessment opportunities as set out in these Regulations. If after reassessment, a student is unable to progress to the Master's level of the programme s/he shall be permitted to take the route of an appropriate Bachelor award provided their marks profile is in accordance with the University's Undergraduate Regulations as set out in section 5.

Students may elect to take the route of an appropriate Bachelor award instead of the Master's award provided their mark profile is in accordance with the University's Undergraduate Regulations as set out in section 5.

B.3 Progression and Reassessment at Level 1

The Level 1 requirements are identical to those for Bachelor degrees.

Students retaking failed modules at Level 1 will remain on the Integrated Master's Degree route for the retake year.

B.4 Progression and Reassessment at Level 2

4.1 Progression Requirements

To progress to Level 3, a student shall have met the University's general Level 2 pass standard:

'overall mark of not less than 40% in each of the modules that constitute 90 credit points of study and an overall pass mark of not less than 35% in the module or modules that constitute the remaining 30 credit points of study'

and also have achieved a mean of all module marks of not less than 50%.

4.2 Resit Opportunities

Students who have not achieved a mean of all module marks of at least 50% for all modules may be allowed one opportunity to be reassessed in modules with a mark below 50% up to a maximum of 60 credits.

Students who have not met the general Level 2 pass standard may be allowed one opportunity to be reassessed in modules with a mark below 50% up to a maximum of 60 credits.

Students who have a module mark below 40% in more than 90 credits and/or a module mark below 35% in more than 60 credits are not entitled to resit failed modules.

Resit module marks will be capped at either 40% or the original module mark, whichever is the higher. For the purposes of calculating whether a student, on reassessment, has achieved a mean of all module marks of at least 50% the merit mark of the module awarded on reassessment shall be used in making that calculation.

4.3 Retake Opportunities

Students who are not entitled to take resits, or who, following resit assessment fail to meet the general Level 2 pass standard and/or achieve a mean of all module marks of at least 50% will be ineligible to progress to Level 3 of the Integrated Master's degree award.

Students who have reached the general Level 2 pass standard or the requirements for progression on an ordinary Bachelor degree route will be eligible for admission to the appropriate Bachelor award at Level 3.

Students who have failed to meet the general Level 2 pass standard will be eligible for admission to the appropriate Bachelor award at Level 2 to retake the failed modules.

Only one opportunity to retake a module will be allowed, whether on the original programme of study or following transfer to another programme.

B.5 Progression, Award and Reassessment at Level 3

5.1 Progression requirements

To progress to Integrated Master's Degree Level a student shall have met the University's general Level 3 pass standard:

'overall mark of not less than 40% in each of the modules that constitute 90 credit points of study and an overall pass mark of not less than 35% in the module or modules that constitute the remaining 30 credit points of study'

and also have achieved a mean of all module marks of not less than 50%.

5.2 Award of Bachelor Degree

The award of Bachelor degree will be calculated in accordance with the University Undergraduate Regulations applicable at the time. The award will not be made, however, until the student exits the programme.

5.3 Resit Opportunities

Students who have failed to meet the general Level 3 pass standard and/or achieve a mean of all module marks of at least 50% will be entitled to one opportunity to resit modules with a mark below 50% in a maximum of 60 credits.

Resit module marks will be capped at either 40% or the original module mark, whichever is the higher. For the purposes of calculating whether a student, on reassessment, has achieved a mean of all module marks of at least 50% the merit mark of the module awarded on reassessment shall be used in making that calculation.

Students who following resit assessment fail to meet the general Level 3 pass standard and/or achieve a mean of all module marks of at least 50% will be ineligible to continue on the Master's award.

Students who have reached the general Level 3 pass standard but not the requirement of a mean of all module marks of at least 50% will be awarded the appropriate Bachelor award determined in accordance with the University Undergraduate Regulations for Bachelor degrees.

Students who have failed to meet the general Level 3 pass standard will be awarded the appropriate qualification determined in accordance with the Undergraduate Regulations for Bachelor degrees. Exceptionally, a student who has taken less than 60 credits of resits may be allowed by the Board of Examiners a second opportunity to resit failed modules, subject to the overall limit of 60 credits not being exceeded.

5.4 Retake Opportunities

There is **no** opportunity to retake Level 3 modules.

B.6 Awards and Reassessment at Level M

6.1 Award of Integrated Master's Degree

A subject-specific classification and algorithm for the award is permitted which should be approved at validation of the programme or by Academic Board as a variation to the University's assessment regulations.

An Integrated Master's degree may be awarded by the programme's Board of Examiners on the basis of one of the following alternatives:

- i) the award has a postgraduate classification of Distinction, Merit or Pass as determined by a student who has achieved a mark of at least 50% in all modules studied at Level 4. In addition to reporting the final classification as described above, the transcript for a graduating Integrated Masters student shall also be issued showing the indicative classification attained at the end of Level 3. The standard formulae used in the University Undergraduate Regulations for Bachelor awards shall be used to generate the classification.
- ii) the award has an undergraduate Honours classification determined by calculating the weighted mean of all Level 3 and Level 4 module marks.
- iii) the award has an undergraduate Honours classification determined by calculating the relative weighting of Level 2, Level 3 and Level 4 module marks using the

ratio: Level 2: 20%; Level 3: 40%; and Level 4: 40%. The weighted mean average marks of all modules at each level would be combined.

6.2 Reassessment Opportunities

Students may resit up to 60 credits.

There is **no** opportunity to retake modules.

Students who have not met the pass standard after resit assessment will have failed the Integrated Master's Degree stage and will be awarded the Bachelor degree confirmed by the Board of Examiners on completion of Level 3 of the programme.

Section C – Regulations for Short Courses and Individual Modules

C.1 Assessment Regulations

1.1 General Pass Standard

The pass mark for an individual module is 50%. The module mark shall be calculated by taking into account the individual assessed component marks according to the prescribed weighting of the assessments.

1.2 Failure of modules

Where a student fails a module, a Board of Examiners shall arrange for the student to receive academic counselling and guidance as to their best course of action in respect of reassessment. A student is entitled to be reassessed in a failed module irrespective of how many credits have been successfully achieved at that point.

Where a student has failed a module on reassessment, a Board of Examiners shall consider the progress the student is making in their programme of study. 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 shall be allowed to retake the module that was failed on reassessment.

1.3 Reassessment opportunities

1.3.1 Resit opportunities

Where a student fails a module, they shall be entitled to one opportunity to be reassessed by taking a resit assessment before the beginning of the first semester of the following academic year in order to retrieve the failure.

The maximum module mark awarded on successful completion of a resit assessment is 50%.

1.3.2 Retake opportunities

Where, following resit assessment, a student is unable to satisfy the module requirements, the student shall, subject to availability of the module concerned, have the opportunity to retake the module.

Assessment of the retake module(s) shall occur at the next available opportunity in the following academic year. One opportunity only to retake a module shall be allowed. The marks recorded for assessments in a retake module shall be the marks awarded for the merits of assessed work and the module shall not be subject to a maximum mark as defined above.

Where, on reassessment a student fails a module they may elect to take a replacement module. This would be considered as a retake attempt at the new module.

Normal module fees shall apply to 'retake' modules.

1.4 Termination of enrolment on academic grounds

Where a student has exhausted all reassessment opportunities and fails to pass a module they will be deemed to have failed and their enrolment on the course/module will be terminated.

1.5 Progression

Postgraduate Credits, awarded either by the successful completion of individual modules or as part of a short course may be used for students wishing to apply for University of Lincoln postgraduate programmes and may, according to specific programme admissions requirements, be accredited as prior learning.

Applications to University postgraduate programmes will be through the normal admissions procedure for part-time or full-time students.

Annex A - Credit Structure of University Awards

| Award | Tariff/Credit (level) | Maximum APL/ APEL credit that may be awarded | Notional learning hours |
|----------------------------|---|---|-------------------------------|
| Integrated Master's degree | 120 (level 1) 120 (level 2) 120 (level 3) 120-180 (Masters level) | 120 (level 1) 120 (level 2) | 4800 |
| Postgraduate Certificate | 60 (Masters level) | 30 | 600 |
| Postgraduate Diploma | 120 (Masters level) | 60 | 1200 |
| Masters | 180 (Masters level) | 120 | 1800 |
| Master of Fine Art | 240 (Masters level) | 120 | 2400 |
| Master of Architecture | 240 (Masters level) | 120 | 2400 |
| Professional Doctorate | 540 (M/D) between 120 and 270 credits of taught provision. No more than 180 credits at M level. | 100 (not including Research methods) | 5400 |

Annex B - Mode and Duration of Study

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

Annex C – Interruption of Study

Interruption of Studies During Term 1

Those students that interrupt studies between weeks 1 and 15 may resume studies the following academic year with no additional cost.

Interruption of Studies During Term 2

Those students that interrupt between weeks 16 and 30 may resume studies the following academic year with no additional cost provided they resume study in weeks 16 or later.

If a student resumes earlier than week 16, an additional charge, calculated at 25% of the full tuition fee rate for the academic year studies are resumed will also be payable to account for the repeat delivery of term 1.

Interruption of Studies During Term 3

Those students that interrupt in weeks 31 and 32 may resume studies the following academic year with no additional cost provided they resume study in week 31 or later.

If a student resumes earlier than week 31, an additional charge will also be payable, for the academic year studies are resumed, to account for the repeat delivery of term 1 and/or 2 calculated as follows:

Resumption of studies between weeks 1 and 15: 50% of the full tuition fee rate for the academic year

Resumption of studies between weeks 16 and 30: 25% of the full tuition fee rate for the academic year

Students may not interrupt studies for the current academic year after week 32. Students unable to complete assessments due to unforeseen circumstances during the subsequent examination and re-sit examination periods should submit a claim to the University Extenuating Circumstances Panel.

Students wishing to complete current year studies but interrupt studies for the following academic year may do so at the end of the examination periods - week 51.

© Published by the University of Lincoln 2018.

This booklet was published by Secretariat

Chameleon Print, 367 High Street, Lincoln LN5 7RN
Telephone: 01522 530501 Email: sales@chameleonprint.biz