

Section 42 Scheme B – Postgraduate and graduate progression

42.1 Progression

- 42.1.1 Postgraduate and graduate programmes are not normally subject to progression requirements. In those cases where a progression requirement has been approved for a programme, the progression rule is stated in the programme specification.
- 42.1.2 As postgraduate and graduate study is completed at a single stage condonement can only be applied, if necessary, once all the modules have been completed for the programme, with the exception of those programmes with additional progression points as stated in the programme specification.

42.2 Exceptional third attempts

- 42.2.1 As postgraduate and graduate study is completed in a single stage, recommendations for exceptional third attempts can only be considered once all the modules have been completed for the programme.

42.3 Recommendations to repeat study

- 42.3.1 There is no automatic right to repeat study for postgraduate or graduate programmes of study.
- 42.3.2 Repeat study may only be recommended where a student is able to complete their studies within the maximum period of study.
- 42.3.3 In appropriate circumstances, the University may grant a postgraduate or graduate student the right to repeat study. This decision will usually be made where the student provides evidence that the original period of study was affected by serious exceptional circumstances.
- 42.3.4 Decisions on repeating the study are made either by the Progress and Award Examinations Panel (PAEP) through its Special Cases Committee, through the Student Appeals and Conduct Committee, or by such other mechanism as the University may put in place.
- 42.3.5 The School Assessment Board (SAB) can make a recommendation to PAEP to vary a decision it would otherwise take in relation to a student's record, on the basis that the student was affected by exceptional circumstances at the relevant time. Evidence of exceptional circumstances is required.
- 42.3.6 The SAB completes the 'Application for Special Cases' form and returns the form with the supporting evidence to the Special Cases Committee. The SAB should clearly state if the level is to be repeated for capped or uncapped marks.
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- 42.3.7 The deadline for the receipt of paperwork by the Special Cases Committee is usually **10 days** before the Progress and Award Examination Panel. The exact date will be confirmed at each SAB.
- 42.3.8 A repeat will only be approved if the student is current, i.e. the record has not been withdrawn or the student's studies have not been terminated. In such cases the student would need to follow the 'Appeals Policy' and procedure (see **section 56**) The 'Appeals Policy' and procedure requires the student to provide evidence of exceptional circumstances affecting their academic performance up to that point.
- 42.3.9 Tuition fees are charged for the repeat study. The student should be advised by the School to seek advice on funding implications from the Student Funding Advice Team.
- 42.3.10 Module marks from the repeat study are disregarded. Only the new marks obtained will be used for progression and award purposes.
- 42.3.11 Information relating to the process for repeating individual modules is detailed in **section 18**.