Regulations for Taught Postgraduate Awards

Definitions

- **Programme specification:** the definitive published programme documentation.
- **Relevant committee:** the committee empowered for the purpose concerned by the Academic Board.
- **Designated authority:** the member of staff authorised to act in accordance with the relevant regulations, policies and procedures of the University for the purpose concerned.

1 General

1.1 The taught postgraduate awards of York St John University are set out in the General Regulations for Awards.

1.2 Taught postgraduate awards conform to requirements set out in the Credit Framework for Awards for York St John University awards as approved by Academic Board. Additional requirements or variations are set out in the relevant programme specification.

1.3 Other than where specified within these regulations, taught postgraduate awards are subject to the application of the General Regulations for Awards.

1.4 Programmes of study leading to taught postgraduate awards may be offered on a full-time or part-time basis within the periods of registration specified in these regulations (see Periods of Study below).

1.5 Detailed information on taught postgraduate awards is set out in relevant programme specifications and other supporting documentation.

2 Admission

2.1 Entry requirements for taught postgraduate awards are set out in the Admissions Policy and supporting web-based information at the time of application.

2.2 Entrants to a programme of study leading to a postgraduate award of York St John University may be eligible for consideration under the University’s policies and procedures for credit accumulation and transfer and accreditation of prior experiential learning on the basis of study at York St John University or other approved educational establishments. Entrants may be exempted from any module and assessment, normally to a maximum of two thirds of those specified for the programme of study. In the case of a Master’s Degree, exemption is not normally granted from those modules which comprise the dissertation or major project of the programme of study or from modules which comprise the statutory qualifying examinations for professionally registrable awards.
2.3 Applicants whose first language is not English must demonstrate sufficient competence in English as specified by the University. Current English language requirements for taught postgraduate awards are set out in the Admissions Policy and supporting web-based information.

2.4 Applicants for programmes of study leading to taught postgraduate awards recognised for inclusion in the relevant professional register may be required to demonstrate fitness to practise on entry to the University or approved institution.

2.5 All formal offers of admission to the University are made by YSJU Admissions or YSJU International (in the case of applicants from overseas). Offers of admission set out any conditions to be met. No other communication is regarded as a formal offer of admission.

3 Periods of study

3.1 The standard periods of study for postgraduate taught awards are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Full-time study</th>
<th>Part-time study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree of Master</td>
<td>1 calendar year</td>
<td>2 calendar years</td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>1 academic year</td>
<td>2 academic years</td>
</tr>
<tr>
<td>Postgraduate Certificate</td>
<td>6 months</td>
<td>1 academic year</td>
</tr>
<tr>
<td>Postgraduate Certificate of Education</td>
<td>1 calendar year</td>
<td>2 calendar years</td>
</tr>
</tbody>
</table>

4 Registration and attendance

4.1 An entrant for a taught postgraduate award must enrol as a student of York St John University or approved partner institution, paying the prescribed fees. Students register for a specified programme of study and for all associated modules as specified. Students are responsible for ensuring that they are correctly registered for their programme of study.

4.2 During prescribed periods of study, students must attend regularly and participate in all activities and assessment prescribed for the programme of study as directed. Expectations of the time commitment required are as follows (this includes relevant professional activities including fieldwork and conferences, for example):

- full-time: a minimum of 40 hours per week for 45 weeks per year
- part-time: a minimum of 20 hours per week for 30 weeks per year

4.3 Students must be in attendance at the University or approved partner institution throughout each designated programme of study for programmes delivered on site and may not absent themselves except at weekends and in the vacations. For programmes delivered on a part-time or distance learning basis, students are required to attend or participate as set out in the individual programme regulations.

4.4 A taught postgraduate student may not be registered simultaneously for another programme of study either at York St John University or at another higher education provider, except with the express permission of the relevant committee.

4.5 Continued registration is conditional on satisfactory progress being maintained by the student within the time periods specified in these regulations. Persistent absence, failure to make satisfactory progress or failure to meet other specified requirements such as those relating to academic integrity may lead to termination of registration.

4.6 Students who are absent through illness must communicate their absence promptly, providing medical evidence as required. Exceptionally, the Fitness to Study Policy and procedure may be used by the University to seek a review of a student's continuing ability to remain registered for a programme of study on health grounds.

4.7 Continued registration for students on programmes of study leading to taught postgraduate awards recognised for inclusion in the relevant professional register is subject to ongoing fitness to practise requirements. These are set out in the Fitness to Practise Policy and procedure.
5 Progression

5.1 Students must make satisfactory progress during their programme of study. Students who are not making satisfactory progress (relating to attendance, the submission of assessed work or achievement in assessment) may be subject to the [Standards Review Procedures](#). These may ultimately result in termination of the programme of study.

5.2 Subject to the provisions of the relevant [programme specification](#), students who have not met the requirements for a postgraduate award may be deemed to be eligible for an interim award as defined within the programme specification, provided that they have met the requirements of that award. A student who has been granted an interim award in such circumstances and has exhausted all assessment opportunities as specified in the programme specification is not normally permitted to progress to a further attempt at the higher award.

5.3 A student who has successfully met the requirements for a postgraduate award at York St John University, completing all assessments as prescribed within the programme specification, may subsequently be permitted to progress to a higher-level postgraduate award.

6 Assessment

6.1 Registration for assessment is through module registration. Students are responsible for ensuring that they are correctly registered for the modules prescribed for their programme of study.

6.2 Students for taught postgraduate awards must complete any assessments or examinations specified for the programme of study. Students may not be permitted to present themselves for assessments if they have not participated in the activities specified for a module to the satisfaction of the Head of School.

6.3 As specified by Academic Board, the results of assessments and examinations are considered by the University's Board of Examiners for Progress and Award and appropriately constituted School Assessment Panels.

6.4 Students must submit for examination for a module once registered for it unless they have formally withdrawn from the module or have negotiated a formally deferred assessment using the [Exceptional Circumstances Policy](#). Failure to submit for examination results in a mark of zero; one further re-examination opportunity only will be available for the module.

6.5 The University makes re-assessment opportunities available for students who fail assessments or examinations. Normally no more than one re-assessment opportunity is made available for each module and this is only offered to students who have presented for assessment on the first occasion or were absent with good cause. The second attempt for assessment in a module is normally taken within one year of the first failure.

6.6 One re-examination opportunity only, for each module, is available on taught postgraduate programmes.

6.7 A student who repeats an assessment for a module is eligible only for the pass mark for a taught postgraduate award as designated in the marking scale.

6.8 Where permissible within the specific regulations for a programme of study as set out in the [programme specification](#), a student who has failed the first assessment for an optional module may withdraw from that module and substitute an alternative module. The student has one attempt to pass the module but is eligible only for the pass mark.

6.9 A student who is not successful in the final attempt to meet the progression requirements or award requirements of a programme of study after all assessment opportunities have been exhausted must withdraw from the programme.
7 Availability of awards

7.1 Students who have passed the assessments for the specific programmes leading to taught postgraduate awards and in conformity with the rules for award approved by Academic Board, and set out under the **Eligibility for awards** section, may be awarded one of the following:

<table>
<thead>
<tr>
<th>Award</th>
<th>Criteria requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>the Degree of Master, Postgraduate Diploma or Postgraduate Certificate</td>
<td>at least 150 credits at level 7</td>
</tr>
<tr>
<td>the Degree of Master, Postgraduate Diploma or Postgraduate Certificate <strong>with merit</strong></td>
<td>at least 150 credits of which at least 90 credits are at level 7</td>
</tr>
<tr>
<td>the Degree of Master, Postgraduate Diploma or Postgraduate Certificate <strong>with distinction</strong></td>
<td>at least 150 credits of which at least 60 credits are at level 7</td>
</tr>
<tr>
<td>Postgraduate Certificate of Education</td>
<td>at least 120 credits at level 7</td>
</tr>
<tr>
<td>Postgraduate Certificate of Education <strong>with distinction</strong></td>
<td>at least 120 credits of which at least 60 credits are at level 7</td>
</tr>
</tbody>
</table>

8 Eligibility of awards

8.1 Students are eligible for a taught postgraduate award when they have:

i. fulfilled specified registration requirements, including the payment of relevant fees; **and**

ii. attempted all modules specified for the programme of study in the **programme specification**; **and**

iii. been awarded the required credits at the appropriate level:

<table>
<thead>
<tr>
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<th>Criteria requirement</th>
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<tbody>
<tr>
<td>for the <strong>Degree of Master</strong></td>
<td>at least 150 credits at level 7</td>
</tr>
<tr>
<td>for the <strong>Postgraduate Diploma</strong></td>
<td>at least 120 credits of which at least 90 credits are at level 7</td>
</tr>
<tr>
<td>for the <strong>Postgraduate Certificate</strong></td>
<td>at least 60 credits at level 7</td>
</tr>
<tr>
<td>for the <strong>Postgraduate Certificate in Education</strong></td>
<td>at least 120 credits of which at least 60 credits are at level 7</td>
</tr>
</tbody>
</table>

**and**

iv. fulfilled any additional requirements as specified in the programme specification, and in particular must have passed all modules designed as compulsory for award; **and**

v. achieved a classification average, determined across all modules calculated in accordance with the classification rules approved by the Academic Board, which is at least the pass mark specified for taught postgraduate awards.

9 Classification

9.1 Classification depends on the performance of a student in contributing modules. Taught postgraduate awards may be pass/fail awards or may be awarded with merit or distinction, as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinction</td>
<td>70 or above</td>
</tr>
<tr>
<td>Merit</td>
<td>60-69</td>
</tr>
<tr>
<td>Pass</td>
<td>50-59</td>
</tr>
</tbody>
</table>
9.2 If a student's overall weighted average falls within the borderline (defined as 0.5 below the threshold average specified for achievement of the higher classification), the Board of Examiners for Progress and Award may award the higher classification if the mark for the 60 credits dissertation or major project is within the range of a higher classification. If a programme does not have a 60 credits dissertation or major project, its programme specification may denote which credits are used to determine the outcome of borderline cases.

9.3 Postgraduate Certificate in Education

i. In order to be eligible for Qualified Teacher Status, students are required to succeed in additional tests set by the professional body.

ii. Students are eligible for a commendation in a module if they achieve a mark of 70 or above in that module.

iii. Students are eligible for the award of Postgraduate Certificate in Education with distinction when they have gained commendations in all modules and have shown strength in practical teaching, on the recommendation of the School Assessment Panel.

10 Appeals

10.1 Students registered for taught postgraduate awards may appeal decisions relating to their registration status, progression or award. Full details on how to appeal are set out in the Appeals Procedures.

11 Academic integrity

11.1 Students registered for taught postgraduate awards must meet university requirements relating to academic integrity. The University’s expectations of students and its policy and procedure for investigating allegations of academic misconduct are set out in its Academic Misconduct Policy.

Associated links:

- https://www.yorksj.ac.uk/registry/regulations/general-regulations-for-awards/
- https://www.yorksj.ac.uk/registry/regulations/
- https://www.yorksj.ac.uk/registry/programmes/
- https://www.yorksj.ac.uk/admissions/admissions-policy/
- https://www.yorksj.ac.uk/ssr/policies-and-regulations-fitness-to-study/
- https://www.yorksj.ac.uk/ssr/policies-and-regulations-fitness-to-practise/
- https://www.yorksj.ac.uk/ssr/policies-and-regulations-standards-review/
- https://www.yorksj.ac.uk/ssr/policies-and-regulations-academic-misconduct/