Specific Regulations

B6.1 Guidance notes for the implementation of the revised Specific Academic Regulations for Postgraduate Taught Programmes

Introduction
These guidance notes should be read in conjunction with the revised Specific Academic Regulations for Postgraduate Taught Programmes approved at the April 2010 University Academic Enhancement and Standards Committee and the April 2010 meeting of Academic Board. To further assist staff in identifying the changes made to the academic regulations for postgraduate taught programmes these guidance notes should be read alongside the attached version of the new regulations which provides as parallel texts the old and new regulations for easy comparison.

Implementation
The revised Specific Academic Regulations for Postgraduate Taught Programmes will apply for all postgraduate taught students (with the exception of students undertaking Level 8 modules on taught doctorate programmes) starting on or after the 1st September 2010. Students who started their programme of study before this date will remain under their original set of academic regulations until they complete or exit their programme.

The relevant rules in eCSIS will be amended sometime after the round examination of examination committees relating to students from 2009/10, i.e. the rules in eCSIS will not change on 1st September 2010. The development work on eCSIS is likely to be implemented around January 2010 but further information concerning this change will be available nearer the time.

Key changes
Module leaders, course leaders, postgraduate administrators and examination committee chairs should note the following key changes in the revised regulations:

Regulation 2.3
Students on postgraduate programmes must be required to achieve learning outcomes at level 7 and must accordingly be assessed at level 7 if the module is to contribute to the overall grading of the award. It is no longer permissible for undergraduate level modules to count towards the grading of a postgraduate award (See Regulation 8.1 for those rare circumstances where a level 6 module is included in a programme, for instance to comply with public statutory requirements).

Regulation 2.4
All Master’s degree programmes shall contain an element of research methods training of at least the equivalent of 10 credits at level 7.
**Regulation 2.5**
The revised wording for this regulation is:

“All Master’s degree programmes must include a compulsory major element of advanced independent work, i.e. substantial work such as a dissertation or project, which shall normally comprise one module with a minimum of 50 credits at level 7.”

This “normally” will need agreement from the University’s Academic Enhancement and Standards Committee (AESC) for any variation. AESC are unlikely to be minded to grant exemptions unless there are compelling reasons, such as professional body requirements.

The assessment of the one 50 credit module may be by more than one piece of work (eg as a portfolio approach) but there must be a clear unifying theme / connection to all the work within the module, ie it is around one topic or theme. The work cannot be made up of two or more pieces of unconnected work.

**Regulation 2.6**
ECTS equivalents for the programme should be presented on award certificates and transcripts.

**Regulation 3.2**
The maximum period of registration for PGCert, PGDip or a Master’s degree is 5 years irrespective of whether the mode of study is part-time or full-time. This five-year period includes any periods of temporary suspension etc.

**Regulation 4.1**
Students who fail to submit any work for assessment within a single semester without formal approval for suspension or valid mitigating circumstances will be required to withdraw by the Examination Committee.

**Regulation 4.3**
There will be a maximum number of modules/credits a student may take to achieve their postgraduate award please refer to the table in the new revised academic regulations.

**Regulation 6.2**
All periods of intermission or suspension must be formally approved by the Chair of the Examination Committee or nominee before the module deletion date unless mitigating circumstances are identified.

**Regulation 8.1 and 8.3**
An overall mark for the award will be calculated by taking the rounded average of the module marks. It should be noted that this is not the same pattern as the Undergraduate Modular Programme, where an overall mark is obtained from a truncated average of module marks.

Undergraduate modules included in a postgraduate programme will have a pass mark of 40%, but can not be used in the calculation of postgraduate degree classifications. Where undergraduate modules are used to fulfil the
requirements of an award the minimum credit and level requirements must still be achieved as required by section A1.2 of the Academic Regulations.

**Regulation 8.4**
Students admitted with AP(E)L will only qualify for the award of Merit or Distinction if they have completed 40 credits of the programme at Oxford Brookes. This was previously a minimum of 60 credits.

**Regulation 8.7**
Students who are awarded less than 30% for a module will not be allowed re-assessment of that module without re-taking the module. This was previously 25%. Examination Committee Chairs and Course Leaders are asked to pay particular attention to students who started their programme before the 1st September 2010 who achieve marks between 25-30%.

**Programme Handbooks**
For 2010-11 all programme handbooks must have a link to the revised Specific Academic Regulations for Postgraduate Taught Programmes.

https://www.brookes.ac.uk/uniregulations/current/acadregulations

Only programme specific regulations approved at validation are to be put into programme handbooks. These would include regulations relating to entry requirements, admission with credit, professional body progression requirements, progression to dissertation/project and any further specific regulations for the programme. Where any specific programme regulation is in conflict with the approved Specific Academic Regulations for Postgraduate Taught Programmes then the latter take precedence unless previously approved by the University Academic Enhancement and Standards Committee and the University Academic Board.

Any queries relating to these guidance notes or the revised Specific Academic Regulations for Postgraduate Taught Programmes should be directed to the Academic Management Office or Academic Registrar.