1. **Introduction**

1.1. These Regulations apply to all taught postgraduate awards offered by the University (except for the level 8 modules of the professional doctorate including the research element).

1.2. These Regulations should be read in conjunction with the University’s Core Academic Regulations. Unless specifically stated otherwise, if there is any disagreement between these Regulations and the University’s Core Academic Regulations, the University’s Core Academic Regulations take precedence.

1.3. These Regulations should also be read in conjunction with the specific Programme Regulations for individual programmes. Unless specifically stated otherwise, if there is any disagreement between these Regulations and the specific Programme Regulations, these Regulations take precedence.

1.4. A full list of postgraduate taught awards is available in the University’s Core Academic Regulations.

1.5. In cases of doubt or uncertainty concerning these Regulations, the Academic Registrar will be consulted and may make an appropriate judgement on interpretation or may refer the matter to the Academic Enhancement and Standards Committee.

2. **Structure of Postgraduate Programmes**

2.1. Each programme shall be made up of modules, with a standard module rated at 20 credits, i.e. comprising one ninth of a Master’s degree programme (180 credits). Normally half modules rated at 10 credits and multiples of 10 credits are acceptable.

2.2. A Master’s degree programme may include a PGDip and a PGCert as exit points. Some programmes also offer these awards as free standing programmes to be applied for, studied and awarded.

2.3. It is permissible for undergraduate and postgraduate students to be taught in common. However, students on a postgraduate programme must be required to achieve learning outcomes at level 7 if the module is to be counted at level 7 and must accordingly be assessed at an appropriate level using a different module code from that used for undergraduate students. The modules involved will be treated as separate modules with different codes, with the undergraduate modules rated as agreed independently at validation. The credit rating of postgraduate modules must be considered and assessed separately to undergraduate modules.

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.
2.5. 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.

2.6. All postgraduate programmes have an ECTS equivalent which is presented on award certificates and transcripts. The ECTS credit for postgraduate courses is to be designated level 2. One ECTS credit is equivalent to two CAT credits as detailed in the University’s Core Academic Regulations. To comply with ECTS, credit equivalents will also be added to course and module information on the basis of equivalence with CAT credits.

3. **Mode of Study and Maximum Programme Length**

3.1. Postgraduate taught programmes may be taken on a full-time, part-time or open/distance learning basis.

3.2. To qualify for the award of a PGCert, a PGDip or a Master’s degree a student shall have completed all the modules for the award within a maximum of five years of study after the initial registration date.

**Except that:**
In the Subjects of Nursing and Midwifery, in order to support the extended programme hours required to meet the professional body requirements and to support exceptional programme interruptions, the maximum period of registration be 8 years including interruptions. Students must additionally demonstrate the ability to meet all the requirements, in the 12 months immediately preceding completion, of the final programme specific professional practice module.

3.3. Subject to the approval of the Programme Leader, a student may be permitted to change from one mode of study to another mode of study at an appropriate point in the programme (subject to any relevant immigration restrictions).

4. **Conditions for Satisfactory Progression**

4.1. The Examination Committee will require any student to withdraw who fails to submit any work for assessment within a single semester without formal approval for suspension or valid exceptional circumstances.

4.2. Students must complete all compulsory, elective or alternative modules as indicated in the Specific Programme Regulations (in the course handbook).

4.3. The maximum number of modules/credits a student may take in order to achieve a postgraduate award for which they were initially enrolled will be set proportional to the total credit for the course. Where a PGCert or PGDip is awarded as an alternative exit award, the maximum number of credits attempted will be the same as the award for which the student was initially enrolled. The table below takes account of possible AP(E)L:

<table>
<thead>
<tr>
<th>Number of credits to be completed for the award</th>
<th>Maximum number of credits to be attempted</th>
<th>Number of 20 credit modules or equivalent</th>
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<tbody>
<tr>
<td>240</td>
<td>340</td>
<td>17</td>
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<tr>
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<td>60</td>
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</tbody>
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5. **English Language Requirements**

5.1. Applicants whose home language is not English must demonstrate that their level of English is appropriate for study at postgraduate level. In addition to the academic entry qualifications of their chosen programme, applicants must have one of the qualifications acceptable to the University as set out in the list produced by Oxford Brookes International (OBI) or an equivalent acceptable qualification.

5.2. The English language requirements for a particular postgraduate programme may be set at a higher level than those specified. Candidates may also be required to have achieved minimum levels in specific English language skills, e.g. writing or reading.

6. **Examination Committees and External Examiners**

6.1. Examination Committees and external examiners will be appointed for each postgraduate programme on behalf of the Academic Board by the Academic, Enhancement and Standards Committee (AESC).

7. **The Assessment of Students**

7.1. The assessment regulations and grading schemes applying to programmes of study leading to Postgraduate Taught Degree awards are set out in the University Core Regulations Section A3. The grading scheme applying to Foundation degrees delivered at partner organisations, i.e. those currently outside the Grade Point Average scheme, is set out in A3.14.2(i).

7.2. The overall pass mark for each module and the whole award is 50%. The mark will be calculated by taking the rounded average of the module marks. Undergraduate modules included in a postgraduate programme will have a pass mark of 40%, but cannot 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 A2 of the Academic Regulations.

7.3. If a module has more than one assessment element, the marks awarded for each element will be calculated in line with the weightings stated in the module descriptor to calculate the overall module mark.

7.4. A module assessment strategy may state that, in order to obtain an overall pass, a minimum (stated) mark must be obtained in all elements of assessment, with an overall module minimum mark of no less than 50%. Where this is the case, it must be approved through the normal approval process, as set out in the Quality Standards handbook and should be clearly stated in the module descriptors and information provided to students in module handbooks.

7.5. Additional regulations which supersede the University’s regulations may apply on some programmes which lead to professional accreditation. In such cases any additional regulations must be approved through the normal approval process, as set out in the Quality Standards handbook and should be clearly stated in the module descriptors and information provided to students in module handbooks.

7.6. Distinctions and Merits shall be awarded for individual modules, postgraduate certificates, postgraduate diplomas and Master’s degrees.

7.7. For the purpose of agreeing a final classification for programmes, the mark will be calculated by taking the rounded average of the marks for all modules passed. Modules will be weighted by their credit value.
7.8. Students who have been admitted to a taught postgraduate programme through an AP(E)L route will only qualify for the award of a Merit or Distinction if they have completed 40 credits of the programme at Oxford Brookes.

7.9. A Merit shall be awarded when a mark of 60% or above is achieved. For a Master’s degree this must include a mark of at least 58% in the dissertation or project.

7.10. A Distinction shall be awarded when a mark of 70% or above is achieved. For a Master’s degree this must include a mark of at least 68% in the dissertation or project.

7.11. Where a student meets the criteria for the classification of both Merit and Distinction, as defined in 7.9 and 7.10 above, the Distinction shall be awarded.

Reassessment

7.12. A student who attempts an element of assessment and achieves less than 50% in that element of assessment, will be permitted one opportunity to resit the failed element, unless their performance on other elements of assessment within the module means they have already passed or failed the module overall. The mark awarded at resit will be capped at 50% unless the student has made a successful claim for consideration of exceptional circumstances. Some modules may specify that all assessment components must be passed, in which case a resit will be required.

7.13. The reassessment task will normally take the same form as the original assessment.

7.14. Students may be required to confirm their intention to attend a resit examination. Any student who does not attend a resit examination will not be offered an alternative resit opportunity except where the student has made a successful claim for consideration of exceptional circumstances.

7.15. The full mark for any element of assessment passed at first sit will go forward to be combined with any capped marks achieved at resit in accordance with weightings specified in the module specification.

7.16. Where a specified mark must be achieved in one or more individual elements of assessment, these marks must be achieved to pass at re-assessment. If the Examination Committee decides that other criteria for a pass mark are to be used the student must be informed immediately.

7.17. Where student has made a successful claim for exceptional circumstances they will normally take the assessment, as if for the first time, during the resit period. In this situation the student will have access to the full range of marks.

7.18. A student who does not pass a module at resit will be eligible to retake the module. When retaking the module, the student is required to register to take the entire module again, for which a fee is payable. The student is expected to attend all classes and to take all elements of assessment listed in the module descriptor. A student will have two opportunities to demonstrate that they have met the learning outcomes of the module at retake, a first sit and a resit. Students may only retake a module once i.e. a module can be attempted a maximum of twice.

7.19. A student who is not permitted by the Examination Committee to re-take a module or who otherwise reaches a position from which it is not possible to satisfy the conditions for an award under these Regulations shall be so informed and shall have to leave the programme. Such a student shall receive a transcript showing all the elements passed or for which credit
has been accorded and shall be awarded any intermediate qualification the conditions for the award of which have, in the judgement of the Examination Committee, already been fulfilled.

For further information about these regulations, please contact the Head of Student Records and Curriculum Management.

**Approved:** Academic Board, 28 April 2010

**Last updated:**

| Amendments to rules governing re-assessment | Academic Enhancement & Standards Committee, 1 December 2010 |
| Paras. 8.5 and 8.6: amendment to rules for classification of Merit and Distinction | Academic Board, 14 November 2010 |
| Para.4.3: increase in maximum number of credits that may be attempted | Academic Board, 13 February 2013 |
| Clarification of rules for calculation of Merit and Distinction for Masters degrees (paras. 8.5-8.7) | Academic Enhancement & Standards Committee, 22 May 2013 |
| Variation to B4.3.2 | Academic Enhancement & Standards Committee, 17 June 2015 |
| Removal of B4.6 Intermission - replaced with D3 | Academic Enhancement & Standards Committee, 16 September 2015 |
| Changes to resit and retake policy | July 2018 |
| Changes arising from Academic Board approval of paper AB190410/08. | 18 July 2019 |