

Part 5: Modular frameworks for taught courses

Section 18: Framework for postgraduate taught courses

Scope

- 18.1 These regulations are applicable to all taught courses leading to a postgraduate award of the University at level 7¹⁹. Any courses seeking exemption from these regulations, or from specific provisions of these regulations, must do so at the point of validation or review, and such exemption will normally only be granted in order to meet the requirements of external professional bodies.
- 18.2 These regulations will also be applicable to all taught postgraduate awards validated by the University but delivered under a collaborative arrangement with a partner institution, unless otherwise agreed at the point of validation or in accordance with normal procedures for making any change.
- 18.3 These regulations are applicable from the start of the 2017/18 academic session in respect of students studying at level 7.

General

- 18.4 The University uses Part A of the Quality Assurance Agency's (QAA) Quality Code as a reference point for setting, delivering and maintaining the academic standards of its validated awards. The Quality Code starts with the premise that qualifications should be awarded on the basis of achievement of positively defined learning outcomes (demonstrated through assessment against a standard) rather than duration of study. This applies to all postgraduate awards validated by the University of Westminster, including those delivered by Partner Institutions.
- 18.5 All postgraduate credit bearing awards are expected to align with the UK reference points for academic standards as set out in the QAA's Quality Code Part A1. This will be considered by University Validation Panels, who act with delegated authority from Academic Council when considering proposals for new course validation or for the periodic review of existing awards.
- 18.6 Where an award has been validated by the University to fulfil the requirements of a Professional, Statutory or Regulatory Body (PSRB), the University still maintains the responsibility for the academic standards of that award, even where the PSRB influences the design, approval, monitoring or review of that award.
- 18.7 All awards, and consequently the courses that lead to them, will be assigned, at the point of validation, to a Level of the *Framework for Higher Education Qualifications in England, Wales and Northern Ireland* (QAA, August 2008) in accordance with the national system of levels and awards stated in Table 1.
- 18.8 The Awards of the University that may be conferred under this scheme are as stated in Table 1 below:

Table 1: The national system of levels and awards as it applies to the University

Level	Award Type	UoW Award
Level 7 (Postgraduate)	Master's degrees	MA MArch MSc MBA LLM MMus

¹⁹ Integrated Masters awards, although at Level 7, are regarded for many purposes as undergraduate awards and are governed by the provisions of Undergraduate Framework.

		MFA MRes
	Postgraduate Diploma	PgDip
	Postgraduate Certificate	PgCert
	Postgraduate Certificate in Education	PGCE
	University Diploma in Special Study	UCertSS
	University Certificate in Special Study	UDipSS

- 18.9 To be eligible for an award a student must achieve a specified volume of Credit, at specified Levels, as detailed in the section 'Awards and Classifications'. Students achieve Credit by undertaking and satisfactorily completing Modules. Modules are the building blocks of Courses and Awards.
- 18.10 Each course is described in detail in the Programme Specification, which must be approved at the point of validation. The Programme Specification describes, amongst other things, the structure of the course and the modules which the course comprises, including details of any optional modules. It also describes the pathways that might be available, and the award title(s) to which the course can lead.

Framework Structure

Modules & Credits

- 18.11 Each module is described in detail in the Module Descriptor, which must be approved at the point of validation²⁰. The Module Descriptor describes, *inter alia*, the structure of the module, the amount and type of teaching and learning activity, the learning outcomes for that module, the assessment criteria for that module, the ways in which the module will be assessed, and the relative weightings of the assessment activities.
- 18.12 Each module will be assigned a Credit Level and a Credit Volume. Together these constitute the Credit Value of that module.
- 18.13 The Credit Level will reflect the depth of learning involved and the intellectual demand of the module, and will be assigned with reference to the Credit Level Descriptors prescribed by Appendix B of the *Higher Education Credit Framework for England: Guidance on Academic Credit Arrangements in Higher Education in England* (QAA, August 2008), and stated below in Table 2:

Table 2: Generic Credit Level Descriptors (source: HE credit framework for England 2008)

Level	Learning accredited at this level will reflect the ability to:
Level 7	display mastery of a complex and specialised area of knowledge and skills, employing advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for related decision making, including use of supervision
Level 6	critically review, consolidate and extend a systematic and coherent body of knowledge, utilising specialised skills across an area of study; critically evaluate concepts and evidence from a range of sources; transfer and apply diagnostic and creative skills and exercise significant judgement in a range of situations; and accept accountability for determining and achieving personal and/or group outcomes.

- 18.14 The Credit Volume will reflect the amount of learning expected for the typical student to achieve the learning outcomes of that module. The Credit Volume is based on an estimate using the idea of *notional hours of learning*, which includes not only formal classes and

²⁰ Procedures for approving additional modules or amending existing modules will be contained in the Quality Assurance and Enhancement Handbook.

contact time, but also preparation time, independent study, reading, revision, assessment, the undertaking of course work, online learning, field trips, and all other self-directed learning. One credit represents 10 *notional hours of learning*. Credit Volume therefore defines the module size.

- 18.15 The standard credit size would normally be multiples of 20. However other sizes may be permitted, subject to approval at validation.
- 18.16 Where a programme involves a major project, dissertation module or equivalent, the normal expectation will be that such a module will have a weighting of 60 or 40 credits although variants may be approved by a University Validation or Review Panel.
- 18.17 Credit Volumes used by the University are consistent with those used throughout the UK Higher Education sector. Note that across much of the rest of the European Union, and other collaborating European countries, the European Credit Transfer and Accumulation Scheme (ECTS) is used. The United States HE sector operates a different credit system again. 20 University of Westminster credits equate to 10 ECTS credits and 5 US credits.

Course Structure

- 18.18 Students must take modules of prescribed credit volumes, as defined by Table 3 below:

Table 3: Course structures – Levels & Prescribed Credit Values - target awards only

Award Name	FHEQ Level	Volume of Credit to be taken	Maximum amount of L6 credit to be included in the award
Masters in Fine Art	7	240 credits	30 credits
MArch		240 credits	120 credits
LLM MA MSc MRes MBA MMus		Minimum 180 credits Maximum 240*	30 credits
Postgraduate Diplomas		120 credits	30 credits
Postgraduate Certificates		60 credits	20 credits
University Diploma in Special Study		40 credits	-
University Certificate in Special Study		20 credits	-

**Credits over and above 180 applies only to students undertaking a credits for a placement module as defined by the Programme Specification for that course. Students on such a course will take 180 credits at the University, and will then take an additional 60 credits during the placement year. Such additional credits are taken at Level 7 only, and do not contribute for the purposes of progression requirements (see paragraph 18.113 – 18.114 below) and do not contribute to any award calculation (see paragraph 18.123 below).*

- 18.19 Students may not take more than the stated credit volume at each level except where seeking to recover failed credit (see regulations 18.86 – 18.91 below).
- 18.20 The Postgraduate framework allows for a maximum of 20 credits at level 6, thus formalising an element of introductory work that some courses might wish to include at the start of the programme of study.

- 18.21 Where a taught course incorporates one or more credit level 7 modules with joint teaching at credit level 6, a student who has successfully completed that module or a direct equivalent as part of an undergraduate programme of study will nonetheless be required to successfully complete the postgraduate level assessment. The decision as to whether they are required to attend the module will be taken by the relevant member of academic staff as part of programme planning.
- 18.22 Modules can be designated as either core or option according to their importance in enabling students to achieve the learning outcomes for the course as a whole and, where applicable, meet professional body requirements. Individual modules do not have an intrinsic status as core, option or elective, but are designated as such in relation to a particular course. It is therefore possible for a single module to be core in relation to one (or more) course(s) and an option in relation to another (or other) course(s).
- 18.23 Core modules are those which serve a fundamental role within the curriculum, and for which achievement of the credits for that module is essential for the achievement of the named award. Core modules must therefore be taken, and passed, in order to achieve the named award. They are associated with, and validated as part of, a specific course (or courses), and are listed as core modules in the programme specification.
- 18.24 Option modules are those which are in the same subject area as the course of study and are offered to students in order to provide an element of choice in the curriculum and from which students are able to select. They are associated with, and validated as part of, a specific course (or courses), and are listed as option modules in the programme specification.
- 18.25 The Programme Specification for each course shall list, by Level, all modules which are available to students on that course, including both core modules and, where applicable, option modules.

Guidance: Student Responsibilities – Module Registration

- Students are responsible for compiling their programme of study and ensuring that it complies fully with the framework regulations and with any course specific regulations.
- Students must register their option module choices by deadlines to be determined annually and published by the Academic Registrar's Department. Students should seek advice from their Campus Registry.
- In the event that a student fails to register module choices, the University reserves the right to assign modules on the student's behalf.
- Students seeking to change a module registration must do so in accordance with procedures and deadlines determined annually by the Academic Registrar's Department. Students should seek advice from their Campus Registry.
- A student will not normally be permitted to change a module selection once delivery of that module has started.
- Where the procedure for a change of module registration is not followed, or a request is not accepted, the student will remain registered on the module, and will be subject to the assessment requirements of that module.
- Requests to change a module registration submitted after the published deadline will only be considered where:
 - the module cannot be accommodated within the validated course structure; or
 - a part-time student has a verified conflict between a selected module and work obligations; or
 - the University acknowledges that the published module information is misleading.

Mode of Study

- 18.26 The Programme Specification, as agreed at the point of validation or review, will state whether a course is available in Full-Time (FT) mode, Part-Time (PT) mode, or both. Where a course is validated in both FT and PT modes, students must state their intended mode of study at the point of application to the course.
- 18.27 The normal requirement for each Full-Time year of postgraduate study is 180 credits for a Master's degree, 120 credits for a Master's with Fine Arts, 120 credits for a Postgraduate Diploma and 60 credits for the Postgraduate Certificate with attendance. Any student taking fewer than 120 credits in an academic year will be regarded as a Part-Time student.
- 18.28 A student wishing to change mode of study may normally only do so before the start of the next semester.
- 18.29 With the exception of a module retriever, a student may only undertake a course in the mode for which that course has been validated.

Enrolment

- 18.30 Students are required to enrol on a named course of study and must re-enrol annually in accordance with procedures laid down by the Academic Registrar's Department. An eligible student who fails to complete their enrolment within two weeks of their expected enrolment date will be deemed to have withdrawn from their course and will normally have their enrolment terminated.
- 18.31 The maximum periods of enrolment for a course, including any periods of interruption or suspension, are as stated in Table 4 below:

Table 4: Maximum periods of enrolment - target awards only

Course	Standard (Minimum) Period of Enrolment Full-Time (notwithstanding RPEL & Credit Transfer)	Maximum Period of Enrolment ²¹	
		Full-Time Course	Part-Time Course
LLM MA MSc MBA MMUS MRes	1	4	5
LLM <i>with placement year</i> MA <i>with placement year</i> MArch <i>with placement year</i> MSc <i>with placement year</i> MBA <i>with placement year</i> MMUS <i>with placement year</i> MRes <i>with placement year</i>	2	4	-
MArch	2	4	5
MFA	2	4	5
PgDip	1	2	4

²¹ These are the overall time limits for courses with the substantive mode of attendance indicated above. They include any periods for the suspension of studies or the retrieval of failed modules. The time limit for any programme of study not listed above shall be determined by the relevant University Validation Panel.

PgCert	1	1	2
University Diploma in Special Study	-	-	2
University Certificate in Special Study	-	-	2

- 18.32 Where a student changes mode of study during their course, or transfers into the University in accordance with RPEL or Credit Transfer regulations, the maximum period of enrolment shall be determined by the Academic Registrar, or nominee, on a pro rata basis.
- 18.33 An extension to the maximum period of enrolment may only be granted in exceptional circumstances and normally for one academic year at the discretion of the Academic Registrar or nominee. An extension should be requested as soon as it is apparent that one would be needed or within one month of the publication of results.
- 18.34 Students who exhaust the relevant maximum period of enrolment without achieving the final award will, where an extension has not been granted, have their enrolment terminated. Such students may be eligible for an exit award (see regulations 18.131 – 18.132 below).

Guidance: Student Responsibilities – Enrolment

- Students must enrol annually in accordance with procedures determined and notified by the Academic Registrar's Department.
- A student who fails to complete enrolment within two weeks of the prescribed deadline, without good cause and without informing the University, will be deemed to have withdrawn from the University and will normally have their enrolment terminated.
- Students should ensure that they are aware of the maximum period of enrolment for their desired award, as stated above, and should ensure that they do not exceed this maximum period.

Course Transfers

- 18.35 A student wishing to transfer from one course to another within the University must do so in accordance with the published procedure and:
- iii. Must normally, , do so within the first two weeks of the academic year or, in the case of a continuing student, do so at the end of the academic year;
 - iv. must gain the approval of the Course Leader or nominee of each of the current and proposed course;
- 18.36 A student transferring to another institution shall be regarded as a withdrawal (see regulations 18.47 – 18.52 below)

Guidance: Student Responsibilities – Course Transfers

- Students wishing to transfer must follow the published procedures, and
- Students should be aware that there may be course fee and funding implications following a transfer. Students should contact the Student Advice Service, or the Student Loans Company / Student Finance England as appropriate, for further information. For students on a Tier 4 visa a transfer may also have implications for the visa. Where relevant, your Campus Registry will notify Student Finance England and the Home Office about any transfer.

Interruptions

- 18.37 An interruption is an extended period of authorised absence from the course.
- 18.38 A period of interruption may be:
- i. taken by a student at that student's discretion; or
 - ii. required by the University on grounds of the student's health and/or well-being.
- 18.39 Where the University wishes to require a student to interrupt on grounds relating to the student's health and/or well-being, the procedure as described in the University's *Fitness to Study Policy* shall be observed.
- 18.40 The University may only require a student to interrupt where the University is satisfied that a period of interruption is in the best academic interests of the student. Under no circumstances shall such action be taken as a punitive measure.
- 18.41 Students who seek or are required to interrupt their studies on health grounds will be required to provide evidence, to the satisfaction of the Course Leader or in accordance with the Fitness to Study Policy, as appropriate, that they are fit to resume their studies before they rejoin the course.
- 18.42 An interruption is not to be confused with, or used as a substitute for, deferral of an assessment due to mitigating circumstances (see regulations 18.57 and 18.64)
- 18.43 An interruption will not normally be permitted for a period of less than one semester.
- 18.44 Where a student commences a period of interruption once a module has started but before completing all the assessment requirements for that module, no credit will be awarded and the student, upon their resumption of studies, will normally be required to rejoin at the start of the uncompleted module(s).
- 18.45 The maximum period of enrolment (see regulation 18.31 above) includes any periods of interruption.
- 18.46 During a period of interruption a student is not normally entitled to access any of the University's services or systems, including IT, library, workshop or social facilities, beyond such access that is permitted to members of the public.

Guidance: Student Responsibilities – Interruptions

- Students wishing to interrupt their studies must contact their Campus Registry and complete the appropriate documentation.
- Students wishing to return to their studies from a period of interruption in accordance with regulation 18.38 ii, must seek permission from their Course Leader, and will be required to demonstrate that the personal reasons that necessitated the interruption are no longer relevant.
- Students interrupting their studies should be mindful of the maximum permitted period of enrolment for their course, and should be aware that they risk having their enrolment terminated if they exceed the maximum permitted period.

- Students should be aware that there may be course fee and funding implications for them following a period of interruption. Students should contact the Student Advice Service, or the Student Loans Company / Student Finance England as appropriate, for further information. For students on a Tier 4 visa an interruption may also have implications for your visa. Where relevant, your Campus Registry will notify Student Finance England and the Home Office about any interruption. Students are advised to seek advice from the Student and Academic Services department.

Withdrawals

- 18.47 Any student who is absent from their studies without authorisation or good reason for a period of at least two weeks (10 consecutive working course days), may be deemed to have withdrawn from their course and, at the discretion of the Deputy Registrar (Student Administration), may, provided that notice and an opportunity for the student to make representations has been given, have their enrolment terminated.
- 18.48 A student whose enrolment is so terminated may only be re-instated upon appeal to and at the discretion of the relevant Head of College, or nominee. There shall be no further right of appeal.
- 18.49 A student who wishes to withdraw from their studies should notify the University in accordance with procedures determined annually by the Academic Registrar's Department.
- 18.50 Where a student withdraws from their studies before or without completing all of the assessment components for a module, the student will be withdrawn from that module, the module will not be considered by the Assessment Board, and no credit will be awarded for that module.
- 18.51 Where a student withdraws from their studies after completing all of the assessment components for a module, the module will be considered by the Assessment Board and credit for that module may be awarded.
- 18.52 Where a student withdraws from their studies, an exit award may be awarded (see regulations 18.131 and 18.132).

Guidance: Student Responsibilities – Engagement & Withdrawal

- Students are expected to engage fully with their studies. Such engagement includes regular attendance.
- Students who are unable to attend due to illness, or other good cause, should notify their Campus Registry at the earliest opportunity.
- Students who are absent from their course for 10 consecutive working days without authorisation or without notifying the Campus Registry risk being deemed to have withdrawn for their studies and consequently having their enrolment terminated.
- Students who wish to withdraw should notify the University in accordance with published procedure, and should consult their Campus Registry in the first instance.
- Students who withdraw should make themselves aware of any financial implications, including liability for the payment of tuition fees and other costs. Further details can be found in the University's Financial Regulations, or through seeking advice from the Student and Academic Services Department.

Assessment

Assessment Structure

- 18.53 Each module shall comprise one or more summative assessment²² components. These assessment components will be clearly stated and detailed in the module descriptor and may only be varied in accordance with the procedures for module modification. Where a module has more than one assessment component, the module descriptor shall state the relative weighting of each component.
- 18.54 With the exception of 'grade only' modules (see regulation 18.67 below); each assessment component will be awarded a mark in the range 0 to 100. All marks awarded for module components will be integers. The module mark and result will be determined by aggregating the marks awarded to the assessment components (see regulation 18.56 below).
- 18.55 An assessment component may be defined in the module descriptor as being a qualifying assessment component, with a qualifying mark. A qualifying assessment component is a component in which the qualifying mark must be reached in order to pass the module.

Marking

Assessment Component Level

- 18.56 Each assessment component will be assessed against the assessment criteria as published in the module descriptor for that module and (with the exception of 'grade only' modules) awarded a mark between 0 and 100.

The result of each component will be determined by the mark awarded according to the following table:

*Table 5:
Assessment component mark scheme for modules at Level 6*

Mark Range	Result
40 - 100	Pass
0 – 39	Fail
0	Defer*

Assessment component mark scheme for modules at Level 7

Mark Range	Result
50 - 100	Pass
0 – 49	Fail
0	Defer*

* see regulation 18.57 below

- 18.57 Where the student has been permitted, as a result of mitigating circumstances, to present an assessment component at a later date, a mark of 0 is awarded, with a result of 'Defer'. In such cases the student will be deferred in that assessment component (see regulation 18.64 below).
- 18.58 All students who submit or present themselves for assessment are, in doing so, declaring themselves fit to be assessed. This is known as the 'fit to sit' policy. A student may only be deferred in respect of an assessment component that s/he has presented where the student can demonstrate, to the satisfaction of the University, that due to the nature of the mitigating circumstances the student was not aware that s/he was not fit to be assessed when deciding to submit or present for assessment.

²² Summative assessment is assessment whose mark contributes to the module mark and thus to the award. It contrasts with formative assessment, whose primary purpose is to inform students and staff of the students' progress and to allow students to reflect on their work. Formative assessment does not contribute to either the module mark or the award, and thus it is not governed by the provisions of these regulations.

- 18.59 Under no circumstances may individual marks be adjusted, at either assessment component, module, or award classification level, on the basis of mitigating circumstances. Where mitigating circumstances are accepted in accordance with the relevant University policies and regulations concerning mitigating circumstances and academic appeals, this will result only in the assessment component in respect of which the mitigating circumstances were submitted being set aside and a mark of 0 awarded. The student will be deferred in that assessment component and will have a right to be assessed as if for the first time (where the deferral was at the first attempt) at the next available opportunity as defined in regulations 18.74 – 18.78 below.
- 18.60 The University's Mitigating Circumstances Regulations and Academic Appeal Regulations will reflect these principles and will detail the procedures that will be applied.

Module Level

- 18.61 The module pass mark for modules at Level 6 is 40 and for modules at Level 7 is 50.
- 18.62 The overall module mark achieved by each student shall be calculated by aggregating, in accordance with their relative weightings, the student's assessment components marks (the 'weighted average'). Except where a student fails a qualifying assessment component, a module may be passed even where one or more assessment components have been failed, provided that the module pass mark is achieved.
- 18.63 However, where a student fails to achieve the qualifying mark in a qualifying assessment component, the module is failed and the overall module mark is capped and recorded at 49 in the case of modules at Level 7 (i.e. where the weighted average is greater than 49 the student will be awarded a mark of 49 for the module), or 39 in the case of modules at Level 6 (i.e. where the weighted average is greater than 39 the student will be awarded a mark of 39 for the module).
- 18.64 Where a student is deferred in one or more assessment components, but has not failed any assessment components, the student will be deferred in the module pending completion and assessment of the deferred assessment component(s) (see regulations 18.74 – 18.78 below). This applies even where the overall module pass mark has been achieved.
- 18.65 Where a student is deferred in one or more assessment components but has also failed one or more assessment components (or failed to reach the qualifying mark in a qualifying assessment component) and has failed to achieve the overall module pass mark (including by virtue of failing to achieve the qualifying mark in a qualifying assessment - see regulation 18.63 above), the student will fail the module.
- 18.66 Where a student is deferred in one or more assessment components but has also failed one or more assessment components but has achieved the overall module pass mark, the student will be deferred in the module pending completion and assessment of the deferred assessment component. In such cases the student will not be re-assessed in the failed assessment component(s).
- 18.67 'Grade only' modules may be permitted where there is an external body requirement for modules to be assessed on a pass/fail basis. These will be clearly identified in the validated programme specification. Additionally, modules taken as part of a study abroad, exchange, or placement period may be grade only. Where a module is grade only, no numerical mark is awarded, at either component or module level, and students can only pass or fail. Such modules will therefore not count towards the calculation of any award classification.
- 18.68 The result of each module will be determined by the mark awarded according to the following table:

Table 6:
Module mark scheme for modules at Level 6

Mark Range	Result
40 – 100	Pass
0 – 39	Fail
0 - 100	Defer*

Module mark scheme for modules at Level 7

Mark Range	Result
50 – 100	Pass
0 – 49	Fail
0 - 100	Defer*

* see regulation 18.61 above

- 18.69 All marks, results and indicative grades, both at assessment component level and module level, are provisional until considered and ratified by the appropriate Assessment Board.
- 18.70 Where a student passes a module the student will be awarded the volume of credit assigned to that module. The award of partial credit for a module is not permitted.
- 18.71 A module that has been passed, and for which credit has been awarded, may not be repeated in order to improve a mark or gain additional credit.

Condonement

- 18.72 Condonement is not available for any postgraduate award.

Rounding of Module Marks

- 18.73 Module marks will be rounded to the nearest integer. The rounded mark shall be used in the calculation of any award classification.

Timing of Assessment & Assessment Boards

- 18.74 Coursework (i.e. assessment other than formal examinations) shall be completed by the published deadlines.
- 18.75 All formal examinations shall normally be held during the University's designated examination period(s).
- 18.76 Where an incoming exchange / study abroad student is not required or expected, under the terms of the exchange agreement, to be available during the relevant designated examination period, alternative assessment arrangements will normally be made to facilitate the student's assessment prior to the student's return to their home institution.
- 18.77 There will normally be four assessment board periods each year. There may be additional assessment board periods as permitted by the College Teaching Committee.
- 18.78 Students must ensure that they are available during the Referral/Deferral examination period in case they are required to undertake one or more Referrals/Deferrals.

Failure

- 18.79 A student who fails a module may, subject to regulations concerning maximum number of attempts, maximum number of credits, maximum periods of enrolment, and credit thresholds be permitted a further attempt at that module (see regulations 18.80, 18.89 and 18.31).
- 18.80 No student may be permitted more than four attempts at any module, of which only one may be a Retake. Each Referral and Retake (see regulation 18.83 below) counts as an attempt, and the module attempt number is incremented accordingly. A student who fails a module at

the fourth attempt will have exhausted the maximum number of attempts. Note that where the failed module is Referred and contains one or more deferred assessment components (see 18.65 above), the module attempt number will be incremented however the attempt number of those deferred assessment components will not be incremented.

- 18.81 No student may be permitted more than two attempts at the Project/Dissertation module. Most courses will have only one such piece of work. In cases where more than one is included, the course specific regulations will specify which module is limited to two attempts.
- 18.82 Notwithstanding regulation 18.80 above, Professional, Statutory or Regulatory bodies may impose a maximum number of attempts in respect of courses which they accredit. Where that is the case, and where the PSRB's maximum is lower than the University's maximum, the PSRB's requirement shall take precedence over regulation 18.80.
- 18.83 Where a student is permitted a further attempt, the student is deemed to be re-assessed in that module.
- 18.84 Reassessment will take the form of either a Referral or a Retake (see regulations 18.92 – 18.109 below).
- 18.85 In lieu of a Retake, a student may, subject to regulations concerning maximum number of credits, maximum periods of enrolment, and credit thresholds (see regulations 18.80, 18.89 and 18.31), and provided that the failed module is not a core module or pre-requisite for a core module at a subsequent level, choose to undertake an alternative module (or modules) of the same credit value. In such cases, the alternative module will be regarded as a first attempt and, consequently, the mark will not be capped.

Maximum Number of Credits That May be Taken at Each level

- 18.86 The standard number of credits that are to be taken by a student at each level is defined in Table 4 above. A student may only take more than the stated number of credits at that level when attempting to retrieve failure.
- 18.87 Where a student Retakes a module (see below) the student is required to re-register for that module. The credit volume of that module will contribute to the number of credits taken with the exception of study abroad or placement modules (see paragraph 18.110 below),
- 18.88 Similarly, where a student chooses to take an alternative module rather than retaking a failed module, the credit volume of that module will contribute to the number of credits taken.
- 18.89 The maximum number of additional credits (i.e. credits over and above the standard number of credits defined in table 3) is 60.

Therefore, a student is allowed, following failure, to Retake modules, or to take alternative modules, to a maximum value of 60 credits.

- 18.90 Where a student exhausts the maximum number of credits that may be taken at that level the student will have his or her enrolment terminated by the Assessment Board (see regulation 18.115 below).
- 18.91 Where courses include a 60-credit module, the University will publish advice to warn students that if they fail the module they may be limited to re-assessment as re-attempting the module may exceed the maximum number of credits permitted within the framework for postgraduate taught courses

Reassessment: Referral

- 18.92 A Referral gives the student an opportunity to retrieve the failed assessment component(s) of a failed module without attendance.

- 18.93 A Referral will be offered where the following conditions are met:
- iii. where a further attempt is permitted by these regulations; and
- In the case of all modules other than final project or dissertation modules:
- iv. where the module failure being considered is at first attempt or at Retake (i.e. a Referral cannot be offered immediately following failure at Referral);
- In the case of final project or dissertation modules:
- iii. where the module failure being considered is at first attempt or at Retake, and
 - iv. where the final module mark is at least 40%.
- 18.94 At Referral, the student will be required to be reassessed in the failed assessment component(s), or any alternative form of assessment at the discretion of the Assessment Board, provided that it is equivalent, appropriate to the module's learning outcomes and consistent with the module's validated assessment strategy.
- 18.95 Where the Referral is offered at the Assessment Board the student will normally be permitted to undergo assessment during the next assessment period. A referral will normally comprise submission or presentation of the outstanding assessment components. A new module registration is not required.
- 18.96 Where the Referral is the second attempt at the module, the mark awarded to any referred assessment component will be capped at the pass mark (40 in the case of modules at Level 6, 50 in the case of modules at level 7). Note that where such a Referral also includes one or more deferred assessment components (see 18.65 and 18.80 above), but those deferred assessment components are still at the first attempt, the mark awarded to those deferred assessment components will not be capped. Where the Referral is the fourth attempt at the module, the overall module mark will be capped at the pass mark (40 in the case of modules at Level 6, 50 in the case of modules at level 7).
- 18.97 The marks achieved in any of that module's assessment components passed at the preceding Assessment Board will stand and will be carried forward.
- 18.98 At Referral, the overall module mark will be calculated by:
- ii. using the highest mark achieved by the student for each component in either the first or referred attempt (subject to any mark capping in accordance with 18.96 above)
 - ii. aggregating, in accordance with their relative weightings, the student's assessment components marks (the 'weighted average').
- 18.99 Where a student is deferred in a referred assessment component and does not fail any of the referred assessment components, the student will be deferred in the module pending completion of the deferred components.
- 18.100 Where a module result includes both referred and deferred assessment components (see 18.65 above), and the student fails to achieve the module pass mark at reassessment, the student will fail the module and in accordance with 18.93ii will not be permitted a further referral in the module or that assessment component.
- 18.101 No tuition fees are payable for Referrals; however the University reserves the right to levy an administration charge.

Reassessment: Retake

- 18.102 A Retake gives the student an opportunity to retrieve the failed assessment component(s) of a failed module during the next academic year and requires the student to repeat the module in its entirety, with attendance, including all assessment components that may have already been passed. The student will be liable for the appropriate tuition fees.
- 18.103 A Retake will be offered where the following conditions are met:
- iii. where a further attempt is permitted by these regulations; and
- In the case of all modules other than final project or dissertation modules:
- iv. where the module failure being considered is at Referral (i.e. a student will always have a Referral opportunity before a Retake);
- In the case of final project or dissertation modules:
- v. where the module failure being considered is at Referral, or
- vi. where the final module mark is less than 40%.
- 18.104 A new module registration is required for each Retake.
- 18.105 At Retake, each assessment component will be awarded a mark in accordance with the mark scheme stated at Table 5 above. No marks achieved in any assessment components previously undertaken will be carried forward.
- 18.106 At Retake, the overall module mark will be capped at the pass mark (40 in the case of modules at Level 6, 50 in the case of modules at level 7).
- 18.107 At Retake, where a student is deferred in one or more of the assessment components, but does not fail any of the assessment components, the student will be deferred in the module pending completion and assessment of the deferred assessment component.
- 18.108 Where a module to be Retaken is no longer being offered, the student will be required to undertake an alternative module.
- 18.109 It follows from the requirements of 18.93 and 18.103 above that a second attempt will always be undertaken as a Referral, a third attempt will always be undertaken as a Retake, and a fourth attempt will always be undertaken as a Referral.
- 18.110 As additional modules taken as part of a study abroad or placement year do not contribute for the purpose of progression requirements and do not contribute to any award calculation (see paragraph 18.123 below), they are not normally required to be retaken. However, where such a module is exceptionally retaken, it will not count towards the maximum number of credits that may be taken at that Level (see paragraph 18.87 above).

Deferred Assessment

- 18.111 A student may only be deferred in a module as a result of accepted mitigating circumstances and in accordance with regulations 18.57 and 18.64 above.
- 18.112 Where a student is deferred in a module, it will not count as an attempt at that module and the student will have a right to be assessed as if for the first time (where the deferral was at the first attempt) at the next available opportunity as defined below.
- 18.113 Where the student is deferred at the Assessment Board the student will normally be permitted to undergo assessment during the next assessment period. A deferral will normally comprise submission or presentation of the outstanding assessment components. The marks achieved in any assessment components previously passed will stand and will be carried forward.

Guidance: Student Responsibilities – Assessment

- Students ensure that they are familiar with the assessment requirements of each of their modules. This information is available in the published module information.
- Students should ensure that they comply with these requirements, submit all assessments, and attempt all examinations.
- Students should be aware that if they undertake an assessment or present for an examination, in doing so they are declaring themselves fit to be assessed. Only in very exceptional circumstances will mitigating circumstances subsequently be accepted in respect of an assessment that a student has undertaken.
- Students should ensure that they are available for the next assessment period in case they undertake a referral or a deferral.

Progression

18.114 There are no progression requirements for students registered on a postgraduate course, subject to the requirements for pre-requisites and the provisions of any course specific regulations.

18.115 Progression requirements for Professional Doctorates with a taught element are stated within Section D in the Research Degree Regulations and the validated Programme Specific Regulations.

Exclusion on Academic Grounds

18.116 An Assessment Board will terminate a student's enrolment (exclude) on academic grounds in any of the following circumstances:

- v. Where a student has exhausted the maximum permitted number of attempts at a core module, or a module which is a pre-requisite or co-requisite of a core module (see regulation 18.80 above)
- vi. Where a student has failed more than 60 credits (see regulation 18.89 above)
- vii. Where a student has exhausted the maximum period of enrolment (see regulation 18.31 above)

18.117 Where a student has been excluded on academic grounds;

- i. there shall be no further opportunity for re-admission or re-enrolment on to the same course;
- ii. there shall be no automatic right to transfer to another course at the University of Westminster. Excluded students will be required to submit a new application for admissions as per the published procedure;
- iii. any recommendation from the Assessment Board to transfer to another course where an exit award is specified in the Programme Specification will not require a new application for admission.

18.118 Where a student is so excluded, an exit award may be awarded (see regulation 18.135 below).

Awards & Classifications

- 18.119 In order to be considered for an award a student must have achieved the minimum number of credits as prescribed below and must have met any additional requirements detailed in the relevant programme specification.
- 18.120 Where a student withdraws from a course the Assessment Board will award the highest intermediate award which the student is eligible to receive. In addition, a classification may also be awarded.
- 18.121 Module marks at Levels 6 shall not contribute to the degree classification.
- 18.122 Where a student has met the requirements for an award, the classification will be determined using the average marks of all passed modules. This average will be rounded to the nearest integer.
- 18.123 Additional credits taken as part of a placement year do not contribute to the calculation of any award classification. Therefore, all references to credits in these award calculation regulations exclude credits achieved as part of a placement year, which are and above the standard 180 credits taken.

Credit Value Requirements for Award

18.124 Award of a University Certificate in Special Study (UCERTSS)

The University may award a Postgraduate Certificate of Special Study to a student who has passed a programme of study of at least 20 credits at level 7 approved as such by a University Validation Panel.

18.125 Award of a University Diploma of Special Study (UDIPSS)

The University may award a Postgraduate Diploma of Special Study to a student who has passed a programme of study of at least 40 credits at level 7 approved as such by a University Validation Panel.

18.126 Award of a Postgraduate Certificate (PgCert)

To be eligible for the award of a Postgraduate Certificate, a student must have a minimum of 60 credits at level 7 (this may include a maximum of 20 credits at level 6 where validated as part of the award);

The University may award:

- i. a **Postgraduate Certificate with Merit** to a student whose marks average at least 60% across the modules contributing to the award.
- ii. a **Postgraduate Certificate with Distinction** to a student whose marks average at least 70% across the modules contributing to the award.

18.127 Award of a Postgraduate Diploma (PgDip)

To be eligible for the award of a Postgraduate Diploma, a student must have a minimum of 120 credits at level 7 (this may include a maximum of 20 credits at level 6 where validated as part of the award);

The University may award:

- i. a **Postgraduate Diploma with Merit** to a student whose marks average at least 60% across the modules contributing to the award.

- ii. a **Postgraduate Diploma with Distinction** to a student whose marks average at least 70% across the modules contributing to the award.

18.128 Award of Master's of Fine Arts (MFA)

To be eligible for the award of a Master's of Fine Arts Degree, a student must have obtained a minimum of 240 credits at level 7;

The University may award:

- i. a Master's of Fine Arts Degree with Merit to a student whose marks average at least 60% across modules at level 7;
- ii. a Master's of Fine Arts Degree with Distinction to a student whose marks average at least 70% across the modules at level 7;

18.129 Award of Master's by Research (MRes)

To be eligible for the award of a Master's by Research, a student must have:

- i. obtained a minimum of 180 credits at level 7 (this may include a maximum of 20 credits at level 6 where validated as part of the award);
- ii. attempted modules worth no more than 240 credits (see section 18.32);
- iii. attempted no more than 40 credits in taught modules; and

Note: The inclusion of a Research Methods module, if it is within the course, should be included within these 40 Credits and not as a third taught module.

The University may award:

- i. a Master's by Research with Merit to a student whose marks average at least 60% across modules at level 7.
- ii. a Master's by Research with Distinction to a student whose marks average at least 70% across the modules at level 7.

18.130 Award of an Erasmus Mundus Master's Degree

To be eligible for the award of an Erasmus Mundus Master's Degree, a student must have obtained a minimum of 240 credits at level 7 (this may include a maximum of 20 credits at level 6 where validated as part of the award);

The University may award:

- i. an Erasmus Mundus Master's Degree with Merit to a student whose marks average at least 60% across modules at level 7.
- ii. an Erasmus Mundus Master's Degree with Distinction to a student whose marks average at least 70% across the modules at level 7.

18.131 Award of all other Master's Degrees (LLM, MBA, MA, MArch, MMus, MSc)

To be eligible for the award of a Master's Degree, a student must have obtained a minimum of 180 credits at level 7 (this may include a maximum of 20 credits at level 6 where validated as part of the award);

The University may award:

- i. a Master's Degree with Merit to a student whose marks average at least 60% across modules at level 7;
- ii. a Master's Degree with Distinction to a student whose marks average at least 70% across the modules at level 7;

Borderline Candidates & Discretion

- 18.132 The arithmetical outcome of the award calculation is final, and the concept of a 'borderline candidate' is not recognised by this scheme. Accordingly, Progression and Award Board will not have discretion to vary the award or award classification derived in accordance with the above award calculation schemes.
- 18.133 Where a student commenced their studies prior to September 2017, the Progression and Award Board shall consider all students who fall within one percent of the classification boundary for possible elevation to the next classification. This application of discretion by the Progression and Award Board may be based upon strength elsewhere within the student profile such as the project or dissertation. Guidance regarding the criteria against which discretion is considered and agreed at College, School and/or course level, will normally be detailed within the course handbook.
- 18.134 Under no circumstances may an award classification be amended on the basis of mitigating circumstances (see regulation 18.59 above).

Exit Awards

- 18.135 Where a student:
- iv. fails to achieve sufficient credits to gain the award for which they are enrolled, and
 - v. is excluded on academic grounds or as being 'timed out', or for good cause, as adjudged by the Assessment Board, has terminated their studies early, and
 - vi. has achieved sufficient credits to gain a lower level or lower volume award

the student will be recommended by the Assessment Board for that lower award, provided that the award is offered by the University as specified in the Programme Specification.

- 18.136 Where a student has been awarded an exit award following exclusion from a course regulation 18.116 will apply.

Aegrotat Awards

- 18.137 A student who completes the full period of study but is unable to complete the requirements for an award due to serious and unexpected illness or other incapacity may be eligible for an Aegrotat award. An Aegrotat award is without classification.
- 18.138 An Aegrotat award may only be conferred following application by the student or the student's representative. An application, together with supporting evidence, must be submitted to the Assessment Board within 12 months of the student's last date of attendance. The award will be conferred at the discretion of the Assessment Board.

Posthumous Awards

- 18.139 A student who dies before completing the full period of study or the requirements for an award may be eligible for a Posthumous award, provided that the student has completed and achieved two-thirds of the credits required for that award.
- 18.140 A Posthumous award may be conferred at the discretion of the Assessment Board.

Double counting

- 18.141 Once an award has been conferred there will be no further opportunity for assessment or to attempt to improve the classification of that award or to attempt to gain a higher level or higher volume award. No credit which has contributed to an award may be used to contribute towards a further award.

Transfer of Credit

- 18.142 A student may be awarded credit for prior certificated learning (RPCL) or prior experiential learning (RPEL) at Level 7 in accordance with the requirements set out in table 7 below and with the detailed regulations and procedures set out in Section 4 of the Academic regulations: RPL Regulations.

Table 7: Recognised credit for RPCL or RPEL

Award	Maximum Number of RPCL or RPEL credits which may count towards the requirements of the award	Minimum number of credits to be achieved at the University of Westminster
Postgraduate Certificate	30 credits	30 credits at credit level 7
Postgraduate Diploma	60 credits	60 credits at credit level 7
Master's Degree	90 credits	90 credits at credit level 7

- 18.143 These minima may be waived in the case of a student who has successfully passed a Postgraduate Diploma and wishes to convert it into a Master's degree, provided that the case falls within the RPL Regulations in relation to currency and relevance of the initial qualification.
- 18.144 The Programme Specification will state the processes by which academic credit for prior learning will be awarded.
- 18.145 At the time of awarding specific credit for RPL, a decision must be made as to whether the marks or grades, in their original or an amended form, will be included on the student record and so count towards the final award classification.
- 18.146 If specific RPEL credit is awarded or specific RPCL credit, which has no marks attached, or a decision has been made not to include marks, consideration of the award of a merit or distinction will be based on the marks the student achieved within the University's modular scheme.

Part 5: Modular frameworks for taught courses

Section 19: Framework for study abroad and exchange students

Definition of study abroad and exchange students

Definition of exchange students

- 19.1 Outgoing exchange students are those who are initially enrolled on a University of Westminster course who then either seek an exchange with an overseas partner institution or are required as part of a validated course of study to take part in an exchange programme.
- 19.2 Incoming exchange students are those from an overseas partner institution outside the UK which the University of Westminster has an official bilateral exchange agreement agreed through the College, to register for a programme of study for academic credit. The exchange will normally take place within one particular University of Westminster College or School.

Note: Incoming exchange students are on a non-fee paying, reciprocal basis (via a bi-lateral exchange agreement).

Definition of study abroad student

- 19.3 A study abroad scheme student is defined as a student normally from outside the UK who has been admitted through the Education Abroad Team to register for a programme of study with the University of Westminster, to gain academic credit. A study abroad student will normally be able to study any agreed module across the University of Westminster and is required to pay fees to attend the University.
- 19.4 For both study abroad and exchange students, the period of attendance will normally be for one semester, one academic year or a summer period. The University of Westminster is not responsible for conveying any academic credit which has been awarded to the student's "home" institution.

Exchange students

Outgoing exchange students

- 19.5 The exchange must be with an approved University of Westminster overseas partner institution.
- Note: Where the course specific requirements allow, students can take part in an exchange that is not through an overseas partner institution but instead through an organisation or enterprise for work experience. This must be agreed by the Course Leader, Head of School (or equivalent), and Campus Registry who must notify the Outward Mobility Team. Students will be subject to the same exchange regulations.
- 19.6 Where the exchange does not form part of a validated programme of study, the Course Leader must approve the exchange.
- Note: The syllabus of the exchange programme will normally be compared against the syllabus of the student's current course of study.
- 19.7 In order to participate in an exchange programme a student must have been able to progress from their previous year of study. Course specific regulations may also apply.
- Note: If a student has a result of condoned credit, fail or defer result they *may not* be eligible to participate in an exchange. The decision will be at the discretion of the student's academic exchange coordinator and the Course Leader. Other factors,

such as language skills and academic references may be taken into account when determining eligibility to participate in an exchange programme.

- 19.8 Students may be required to meet the partner institution's admissions requirements and may reject an application that has been approved by the University of Westminster.
- 19.9 It is a student's responsibility to ensure that they have approval for both the exchange and the modules studied at the partner university. All students must ensure that they have an approved and signed Learning Agreement before participating in an exchange.
- 19.10 It is a student's responsibility to ensure that any changes made to the programme of study upon arrival at the partner institution have been approved and amended in the Learning Agreement and that the amended learning agreement is returned to the Registry and the E Outward Mobility Team within the agreed timeframe. Failure to do this may result in the modules not counting towards the final degree classification.
- 19.11 Whilst registered at the partner institution students must comply with the regulations and code of conduct of the partner. An exchange student may also be subject to disciplinary action at the University of Westminster whilst on exchange.
- 19.12 Outgoing exchange students from the University of Westminster, who are attending Semester 2 abroad, will normally be eligible for alternative assessment for any formal Semester 1 examinations (normally held at the end of the year). With the agreement of the Course Team, and Registry Manager examinations may also take place abroad (see 8.18). In determining this, relevant factors such as time zones will be taken into consideration. However, where professional body requirements are a factor, students may be required to sit for examinations in July.
- 19.13 On completion of the exchange it is the student's responsibility to submit their transcript of results to the Academic Exchange Coordinator and the Outward Mobility Team. Where applicable grades will be converted in accordance with the University grade conversion tables.

Incoming exchange students

- 19.14 An undergraduate exchange shall normally be one semester in duration, and no longer than one academic year.
- 19.15 A postgraduate exchange (Level 7) shall normally be no longer than one semester.
- 19.16 Applicants are expected to fulfil the University's standard entry requirements (see Section 3).
- 19.17 The programme of study must be approved by the home institution.
- 19.18 Exchange students must register their full module choices in accordance with the procedures and deadlines determined annually by the Academic Registrar's Department. The University of Westminster cannot guarantee students' first choices of modules; therefore, students should also indicate a second preference.
- 19.19 Students coming on exchange must take the equivalent credit load to a student on a University of Westminster Course and verify with their home institution that the modules they choose are transferable to their degree course.
- 19.20 In order to gain University of Westminster academic credit students must attempt all the assessment prescribed.
- 19.21 An incoming exchange student who is attending only the first semester at the University of Westminster (September - January), will, in the case of modules with formal examinations, be entitled to alternative assessment. Students attending semester two, or yearlong will be expected to attend examinations, if applicable, in order to gain academic credit.

- 19.22 Students who are enrolled on an exchange programme must abide by the University of Westminster regulations and codes of conduct. Failure to do so may mean a student is subject to disciplinary action.

Note: It is the student's responsibility to ensure they are familiar with the University of Westminster regulations.

- 19.23 Marks will be confirmed at an Assessment Board. Following this a transcript will be issued to the student's home institution or home address. Marks will appear as percentages (the University of Westminster marks may need to be converted by the student's home institution for the purpose of credit transfer).

Action in case of failure

- 19.24 Exchange students who fail a module will be subject to reassessment for credit in accordance with the standard University of Westminster regulations. Please refer to Section 17 Undergraduate Framework or Section 18 Postgraduate Framework.

- 19.25 Condonement is not permitted for exchange students.

- 19.26 Where an exchange student is asked to resubmit coursework(s) this can normally be done via the postal system, or electronically via blackboard, although this may not be possible for all work e.g. practical modules. Students must ensure the coursework arrives at the University of Westminster before the deadline; a guaranteed form of delivery is therefore advisable.

- 19.27 Where an exchange student is unable to return to the UK to sit a referred or deferred examination, the student can apply to sit the examination abroad in accordance with the regulations detailed in Section 8 Individual Examination Arrangements

Note: If an exchange student was provided an alternative assessment to an examination for semester 1, at reassessment a further alternative assessment should be provided.

Study abroad students

- 19.28 Standard entry requirements exist for the University of Westminster; for example, English Language qualifications. However, further College or course specific requirements may also exist. Any application must be approved by the Education Abroad Team before acceptance can be confirmed.

- 19.29 An undergraduate study abroad scheme shall normally be one semester, one academic year or a summer period.

- 19.30 A postgraduate (level 7) study abroad scheme shall normally be no longer than one semester.

- 19.31 Students who are enrolled on a study abroad scheme must abide by the University of Westminster regulations and codes of conduct. Failure to do so may mean a student is subject to disciplinary action.

- 19.32 Students must be fully enrolled by the deadline published by the Education Abroad Team. The University of Westminster cannot guarantee holding a place for a student who has not completed the enrolment process by this deadline. Any extension to the deadline must be approved by Education Abroad Team.

- 19.33 Study Abroad students must register their full module choices in accordance with the procedures and deadlines determined annually by the Academic Registrar's Department. The University of Westminster cannot guarantee students' first choices of modules; therefore, students should also indicate a second preference.

- 19.34 The University of Westminster is not responsible for the awarding of credit in a student's own institution. Students are responsible for checking the programme of study they have chosen will be suitable to gain academic credit in their home institution.
- 19.35 A study abroad scheme student who is attending the first semester only at the University of Westminster (September - January) will be entitled to undertake an alternative assessment, in the case of modules with formal examinations. Students attending semester two, or yearlong will be expected to attend examinations, if applicable, in order to gain academic credit.

Action in case of failure

- 19.36 Study abroad students who fail a module will be subject to re-assessment for credit in accordance with the standard University of Westminster regulations. Please refer to Section 17 Undergraduate Framework or Section 18 Postgraduate Framework.
- 19.37 Condonement is not permitted for study abroad students.
- 19.38 If a student is asked to resubmit coursework(s) this can normally be done via the postal system, or electronically via blackboard, although this may not be possible for all work e.g. practical modules. Students must ensure the coursework arrives at the University of Westminster before the deadline; a guaranteed form of delivery is therefore advisable.
- 19.39 Where a study abroad student is unable to return to the UK to sit a referred or deferred examination, the student can apply to sit the examination abroad in accordance with the regulations detailed in Section 8 Individual Examination Arrangements

Note: If a study abroad student was provided an alternative assessment to an examination for semester 1, at reassessment a further alternative assessment should be provided.