

## CORE REGULATIONS FOR GRADUATE DIPLOMAS AND GRADUATE CERTIFICATES

### DEFINITIONS

1. In these Regulations, the following definitions apply:

A *Programme of Study* is an approved pathway of study leading to a particular named award of the University consisting of a defined combination of modules at an appropriate Level or Levels.

An *Integrated Programme of Study* is an approved pathway of study leading to a particular named award of the University consisting of a defined combination of modules at an appropriate Level or Levels, preceded by a period of intensive English Language instruction normally of 4, 8 or 12 weeks in duration.

A *Module* is a defined course of study which is self contained and which receives a specified number of Credits. Modules at Level 3 or below are worth 10 credits, or a multiple of 10 credits. Modules at Level 4 are normally worth 10 or 15 credits; larger modules are worth multiples of 10 or 15 credits. Modules cannot be sub-divided and must be taken and assessed as a whole. Credits are gained when a student has satisfied the Board of Examiners in respect of the assessment requirements for the module concerned.

A student who takes a mixture of 10- and 15- credit modules in his/her programme must take at least the minimum number of credits required for the qualification for which he/she is registered. In some cases it may be necessary to take slightly more credits than the minimum number to accommodate a mixture of module valencies.

Each module is set at a given Level of study appropriate to its learning outcomes and is assessed against criteria appropriate to that Level. Certain modules may be defined in Programme Regulations as prerequisites for study of certain other modules at a higher Level. Not all the modules listed in the Programme Regulations for a given degree programme may be available in any one year.

Students are not permitted to register for the same module on more than one occasion.

Modules may be assessed using a variety of methods. The mode(s) of assessment for each module shall be as agreed by the Board of Studies and as approved by the appropriate Faculty Education Committee on behalf of Education Committee.

A *Level* refers to the stage of study and indicates the intellectual challenge of a module or a year of study within a programme of study. The University's Level Descriptors provide a common framework for this. The following numbering is used in relation to Levels of study:

- Level 1 = first year full-time undergraduate, typically equivalent to Certificate level (*FHEQ Level 4*).
- Level 2 = second year full-time undergraduate, typically equivalent to Diploma level (*FHEQ Level 5*).
- Level 3 = third year full-time undergraduate, typically equivalent to Honours degree level (*FHEQ Level 6*).
- Level 4 = first year full-time postgraduate, typically equivalent to Master's degree level (*FHEQ Level 7*).

### PRE-CONDITION FOR THE AWARD OF A GRADUATE DIPLOMA OR GRADUATE CERTIFICATE

2. To qualify for the award of a Graduate Diploma of the University, a student must:
  - (a) be approved by the Department concerned as a candidate for the degree;
  - (b) study and be assessed in accordance with these Core Regulations and the Programme Regulations of the award for which he/she is registered for the period of time required;
  - (c) satisfy the examiners in the assessment requirements as prescribed in the Programme Regulations of the degree for which he/she is registered.

## ADMISSION

3. Applicants must be graduates of this or another approved University or possess some other qualification approved by the Education Committee. Normally an upper second class Honours degree or equivalent is required, unless otherwise specified in the Programme Regulations.

4. Students admitted to a Graduate Diploma or Graduate Certificate programme not already matriculated in the University must matriculate during the Michaelmas term. As a matriculation requirement students whose first language is not English must have shown evidence of their general proficiency in the English Language.

## RESIDENCE

**5. Students are required to be members of a College/Society of the University.**

## INTEGRATED PRE-SESSIONAL PROGRAMME

6. Any programme of study may begin with a period of intensive English Language study, normally of 4, 8 or 12 weeks duration, as part of an integrated programme of study. Students undertaking this pre-sessional provision as part of an integrated programme of study will be required, at the end of the 4, 8 or 12 week period, to meet the agreed English Language progression requirements as defined for their main academic programme and published within the Learning and Teaching Handbook. Any student who does not meet this requirement will be required to withdraw. A student who meets the progression requirements at threshold level may be required to undertake a further period of English Language instruction as outlined in paragraph 12.

## PROGRESS AND ATTENDANCE

7. Each programme shall last from the start date of the programme for the period of study required for the award. **All students are required to fulfil their academic commitments as provided in paragraph 1 of Section V of the University General Regulations. Failure to do so will render a student liable to be required to withdraw from the University under the provisions of that section.**

8. **The interruption of a student's programme of study will not be permitted for a period constituting more than 12 months or one academic year in any one instance, and extensions to a 12 month/academic year suspension of study will not normally be granted. A student will only be permitted to suspend for more than 24 months or two academic years consecutively in exceptional circumstances. Students who wish to suspend studies beyond this point will be required to withdraw, and advised to re-apply to the University (if they so wish) when they are in a position to do so.**

9. During any period of part-time study, students shall maintain such contact with the Programme Director or his/her nominee, and provide the Programme Director or his/her nominee with such evidence of progress, as he/she may require.

10. **Students undertaking full-time study may accept paid duties in the University if the time given thereto during term, including time required for preparation, does not exceed six hours per week.** Students are required to comply with any additional requirements of any sponsor of their programme of study.

11. Students wishing to spend a period away from Durham for the purposes of their programme of study or for other good reason must obtain permission from the Board of Studies responsible for the student's programme of study.

12. If it should appear during the first term of their programme that a student's attainment in the English Language is not fully adequate for their study, they may be required by the appropriate Postgraduate Faculty Education Committee to undertake, at their own expense, an approved course of instruction in the English Language or to withdraw. If students wish to

proceed the Committee will then satisfy itself either that they have become competent to proceed with their study or that their registration must be terminated. If the student is deemed competent to proceed with their study, the appropriate Postgraduate Faculty Education Committee shall determine in each individual case whether any of the period spent in receiving English Language instruction may be counted towards the requirements for the programme for which they are registered.

#### PROGRAMME REGULATIONS

13. Each programme shall be as specified in the relevant regulations. A student's choice of modules shall be subject to the approval of the Board of Studies responsible for the programme. In the case of a module chosen from another Board of Studies, the approval of that Board of Studies will also be required.

14. **A student must gain credits as follows, subject to the requirements of the relevant programme regulations:**

- a) **for the award of a Graduate Diploma: a total of at least 80 credits, including at least 80 credits at level 3.**
- b) **for the award of a Graduate Certificate: a total of at least 40 credits, including at least 40 credits at level 3.**

15. A student may be awarded a named award at a lower level than the award for which he/she is registered, provided that the student has gained the necessary credits for the lower level of award as per regulation 14 above. Unless otherwise stated in the programme regulations all named Graduate Diplomas may be awarded at Certificate level.

16. Students taking a taught Graduate Diploma or Graduate Certificate programme in part-time mode must normally take any research methods module in the first year and as equal a division of credits between the years of study as possible.

#### ASSESSMENT REGULATIONS

17. Each component of assessment for a module shall be marked according to the table outlined below.

<b>Marking Levels for Each Unit of Assessment</b>	
<b>GRADUATE CERTIFICATES AND GRADUATE DIPLOMAS</b>	
% Mark	
70-100	Distinction
60-69	Merit
40-59	Pass
0-39	Fail

18. **The pass mark for Graduate Certificates and Diplomas is 40% which must be achieved in each of the modules. There is no compensation between modules.**

19. All work submitted for assessment must be in a form suitable for assessment by external examiners and shall be available to the external examiners on request.

20. A student who is unable due to illness or other good cause to submit course work, for assessment by the required date may apply to the Chair of the Board of Examiners or his/her nominee for an extension of that date.

21. A Board of Examiners has the power to exercise discretion to take account of particular circumstances if it considers it right to do so in the proper discharge of its duties. Such circumstances shall include, but not be restricted to, personal mitigating circumstances. Boards of Examiners may also take into account academic factors such as the overall pattern of marks gained by a student and the relative significance of various modules for the learning outcomes of the programme. The views of an External Examiner must be particularly influential in the

case of disagreement within the Board of Examiners on the mark to be awarded for a particular unit of assessment, or on the final level of award to be derived from the array of marks of a particular student.

**22. Where a student's arithmetic means falls no more than 2% below a classification boundary, the board of examiners must consider whether to award the higher classification by exercise of discretion. Board of Examiners may only consider exercising discretion to raise a classification for a student whose arithmetic mean falls outside this 2% range where there are personal mitigating circumstances, or a combination of personal mitigating circumstances and academic factors, that warrant such consideration.**

#### Award of Distinction

23. The requirement for the award of the Graduate Diploma with Distinction shall be as follows:

- (i) the achievement of an overall average mark of at least 70% across all the modules taken, to the value of 80 credits\*.

24. The requirement for the award of the Graduate Certificate with Distinction shall be as follows:

- (i) the achievement of an overall average mark of at least 70% across all the modules taken, to the value of 40 credits\*.

25. Any supplementary requirements for achieving an award "with Distinction" shall be as defined in the Programme Regulations for the programme.

\* Each module should be marked as a percentage and the total percentage mark for the programme obtained by adding the modules' percentages in proportion to their credit value and the overall average should be calculated by dividing the total percentage by the number of single module equivalents.

#### Award of Merit

26. The requirement for the award of the Graduate Diploma with Merit shall be the achievement of an overall average mark of at least 60%, but where the candidate did not meet the criteria for the award of a distinction across all the modules taken, to the value of 80 credits\*.

27. The requirement for the award of the Graduate Certificate with Merit shall be the achievement of an overall average mark of at least 60%, but where the candidate did not meet the criteria for the award of a distinction across all the modules taken, to the value of 40 credits\*.

28. Any supplementary requirements for achieving an award "with Merit" shall be as defined in the Programme Regulations for the programme.

\* Each module should be marked as a percentage and the total percentage mark for the programme obtained by adding the modules' percentages in proportion to their credit value and the overall average should be calculated by dividing the total percentage by the number of single module equivalents.

#### Re-examination

**29. Students who achieve an average mark of less than 40% in any module at the first attempt are allowed one further attempt to pass the module. The resit (without repeating the module itself) shall normally be at the time of the next normal assessment of the module component(s) concerned. Any alternative arrangements for re-examination shall be as specified in the Programme Regulations of the programme.**

30. The mark for any module following a resit shall be capped at 40%.

## RIGHT OF APPEAL

31. In accordance with the Academic Appeals Regulations contained in Section VII of the General Regulations printed in the University Calendar, a student registered for a Graduate Diploma or Graduate Certificate of the University may appeal against academic decisions relating to his/her candidature.