

## FRAMEWORK AND REGULATIONS FOR TAUGHT POSTGRADUATE AWARDS DELIVERED IN PARTNERSHIP WITH UNICAF

### Introduction

1. The following paragraphs provide the framework and regulations for taught postgraduate programmes delivered by Unicaf that lead to the following awards of the University of Suffolk:

- Postgraduate Certificate (PgC)
- Postgraduate Diploma (PgD)
- Master of Arts (MA)
- Master of Business Administration (MBA)
- Master of Science (MSc).

2. Titles of named awards must be approved at the point of validation. Qualification titles should convey accurate information about the level, nature and subjects of study. The appropriate use of the prefix Master of Arts or Master of Science will normally be determined at validation.

3. The academic standards of all University of Suffolk awards should be aligned with the Expectations for Standards outlined in the [UK Quality Code for Higher Education](#) and the level and qualification descriptors in the accompanying [Frameworks for Higher Education Qualifications of UK Degree Awarding Bodies \(2014\)](#) (FHEQ). The [Characteristics Statement \(2020\)](#) and r

statements should also be taken into consideration in the design and ongoing development of courses. Alignment with these external reference points will be considered as part of course validation and re-approval processes, and through quality monitoring mechanisms. At least one appropriately qualified and experienced external examiner will be appointed by the University to each course, in accordance with the *External Examiners Policy* and with any additional appointment criteria as determined at the point of course validation.

4. These regulations apply to all taught postgraduate courses offered by Unicaf under the partnership arrangement with the University of Suffolk. Any exceptional exemptions or variations to these regulations for individual courses (for example to meet the requirements of Professional, Statutory or Regulatory Bodies (PSRBs) in relation to assessment) are subject to approval by the Quality Committee via the submission of a variation request form. For new courses, approval for the variation should be sought prior to the course validation event. A central record of all approved variation request forms is maintained by Registry Services and

details of all approved variations are published as an annex to these regulations



be adequately assured. Registration periods on awards governed by the requirements of PSRBs may be further circumscribed as defined in the relevant course validation document.

Award	Part-time study (maximum period of registration in years)
Postgraduate Certificate	3
Postgraduate Diploma	4
	5
entry through progression or articulation routes	3

13. Where a student intercalates in accordance with the *Extenuating Circumstances Policy*, the period of intercalation counts as part of the maximum period of registration.

**Requirements for taught postgraduate awards**

14. All Postgraduate Diploma and programmes will contain Research Methods specific to the subject area, normally as a mandatory m2 re1s1 0 0 1 s(5(f)-4(i)5(c )-4(t)-BTnErg 11.04 Tf1 0 0



22. In addition to

where the component of assessment is crucial to the achievement of programme level learning outcomes (i.e. the relevant programme





component(s) of assessment that they have not already successfully completed (i.e. those components with a mark below 50%), and the maximum mark attainable for those components will be 50%. Marks from successfully completed components will carry forward, and these components cannot be re-taken in an attempt to achieve a higher mark. The maximum mark attainable for the module overall will be 50%.

40. Where the assessment methods for the module being retaken have changed since the student first took the module, or where components of assessment build upon each other in some way, Assessment Boards may require students retaking the module to complete all components of assessment, regardless of previous results.

41. Where students undertake a replacement module (for example through choice or because the module being retaken is no longer offered), they will be required to complete all components of assessment and will have one attempt only. The maximum mark attainable for the component and for the module overall will be 50%.

42.





opportunity to re-submit the assessment under the terms of the original referral (i.e. with marks capped at the pass mark at module and/or component level in acco

### **Classification of awards**

57. In order to achieve the intended award, a student must meet the credit requirements outlined in paragraph 21 above and successfully pass all mandatory modules set out for the award.

58.   may recommend the award of the degree with Merit or with Distinction, where at least 120 credits, or two-thirds of the credit undertaken for the award, have been passed at first attempt without any infringements or referrals and there are at least 60 credits with marks attached on which the calculation can be based. To be so recommended for a degree with Merit, the student must have achieved an average pass mark (when rounded to the nearest integer) of 60% with all modules (excluding pass/fail modules with no marks awarded and modules for which credit has been granted as a result of RPL) being counted, including 60% in the Dissertation or Research Project module(s). To be so recommended for a degree with Distinction, the student must have achieved an average pass mark (when rounded to the nearest integer) of 70% with all modules (excluding pass/fail modules with no marks awarded and modules for which credit has been granted as a result of RPL) being counted, including 70% in the Dissertation or Research Project module(s). The overall module results before rounding will be used in the classification calculations.

59. Where the Postgraduate Diploma is the intended award, the Assessment Board may recommend the award of the Postgraduate Diploma with Merit or with Distinction where at least 80 credits, or two-thirds of the credit undertaken for the award, have been passed at first attempt without any infringements or referrals and there are at least 60 credits with marks attached on which the calculation can be based. To be so recommended for a Postgraduate Diploma with Merit, the student must have achieved an average pass mark (when rounded to the nearest integer) of 60% with all modules (excluding pass/fail modules with no marks awarded and modules for which credit has been granted as a result of RPL) being counted. To be so recommended for a Postgraduate Diploma with Distinction, the student must have achieved an average pass mark (when rounded to the nearest integer) of 70% with all modules (excluding pass/fail modules with no marks awarded and modules for which credit has been granted as a result of RPL) being counted. The overall module results before rounding will be used in the classification calculations.

60. Postgraduate Certificates do not carry any classification and will be defined only in terms of Pass or Fail. However, student transcripts for these awards will indicate the level of a  performance in the individual modules completed.

**Exit awards**

61. Where a student is deemed to have withdrawn from the course or where a student has failed to accrue the number of credits for the award on which they are registered within the requisite    award of a Postgraduate Diploma or Postgraduate Certificate. A student shall be awarded the highest qualification to which they are entitled by their accumulated credit (see paragraph 21) and their achievement of any mandatory modules. Such awards may be named (that is include a subject title) if this has been approved in the validation documentation and the student has met the validated requirements; otherwise such awards will be unnamed.

62. Exit awards of Postgraduate Diploma or Postgraduate Certificate do not carry any classification and will be defined only in terms of Pass or Fail. Student transcripts for these awards will indicate the



