



Hull York Medical School

Regulations for Taught Postgraduate Certificates, Postgraduate Diplomas and Master's Degrees

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To obtain this Code of Practice in an alternative format:
Please contact governance@hyms.ac.uk

Definitions

Compensation maxima: the maximum amount of credits that can be compensated within a programme of study.

Core Module: A module that a student must complete to receive the programme award, as defined in the appropriate programmes specification.

Credits: A means of quantifying and recognising learning, used by most institutions that provide higher education programmes of study, expressed as numbers of credits at a specific level.

Enrolment: The formal procedures that a student must complete or pass through during the admissions stage, after being accepted onto the programme and before starting it.

ISM: An independent study module which involves the student undertaking a project or piece of research. This will be assessed through a project report, dissertation or folio, as specified in the module specification.

Leave of Absence: is defined as taking a break from studies. It effectively 'stops the clock' of the student's registration. Leave of absence is also known as 'intercalation' or 'suspension of enrolment/registration'. For the avoidance of doubt, the term 'leave of absence' should be used in HYMS. Please refer to the [HYMS Policy on Leave of Absence](#).

Mitigating Circumstances: are defined as problems that students have encountered which go beyond the normal difficulties experienced in life and that have affected their academic performance adversely during the assessment period for which they are claiming. Please refer to the [HYMS Policy on Mitigating Circumstances](#).

Optional Module: A module that a student may choose to complete to receive the required number of credits for the award of their programme of study.

Progression: Formal progress through an academic programme, meeting key academic requirements.

Recognition of Prior Learning: the process through which prior learning (certified or experiential) can be assessed and exemption from undertaking a specified number of modules or credits granted.

Students: a student applying for or studying a HYMS Postgraduate Taught Programme.

Supervisor: An academic member of staff that provides help or guidance, usually given on a one-to-one basis, that relates not only to academic matters but to the personal and emotional issues that may arise during a student's higher education experience.

Abbreviations

HJSC	HYMS Joint Senate Committee
HYMS	Hull York Medical School
QAA	Quality Assurance Agency
ISM	Independent Study Module

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HULL YORK MEDICAL SCHOOL

Regulations for Taught Postgraduate Certificates, Postgraduate Diplomas and Master's Degrees

The following regulations apply to all postgraduate taught degrees awarded jointly by the University of Hull and the University of York. Students studying for a joint qualification must satisfy both HYMS Regulations and the specifications as embodied in the published programmes of study. The HYMS Joint Senate Committee (HJSC) shall be the final arbiter of matters regarding the application and/or interpretation of these Regulations.

1. Programme of study regulations

- 1.1. These regulations shall be read and interpreted as being supplemented by the programmes of study published in the *HYMS Postgraduate Handbook for Taught Students*.

2. Total credit values

- 2.1. The total credit value of post graduate taught awards in HYMS are typically as follows:
 - Master of Science (MSc) (180 credits)
 - Diploma (120 credits)
 - Certificate (60 credits)

3. Period of study

- 3.1. Period of study for a MSc programme will be not less than one year full-time, or two years part-time. This will be stipulated in the relevant Programme Specification.

4. Qualification for admission to a programme

- 4.1. To be admitted to a Postgraduate Certificate, a Postgraduate Diploma or a Master's Degree programme, a student shall:
 - 4.1.1. Either have been awarded a professional qualification(s) and/or gained relevant professional experience as approved by the HYMS Joint Senate Committee (HJSC), or
 - 4.1.2. Have been awarded an undergraduate degree normally in an appropriate subject of either University, or another institution.

- 4.1.3. Be able to speak, understand and write in English, and non-native English speakers must achieve either an IELTS or an equivalent score of not less than 6.5, with at least 6 in each of the four elements, or have successfully completed an accredited higher education programme taught in English within two years of application. **Beyond these minimum requirements**, individual programmes may have their own English language entry requirements as a condition of admission.
- 4.1.4. Have satisfied such entry requirements as may be specified in the programme.

5. Application and admission

- 5.1. Application and admission to the programme shall be in accordance with the [HYMS Code of Practice on Postgraduate Admissions](#) for HYMS programmes.

6. Enrolment

- 6.1. Enrolment periods for awards relating to taught programmes are set out by the parent universities. Specific programme requirements will be outlined in individual programme specifications.
- 6.2. Students are not normally permitted to count the same period of enrolment for more than one award.
- 6.3. Paid employment: Students enrolled on full-time programmes may undertake a maximum of twenty hours of paid employment per week. This maximum is subject to any restrictions imposed by the student's sponsor or funding body and the approval of their supervisor. Exceptions to these requirements may be made by the Joint Senate Committee on the recommendation of the Board of Studies (at the programme level).

7. Qualification for a Postgraduate Taught degree

- 7.1. To qualify for the award of a Postgraduate Taught degree a student shall have:
 - 7.1.1. Successfully completed an approved programme of study.
 - 7.1.2. Satisfied the attendance requirements as set out in the programme,
 - 7.1.3. Satisfied the requirements of the Regulations for progression to the award and met the assessment requirements for award detailed in the programme specification.
 - 7.1.4. Adhered to the [Code of Practice on Academic Integrity and Conduct](#).
 - 7.1.5. Maintained good standing with the Fitness to Practise committee, in accordance with the [Code of Practice on Student Fitness to Practise](#), for any programme that involves patient contact or is partly delivered in a clinical setting.

8. Supervision

- 8.1. Students on Postgraduate Taught programmes are allocated a supervisor (or equivalent) who must be a member of academic staff from either University of York or University of Hull. A co-supervisor (who is not necessarily an academic member of staff of either University) may be appointed where desirable.

9. Modules

- 9.1. A module is defined as a self-contained, formally structured unit of study, with a coherent and explicit set of learning outcomes and assessment criteria. The modules offered are as published in the relevant postgraduate programme handbook.
- 9.2. All students on the same module should be assessed by the same method(s) of assessment. Exceptions can be made for students requiring reasonable adjustments (as approved by a disability officer).

10. Pass/Fail modules

- 10.1. There should normally be no more than 20 credits in any programme assessed as pass/fail and such modules shall be discounted in calculating any weighted average under these regulations.

11. Change of module

- 11.1. Students must complete all core modules as specified in individual programme specifications.
- 11.2. A student may, subject to timetable and other published restrictions, change an optional module with the written approval of the Department (or equivalent) responsible for teaching the module(s) using a HYMS pro-forma.
- 11.3. No withdrawal from a module will be permitted beyond the third week of teaching.

12. Module marks

- 12.1. The performance of a student in meeting the assessment requirements of a module is indicated by a numerical mark recorded on the following University scale:

70 – 100	Pass with Distinction
60 – 69	Pass with Merit
50 – 59	Pass
40 – 49	Compensatable fail
0 – 39	Fail

- 12.2. This scale shall be used for modules which are provided by other departments and faculties and form part of a programme for a taught Master's degree, and supersedes the host departments' own marking scale.
- 12.3. For assessment components that cannot be marked to this numerical scale, scores will be determined using a conversion scale approved by the Postgraduate Board of Examiners and outlined in the relevant programme handbook.

- 12.4. For HYMS postgraduate taught students undertaking any undergraduate modules (for example the Postgraduate Training Scheme), the pass mark for those modules shall be defined by the respective university regulations at Hull and York.
- 12.5. A mark of 50 shall be recorded for modules passed after reassessment. This applies to the final and overall mark for the module, and shall be used in calculating the weighted average for the programme.
- 12.6. A mark of 50 or more for the Independent Study Module (ISM) may be awarded subject to the additional recommendation that the dissertation be 'passed subject to minor corrections'. Where such an additional recommendation is made the student shall be required to complete the corrections to the satisfaction of the Internal Examiner within three months of the date of being notified of the decision. The student shall not be awarded the Master's degree until the corrections have been completed.

13. Independent Study Modules (ISMs)

- 13.1. The following regulations shall apply to programmes containing an ISM or equivalent project report or folio.
- 13.2. The ISM will be monitored by a Project Advisory Panel, which must contain at least two members with at least one member of University of Hull or University of York employed academic staff.
- 13.3. The deadline for the submission of each ISM shall be as published in the relevant Programme handbook.
- 13.4. A student shall submit two copies of each required dissertation, project or folio, which may be retained by, and be the property of, either University. Dissertations will be presented in accordance with any format or other requirements published in the relevant Postgraduate Handbook.
- 13.5. Where an ISM is failed, the dissertation, project report or folio shall be resubmitted for reassessment within six months of the notification of the result, and shall be subject to the payment of the resubmission fee in force at the time.
- 13.6. A student may not submit as a dissertation, project report or folio, the work for which a qualification of either University or any other institution has been conferred, but shall not be precluded from incorporating such work in a submission which covers a wider, or substantially different field from that of earlier work, provided that the same is indicated clearly in the current submission.
- 13.7. A student who is unable to submit the dissertation, project report or folio by the published submission date may be granted an extension of up to one year, at the discretion of the Postgraduate Board of Examiners provided that the application is submitted before the expiry of the published submission deadline, and provided the application follows the [HYMS policy on Mitigating Circumstances](#) (see section 14).
- 13.8. Where a student fails to submit the dissertation, project report or folio in accordance with the published deadline or any extended deadline granted under regulation 13.7 above, the student

shall be awarded zero. Where the non-submission relates to a first attempt the student's opportunity to resubmit shall be subject to the discretion of the Postgraduate Board of Examiners.

- 13.9. All students shall be entitled to feedback from Examiners on submitted dissertation, project report or folio

13.9.1. Where a student fails the dissertation, project report or folio either at first or second attempt (other than due to non-submission) the student shall be entitled to receive feedback from the Examiners describing the way in which the work fell short of the requirements to pass.

14. Mitigating circumstances

- 14.1. Submission of mitigating circumstance by students on postgraduate taught programmes will be governed in accordance with the [HYMS Policy on Mitigating Circumstances](#).

- 14.2. The HYMS Mitigating Circumstances Sub-committee will make recommendations to the Postgraduate Board of Examiners which has the responsibility to decide the appropriate assessment arrangements for students in the light of the recommendation.

- 14.3. Where the student accepts the offer of a fresh attempt as if for the first time, the new mark is the only one which will stand.

15. Credits

- 15.1. A credit value is assigned to each module indicating the total notional learning time, including assessment, which a student might expect to spend in achieving the learning outcomes associated with the module. Modules will be either 5, 10, 20, 30 and 40 credits, with the exception of independent study modules (ISMs) which may be up to 100 credits. Each credit nominally represents 10 hours of learning and assessment.

16. Awarding credits

- 16.1. To be awarded the credits for a module, a student must have passed the assessment for that module by achieving an overall pass mark, or be eligible for compensation under Regulation 30, derived from the weighted average of assessed components. The credits for a particular module cannot be awarded to a student more than once.

17. Interruption of Studies

- 17.1. Students enrolled on taught programmes may seek permission to suspend their enrolment for a period that will not subsequently be counted towards their award. The circumstances under which leave of absence may be considered and the procedure to be followed are set out in the [HYMS Policy for Leave of Absence](#). The conditions of the leave of absence will be determined by the Board of Studies on recommendation of the Postgraduate Programmes Board.

18. Valid life of credits

- 18.1. Modules credited to a student may not normally be used towards an award after five years have elapsed from the end of the student's successful completion of the module.

19. Transfer of credits and Recognition of Prior Learning

- 19.1. HYMS may accept credits, for general transfer, awarded by other Higher Education Institutions, or awarded by either University for Recognition of Prior Learning (RPL; formerly known as AP[E]L) in accordance with the University of York Policy on Credit Transfer and Recognition of Prior Learning.
- 19.2. The acceptance of credits towards a specific programme shall be subject to the approval of the Board of Studies, on the recommendation of the Programme Director, and the valid life of credits transferred in as in regulation 18, on the recommendation of two appropriately qualified (normally subject specialist) academic members of staff.
- 19.3. Credit transfer shall normally be limited to half the credits for the taught element of the programme only:
- MSc (50% of the credits of the taught component)
 - Postgraduate Diploma (60 credits)
 - Postgraduate Certificate (30 credits)
- 19.4. Any marks from credit transfer will not be used in the calculation of the grade of the HYMS award.

20. Progression between programmes

- 20.1. Individual programmes may permit students to progress from Postgraduate Certificate (60 Credits) to Postgraduate Diploma (120 Credits) and from Postgraduate Diploma (120 Credits) to Postgraduate Masters (180 Credits). These will be defined in programme specifications where such an option is available.

20.1.1. For these programmes, at the discretion of the Postgraduate Board of Examiners, a student on completing the Postgraduate Diploma who has failed up to 60 credits at the Postgraduate Certificate and/or Postgraduate Diploma at first attempt and not more than 30 credits in each programme may be permitted to commence the Master's, pending reassessment of the failed modules. In deciding whether to allow the progression to the Master's, the Board of Examiners shall take into account:

- the reasons for the student's failure,
- the mark profile in the failed modules, with the mark of 30 or less in each of the failed modules being typically indicative of prevention of progression, and
- the likelihood of the candidate being able to successfully undertake the Master's at the same time as undertaking and successfully completing the reassessments.

20.1.2. A student not permitted to commence under regulation 20.1.1 above, or who fails more than 60 credits and who is entitled to undertake reassessments, in accordance with regulation 25, shall not be permitted to undertake substantial research or other study for the Master's dissertation, project or folio. In such a case, students will be entitled to

access to University facilities as appropriate to facilitate undertaking the reassessments and thereafter be reconsidered for progression to the Master's.

21. Progression to the ISM

- 21.1. Students who fail any of the taught modules of a programme after reassessment and who are not eligible for compensation, will not be allowed to complete the ISM and will exit the programme with an appropriate exit award where eligible.

22. Progression to the award

- 22.1. A student registered for a Postgraduate Certificate or Postgraduate Diploma or Master's degree who is awarded a pass (including compensatory pass) in all modules shall progress to the award.
- 22.2. In addition, for programmes delivered partly in a clinical setting progression will be confirmed at the end of the academic year, before students' progress to the next academic year.

23. Duplication of awards

- 23.1. The same credits cannot be counted towards two separate qualifications unless one is a qualification stage in the normal progression to the other qualification. In the instance of progression from Postgraduate Certificate to Postgraduate Diploma, or Postgraduate Diploma to Master's, if credits gained during the Postgraduate Certificate or Postgraduate Diploma stage are used for a formal award of Postgraduate Certificate or Postgraduate Diploma, they cannot be counted towards the Master's degree. In accordance with regulation 19.1, a student may request to transfer credits gained from Postgraduate Certificate to progress to Postgraduate Diploma, or from Postgraduate Diploma to Masters.

24. Written examinations and other forms of assessment (excluding final stage ISMs)

- 24.1. The deadline for the submission of written assessments shall be as published by the Department (or equivalent) and shall normally lie within the period in which the module is taken.
- 24.2. Any departure from the published timings of examinations and reassessments shall be subject to the approval of the HYMS Board of Studies and communicated to students.
- 24.3. All examination arrangements falling outside the published assessment periods shall be the responsibility of the module leader concerned and must accord fully with normal HYMS conventions.
- 24.4. A student who is unable to attend a scheduled examination or submit a piece of assessed work by the date published by the relevant department may submit mitigating circumstances as detailed in regulation 14.
- 24.5. Where a student fails to attend an examination, or submit a piece of assessed work without receiving the approval of the Postgraduate Board of Examiners in accordance with these Regulations, a mark of zero shall be awarded for that examination/piece of assessed work. Any opportunity for a further attempt shall be subject to the discretion of the Postgraduate Board of Examiners under Regulation 25.

25. Reassessment

- 25.1. Subject to regulation 20, a student who has satisfied the attendance requirement and the deadlines for submission of assessed work as specified in the relevant postgraduate handbook has the right to be reassessed in a failed module on one occasion only. Such reassessment will take place during a re-sit period within a timescale specified by HYMS in the relevant programme handbook. This will take place a minimum of three weeks after the receipt of the mark and feedback. Otherwise reassessment of a failed module may be permitted at the discretion of the Postgraduate Board of Examiners
- 25.2. All modules, other than ISMs, if failed shall normally be reassessed during the same academic year.

26. Weighted averages

- 26.1. In calculating any weighted average referred to in these regulations, each individual mark shall be weighted by the credit value of the corresponding module, and be rounded to the nearest integer.
- 26.2. In any programme which includes pass/fail modules, such modules shall be excluded from any calculation of a weighted average referred to in these regulations.

27. Distinctions and merits

- 27.1. Distinctions and merits are only awarded for the Master's and Postgraduate Diploma stages and cannot be awarded for Postgraduate Certificates.
- 27.2. To be awarded a distinction or merit for a Master's:
 - 27.2.1. A student who has achieved an overall weighted average of 70 or greater, with a mark of no less than 67 in the ISM at the first attempt must be awarded the Master's degree with Distinction.
 - 27.2.2. A student who has achieved an overall weighted average of 60 or greater, with a mark of no less than 57 in the ISM must be awarded the Master's degree with Merit.
- 27.3. To be awarded a distinction or merit for a Postgraduate Diploma:
 - 27.3.1. A student who has achieved an overall weighted average of 70 or greater must be awarded the Postgraduate Diploma with Distinction.
 - 27.3.2. A student who has achieved an overall weighted average from 60 to 69 must be awarded the Postgraduate Diploma with Merit.

28. Repeating a programme

- 28.1. A student shall not be permitted to repeat a programme, or register for the programme for a second time other than with the approval of the Board of Studies. Approval shall only be granted where the student has demonstrated significant medical or exceptional personal

circumstances affecting the period which is sought to be repeated and subject to Regulation 25 on Reassessment above.

- 28.2. Students shall not normally be allowed to apply for re-admission to a previously failed standalone module. Exceptions can only be granted by the Board of Studies.
- 28.3. Where a repeat programme is permitted all credits gained during the original attempt shall cease to count towards the degree, and the entire programme shall be repeated. Any marks awarded during the original attempt shall not appear on the student's official transcript.

29. Notifications of results and transcripts

- 29.1. All students shall be given access to their own marks after completion of each assessment process, and – provided that all tuition fees have been paid in full to the relevant parent University - to a full transcript of all credits awarded and marks obtained on completion of their period of registration.

30. Compensation

- 30.1. Excluding any module declared in the programme of study to be non-compensatable, and the ISM, any module awarded a mark of 40 - 49, shall be passed by compensation (subject to Regulation 30.3), with no change being made to the mark awarded, and provided that:
- The weighted average of all the marks for the programme is 50 or greater.
 - No module mark for the programme is below 40.
- 30.2. A student may waive the right to pass a module or modules by compensation and choose instead to be reassessed. If the reassessment is subsequently failed then the original pass by compensation shall be reinstated.
- 30.3. The compensation maxima for postgraduate taught programmes are as follows:
- Master's: no more than 40 credits can be compensated.
 - Diploma: no more than 40 credits can be compensated.
 - Certificate: no more than 20 credits can be compensated.

31. Exit awards

- 31.1. A student registered for a Master's degree who wishes to leave the programme or that does not meet the progression or attainment requirements for a higher award, may at the discretion of the Postgraduate Board of Examiners, and in accordance with programme specifications, be awarded a Postgraduate Certificate with at least 60 credits passed or where permitted a Postgraduate Diploma with at least 120 credits passed.

32. Termination of Study

- 32.1. The Postgraduate Programme Board reserves the right to recommend the termination of a student's registration on a programme of study subject to the approval of the Board of Studies

and HYMS Joint Senate Committee, in accordance with the [HYMS Code of Practice on Academic Integrity and Conduct](#) and [HYMS Code of Practice on Fitness to Practise](#).

33. Rescind, Revoke and Deprivation of Academic Qualifications

- 33.1. HYMS Joint Senate Committee shall have the power to deprive a student of the qualification or to revoke it, having determined that there is good cause to do so. Good cause includes academic misconduct and fitness to practise in accordance with the [HYMS Code of Practice on Academic Integrity and Conduct](#) and [HYMS Code of Practice on Fitness to Practise](#).