



## **HYMS Regulations for Taught Masters Degrees**

The following regulations apply to all postgraduate taught Masters degrees awarded by the University of York and the University of Hull. Candidates for the award of a joint qualification must satisfy both HYMS Regulations and the prescriptions as embodied in the published programmes of study. The Universities' Joint Learning and Teaching Committee (JLTC) shall be the final arbiter of matters regarding the application and/or interpretation of these Regulations.

### **1. Programme of Study Regulations**

These regulations shall be read and interpreted as being supplemented by the programmes of study published in the Postgraduate Handbook.

### **2. Total Credit Values**

The total credit value of a taught Masters programme offered by HYMS and covered by these Regulations shall normally be 180 credits. Any other credit value shall be subject to the approval of the Joint Learning and Teaching Committee and shall be as specified in the relevant programme.

### **3. Period of Study**

Normally one year full-time, two years part-time.

### **4. Admission to a Programme**

To be admitted to a Masters Degree programme, a candidate shall:

- i) Either have been awarded professional qualification(s) and/or gained relevant professional experience as approved by the HYMS Joint Senate Committee (HJSC), or
- ii) Been awarded an undergraduate degree normally in an appropriate subject of either University, of another institution approved by the HJSC and
- iii) Be able to speak, understand and write in English either with an IELTS score of not less than 7.0.
- iv) Satisfied such entry requirements as may be specified in the programme.

## **5. Qualification for a Masters Degree**

To qualify for the award of a Masters degree a candidate shall have:

- i) Pursued an approved programme of study.
- ii) Satisfied the attendance requirements as set out in the programme, and
- iii) Satisfied the requirements of the Regulations for progression to the award.

## **6. Programme Stages**

For the purpose of continuation or progression, the programme is divided into stages as follows:

- The Postgraduate Certificate stage: 60 credits
- The Postgraduate Diploma stage: 60 credits
- The Masters stage: 60 credits

## **7. Modules**

A module is defined as being a self-contained, formally structured learning opportunity with a coherent and explicit set of outcomes and learning criteria. The modules offered are as published in the relevant Postgraduate Handbooks. All candidates on the same module must be assessed by the same method(s) of assessment.

## **8. Pass/Fail Modules**

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.

## **9. Change of module**

- i) A candidate may, subject to timetable and other published restrictions, change a choice of module with the written approval of the Unit or Department responsible for teaching the module and (if different) the Unit responsible for the candidate's programme of study. No withdrawal from a module will be permitted once the assessment process specified for the module has been completed.
- ii) Candidates are responsible for complying with the procedures for the time being in force as published on the "change of module" form.

## **10. Module marks**

- i) The performance of a candidate in meeting the assessment requirements of a level 7 module is indicated by a numerical mark recorded on the following University scale:
  1. 70 – 100 Pass with distinction
  2. 60 - 69 Pass with Merit
  3. 50 - 59 Pass

4. 40 - 49	Potentially compensatable
5. 0 – 39	Fail

- ii) This scale shall be used also for undergraduate modules which form part of a programme for a taught Master's degree.
- iii) A mark of 50 shall be recorded for modules passed after reassessment applying to the final and overall mark for the module, and shall be used in calculating the weighted average for the programme.
- iii) A mark of 50 or more for the 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 candidate 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 candidate shall not be awarded the Masters degree until the corrections have been completed.

#### **11. Independent Study Modules (ISMs)**

- i) The following regulation shall apply to programmes containing an ISM or equivalent project report or folio.
- ii) The deadline for the submission of each level 7 ISM shall be as published in the Postgraduate Handbook and shall lie within the final three weeks of the period in which the module is taken.
- iii) A candidate shall submit two copies of each required dissertation, project or folio, which may be retained by, and be the property of, either University. Dissertations shall be bound and otherwise presented in accordance with any format or other requirements published by the HYMS Board of Studies.
- iv) Level 7 ISMs 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 as prescribed by HJSC and in force at the time.
- v) A candidate 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.
- vi) A candidate who is unable to submit the dissertation, project report or folio by the published submission date may apply, using the approved application form, to the Academic Progress Committee for an extension of up to one year, provided the application is submitted before the expiry of the published submission date, and provided the application includes the following information :
  - a) An explanation of the progress made to date.
  - b) An explanation of why the candidate has not been able to submit by the submission date.
  - c) A date by which the candidate firmly believes s/he will be able to submit.

- vii) Where a candidate fails to submit the dissertation, project report or folio in accordance with the published deadline or any extended deadline granted under paragraph v) above, s/he shall be awarded zero. Where the non submission relates to a first attempt the candidate's entitlement to resubmit shall be subject to the discretion of the Programme Board.
- viii) A candidate who fails the dissertation either at first or second attempt – other than due to non submission - shall be entitled to receive a statement from the Examiners of the way in which the work fell short of the requirements to pass.

## **12. Mitigating Circumstances**

- i) The Postgraduate Programme Board shall consider evidence of mitigating circumstances submitted by a candidate using the approved form, provided that the application has been submitted no later than seven days after the examination or deadline for submission of assessed work to which the application relates. The examination of mitigating circumstances may be delegated by the Programme Board to the HYMS Academic Progress Committee.
- ii) In considering the evidence submitted by the candidate, the Board shall have regard to the extent to which the evidence submitted confirms the claim of the candidate as to the circumstances. No claim based upon medical circumstances shall be accepted in the absence of evidence from a medical practitioner. Such evidence shall be rejected where the medical practitioner did not witness first-hand the medical circumstances claimed.
- iii) Where the Programme Board is satisfied that the evidence so submitted demonstrates that the candidate's performance has been materially affected by those circumstances it shall be empowered to:
  - a) Offer the candidate a fresh attempt at the examination or piece of assessed work
  - b) Refer the matter to the Board of Studies with the recommendation that the circumstances be taken into account by that Board when determining the final classification of the candidate's degree.
- iv) Where the candidate accepts the offer of a fresh attempt, the mark for the original attempt shall become void irrespective of any mark subsequently achieved by the candidate.

### **13. Credits**

A credit value is assigned to each module indicating the total learning time, including assessment, which a candidate might expect to spend in achieving the learning outcomes associated with the module. Level 7 modules will be either 5, 10, 20, 30 and 40 credits, with the exception of independent study modules (ISMs) which will normally be 60 credits, each credit nominally representing 10 hours of learning.

### **14. Awarding Credits**

To be awarded the credits for a module, a candidate must have passed the assessment for that module by achieving an overall pass mark derived from the weighted average of assessed components and having no failed components. The credits for a particular module cannot be awarded to a candidate more than once.

### **15. Permitted Duration for the Accumulation of Credits**

Where a candidate is permitted to extend his/her period of study through the grant of an extension for good cause or intercalation or similar circumstances, such extension shall be subject to the overriding requirement that each stage of the programme of study – as defined in regulation 6 – must be completed within a period of three years.

### **16. Valid Life of Credits**

Modules credited to a candidate may not normally be used towards an award after three years have elapsed from the end of the candidate's registration for the module for full-time students and five years for part-time students

### **17. General Transfer of Credits**

HYMS may accept credits, for general transfer, awarded by other Universities, or awarded by either University for APL/APEL. The acceptance of credits towards a specific programme shall be subject to the approval of the Postgraduate Programme Board and the valid life of credits transferred in as in 16.

### **18. Specific Transfer of Credits**

Units or departments shall be responsible for ascertaining and reporting to the relevant Programme Board the APL/APEL credits granted towards a specific programme. Credit transfer shall be limited to half the credits for the taught element of the programme only, i.e. no more than 60 credits.

### **19. Mark Equivalence for Specific Transfer of Credits**

Any marks from credit transfer will not be used in the calculation of the level of the HYMS award.

**20. Progression and Continuation to the Masters Stage**

- i) A candidate who is awarded a pass mark (including pass by compensation) in all modules in the Certificate and Diploma stages shall be eligible to progress to the Masters stage.
- ii) A candidate who has not completed the assessments or reassessments for all the modules of the Certificate and Diploma stages as a result of medical or special personal circumstances, may, at the discretion of the Postgraduate Programme Board, be permitted to continue to the Masters stage of the programme, and thereafter be considered for progression from the former stage once those assessments or reassessments have been completed.

**21. Progression to the Award**

A candidate who has progressed to the Masters stage and is awarded a pass in all modules in the Masters stage shall progress to the award.

**22. Written Examinations and other forms of assessment (Excluding Final Stage ISMs)**

- i) The deadline for the submission of written assessments for each level 7 module shall be as published from time to time by Units or Departments and shall normally lie within the period in which the module is taken.
- ii) Any departure from the normal timings of examinations and reassessments shall be subject to the approval of the Postgraduate Programmes Board and published in the relevant programmes of study.
- iii) All examination arrangements falling outside the approved assessment periods shall be the responsibility of the Unit or department concerned and must accord fully with normal HYMS conventions.
- iv) Level 7 modules, other than ISMs, taken in the first two periods shall normally be reassessed during the same academic year. A candidate who is unable to attend a scheduled written examination, or submit a piece of assessed work by the date published by the relevant Unit or Department, may apply, using the approved application form, for absence or an extension with good cause, provided the application is made no later than seven days after the date of the examination or date on which submission was due.
- v) Where an application is made within the deadline under paragraph i), the Programme Board shall be empowered to determine whether good cause has been established, and to award the candidate a fresh attempt at the examination or an appropriate extension for the assessed work. The power to determine extensions under this paragraph may be delegated by the Programme Board to the HYMS Academic Progress Committee. The grant of an extension under this paragraph shall be reported to the Postgraduate Programme Board.
- vi) Where an application is made after the deadline referred to in paragraph i) the Unit or Department shall refer the application to the Academic Progress Committee, which shall decide whether the application shall be considered by having regard to:
  - a) The reasons given by the candidate for the lateness of the application, and
  - b) The risk of the candidate gaining, or being perceived to be gaining, an advantage through such late application.

- vii) Where the Academic Progress Committee determines under paragraph v) that an application shall be considered and is satisfied, by reference to the published criteria of good cause, that it should be approved, it shall
  - a) In the case of a written examination, award the candidate a fresh attempt at the examination, or
  - b) In the case of a piece of assessed work, award the candidate an extension, subject to the new deadline being set by the department responsible for the module.
- viii) The Academic Progress Committee shall from time to time publish criteria by which "good cause" shall be determined, whether as a result of cases referred under paragraph v) or otherwise.
- ix) Where a candidate fails to attend an examination, or submit a piece of assessed work without receiving the approval of the Programme Board or Academic Progress Committee in accordance with this Regulation, 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 Programme Board under Regulation 27.

### **23. Weighted Averages**

- i) 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.
- ii) 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.

### **24. Duplication of Awards**

The same credits cannot be counted towards two separate qualifications unless one qualification is a stage in the normal progression to the other qualification.

### **25. Distinctions and Merits**

- i) A candidate must be awarded the Masters degree with distinction provided that the candidate has achieved a weighted average of 70 or greater over all marks assigned, with a mark of no less than 60 in the Masters stage at the first attempt
- ii) A candidate must be awarded the Masters degree with merit provided that the candidate has achieved a weighted average of 60 or greater over all marks assigned with mark of no less than 57 in the Masters stage

## **26. Reassessment**

- i) Subject to paragraph ii) a candidate who has satisfied the attendance requirement as specified in the HMYS Postgraduate Handbook and module handbooks and the deadlines for submission of assessed work as published from time to time by the Units or Departments has the right to be reassessed in a failed module on one occasion only, such reassessment to be set as soon as possible and not later than the end of the calendar year. Otherwise reassessment of a failed module may be permitted at the discretion of the Postgraduate Board of Examiners. Departments or Units shall publish any criteria or policy which they intend to use to determine the exercise of this discretion.
- ii) A candidate on the Diploma stage, who fails more than 60 credits, or more than 30 at each stage in the Certificate and Diploma stages combined at first attempt, shall be deemed ineligible to proceed further with the programme unless there are mitigating circumstances. Credits originally awarded during the stages to be repeated shall be disregarded for purposes of the degree. The eligibility for an award of a candidate not permitted to repeat the stage under this paragraph shall be determined in accordance with Regulation 27 below as appropriate. Any work undertaken towards the Final stage shall be deemed void and disregarded.
- iii) All other references to reassessment in these Regulations shall be subject to paragraphs i) and ii) above.

## **27. Repeating a Stage**

- i) A candidate shall not be permitted to repeat a stage of the degree, or register for the degree for a second time other than with the approval of the Board of Studies. Approval shall only be granted where the candidate has demonstrated significant medical or exceptional personal circumstances affecting the period which is sought to be repeated and subject to Regulation 26 on Reassessment above.
- ii) Where a repeat stage is permitted all credits gained during the original attempt shall cease to count towards the degree, and the entire stage shall be repeated. Any marks awarded during the original attempt shall not appear on the candidate's official transcript.

## **28. Notifications of Results and Transcripts**

All candidates shall be given access to their own marks after completion of each assessment process, and – provided they are not in debt to either University - to a full transcript of all credits awarded and marks obtained on completion of their period of registration.

## **29. Exclusion from the Masters stage pending Reassessment**

- i) A candidate who on completing the Diploma stage has failed up to 60 credits at the Postgraduate Certificate and/or Diploma stage at first attempt and not more than 30 in each stage may be permitted to commence the Masters stage, pending reassessment of the failed modules, at the discretion of the Programme Board of Examiners. In deciding whether to allow such commencement the Programme Board of Examiners shall take into account the reasons for the candidate's failure, and the likelihood of the candidate being able to successfully undertake the Masters stage at the same time as undertaking the reassessments.

- ii) A candidate not permitted to commence under paragraph i) above, or who fails more than 60 credits and who is entitled to undertake reassessments in accordance with regulation 26, and thereafter be reconsidered for progression, shall not be permitted to undertake research or other study for the Masters stage dissertation, project or folio, but shall be entitled to such access to University facilities as appropriate to facilitate undertaking the reassessments.

### **30. Compensation**

- i) 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 31), with no change being made to the mark awarded, and provided that:
  - a) The weighted average of all the marks for the stage is 50 or greater.
  - b) No mark for the stage is below 40.
- ii) A candidate 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.

### **31. Compensation Maxima**

The maximum combined number of credits which may be awarded by compensation shall be 40, with no more than 20 at each stage.

### **32. Consequences of Ineligibility to Progress to the Masters Stage**

- i) A candidate who is ineligible to progress from the Diploma to the Masters stage shall be failed but awarded:
  - a) With at least 60 credits passed, a Postgraduate Certificate.
  - b) With less than 60 credits passed the credits for all passed modules.
- ii) Where a candidate is registered for a programme which to any extent leads to a professional qualification, the award of a Postgraduate Certificate under paragraph i) above shall be subject to the relevant Programme Board of Examiners determining the title appropriate for the Certificate.