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Institute of Education
University of London

Regulations for taught Master's Degrees, M.Res and Postgraduate and Professional Diplomas and Certificates (excluding PGCE AND PgCE)

These regulations are approved by Senate. They were most recently updated in September 2010.

- Effective date: September 2010

Institute of Education, University of London

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Degrees, M.Res and Postgraduate and
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Version 2
Effective from September 2010

1 Introductory

- 1.1 These Regulations govern the conduct and award of Master's Degrees, Postgraduate Diplomas and Certificates and Professional Diplomas and Certificates.
- 1.2 The Regulations are made subject to the General Academic Regulations of the Institute, the Regulations for the Assessment of Students and all other appropriate regulations, policies or procedures of the Institute.

2 Definitions

- 2.1 In these Regulations, terms have the meanings assigned to them in the General Academic Regulations and the Regulations for the Assessment of Students, unless otherwise stated in the text, with the following additions subject to the same proviso:

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| Compulsory course | A course that is a mandatory part of the programme of studies being taken by the student. |
| General Academic Regulations | The General Academic Regulations of the Institute in force for the time being. |
| H Level | Level 6 as nationally indicated at the time that these Regulations were approved. |
| M Level | Level 7 as nationally indicated at the time that these Regulations were approved. |
| D Level | Level 8 as nationally indicated at the time these Regulations were approved |
| Optional course | A course that is not a compulsory part of the programme of studies being taken by the student. |

- 2.2 In these Regulations the terms Postgraduate Diploma and Postgraduate Certificate shall include respectively the Professional Diploma and Professional Certificate except where otherwise indicated.

3 Admission

- 3.1 *Qualifications for admission*

The normal minimum entrance qualification for admission is:

- (a) A degree from a UK university or other higher education institution with degree-awarding powers, awarded with at least Second Class Honours, or an overseas degree qualification judged by the Institute to be of an equivalent standard; or
 - (b) A professional or other qualification obtained by written examinations and judged by the Institute to be the equivalent of a Second Class Honours degree or better.
- 3.2 Where appropriate, a PGCE or other approved teaching qualification, and/or relevant professional experience, may be required in addition to one or more qualifications pursuant to Regulation 5.
- 3.3 A candidate in possession of alternative qualifications may be considered for admission if the Institute is satisfied that his or her general education, scholarship, training and experience are suitable for the programme that he or she wishes to follow. The Institute shall normally prescribe qualifying work for satisfactory completion by such a candidate prior to his or her registration.
- 3.4 Applicants for admission may in addition be required to pass an approved English language test at a specified level and other tests prescribed by the Institute as a condition of registration for the degree. The normal level of pass required in the International English Language Testing System (IELTS) will be 7.0 overall, with a score no lower than 6.0 for writing and 6.5 for reading. The normal level of pass required in Test of English as a Foreign Language (TOEFL) will be 650 in the paper-based test or 280 in the computerised test or 114-115 in the internet-based test.

Qualifying work required subject to Regulation 7

- 3.5 Candidates for admission holding a third class or Ordinary degree, or equivalent, shall normally be required to attain a satisfactory standard in one prescribed assignment. Candidates may also be required to satisfactorily complete a qualifying assignment where this is permitted in lieu of a recognised teaching qualification or professional experience.
- 3.6 The attainment of a satisfactory standard in at least two qualifying assignments shall normally be required of candidates for admission with a qualification below Ordinary degree level or equivalent.
- 3.7 A qualifying assignment shall normally take one or more of the following forms: an essay, a critical review, a written statement, an unseen written paper, a portfolio of materials, and/or a viva voce examination.
- 3.8 Qualifying assignments may not serve in lieu of a satisfactory result in an approved English language test in cases where specified evidence of English language proficiency at a level deemed appropriate by the Institute is required.

- 3.9 Exceptionally, applicants for entry to a Master's degree programme who do not possess the required qualifications may, with the approval of the relevant Master's degree Programme Leader, substitute a Master's degree assignment successfully completed elsewhere for a qualifying assignment. In such cases, no transfer of credits in respect of that assignment shall be permitted.
- 3.10 Satisfaction of the criteria referred to at Regulations 3.1-3.10 does not guarantee admission.

4 Programme of study

- 4.1 The total minimum number of credits required to be obtained for the relevant award shall be: for a Master's degree 180 credits, for a Postgraduate Diploma 120 credits, and for a Postgraduate Certificate 60 credits.
- 4.2 The Institute shall publish annually the approved curriculum for each programme.

Master's degrees

- 4.3 The programme of study for each degree shall include:
- (a) A taught component comprising courses of study in the named subject area which provide structured and progressive grounding relevant to the field of educational and social sciences; for the MRes, such courses will provide relevant and progressive research training and there will be grounding in relevant research methods and methodologies
 - (b) Elements designed to broaden candidates' knowledge, experience and understanding by equipping them with a range of transferable skills; and
 - (c) A research component, assessed by means of a significant piece of writing in the form of a report or dissertation, which enables the candidate to demonstrate initiative and creativity in formulating and carrying out a clearly planned and rigorously justified research project.
- 4.4 Students shall be required to obtain the appropriate number of credits through satisfactory performance in approved formal assessments. Of the total number of credits required, 30 may be at Level 6 (H level), subject to the achievement of an A or B grade in the Level 6 (H level) course(s) concerned. The remaining credits shall be at Level 7 (M level) or above.

Postgraduate Diplomas and Postgraduate Certificates

- 4.5 Candidates who do not complete a whole Master's degree programme but who have achieved the appropriate number of credits through the satisfactory completion of formal assessments associated with the taught components of the degree programme (i.e. excluding a report/dissertation) may be

considered for the award of a Postgraduate Diploma or a Postgraduate Certificate as appropriate.

- 4.6 With the exception of the MRes and related awards in Practitioner Research, up to 30 credits for each award may be at Level 6 (H level), subject to the achievement of an A or B grade in the Level 6 (H level) course concerned.

5 Duration of programme

- 5.1 The programme shall be not less than one calendar year if undertaken on a full-time basis or through an approved combination of full-time and part-time study, and not less than two calendar years if undertaken on a part-time basis.
- 5.2 The duration of the programme shall not exceed a maximum of four calendar years from the initial point of registration, excluding any agreed periods of interruption and deferral of registration.
- 5.3 Part-time students shall not be permitted to undertake more than half of the credits required for the award concerned in one year without the approval of the Dean of Faculty.

6 Advanced standing

- 6.1 An applicant for admission may simultaneously apply for advanced standing and will supply to the Academic Registrar all documents and information that he or she may require in connection with the application.
- 6.2 The authority to approve an application for advanced standing shall rest with the Programme Leader concerned, who may consult the Chair of the Board of Examiners and the Academic Registrar as appropriate. In approving any application, the Programme Leader will specify the number and level of credits awarded elsewhere to be counted towards the student's programme of studies, and will determine any further effects on the student's programme arising from the award of advanced standing.
- 6.3 Credits granted by way of advanced standing may be counted towards an award. Where advanced standing is granted, the student may count towards his or her award a minimum of 30 credits and a maximum of 90 credits acquired through M Level study. Students registered for an MRes may be permitted to count credits acquired through Level 8 (D level) or Level 7 (M level) study. Students registered for taught Master's may be permitted to count Level 8 (D level), Level 7 (M level) and Level 6 (H level) credits, with a maximum of 30 credits to be at Level 6 (H level), subject to attainment of an A or B grade. Credits imported by way of advanced standing will normally be applied to the satisfaction of optional components within a programme, although the Dean of Faculty may allow credits to be applied to the

satisfaction of compulsory components, in consultation with the Academic Registrar.

- 6.4 Where advanced standing has been granted, the minimum period of registration may be shorter than the normal period of registration, but shall not in any case be less than one third of the normal period of full-time study or the part-time equivalent.
- 6.5 Advanced standing will not be granted:
- (a) Where the relevant studies have been completed more than six years before the date on which the student initially registers at the Institute for the Master's degree; or
 - (b) In respect of elements of a candidate's previous studies other than taught elements.
- 6.6 Advanced standing will be granted only where the field of studies in which the credits were awarded will form part of a coherent programme of study within the student's chosen field of study at the Institute.

7 Attendance

- 7.1 In order to be assessed in a course or course element, a student shall normally be required to have attended a minimum of 80% of the teaching sessions associated with that course or course element, whether face-to-face or online.
- 7.2 For those courses or course elements in which teaching is offered online, course teams may measure levels of student participation in online activity, and where this is the case, students shall be provided with guidance from the Programme Leader on how participation is to be measured and the consequences of failure to meet the specific course-related participation requirements.
- 7.3 Students who withdraw before completing the approved programme of study may be required to restart the whole programme or repeat elements of the programme should they subsequently re-register for it.

8 Assessment

- 8.1 In order to qualify for a Master's degree or a Postgraduate Diploma/Certificate award, a candidate must satisfy the examiners that s/he has attained a satisfactory standard in:
- (a) The taught elements/courses of the approved programme of study; and
 - (b) In the case of Master's degree candidates, the report/dissertation element

of the course.

- 8.2 The timing of the assessment of each element of a Master's degree programme shall be in accordance with schedules published annually by each Faculty.
- 8.3 Students will be eligible for assessment only in those courses for which they are formally registered at a point two months before the assessment in question.
- 8.4 The Registry shall issue an admissions notice and timetable to eligible candidates at least fourteen days before a written examination paper is due to be sat, and this admissions notice shall act as identification for attendance at these examinations.
- 8.5 Students not in attendance but eligible to be assessed must indicate their intention to the Academic Registrar at least two months before the beginning of the term in which the assessment is to take place.
- 8.6 In exceptional circumstances, students may be granted permission to extend the deadline for assessment or to defer their assessment. Such requests must normally be made in accordance with the Institute's policy on extensions and deferrals.
- 8.7 Students who wish to withdraw their entry for formal assessment in relation to any element of their programme of study must inform the Programme Leader of the degree for which they are registered and, where appropriate, the tutor for the course element or course concerned if this falls outside the main degree subject. Such notification shall be provided in writing at least ten days before either the date of the written paper(s) or the last date for submission of coursework assignments, reports or dissertations.
- 8.8 Students who do not have permission for an extension, deferment or notice of withdrawal and who do not submit to assessment at the proper time will normally be recorded as absent from it and this will count as an attempt.
- 8.9 A candidate who is prevented from completing an assessment or part of an assessment at the normal time by illness or by any other cause judged sufficient by the Dean of the relevant Faculty, may normally enter for formal assessment in relation to those elements-on the next occasion when the assessment is held. At the discretion of the Board of Examiners concerned, such a candidate may instead undertake a special assessment in those elements missed and/or be permitted to submit any prescribed assignment at a date specified by the Board. The special assessment shall be undertaken in the same mode of assessment as the assessment that was missed.
- 8.10 A candidate who does not at his or her first entry satisfy the examiners in the formal assessment or part of the formal assessment for which he or she has entered may be re-assessed in that element of his or her programme of study on one further occasion only. A reassessment fee will be payable, and deadlines for the resubmission of work for formal assessment or of

examination re-sits shall be specified by the Faculty in which the student is registered.

- 8.11 Where a student elects or is permitted to re-submit his or her coursework assignments or equivalent within the same academic year, or to re-sit an examination within the same academic year, such a resubmission or re-sit shall be regarded as the student's second and final attempt at that element of the programme of study.
- 8.12 A student who on two occasions fails or is absent from the assessment associated with a course required for the award for which he or she is registered may not continue with the programme of study.
- 8.13 A student who fails an optional course on two occasions may, subject to the approval of the Dean of Faculty, register for a new optional course and may present him/herself for formal assessment in relation to that new course on no more than two occasions. No more than one new optional course may be studied and assessed on this basis, and a candidate who fails at the second attempt shall not be permitted to continue with his or her programme of study.
- 8.14 A student who fails to satisfy the examiners in the report or dissertation element of the degree programme on two occasions shall not be permitted to continue with his or her programme of study, but may be awarded a Postgraduate Diploma/Postgraduate Certificate if he or she has attained a satisfactory overall standard in formal assessments leading to the award of the requisite number of credits.
- 8.15 The form of reassessment shall be identical to the form of assessment used on the occasion on which the student initially failed, irrespective of whether the form of assessment for the course or course element previously failed has changed since the time of the candidate's first assessment in it.
- 8.16 The Board of Examiners may, at their absolute discretion, determine that a student should face a viva voce examination. Such an examination shall be conducted by no fewer than two examiners acting together. Where a viva voce examination is an examination element in its own right or makes a significant contribution to an element that forms part of the final assessment, one of those examiners must be an External Examiner.
- 8.17 Only the examiners and the candidate shall be present at the viva voce examination.

9 Awards

- 9.1 In order to be eligible for the award of a Master's degree, a Postgraduate Diploma or a Postgraduate Certificate, a candidate must, within the maximum period of registration, pass in degree elements amounting to at least the minimum number of credits specified in Regulation 4.1, of which the required elements of the course concerned shall form a part.

- 9.2 There are two grades of award in the Master's degree, Distinction and Pass. The marking scheme shall prescribe the conditions to be satisfied for each. A distinction may only be awarded on the basis of credits taken within the Institute, including credits which have been undertaken as part of the PGCE course. Those who do not pass shall not be awarded the degree.