

## Taught Postgraduate Assessment Regulations 22/23

### About the Assessment Regulations

These Taught Postgraduate Assessment Regulations provide rules and procedures for all assessed work in order to ensure all students are fairly and objectively assessed.

### General

A1. These Assessment Regulations apply to all taught postgraduate provision approved by the University and delivered by the University or by its collaborative partners leading to awards or academic credit of the University. The Assessment Regulations apply to all assessments, at whatever point in a programme they are undertaken, that formally contribute to the recommendation of academic credit or an award of the University.

A2. The University's Assessment Regulations are updated annually to ensure ongoing appropriateness to institutional requirements and sector expectations. The latest version of the Assessment Regulations is applied to all current students for any given academic year, irrespective of their year of enrolment or the Assessment Regulations in place at that time.

A3. Exceptionally, the Chair of the Academic Board may approve temporary changes to the Assessment Regulations to mitigate the impact of events beyond the University's control.

A4. These Regulations shall be applied so as to ensure equity of treatment of students regardless of their mode of study and the number of credits that they have studied over each contributing assessment period.

A5. The credit specification that is contained within the [Curriculum and Assessment Framework for Taught Programmes](#) indicates the amount and level of academic credit expected to be gained by a student on a programme leading to the award identified.

A6. Subject to any requirements of the validating and/or awarding body concerned, programmes leading to awards other than those of the University, but which the University has been licensed or approved to deliver, must be calibrated in accordance with the [Regulations for Academic Awards of the University](#).

A7. All Degree Apprenticeship programmes delivered in England are linked to an Institute for Apprenticeships Standard. Each Standard has a defined assessment plan, which sets out the approach to the compulsory End Point Assessment, including how it will be assessed. Where End Point Assessment is integrated into the degree programme, it must be successfully passed in order for the degree and the apprenticeship to be awarded. In all such instances, the assessment plan for the appropriate Degree Apprenticeship programme shall take precedence over these Assessment Regulations.

A8. Any exemption or variation from these Assessment Regulations must be approved in advance by or on the behalf of the Education Committee and set out in the approved Programme Specification.

A9. Students may only enrol on one programme within a single standard academic period. Students may normally enrol only on units that form part of that programme on which they are registered, as it is set out in the approved Programme Specification, and for which they have satisfied the necessary co- and pre-requisites and any other requirements. Where the approved Programme Specification explicitly permits, students may enrol on appropriate additional unit(s).

A10. Students registered on a programme shall receive only one academic award of the University in respect of that programme and any of its associated routes and pathways. Students who complete a programme and subsequently register on another non-cognate programme leading to an unrelated award shall be eligible for any and all applicable awards.

A11. Students registered on a programme leading to the award of a Master's Degree who do not obtain the required credits for the Master's award shall be granted whichever of a Postgraduate Certificate or a Postgraduate Diploma shall be appropriate, provided that they have gained the required credits and demonstrated achievement of the Learning Outcomes specified for that interim award in the Programme Specification.

A12. Students who receive a Postgraduate Certificate award shall be entitled to apply for admission to a cognate programme leading to a Postgraduate Diploma or a Master's Degree; and students who receive a Postgraduate Diploma award shall be entitled to apply for admission to a cognate programme leading to a Master's Degree.

### **Period of student registration**

A13. The minimum time for which a student may be registered on a programme and gain the award to which it leads shall not be less than the minimum length specified for the programme in the Programme Specification, except where the provisions of the [University's Policy for the Recognition of Prior Learning](#) apply.

A14. For students enrolled on a course from 20/21 onwards, the maximum period of registration for a student shall be the standard duration of the course plus an additional two years.

A15. For students who commenced their course prior to 20/21, there shall be no maximum period of registration, subject to units having been completed within a period of time consistent with ensuring the currency of the curriculum. Judgements regarding currency are subject-specific and shall be made by Heads of Department and communicated to Assessment Boards. There shall be no guarantee about the length of time for which a programme or its constituent units shall be available.

A16. Students shall be required to renew their registration on a programme annually. If a student does not renew his/her registration, the registration shall lapse. A student whose registration on a programme has lapsed may be considered for readmission to

the same programme, as long as the lapse in registration was not a consequence of academic failure.

A17. A student may apply to the Programme Leader to [suspend his/her studies](#). If the Programme Leader considers that the reasons for the request are valid, he/she may agree to a suspension for a period of up to one year, taking account of the implications of the timing and duration of the suspension for the student's engagement with the programme and with assessment and reassessment opportunities. Decisions regarding second or subsequent requests for suspension should be made by the relevant Head of Department.

### **Practice credits**

A18. Periods of assessed practical training, placement, supervised work experience, or clinical or professional practice, whether taken in the UK or abroad, which are additional to the academic credits required for the award may attract practice credits based on the benchmark of 120 such credits representing not less than 1200 hours of student training, placement, work experience or clinical or professional practice normally undertaken within one academic year. Practice credits are not assigned to a level.

A19. Where a student commences upon, but does not successfully complete, a period of placement or other activity which contributes formally to the credit requirements of a Sandwich Degree, their enrolment shall revert to the standard degree. In such instances, there shall be no obligation for the University to provide a reassessment opportunity or alternative placement of equivalent length except where the student has an approved claim for deferred assessment as per Regulation B32.

A20. Where the assessment of practice is accommodated within the academic credit structure, including assessed practice undertaken through Man Met Rise, it shall comply with the regulations that apply to academic credits generally. Provision may be approved for practice elements to be assessed on a pass/fail basis rather than being marked out of 100. In such cases, this should be clearly communicated to students.

A21. Practice credits that do not attract academic credit and/or which are assessed on a pass/fail basis shall not contribute to the classification of a taught postgraduate degree.

A22. Practice credits that do not attract academic credit shall be generally exempt from the Regulations relating to assessment, reassessment and continuation. Where continuation on a programme is conditional upon a student having satisfactorily completed particular practice credits, students must be informed specifically of this condition.

A23. Practice credits may be subject to the requirements of professional, statutory and regulatory bodies. Students must be informed specifically of any such requirements.

A24. Practice credits may not be used in lieu of the academic credits specified for academic awards but, where such practice periods are a specific programme

requirement, they may contribute towards the student's overall eligibility for the award for which they are registered.

A25. Provision may be made within the approved Programme Specification for the award of a Certificate of Practice Achievement. The Certificate shall provide a transcript of the elements making up the practice credits upon satisfactory completion. The award of such a Certificate shall be conditional upon the student having met the requirements for the academic award to which the programme leads.

## **Assessment**

B1. Students must pass or otherwise be credited with the specified number and level of credits for any award for which they are eligible in order to gain that award. A final award shall only be granted to students who have demonstrated achievement of the Learning Outcomes for the programme on which they are registered.

B2. The assessment scheme for a unit shall comprise an approved combination of summatively-assessed elements and shall be determined with respect to the Learning Outcomes of that unit.

B3. Students may normally take a maximum of 120 taught credits in a standard academic period for the programme on which they are registered, and a maximum of 180 credits in a 12-month period.

B4. All elements of summative assessment within a unit shall be marked out of 100. The weighted average mark for the unit shall then be calculated from the marks for the individual elements of summative assessment. The weighted average mark for the unit shall also be expressed as a mark out of 100.

B5. Unit marks are expressed as whole numbers, with standard rounding conventions applied to two decimal places. Unit marks with a weighted average of  $x.49$  and below will be rounded down to the nearest integer. Those with a weighted average of  $x.5$  and above will be rounded up to the nearest integer. There shall be no rounding applied in the determination of students' eligibility for compensation or a particular award classification.

B6. Summative assessment marks shall be subject to internal and, where appropriate, external moderation before confirmation by the relevant Assessment Board, in accordance with the [University's Verification, Marking and Moderation Policy](#).

B7. All unit marks are subject to formal ratification by an Assessment Board. Ratification by an Assessment Board shall preclude any further consideration of the marks or awards at a later stage, except where a material error, failure to follow due process or serious academic or other misconduct is subsequently identified, or where a student submits a successful late claim for deferred assessment.

B8. The University has in place a range of mechanisms and penalties for handling plagiarism and other forms of Academic Misconduct. Where serious academic misconduct is proven after a student's completion of study, the Academic Board retain the authority to retrospectively revoke an award.

## **Continuation**

B9. Students' continuation on programmes shall be determined by their performance in, and engagement with, the summative assessments in the units on which they are enrolled.

B10. With the exception of certain Degree Apprenticeship provision (detailed in B11, below) a unit shall be passed when a student achieves a weighted average mark of 50% for the summative assessment(s) associated with the unit.

B11. Where a unit within a Degree Apprenticeship programme contains either the whole or a part of the End Point Assessment, all elements relating to the End Point Assessment must achieve the pass mark of 50% in order for the unit to be passed, regardless of the unit's weighted average.

B12. Subject to the provisions of Regulations B15 and B16, students shall be entitled to receive compensated passes in taught whole units where they achieve a weighted average mark in the marginal fail category (40% to 49%) for the summative assessment(s) associated with such unit(s), and have achieved an overall average of 50% or greater across the total 120 taught credits for the relevant award. For the purposes of identifying whether a student is eligible for compensation, the average across the total taught credits should be calculated using uncapped marks. Students with an incomplete taught credit profile will not be considered for compensation.

B13. For the award of PGCert, a student will be allowed compensated passes in a maximum of 15 credits for the 60 total taught credits; for the award of PGDip a student will be allowed compensated passes in a maximum of 30 credits for the total 120 taught credits; for the award of Master's degree a student will be allowed compensated passes in a maximum of 30 credits for the total 120 taught credits.

B14. Where a student is eligible for compensation in units amounting to more than the maximum limit, the unit(s) with the highest average mark(s) shall usually receive a compensated pass up to the total number of credits stated in Regulation B13. However, the units selected for compensation should be those most advantageous to the student. For example, if the highest compensable unit mark is for a 15-credit unit and the second highest is for a 30-credit unit, the 30-credit unit may be compensated even though it is the lower of the two.

B15. A compensated pass in a unit may not be a sufficient pre-requisite for an associated unit within a programme. Where this is the case, it shall be made clear in the approved Programme Specification for the programme. Where a unit must be passed and may not be compensated, this shall be specified in the approved Programme Specification.

B16. Students on integrated Degree Apprenticeship programmes shall not be permitted a compensated pass in any unit that contains the whole, or a component of, their End Point Assessment. Each component of an integrated End Point Assessment must achieve a mark of 50% to secure a pass. Information on where an End Point Assessment occurs within a Degree Apprenticeship Programme shall be provided within the approved Programme Specification.

B17. Students who receive a compensated pass in a unit shall be granted the credits associated with the unit. The mark that is recorded for the unit shall, however, be the actual mark achieved.

B18. Where a student transfers between programmes, the assessment status of any unit(s) on the new programme that the student has already taken as part of a previous programme shall not change.

### **Late Submissions**

B19. The University operates a late submission window at all levels of study, whereby a student who has failed to submit a summative assessment by the published deadline may submit within a defined period for a capped mark. Late submissions will be accepted up to five days after the deadline. The mark for any assessment submitted during this period shall be capped at 50%. The overall unit mark will not automatically be capped, and application of a late cap at assessment level shall not be considered as a reassessment, nor shall it impact upon a student's reassessment opportunities elsewhere in the unit.

B20. Where one part of an assessment with multiple submission points is submitted late, the late cap shall be applied to the full assessment.

B21. The late submission window does not apply to reassessments or to time-constrained assessments, such as exams or tests.

B22. Where, following a late submission, a student has an approved request for an extension that covers the original submission period, the mark for the assessment will revert to the original, uncapped, grade.

B23. Students shall not be entitled to undertake reassessment in any element(s) with a capped mark of 50% applied as a result of late submission.

### **Reassessment**

B24. With the exception of Master of Fine Art provision (detailed in B25 below), students shall always be required to undertake reassessment in units in which they have not achieved a weighted average mark of at least 40%. Students shall also be required to undertake reassessment in units where they have a mark in the marginal fail category but where compensation cannot be applied.

B25. Where a Master of Fine Art student fails one 60-credit unit, they shall have the opportunity for reassessment in that unit. If the student fails both MFA-level units, they will be awarded the fall-back award of MA in the relevant subject to which they are entitled.

B26. Where a student does not achieve a weighted average mark of at least 50% for a unit, and cannot be considered for compensation, they shall be reassessed only in those elements of assessment within a unit that they have failed, except where the approved Programme Specification specifically prescribes otherwise.

B27. For all reassessment, the highest mark achieved for each element in any attempt should be used when calculating the new weighted average mark.

B28. Where students have achieved a weighted average mark of 50% or higher in a unit, they may not be reassessed in any part of the unit, except where the Programme Specification specifically prescribes otherwise or where the student is entitled to deferred assessment as per Regulation B32.

B29. Students shall have an automatic right to one opportunity of reassessment in all units. Students unable to redeem the initial failure following reassessment will fail the programme and be withdrawn from the University.

B30. The mark for any unit in which a student is reassessed shall be capped at 50%.

B31. Where students fail a unit that is an optional unit within the programme on which they are registered, they may substitute for that unit another optional unit. The assessment status of the new optional unit shall be the same as the original optional unit. Students are entitled to substitute for an original optional unit once only within their programme.

### **Deferred Assessment**

B32. If it is established through the Assessment Mitigations Policy that a student's absence, failure to submit work or poor performance in all or part of an assessment was due to illness or other mitigating circumstances found valid on production of acceptable evidence, the student shall have the right to be reassessed as if for the first time in any or all of the elements of assessment. If the assessment affected was itself a reassessment, the student shall be permitted to be reassessed again but the reassessment shall be capped.

B33. Where a student has failed a unit and their entitlement to deferred assessment does not extend to all failed assessments, the unit mark should not be capped if the resit marks from the deferred assessment(s), combined with the marks from the original attempt(s) of the other assessment(s), gives a weighted average greater than 50%.

B34. Where appropriate, and subject to an approved Personal Learning Plan (PLP), reasonable adjustments to assessments shall be made for students with a disability. Wherever possible, such reasonable adjustments shall enable the student to undertake the standard assessment task. Where the nature of a student's disability makes it impossible for a certain form of assessment to be used, the relevant Head of Department must ensure that any alternative assessment is of the same standard and presents a comparable level of challenge.

B35. In cases where it is not practicable for a student to be reassessed in the same elements and/or by the same methods as at the first or any subsequent attempt, including for elements that are no longer current within the programme for which they are registered, the relevant Assessment Board shall make appropriate alternative

arrangements. Any alternative assessments must be approved by the External Examiner to ensure that they permit the unit Learning Outcomes to be achieved.

## **Awards**

### **Award of Postgraduate Certificates, Postgraduate Diplomas and Master's Degrees**

C1. The approved Programme Specification for each taught postgraduate programme leading to, or incorporating, the award of a Postgraduate Certificate, a Postgraduate Diploma or a Master's Degree shall state explicitly the Learning Outcomes to be met by students in order to achieve each award.

C2. Postgraduate Certificates, Postgraduate Diplomas and Master's Degrees may be awarded at Pass level, with Merit, or with Distinction.

C3. For an award to be made at Pass level, a student must pass or otherwise be credited with all of the units that make up the specified number and level of credits for the award.

C4. For a Postgraduate Certificate, Postgraduate Diploma or Master's Degree to be awarded with Merit, a student must gain an overall average of 60%.

C5. For a Postgraduate Certificate, Postgraduate Diploma or Master's Degree to be awarded with Distinction, a student must gain an overall average of 70%.

C6. For the award of Master of Fine Art, a student's classification shall be determined by the first 180 credits of study only.

C7. Under no circumstances will marks awarded for learning by other institutions be included within Manchester Met award classifications.

C8. Except where the relevant Programme Specification confirms otherwise, academic credit can only be counted once. A student who has been given an interim exit award and is successfully readmitted, whether to the same programme or to a different programme for which the credit already completed will count towards the final award, must surrender their award back to the University prior to enrolment.

C9. Where the Assessment Board is satisfied that there is sufficient evidence of the student's achievement, or this evidence is subsequently obtained, the student may be granted the award for which he or she is a candidate, with or without Merit or Distinction as appropriate. In order to reach a decision an Assessment Board may assess the candidate by whatever means it considers appropriate.

C10. Where the Assessment Board does not have enough evidence of the student's performance to decide upon the award for which the student was a candidate (or a lower award where one is available), but is satisfied that but for illness or other valid cause the student would have reached the standard required, it may make an Aegrotat award. Where such an Aegrotat award is made, a student shall be permitted to complete the work, within a period of one year, for the original classified award.

## Appendix A – Credit Specification for Taught Postgraduate Awards

For students undertaking an award under the Curriculum Framework for Taught Postgraduate Awards.

<b>Postgraduate / Award</b>	<b>Credit Specification</b>	<b>Credit Total</b>
Postgraduate Certificate (PgCert)	60 credits at Level 7	60
Postgraduate Certificate in Education (PGCE)	60 credits at Level 7 60 practice credits	60 plus 60
Postgraduate Diploma (PgDip)	120 credits at Level 7	120
Master's Degree	180 credits at Level 7  (120 taught credits and 60 credits of supervised independent study)	180
Master of Fine Art	180 credits at Level 7 120 additional credits at Level 7	300
Master of Architecture	60 credits at Level 6 180 credits at Level 7	240
Master of Landscape Architecture	300 credits at Level 7	300
Professional Doctorate	Level 8  Taught elements must be credit rated at Level 8. For part 2, the research element, please see details within the Regulations for Postgraduate Research Degrees.	No minimum specified