

Academic Regulations: Postgraduate Masters of Research

1.	Introduction, Course and Module Framework
These Academic Regulations set out the rules which govern how courses are structured and what students need to do to successfully complete their studies.	
1.1.1	Academic Regulations must be approved by Academic Board and will be reviewed annually by them or a designated subcommittee.
1.1.2	Where a course has any additional or alternative rules set by a Professional Statutory and Regulatory Body (PSRB) or where there are specific legal requirements these will take priority over the University's Academic Regulations.
1.1.3	All awards offered by the University must be approved by the Board of Governors and listed in University Bye-Law No. 5 before they can be advertised.
1.1.4	Any exemptions to these regulations must be formally approved by Academic Board or a designated subcommittee. A list of all approved exemptions will be held centrally. Exemptions will: <ul style="list-style-type: none"> • apply throughout the period of validation, • be listed in the Course Specification, • be published in the Course Guide.
1.1.5	In very exceptional circumstances, the Chair of the Academic Board may agree to vary the provisions of the Academic Regulations. This may include the approval of alternative forms of assessment, the variation of the academic calendar and the continuation of students with deferred assessments.
1.2	Course Framework
The course framework describes how courses will be structured, delivered, and monitored. Within this regulatory framework:	
1.2.1	Courses will meet the academic standards set out in the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ) (QAA, 2020) for Master's degree and has been informed by Category 1 – Research Masters degrees and where relevant, a PSRB.
1.2.2	Courses will use the Credit Accumulation and Transfer System (CATS) which refers to notional learning hours and includes formal contact, assessment, guided study and independent learning. The University also recognises the European Credit Transfer System (ECTS) .
1.2.3	Courses will be taught in English, unless the course is validated to teach students other languages
1.2.4	Courses will be designed to ensure the effective assessment of technical proficiency in the English language, in a manner relevant to the level and content of the course, except where the course is assessing a language which is not English or could be demonstrated to be in contravention of the requirements of the Equality Act 2020.

Academic Regulations: Postgraduate Masters of Research

1.2.5	<p>Courses will have a Course Specification and a Course Academic Calendar which must be approved through the Course Approval process and published to students.</p> <p>The Course Specification will specify:</p> <ul style="list-style-type: none"> • The modules to be taken and which of these are “Independent study” modules. • All award titles (final and interim) • Course learning outcomes • Any additional requirements for the award. <p>Any variation to the Course Specification or the approved Academic Calendar for a course must be approved by Academic Board or its delegated authority in accordance with approved quality procedures.</p>
1.2.6	<p>Courses will be studied over one or more academic years with each year divided into semesters. The University will publish a University Academic Calendar annually which will include dates for the current academic year and the projected calendars for the next three years (these may be subject to change).</p>
1.2.7	<p>Courses will be approved, through the Course Approval process, to be delivered through a full-time mode of study consisting of 60 taught credits and 120 credits of independent study.</p>
1.2.8	<p>Courses will be appointed an Award Board of examiners that, in accordance with the Code of Practice on Assessment Boards, will be required to confirm annually that the University regulations have been correctly applied in determining the award and any associated classification.</p>
1.2.9	<p>Courses will be reviewed through Continuous Monitoring and Improvement processes to ensure that they:</p> <ul style="list-style-type: none"> • Are up to date. • Provide educational challenge. • Are coherent. • Are effectively delivered. • Are appropriate to the subject matter. • Require students to develop relevant skills. <p>Courses will be subject to periodic review within a maximum of 5 years of initial validation or the previous periodic review.</p>
1.2.10	<p>Masters of Research Degree courses will:</p> <ul style="list-style-type: none"> • include the opportunity for students to demonstrate originality in the application of knowledge, self-direction in solution-based inquiry, comprehensive research evaluation skills and to communicate these abilities effectively. • Contain 60 credits of taught modules and 120 credits of independent study. • Specify which modules constitute Independent Study as part of validation/validation procedures. Independent study credits can be studied concurrently with taught credits.
1.2.11	<p>Programmes of research may be proposed in prescribed fields of study and disciplines in which the University of Wolverhampton has appropriate and relevant research expertise and resources to support high-quality research degree programmes. All proposed research programmes shall be considered for research degree approval on their academic merits and without reference to the concerns or interests of any associated funding body.</p>

Academic Regulations: Postgraduate Masters of Research

1.3	Module Framework
<p>Modules are credit bearing, discrete units of assessed learning, at a given level with specified learning outcomes which contribute to the learning outcomes of the course.</p> <p>The module framework describes how modules will be structured, delivered, and monitored.</p>	
1.3.1	<p>Courses will be designed to deliver learning through:</p> <ul style="list-style-type: none"> • 30 credit modules or multiples thereof, <p>Formal exemptions will be required for any proposals requesting to adopt alternative module credit structures. These must be approved by Academic Board or its delegated authority.</p>
1.3.2	<p>Every module has a distinct set of learning outcomes that reflect the level of study as specified in the FHEQ. These will be listed in a Module Guide.</p>
1.3.3	<p>All modules will include at least one summative assessment designed to enable students to demonstrate that the module learning outcomes have been met.</p> <p>Module Guides will include the number and type of all assessments being used.</p>
1.3.4	<p>Every module will be appointed a named External Examiner who, in accordance with the Code of Practice on Assessment Boards, will be required to confirm annually that module standards, and assessment and marking practices are sound and fair.</p>
2	Admissions
<p>These regulations include essential details about the admissions requirements by which all taught courses and modules are governed. They should be read in conjunction with the Admissions Terms and Conditions presented to applicants as part of the admissions process and Admissions Complaints process (see; https://www.wlv.ac.uk/study-here/how-to-apply/).</p>	
2.1.1	<p>Timely Information and advice will be provided to applicants to enable informed choices to be made.</p>
2.1.2	<p>The University will inform prospective students as soon as possible of any significant changes to a course which may occur from the time of the offer being made and enrolment and will inform successful applicants of the arrangements for enrolment, registration, and induction.</p>
2.1.3	<p>For applicants outside the European Union, additional statutory requirements will operate and take precedence over the Academic Regulations. These requirements will be communicated to applicants by the University as part of the admissions process.</p>
2.1.4	<p>All applicants to the University will be required to complete the appropriate application form which is subject to consideration by appropriate staff within the faculty.</p>
2.1.5	<p>Applicants must satisfy the entry requirements for admission to the degree as prescribed by the Regulations and must satisfy the University that they are fit by reason of their ability and training to undertake the degree.</p>
2.2	Application to the University

Academic Regulations: Postgraduate Masters of Research

2.2.1	All applicants to the University will be required to follow relevant course application processes.
2.2.2	The University will not admit or allow the continuation of study for any person found to have made a fraudulent application and/or breached other standards and requirements specified by a PSRB (where relevant).
2.2.3	Applicants who have previously been excluded from any course in the University for reasons of discipline, academic misconduct, professional misconduct, or fitness to practise will have no right to study at the University again.
2.2.4	Applicants who have previously been discontinued from any course at the University for any reason will not be permitted to return to study for a minimum of one year. At this point they may apply again to the University. Decisions on such applications will be made on a case-by-case basis and will take into consideration the applicant's previous academic record.
2.3	Entry with Recognition of Prior Learning (RPL)
2.3.1	Students may be admitted to the University with accredited prior learning where they have previously successfully completed relevant study at higher education level, in the UK or abroad. Such prior attainment will only be applicable and applied to whole taught modules (not part of a module) associated with the Masters of Research up to a maximum of 60 credits.
2.3.2	Applicants must disclose any accredited prior learning they believe to be relevant at the application stage.
2.3.3	The assessment of prior learning will be conducted in accordance with the Guidelines for the Recognition of Prior Learning as approved by Academic Board.
2.3.4	Credits acquired from a previous University of Wolverhampton qualification may normally only be used once as RPL for entry onto any future University of Wolverhampton qualification. The credits would normally need to have been studied within the five years prior to the RPL application.
2.3.5	The total credit and level value of awarded RPL will be recorded on the student record. Any grades associated with the previous study and/or RPL will not be individually recorded and are excluded from the final classification calculations.
2.3.6	The minimum number of University of Wolverhampton credits students must study, and pass can be found in Appendix A.
3.	Registration, enrolment, changes to study and engagement
This section details the regulations which relate to student registration and enrolment.	
3.1	Registration
Registration is a one-time process through which a student accepts the offer and confirms their place on a course for its duration. Students continue to be registered on their course until they:	

Academic Regulations: Postgraduate Masters of Research

	<ul style="list-style-type: none"> • Complete the course. • Withdraw • Are discontinued or excluded by the University or • Reach the permitted maximum registration period.
3.2	Changes to Registration
3.2.1	<p>Mode of Study</p> <p>The University of Wolverhampton can require students to temporarily change their mode of study from full time to part time in accordance with the credit value being studied in a given study year.</p> <p>Students with “International” status are not normally permitted by UK legislation to study part time.</p>
3.2.2	<p>Students can request a transfer to an alternative course and qualification at the same level providing they:</p> <ul style="list-style-type: none"> • Meet the entry criteria for the new course, and • can complete the new course within the maximum registration period set for the original course.
3.2.3	<p>Where a student requests a transfer to a course with a Professional, Statutory and Regulatory Body (PSRB) requirement the accepting Faculty will ensure that:</p> <ul style="list-style-type: none"> • The same selection and recruitment criteria, as those for new entrants, are applied. • PRSB notification requirements are met. <p>Agreement to the transfer does not affect the availability of places on the course for new entrants.</p>
3.2.4	<p>Students must ensure that all academic fees and other payments due to the University are paid on time and in accordance with the instalments set out within the Tuition Fee Liability and Credit Control Policy. Students owing the University money from a previous year or course, outside any agreed limit set annually by the University, will not be permitted to re-enrol. Students unable to enrol, because of outstanding debts, will not be entitled to access University facilities or their supervisory team and will be obliged to take a Break in Study or withdraw.</p>
3.2.5	<p>Any student who is not enrolled, (including those on a Break in Study), will not be covered by the University Insurance policy or by the University Health & Safety policy and will be prevented from accessing facilities, and excluded from their study, research, supervision, and direction at the University.</p>
3.4	Enrolment
<p>Enrolment is the annual process through which a student confirms their continued study, agrees to abide by all University regulations and to the terms of the Tuition Fee Liability Policy.</p>	
3.4.1	<p>All students who enrol on a credit rated course validated by the University of Wolverhampton will be registered for the highest award validated for that course.</p>

Academic Regulations: Postgraduate Masters of Research

3.4.2	Students are responsible for ensuring that they are fully enrolled on the correct course by the published course start date.
3.4.3	<p>For home students, the latest date for enrolment is the first working day of the fourth week of teaching, as specified in the academic calendar for the course.</p> <p>For overseas students, the latest date for enrolment is the first working day of the fifth week of teaching.</p> <p>For all students, and in exceptional circumstances where there is evidence the University is responsible for delaying a student's enrolment, the deadline may be extended. All such decisions will be made on a case-by-case basis.</p>
3.4.4	<p>New students who do not enrol within this timeframe must either:</p> <ul style="list-style-type: none"> • Request to defer their studies, • Request to be withdrawn. <p>Students who do not do any of the above will have their registration withdrawn by the university.</p>
3.4.5	<p>Continuing students who do not enrol within this timeframe must either:</p> <ul style="list-style-type: none"> • Take a Break in Study, or • Request to be withdrawn. <p>Students who do not choose either option will be assumed to have withdrawn from the course. Where a student has achieved academic credit an Award Board or its delegated authority will, at the earliest opportunity, consider their eligibility for any relevant interim qualification.</p>
3.4.6	New students must provide proof of identity as part of the enrolment process.
3.4.7	Students requiring a visa to study in the UK must ensure that they meet, both at the beginning and for the duration of the course, the requirements stipulated by the UK Government and the conditions of their visa. The details of which are set out by the government's UK Visas and Immigration department and are summarised on the university's website.
3.4.8	When students enrol, they must confirm acceptance of all relevant terms and conditions of the University.
3.4.9	Any assessment submitted by a student who is not enrolled will not be considered valid and will not be marked.
3.4.10	<p>It is a student's responsibility to:</p> <ul style="list-style-type: none"> • ensure that the personal information held by the University is accurate and kept up to date, including their term-time address (which for international students must be within reasonable proximity of the study location) • formally notify the University through the student portal if they have a change of circumstances, including: <ul style="list-style-type: none"> - A change of address - Taking a Break in Study - Withdrawing - Transferring to another course or another Institution.

Academic Regulations: Postgraduate Masters of Research

3.4.11	Students registered at another institution to study for a research degree are not eligible for admission or registration for a research degree at the University of Wolverhampton unless their registration elsewhere is terminated.
3.4.12	A student will not be permitted to register concurrently for two postgraduate research degrees at the University of Wolverhampton.
3.5	Module Registration
Module Registration is the annual process through which the university or the student confirms the modules of study for each academic year.	
3.5.1	Where a choice of modules is available, students must confirm which core and option modules they will be studying at the point of enrolment. Students can request a change to their module registration within the first two weeks of teaching. All requests for change must be approved by Registry Services.
3.5.2	Where there is no choice of modules, the university will automatically allocate the modules to be studied in each given academic year. Students are required to confirm these modules at each enrolment point.
3.5.3	Where a module has a pre-requisite students must ensure that they have passed this before they commence study on the next module. If the pre-requisite has not been passed credit will not be granted for any assessed work submitted.
3.5.4	Where a course has a prohibited combination of modules (see 1.3.4) students must ensure that they are not registered to study that combination.
3.5.5	Students are expected to study the number of credits specified for their award or interim award. Students are not permitted to register additional modules for the purpose of studying additional credits to improve their final results/classification.
3.6	Break in Study (previously known as Leave of Absence)
A "Break in Study" is defined as an authorised period of time when a student chooses to, or is required to, temporarily withdraw from their studies.	
3.6.1	Students taking a break in study will remain registered on their course but will not be enrolled and should not attend University to study or undertake assessment. International students should note that a break in study will have implications for study visas and therefore advise in this regard should be sought.
3.6.2	Requests for a Break in Study will be processed in accordance with the Break in Study Policy and Procedure and will be subject to approval by your research supervisor.
3.6.3	Students can apply to take a Break in Study for a maximum of four semesters.
3.6.4	Students can also apply for an additional Break in Study due to:

Academic Regulations: Postgraduate Masters of Research

	<ul style="list-style-type: none"> • Mandatory jury duty service • Maternity/Paternity/Parental/Adoptive Leave.
3.6.5	The University can require a student to take a mandatory break in study if, through the provisions of the Support to Study procedure, it is decided that this is in the student's best interest.
3.6.6	The University can enforce a break in study or temporary suspension as an outcome from a Support to Study panel or via its Student Code of Conduct and Disciplinary Procedure.
3.6.7	<p>Students can be required to fulfil specified conditions or provide specific assurances as a condition of their return to study in cases where the break in study was due to:</p> <ul style="list-style-type: none"> • Personal/extenuating circumstances which affected the student's ability to study, • a decision made through any of the following procedures: <ul style="list-style-type: none"> – Support to Study – Temporary Suspension – Student Code of Conduct – University Fitness to Practice
3.6.8	In all cases of a break in study the maximum registration period will be extended by the same amount.
3.6.9	<p>The University cannot guarantee continuation on the same course and/or modules following a break from study.</p> <p>The University will inform students on a break from study if there are material changes to their course or modules in line with its Terms and Conditions.</p>
3.6.10	Where a student takes a Break in Study before completing a module, any summative assessment submitted will be carried forward and will contribute to the assessment result for that module when the student returns, provided that there have been no changes to the assessment requirements.
3.7	Engagement
Engagement is defined as "active attendance and regular use of resources and learning activities including (but not exclusively) participation in scheduled events, accessing core University systems, completing all required assessments, and interacting with staff, peers, and programme learning resources".	
3.7.1	Engagement is compulsory and will be monitored by the University in accordance with the Student Engagement Policy .
3.7.2	If within the first 50 days of the start date of the course a student does not meet the minimum published requirements for engagement as specified in the Student Engagement Policy action will be taken in accordance with the policy which may result in the student being withdrawn from the course.
3.7.3	If, during the academic year a student does not meet the minimum published requirements for engagement as specified in the Student Engagement Policy action will be taken in accordance with the policy which may result in the student being withdrawn from the course and (where applicable) have any associated visa sponsorship withdrawn.

Academic Regulations: Postgraduate Masters of Research

4	Supervision
<p>The rules on supervision for Masters of Research are covered by, and confined to, these specific academic regulations, which is to say that they differ from the supervision guidelines contained in other policies and regulations.</p>	
4.1	<p>Each Masters of Research student will have at least one (with no more than three) designated supervisor(s). Masters of Research supervisors will usually be identified and allocated by faculties at the point of an accepted application, and no later than 4 weeks from the start date of their course.</p>
4.2	<p>A supervisor can be either a permanently contracted or Visiting member of staff, and to be allocated they must:</p> <ol style="list-style-type: none"> a) Have appropriate subject and research expertise and the necessary skills and experience to monitor, support and direct students' work. b) Have qualifications equivalent to at least the level of the qualification sought by the student c) Have experience of internal or external examining at the level of the award being supervised. d) Have undertaken the University's Research Supervisor Development Programme within 6 months of appointment to the role of research supervisor where they are new to the role of research supervision or to the University of Wolverhampton. e) Not be a relative/partner of the student f) Not have a line management relationship with any student they supervise. g) Not be Honorary or Emeritus appointments. h) Not be a student on a research degree
4.3	<p>Supervisors will:</p> <ol style="list-style-type: none"> 1. Maintain regular contact with the student to ensure regular monitoring of progress of the student's research project. As a minimum students should meet with a supervisor once a month (12 sessions a calendar year). Such meeting must be recorded and documented for engagement monitoring purposes 2. Maintain appropriate records of supervisory meetings and interim correspondence. 3. Undertake a Research Skills Training Needs Analysis of the student's development needs. 4. Provide timely, constructive, and effective feedback on the student's work, 5. Provide advice and guidance to enable the student to conduct research with integrity in accordance with the University of Wolverhampton's Code of Good Research Practice and the Ethics Policy. 6. Ensure the student is familiar with The Masters of Research degree regulations. 7. Provide relevant advice for students whose first language is not English. This may include arranging a referral to appropriate support services, to ensure that the student is supported to write and defend the thesis effectively in English.

Academic Regulations: Postgraduate Masters of Research

	<ol style="list-style-type: none"> 8. Provide support and advice to register with Student Support and Wellbeing, where a student identifies additional needs associated with disability, learning difference or long-term health condition. 9. Implement reasonable adjustments in their manner of supervision, as laid out in a student's Tutor Awareness Sheet, such that additional needs associated with disability, learning difference or long-term health condition are met. 10. Help the student to interact with others working in the field of research, for example, encouraging the student to attend relevant conferences and supporting in seeking funding for such events. 11. Where appropriate, provide encouragement and advice to submit conference papers and articles to refereed journals. 12. Maintain supervisory expertise, including the appropriate skills to perform the role satisfactorily, supported by relevant continuing professional development opportunities. 13. Identify suitable examiners and submit their nomination to the Research Student Board and Research Awards Sub-committee. 14. Provide detailed feedback on the final draft of the thesis, normally within two months of receipt. 15. Prepare the student for the oral examination and supervise the completion of any amendments.
5	Assessment
This section details the regulations which relate to the assessment of a student's academic performance.	
5.1.1	<p>To gain academic credit, a student must demonstrate that they have achieved specified learning outcomes. Academic credit will only be awarded to students through:</p> <ul style="list-style-type: none"> • Accreditation of Recognition of Prior Learning • Successful completion of module summative assessments that overall meet the specified learning outcomes for the module.
5.1.2	Each taught module will be assessed through the submission of the summative assessment as validated and specified for the module.
5.1.3	A student must have attempted all taught modules before the submission of thesis/portfolio.
5.1.4	<p>The dissertation module will be assessed through the submission of a research proposal, written thesis (presented in English on the subject of their research), and an oral examination in defense of the written thesis that demonstrates they have achieved the learning outcomes.</p> <p>Where, for reasons of sickness, disability or comparable valid cause, the university is satisfied that a student would be under serious disadvantage if required to undergo a conventional oral examination, an alternative form of examination may be approved. Such requests for consideration should be submitted to disability-Inclusion@wlv.ac.uk.</p>

Academic Regulations: Postgraduate Masters of Research

5.1.5	An applicant whose work forms part of a larger group project may register for a postgraduate research degree. In such cases, each individually approved project shall be distinguishable for the purposes of assessment and be appropriate for the award being sought. The application shall clearly indicate each individual contribution and its relationship to the group project.
5.1.6	All research degrees must reach a standard of written English and academic communication appropriate for the topic and the level of award, and examiners will be asked to consider this element of the work.
5.1.7	Masters of Research students are required to submit their thesis for examination within the maximum registration period for the award.
5.1.8	The dissertation module will be marked (and closed second marked) by a team of appointed examiners who will determine whether both the thesis (including portfolio of creative/published work) and the oral defence of that thesis demonstrate that they have addressed the research proposal and achieved the module learning outcomes.
5.1.9	Where a postgraduate research degree project is part of a piece of funded research, the faculty shall establish to its satisfaction that the terms on which the research is funded do not detract from the fulfilment of the objectives and requirements of the student's postgraduate research degree.
5.2	Grading
The University uses grading schemes for recording the results of summative assessment and overall module results. These are aligned to the University Level and Mark Descriptors .	
5.2.1	All modules will have one or more summative assessments. Collectively the assessments must allow the student to demonstrate that they have met the module learning outcomes. Assessments will be: 1) Elements – Elements will be grouped. Students will not have to achieve a passing grade in each element but must achieve a passing grade overall for the group of elements to demonstrate that the learning outcomes have been met. 2) Components – all components must be passed in order to pass the module overall and to demonstrate that the learning outcomes have been met. They may include elements, some of which can be failed without meaning that the learning outcomes have not been met.
5.2.2	Module Guides will clearly specify assessment components, and their elements where these are included, and how the overall grade will be calculated
5.2.3	Where a summative assessment is made up of more than one grade the average overall grade will be calculated to a maximum of two decimal points
5.2.4	Summative assessment marks will be added together (according to their weighting) to give an overall module grade.
5.2.5	Grades will be calculated to a maximum of two decimal points and the final overall grades will be rounded up or down as follows: <ul style="list-style-type: none"> • 0.50 – 0.99 – rounded up

Academic Regulations: Postgraduate Masters of Research

	<ul style="list-style-type: none"> 0.01– 0.49 – rounded down 																																	
5.2.6	<p>Summative assessment and overall module results will be recorded using the following percentage grade scheme:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">% Mark</th> <th style="width: 40%;">Performance</th> <th style="width: 40%;">Result</th> </tr> </thead> <tbody> <tr> <td>90-100%</td> <td>Outstanding</td> <td>Pass</td> </tr> <tr> <td>80-89%</td> <td>Excellent</td> <td>Pass</td> </tr> <tr> <td>70-79%</td> <td>Very Good</td> <td>Pass</td> </tr> <tr> <td>60-69%</td> <td>Good</td> <td>Pass</td> </tr> <tr> <td>50-59%</td> <td>Sufficient</td> <td>Pass</td> </tr> <tr> <td>40-49%</td> <td>Insufficient</td> <td>Fail</td> </tr> <tr> <td>1-39%</td> <td>Poor</td> <td>Fail</td> </tr> <tr> <td>0 NS</td> <td>Not Submitted</td> <td>Fail No assessment was submitted, or assessment was submitted after the published deadline.</td> </tr> <tr> <td>AM</td> <td>Academic Misconduct under investigation</td> <td>Assessment submitted but grading on hold pending the outcome of Academic Misconduct procedures</td> </tr> <tr> <td>M</td> <td>Valid Extenuating Circumstances</td> <td>Extenuating Circumstances have been granted. Student expected to submit the assessment at the next available opportunity.</td> </tr> </tbody> </table> <p>If approved during course validation, some summative assessments or modules may be recorded as Pass/Fail only.</p>	% Mark	Performance	Result	90-100%	Outstanding	Pass	80-89%	Excellent	Pass	70-79%	Very Good	Pass	60-69%	Good	Pass	50-59%	Sufficient	Pass	40-49%	Insufficient	Fail	1-39%	Poor	Fail	0 NS	Not Submitted	Fail No assessment was submitted, or assessment was submitted after the published deadline.	AM	Academic Misconduct under investigation	Assessment submitted but grading on hold pending the outcome of Academic Misconduct procedures	M	Valid Extenuating Circumstances	Extenuating Circumstances have been granted. Student expected to submit the assessment at the next available opportunity.
% Mark	Performance	Result																																
90-100%	Outstanding	Pass																																
80-89%	Excellent	Pass																																
70-79%	Very Good	Pass																																
60-69%	Good	Pass																																
50-59%	Sufficient	Pass																																
40-49%	Insufficient	Fail																																
1-39%	Poor	Fail																																
0 NS	Not Submitted	Fail No assessment was submitted, or assessment was submitted after the published deadline.																																
AM	Academic Misconduct under investigation	Assessment submitted but grading on hold pending the outcome of Academic Misconduct procedures																																
M	Valid Extenuating Circumstances	Extenuating Circumstances have been granted. Student expected to submit the assessment at the next available opportunity.																																
5.2.7	<p>If a student is unable through disability, sickness, or other valid cause to be assessed by the methods specified in the Module Guide, and where PSRB requirements permit, alternative but equivalent assessments will be designed in consultation with the Faculty and Disability and Inclusion team, and/or through the Support to Study procedures.</p>																																	
5.3	Fit to Sit and Extenuating Circumstances																																	
5.3.1	<p>The University operates a Fit to Sit policy. When a student sits/submits an assessment they are declaring through the submission process that they are fit to do so, in accordance with the University Fit to Sit and Extenuating Circumstances Policy.</p>																																	
5.3.2	<p>Where a student believes they have a valid reason (such as illness) for not submitting/sitting a summative assessment, they must follow the University Fit to Sit and Extenuating Circumstances Policy.</p>																																	
5.3.3	<p>Students with approved extenuating circumstances on the first sit of a piece of summative assessment (where that work has not been submitted) are expected to submit/sit the assessment at the next published opportunity.</p> <p>If they do not do so, or they fail the assessment they will be required to resit the assessment (i.e., take the assessment again). The grade for a resit assessment will be awarded in accordance with Section 4.5 of these regulations</p>																																	
5.4	Late Submissions and Extensions																																	

Academic Regulations: Postgraduate Masters of Research

5.4.1	Requests for extensions will be considered in accordance with requirements specified in the Late Submissions and Extensions policy.
5.4.2	Assessments submitted after the published deadline will be considered in accordance with requirements specified in the Late Submissions and Extensions policy.
5.5	Resits and Retakes
<p>A resit provides a student with the opportunity to take an assessment or examination again if they did not achieve a passing grade.</p> <p>A retake provides a student with the opportunity to study a whole module again when all resit opportunities have been exhausted.</p>	
5.5.1	<p>Students who do not achieve a passing grade in a component or group of elements will be permitted to attempt the failed assessment(s) again as a resit.</p> <p>Students who have achieved an overall passing grade for a group of elements will not be permitted to resit any failed individual elements.</p>
5.5.2	A maximum of one resit attempt is permitted for each piece of assessment for each module.
5.5.3	Resit attempts must be taken at the first opportunity within the same academic year that the module was studied, unless valid extenuating circumstances were approved during the resit period. The date of the resit opportunity will be determined by the relevant Module Leader in accordance with the academic calendar and the university guidelines for scheduling.
5.5.4	<p>For taught modules the resit will be based upon a different assessment brief to the one that was failed at the first attempt.</p> <p>For the dissertation module, and where the failure relates to the written thesis, the resit will be based upon an amendment to the original submission taking into account the feedback given and received. Where the failure relates to the oral examination/presentation only, a further and final opportunity will be scheduled and be based upon the submitted written thesis.</p> <p>Where the failure relates to both the written thesis and the oral examination, the resit will be based upon an amendment to the original submission taking into account the feedback given and received, and an oral examination based upon the amended thesis submission.</p>
5.5.5	Students who successfully pass a resit will have their resit assessment grade capped at 50%
5.5.6	Students who fail to achieve an overall pass grade at the resit stage will be deemed to have failed the module. Students who fail a module will be permitted to retake it once subject to the relevant continuation regulations and where an interim award is not opted for by the student.
5.5.7	Taught modules will be retaken in the subsequent academic year and against the validated assessment for the relevant module. Where a retake of the dissertation module is required then this will require a new and different research topic and written thesis.

Academic Regulations: Postgraduate Masters of Research

5.5.8	The University cannot guarantee that all modules will be available to be taken again. Where a module is no longer available the student will be required to take an alternative replacement module.															
5.5.9	Students who successfully pass a module they have retaken, or an alternative/replacement module will have their maximum overall module grade limited to 50%.															
5.5.10	Students are not permitted to resit assessments or retake modules in which they have achieved a passing grade unless this has been agreed through the Academic Appeal or Extenuating Circumstances procedures.															
6	Continuation and registration periods															
Continuation regulations specify the conditions that need to be met for a student to continue to study on the course.																
6.1	Students can continue from one year to the next providing they: <ul style="list-style-type: none"> • Are in a position to recover any failure. • Have not exceeded the maximum registration for their award or any interim award. 															
6.2	Assessment Boards have delegated authority on behalf of Academic Board for ensuring regulations are correctly applied. The assessment board will determine whether a student is eligible to continue on their course in the event that they are required to retake study. As such assessment boards will be scheduled and convened by the university in alignment with the course dates.															
6.3	Registration periods define the maximum length of time that a student can study at each level of their course. The registration periods relevant for a Master of Research are as follows: <table border="1" style="margin-left: 20px; width: 80%;"> <thead> <tr> <th style="text-align: left;">Award</th> <th style="text-align: center;">Expected registration period (years)</th> <th style="text-align: center;">Maximum registration period (years)</th> </tr> </thead> <tbody> <tr> <td>University Statement of Credit</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Postgraduate Certificate</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Postgraduate Diploma</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Masters of Research</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> </tbody> </table>	Award	Expected registration period (years)	Maximum registration period (years)	University Statement of Credit	1	1	Postgraduate Certificate	1	1	Postgraduate Diploma	1	2	Masters of Research	1	2
Award	Expected registration period (years)	Maximum registration period (years)														
University Statement of Credit	1	1														
Postgraduate Certificate	1	1														
Postgraduate Diploma	1	2														
Masters of Research	1	2														
6.4	A student's maximum registration period will be recalculated when required to take into consideration: <ul style="list-style-type: none"> • Recognition for Prior Learning (RPL) • Changes to mode of study. • Voluntary or enforced Break in Study • A break in study for any of the following: <ul style="list-style-type: none"> ○ mandatory jury service ○ maternity, paternity shared parental leave, or adoptive leave 															

Academic Regulations: Postgraduate Masters of Research

	<p>Students who are required by an award board to temporarily transfer to part time (5.2.2) will not have their maximum registration period re-calculated.</p>
6.5	<p>A maximum registration period can be extended where there is evidence to demonstrate that exceptional circumstances, outside of the student’s control, have disrupted their progression and where there is good reason to believe that an extension would enable the student to progress to the next level or achieve an award.</p> <p>Any extension to a maximum registration period of more than one month must be requested by either:</p> <ul style="list-style-type: none"> • the Course Leader in advance of the end of the maximum registration period or • The Conduct & Appeals Unit through the Academic Appeal or Complaints procedures. <p>All extension requests must be approved by the Director of Registry Services.</p> <p>Extensions to maximum registration periods will be granted in month long blocks and for no longer than 12 months.</p> <p>Any period of extension shall be subject to a student’s immigration status. Students on a student route visa should seek advice from the Visa & Immigration team at least two months before their current visa expires.</p> <p>The University may refuse to support a student visa extension in the UK if a student is not making satisfactory progress, has outstanding debts, has breached their immigration conditions, or has overstayed their visa.</p>
6.6	<p>A student is expected to submit their thesis before the expiry of the maximum period of registration.</p> <p>There may be very exceptional circumstances when a student cannot submit their thesis within the maximum period of registration, but the Break in Study process outlined above is not appropriate. This may be either:</p> <ol style="list-style-type: none"> a) because they have already exceeded the maximum length of absence, or <p>they need a longer period to complete their research because of a setback for which the University takes full responsibility (e.g. equipment failure).</p>
6.7	<p>Where an applicant has previously registered as a student for a postgraduate research degree at the University of Wolverhampton but has not gained an award, the relevant Faculty may take account of all or part of the previous registration time in their offer of a place. This would only be appropriate where the proposed new research is sufficiently similar to that for which the applicant was previously registered.</p>
6.8	<p>Students who voluntarily withdraw may apply for re-admission provided that:</p> <ol style="list-style-type: none"> a) the student is able: <ol style="list-style-type: none"> i) if appropriate, to provide clear evidence of a change in personal circumstances since the date of withdrawal. ii) to demonstrate a positive commitment to resume study at postgraduate research degree level. iii) to demonstrate an enhanced knowledge-base and/or relevant experience (for example, based on employment in a relevant area in the period since the date of withdrawal); and <p>the student has been formally interviewed by at least two members of academic staff whose decision to re-admit the student is unanimous.</p>

Academic Regulations: Postgraduate Masters of Research

6.9	Students who have been withdrawn due to academic failure are permitted to apply for re-admission to a postgraduate research degree after at least twelve months have lapsed between the date of withdrawal and the date of application for re-admission.										
6.10	Students who have previously been excluded from any course in the University for reasons of discipline, or academic/research/ethical misconduct will have no right to study at the University again.										
7	Awards										
7.1.1	<p>To be eligible for an award or any interim award validated for a course, students must meet the following credit requirements:</p> <table border="1" data-bbox="311 667 1439 1010"> <thead> <tr> <th data-bbox="311 667 874 734">Award</th> <th data-bbox="874 667 1439 734">Credit requirement</th> </tr> </thead> <tbody> <tr> <td data-bbox="311 734 874 801">University Statement of Credit</td> <td data-bbox="874 734 1439 801">1-59</td> </tr> <tr> <td data-bbox="311 801 874 869">Postgraduate Certificate</td> <td data-bbox="874 801 1439 869">60</td> </tr> <tr> <td data-bbox="311 869 874 936">Postgraduate Diploma</td> <td data-bbox="874 869 1439 936">120</td> </tr> <tr> <td data-bbox="311 936 874 1010">Masters of Research Degree</td> <td data-bbox="874 936 1439 1010">180</td> </tr> </tbody> </table>	Award	Credit requirement	University Statement of Credit	1-59	Postgraduate Certificate	60	Postgraduate Diploma	120	Masters of Research Degree	180
Award	Credit requirement										
University Statement of Credit	1-59										
Postgraduate Certificate	60										
Postgraduate Diploma	120										
Masters of Research Degree	180										
7.1.2	<p>An Interim Award is a qualification given where a student has completed part but not all of their full award.</p> <p>Interim awards will only be awarded to students who have achieved sufficient credits to be eligible for an interim award and:</p> <ul style="list-style-type: none"> • Chosen to exit the course without completing the full award, or • Failed to achieve the award for which they were registered within any of the relevant maximum registration periods, or • Been excluded by the University. <p>In such cases the student will be awarded the highest interim award available on their course, based on the credits achieved. See 6.1.1 for the validated interim awards for Masters of Research degrees.</p>										
7.1.3	Where credit has been achieved that is insufficient for an interim award, or where none exists, a University Statement of Credit will be awarded via the student transcript.										
7.1.4	The University's research degrees are awarded to students who have satisfied a team of appointed examiners that the thesis (including portfolio of creative / published work) demonstrates that they have achieved the learning outcomes appropriate to the award sought, as specified in the QAA Framework for Higher Education Qualifications. Examiners are asked to confirm in their final report that students have met the learning outcomes for the award.										

Academic Regulations: Postgraduate Masters of Research

7.1.5	All awards, whether full or interim, will be considered and ratified by the university's Award Boards scheduled in close proximity to course end dates.								
7.2	Classification of Awards								
7.2.1	<p>Masters of Research degrees will be classified where, in addition to the credit requirements, the following additional criteria are met:</p> <table border="1"> <thead> <tr> <th>Classification</th> <th>Criteria</th> </tr> </thead> <tbody> <tr> <td>Pass</td> <td>180 credits at 50% or above</td> </tr> <tr> <td>Merit</td> <td>180 credits with at least 120 credits at 60% or above, (including research project/dissertation).</td> </tr> <tr> <td>Distinction</td> <td>180 credits with at least 120 credits at 70% or above (including research project/dissertation).</td> </tr> </tbody> </table>	Classification	Criteria	Pass	180 credits at 50% or above	Merit	180 credits with at least 120 credits at 60% or above, (including research project/dissertation).	Distinction	180 credits with at least 120 credits at 70% or above (including research project/dissertation).
Classification	Criteria								
Pass	180 credits at 50% or above								
Merit	180 credits with at least 120 credits at 60% or above, (including research project/dissertation).								
Distinction	180 credits with at least 120 credits at 70% or above (including research project/dissertation).								
7.2.2	Grades gained in modules owned and delivered by another educational institution will only be included in the calculation of a classification where this has been specifically approved at validation. In such cases the grades can only be used where they are no more than three grade points higher or lower than the student's mean performance on the University of Wolverhampton modules. Where this is not the case the classification will be based on the University of Wolverhampton modules only.								
7.3	Aegrotat Awards								
An Aegrotat award is an unclassified award that is given in exceptional circumstances to a student who is unable to complete an award or interim award due to very exceptional circumstances.									
7.3.1	<p>An Aegrotat award can be recommended when an Award Board has incomplete evidence of the student's performance to be able to recommend the award (or interim award) but is satisfied that, but for illness or other valid causes, the student would have reached the standard required.</p> <p>In these circumstances, the student (or a person duly authorised by the student to act on their behalf) must have signified, in writing, that they are willing to accept the award and that any possibility of reassessment has been waived.</p> <p>Aegrotat awards do not carry any classification or distinction.</p>								
7.3.2	An aegrotat award may be made posthumously. The Award Board will normally recommend the target award for which the student was enrolled.								
7.3.3	Aegrotat awards will not be made on programmes carrying professional body accreditation, with the exception of posthumous awards where appropriate.								
7.3.4	Recommendations for Aegrotat awards must be approved by the Director of Registry Services prior to confirmation.								

Academic Regulations: Postgraduate Masters of Research

7.4	Revocation of Awards
7.4.1	<p>In exceptional circumstances, following an investigation, the University may at any time, on the recommendation of Director of Registry Services revoke an award and all privileges connected therewith, having determined that there is good cause to do so. This can include but is not limited to the following grounds.</p> <ul style="list-style-type: none">• Where an award is found to have been obtained by fraud or deception, including academic misconduct.• Where a graduate has not met the requirements of the award conferred, <p>Where the award has been obtained due to administrative error or irregularities in the conduct of the Award Board.</p>