

SECTION III

GENERAL REGULATIONS FOR TAUGHT GRADUATE PROGRAMMES

GENERAL

The general regulations outlined in Section 1 apply as appropriate in addition to the following regulations specific to taught programmes.

1 Programmes of instruction leading to the higher degrees of B.D., D.Ch.Dent., D.Clin.Psych., D.Couns.Psych., D.Ed., LL.M., M.A.I., M.A.O., M.B.A., M.Ch., M.D., M.Ed., M.Phil., M.Phil.(Ecum.), M.Phil.(Peace Studies), M.Sc., M.Sc.(Mgmt.), M.St., M.S.W., Postgraduate Diplomas (P.Grad.Dip. and H.Dip. (Ed.) Primary Teaching) and Postgraduate Certificates (P.Grad.Cert.) are provided in approved subjects listed in this Calendar Part III. In all cases applications are competitively assessed and candidates who meet the minimum admission requirements set out in this Calendar Part III are not automatically awarded entry.

2 Some Masters programmes have the option of an exit Postgraduate Diploma when the taught component of the programme has been satisfactorily completed. Such P.Grad.Dip. programmes are, for completeness, listed under the appropriate Faculty entry but are not open to entry as separate options from their parent Masters programme i.e., students apply for entry to the appropriate Masters programme.

3 Students who have opted to receive a P.Grad.Dip. may apply to submit subsequently for the corresponding Masters degree. Following completion of the Masters requirements the student will inform the [Registrar](#) of their intention to rescind the P.Grad.Dip. and have the credit obtained during the P.Grad.Dip. integrated into the Masters degree. The student will be required to submit the original P.Grad.Dip. and/or any duplicates that have been issued. The time limit for applying to complete the credits required for the Masters degree will normally be up to 5 years following completion of the P.Grad.Dip. In exceptional circumstances, a longer time limit may be considered by the Dean of Graduate Studies. This arrangement is not available to students who exit with the P.Grad.Dip. as a consequence of failing to attain the pass requirements of the Masters.

4 Students who have opted to receive a P.Grad.Cert. may apply to submit subsequently for the corresponding P.Grad.Dip. and/or Masters degree. Following completion of the P.Grad.Dip. or Masters requirements the student will inform the Registrar of their intention to rescind the P.Grad. Cert. and have the credit obtained during the P.Grad.Cert. integrated into the P.Grad.Dip. or Masters degree. The student will be required to submit the original P.Grad.Cert. and/or any duplicates that have been issued. The time limit for applying to complete the credits for the P.Grad.Dip. and/or Masters degree will normally be up to 5 years following completion of the P.Grad.Cert. In exceptional circumstances, a longer time limit may be considered by the Dean of Graduate Studies. This arrangement is not available who exit with a P.Grad.Cert. as a consequence of failing to attain the pass requirements of the P.Grad.Dip./Masters.

5 All Postgraduate Diplomas may be awarded at two levels (i) Postgraduate Diploma and (ii) Postgraduate Diploma with Distinction.

6 All taught Masters Degrees may be awarded with Distinction. The award of a taught Masters with Distinction shall require the achievement of a distinction for the dissertation but may include additional conditions as specified by the programme committee. A distinction cannot be awarded if a candidate has failed any credit during the period of study. Criteria for the award of a distinction for the dissertation shall be approved by the relevant [Director of Teaching and Learning](#) (Postgraduate).

ATTENDANCE, REGISTRATION, EXTENSIONS

ATTENDANCE

7 Graduate students on taught programmes must normally attend College or one of its affiliated institutions whenever instruction is scheduled for their programme in the College. In certain cases, all or part of a programme may be undertaken outside of the physical confines of the College or one of its affiliated institutions and graduate students are under the same obligation as above to attend for instruction. However, the above requirements for physical attendance are relaxed, as appropriate, for distance learning and e-learning programmes. In the case of these programmes, attendance at the venue to which the material is delivered is equated to attendance at College or one of its affiliated institutions at the time of delivery.

Students must take part fully in the academic work of their class throughout the period of their programme.

The requirements for attendance at lectures and tutorials are published locally and vary between the different taught programmes. The onus lies on graduate students to inform themselves of the dates, times and venues of their lectures and other forms of teaching by consulting these timetables.

Where a graduate student is undertaking a dissertation as part of a taught programme, the regulations in relation to attendance are those outlined in Section 2 (above).

PART-TIME REGISTRATION

8 Part-time registration is available for certain taught programmes. Students may not normally transfer from the part-time to the full-time register for such programmes once already registered.

EXTENSIONS

9 Graduate students on taught programmes who in any term have been unable, through illness or other unavoidable cause, to attend the prescribed instruction satisfactorily, may be granted credit for the term by the [Dean of Graduate Studies](#) acting on the advice of the Programme Co-ordinator/Director, but must perform such supplementary exercises as the Dean of Graduate Studies may require. The onus rests with each individual graduate student to inform the Programme Co-ordinator/Director of their illness; graduate students must therefore make themselves familiar with the College and programme regulations regarding absence from lectures or examinations through illness. Graduate students on taught programmes who find themselves incapacitated by illness from attending lectures (or other forms of teaching) should immediately see their medical adviser and request a medical certificate for an appropriate period. Such medical certificates should be given to the Programme Co-ordinator/Director, as appropriate. It is the Programme Co-ordinator/Director who normally makes representation to the Dean of Graduate Studies on behalf of their postgraduate student.

10 Students unable to complete their taught programme in the required time must apply in writing to the Dean of Graduate Studies, with the support of their Programme Co-ordinator/ Director for permission to re-register on a continuation year. If the request is approved, the graduate student must pay the relevant annual tuition fees and levies/charges.

EXAMINATIONS, ASSESSMENT AND PROGRESSION

ABSENCE FROM EXAMINATIONS

11 Postgraduate students who consider that illness may prevent them from attending an examination (or any part thereof) should consult their medical advisor and request a medical certificate for an appropriate period. If a certificate is granted, it must be presented to the student's Programme Co-ordinator/Director within three days of the beginning of the period of absence from the examination. Such medical certificates must state that the student is unfit to sit examinations. Medical certificates will not be accepted in explanation for poor performance; where an examination has been completed, subsequent withdrawal is not permitted. Further details of procedures subsequent to the submission of medical certificates are available in programme handbooks or from Programme Co-ordinators/Directors.

12 Postgraduate students who consider that other grave cause beyond their control may prevent them from attending an examination (or any part thereof) must consult and inform their Programme Co-ordinator/Director. The Programme Co-ordinator/Director will then make representations to the [Dean of Graduate Studies](#) requesting that permission be granted for absence from the examination.

13 The acceptance of medical disability is entirely at the discretion of the Dean of Graduate Studies, who may ask for a report from the medical officers in charge of the [Student Health Service](#). The report will be strictly confidential to the Dean of Graduate Studies.

SPECIAL EXAMINATION ARRANGEMENTS

14 Students who may require assistance in examinations must discuss their needs with the Programme Co-ordinator/Director in advance of the examination so that special arrangements – such as dictation to an amanuensis – may be provided if feasible and appropriate. Such arrangements are made locally by the Programme Co-ordinator with the relevant Office(s) in College.

COMPLAINTS CONCERNING SUPERVISION

15 Complaints about the adequacy of supervision of dissertations on postgraduate taught programmes should normally first be made to the course director. If the course director is unable to resolve the issue, or where the course director is the Supervisor, the student should contact the Director of Teaching and Learning (Postgraduate). If the Director of Teaching and Learning (Postgraduate) is unable to resolve the problem, or is the Supervisor, the student may make a formal complaint in writing to the Dean of Graduate Studies or, if the Dean of Graduate Studies is also the Supervisor, to the relevant Faculty Dean. The Dean of Graduate Studies or Faculty Dean, following consideration of this complaint may make such directions as s/he believes to be appropriate. Complaints about the adequacy of supervision will not be considered once a dissertation has been presented for examination.

EXAMINATION OF DISSERTATION

16 Graduate students who require an extension on the submission date of their dissertation (on medical or *ad misericordiam* grounds) must contact their Programme Co-ordinator/Director prior to the submission date and must provide documentary evidence to support their case. Such extensions will be at the discretion of the programme committee. Where a programme requires graduate students to undertake an oral examination of the dissertation work, this will take place before the examination board meeting takes place. Dissertations may be graded fail/pass/pass with distinction. Graduate students who have achieved a pass / pass with distinction for their dissertation may, subject to the approval of the programme committee, be granted a one-month extension free of fees for minor revisions / corrections prior to submitting the final hardbound copy of the dissertation. No extensions to this period will be permitted.

17 Where failure of a dissertation is contemplated and an oral examination has not been held as a matter of programme, graduate students are entitled to an oral examination. This must take place prior to, or during the examination board meeting. The candidate must be informed of the reason for the oral examination. Candidates who have attended an oral examination as a matter of programme may not avail of another. The format of an oral examination is at the discretion of the programme committee.

ASSESSMENT AND PROGRESSION REGULATIONS

18 The following regulations apply in all courses of study leading to the award of a Masters degree or Postgraduate Diploma.

Graduate students must obtain credit for each academic year of their course by satisfactory completion of course requirements as laid down in the relevant course handbook.

19 To qualify for the relevant postgraduate award, students must, as a minimum,

- (i) achieve an overall pass mark which is normally the credit-weighted average mark for all taught modules taken, and
- (ii) achieve a pass mark in all modules designated as non-compensatable in the course handbook, and
- (iii) In the case of a Masters degree, achieve a pass mark in the research element or dissertation, and

20. Additional requirements for specific courses are laid down in the relevant course handbook.

21. Students failing to pass individual taught modules may present for supplemental examination or re-submit required work if and as provided for in the course regulations. Students who, following the supplemental examination or re-assessment, have failed to pass the requisite taught modules as provided for in the course regulations above will be deemed to have failed the course, and may apply to the relevant school for permission to repeat it.

(vi) Students on a Masters course who do not achieve a pass mark in the research element or dissertation, will be deemed to have failed the course, and may apply to the relevant school for permission to repeat it. Alternatively, and where this is provided for in the Course regulations, such students may be awarded an associated Postgraduate Diploma.

22. In order to qualify for the award of Masters with Distinction students must have not failed any component during the period of study and must as a minimum, either

- (i) achieve a final overall average mark for the course of at least 70% and a mark of at least 70% in the dissertation or research element, or
- (ii) achieve a mark of at least 70% in the dissertation or research element, and achieve at least 68% in the unrounded overall average mark for the taught modules, where modules amounting to at least half of the credits attaching to the taught modules (normally 30 credits) each have a mark of at least 70%, or
- (iii) in courses in which the modules are assigned grades only, achieve a distinction in the dissertation or research element and distinctions in modules amounting to at least half of the required credit for the taught element of the course.

23. In order to qualify for the award of Postgraduate Diploma with Distinction students must not have failed any component during the period of study and must as a minimum either

- (a) achieve an overall credit-weighted average mark of at least 70% across all modules, or
- (b) achieve at least 68% in the overall credit-weighted average mark and achieve a minimum mark of 70% in individual modules which together amount to at least half of the required credits for the award of the Postgraduate Diploma associated with the student's registered course or
- (c) in courses in which the modules are assigned grades only, achieve the grade of distinction in individual modules which amount to at least half of the required credit for the Postgraduate Diploma.

21 The following information relates to all examination results:

- i. All postgraduate examination results are published anonymously under a student's registered number.
- ii. Students who successfully complete their programme will have the qualification, where appropriate, awarded under their registered name and within grade.