



# MASTERS PROGRAMMES HANDBOOK

2010/2011

# INTRODUCTION

Welcome to the University of Worcester. You are now part of a University which has some 8,000 students. Of these around 1400 students are studying for taught postgraduate level qualifications.

Graduate study at the University of Worcester can be undertaken in the form of a taught course or by research. This handbook has been devised for both full-time and part-time students undertaking a taught course which can lead to three qualifications: Postgraduate Certificate, Postgraduate Diploma or Masters Degree.

Please refer to the handbook throughout your period of study here – it will answer many of your initial questions and provide you with information about whom to contact within the University for advice on specific issues.

If, after reading this Handbook, you need any further information on any aspect of being a postgraduate student, please:

- speak to your Masters Course Leader
- speak to your Personal Tutor
- contact staff in Registry Services.

Names, locations and extension numbers are provided in the contact list which can be found at the end of this section.

The Handbook is arranged as follows:

**Section One:** describes the essential steps involved in registration.

**Section Two:** covers all aspects of the taught programme and refers you to important regulatory information. This section should be read in conjunction with the Course Handbook and Module Contract which will supply more detailed information about the specifics of the course, such as guidelines on essay writing and referencing.

**Section Three:** provides information about Progress Files for taught postgraduate students.

**Section Four:** describes the facilities that are available to postgraduate students at the University. This includes information about the Library and IT services but also covers general support and guidance that can be offered to students, such as support available to International students or students with disabilities.

**Section Five:** contains information about Health & Safety and Ethical Issues which are particularly relevant to students carrying out their Dissertation.

**Section Six:** contains publications which you may find useful during your Masters Level Programme.

**Appendices:**

1. Postgraduate Regulatory Framework
2. A Guide to the Accreditation of Prior Learning
3. Proposed Assessment Criteria at Level M

## CONTACT LIST

### Registry Services – Recruitment & Admissions

#### Team 'A'

Julie Riley	<a href="mailto:j.riley@worc.ac.uk">j.riley@worc.ac.uk</a>	855002	Institute of Education and Worcester Business School
Rosemary Holloway	<a href="mailto:r.holloway@worc.ac.uk">r.holloway@worc.ac.uk</a>	855412	
Nichola Ashley	<a href="mailto:n.ashleyr@worc.ac.uk">n.ashleyr@worc.ac.uk</a>	855017	

#### Team 'B'

Diana Berry	<a href="mailto:d.berry@worc.ac.uk">d.berry@worc.ac.uk</a>	855005	School of Sport and Exercise Science & Department of Arts, Humanities and Social Sciences
Sheena Hobkirk	<a href="mailto:s.hobkirk@worc.ac.uk">s.hobkirk@worc.ac.uk</a>	855004	

#### Team 'C'

Davina Cain	<a href="mailto:d.cain@worc.ac.uk">d.cain@worc.ac.uk</a>	855021	Institute of Health, Social Care & Psychology and Department of Applied Sciences, Geography and Archaeology
Sue Beaudro	<a href="mailto:s.beaudro@worc.ac.uk">s.beaudro@worc.ac.uk</a>	855415	
Anjuli Berry	<a href="mailto:a.berry@worc.ac.uk">a.berry@worc.ac.uk</a>	8552065	

### Registry Services – Student Records

#### POSTGRADUATE TEAM

Chris brown	<a href="mailto:c.brown@worc.ac.uk">c.brown@worc.ac.uk</a>	855516	All Taught Masters Programmes (Non PEP) <sup>1</sup> PGCE, GTT, OTT, SCITT All PEP Education Courses
Katie Bullock	<a href="mailto:k.bullock@worc.ac.uk">k.bullock@worc.ac.uk</a>	855581	
Jean Croft	<a href="mailto:j.croft@worc.ac.uk">j.croft@worc.ac.uk</a>	855421	

### Course Leaders

Dr. David Arnold	<a href="mailto:d.arnold@worc.ac.uk">d.arnold@worc.ac.uk</a>	585298	MA Literature: Politics & Identity
Dr. Jonathan Catling	<a href="mailto:j.catling@worc.ac.uk">j.catling@worc.ac.uk</a>	855470	MSc Psychology
Dr. Janice Clarke	<a href="mailto:janice.clarke@worc.ac.uk">janice.clarke@worc.ac.uk</a>	855367	MSc Advanced Social & Health Care
Dr. Carl Evans	<a href="mailto:c.evans@worc.ac.uk">c.evans@worc.ac.uk</a>	855358	Diploma/MBA Management Studies
Mr. John Gardener	<a href="mailto:j.gardener@worc.ac.uk">j.gardener@worc.ac.uk</a>	855357	MSc Management...
Ms. Joy Gaucy	<a href="mailto:j.gaucy@worc.ac.uk">j.gaucy@worc.ac.uk</a>	855458	MA Social Work
Ms. Julie Hewson	<a href="mailto:julie.hewson@btconnect.com">julie.hewson@btconnect.com</a>	01392 219200	MA in Supervision (Iron Mill, Exeter)
Dr. Denise Mortimore	<a href="mailto:d.mortimore@worc.ac.uk">d.mortimore@worc.ac.uk</a>	855224	MSc Nutritional Therapy
Ms. Jan Quallington	<a href="mailto:j.qualington@worc.ac.uk">j.qualington@worc.ac.uk</a>	855041	MSc Health & Social Care
Dr. Clare Rhoden	<a href="mailto:c.rhoden@worc.ac.uk">c.rhoden@worc.ac.uk</a>	855228	MSc Sports...
Christianne Wakeham	<a href="mailto:cwakeham@toucansurf.com">cwakeham@toucansurf.com</a>	07770 644270	Sustainable Development Advocacy
Ms. Sarah Scoble	<a href="mailto:sarah.scoble@zen.co.uk">sarah.scoble@zen.co.uk</a>	01392 219200	MA Drama Therapy (Iron Mill, Exeter)
Mr. Nigel Walton	<a href="mailto:n.walton@worc.ac.uk">n.walton@worc.ac.uk</a>	855253	MBA Health & Social Care

Please use the Worcester dialling code (01905) before all these numbers, unless an alternative area code is already provided.

To talk to a member of Reception staff (switchboard) please dial (01905) 855000 (external calls) or dial 0 (internal calls).

For other useful contact numbers, please see Section 4 of this handbook.

## SECTION ONE

### REGISTRATION AND THE PAYMENT OF FEES

#### Registration

The Masters Programmes, registration takes place once a year, at the beginning of Semester 1 (September). Please be aware that semester dates for postgraduate students may vary from those of undergraduate students. For the Postgraduate Education Programme, registration takes place throughout the year (please refer to your PEP Handbook for more details).

All eligible students are advised to register for the Masters award unless you specifically wish to obtain the Certificate or Diploma award. This will not preclude you from leaving the scheme with the Postgraduate Certificate or Diploma at a time of your choice.

Registry Services will send details of how to register to all continuing students one-two months before teaching is due to start. A registration form will be generated electronically for all students. You will be required to complete this form on-line via your SOLE page. It is important that you check the details on this form and complete the relevant sections before you submit the declaration or make your payment. Receipt of payment can be requested from the Finance Office.

If you are unable to register on-line, prior to the start of the semester / term, you can register at the Enquiries Desk in the Woodbury building on the evening of your first class. However, if you have not previously made a module selection, we cannot guarantee you a place on the module. It is also possible that a module may be withdrawn if recruitment levels are too low, or that a module start date is altered. We cannot send you this information if you have not informed us of your module choice before hand.

#### Total Registration Time Allocated for an Award

The normal expectation is that a full-time student will complete an award within the following periods:

- Postgraduate Certificate 1 semester (15 weeks)
- Postgraduate Diploma 2 semesters (30 weeks)
- Masters 3 semesters (45 weeks)

The maximum registration period for a full-time student shall be:

- Postgraduate Certificate 1 year
- Postgraduate Diploma 2 years
- Masters 3 years

The maximum registration period for a part time student is:

- Postgraduate Certificate 2 years
- Postgraduate Diploma 4 years
- Masters 6 years \*

\* *Which shall also be the maximum registration period for a part-time Postgraduate Diploma student who subsequently registers for a Masters degree.*

#### Student Induction Programmes

You will normally receive 'induction' to the University as part of your first mandatory introductory taught Module. However, the University runs two formal Induction sessions for students, to run twice a year. These sessions are optional and new students will receive information about Induction Programmes through the post.

## SECTION TWO

### LEARNING AND TEACHING

The Masters Programme will be delivered through modules of learning and teaching which are designed to challenge and extend your knowledge and which facilitate independence.

#### The Postgraduate Regulatory Framework

All taught postgraduate awards must follow the guidelines set out in the Postgraduate Regulatory Framework (PRF). You are advised to familiarise yourself with these regulations which are attached at the back of this document (Appendix 1).

#### 2. The Study Programme

You are expected to negotiate your own programme of modules with the help of your advisory tutor. All courses shall provide where possible for study in both part-time and full-time mode, or any acceptable combination of full-time and part-time study. Study Programmes may lead to each of the following awards:

Award	No. of modules to be completed	No. of credit points
Postgraduate Certificate	3	60
Postgraduate Diploma	6	120
Masters Degree	9	180

The table displays the number of modules that must be completed before an award will be offered. Most modules take place in the evening between 6pm-9pm but some are offered at other times during the day. Up to 50% of taught elements of the award for which you are registered may be achieved through Accreditation of Prior Learning (APL/APEL - Appendix 2).

#### Accreditation of Prior Learning/Prior Experiential Learning

In many cases it is possible to gain credit for previous study or experience. You can enhance your prospects of gaining entry to the Masters Programme and could also accelerate your achievement of gaining an award within your individual course. Once within the Programme, credit could be applied where there is sufficient evidence of the completion of prior experiential or academic work.

In order to claim APL/APEL please consult with your course leader and use the Guide to the Accreditation of Prior Learning (Appendix 2). All claims must be forwarded to Registry Services and approved by the Postgraduate Credit Admissions Committee. As a rule, the Committee will consider claims at the end of every month. Students will receive written confirmation of approval or rejection of a claim from Registry Services.

#### Module Selections

The number of modules offered for each Masters programme will depend on the level of student recruitment. A standard module will normally last for one semester and attracts 20 credit points at CATS level M (FHEQ L7) within the recognised arrangements for credit accumulation and transfer. The word limit for a standard module will be between 3,000 - 5,000 words and the student workload for each standard module should normally be 200 hours of which normally 30-40 hours may be in the format of tutor contact.

Modules may be linked in such a way that completing or passing one module is a pre-requisite for taking another module. A Dissertation is an integral component of the Masters degree programme and may be regarded as equivalent of 2, 3 or 4 modules depending on the course and volume of learning outcomes required. Individual modules from the Undergraduate Modular Scheme may be adapted into the postgraduate framework but normally only one such module may be incorporated within a student's approved programme of 9 modules.

Prior to the start of a new academic year, all continuing students will be required to select their modules on-line. If you do not select modules we will be unable to inform you if a module is withdrawn or if a module's start date changes. Your initial module selections are to enable us to produce class lists, book suitable rooms and prepare reading lists.

You may enrol for, or transfer to a module up to the end of the second week of the module.

For details about withdrawing from a module, please refer to the PRF (Appendix 1).

## **The Dissertation**

All Masters Students must take a Dissertation. The successful completion of the Dissertation characterises the Masters award and must be undertaken with due preparation; this will normally entail the prior completion of a mandatory 'methodology' module. The Dissertation is normally the final two/three/four modules studied and is equivalent in weighting to two/three or four taught modules at Masters level. You should consult your Course Handbook and the Dissertation Guide for further details.

## **The Dissertation Proposal**

The 700-word proposal for the dissertation must be submitted by the end of the teaching week (usually week 12) of the semester preceding the commencement of the Dissertation. You are strongly advised to seek support from your course tutors before formal submission of the Dissertation Proposal. Please submit your Proposal on the Dissertation Proposal Form A. PEP students will submit their Dissertation Proposal as part of their final taught mandatory module (please refer to the PEP Handbook).

The proposal should be based on a topic in which you have a strong interest and can be drawn from any area of the course, subject to staff expertise and availability. This will be considered by the course team, the External Examiner and the Dissertation tutor appointed. The proposal should be a clear statement of your intended focus. Any changes to the proposal, such as the proposed length of the dissertation, should be submitted to the Board of Examiners on a Dissertation Proposal Form B. The Board of Examiners meets at the end of each semester. Different regulations apply for PEP students (please refer to the PEP Handbook).

From the point of registration, you have two years to complete your dissertation, conditional on you having two of your total six registration years remaining. The Board of Examiners dates are different for every Masters Programme and so the hand-in dates given in the front of the Guide to the Dissertation are only a guideline and the exact date should be arranged between your Dissertation Supervisor and yourself. Please be aware that you should normally proceed with the Dissertation without interrupting your studies.

## **Classes and Attendance**

The teaching associated with each taught module will usually run for 10-12 weeks. Modules for the majority of the Masters Programmes run during the evening but there may be variations on this pattern. Attendance at lectures, seminars, workshops or other specified forms of learning is required according to the demands of the appropriate module. Some teaching sessions may be designated as compulsory.

You must attend all sessions in the modules that have been designated as compulsory. If you fail to meet the attendance requirement you will have to retake or substitute the module in a future semester. If you miss a compulsory session because of illness or other circumstances, you are required to notify the module leader within 6 days after the session to explain the absence. If you fail to meet the attendance requirements for a module, this will render your grades for all assessment items in that module null and void. A grade of NA will be recorded. Unless your module notifies you of any different arrangements, attendance records are kept by your tutor, so you need to make sure that you sign the attendance list in each seminar.

If you have to miss a session because of illness or for another valid reason, each time this happens notify the tutor within 6 days after the session to explain the absence. Some modules require you to do this by e-mail and your e-mail will be kept as a record. You will only be asked to provide proof of authorised absences if you have already taken unauthorised absences. If you have a query about something you missed through an authorised absence, e-mail the tutor. Staff time does not normally permit catch-up tutorials for this but they will give you whatever help they can.

It is, of course, worth noting that absence from classes may make it harder to complete the assessment for the module and, in the event of failure, may make it harder to support an application for special consideration. Your absence may also disadvantage other members of the class: in many types of learning - seminars, practicals, discussions and so on - learning is a co-operative, interactive process, and your absence may disrupt the work of the group.

## Coursework and Assessment

Within each Masters Programme, students will have a variety of assessment experiences. Much of the assessment will be of a written nature, requiring you to read and research widely, reflect upon the material gathered and structure the synthesised ideas into critical coherent essays of varying type and length. For guidelines on how to write and present your coursework, please refer to your course handbooks or module contract. For a template of generic assessment criteria at Masters Level please refer to Appendix 3.

**Submitting Assessed Work** You will normally be required to submit one or two copies of each item of assessed work. You are strongly advised to keep a copy of all work submitted for assessment. Assessed work should be attached to an Item Report Form and an Assessment Tracking Sheet. Item Report forms can be obtained from the Registry Enquiries Desk; the Assessment Tracking Sheet is available via your SOLE page. **Work should not be submitted to the tutors directly.** Details about where to hand in work should be supplied by the module tutor.

Assessment will be marked out of 100. The pass mark will be 50% and failure to attain 50% overall will normally entail failure of the module. If a module comprises more than one method of assessment, the weighting of each item will be given in the (Appendix 1). The average mark for all items of assessment associated with a module will be calculated to give an overall module mark, unless the module contract specifies that a pass mark must be achieved in each individual item of a module's assessment. Work of 60% or over will be awarded a merit and work 70% or over will be awarded a distinction. To provide feedback to you on the quality of your work, tutors will complete the Item Report Form. A copy of this will be retained by the tutor. For more details about the University Marking Scheme, please refer to the Postgraduate Regulatory Framework

## Collecting Assessed Work

The collection date, time and collection point for all assessed work should be included in the module contract or this information should be made available at the beginning of the module by the module tutor. Where possible, work should be collected in person. Your copy of the completed Item Report Form may be available for collection before the official return of work (please consult your module tutor for more details). However, you should be aware that the mark on the Item Report Form is provisional and is subject to change by the External Examiner and course team.

## Board of Examiners

Marks are received and agreed at Boards of Examiners held after the end of each semester/term and a (reassessment) Board in September of each year.

## Late Submission of Coursework

There is a Late Submissions Procedure which applies only to written assignments and not to any other forms of assessment. You will find the full Procedures in the University Student Handbook, but essentially, work handed in within 24 hours of the deadline will be marked and no penalty will apply.

Work handed in after the expiry of 24 hours but within 5 days of the original deadline will be marked but, unless an exceptional mitigating circumstances claim has been submitted and accepted, the mark will be capped at the minimum pass mark.

Work submitted after the expiry of 5 days will not be marked and will be treated as a non-submission unless a mitigating circumstances claim has been accepted. If the claim has been upheld, the work submitted will be marked. Late assignments should, whenever possible, be handed in between 9.00 and 5.00 at the usual collection point.

## Second Attempt Reassessment

If coursework is not received by the designated submission date, the work will be recorded as a non-submission. In these circumstances, Registry Services will notify you after the Board of Examiners of your right to be reassessed as a second attempt with a revised completion date.

Similarly, if you fail items of assessment, resulting in an overall fail for the module, you will also be offered a second attempt. A maximum pass mark of 50% will be awarded for all second attempt reassessment. If you fail to meet a deadline for a second attempt reassessment you will be deemed to have failed the items of coursework in question and the module.

If you are offered reassessment in a particular module, you may choose not to be reassessed and (subject to programme approval) to retake the module or substitute another module. A substitution may only occur on one occasion. In the event of further failure on reassessment, or in the case of failure in a substitute module, the Board of Examiners will require you to withdraw from your programme of study. In such a case, you are entitled to receive the highest award for which you are already qualified.

For more details on procedures in the event of failure, please refer to the PRF (Appendix 1).

## Third Attempt Reassessment

If second attempt coursework is not received by the designated submission date, the work will be recorded as a non-submission. In these circumstances, Registry Services will notify you after the Board of Examiners of your right to be reassessed as a second attempt with a revised completion date.

Similarly, if you fail items of the re-assessment at second attempt, resulting in an overall fail for the module, you will also be offered a third (and final) attempt. A maximum pass mark of 50% will be awarded for all third attempt reassessment. If you fail to meet a deadline for a third attempt reassessment you will be deemed to have failed the items of coursework in question and the module with no further opportunity to re-take it.

If you are offered reassessment in a particular module, you may choose not to be reassessed and (subject to programme approval) to retake the module or substitute another module. **A substitution may only occur on one occasion.** In the event of further failure on reassessment, or in the case of failure in a substitute module, the Board of Examiners will require you to withdraw from your programme of study. In such a case, you are entitled to receive the highest award for which you are already qualified.

For more details on procedures in the event of failure, please refer to the PRF (Appendix 1).

## **First Attempt Reassessment and Mitigation**

In certain circumstances where your ability to submit work (or the standard of work you have submitted) has been affected by circumstances outside of your control e.g. illness, you may wish to make a claim to the Mitigations Committee. Full details of the grounds for a claim, relevant procedures and the nature of evidence that will be required to support a claim are published in the general University Student Handbook. Students will be notified of the outcome in writing and, where a claim is upheld, students will be offered the opportunity to re-take the assessment as if for the first time. The relevant forms and guidelines to the process are available from the SOLE page.

Please consult the Complaints & Appeals Officer in Registry Services if you are in any doubt. Please note also that any information you provide as part of a claim for Mitigating Circumstances will be treated as confidential.

## **Appeals**

Should you wish to appeal against an academic decision made by a Board of Examiners, the grounds and procedures to follow are laid out in the general University Student Handbook.

You may make an appeal to the Appeals Committee if you feel that there has been:

- a material administrative error in the conduct of the assessment;
- an error by the University in the application of the assessment regulations
- some other material irregularity relevant to the assessment(s) concerned which has substantially prejudiced the results of the assessment.

Disagreement with the academic judgement of an Examination Board in assessing the merits of an individual piece of work, or in reaching any assessment decision based on the marks, grades or other information relating to your performance cannot in itself constitute grounds for appeal.

## **Cheating**

Cheating is a serious offence and takes many forms including:

- Plagiarism – passing off the work of someone else as if it is your own.
- Collusion – working closely with someone else to produce an assignment that is meant to be the work of an individual

The Internet is frequently used to download material to use in assignments. The University deals severely with students who cheat and penalties extend to suspension and withdrawal for a second or particularly serious first attempt.

In order to avoid an allegation of cheating make sure that you follow the guidance you will have been given on conventions for referencing and for use of quotations. If you are in any doubt, check with your tutors who will be happy to advise you.

## **Suspension of Studies (Intercalation)**

For many reasons, Masters Students often find that it is impossible to study a module every semester. When this occurs because the module required is not running, or because work or home commitments make study difficult, your studies can be suspended (intercalated), subject to the maximum enrolment period of six years.

When the decision to intercalate is made, it is essential that you inform both Registry Services and the Programme Leader in writing. This can be done by letter, e-mail or by the completion of a request to withdraw from study form (available from Registry Services). Where possible, the reason for intercalation should be given with an intended date of return. This will allow Registry Services to contact intercalating students intending to resume their studies the following semester/term. Please be aware that the total registration time for the award (see Appendix 1, Section 3) includes all periods of intercalation. Requests to extend the maximum registration period will only be considered in exceptional circumstances with full supporting evidence and will need to be made in writing to the Head of Registry Services.

### **Interim Awards**

Students registered on a Masters Programme are eligible for the interim awards of Postgraduate Certificate and Postgraduate Diploma on successful completion of 3 and 6 modules respectively. This regulation came into effect in September 2001. Students completing 3 and 6 modules before this time will not receive backdated awards.

### **Award Ceremonies**

Postgraduate students are invited to attend an Awards Ceremony held at Worcester Cathedral in the October / November immediately following the successful completion of a postgraduate qualification. At Graduation you will be presented with your Certificate. The Exams and Assessment Officer in Registry Services will send a graduation pack to all potential graduates in semester two/term three, which will give information about ticket availability and the ordering of gowns. One copy of your Dissertation will be available for collection at Graduation.

If you are unable to attend Graduation, you will receive your certificate through the post following the Graduation ceremonies.

## SECTION THREE

### PERSONAL DEVELOPMENT PLANNING

#### What is Personal Development Planning?

Personal Development Planning [PDP] is defined in Higher Education as:

*'A structured and supported process undertaken by an individual to reflect upon their own learning, performance and/or achievement, and to plan for their personal, educational and career development.'*

PDP provides an effectively structured process to support you to think explicitly about yourself, your studies and your learning. Engaging in it helps you:

- Think about your personal goals and what you want to get from your studies
- Gain greater insight into what and how you are learning
- Adopt effective purposeful personal lifelong learning strategies
- Document and monitor your progress through PG study
- Make connections between your learning on different modules and in different situations
- Learn effectively from reflection on feedback
- Make the outcomes of your learning more explicit and communicate your achievements and abilities effectively
- Prepare for life after University study

The processes involved can be presented by the following diagram:



## **PDP @ Worcester**

The University of Worcester has a national reputation for its work in supporting student PDP and it does particularly well in the National Student Survey for student personal development.

The University of Worcester provides support for student engagement in PDP by three different routes:

- Independent student PDP – is supported through the provision of materials and resources direct to students via the student web pages.
- Progress File' documentation to support the PDP process has been developed by previous Masters students, in consultation with tutors, and is available via the SOLE page.
- The PebblePad ePortfolio system is also available from the SOLE page as a means of developing your own electronic PDP records.
- Through the personal tutorial system – The primary role of the personal tutor at Worcester is to support student PDP.

Through the curriculum – all programmes at the University are designed to support student PDP through appropriate inputs, discussions and assignments. For further information please contact your course leader.

## SECTION FOUR

### FACILITIES AVAILABLE TO MASTERS STUDENTS

#### Department of Information and Learning Services

The Department of Information and Learning Services (ILS) provides Library, Media & IT services. For the latest information access the Information and Learning Services web pages at:

<http://www.worc.ac.uk/ils/>

#### Opening Hours

For details of the times that the Department of Information and Learning Services is open please see the "Opening hours" link on the ILS web page or pick up a copy of the Student Survival Guide.

#### Library Services

You will already be registered to use Library services. Your student card is also your Library card and you must have this with you if you wish to use our resources. However, for additional benefits (higher allocation), please let the Information Point in Peirson know that you are studying a postgraduate course. They will alter your record and the increased borrowing will be available immediately.

#### Reserving, Renewing and Returning Books

Books may be reserved via Resources Online and you will be informed when they are available for collection from the Peirson Library. Books on 2 week loan may be renewed indefinitely (if not reserved by another user) in person, via Resources Online or by phone (01905 855341).

Please remember that any items reserved by other users may not be renewed. You should make arrangements to return these items as soon as possible, and should contact Lissa O'Grady ([l.ogrady@worc.ac.uk](mailto:l.ogrady@worc.ac.uk)) if you have genuine difficulties.

#### Enquiry Services

An enquiry service is offered from Monday to Friday during Full Service hours. There are two ways to contact the enquiry services:

- **In Person** – On the first floor of Peirson at the Enquiries Point.
- **By Email** - [askalibrarian@worc.ac.uk](mailto:askalibrarian@worc.ac.uk)

During self-service hours ILS Support Assistants are present, but it is not possible to offer in-depth help with using the resources. Networked computers and facilities for photocopying and for issue, renewal and return of books are available at all times.

## Academic Liaison Team

Academic Liaison Librarians are able to advise you on literature searching and finding information, both within the Peirson Library and by using electronic sources. You can contact your Academic Liaison Librarian by e-mail, phone, or by calling in to make an appointment:

▪ WBS & Institute of Sport and Exercise Science	Stephanie Allen	<a href="mailto:s.allen@worc.ac.uk">s.allen@worc.ac.uk</a>	542053
▪ Institute of Education	Sarah Oxford	<a href="mailto:s.oxford@worc.ac.uk">s.oxford@worc.ac.uk</a>	545340
▪ Institute of Health and Society	Clive Kennard	<a href="mailto:c.kennard@worc.ac.uk">c.kennard@worc.ac.uk</a>	855216
	Alison Robinson	<a href="mailto:a.robinson@worc.ac.uk">a.robinson@worc.ac.uk</a>	855216
▪ Institute of Humanities and Creative Arts	Clive Kennard	<a href="mailto:c.kennard@worc.ac.uk">c.kennard@worc.ac.uk</a>	855216
▪ Institute of Science and the Environment	Adrian Shield	<a href="mailto:a.shiel@worc.ac.uk">a.shiel@worc.ac.uk</a>	855216

## Resources Online

Resources Online is the University's library catalogue and is also the key access point for a wide range of electronic resources (E-resources) including:

- Electronic full text journals collections
- E-books
- Online databases, both general and subject specific
- Online newspapers
- Online reference sources including encyclopedia, dictionaries and statistics
- Subject home pages: these are a good starting point when looking for information on using print and electronic resources

## Searching for and obtaining Journal Articles

Journal articles are a key source of up to date information for your course. You can search for full text journal articles using electronic information services such as "Academic Search Complete". These can be accessed via the E-resources link on Resources Online and provide direct access to full text journal articles.

Academic Liaison Librarians can advise on the most appropriate databases to use for your particular topic. Having identified the articles you would like to read, check the A-Z Journals List (also on Resources Online) to see if the article is available electronically or in print in the University library.

If we do not hold the article you require you may send for a copy as an Inter-library request (see the next section) or check whether it is available at a local academic library. If we hold the article you require we are unable to supply an Inter-library request. You will need to either use the article at Peirson or online, or use the postal scheme at a cost of £1.50 (<http://www.worc.ac.uk/ils/955.htm>).

## Finding Information: Getting Started

You may find it useful to follow the self-guided tour described in ILS Information Guide 3, and to read the accompanying information boards. - Delete: doesn't exist now.

You will find it useful to familiarise yourself with the information and resources available via Resources Online and the Information & Learning Services web pages. ILS also organises induction sessions for new students and more advanced literature searching sessions, as well as a range of study skills workshops delivered in conjunction with Student Services (<http://www.worc.ac.uk/workshops/>). These offer you effective support for success in your studies and life beyond university.

## Inter-Library Requests

You are entitled to up to 20 inter-library requests per academic year. Forms are available from the Enquiries Point. To send for a journal article complete a yellow inter-library request form and drop it in to the box at the Enquiries Point, where a charge of £1.50 will be added to your library account. A photocopy of the article will be posted to you. To send for a book complete a green inter-library request form. You will need to collect the book in person and are responsible for its safe return. Please complete the form clearly showing that you are taking a postgraduate course.

## Using Other Libraries

If you have registered for a course lasting a minimum of one year you are entitled to join the SCONUL Access scheme which includes higher education libraries throughout the UK. For further information and a list of member libraries see the SCONUL Access website at: [http://www.sconul.ac.uk/using\\_other\\_libraries/access/](http://www.sconul.ac.uk/using_other_libraries/access/)

Contact Lissa O'Grady ([Logrady@worc.a.uk](mailto:Logrady@worc.a.uk)) if you need more information on this scheme or ask at the Enquiries Point.

## Further Support

Don't forget that you can contact your Academic Liaison Librarian (see contact details above) or any member of the Academic Liaison Team in person, by phone or e-mail if you have any questions.

You can also pick up the ILS Student Survival Guide covering topics such as opening hours, Library services and using the Library catalogue from the foyer of the Peirson Building. Information is also available on the ILS web pages.

## IT and Media Services

There are PCs available for independent work in the Peirson Building and in the 24 hour access rooms across the campus. All computers have access to Microsoft Office applications, the internet and networked printing facilities. The IT/Media Help Desk situated in the Peirson Building can help you with passwords, printing, photocopying and scanning. You can also borrow a range of equipment including DVD players, video cameras, projectors, cameras & microphones.

## Access to Computers and Student Network Services

When you register for your course you should receive a username and password which will enable you to use any networked computer on campus and access the following range of services:

- SOLE page: access to information about your course along with personal data held by the University
- Resources Online: access to the Library catalogue, full text journals and other electronic resources (see above)
- Netmail: a UW email account
- Netstorage: space to save your files which is accessible from off campus
- Blackboard: the University's virtual learning environment

Ask at the IT/Media Desk in the Peirson Building if you need help with these services. Further information is available in the Student Survival Guide.

## The Careers Service

The Careers Service is located in the Woodbury Building and is open from 9am-4.30 pm during term time. For more information and useful contacts please see the University website. A Careers Fair is run once a year to meet the specific needs of Students. Details about these events will be publicised nearer to the time of the event.

## Support for International Students

The International Office works with the other on-campus support services to help students settle into University life and provides information and advice to International Students. Worcester has English as a Foreign Language Unit and if you require help with English, you can take pre-sessional and other language courses alongside your course. If you require additional language support your annual registration fee will be greater, to accommodate this. You will be responsible for ensuring that you have adequate financial resources to complete your intended course.

All overseas students normally have accommodation in University Halls of Residence for the duration of their course.

## Support for Students with Disabilities

Postgraduate students with disabilities may apply for the Disabled Students Allowance (DSA), which will help to pay for extra costs that may incur in attending a course. The allowances can help with the cost of a non-medical personal helper, major items of specialist equipment, travel and other costs.

To qualify for DSAs you must be able to show that you face extra costs when attending your course because of your disability. If you have a physical disability, a mental health difficulty or a specific learning disability such as dyslexia you may qualify. For further details, a booklet about DSAs and an application form, please contact the Equal Opportunities Office on (01905) 855413.

## The Student Advisory Centre

The Student Information and Guidance Centre aims to provide you with a 'One Stop Shop' where you can find out how, when and where to access the particular kind of information and guidance that you are looking for. The Centre is located in Woodbury where you will find a Central Information Desk. This is where we will do our best to help you locate what you need. This desk is normally fully operational 8:30-18:00 Mon-Thurs and 8:30 - 16:00 on Fridays during semester time.

## Useful Phone Numbers

Careers Service	01905 855166/5148/5318
Counselling	01905 855417
Chaplaincy (Sherry Bloomer)	01905 339455
Finance Office	01905 855129
International Office	01905 855146
IT Helpdesk	01905 857500
Library Enquiry Desk Remove: not used	07800 598301
Library Information Point	01905 855341
Media and Print	01905 857500
Registry Services Enquiry Desk	01905 54 2039
Security	07977973956 or 01905 855000
Student Services Enquiry Desk (Heather Durham)	01905 855502
Students Union Office	01905 855188
Switch Board	01905 855000 or 0 (internal calls)
Waterstones Bookshop, UCW	01905 855134

Please note, if you are unable to contact Security staff directly, please dial 0 and a member of Reception staff will try and help you.

## SECTION FIVE

### LEGAL, ETHICAL AND RELATED ASPECTS

#### Health and Safety

The Health and Safety at Work act places a duty on all those who work in the University to take reasonable precautions to ensure the Health and Safety both of themselves and other Colleagues. The health and safety of Masters Students rests with the appropriate authority as specified in the University Health and Safety policy. Students should contact their personal tutors in the first instance, for advice on Health and Safety matters. The full Health and Safety policy can be found in the general University Handbook

#### Ethical Issues/Health and Safety requirements

It is the responsibility of every student and member of staff to ensure that the work they carry out is within the University Guidelines for Ethical Conduct (see below).

All students must complete the ethics checklist attached to the proposal form. If your dissertation will involve you working with other people, for example conducting a survey among other students or members of the general public, or investigating an organisation, you must respect their rights; this includes the right to confidentiality and the right to give and withdraw consent to participate in the study. If your work involves you in gathering data from those in positions of vulnerability, such as clients in care, prisoners, ex-offenders or children, consider carefully how voluntary consent might be achieved. Can you ensure that participants will not be worse off following your study than they were before they agreed to help? Can you ensure that any problems they might have will be treated with the necessary sensitivity? Similarly, if your work impacts on the environment, involves research into illegal activities, or working with animals, you must consider the ethical implications very carefully.

This statement should be included on any information you distribute to research subjects:

*If you have a concern about any aspect of this study you should ask to speak to the researcher(s) who will do their best to answer your questions [insert contact number]. If you remain unhappy and wish to complain formally about any aspect or about the way you have been dealt with during the study, you can do this through contacting the Secretary to the University of Worcester Ethics Committee, Mr. Kevin Pickess, on (01905) 857536.*

For dissertations coming within the regulations regarding Criminal Record Check (for example if you need to visit a crèche, nursery, school or work with any agency involving children or vulnerable adults), it is a requirement that you apply for a Check through the Criminal Records Bureau. Guidance notes on how to obtain a Disclosure package are available from the Student Records Office, Registry Services.

For dissertations involving experimentation, there will be Health and Safety considerations to be taken into account. It may be necessary to complete a Control of Substances Hazardous to Health (COSHH) assessment before commencing. (Your supervisor will advise you if he/she feels this is necessary). Students should give consideration to their own safety and well being, with specific regard to any risk factors that may be incumbent within the proposed study.

#### Referring Dissertation Proposals to Ethics Committee

In the event that staff or students are concerned about ethical issues raised by research, *and where it has not been possible to resolve ethical issues via departmental scrutiny*, the proposal should be referred to the University Ethics Committee. The Committee aims to ensure that research procedures do not endanger the safety or well-being of the subjects/researchers, or undermine public confidence in the conduct of research. It also aims, therefore, to safeguard volunteers and the reputation of the University.

Ethics Committee can be contacted in the first instance via the Student Records Office, Registry Services. Proposals being referred to Ethics Committee for consideration should be accompanied by the *Ethics Committee Consideration of Research Proposal* proforma, where you should give full details of the proposed study.

(These forms can be obtained from the Student Records Office, Registry Services, or the Registry Enquiries Desk). The proforma should be completed by the student/staff member conducting the research, signed by the Supervising Tutor, and returned to the Registry Enquiries Desk. This should be accompanied by a department referral form, to be completed by the appropriate department, indicating why the research proposal is being forwarded for consideration by the University Ethics Committee. (Departments can obtain this form from the Student Records Office, Registry Services). These papers will be forwarded to members of the Ethics Committee in time for consideration at the next scheduled meeting (see University Calendar).

The proposal will be discussed by the Committee, and the Supervising Tutor may be invited to attend to assist the Committee in its deliberations. Comments and suggestions, which may include requests for further information or modifications to the proposal, will be forwarded to the Supervising Tutor and the student in writing. Supervising Tutors should ensure that proposals are submitted to the scheduled Committee meetings. In exceptional circumstances the Committee will consider proposals via Chair's Action.

To appeal against a decision made by the Ethics Committee regarding a research proposal, you should submit an appeal in writing (within 10 days of hearing from Ethics Committee) and forward it, together with any new supporting material, to the Secretary of the Ethics Committee (via Registry Services). This will be examined by the Registrar and the Chair of the Ethics Committee, and a final and binding decision will then be made.

## **Safety and Security on Campus**

For your security please:

- Have your ID card with you at all times
- Contact Security in the foyer to let them know that you are working on campus – giving your room number, the part-time student room or other location
- Let Security know when you leave by telephoning ext. 5406, or Reception (press 0 on the telephone keypad), or call Reception as you leave.

For general security:

- Take care of your property and carry valuable items with you
- Close windows and lock the door when you leave the room, even if for a short time In case of difficulty contact Security as above.

## SECTION SIX

### USEFUL READING MATERIAL

#### Module Reading Lists

Reading lists should be available for each module of study, and are produced by the module tutor. These may be sent to you through the post prior to the start of a module, or will be given to you at your first class.

#### Student Resources

For information on any of the following, please refer to the general University College Handbook for Students

- The Student Charter
- Data Protection
- Quality Assurance
- Equal Opportunities Policy
- University Ethical Guidelines
- References for future employers or further education
- Freedom of Speech
- Health and Safety Policy
- Student Conduct
- Grievance Procedures

#### Library Based Resources

Books relating to Computer Software are to be found in the University Library under the following Class Marks:

- Spreadsheets. 005.3
- Word Processing. 005.43
- Databases. 005.74
- Structured Query Language (S.Q.L.) 005.576

The library also has a wide range of electronic resources such as electronic journal collections, newspaper indices and CD-Rom. You can also receive information and links about how to search the internet effectively. Please contact library staff for more information. Library resources directly related to your Masters Programme are course specific and further information should be available from your module tutor.

## **APPENDICES**

- 1. Postgraduate Regulatory Framework**
- 2. A Guide to the Accreditation of Prior Learning**
- 3. Assessment Criteria at Level M**

# Appendix 1

## Postgraduate Regulatory Framework

(Applicable to all taught postgraduates admitted since September 2007 onwards)

All postgraduate awards offered by the University are subject to the regulations as set out in this document unless, for reasons of professional or statutory body requirements or similar a variation or exception has been agreed by Academic Board. Such variations will be identified in a Programme Specification.

### 1. Terminology

1.1 As a means of ensuring that the regulations are consistently interpreted and applied, the following definitions have been used:

**Assessment:** The process by which the University is able to confirm that a student has achieved the learning outcomes for a module. Assessment is work, such as an examination, essay, report, test, portfolio, practical or project undertaken by a student; there may be one or more items of work which make up the components of assessment; the grade (which may include pass or fail) contributes to the evaluation of the student's performance and the determination of his or her entitlement to proceed with the course or eligibility for an award.

**Assessment Item:** a piece of assessed work, e.g. an essay, project, assignment or examination.

**Award:** A formal qualification awarded by the University to an individual student e.g. PG Cert, MA which may be either the qualification to which a student is registered or an intermediate award. The awards available are set out in Section G, Appendix 1 of the Academic Regulations and Procedures.

**Award Title:** the name of the course which is appended to an Award e.g. MA in 'Award Title' as it is to appear on an award certificate and transcript.

**Closed module:** a module which can only be taken by students registered on a specific course.

**Course:** a defined combination of modules leading to an award of the University.

**Co-requisite module:** a module that must be taken at the same time as another specified module.

**Credit:** a value assigned to a module. Credit is a quantified means of expressing equivalence of learning. Credit is awarded to a learner in recognition of the verified achievement of designated learning outcomes at a specified level. One credit point is awarded for ten hours of notional student learning which includes, as appropriate, lectures, practical classes, tutorials, fieldwork, assignments, private study and assessment.

**Dissertation:** a substantial piece of work following detailed investigation and research into a subject or work related practice by a student. Such work is carried out independently with minimum supervision.

**Examination:** any form of assessment, which takes place under supervision at a prescribed time and place and for a prescribed maximum period.

**Free-Choice Module:** an open module which may be chosen by a student whose course allows an unrestricted choice for a limited number of modules.

**Mark:** the percentage used to indicate the standard reached by a student in the item(s) of assessment and the overall module assessment.

**Intermediate Award:** an award which can be obtained *en route* to the final Award such as a Postgraduate Certificate *en route* to a MA. Intermediate Awards are not awarded to a student who is continuing towards a higher award.

**Level:** a description of the higher education module credit level i.e. 7 which is an indicator of the relative demand, complexity and depth of learning and of learner autonomy

A student may be described as studying at Level 6<sup>1</sup> or 7

Level	Description	Framework for Higher Education Qualification Levels (FHEQ)	National Qualification Framework (NQF)
Level 62	Honours Level	H	6
Level 7	Masters level	M	7

**Mandatory Module:** a prescribed module that forms a compulsory part of a course. A mandatory module will provide fundamental knowledge, skills or understanding that a student must acquire in order to successfully achieve the learning outcomes for the course. A mandatory module must normally be passed in order to satisfy the requirements of an award. A mandatory module is determined by the course within which it is validated.

**Mode of Study:** There are two modes of study, full-time and part-time. Full-time normally requires registration for modules to a value of not fewer than 60 and not more than 75 credits in a semester. Part-time normally requires registration for modules to a value of not more than 45 credits in a semester.

**Module:** a discrete unit of study with approved learning outcomes and assessment scheme. Modules are assigned to one or more subject areas. Each module will specify a level that indicates the intellectual standard required to successfully complete the module. Most modules are of a standard credit value although some modules (e.g. a Dissertation) may have a different credit value. A module will normally be taught and assessed over one semester. Modules may be designated 'open' or 'closed'.

**Module Outline:** A document that is presented to students at the start of the module that includes (amongst other matters) the module code, module title, level, planned teaching activity, attendance requirements, assessment, reading lists and assessment.

**Module Specification:** A document that is presented and approved as part of the validation process and specifies (amongst other matters) the module code, module title, level, credit value, the subject to which the module belongs, intended learning outcomes and assessment.

**Maximum period of registration:** the maximum permitted period of time to complete a course specified at the time of admission.

**Mitigation:** exceptional reasons outside of a student's control that either prevented a student from taking an item of assessment or affected his or her performance in an assessment.

**Open module:** a module that may be taken by a student on any course where the course permits free choice modules.

**Optional Module:** a module specified as acceptable for meeting the requirements of the award, and chosen from a designated list. An optional module is determined by the course within which it is validated.

**Pre-requisite module:** a module that must be taken and passed before another specified module can be taken.

**Programme of study:** The approved course followed by an individual student; it may be identical to the course or it may be unique to the student and satisfies the requirements set out in these regulations.

**Programme Specification:** A document that specifies (amongst other matters) admission requirements for the course, the structure of the course, any particular conditions to be met (e.g. Professional and Statutory Regulatory Body requirements) for conferment of the relevant named award.

**Retrieval of failure:** A generic term used to describe an opportunity agreed by a Board of Examiners for a student to recover a failure. All retrieval of failure is capped at a mark of 50%. There are three types that may be offered:

Retake:	the student is required to study the whole module again with attendance;
Reassessment:	the student is required to resubmit the item(s) or resit the examination(s);
Substitute:	the student is required to replace the module with an alternative module which is also capped at a mark of 50%.

**Semester:** A defined period of study in which a module may be taught and assessed. Many courses use a fifteen-week block.

**Short Course:** a defined combination of one or more modules.

**Student:** Any person admitted or enrolled by the University of Worcester to follow a programme of study, or any sabbatical officer of the Students' Union. All students remain subject to the common and statute law, and any rights or constraints conferred or imposed by these regulations are in addition to, and do not alter in any way, their right and duties as citizens.

**Transcript:** A formal and verifiable record issued by the University of what a student has studied and achieved.

**Viva Voce:** An oral examination.

## 2. The Admission of Students

- 2.1 The admission of an individual applicant is at the discretion of the authorised admissions tutor(s), subject to:
- the University's policy on admissions;
  - a reasonable expectation that the applicant will be able to achieve the learning outcomes of the course and achieve the standard required for the award;
  - fulfilling the entry requirements as stated within the programme specification of the approved course.
- 2.2 The normal minimum entry requirement for postgraduate taught courses is normally a lower second class Honours degree or equivalent. This is the minimum individual courses may set higher or more specific requirements.
- 2.3 Applicants with few or no formal qualifications can be accepted onto a range of courses providing they can show evidence of other appropriate qualifications and/or experience.
- 2.4 All applicants seeking admission to a course must apply to the University using the appropriate application form.
- 2.5 Students may be admitted with advanced standing through the recognition of credit, or the accreditation of experiential or certificated learning according to the University's Accreditation of Prior Learning policy.
- 2.6 All applicants are required to declare 'unspent' convictions within the application process. Applicants for certain courses must comply with additional entry requirements that may be imposed by law or accrediting/professional bodies. Some courses require additional declarations by the applicant relating to their health, criminal convictions (spent and unspent) and cautions. There may be a requirement for a check of criminal convictions (via the Criminal Record Bureau's Disclosure Service) and/or medical examinations. Failure to comply with any such special requirements may result in an applicant not being permitted to start the course or being required to leave the course and/or the university.
- 2.7 Any applicants whose first language is not English or who has not been educated wholly or mainly in the medium of English must reach a minimum IELTS score of 6.5 (or equivalent in an approved test in English) or otherwise demonstrate that they have an adequate command of both written and spoken English before starting a course.
- 2.8 The university reserves the right to refuse admission (or cancel registration) to any applicant (or student) who has misrepresented information in their application.

- 2.9 All applicants must produce at or before initial registration evidence of having satisfied the relevant entry requirements.
- 2.10 There is no appeal against admissions decisions. Applicants who are dissatisfied with any aspect of the admissions process may use the University Complaints Procedure.

### 3. The Registration of Students

- 3.1 Each student, other than sabbatical officers of the Students' Union,, must register at the start of his or her course and will undertake to comply with the regulations of the University. Students must re-register at the start of each academic year irrespective of when they started the course. The registration of a student who fails to re-register is deemed to have lapsed.
- 3.2 Students are required to pay fees in accordance with the prevailing fees policy and financial regulations approved by the Board of Governors. No student will be entitled to register or re-register unless the prescribed fees have been paid or satisfactory arrangements made to ensure that they will be paid.
- 3.3 The University reserves the right to decline acceptance of, or make a charge for, late or incorrect registration of awards, programmes and modules.
- 3.4 Where a student has not completed the formal process of registration but, by their actions, are deemed to be undertaking activities compatible with the status of a registered student, the Head of Registry Services may formally enrol a student and arrange for the relevant tuition fee to be charged. Such activities would include attendance at classes, submission of work and regular use of their ID card to gain access to the University etc.
- 3.5 Students may not simultaneously register for more than one full-time award.
- 3.6 The maximum registration periods allowed for the completion of awards are as follows:

Credit on entry	Mode of study					
	PG Cert		PG Dip		Masters	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
None	1 Year	2 years	2 years	4 years	3 years	6 years
30 credits	1 year	2 years	2 years	4 years	3 years	6 years
60 credits	N/A	N/A	1 year	2 years	2 years	4 years
120 credits	N/A	N/A	N/A	N/A	1 year	2 years

- 3.7 Students will be able to switch between modes of study, at any appropriate point in their course where both Full Time and Part Time modes are offered.
- 3.8 Students experiencing special difficulties arising from changes in their medical, personal and/or (in the case of part-time students) work circumstances may request to temporarily withdraw from their studies for up to two consecutive semesters. Requests for a longer period must be agreed by the Head of Registry Services. This period of time will count towards the maximum registration period.
- 3.9 Once registration is completed, a student will continue to be registered with the University until the end of the course or until re-registration is required, whichever is the earlier, unless a student shall cease to be a registered student due to:
- exclusion from the course on academic grounds;
  - exclusion from the course for non-compliance with the prevailing fees policy;

- d) exclusion from the course on medical grounds;
- e) exclusion from the course due to persistent non-attendance;
- f) expulsion from the University following a recognised disciplinary procedure;
- g) the voluntary withdrawal from the course

3.10 Students must notify Registry Services of any changes occurring during the academic year in the information supplied at registration.

#### **4. Course structures and modules**

- 4.1 The awards of the University are set out in Section G: Regulations for the conferment of awards.
- 4.2 Each course will be defined in a Programme Specification. Each course comprises modules. Each module will be defined in a module specification and approved by the validation process and will normally have a credit value of 20 credits taught and assessed within one semester.
- 4.3 A short course may comprise one or more modules each with a credit value of 10 or 20 credits. These 10 credit modules will not normally form part of a standard course and recognition of the credit towards an award is subject to the University's Accreditation of Prior Learning policy.
- 4.4 A student may seek transfer from one course to another within the University on condition they meet the conditions of entry and/or module prerequisites, for the new course.
- 4.5 Students may be registered for modules run as short courses and be assessed for credit without being registered for an award.
- 4.6 Students will progress through the course by taking and passing modules.
- 4.7 In order to study, be assessed, or be reassessed on a module, a student must be registered on the module.
- 4.8 The programme specification will specify whether a module is mandatory for that course.
- 4.9 Students are responsible for ensuring that they take modules and combinations of modules that fulfil the requirements of the course and, where appropriate, those of any Professional Body.
- 4.10 The University may change module provision without notice but will ensure that students who have legitimately registered for a named award will be able to follow an appropriate programme of modules to qualify for the named award.
- 4.11 Students must take and pass modules from their chosen course in order to achieve or exceed the minimum credits required for their Award and Award Title as specified in the course rules.
- 4.12 Modules can be described as either an 'open module' or a 'closed module'.
- 4.13 A module may have co-requisites and/or pre-requisites.
- 4.14 Each module will have defined learning outcomes of level 7. Where a module is offered at both undergraduate and postgraduate levels (i.e. 6 and 7) it must be separately presented in a module specification and must have clearly differentiated assessment and learning outcomes.
- 4.15 All students must take and pass a Dissertation in order to be eligible for a master's degree. A Dissertation will have a minimum credit value of 40 and a maximum of 80 credits. A student may take only one Dissertation.
- 4.16 The Dissertation must relate to the course the student is taking
- 4.17 Students must take and pass all mandatory modules from their course to be eligible for the course to appear in the Award title.

## 5. Attendance

- 5.1 Attendance at lectures, seminars, workshops or other specified forms of learning is required according to the demands of the appropriate module. Some teaching sessions may be designated as compulsory.
- 5.2 Students must attend all sessions in the module outline that have been designated as compulsory. Students who fail to meet the attendance requirement will have to retake or substitute the module in a future semester. Students who miss a compulsory session, because of illness or other mitigating circumstances are required to notify the module tutor within 6 days after the session to explain the absence.
- 5.3 Students who are absent from the University for more than five working days due to ill health must produce medical certificate(s) to cover their period of absence.
- 5.4 Courses that confer a licence to practise may require a specific attendance level in order to meet the award requirements.
- 5.5 In cases of persistent non-attendance without proper reason, Academic Board may terminate a student's programme of study.

## 6. Module assessment

- 6.1 The assessment of any module is subject to the University's Assessment Policy.
- 6.2 Provided a student has registered on a module (and not subsequently been formally withdrawn from the module), students will be assessed in the semester in which the module is completed.
- 6.3 The assessment of a module may comprise one or more items and may include an attendance requirement. The assessment item(s) and their relative weighting(s) and any attendance requirement will be set out in the module outline and module directory.
- 6.4 Students who fail to meet an attendance requirement in a module render grades for all assessment items for the module null and void.
- 6.5 Unless approved as part of the assessment for an individual module, a *viva voce* may not be used to determine progression or classification. A *viva voce* may be used as part of the procedures for determining whether a piece of work is that of the student.
- 6.6 All coursework must be submitted on paper unless otherwise specified in the module outline. Coursework may not be submitted in electronic form unless it is an explicit requirement for the assessment in the module concerned.

## 7. Non-Submission or Late submission of coursework

- 7.1 All assessment submissions should be made by the due date determined in accordance with arrangements approved by the Board of Examiners. See Section O: Procedure for Late Submission of Assignments.

## 8. Module Marking Scales:

- 8.1 On the basis of performance in the module assessment, each student will be awarded a mark for each item of assessment based on the following scale:

Percentage	Grade	Credit awarded	Degree class equivalence
70-100	Distinction	✓	With Distinction

60-69	Merit	✓	With Merit
50-59	Pass	✓	Pass
40-49	Fail	✗	Borderline Fail
30-39	Fail	✗	Fail – some engagement with and understanding of topic
20-29	Fail	✗	Fail – marginal engagement with and understanding of topic
0-19	Fail	✗	Fail – no or very little engagement with and understanding of topic
NS	Fail	✗	Fail – Non-submission
NA	Fail	✗	Fail – Non-attendance
PL	PL	✗	Cheating/Plagiarism

- 8.2 When an assessment item is not submitted, it will be counted as an attempt and marked as 0 with a grade of NS. This will result in the overall module being failed, regardless of any apparent overall pass grade. The student will be required to complete reassessment in the item(s) not submitted.
- 8.3 The pass mark for a module will be 50%. In order to pass a module at the first attempt, a student is required to achieve an overall mark of 50% or higher. The module grade will be derived from the item(s) of assessment.
- 8.4 In calculating the overall module grade from individual items of assessment, grades will be rounded up when a composite mark is .5 or higher e.g. 49.5% will become 50%.
- 8.5 When a module has been validated to require a pass grade in specified individual items of assessment, a failure in such an item will result in the overall module being failed, regardless of any apparent overall pass grade. Similarly when a module has an attendance requirement, a failure to meet the requirement will result in the overall module being failed, regardless of an apparent overall pass grade. In such cases failure to attend or submit an item of assessment will result in a grade of NA.
- 8.6 A student who passes a module as part of an agreed exchange whilst studying at another institution will be awarded an appropriate number of credits towards the award but no grade(s) will be recorded.
- 8.7 A student who completes a module but does not achieve a pass or higher in that module will fail the module.

## 9. Cheating

- 9.1 Cheating is defined by the University as any attempt to gain an unfair advantage in an assessment or assisting another student to gain an unfair advantage in an assessment. See Section O: Procedures for investigation of cases of alleged cheating.

## 10. Mitigating circumstances

- 10.1 If a student believes that their performance, absence or non-submission of work in an item of assessed work was due to illness or other valid reasons, the student may submit a claim under procedures approved by Academic Board. See Section O: Procedure for Dealing with claims of Exceptional Mitigating Circumstances.

## 11. Boards of Examiners

- 11.1 There is a two-tier process involved in the assessment process of any award:
- Subject Assessment Board
  - Board of Examiners
- 11.2 The Subject Assessment Panel and Board of Examiners will operate in accordance with Section F: Regulations for the Assessment of Students.

## Subject Assessment Board

- 11.3 The Subject Assessment Board is responsible for:
- assuring the appropriate standards for modules
  - considering the performance of students on modules
  - confirming the grades achieved by students on modules
  - noting the decisions of the Mitigations Committee
  - noting the decisions of the Cheating Committee
  - making recommendations on a students retrieval of failure to the appropriate Board of Examiners.
- 11.4 The Subject Assessment Board will meet at the end of each semester and at the end of the summer reassessment period. The Subject Assessment Board will consider all modules within the subject.

## Board of Examiners

- 11.5 The Board of Examiners is responsible for:
- reviewing the students' entire profile of module results
  - making decisions regarding progression or discontinuation of studies
  - confirming eligibility for awards on the basis of accumulated credit
  - ensuring any award-specific requirements have been met
  - conferring awards and if appropriate agreeing the classification of each student
- 11.6 The decisions of the Board of Examiners will be final.
- 11.7 The Board of Examiners will meet at the end of each semester and at the end of the summer reassessment period. The Board of Examiners will only consider students who have reached a stage in the course for progression or an award.

## 12. Retrieval of Failure

- 12.1 Retrieval of Failure in a module is permitted only after the module has been failed and is not available to improve a grade.
- 12.2 Where a fail grade has been awarded for a module, a student will be entitled to a maximum of two attempts to retrieve the failure. The Board of Examiners may require a student to either retake the module or be reassessed in the module. A student who achieves an overall mark of less than 25% will normally be required to retake the module. Reassessment will mean resitting the assessment item(s) that have been failed and will normally involve the completion of new tasks. Assessment items that have been passed do not need to be re-assessed.
- 12.3 A student who is required to retake a module is required to register for the module and pay any tuition fee required for such a module. Grades achieved previously in the module are ignored for the purposes of assessment of the repeated module (i.e. no grades are carried forward from the previous registration).
- 12.4 Reassessment will take place during the following semester or during the summer reassessment period at the end of the academic year in which the module was taken as follows:

Original Assessment	Reassessment required
Semester 1	Semester 2 (May)
Semester 2	Summer (August)

- 12.5 If successful in either the retake or the reassessment item(s) the student will be awarded the maximum outcome of 50% for the reassessment item(s). If unsuccessful the student will retain the higher fail grade awarded.
- 12.6 In order to pass a module at reassessment a student is required to achieve an overall grade of 50% or higher. The module grade will be derived from the item(s) of assessment. The overall module grade will also be capped at the maximum outcome of 50%.
- 12.7 If a student is unsuccessful in both the original assessment and the reassessment, the student will be offered one further and final reassessment opportunity in the assessment item(s). Some practice based assessment items may be subject to restrictions on reassessment or retake opportunities.
- 12.8 A student who is required to undertake reassessment may not demand reassessment in elements which are no longer current within the course. However, the Board of Examiners may exercise its discretion in providing special arrangements where it is not practicable for students to be reassessed in the same elements or by the same methods as at the first attempt. Such arrangements shall be subject to the principle that an award is only made when a student has fulfilled the objectives of the course and achieved the required standard.
- 12.9 All re-assessments must be completed within the maximum period of registration.
- 12.10 A student will not be permitted to undertake reassessment or retake any module(s) as part of an award once the conditions for that award have been met.
- 12.11 A student who fails 40 credits or more after exhausting all reassessment opportunities may be required to withdraw from the University by the Board of Examiners.

### 13. Awards

- 13.1 An award of the University will be conferred when the following conditions are satisfied:
- the candidate was a registered student of the University or was registered as a candidate for the award of the University by a partner organisation at the time of his or her assessment for an award and has paid the appropriate tuition fee to the University ;
  - details of the candidate's full name, date of birth, course and the award for which he or she is a candidate have been recorded by the University;
  - satisfactory confirmation has been received that the candidate has completed a programme of study approved as leading to the award being recommended;
  - the award has been recommended by an Board of Examiners convened, constituted and acting under assessment regulations approved by the Academic Board and including the requisite number of approved external examiners for the programme of study and/or the award;
  - the recommendations have received the written consent of the external examiners for the award;
  - checks to confirm the above have been carried out, and an official pass list has been signed by the Registrar and Secretary or nominee.

- 13.2 The following awards will be available to students who meet the following minimum requirements at the levels shown or at a higher level:

Award	Requirement
Postgraduate Award in	Minimum of 30 credits at Level 7

Professional Development	
Professional Graduate Certificate in Education (PGCE)	Minimum of 120 credits at Level 6
Postgraduate Certificate in Education (PGCE)	Minimum of 60 credits at Level 6 and 60 credits at Level 7
Postgraduate Certificate	Minimum of 60 credits at Level 7
Postgraduate Diploma	Minimum of 120 credits at Level 7
Masters Degree	Minimum of 180 credits at Level 7 including a minimum of 40 credits from the Dissertation

- 13.3 The award of Postgraduate Award in Professional Development is made for the successful completion of short-courses only.
- 13.4 The award of PGCE is made for the successful completion of a course including professional training leading to Qualified Teacher Status (QTS).
- 13.5 The award recommended by a Board of Examiners will be that for which the student is a candidate or a lower award, specified in the approved programme specification, for which the student has fulfilled the requirements.
- 13.6 A candidate who has failed to satisfy the Board of Examiners in the first attempt at an assessment for an award but has in the examiners judgement satisfied the requirements for a lower award as specified in the programme specification may, at the examiners' discretion, be offered a choice of accepting the lower award immediately or resitting for the higher award. If the student resits and fails, he or she may claim the lower award previously offered and the recommendation shall be forwarded to the Registrar and Secretary at that time.
- 13.7 Any award of the University may be conferred posthumously and accepted on the student's behalf by a parent, spouse or other appropriate individual. The normal conditions of award must be satisfied.

## 14. Award titles

- 14.1 The titles of the award will be:

Award	Award Title
Postgraduate Award in Professional Development	Course Title

Professional Graduate Certificate in Education (PGCE)	Course Title
Postgraduate Certificate in Education (PGCE)	Course Title
Postgraduate Certificate	Course Title
Postgraduate Diploma	Course Title
Masters Degree	Course Title

## 15. Types of Classification of awards where appropriate

15.1 The types of classification of awards will be:

Award	Classification available
Postgraduate Award in Professional Development	None
Professional Graduate Certificate in Education (PGCE)	None
Postgraduate Certificate in Education (PGCE)	Pass Merit Distinction
Postgraduate Certificate	Pass Merit Distinction
Postgraduate Diploma	Pass Merit Distinction
Masters Degree	Pass Merit Distinction

15.2 Only credit awarded at Level 7 that has been undertaken at the University will be considered in the determination of the classification.

15.3 The Board of Examiners should consider grade profiles against the following two methods and recommend the award of the higher classification that result.

## 15.4 Classification of Postgraduate Certificate/ Postgraduate Certificate in Education (PGCE)

15.5 Method 1

15.5.1 Candidates will be awarded a Distinction where they have obtained an average of 70% or higher from the credit achieved with the University for the award.

15.5.2 Candidates will be awarded a Merit where they have obtained an average of 60% or higher from the credit achieved with the University for the award.

## 15.6 Method 2

15.6.1 Candidates will be awarded a Distinction where they have obtained 70% or higher in half of the candidate's module credits (40 credits).

15.6.2 Candidates will be awarded a Merit where they have obtained 60% or higher in half of the candidate's module credits (40 credits).

15.7 Candidates will be awarded a Pass where they have not fulfilled the rules for Method 1 or Method 2, but are eligible for the award of a Postgraduate Certificate.

## 15.8 Classification of Postgraduate Diploma

### 15.9 Method 1

15.9.1 Candidates will be awarded a Distinction where they have obtained an average of 70% or higher from the credit achieved with the University for the award.

15.9.2 Candidates will be awarded a Merit where they have obtained an average of 60% or higher from the credit achieved with the University for the award.

### 15.10 Method 2

15.10.1 Candidates will be awarded a Distinction where they have obtained 70% or higher in half of the candidate's module credits.

15.10.2 Candidates will be awarded a Merit where they have obtained 60% or higher in half of the candidate's module credits.

15.11 Candidates will be awarded a Pass where they have not fulfilled the rules for Method 1 or Method 2, but are eligible for the award of a Postgraduate Diploma.

## 15.12 Classification of Masters

### 15.13 Method 1

15.13.1 Candidates will be awarded a Distinction where they have obtained an average of 70% or higher (including the Dissertation) from the credit achieved with the University for the award.

15.13.2 Candidates will be awarded a Merit where they have obtained an average of 60% or higher (including the Dissertation) from the credit achieved with the University for the award.

### 15.14 Method 2

15.14.1 Candidates will be awarded a Distinction where they have obtained 70% or higher in half of the candidate's module credits.

15.14.2 Candidates will be awarded a Merit where they have obtained 60% or higher in half of the candidate's module credits.

- 15.15 Candidates will be awarded a Pass where they have not fulfilled the rules for Method 1 or Method 2, but are eligible for the award of a Masters.

## **16. Publication of Results**

- 16.1 Registry Services is responsible for the publication of official results to students following the meeting of Boards of Examiners. Publication of results will be made electronically via the secure student portal (SOLE) and will include access to individual module results, the progression decision and the award agreed by Boards of Examiners.
- 16.2 Students who do not satisfy some or all of the assessment requirements, Registry Services will communicate the decision of the Board of Examiners with instructions on retrieval of failure permitted.
- 16.3 It is the student's responsibility to ascertain his or her results.
- 16.4 Results will be withheld from students if they have outstanding obligations to the University, or are the subject of an allegation of a breach of discipline as follows:
- a) students who are at the end of the final year of their course neither to receive their degree transcripts not be supported by a University reference until the obligation is discharged;
  - b) registration for the next stage of the programme to be denied to a student who has an outstanding obligation to the University at the start of the next stage;
  - c) the award concerning a student who is subject of an allegation of breach of discipline to be withheld until the allegation has been determined and any consequent action discharged.

## **17. Appeals against the decisions of Board of Examiners**

- 17.1 Students will be allowed to appeal against the decisions of Boards of Examiners on the following grounds:-
- a) a material administrative error in the conduct of the assessment;
  - b) a misinterpretation of the current assessment regulations;
  - c) some other material irregularity relevant to the assessment(s) concerned which has substantially prejudiced the results of the assessment;
- 17.2 Disagreement with the academic judgement of an Examination Board in assessing the merits of an individual piece of work, or in reaching any assessment decision based on the marks, grades or other information relating to a student's performance cannot in itself constitute grounds for appeal.
- 17.3 Appeals must be submitted and considered according to the Procedures approved by Academic Board. See Section O.3: [Procedures for Appeals](#).

## **18. Certification and Transcripts**

- 18.1 The certificate of an award conferred by the University shall record:
- a) the name of the University and or any partner organisation at which the candidate has studied, if appropriate, and the name of any other institution sharing responsibility for the student's programme of study or research;
  - b) the candidate's name;

- c) the award, but in the case of an aegrotat ward the word 'aegrotat' will be omitted in order to protect the confidentiality of the recipient;
- d) the date of the award;
- e) the title of the course (if any) as approved by the Academic Board for the purposes of the certificate;
- f) an endorsement, where appropriate, recording that the candidate has successfully completed a sandwich programme;
- g) the certificate shall bear the signatures of the Vice Chancellor and of the Registrar and Secretary.

18.2 A transcript shall be issued to all completing students on programmes of study.

18.3 The transcript shall be constructed in accordance with the QAA Guidance.

18.4 The transcript shall be signed on behalf of Academic Board by the Registrar and Secretary or by some other person authorised by the Registrar and Secretary to do so.

## **19. Withdrawals**

19.1 A student who withdraws or who fail an Award will be granted any intermediate Award to which their credits entitle them.

19.2 Where the student is required to withdraw the student may not normally be re-admitted with credit to a further course until a period of at least twenty-four months has elapsed.

## **20. Interpretation**

20.1 These regulations should be interpreted using the terminology above. In cases of dispute these regulations will be interpreted by the Academic Board.

Version reference: KP/PRF/2.2

Date document was approved and comes into effect: 1 September 2007

Author of the document: Kevin Pickess

Date document is due for review: 1 February 2010

## Revision History

Committee	Date	Change
Academic Board	2 July 2008	Add: (v2.2) <ul style="list-style-type: none"><li>• Requirements from 'Section E –Regulations for the Admission of Students' not currently included merged into PRF</li><li>• Incorporating requirements from Section F - Regulations for the Assessment of Students 6.7 – Publication of Student Results; 6.9 - Failure and Reassessment; 6.10 – Viva Examinations and 6.15 – Withholding Results from Students into PRF</li><li>• Requirements from 'Section E –Regulations for the Admission of Students' not currently included merged into PRF</li><li>• Requirements from 'Section G – Regulations for the Conferment of Awards' not currently included merged into PRF</li></ul>
Academic Board	30 January 2008	Add: (v2.1) <ul style="list-style-type: none"><li>• Requirements from 'Section D – General Regulations' merged into PRF and associated re-numbering of sections;</li><li>• Registering students if active on their behalf (3.6).</li></ul>
Academic Board	9 July 2007	New Regulations Approved

# Appendix 2

## GUIDANCE NOTES

### ACCREDITATION OF PRIOR LEARNING (APL) FOR POSTGRADUATE STUDENTS

#### 1.) An Introduction Credit (APL)

It is possible for you to gain credit for relevant previous study or learning experiences. This should normally be negotiated on entry to your Postgraduate Programme.

The University of Worcester has a postgraduate credit assessment system which operates under the current APL regulations.

#### 2.) Academic credit (Accreditation of Prior Certificated Learning - APCL)

A claim for credit can be based on the successful completion of appropriate and relevant academic qualifications, training schemes and national qualifications. These must be at Masters Degree level and completed within the past 6 years.

#### How many credits can I claim through APCL?

**50% of taught elements** of the award for which you are registered can be achieved through appropriate APL, subject to the approval of PCAC.

Award	Credit required for the award	Maximum credit allowed	NQF Level
Postgraduate Certificate	60 (M)	30 (M)	7
Postgraduate Diploma	120 (M)	60 (M)	7
Masters	180 (M)	120 (M)	7

You may also top up a relevant Postgraduate Certificate or Diploma, achieved in the past 6 years, to Masters. This is called 'Advanced Standing' and is separate from APL procedures. In the case of the postgraduate diploma, you would be required to take a research methods module and other mandatory module where applicable.

#### Evidence Required for a Successful APL Claim

You must provide the certificate and/or transcript, which proves you have achieved the award which you are claiming. This must clearly state the number of CATS points achieved and the level at which the module was assessed, for example, level M.

**This credit must also have been achieved within the last 6 years.**

### 3.) Learning experiences (Accreditation of Prior Experiential Learning - APEL)

Credit can be granted where learning can be demonstrated as a result of professional work you have personally conducted.

Alternatively, if you do not possess the standard entry requirements, you may be qualified to enter on the basis of prior learning and professional experience. If you think this applies to you, you should give details on the application form and outline the basis of your claim in a covering letter to the Graduate School. Standard requirements for admission to all Postgraduate Programmes are set out in the Postgraduate Prospectus.

#### Applying for APEL

For an APEL claim you should write an evaluative and analytical account of the professional experience and the learning you have achieved as a consequence. This should be in the form of an independent/negotiated study of 3,000 – 4,000 words.

If you are applying for APEL credit against Masters modules, you must submit a separate essay and fee for each module against which you wish to gain exemption. No more than one third of total credit awarded can be experiential.

For all APEL claims, you should arrange a tutorial with a tutor in your programme. You might find it helpful to include as appendices a range of supportive material.

### 4.) Submission and Assessment of APL Claims

For all APL claims, you should complete the Accreditation for Prior Learning Application Form and submit this to the Registry Admissions Office. The appropriate fee (see below) will be charged at this point and in the case of APEL, a separate fee will be charged for each independent/negotiated study submitted. In cases of APL, the accurate submission of the form with supporting evidence such as certificates, should be sufficient to enable the institution to make a decision. In the case of APEL, you should submit the analytic account of your learning after tutorials with a programme tutor. The decision will be based on assessment of your submission. You will receive written notification as to the success of your claim from the Admissions Office. Admissions decisions are final.

### 5.) Fees

Fees for the administration of your APL claim:

APL: £50

APEL: the current cost of a standard postgraduate module (the work incurred for an APEL claim is the equivalent of an independent study)

# Appendix 3

## ASSESSMENT CRITERIA FOR LEVEL M

Level M criteria	0-49%	50-59%	60-69%	70+
	None/little	Adequate	Good	Excellent
1.) Evidence of originality, independent reflection and sophistication of thought; personal initiative expressed with clarity and stylistic accomplishment, using an appropriate register of language.				
2.) Mastery of a range of cognate historical, theoretical and/or empirical material.				
3.) Critical reflection/analysis at a sophisticated level with a high degree of explanatory power rather than descriptive detail.				
4.) Intellectual rigour and coherence in constructing, sustaining and testing arguments and/or hypotheses. Integration/application (identification) of the models, issues and concepts within the debate/discussion.				
5.) Evaluative links made, where appropriate, between theory and practice				
6.) Evidence of research skills and techniques, data collection, analysis, presentation and interpretation of data. Proposes conclusions that are related to the evidence presented.				
7.) Critical use of relevant research literature.				
8.) Standards of presentation which include: the use of appropriate scholarly conventions to cite and list references.				

### Personal Development Planning (PDP)

The process supported by the Progress File is commonly called personal development planning [PDP] and it's about you explicitly thinking your way through your studies and recording the process. Engaging in it will help you to gain greater insight into what and how you are learning and to plan, review and take responsibility for your own learning. There is growing research evidence that PDP will help you to:

- become more effective, independent and confident as self-directed learners;
- understand how you are learning and relate your learning to a wider context;
- Improve your general skills for study and career management;
- articulate your personal goals and evaluate your progress towards your achievements;
- evolve a positive attitude to learning throughout life.

The processes which have been developed will enable all students to have the opportunity for PDP at the start of their postgraduate degree programme, as part of the monitoring process and at the end of their period of study. In addition, many Masters Programmes already carry out PDP as part of their teaching programme. For more information, please contact your Course Leader.