

Ordinance 5: Postgraduate Taught Courses

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1. General provisions

- 1.1 A postgraduate award may be conferred only upon students who have satisfied the admission requirements as prescribed by Ordinance and by the Regulations, have followed the designated course of study and have achieved the assessment requirements prescribed by the relevant Regulations for the award.
- 1.2 Students shall pursue their course continuously, unless the Senate shall determine otherwise in a particular case on the recommendation of the Faculty Board on the grounds of illness or other good cause.

2. Admission

- 2.1 All applicants must submit a formal application before beginning a course of study for a postgraduate award.
- 2.2 An applicant for a course of study leading to the Degree of Master must have obtained one of the following:
 - 2.2.1 A Degree of Bachelor of an approved university or of the Council for National Academic Awards or of any other approved degree-awarding body.
 - 2.2.2 A Diploma in Technology.
 - 2.2.3 A professional qualification approved by the Senate as being of a standard equivalent to a university degree and whose general education and training can be regarded as suitable preparation for a postgraduate course of study.
- 2.3 Applicants for a course of study leading to the Degree of Master who have graduated from a university other than a United Kingdom university with a Degree of Bachelor with Third Class Honours or an Ordinary or Pass Degree, or who have obtained a Degree of Bachelor with Third Class Honours or an Ordinary or Pass Degree from the Council for National Academic Awards, or from any other approved degree-awarding body, or who have obtained a Diploma in Technology at the Pass level or an approved qualification by examination, may be required by the Senate on the recommendation of the Faculty Board to undertake not more than twelve months or appropriate study and training and to pass a qualifying examination at an approved standard.
- 2.4 In exceptional circumstances, applicants who cannot satisfy the requirements of the set out in 2.2 and 2.3 above, but who have satisfied the requirement of matriculation and who are able to give satisfactory evidence of having obtained an adequate standard of knowledge, may be accepted by the Senate on the recommendation of the School Board for registration on the course of study leading to the Degree of Master, under the conditions prescribed in paragraph 2.3 above.
- 2.5 An applicant for admission to a course of study may be permitted to import specific academic credit for prior certificated learning and/or prior experiential learning, subject

to the conditions prescribed in the Regulation Governing Postgraduate Taught Courses and to any which may be prescribed in the Regulations for that particular course of study.

- 2.6 Applicants to a course of study leading to the Certificate of Postgraduate Foundation Studies who cannot satisfy the requirements set out in 2.2 and 2.3 above, but who are able to give satisfactory evidence of having obtained an adequate standard of knowledge and/or qualifications as laid down in the individual course regulations may be accepted by the Senate on the recommendation of the Faculty Board onto the course.

3. Study requirements

- 3.1 Courses of study shall extend over a period, including vacations, of not less than :
- 3.1.1 Twelve months for a full-time course of study leading to the Degree of Master.
 - 3.1.2 Twenty-four months for a part-time course of study leading to the Degree of Master.
 - 3.1.3 Nine months for a full-time course of study leading to the Certificate of Postgraduate Foundation Studies or the Postgraduate Diploma.
 - 3.1.4 Eighteen months for a part-time course of study leading to the Certificate of Postgraduate Foundation Studies or the Postgraduate Diploma.
 - 3.1.5 Four months for a full-time course of study leading to the Postgraduate Certificate.
 - 3.1.6 Six months for a part-time course of study leading to the Postgraduate Certificate.
- 3.2 Students shall be deemed to have followed a prescribed course of study only if their attendance and progress shall be accepted as satisfactory by the Senate, and students whose attendance and progress are not accepted as satisfactory may be excluded by the Senate from undertaking assessment.
- 3.3 Where students on a course of study leading to the award of the Degree of Master are required by the Course Regulations to submit a dissertation, project or major report, etc., it must, unless an extension is approved by the Senate on the recommendation of the Faculty Board in a particular case, be presented within the timeframe stated under 3.1.1 and 3.1.2 above.
- 3.4 The Senate, on the recommendation of the Faculty Board, shall appoint for each such dissertation, project or major report, etc. at least two internal examiners, who shall be members of the academic staff of the University, in addition to an External Examiner for the course of study. The External Examiner shall act as a moderator for the assessments concerned.

- 3.5 Students who fail to attain the assessment requirements for the award for which they are registered may, with the approval of the Senate on the recommendation of the Board of Examiners and the Faculty Board, submit themselves for re-assessment on one occasion.
- 3.6 A student may change from one course of study to another only on conditions approved by the Senate on the recommendation of the Faculty Board.
- 3.7 Except with the special permission of the Senate, on the recommendation of the Faculty Board, students shall be required to undertake the assessments for the course of study as prescribed in the relevant Regulations for the award.

4. Awards

- 4.1 The names of students who have successfully achieved the conditions for the conferment of an award shall be published in such a form as to distinguish the main subject or subjects covered by the award.
- 4.2 The Degree of Master, the Postgraduate Diploma, the Postgraduate Certificate or the Certificate of Postgraduate Foundation Studies may be conferred on students who have satisfied the requirements prescribed in the Regulations for the award.
- 4.3 Exceptionally, the Degree of Master, the Postgraduate Diploma, the Postgraduate Certificate or the Certificate of Postgraduate Foundation Studies may be awarded with Distinction or with Merit where a student's performance so warrants, as prescribed in the Regulations for the award.
- 4.4 The names of students who have been awarded the Degree of Master, a Postgraduate Diploma, a Postgraduate Certificate or a Certificate of Postgraduate Foundation Studies shall be listed alphabetically under the designation of the respective award with Distinction, to be followed by those under the respective award, also listed alphabetically.
- 4.5 A Certificate of Continuing Education may be awarded to students who have satisfied the requirements prescribed in the Regulations for the award but who, having completed a course of study, have not satisfied the criteria for the award of the Degree of Master, the Postgraduate Diploma, the Postgraduate Certificate or the Certificate of Postgraduate Foundation Studies.
- 4.6 The names of students who have been awarded a Certificate of Continuing Education shall be listed alphabetically.
- 4.7 No award shall be conferred upon students who, otherwise eligible, have not fully discharged their financial obligations to the University.

5. Rescinding of Awards

- 5.1 The Senate, on the recommendation of an Investigating Committee, may revoke any award previously made by the University of Bradford in cases where academic misconduct of a graduate is proven.