

# SECTION 24: AWARDS: GRADUATE DIPLOMA, GRADUATE CERTIFICATE

Please see Section 16 for guidance which applies to all awards, including provisions for an Aegrotat award (in cases where a student is prevented by illness or personal circumstances from completing the assessment for an award), and procedures in the case of tuition fee debt. For information about extenuating circumstances procedures, please refer to section 8.

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## 24.1 GRADUATE DIPLOMA

### 24.1.1 Results

The Graduate Diploma is awarded without differentiation of class, and a successful candidate shall be stated to have Passed.

Candidates who have failed to fulfil the requirements for a Graduate Diploma shall be stated to have Failed.

An Aegrotat Graduate Diploma may be awarded to a candidate who is prevented by reason of illness or other incapacity from completing the assessment for a degree, in accordance with Ordinance C4(III). See section 16.6 for further information on an Aegrotat.

### 24.1.2 Definitions for Graduate Diplomas

The following definitions apply in the awarding method for Graduate Diplomas:

#### Overall Average

In calculating the overall average mark for a Graduate Diploma, modules are weighted by their number of credits.

The overall average should be calculated to one decimal place, with the second decimal place being rounded up if it is 5 or greater and rounded down if it is less than 5.

Where it has been agreed that a programme includes a module assessable on a PASS/FAIL basis, the calculation of the average shall exclude such modules.

#### Graduate Diploma Credit Requirement

The requirement that candidates for a Graduate Diploma achieve 80 credits with a mark of at least 40 which is a condition for the result of Pass.

Where it has been agreed that a programme includes a module assessable on a PASS/FAIL basis, a module which has a result of Pass shall contribute to the Graduate Diploma Credit Requirement.

#### Significant Weakness (Graduate Diploma)

Failure to achieve a specified minimum mark in a designated module (a 'hurdle') which leads automatically to failure of the degree (Provisions relating to such 'hurdles' must be stated fully in the Programme Specification and the Programme Handbook. It is intended that the number of such 'hurdles' should be kept to a minimum.)

### 24.1.3 Awarding method for Graduate Diplomas: Summary

The Senate has approved the following awarding method for Graduate Diplomas, which requires that the same criteria be applied in the same order for all such programmes.

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The Graduate Diploma Credit Requirement should be applied. If that requirement has been fulfilled (i.e. the candidate has achieved 80 credits with a mark of at least 40), the further criteria for a Pass should be applied:

If the overall average is 40 or more, the candidate qualifies for a Pass.

Supplementary conventions relating to specified programmes under the provisions of Section 24.1.4(c) are applied (including any provisions relating to Significant Weakness).

## **24.1.4 Awarding method for Graduate Diplomas: Detailed method**

a) In order to be eligible for a Graduate Diploma, a candidate must have completed not less than 120 credits (of which not less than 100 shall normally be at level 6 or above) and to have fulfilled the conditions given below.

b)

### **(i) Awards**

The following conditions should be satisfied for the award of a Graduate Diploma:

#### **Pass**

80 credits with marks of at least 40

and

An overall average within range 40.0-100

and

no Significant Weakness (i.e. no mark below the specified minimum in modules agreed at validation to be of special significance to the programme)

### **(ii) Fail**

Candidates who do not fulfil these criteria and any supplementary conventions shall be stated to have Failed. Candidates who have failed may be eligible for a lesser award.

### **c) Supplementary conventions relating to specified programmes**

School Boards of Teaching and Learning may recommend to the University Programmes Board in respect of specified programmes further provisions relating to designated modules, including provisions in respect of Significant Weakness and other requirements relating to the achievement of minimum marks. Such provisions must be stated in the Programme Specification and in the Programme Handbook. While it is intended that such supplementary conventions be kept to a minimum, it is recognised that programmes which bear professional accreditation (or the equivalent) may be subject to a number of supplementary conventions.

### **d) Examiners' Discretion**

Examiners may recommend a higher classification than the guidelines imply, where they deem this to be appropriate. The grounds for such a recommendation must be recorded in the Programme Examiners' Meeting Minutes. In order to ensure transparency and support consistency, all such recommendations must be approved by the relevant Teaching and Learning Dean before being reported to the relevant University Awarding Board.

A statement clarifying the conditions under which Examiners might properly exercise discretion to agree a classification at variance with the algorithm contained in the Assessment Handbook is included in Section 16.4.

## **24.2 GRADUATE CERTIFICATE**

### **24.2.1 Results**

The Graduate Certificate is awarded without differentiation of class, and a successful candidate shall be stated to have Passed.

Candidates who have failed to fulfil the requirements for a Graduate Certificate shall be stated to have Failed.

An Aegrotat Graduate Certificate may be awarded to a candidate who is prevented by reason of illness or other incapacity from completing the assessment for a degree, in accordance with Ordinance C4(III). See section 16.6 for further information on an Aegrotat.

### **24.2.2 Definitions for Graduate Certificates**

The following definitions apply in the awarding method for Graduate Certificates:

#### **Overall Average**

In calculating the overall average mark for a Graduate Certificate, modules are weighted by their number of credits.

The overall average should be calculated to one decimal place, with the second decimal place being rounded up if it is 5 or greater and rounded down if it is less than 5.

Where it has been agreed that a programme includes a module assessable on a PASS/FAIL basis, the calculation of the average shall exclude such modules.

#### **Graduate Certificate Credit Requirement**

The requirement that candidates for a Graduate Certificate achieve 40 credits with a mark of at least 40 which is a condition for the result of Pass.

Where it has been agreed that a programme includes a module assessable on a PASS/FAIL basis, a module which has a result of Pass shall contribute to the Graduate Certificate Credit Requirement.

#### **Significant Weakness (Graduate Certificate)**

Failure to achieve a specified minimum mark in a designated module (a 'hurdle') which leads automatically to failure of the degree (Provisions relating to such 'hurdles' must be stated fully in the Programme Specification and the Programme Handbook. It is intended that the number of such 'hurdles' should be kept to a minimum.)

### **24.2.3 Awarding method for Graduate Certificates: Summary**

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The Senate has approved the following awarding method for Graduate Certificates, which requires that the same criteria be applied in the same order for all such programmes.

The Graduate Certificate Credit Requirement should be applied. If that requirement has been fulfilled (i.e. the candidate has achieved 40 credits with a mark of at least 40), the further criteria for a Pass should be applied:

If the overall average is 40 or more, the candidate qualifies for a Pass.

Supplementary conventions relating to specified programmes under the provisions of Section 24.2.4(c) are applied (including any provisions relating to Significant Weakness).

### **24.2.4 Awarding method for Graduate Certificates: Detailed method**

a) In order to be eligible for a Graduate Certificate, a candidate must have completed not less than 60 credits (of which not less than 60 shall normally be at level 6 or above) and to have fulfilled the conditions given below.

b)

#### **(i) Awards**

The following conditions should be satisfied for the award of a Graduate Certificate:

##### **Pass**

40 credits with marks of at least 40

and

An overall average within range 40.0-100

and

no Significant Weakness (i.e. no mark below the specified minimum in modules agreed at validation to be of special significance to the programme)

#### **(ii) Fail**

Candidates who do not fulfil these criteria and any supplementary conventions shall be stated to have Failed.

#### **c) Supplementary conventions relating to specified programmes**

School Boards of Teaching and Learning may recommend to the University Programmes Board in respect of specified programmes further provisions relating to designated modules, including provisions in respect of Significant Weakness and other requirements relating to the achievement of minimum marks. Such provisions must be stated in the Programme Specification and in the Programme Handbook. While it is intended that such supplementary conventions be kept to a minimum, it is recognised that programmes which bear professional accreditation (or the equivalent) may be subject to a number of supplementary conventions.

#### **d) Examiners' Discretion**

Examiners may recommend a higher classification than the guidelines imply, where they deem this to be appropriate. The grounds for such a recommendation must be recorded in the Programme Examiners' Meeting Minutes. In order to ensure transparency and support consistency, all such

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recommendations must be approved by the relevant Teaching and Learning Dean before being reported to the relevant University Awarding Board.

A statement clarifying the conditions under which Examiners might properly exercise discretion to agree a classification at variance with the algorithm contained in the Assessment Handbook is included in Section 16.4.

**Document control**

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1.0	CQSD	KHSS	3 years	UBTLSE			
1.1	CQSD	KHSS	3 years	UBTLSE	03/11/21	19/04/22	01/09/2024
1.2	CQSD	KHSS	3 years	UBTLSE	06/06/23	25/09/2023	01/09/2024