

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.

Contents

24.1	Graduate Diploma	2
24.1.1	Results	2
24.1.2	Definitions for Graduate Diplomas	2
	Overall Average	2
	Graduate Diploma Credit Requirement	2
	Significant Weakness (Graduate Diploma)	2
24.1.3	Awarding method for Graduate Diplomas: Summary	2
24.1.4	Awarding method for Graduate Diplomas: Detailed method	3
	(i) Awards	3
	(ii) Fail	3
	c) Supplementary conventions relating to specified programmes	3
	d) Examiners' Discretion	3
24.1.5.	Provisions in the event that assessment marks are not available as a consequence of major disruption	4
24.2	Graduate Certificate	5
24.2.1	Results	5
24.2.2	Definitions for Graduate Certificates	5
	Overall Average	5
	Graduate Certificate Credit Requirement	5
	Significant Weakness (Graduate Certificate)	6
24.2.3	Awarding method for Graduate Certificates: Summary	6
24.2.4	Awarding method for Graduate Certificates: Detailed method	6
	(i) Awards	6
	(ii) Fail	6

c) Supplementary conventions relating to specified programmes.....	6
d) Examiners' Discretion	7
24.2.5. Provisions in the event that assessment marks are not available as a consequence of major disruption.....	7

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

Assessment Handbook: Section 24

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.

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.

24.1.5. Provisions in the event that assessment marks are not available as a consequence of major disruption

24.1.5.1 In circumstances in which the University's academic provision has been significantly disrupted by matters outwith the University's control, the Senate [or body acting on behalf of the Senate] may activate the provisions specified in this sub-section of the Assessment Handbook. Matters outwith the University's control include but are not limited to strikes and industrial action, staff illness, severe weather, natural disaster, epidemic or pandemic, fire, war, civil disorder or unrest, riot, terrorist attack or the threat of it, and restrictions imposed by the government or public authorities.

24.1.5.2 The provisions apply only to those candidates for whom assessment marks are not available as a consequence of matters outwith the University's control, as specified in 24.1.5.1 above. The Programme Examiners are responsible for satisfying themselves that marks are not available wholly or partly as a result of matters outwith the University's control and, on this basis, determine in respect of each candidate whether these provisions or the standard provisions for classification should apply.

24.1.5.3 Calculation of marks

In the event that marks are available for some, but not all, components of the assessment for a module, the School responsible for the module shall, where it is reasonably possible, derive a mark for the module from those components for which a mark is available.

24.1.5.4.1 Graduate Diploma: Classification

Provided that the candidate has at least 80 credits with marks, the candidate shall be classified in accordance with the stipulations specified in this section (24.1.5). The following amendments to the standard definitions apply:

Graduate Diploma Credit Requirement (i.e. 80 credits with marks of at least 40) shall remain a condition of achieving a Graduate Diploma.

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.

The **Overall Weighted Average** shall be calculated on the basis of those credits for which marks are available.

Significant Weakness (Graduate Diploma)

For the avoidance of doubt, the Significant Weakness (Graduate Diploma) rule (whereby failure to achieve a specified minimum mark in a designated module (a 'hurdle') which leads automatically to failure of the degree) shall apply where the mark for the designated module is available, and shall not apply where the mark for the designated module is not available.

Programmes accredited by a Professional or Statutory Regulatory Body (PSRB) are also subject to the stipulation in 24.1.5.4.3.

- 24.1.5.4.2 In the case of candidates who have less than 80 credits with marks, the University Awarding Board, in close consultation with Programme Examiners and with reference to External Examiners, are required to consider each case on its merits and submit a recommendation to the Senate with a brief indication of the principles which have informed the decision. The University Awarding Board, in considering such cases, shall take due account of a range of evidence, which may include performance during the programme. Programmes accredited by a PSRB are also subject to the stipulation in 24.1.5.4.3.
- 24.1.5.4.3 In the case of programmes accredited by a PSRB, these provisions are subject to confirmation from the PSRB that they are content that the modules for which marks are available are adequate to their requirements for an accredited degree. In the event that they are not, an alternative non-accredited degree may be awarded or, as appropriate, the student may be Deemed Not to have Sat and have a further opportunity to sit the assessment (if the full complement of assessments has not been taken) or wait for completed assessments to be marked.

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

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 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.

24.2.5. Provisions in the event that assessment marks are not available as a consequence of major disruption

24.2.5.1 In circumstances in which the University's academic provision has been significantly disrupted by matters outwith the University's control, the Senate [or body acting on behalf of the Senate] may activate the provisions specified in this sub-section of the Assessment Handbook. Matters outwith the University's control include but are not limited to strikes and industrial action, staff illness, severe weather, natural disaster, epidemic or pandemic, fire, war, civil disorder or unrest, riot, terrorist attack or the threat of it, and restrictions imposed by the government or public authorities.

24.2.5.2 The provisions apply only to those candidates for whom assessment marks are not available as a consequence of matters outwith the University's control, as specified in 24.2.5.1 above. The Programme Examiners are responsible for satisfying themselves that marks are not available wholly or partly as a result of matters outwith the University's control and, on this basis, determine in respect of each candidate whether these provisions or the standard provisions for classification should apply.

24.2.5.3 Calculation of marks

In the event that marks are available for some, but not all, components of the assessment for a module, the School responsible for the module shall, where it is reasonably possible, derive a mark for the module from those components for which a mark is available.

24.2.5.4 Graduate Certificate: Classification

Provided that the candidate has at least 40 credits with marks, the candidate shall be classified in accordance with the stipulations specified in this section (24.2.5). The following amendments to the standard definitions apply:

Graduate Certificate Credit Requirement (i.e. 40 credits with marks of at least 40) shall remain a condition of achieving a Graduate Certificate.

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.

Assessment Handbook: Section 24

The **Overall Weighted Average** shall be calculated on the basis of those credits for which marks are available.

Significant Weakness (Graduate Certificate)

For the avoidance of doubt, the Significant Weakness (Graduate Certificate) rule (whereby failure to achieve a specified minimum mark in a designated module (a 'hurdle') which leads automatically to failure of the degree) shall apply where the mark for the designated module is available, and shall not apply where the mark for the designated module is not available.

Programmes accredited by a PSRB are also subject to the stipulation in 24.2.5.6.

24.2.5.5 In the case of candidates who have less than 40 credits with marks, the University Awarding Board, in close consultation with Programme Examiners and with reference to External Examiners, are required to consider each case on its merits and submit a recommendation to the Senate with a brief indication of the principles which have informed the decision. The University Awarding Board, in considering such cases, shall take due account of a range of evidence, which may include performance during the programme. Programmes accredited by a PSRB are also subject to the stipulation in 24.2.5.6.

24.2.5.6 In the case of programmes accredited by a PSRB, these provisions are subject to confirmation from the PSRB that they are content that the modules for which marks are available are adequate to their requirements for an accredited degree. In the event that they are not, an alternative non-accredited degree may be awarded or, as appropriate, the student may be Deemed Not to have Sat and have a further opportunity to sit the assessment (if the full complement of assessments has not been taken) or wait for completed assessments to be marked.

Document control

Version	Section	Keeper	Reviewed	Approving authority	Approval date	Start date	Next review
1.0	CQSD	KHSS	3 years	UBTLSE			
1.1	CQSD	KHSS	3 years	UBTLSE	03/11/21	19/04/22	01/09/2024