



REGULATIONS FOR CERTIFICATES

These regulations are approved by the Academic Board/the Graduate School Board of Examiners. Last updated: August 2019

General

1. These Regulations apply to all persons who have registered for a programme of study leading to the award of a Certificate, and to those who have registered for any part of such a programme. These Regulations are subject to the General Academic Regulations for postgraduate students.

Programmes of Study

2. Programmes and the assessments associated with them shall be organised to fall into one or both of the following categories:
 - 2.1 a period of full-time study, the length of which shall be set out in the individual programme regulations but which shall normally be not less than one calendar year. Students will take assessments at the end of that period, or at a time specified in the programme regulations;
 - 2.2 a period of part-time study of between two and four years, during which students will be assessed in accordance with the individual programme regulations.
3. The minimum length of the period of study is set out in the individual programme regulations.
4. The normal maximum period of registration is as set out in the General Academic Regulations. Failure to achieve an award within the maximum period of registration allowed will result in de-registration.
5. A full-time student will normally register for courses up to the value of two full units in each year. A part-time student will normally register for courses to a value of one full unit. Courses must be chosen to comply with the programme regulations concerned.

Assessment

6. Unless indicated otherwise in the individual programme regulations, each programme shall include submission of a significant piece of individual work.
7. A student will not be re-assessed in any course which they have already passed.
8. A student who does not at their first attempt successfully complete the assessment, or part of the assessment, for which they have been entered and who has not been awarded a diploma may resit that assessment on one occasion only.

Illness and Other Exceptional Circumstances

9. In only the most exceptional cases where the exceptional circumstances are sudden, unforeseen, out of the student's own control and proximate to the assessment(s) in question, Sub-Boards of Examiners may recommend to the Graduate School Board of Examiners that:
 - i) the student's result(s) in the affected assessment(s) be discounted, and that they be allowed to resit ¹;
 - ii) the student's result(s) in the affected assessment(s) not be discounted, but that they be allowed an exceptional additional attempt;¹
 - iii) the student be awarded a Certificate. Sub-Boards may not make this recommendation for a student who made no attempt at a summative assessment, as set out in f the General Academic Regulations.
10. The Graduate School Board of Examiners shall be the sole authority in deciding whether to uphold such recommendations.

Schedule to the Regulations for Certificates

The powers of the School set out in these Regulations shall be exercisable as follows:

Regulation	Responsible
9, 10	The appropriate Sub-board Chair of Examiners

Footnotes

¹ Sub-Boards of Examiners may also recommend under paragraphs 9 (i) and (ii) that the student may, where relevant and appropriate, progress into the next year of study.