

REGULATIONS FOR DIPLOMAS

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 having registered for a programme of study leading to a Diploma and to those having registered for any part of such a programme. They are made subject to the General Academic Regulations for postgraduate students.
2. The Diploma is awarded in the majority of cases as an exit award as detailed in the relevant published programme classification schemes. –Where this is the case, it will be stated within the relevant programme classification schemes as published School Calendar.

Programmes of Study

3. Programmes shall be so organised as to fall into one or both of the following categories:
 - 3.1 a period of full-time study, the length of which shall be prescribed in the individual programme regulations but which shall be not less than one academic year, the assessments being completed by the end of that period;
 - 3.2 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.
4. A student may be allowed, at the discretion of the School and provided that the individual programme regulations so permit, to spend a maximum period of six months or, in the case of students pursuing a part-time programme, an equivalent period, on project work under appropriate supervision at an organisation or institution approved by the School as having a function relevant and suitable to the field of study. The student will not normally be permitted to undertake the project work outside the School.
5. A full-time student will normally register for courses up to the value of four courses in each year, and a part-time student for courses to a value of three courses or fewer. 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 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 diploma. Sub-Boards may not make this recommendation for a student who made no attempt at a summative assessment, as set out in paragraph 38 of the General Academic Regulations.
10. The Graduate School Board of Examiners shall be the sole authority in deciding whether to uphold such recommendations.

The Award of a Diploma

11. To be eligible for the award of a diploma a student must satisfy the examiners in the assessments prescribed for the programme. This should take place within the School's standard period of registration for Taught Masters programmes as defined within the General Academic Regulations. Failure to achieve an award within the maximum period of registration allowed will result in de-registration
12. A student awarded a diploma will be awarded a Pass, Merit or Distinction.



Schedule to the Regulations for Diplomas

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

Regulation	Powers exercisable by
3, 9	The appropriate Sub-board Chair of Examiners

Footnotes

¹Sub-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.

See the [Calendar](#) for further information about Programme Regulations, Course Guides, School and academic Regulations.