

## Appendix 13: Postgraduate taught programmes leading to Postgraduate Certificate

1. This appendix relates to the detailed assessment criteria to be applied in respect of compulsory or optional/elective units (but excluding extra-curricular units) for Postgraduate Certificate-aiming programmes for any of the following purposes:
  - Monitoring progress at any moment in a programme.
  - Progression decisions at any stage completion points.
  - Progression decisions after supplementary assessment.
  - Monitoring for satisfactory completion of a programme.
  - Making awards.
  
2. The following abbreviations and rules apply in these detailed criteria (for fuller descriptions see: Appendix 2: Definitions):
  - DAP = designated alternative programme.
  - DEU = designated essential unit; can only be passed  $\geq 40\%$ .
  - DPA = dissertation/project average.
  - DPC = dissertation/project credits.
  - OPA = overall programme average.
  - OSA = overall stage average.
  - PPR = programme progression requirement (min 40%)
  - PRU = programme required unit.
  - SRU = stage required unit.
  - TSC = taught-stage(s) credits.
  - TSA = taught-stage(s) average.
  - P1 = “passed 1st attempt” and means  $\geq 40\%$ .
  - C1 = “condonable 1st attempt” and means  $\geq 35\%$  in units that are not DEUs.
  - P2 = “passed 2nd attempt” - see Appendix 7.
  - C2 = “condonable 2nd attempt” in units that are not DEUs – see Appendix 7.
  
3. In all cases, the Board of Examiners for Programmes must require that all the normal rules of assessment in Part 4 be met as set out in this appendix, unless after due consideration of any individual mitigating circumstances it determines to relax the normal parameters as permitted in the relevant provisions of the IMCA document:

See: Individual Mitigating Circumstances & Assessment: Principles & Procedures within & outside the New Framework for Assessment: Assessment Regulations, <http://www.bath.ac.uk/registry/imc/>.

### Persistent generic PGT rules, for Postgraduate Certificate eligibility

4. Two **persistent generic PGT rules** may never be broken, and a student who breaks either or both will no longer be eligible to achieve the current award aim (Postgraduate Certificate). Consideration for an award from a designated alternative programme (DAP) may be possible. These two rules apply continuously throughout the student’s study, though any formal decision arising from their application must be recommended by a Board of Examiners for Programmes to the appropriate Board of Studies. The ability to meet the terms of either rule may depend upon the other rule. The two rules are as follows:

- a. **Compensation of condonable failures rule:** marginal failure marks of 35%-39% in other than designated essential units (DEUs) in no more than 20% of the taught stage credits (TSC) will be condoned (C1 or C2) and will not stop a student from continuing study for the current award aim (Postgraduate Certificate).
- b. **Maximum retrieval rule:** no more than 12 credits for taught units (TSC) towards a Postgraduate Certificate award may be retrieved after failure by means of passing supplementary assessment (P2 or C2).

### Generic PGT progression rules

5. Two generic PGT progression rules must be met in order to permit consideration for the current award aim (Postgraduate Certificate). They must be met by the end of the programme, though Stage completion requirements, if set for specific programmes (below) could require remedial action sooner, and the Persistent generic PGT rules, for Postgraduate Certificate eligibility (above) could limit the scope for meeting these requirements. The two rules are as follows:
  - a. **DEUs rule:** Each designated essential unit (DEU) must be passed (P1 or P2).
  - b. **No bad-fail rule:** All taught-type units (TSC) required by the programme's structure as counting towards the award (PRUs) must be passed (P1 or P2) or be condoned marginal failures (C1 or C2).

### Stage completion requirements, if set for specific programmes

6. Where a programme is not divided into stages, the student may continue with study subject only to the limits of the Persistent generic PGT rules, for Postgraduate Certificate eligibility (above), and must aim to meet all other requirements by the end of the programme.
7. Where a programme is divided into stages, the programme regulations may specify additional requirements, which must be complied with before the stage could be deemed to have been successfully completed. The Persistent generic PGT rules, for Postgraduate Certificate eligibility (above) could limit the scope for meeting these requirements. This rule type is as follows:
  - a. **SRUs rule:** All units required for successful completion of a stage must be passed (P1 or P2, including DEUs where appropriate) or condoned after marginal failure (C1 or C2) before progression can be permitted.

### Supplementary assessment requirements, as set for specific programmes

8. Normal arrangements for supplementary assessment are set out in Appendix 7: Supplementary assessment. Unless otherwise specified in programme regulations, the timing of the period for examinations is as set out in para. 11 of Appendix 7: Supplementary assessment. Programme regulations will specify the timing and periods for all other forms of supplementary assessment. Any reassessment or supplementary examination requirement must be fulfilled within two years of the original failure.
9. Supplementary assessment is only appropriate if it can allow an opportunity for retrieval of failure without breaking the Maximum retrieval rule (see para. 4.b above). Supplementary assessment which is required for stage completion (see para. 7 above) must take place before progression can be determined/permitted.
10. The rules associated with supplementary assessment are as follows:
  - a. Units passed (P2) after supplementary assessment are assigned a maximum mark of 40%.
  - b. Units condoned after marginal failure (C2) in supplementary assessment are assigned a mark in the range 35%-39%.

- c. DEUs for which supplementary assessment is undertaken must be passed (P2).

### **Additional generic PGT completion requirements, as set for programmes leading to specified awards**

11. Programme regulations may set the credit requirements for satisfactory completion of a programme, arising from the programme structure and units specified, subject to the two Persistent generic PGT rules, for Postgraduate Certificate eligibility (outlined above) and two minima which apply to all Postgraduate Certificate programmes:
- a. The minimum overall credit requirement for the award of Postgraduate Certificate is 30 credits which have been passed (P1 or P2) or condoned (C1 or C2).
- b. The minimum credit-level requirement for the award of Postgraduate Certificate is 24 credits at Master level which have been passed (P1 or P2) or condoned (C1 or C2).

### **Generic PGT award threshold tests for specific awards**

12. Upon satisfactory completion of the programme:
- a. Provided the student:
- Has neither had to retrieve failure (P2 or C2) in taught units (TSC) worth more than 12 credits, nor had marginal failure condoned (C1 or C2) in units worth more than 20% of the taught-type total (TSC) for the programme, nor failed any designated essential units (DEUs); *and*
  - Has been awarded credit by having passed (P1 or P2), or through the condonement of marginal failure (C1 or C2) in, all of the units (always at least 30 credits overall of which at least 24 must be at M-level) required for the specific programme;
- b. The following award criteria will be used in sequence:
- The Postgraduate Certificate with distinction will be awarded to a student who has an overall programme average (OPA) of at least 70.00%.
  - The Postgraduate Certificate with merit will be awarded to a student who has an overall programme average (OPA) of at least 60.00%.
  - The Postgraduate Certificate will be awarded to a student who has an overall programme average (OPA) of at least 40.00%.
13. A student who has an overall programme average (OPA) below 40.00% will fail.
14. The above decision-making process is illustrated as a flowchart below in Figure 3.

Figure 3: Postgraduate taught programmes leading to Postgraduate Certificate

