

APPROVED MAY 2014

THE UNIVERSITY'S ACADEMIC REGULATIONS: 2014-15

SECTION C: TAUGHT MASTER'S REGULATIONS

C1 Introduction

- C1.1 Section C: Taught Master's Regulations provide specific regulations which apply to all SCQF level 11 modules approved by the University and to all approved programmes of study leading to an award of the University listed in Regulation A4.1c). In applying this section of the University's regulatory framework, account must be taken of the regulations contained in Section A: General Regulations which apply to all programmes of study offered by the University.
- C1.2 An award of the University listed in Regulation A4.1c) may be awarded to a student who has satisfied all programme specific requirements and gained the minimum number and level of credit identified in Regulation C3. In so doing account will be taken of Regulation A4.3.

C2 Definitions

- C2.1 As a means of helping to ensure that the University's academic regulations are consistently interpreted and applied, the following definitions are applicable to approved modules and programmes of study at SCQF level 11 as appropriate. In so doing appropriate account will also be taken of the definitions included in Regulation A3.
- a) **Taught master's awards** are differentiated by the volume of material and the associated credit achieved and not a difference in level or standard.
 - b) **Taught master's modules** are at the same level (SCQF level 11). Taught master's modules can be either standard or non-standard modules.
 - i) The University's standard size module for taught masters programmes of study is 20 credits.
 - ii) Taught master's programmes of study may include 10-credit modules and multiples of 20 credits (up to 60 credits) as a matter of academic and professional discretion and expertise.
 - iii) A taught master's dissertation module or equivalent will require a student to plan and execute a significant project of research, investigation or development using a range of advanced and specialised skills as appropriate to the subject or discipline. To enable students to effectively demonstrate such skills a taught

masters dissertation module or equivalent must equate to at least 40 credits at SCQF level 11. A taught master's dissertation module or equivalent will be designed and approved in accordance with Regulations A5.3 and A5.4.

- c) **Taught masters programmes of study** are designed to enable successful students to achieve an award of a postgraduate certificate, postgraduate diploma or a master's degree. The principle of student choice will inform the design of taught master's programmes of study. The amount of choice within a programme structure will be approved by the University's programme approval process in accordance with the University's *Quality Framework*.
- d) **The Master's Grading Scale** is a 16-point scale which is used to define standards of performance in taught master's modules and programmes of study University-wide. The original Master's Grading Scale was approved by Academic Board in 2001 and is based on generic qualitative criteria for the grade of Master's awards of the University at three standards; distinction, pass and fail. Each grade is defined in terms of: knowledge and understanding; generic cognitive skills; practice (applied knowledge and understanding); communication, information technology and numeracy skills; and autonomy, accountability and working with others. Using the University's generic qualitative criteria for the grade of Master's awards as a guide, specific grading criteria for each scale grade shown in Table 1 will be approved by the University for all taught master's modules and programmes of study. Grade F6 was introduced from session 2010-11 to indicate non-submission.

Table 1

Overall Grade	Scale Grade
Distinction	D5
	D4
	D3
	D2
	D1
Pass	P5
	P4
	P3
	P2
	P1
Fail	F1
	F2
	F3
	F4
	F5
	F6

C3 Taught master's awards of the University

- C3.1 In addition to meeting the requirements of Regulation C3, to receive any award of the University listed in Regulation A4.1c), a student must satisfy the requirements of Regulation A4.3.
- C3.2 In addition to meeting the requirements of Regulation C3, to receive any award of the University listed in Regulation A4.1c) approved by the Faculty of Health, Life and Social Sciences for delivery by the School of Nursing, Midwifery and Social Care in partnership with NHS Lothian a student must satisfy the requirements of Regulation A4.3 and have successfully completed their programme of study within five years from first starting the programme of study.
- C3.3 A **certificate of credit** will be awarded to a student who has achieved a recognised volume of credit through successfully completing an approved SCQF level 11 module or modules but who has not satisfied the requirements for any of the awards of the University listed in Regulation A4.1c). A **certificate of credit** is not an award of the University.
- C3.4 A **postgraduate certificate** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 60 credits at SCQF level 11.
- C3.5 A **postgraduate certificate with distinction** will be awarded to a student who has satisfied all programme specific requirements and has gained a minimum of 60 credits at SCQF level 11 of which a minimum of 40 credits must be at a grade of D1 or above on the Master's Grading Scale.
- C3.6 A **postgraduate diploma** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 120 credits at SCQF level 11.
- C3.7 A **postgraduate diploma with distinction** will be awarded to a student who has satisfied all programme specific requirements and has gained a minimum of 120 credits at SCQF level 11 of which at least either:
- a) a minimum of 80 credits at SCQF level 11 are at a grade of D1 or above on the Master's Grading Scale or
 - b) a minimum of 40 credits at SCQF level 11 are at a grade of D2 or above on the Master's Grading Scale plus a minimum of 20 credits at a grade of D1 or above on the Master's Grading Scale.
- C3.8 A **master's degree** will be awarded to a student who has satisfied all programme specific requirements and gained a minimum of 180 credits at SCQF level 11, of which a minimum of 40 credits at SCQF level 11 must be derived from a dissertation module or equivalent.

C3.9 A **master's degree with distinction** will be awarded to a student who has satisfied all programme specific requirements and has gained a minimum of 180 credits at SCQF level 11 of which at least either:

- a) a minimum total of 120 credits at SCQF level 11 are at a grade of D1 or above on the Master's Grading Scale; or
- b) a minimum total of 80 credits at SCQF level 11 are at a grade of D2 or above on the Master's Grading Scale plus a minimum of 20 credits at a grade of D1 or above on the Master's Grading Scale.

C3.10 A **Master of Science Advanced Practice with distinction**, approved by the Faculty of Health, Life and Social Sciences for delivery by the School of Nursing, Midwifery and Social Care, and incorporating competence-based modules, will be awarded to a student who has satisfied all programme specific requirements and has gained a minimum of 180 credits at SCQF level 11 of which at least either:

- a) a minimum of 80 credits at SCQF level 11 are at a grade of D1 or above on the Master's Grading Scale, and all competence-based modules have been passed at the first attempt; or
- b) a minimum of 40 credits at SCQF level 11 are at a grade of D2 or above on the Master's Grading Scale plus a minimum of 20 credits at a grade of D1 or above on the Master's Grading Scale and all competence-based modules have been passed at the first attempt.

C3.11 The minimum number of SCQF level 11 credit to be achieved by a student whilst registered as a student of Edinburgh Napier University having entered a programme of study with recognised prior learning at SCQF level 11 and before being presented for an award of the University listed in Regulation A4.1c) is as follows:

- a) A **postgraduate certificate** will be awarded to a student who has satisfied all programme specific requirements and achieved a minimum of 60 credits at SCQF level 11.
- b) A **postgraduate certificate with distinction** will be awarded to a student who has satisfied all programme specific requirements and achieved a minimum of 60 credits at SCQF level 11 of which a minimum of 40 credits must be at a grade of D1 or above on the Masters Grading Scale.
- c) A **postgraduate diploma** will be awarded to a student who has satisfied all programme specific requirements and achieved a minimum of 60 credits at SCQF level 11.
- d) A **postgraduate diploma with distinction** will be awarded to a student who has satisfied all programme specific requirements and has gained

a minimum of 60 credits at SCQF level 11 at a grade of D1 or above on the Master's Grading Scale.

- e) A **master's degree** will be awarded to a student who has satisfied all programme specific requirements and has gained a minimum of 60 credits at SCQF level 11, of which a minimum of 40 credits must be derived from a dissertation module or equivalent.
- f) A **master's degree with distinction** cannot be awarded to a student unless the student has achieved whilst registered as a student of Edinburgh Napier University the award requirements for a postgraduate diploma in accordance with Regulation C3.11c) and the award requirements for a master's degree in accordance with Regulation C3.11e).

C4 Admission regulations

C4.1 In addition to meeting the requirements of Regulation C4, all programmes of study leading to an award of the University listed in Regulation A4.1c) must satisfy the requirements of Regulation A6.

C4.2 The minimum entry requirement for admission to a programme of study leading to an award of the University listed in Regulation A4.1c) is either:

- a) possession of a bachelor's degree with honours; or
- b) possession of other qualifications or experience which demonstrate that the applicant possesses appropriate knowledge and skills at SCQF level 10.

C4.3 A potential student who does not meet the entry requirements set out in Regulation C4.2 may be admitted to the University as an Affiliate Student.

- a) An Affiliate Student must be registered on two standard size SCQF level 11 modules (40 credits at SCQF level 11).
- b) Successful completion of 40 credits at SCQF level 11 may allow an Affiliate Student to be admitted to a programme of study leading to an award of the University listed in Regulation A4.1c).
- c) Any SCQF level 11 credit gained as an Affiliate Student may count towards an award of the University listed in Regulation A4.1c).

C5 Assessment regulations

- C5.1 In addition to meeting the requirements of Regulation C5, all programmes of study leading to an award of the University listed in Regulation A4.1c) must satisfy the requirements of Regulation A7.
- C5.2 To pass an SCQF level 11 module at the first attempt, a student must achieve a minimum grade of P1 on the Master's Grading Scale.
- If only one component is used a minimum component grade of P1 on the Master's Grading Scale must be achieved.
 - If two components are used the module grade will be based on the weighted grades achieved for each component of assessment, and no individual grade for a component of assessment may fall below a grade of F1 on the Master's Grading Scale.
 - There is no minimum grade requirement for individual elements of any component of assessment.
- C5.3 To pass at the first attempt an SCQF level 11 dissertation module or equivalent:
- A full-time student must achieve a minimum grade of P1 on the Masters Grading Scale by the end of the trimester following the Programme Board of Examiners confirming the results from all taught modules within the approved programme structure.
 - A part-time student must achieve a minimum grade of P1 on the Masters Grading Scale by the end of the second trimester following the Programme Board of Examiners confirming the results from all taught modules within the approved programme structure.
- C5.4 To pass at the first attempt an SCQF Level 11 **competence-based module** approved by the Faculty of Health, Life and Social Sciences for delivery by the School of Nursing, Midwifery and Social Care a student must achieve a pass grade. The module grade will be derived from the component or components of assessment.
- If only one component is used a pass grade must be achieved in that component.
 - If two components are used a pass grade must be achieved in each component.
 - There is no minimum grade requirement for individual elements of any component of assessment.

C5.5 A student enrolled on an SCQF level 11 module will be entitled to one reassessment opportunity in that module.

- a) If only one component of assessment is used, a student who does not meet the requirements of Regulation C5.2a) or Regulation C5.5a) will be reassessed in that component.
- b) If two components of assessment are used, a student who does not meet the requirements of Regulation C5.2b) or Regulation C5.5b) will be reassessed in any component where a minimum grade of P1 on the Master's Grading Scale has not been achieved.
- c) In providing students with the opportunity to make good any initial assessment failure account will be taken of Regulations A7.11, A7.12 and A7.13.

C5.6 To pass at reassessment, a student enrolled on an SCQF level 11 module must achieve an overall minimum module grade of P1 on the Master's Grading Scale.

- a) If only one component of reassessment is used, a student must achieve a minimum grade of P1 on the Master's Grading Scale in that component.
- b) If two components of reassessment are used, a student must achieve a minimum module grade of P1 on the Master's Grading Scale based on the weighted grades achieved for each component of reassessment with no individual grade for a component of reassessment falling below a grade of F1 on the Master's Grading Scale. The weightings for the two components used for the reassessment will be identical to those used for the original assessment.
- c) Where a student achieved an original minimum component grade of P1 on the Master's Grading Scale in one of the two components of assessment, the overall module grade at reassessment will be calculated in accordance with Regulation C5.7b) using the original component grade and the component grade achieved at reassessment.
- d) The overall grade for a reassessed module will be capped at a grade of P1 on the Master's Grading Scale.

- C5.7 To pass at reassessment, a student enrolled on an SCQF level 11 **competence-based module** approved by the Faculty of Health, Life and Social Sciences for delivery by the School of Nursing, Midwifery and Social Care must achieve a pass grade. The module grade will be derived from the component or components of assessment.
- a) If only one component is used a pass grade must be achieved in that component.
 - b) If two components are used a pass grade must be achieved in each component.
 - c) Where a student achieved an original pass grade in one of the two components of assessment, the overall module grade at reassessment will be calculated in accordance with Regulation C5.8b) using the original component grade and the component grade achieved at reassessment.
- C5.8 In the event of a student achieving a lower grade in a reassessed component than that achieved in the first assessment, the higher of the two grades will be the one considered by the Programme Board of Examiners.
- C5.9 In accordance with Regulation C5.6 a student enrolled on an SCQF level 11 module will be entitled to one reassessment opportunity in that module.
- a) Regardless of the trimester a module is taken in and the programme start date a compulsory reassessment opportunity is provided in the July following delivery of the module, with the exception of modules within programmes delivered overseas over three continuous trimesters.
 - b) For students studying on overseas programmes which are delivered over three continuous trimesters a compulsory reassessment opportunity must be provided and taken within two trimesters of the original attempt.
 - c) If the module to be reassessed is an SCQF level 11 dissertation module or equivalent a compulsory reassessment opportunity is provided in:
 - i) The next trimester of delivery with achievement of a minimum grade of P1 on the masters grading scale expected by the end of this trimester for a full- time student.
 - ii) The next trimester of delivery with achievement of a minimum grade of P1 on the masters grading scale expected after two trimesters of delivery, for a part-time student.
 - d) Until the compulsory reassessment opportunity presents itself to the student, credits not achieved at original assessment are classified as pending reassessment credit and not failed credit.

- e) A student may choose to be reassessed at any available earlier opportunity than the compulsory reassessment opportunity. If a student chooses this option it will count as their sole reassessment opportunity.
- f) In exceptional circumstances, and only for overseas programmes delivered over three continuous trimesters, Programme Boards of Examiners may extend the reassessment period by up to one additional trimester beyond the maximum period stated in b) above.

C5.10 Where possible the University will provide students enrolled on an SCQF level 11 module with early access to reassessment.

C5.11 Unless approved otherwise through the University's module approval process, all coursework, both at first attempt and reassessment, submitted after the agreed deadline will be graded at a maximum of P1 on the Master's Grading Scale. Coursework submitted over five working days (or ten working days on programmes delivered on campuses outside Europe) after the agreed deadline will be graded F5 on the Master's Grading Scale, although formative feedback will be offered to the student where requested.

C5.12 Where a student does not pass an SCQF level 11 module at the first attempt, or at reassessment, the Programme Board of Examiners will consider the student profile and may provide the opportunity for the student to repeat the module, as if studying it for the first time, for a second and final time.

C6 Continuation of study regulations

- C6.1 In addition to meeting the requirements of Regulation C6, all programmes of study leading to an award of the University listed in Regulation A4.1c) must satisfy the requirements of Regulation A8.
- C6.2 In considering a student's ability to continue to study towards an award of the University listed in Regulation A4.1c) the Programme Board of Examiners must take account of Regulation A6.2 and Regulation A10.2.8c).
- C6.3 In accordance with Regulation A10.2.8e) a Programme Board of Examiners may award a student a compensatory pass to the maximum of 20 credits at SCQF level 11.
- a) To be considered for a compensatory pass a student must have:
 - i) achieved a minimum grade of F1 on the Master's Grading Scale in the module being considered
 - ii) submitted in each component of assessment in that module; and
 - iii) achieved all other credit in the programme of study.
 - b) In accordance with Regulation C6.3a) a Programme Board of Examiners considering whether poor performance at SCQF level 11 can be compensated may award a student a compensatory pass within a programme of study leading to the award of either a postgraduate certificate or a postgraduate diploma or a master's degree. That is, if a compensatory pass has been included in the award of a postgraduate certificate subsequent compensatory passes cannot be included in the award of a postgraduate diploma or a master's degree within the same programme of study.
 - c) The decision of the Programme Board of Examiners to compensate or not will be made following consideration of the student profile and the achievement of programme learning outcomes.

C7 Regulations for programmes of study leading to the award of a Master of Fine Arts in Advanced Film Practice

C7.1 Introduction

C7.1.1 Section C7 sets out programme-specific regulations which apply to programmes of study leading to the award of a Master of Fine Arts in Advanced Film Practice which is an approved award of the University as identified in Regulation A4.1c).

C7.1.2 In applying the Master of Fine Arts in Advanced Film Practice programme-specific regulations account will be taken of the regulations contained in Section A: General Regulations which apply to all programmes of study offered by the University and to the following regulations contained in Section C: Taught Master's Regulations:

- a) Regulation C1: Introduction
- b) Regulation C2: Definitions
- c) Regulation C6: Continuation of study regulations.

C7.2 Award regulations

C7.2.1 In addition to meeting the requirements of Regulation C7.2 to receive a Master of Fine Arts in Advanced Film Practice a student must satisfy the requirements of Regulation A4.3.

C7.2.2 In accordance with Regulation A5.7 the exit awards defined in Regulation C7.2.3 to Regulation C7.2.6 have been approved for students who are unable to achieve a Master of Fine Arts in Advance Film Practice award of the University.

C7.2.3 A **certificate of credit** will be awarded to a student who has achieved a recognised volume of credit through successfully completing an approved SCQF level 11 module or modules within the approved programme structure for a Master of Fine Arts in Advanced Film Practice but has not satisfied the requirements for any of the awards of the University listed in Regulation A4.1c). A **certificate of credit** is not an award of the University.

C7.2.4 A **Postgraduate Certificate in Advanced Film Practice** will be awarded to a student who has satisfied all programme-specific requirements and gained a minimum of 60 credits at SCQF level 11.

C7.2.5 A **Master of Arts in Screenwriting, Master of Arts Screen Project Development** and **Master of Arts in Film** will be made in accordance with regulations C3.11e) and C3.11f).

C7.2.6 A Master of Fine Arts in Advanced Film Practice will be awarded to a student who has satisfied all programme-specific requirements and gained a minimum of 120 credits at SCQF level 11, of which a minimum of 60 credits at SCQF level 11 must be derived from the approved project module.

C7.3 Admission regulations

C7.3.1 The minimum entry requirement for admission to a programme of study leading to the award of a Master of Fine Arts in Advanced Film Practice is:

- a) possession of 180 credits at SCQF level 11 achieved from either the programme structure of the University's Master of Arts Screenwriting or Master of Arts Screen Project Development or Master of Arts Film programmes of study; or
- b) possession of a Master of Arts or Master of Science degree at SCQF level 11 or equivalent; or
- c) recognised prior learning or experience which demonstrates that the applicant possesses appropriate knowledge and skills at SCQF level 11.

C7.4 Assessment regulations

C7.4.1 All modules within the programme structure of a programme of study leading to an award of a Master of Fine Arts in Advanced Film Practice will be assessed and reassessed in accordance with Regulations C5.1, C5.3, C5.9, C5.10, C5.11 and C5.13.

C7.4.2 To pass at the first attempt an SCQF level 11 competence-based module approved by the Faculty of Engineering, Computing & Creative Industries for delivery on the Master of Fine Arts in Advanced Film Practice programme a student must achieve a pass grade. The module grade will be derived from the component or components of assessment.

- a) If only one component of assessment is used a pass grade must be achieved in that component.
- b) If two components are used a pass grade must be achieved in each component.
- c) There is no minimum requirement for individual elements of any component of assessment.

C7.4.3 A student enrolled on an SCQF level 11 competence-based module approved by the Faculty of Engineering, Computing & Creative Industries for delivery on the Master of Fine Arts in Advanced Film Practice programme will

be entitled to one reassessment opportunity in that module:

- a) If only one component of assessment is used, a student who does not meet the requirements of Regulation C7.4.2a) will be reassessed in that component.
- b) If two components of assessment are used, a student must achieve a pass in both components.
- c) In providing students with the opportunity to make good any initial assessment failure account will be taken of Regulations A7.11, A7.12, A7.13 and A7.14.

C7.4.4 To pass at reassessment, a student enrolled on an SCQF level 11 competence-based module approved by the Faculty of Engineering, Computing & Creative Industries for delivery on the Master of Fine Arts in Advanced Film Practice programme must achieve an overall module grade of pass.

- a) If only one component of reassessment is used, a student must achieve a grade of pass in that component.
- b) If two components of reassessment are used, a student must achieve a grade of pass based on the weighted grades achieved for each component of reassessment with no individual grade for a component of reassessment falling below a pass. The weightings for the two components used for the reassessment will be identical to those used for the original assessment.
- c) Where a student achieved an original component grade of pass in one of the two components of assessment, the overall module grade at reassessment will be calculated in accordance with Regulation C7.4.6 b) using the original component grade and the component grade achieved at reassessment.
- d) The overall grade for a reassessed module will be capped at a grade of pass.

C7.4.5 Coursework submitted over five working days after the agreed deadline will be graded fail, although formative feedback will be offered to the student where requested.

C7.4.6 In accordance with regulation C7.4.4 a student enrolled on an SCQF level 11 module will be entitled to one reassessment opportunity in that module

- a) Regardless of the trimester a module is taken in and the programme start date a compulsory reassessment opportunity is provided in the July following delivery of the module.

- b) Until the compulsory reassessment opportunity presents itself to the student, credits not achieved at original assessment are classified as pending reassessment credit and not failed credit.
- c) A student may choose to be reassessed at any available earlier opportunity than the compulsory reassessment opportunity. If a student chooses this option it will count as their sole reassessment opportunity.

C7.4.7 Unless approved otherwise via the University's module approval process, all coursework, both at first and reassessment, submitted after the agreed deadline will be graded at a maximum of Pass. Coursework submitted over five working days after the agreed deadline will be graded Fail, although formative feedback will be offered to the student where requested.