

**ORDINANCE 52(A): General Ordinance for Modular Master's Degrees, Postgraduate Diplomas, Postgraduate Certificates and Postgraduate Awards (applicable to students who commenced their studies from 2014-15 onwards)**

1. This General Ordinance shall apply to full-time and part-time modular postgraduate provision leading to the award of Master of Research, other Master's degrees, Postgraduate Diplomas, Postgraduate Certificates and Postgraduate Awards available within the University Framework for Postgraduate Modular Provision.
2. Each programme of study leading to an award governed by this Ordinance shall be designed in accordance with the University's Framework for Postgraduate Modular Provision or the XJTLU Framework for Postgraduate Programmes (approved by the University's Collaborative Provision Committee in June 2016) which contain the detailed requirements for the design and successful completion of such programmes. Each programme of study shall have a programme specification which shall set out the aims, learning outcomes, structure and assessment requirements of the programme. Further details of curricula shall be provided in module specifications.
3. In order to be admitted to an approved modular programme of postgraduate study, each student must have obtained such prior qualifications and/or experience as shall be deemed appropriate by the University. Students who accumulate relevant certificated credits arising from previous study may be permitted to transfer such credits upon entry to the programme, provided that such credits shall not normally amount to a total of more than one third of the credits required for the award of a Master's Degree, Postgraduate Diploma, Postgraduate Certificate or Postgraduate Award.
4. Full-time modular postgraduate programmes governed by this Ordinance shall be designed and approved to be delivered over a fixed period of time, in accordance with the requirements of the University's Framework for Postgraduate Modular Provision. Part-time programmes governed by this Ordinance need not be designed to be of a fixed duration but may be so designed. The minimum and maximum periods of time over which a programme governed by this Ordinance may be designed to be delivered are stipulated in the University's Framework for Postgraduate Modular Provision. Where a programme is designed to be delivered over a fixed period of time, that period of time shall be the minimum period for which a student must be registered in order to be eligible for the entry award of the programme. Where a programme is not designed to be delivered over a fixed period of time, the minimum registration periods stipulated in the University's Framework for Postgraduate Modular Provision shall apply.
5. Students may be permitted to register for modules on a standalone basis and may subsequently be permitted to register for an award to which such modules may contribute, provided that to be eligible for the award they must complete the requirements of the award within the maximum registration period defined in clause 6 of this Ordinance, taking the date of registration for the first module counting towards the award as the beginning of the registration period.

6. The maximum period for which a full-time student may be registered for a programme of study governed by this Ordinance shall be 3 years for a Master's degree; 2 years for a Postgraduate Diploma; 18 months for a Postgraduate Certificate; and 1 year for a Postgraduate Award. The maximum period for which a part-time student (including a student who takes modules on a standalone basis and then registers for an award to which those modules contribute) may be registered for a programme of study shall be 6 years for a Master's degree; 4 years for a Postgraduate Diploma; 3 years for a Postgraduate Certificate<sup>1</sup>; and 2 years for a Postgraduate Award.
7. Students shall be assessed in accordance with the requirements set out in the relevant programme and module specifications which shall comply with the provisions of the University's Framework for Postgraduate Modular Provision and the Code of Practice on Assessment. Students who fail taught modules may be reassessed in those modules on one further occasion only, at the next re-assessment opportunity. A failed dissertation or project or independent research module may also be re-assessed on one further occasion only. For full-time and part-time students the re-submission of a dissertation or project or independent research module assessment must be within 12 months of the publication of original results. Students registered on individual modules on a standalone basis may:
  - a) present themselves for re-assessment in the failed assessment components at the next re-assessment opportunity and shall not be limited as to the number of re-assessment attempts while the module continues to be offered by the University. However only the credits passed at the first re-assessment attempt shall be counted towards an award;
  - b) re-register for and re-take the whole module. Only the credits from the first retake attempt shall be counted towards an award; or
  - c) take another module in its place.
8. Students planning to undertake laboratory/field-based research for their dissertation, project or independent research modules who have failed key taught components and as a result are deemed, by the Board of Examiners, to be a risk to themselves and/or to others, may be prevented from progressing to the dissertation, project or independent research modules, following University approval of a recommendation from the Board of Examiners, until the relevant taught components are re-assessed and passed.
9. The Master's Degree, Postgraduate Diploma and Postgraduate Certificate may be awarded with a mark of Merit or Distinction as set out in the University's Framework for Postgraduate Modular Provision.
10. Students who fail to meet the requirements for the award for which they are registered may be eligible for an exit award, provided that they are deemed by the Board of Examiners to have met the requirements for that award.

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<sup>1</sup> The programme PGCert Oral and Maxillofacial Surgery shall, exceptionally, have a maximum registration period of 4 years.

11. Boards of Examiners shall be empowered to take account of extenuating circumstances affecting students' performance in determining the conditions relating to re-sit examinations and their final award results, in accordance with the provisions of the Code of Practice on Assessment and the Extenuating Circumstances Policy.

The Code of Practice on Assessment (including the University's Framework for Postgraduate Modular Provision and the Extenuating Circumstances Policy) can be found at: <https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-onassessment/>

## **SUMMARY OF AMENDMENTS MADE TO ORDINANCE 52(A)**

1. Original amended Ordinance approved on behalf of Senate and Council October/November 2015.
2. Retrospective minor amendment approved by the Vice-Chancellor in August 2019 to accommodate a difference in the structure of the MRes degrees as delivered at XJTLU, approved by the Collaborative Provision Committee in 2016.
3. Amendment approved via Chair's action on behalf of Senate and Council in March/April 2021 to enable the programme MSc Oral and Maxillofacial Surgery to have a maximum registration period of 6 years, in variance to the maximum registration period of 3 years stipulated in the Ordinance.
4. Amendments approved via Chair's action on behalf of Senate and Council August/September 2022 to allow the part-time PGCert Oral and Maxillofacial Surgery programme to have a maximum registration period of 4 instead of 3 years and for this to be recorded as a footnote in the Ordinance and to remove an existing footnote relating to the MSc Oral and Maxillofacial Surgery programme as this had been added in error.