CODE OF PRACTICE ON ASSESSMENT

APPENDIX C (i)

University Framework for the Diploma or Certificate in Professional Studies & Postgraduate Continuing Professional/Personal Development (CPD)

2010-14

Applicable only to the following cohorts
2010-11, 2011-12, 2012-13, 2013-14

For subsequent cohorts the relevant frameworks are in either Appendix C 2014-15 and 2015-17 (for CPD) or Appendix P (for CPS/DPS)
1. **Introduction**

1.1 This framework is for full-time and part-time modular CPD provision leading to one of the following awards:

(a) Diploma in Professional Studies  
(b) Certificate in Professional Studies;  
(c) Master's Degree;  
(d) Postgraduate Diploma;  
(e) Postgraduate Certificate.

1.2 All CPD provision leading to one of the above awards should fully comply with this framework for all students registering on to such programmes of study between the 2010-11 and the 2013-14 academic sessions.

1.3 Within this framework all programmes of study should be compatible with the following definitions:

(a) Diploma in Professional Studies – a vocational programme, post-experience in nature, taught and assessed mainly at final year undergraduate level.

(b) Certificate in Professional Studies – a vocational programme, post-experience in nature, taught and assessed mainly at undergraduate level.

(c) Master’s – a vocational or non-vocational programme, involving both a substantial piece or pieces of independent work and a range of assessed modules, whose combined challenge reflects the level of further intellectual development appropriate to the equivalent of one year's advanced study beyond Honours degree level. A master’s degree will provide an appropriate foundation for research degree registration and/or the qualities and transferable skills to enable independent learning required for continuing professional development.

(d) Postgraduate Diploma – a vocational or non-vocational programme taught and assessed in part at Master’s level but not normally involving a substantial piece of independent work.

(e) Postgraduate Certificate – a vocational or non-vocational programme taught and assessed in part at Master’s level but not involving a substantial piece of independent work and covering a narrower range of material.

(NB "Postgraduate" does not imply all entrants or most entrants are graduates or that their entry qualification is in the same area as the postgraduate programme. It relates to the standard of work required of them at the point of assessment, both in pace and content.)
2. **DIPLOMA / CERTIFICATE IN PROFESSIONAL STUDIES**

**Module and Credit Requirements**

2.1 All provision delivered under this framework, leading to a Diploma or Certificate in Professional Studies should be modularised; each module must be assessed and be given a credit value and an associated level.

2.2 Credit values should be assigned on the basis that 10 hours of student commitment (divided into variable mixes of contact and private study hours) should be allocated 1 credit point.

2.3 Each programme of study shall consist of a number of ‘taught’ modules which shall each have a value of 5 or 7.5 or 10 or 15 or 20 or 30 or 40 or 45 credit points; it should be noted that it is not required for all ‘taught’ modules in a programme to have the same credit value, programmes can consist of modules with different credit values.

2.4 All provision should comply with the following credit requirements:

   (a) A programme of study leading to a Diploma in Professional Studies shall require successful completion of 120 credits at FHEQ Levels 5, 6 or 7, with no more than 30 credits at FHEQ Level 5.

   (b) A programme of study leading to a Certificate in Professional Studies shall require successful completion of 60 credits at FHEQ Levels 5, 6 or 7; there is no upper limit on the amount of credit that may be at FHEQ Level 5.

**Awards Programme Titles and Exit Points**

2.5 A Certificate or Diploma in Professional Studies shall be a named award as approved to reflect a programme of study in a designated subject area or discipline e.g. CPS in Health Sciences. A Certificate in Professional Studies may be awarded as an unnamed award when achieved as an exit point, as described in 2.6 below.

2.6 A Diploma in Professional Studies programme shall include an exit point, whereby a student shall be awarded a Certificate in Professional Studies upon successfully completing 60 credits, as detailed in 2.4(b) above. By default, the exit award will bear the same name as the programme for the Diploma award. In appropriate circumstances, a programme of study leading to a Diploma in Professional Studies may be approved to include an exit award at Certificate level that bears a different name from the Diploma. An unnamed Certificate in Professional Studies will be awarded where the Diploma programme only makes provision for an unnamed exit award (and this is clearly stated in the programme specification) or the programme provides for a named or unnamed exit award, depending on the combination of modules passed. In the case of the latter, the programme specification must be very clear about what combination of modules must be passed to get the named exit award; if a student fails to pass these specific modules but achieves sufficient credit for the Certificate, the student shall receive an unnamed award.

2.7 A programme of study leading to a Certificate or Diploma in Professional Studies may include modules from outside the named subject area or discipline, up to a maximum credit value of 25% of the total credit for the award.

**Pass Mark and Classification**

2.8 All provision shall have clearly defined assessments for each module with a pass mark of 40% for modules at FHEQ Levels 5 or 6 and a pass mark of 50% for modules at FHEQ Level 7.
2.9 All provision leading to the award of a Certificate or Diploma in Professional Studies shall require students to achieve an overall average mark of at least 40% and to pass every module leading to the award of a Certificate or Diploma in Professional Studies.

2.10 For students who register onto an award of Certificate or Diploma in Professional Studies, all provision shall provide for compensatable passes such that for students who have an average total mark of at least 40%, a mark within the ranges shown below shall be deemed compensatable in taught modules totalling up to 20 credits:

(a) in a FHEQ Level 5 or 6 module a mark of 35-39% shall be deemed compensatable;
(b) in a FHEQ Level 7 module a mark of 40-49% shall be deemed compensatable.

2.11 For students who register onto individual modules within a programme leading to a Certificate or Diploma in Professional Studies, a mark of 40% for FHEQ Level 5 or 6 modules and 50% for FHEQ Level 7 modules must be achieved; there shall be no compensation for any marks below these.

2.12 Students will be awarded a Diploma or Certificate in Professional Studies with Merit if they achieve:

(a) marks of at least 60% in modules accounting for at least half the credit of the overall award: and

(b) an overall average mark of at least 60%.

These marks must be achieved at the first attempt; a Merit cannot be awarded if a candidate has failed and then passed on re-assessment any credit that counted towards the final award. It should be noted that marks achieved in modules that are passed under the compensation rule (see 2.10 above) may still count towards a Merit mark.

2.13 Students will be awarded a Diploma or Certificate in Professional Studies with Distinction if they achieve:

(a) marks of at least 70% in modules accounting for at least half the credit of the overall award; and

(b) an overall average mark of at least 70%.

These marks must be achieved at the first attempt; a Distinction cannot be awarded if a candidate has failed and then passed on re-assessment any credit that counted towards the final award. It should be noted that marks achieved in modules that are passed under the compensation rule (see 2.10 above) may still count towards a Distinction mark.

2.14 A Merit or Distinction mark will still be available to students who are receiving a Certificate in Professional Studies as an exit award, having been registered on the Diploma in Professional Studies, provided the requirements of 2.12 or 2.13 above have been met.

Programme Structure

2.15 Programmes leading to a Diploma or Certificate in Professional Studies shall normally be part-time and shall normally have the following maximum periods of registration:

(a) A Diploma in Professional Studies must be completed no later than 4 years following the date of initial registration. A Diploma in Professional Studies that is full-time must be completed 30 weeks following the date of initial registration.
(b) A Certificate in Professional Studies must be completed no later than 2 years following the date of initial registration. A Certificate in Professional Studies that is full-time must be completed 15 weeks following the date of initial registration.

(c) Individual part-time programmes may be designed to be completed over a period that is shorter than the maximum registration period permitted within this Framework; programme structures must be clearly shown in individual programme specifications, whether they conform to the maximum registration period or are structured over a shorter period.

Re-assessment

2.16 Students who fail in one or more modules at the first attempt shall be permitted to present themselves for re-assessment in the failed module(s) on one more occasion during the registration period of the programme. Marks achieved in re-assessment shall be recorded as the actual mark achieved but shall be flagged in the transcript to indicate that they were achieved at a second or subsequent attempt.

Accredited or Recognised Prior Learning

2.17 All programmes of study will permit entry with credit attributed to previous certificated study up to a total of one third of the credits required to be awarded a Diploma in Professional Studies.

Admissions

2.18 Students admitted to a programme leading to a Certificate or Diploma in Professional Studies shall have a professional or management qualification and/or equivalent knowledge/experience, as approved for each programme.

3. CPD MASTER’S DEGREES, POSTGRADUATE DIPLOMAS AND POSTGRADUATE CERTIFICATES

3.1 This section of the Framework applies to all students who:

(a) register onto an approved programme of study leading to a Master’s Degree, Postgraduate Diploma or Postgraduate Certificate, and the programme is delivered as CPD through flexible study; or

(b) do not register onto a programme of study leading to an award, but who successfully undertake individual CPD modules and achieve credits.

Requirements of CPD Provision

3.2 CPD provision that leads to a Master’s, Postgraduate Diploma or Postgraduate Certificate award shall be an approved programme of study consisting of specified modules that are required and/or optional that will lead to a named award.

3.3 A CPD programme may allow students to select the combination of modules they wish to take from those available within the programme and the order in which they take them; or the programme may specify the combination of modules that shall be taken and/or the order in which they must be taken.

3.4 A CPD programme will normally require students to register onto a specific award: Master’s, Postgraduate Diploma or Postgraduate Certificate; however a programme may be designed to allow students to register on a module-by-module basis.
3.5 When a student on a CPD programme achieves the award for which they were registered, either a Postgraduate Certificate or a Postgraduate Diploma they shall have the option of accepting the award, or they may return the award and use the credit they have achieved to count towards achieving a higher award, either a Postgraduate Diploma or a Master’s Degree, and they will be registered onto the new award. This will normally be subject to the registration period of the new award.

3.6 Where a student is registered on individual CPD modules from an approved CPD programme the following applies:

(a) s/he shall receive a Postgraduate Certificate once s/he has achieved 60 credits; the award shall be named or unnamed in accordance with the provision below (see ss.3.15 and 3.16);

(b) if a student continues to register onto individual modules within the same CPD programme after having received the Postgraduate Certificate, s/he will be awarded a Postgraduate Diploma once s/he has achieved 120 credits, but s/he will be required to return the Postgraduate Certificate award. The award shall be named or unnamed in accordance with the provision below (see ss.3.15 and 3.16);

(c) if a student continues to register onto individual modules within the same CPD programme after having received the Postgraduate Diploma, s/he will be awarded a Masters degree once s/he has achieved 180 credits, but s/he will be required to return the Postgraduate Diploma award. The award shall be named or unnamed in accordance with the provision below (see ss.3.15 and 3.16);

(d) the student must achieve the credit requirements of the CPD programme from which the modules were taken.

(e) only credit achieved from modules on a single CPD programme may count towards an award; credit achieved from two or more programmes cannot be counted together for an award.

Module and Credit Requirements

3.7 All provision delivered under this framework, leading to a Masters’ Degree or Postgraduate Diploma or Certificate should be modularised; each module must be assessed and be given a credit value and an associated level.

3.8 Credit values should be assigned on the basis that 10 hours of student commitment (divided into variable mixes of contact and private study hours) should be allocated 1 credit point.

3.9 Each programme of study shall consist of a number of ‘taught’ modules which shall each have a value of 5 or 7.5 or 10 or 15 or 20 or 30 or 40 or 45 credit points; it should be noted that it is not required for all ‘taught’ modules in a programme to have the same value, programmes can consist of modules with different credit values.

3.10 The number of credit points attached to the dissertation or project shall normally be 60.

3.11 All provision should comply with the following credit requirements:

(a) To be eligible for a Master’s award, students must successfully complete at least 180 credits, either all at FHEQ level 7 or a combination of FHEQ level 7 and FHEQ level 6 modules, with up to 30 credits permitted at level 6. The total credit must include a dissertation or project module to the value of 60 credits or 2 independent research modules totalling 60 credits.
(b) To be eligible for a Postgraduate Diploma, students must successfully complete at least 120 credits, either all at FHEQ level 7 or a combination of FHEQ level 7 and FHEQ level 6 modules, with up to 30 credits permitted at level 6. The total credit may include a dissertation or project module to the value of 60 credits or 2 independent research modules totalling 60 credits.

(c) To be eligible for a Postgraduate Certificate, students must successfully complete at least 60 credits from taught modules; either all at FHEQ level 7 or a combination of FHEQ level 7 and FHEQ level 6 modules with up to 15 credits permitted at level 6; the 60 credits may include up to 30 credits of independent research.

3.12 CPD programmes may be designed to include modules that are from outside the subject or discipline area of the programme, up to a maximum credit value of 25% of the total credit counted toward the award of a Master’s, Postgraduate Diploma or Postgraduate Certificate.

3.13 Where a CPD programme includes FHEQ level 6 modules (as detailed above) that are also available to students on undergraduate degrees of the University, graduates of those undergraduate programmes will not be permitted to repeat in a postgraduate CPD programme, a FHEQ level 6 module they have taken in their undergraduate degree. In such instances, the programme must make suitable alternatives available to the student. Similarly, where a student has taken an FHEQ level 7 module as part of an undergraduate degree they have taken at the University they will not be permitted to take the same FHEQ level 7 module(s) as part of a postgraduate CPD programme of the University; the postgraduate programme must provide a suitable alternative for such students.

3.14 Where two modules, one at FHEQ level 6 and the other at FHEQ level 7, share the same learning and teaching provision but have different assessments, it should not be possible for a student to take both modules. If a student of the University takes one such module in their undergraduate degree, if s/he goes on to take a CPD postgraduate programme, s/he will not be permitted to take the FHEQ level 7 module that shares the learning and teaching with the FHEQ level 6 module they have already taken. The CPD postgraduate programme that uses such modules must provide suitable alternatives for students to ensure they do not have to repeat the learning and teaching they had in their undergraduate degree.

Awards and Programme Titles

3.15 The awards of Postgraduate Diploma and Postgraduate Certificate may be named or unnamed. A named award carries the name of an approved programme of study that the student
successfully completed and will indicate the subject or discipline studied (e.g. Postgraduate Certificate in ... [subject area]); an unnamed award simply states the level of qualification achieved. Named awards can be given to students in the following circumstances:

(a) the student was registered onto the award and has successfully completed the required modules; or

(b) the student was registered onto a higher award (Postgraduate Diploma or Master’s) and exits with a lower award having successfully completed the required modules; or

(c) the student was registered onto individual modules within a CPD programme and successfully completed the required amount of credit in the requisite modules.

3.16 The awards of Postgraduate Diploma and Postgraduate Certificate will be given to students as unnamed awards and therefore will not carry the name of the programme in the following circumstances:

(a) the student was registered on a programme that was designed to provide only unnamed exit awards (and this is clearly stated in the programme specification) and the student has failed to achieve or complete sufficient credit for the Master's award but has passed enough credit for either a Postgraduate Diploma or Postgraduate Certificate; or

(b) the student was registered on a programme that was designed with named exit awards to be given upon successful completion of (and this is clearly stated in the programme specification) modules and the student has failed to achieve a Master’s award and has failed to pass all the specified combination of modules for a named Postgraduate Diploma or Postgraduate Certificate award but has passed sufficient credit to achieve a Postgraduate Diploma or Postgraduate Certificate which shall be awarded without the name of the programme; or

(c) the student was registered onto individual modules within a programme and has achieved sufficient credit to receive a Postgraduate Diploma or Postgraduate Certificate, and either the programme does not provide for named exit awards or the student has not successfully completed credit in the specified combination of modules required by the programme for a named Postgraduate Diploma or Certificate award.

Pass Mark

3.17 All provision will have clearly defined assessments for each module with a pass mark of 50%. If the programme of study includes FHEQ level 6 modules (as detailed in 3.11 above) which have a pass mark of 40%, students must nonetheless achieve 50% or more for the credit to be recognised for a postgraduate award.

3.18 All provision leading to the award of a Master’s, Postgraduate Diploma or Postgraduate Certificate shall require students to achieve a mark of 50% or more in every taught module and in any dissertation or project.

3.19 For students who register onto an award, where the average of the total marks in all modules is 50% or above, a mark of 40-49% shall be deemed compensatable in taught modules totalling up to 20 credits.

3.20 For students who register onto individual modules within a programme, a mark of 50% or more must be achieved in all modules; there shall be no compensation for any marks below this.
Period of Study

3.21 There are maximum fixed periods of time over the course of which students may achieve credit that may make them eligible for postgraduate taught awards; these are as follows:

(a) Master’s – students shall have a maximum of 6 years to successfully complete sufficient credit to be awarded a Master’s degree. CPD programmes may specify a shorter period of registration during which students must complete the programme, subject to a minimum period of 12 months from initial registration.

(b) Postgraduate Diploma – students shall have a maximum of 5 years to successfully complete sufficient credit to be awarded a Postgraduate Diploma. CPD programmes may specify a shorter period of registration during which students must complete the programme, subject to a minimum period of 30 weeks from initial registration.

(c) Postgraduate Certificate – students shall have a maximum of 3 years to successfully complete sufficient credit to be awarded a Postgraduate Certificate. CPD programmes may specify a shorter period of registration during which students must complete the programme, subject to a minimum period of 15 weeks from initial registration.

3.22 Students who register onto an award must complete their programme of study within the registration period specified in the programme in order to be eligible for an award.

3.23 Students who register onto individual modules within a CPD programme must successfully complete the requisite credit for an award within the registration period specified in the CPD programme. For these students the registration period will commence from the date of registration on the first module that carries credit that is to be recognised by the award.

Re-assessment

3.24 Students who are registered onto an award and fail one or more modules at the first attempt shall be permitted to present themselves for re-assessment in the failed module(s) on one more occasion during the registration period. Each programme should clearly state when such re-assessment opportunities will take place. Marks achieved in re-assessment shall be recorded as the actual mark achieved but shall be flagged in the transcript to indicate that they were achieved at second or subsequent attempt.

3.25 For students who register onto individual modules there shall be no compensation for any modules that are narrowly failed (see 3.18 above); if such students fail one or more modules they can either:

(a) re-sit, re-submit or re-take (as appropriate) the failed assessment(s) at the next re-assessment opportunity. Students may re-sit, re-submit or re-take any failed assessments, and normally will not be limited as to the number of opportunities for re-assessment while the module continues to be delivered by the University. However, only credit from failed modules that are passed at the first re-assessment attempt may be counted toward the final award. Marks achieved at re-assessment will be recorded as the actual mark achieved but shall be flagged in the transcript to indicate that they were achieved at a second or subsequent attempt; or

(b) re-take the whole module; all marks achieved will replace all previously achieved marks and it shall be flagged on the transcript that the module has been taken previously; or

(c) take another module in its place.
Accredited or Recognised Prior Learning

3.26 All programmes of study will permit entry with credit attributed to previous certificated study up to a total of one third of the credits required to be awarded a Master’s, Postgraduate Diploma or Postgraduate Certificate.