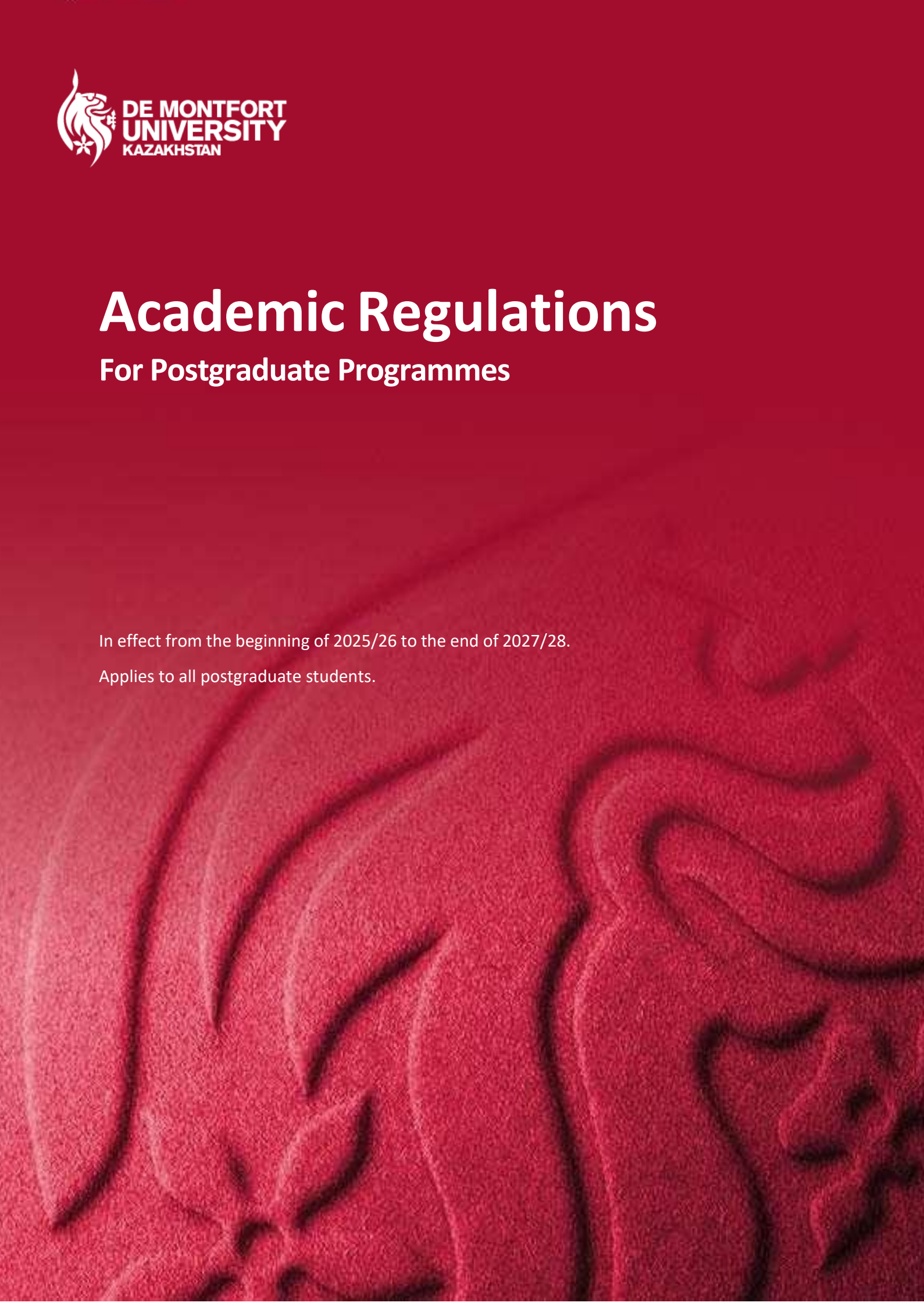
DE MONTFORT UNIVERSITY KAZAKHSTAN

Academic Regulations

For Postgraduate Programmes

In effect from the beginning of 2025/26 to the end of 2027/28.

Applies to all postgraduate students.



Contents:

1. Section 1: Introduction to the regulations 3
2. Section 2: Assessment 5
Module assessment 5
Passing a module 5
Delaying assessments 5
Reassessment of failure 5
Compensation 5
Exit awards 6
Substitution of failed/deferred modules and reassessment in withdrawn modules 6
Confirmation of module results 6
3. Section 3: Proceeding 7
Proceeding to and from a year-placement 7
Level 2 maths and English for apprentices 7
Delay in proceeding 7
4. Section 4: Awards 8
Credit-based academic awards 8
Re-use of credit 8
Minimum credits required for awards 8
Classification of awards 8
Eligibility criteria for postgraduate awards 8
Methods for calculating postgraduate award classifications 9
Exit awards 10
Aegrotat awards 10
5. Section 5: Registration 12
Student registration 12
Maximum periods of registration 12
Changing programmes 13
Changing optional modules 13
Withdrawing from a module 13
Withdrawing from study 13

Returning following withdrawal from study or following the achievement of an award 14
Returning following academic failure 14
Returning following registration ending due to fitness to practise 14
Withdrawal from the university due to misconduct 14
6. Section 6: Recognition of Prior Learning (RPL) 15
What is Recognition of Prior Learning (RPL)? 15
RPL process 15
Volume of RPL credit which can be allowed 15
Calculation of award for students entering with RPL 16
Maximum periods of registration 16
7. Document and version control information 17

1. Section 1: Introduction to the regulations

1.1 Academic Regulations assure the academic integrity, fairness, transparency, quality, and standards of all postgraduate programmes and awards. On behalf of the Academic Board, the university's Academic Quality Committee oversees the academic regulations, with support from Academic Quality Services. The committee comprises representatives from each faculty and includes student representatives from both the university and De Montfort Students' Union. These postgraduate Academic Regulations were approved by De Montfort University's Academic Board in 2024/25 and they will take effect from the beginning of academic year 2025/26 to the end of 2027/28.

1.2 These regulations, along with the associated policies and procedures, apply to all postgraduate taught programmes. A separate set of regulations governs undergraduate taught programmes, including level 3 and integrated master's.

1.3 The regulations are reviewed and re-issued every three years. The next review will be in 2027/28 to be re-issued in 2028/29. The university may need to make changes to these regulations earlier than three years due to regulatory and compliance requirements. Any changes are approved by the university's Academic Board.

1.4 The university makes every effort to ensure that any changes made will not adversely affect students. This may mean that where significant changes have been made, there may be a transitional period between old and new regulations. During this period the university may operate more than one set of regulations. In such instances, students will be given the best outcome of these.

1.5 Some programmes require different regulations to those outlined in this document. This is usually to meet the requirements of Professional, Statutory or Regulatory Bodies (PSRBs). These are known as programme-specific regulations and are provided separately on the website (academic regulations and recognition of prior learning). Students should be aware if there are programme-specific regulations pertaining to their programme by checking with programme teams and Learning Zone.

1.6 The majority of students at De Montfort University (DMU) enrol on a programme which leads to an academic award, for example MA Interior Design; MSc Computing. Programmes are made up of modules which have set credit values and levels; an award is made when students have passed sufficient modules to meet the credit requirements of the award.

Information and guidance on modules and programmes can be found here.

Occasionally students may enrol for individual modules only, without intending to gain an award. These are known as continuing professional development (CPD) modules, which are also subject to these academic regulations.

If you have any question about this document, please contact Academic Quality Services at: aqs@dmuk.edu.kz.

2. Section 2: Assessment

Module assessment

2.1 Module marks must be ratified by an assessment board before decisions regarding proceeding between levels, or awards, are made. However, students may proceed from one module to the next with unratified marks.

Passing a module

2.2 The pass mark for a postgraduate module is normally 50 per cent.

2.3 Some modules don't have a percentage mark but are marked as pass or fail.

Delaying assessments

2.4 Students can submit requests to delay assessments if they are affected by extenuating circumstances. Where possible there is a 24-hour period permitted for late submissions without agreement, but a mark penalty is applied. Students can also make a request to formally extend an assessment deadline by 5 working days or defer undertaking the assessment until a later time. Students with longer term issues affecting their ability to study and/or submit assessments may apply for a Leave of Absence. Information and guidance further detailing the delaying of assessments through deadline extensions, deferrals and leave of absence can be found here.

Reassessment of failure

2.5 Students will normally have two reassessment opportunities in each module. Students will normally be automatically registered to take reassessments at the earliest opportunity provided to them.

2.6 Where students fail a module, they will normally only be reassessed in the failed assessment components.

2.7 Where students pass a module following reassessment, the module mark will be capped at the pass mark.

2.8 Where students have been assessed more than once in the same module but have still failed it, the highest mark achieved will be used in any calculations and shown on the student's record.

2.9 Students whose studies are delayed for any reason will normally return to the programme structure in operation when they resume their studies and will normally be subject to the regulations which apply to the student cohort they are joining.

Compensation

2.10 Compensation is not available on postgraduate programmes.

Exit awards

2.11 Where students have used all their reassessment opportunities in one or more modules, such that they unable to proceed or achieve their intended award, they will have their registration with the university ended. This will be confirmed at an assessment board. Students will be provided with a record of any modules passed and an exit award if eligible.

2.12 Where students choose to leave their studies prior to completion of their studies or where their studies are terminated for other reasons than academic failure, students will be provided with a record of any modules passed and an exit award if eligible.

Substitution of failed/deferred modules and reassessment in withdrawn modules

2.13 Students can substitute failed and deferred modules providing they have reassessment opportunities remaining. Students have a limited number of reassessment opportunities for modules that have been withdrawn. See above for further details regarding reassessment of failure.

Confirmation of module results

2.14 While coursework assessment marks and feedback will be provided to students in accordance with the Assessment and Feedback Policy, the marks are provisional until ratified by the assessment board. Appeals against awarded marks cannot be made until marks have been ratified. See the appeals page of the university's website for details of the appeals policy.

3. Section 3: Proceeding

Proceeding to and from a year-placement

3.1 Students must normally have passed 60 credits at the first attempt and demonstrated satisfactory attendance to proceed to a year-long placement.

Level 2 maths and English for apprentices

3.2 Apprentices required to undertake level 2 maths and English qualifications as part of their apprenticeship will normally be required to complete these during their first year of study. Apprentices will not normally be permitted to proceed into their second year of study until these qualifications have been successfully completed.

Delay in proceeding

3.3 Students who are delayed in their studies will normally be subject to the regulations which apply to the student cohort they are joining. Such delays may occur for a number of reasons such as reassessment with or without attendance, leave of absence/gap year, apprenticeship break in learning, sandwich placement or year abroad.

4. Section 4: Awards

Credit-based academic awards

4.1 The most common awards of the university are outlined below. To gain an award students must obtain a certain number of academic credits. The number of credits required and any additional criteria for gaining each award type are detailed below.

4.2 Credits are awarded by passing a module.

Re-use of credit

4.3 Credits for a completed award cannot normally be used to count towards a second award of the same type e.g. master's degree in a similar subject to a previously completed master's award.

4.4 Credits for passed modules or lower awards may be used for Recognition of Prior Learning (RPL) and could be used as entrance to a higher level of study at DMU or another institution. Credits may also be re-used from a previous DMU award if the previously awarded certificate is returned and rescinded and the credit accepted through the RPL process.

Minimum credits required for awards

4.5 The minimum credits needed to gain a university award are outlined in the table below:

Award	Level 6	Level 7	Total
Master's degree	30	150	**180**
Postgraduate diploma (PgDip)	30	90	**120**
Postgraduate certificate (PgCert)	0	60	**60**

Classification of awards

4.6 The table shows the classification bands for the university's awards. The following regulations show how the classification of each individual award is calculated. Examples of degree classification for each award are available.

Classification band	Postgraduate awards
70% and above	Distinction
60-69%	Merit
50-59%	Pass
40-49%	Fail
Below 40%	Fail

Eligibility criteria for postgraduate awards

4.7 The university will make a postgraduate award if students have gained the minimum number of credits needed for that award, and achieved an average mark of at least 50 per cent across all the modules.

Methods for calculating postgraduate award classifications

Please see the example postgraduate award outcome calculations for a full step-by-step breakdown of how the method for calculating postgraduate award classifications is applied in practice.

4.8 The methods for calculating the classification of postgraduate awards are provided for each award type based on the classification table above. The outcome of this classification calculation is called the average for classification. Where 'major/final piece' is referred to, this means the culmination of the students' studies, e.g. dissertation, major project or design work.

4.9 Where students have taken a level 6 undergraduate module as part of their programme the module will be marked according to the undergraduate mark descriptors and will be excluded from the calculation.

4.10 Where students are enrolled on an integrated master's programme the undergraduate honours classification method will apply. See the Academic Regulations for undergraduate programmes here on the academic regulations and recognition of prior learning page of the university's website.

4.11 The classification of awards is based on students meeting the following criteria:

Award	Credit requirement	Distinction	Merit
Master's degree (MA/ MSc/ LLM/ MBA)	Subject to gaining a minimum of 180 credits (with at least 150 level 7 credits and no more than 30 level 6 credits	if **either** a minimum of 120 credits **or** the overall average mark is 70 per cent or above. Where students have studied level 6 credits these will be excluded from the classification calculation.	If **either** a minimum of 120 credits **or** the overall average mark is 60 per cent or above but the requirements for distinction are not met.

Award	Credit requirement	Distinction	Merit
Postgraduate diploma (PgDip)	Subject to gaining a minimum of 120 credits (with at least 90 level 7 credits and no more than 30 level 6 credits)	if **either** a minimum of 90 credits **or** the overall average mark of the passed modules (or average mark of the best 120 credits of passed modules if this is an exit award) is 70 per cent or above.	if **either** a minimum of 90 credits **or** the overall average mark of the passed modules (or average mark of the best 120 credits of passed modules if this is an exit award) is 60-69 per cent but the requirements for distinction are not met.
Postgraduate certificate (PgCert)	Subject to gaining a minimum of 60 credits (with at least 45 level 7 credits and no more than 15 level 6 credits)	if **either** a minimum of 45 credits **or** the overall average mark of the passed modules (or average mark of the best 60 credits of passed modules if this is an exit award) is 70 per cent or above.	if **either** a minimum of 45 credits **or** the overall average mark of the passed modules (or average mark of the best 60 credits of passed modules if this is an exit award) is 60-69 per cent but the requirements for distinction are not met.

Exit awards

4.12 Sometimes students are unable to achieve their intended award due to running out of reassessment opportunities or reaching the maximum period of registration for the programme. In such cases the university will make an exit award, if possible, based on the credits students have achieved.

4.13 Students may leave the university without having gained enough credits to be given an award. In such cases students will be provided with a formal record of any credits they have achieved.

Aegrotat awards

4.14 In extreme extenuating circumstances there may be no prospect of students completing their studies in the foreseeable future. In such cases an aegrotat award may be made and may be made posthumously. Further information regarding these awards is available from the faculty.

4.15 Aegrotat awards may be made at any level of study as appropriate, but are not classified. They are made based on the availability of evidence of work being successfully undertaken at the level of the award, indicating that the student would have achieved the award if the extenuating circumstances did not occur.

4.16 Aegrotat awards are unlikely to be acceptable to a professional body to convey licence to practise.

4.17 Before an aegrotat award is made consultation will take place with the student, if appropriate, or next-of-kin if the student is deceased or unable to decide. The student or next-of-kin will be asked to decide whether to accept the aegrotat award. If a student does not accept the aegrotat award, they may undertake the required assessments to gain the award or may leave the university with an exit award.

4.18 Students who accept an aegrotat award may apply to return to the university via the Recognition of Prior Learning (RPL) process to complete their intended award. On achieving the intended award, the aegrotat certificate must be returned to the university.

5. Section 5: Registration

Some programmes may have different requirements from those outlined in this section. Please refer to the programme specific regulations for details.

Student registration

5.1 Students must apply to the University via online application, or a manual application form. Once accepted the registration can take place.

5.2 ID verification must occur at the latest by the end of week two of teaching. Exceptions to this:

- Students on an apprenticeship programme, who must enrol two weeks before their induction
- Students are required to re-register annually, except for programmes that do not have an annual progression point.

Maximum periods of registration

5.3 Each award of the university has a maximum period of registration. This is not the normal time it would take students to complete their programme and gain an award, but the maximum time normally allowed.

5.4 Maximum periods of registration are as follows:

Award	Full-time	Part-time
Master's degree with year placement	4 years	7 years
Master's degree	3 years	6 years
Postgraduate diploma (PgDip)	2 years	4 years
Postgraduate certificate (PgCert)	1 year	2 years
Individual modules for continuing professional development purposes	2 years	2 years

5.5 Maximum periods of registration include any deferrals, reassessments, leave of absence, gap years, placement years/years abroad, disciplinary (non-academic) suspensions or periods of exclusion due to non-payment of debt. Students not completing their award in the normal time should seek advice on the academic and financial implications.

5.6 The regulations are applied pro rata for students who transfer between full-time and part-time study and for students who are awarded credits for prior achievement. They are also applied pro rata where students pass an initial award and move on to a related award.

5.7 If students reach the maximum period of registration without gaining an award, their registration with the university will normally be ended. Students will be provided with a record of any modules passed and an exit award if eligible.

Changing programmes

5.8 Students may request to change their programme by the end of week two of teaching. A change of programme may be permitted after week two of teaching if the module(s) students have studied are shared with the programme they are looking to change to. Students must meet the entry criteria and any additional regulatory requirements for the new programme they intend to join.

5.9 Students on apprenticeship programmes cannot change to another apprenticeship programme.

Changing optional modules

5.10 Where there are optional modules on the programme, students may request to change modules up to a maximum of 30 credits.

5.11 This change can happen by the end of the second week of a module block, with the approval of the programme leader.

5.12 Students on non-block programmes may request to change modules by the end of week two of teaching.

Withdrawing from a module

5.13 Students may withdraw from a module up to the end of week two of teaching without the penalty of failing the module.

5.14 Students wishing to withdraw from a module are advised to seek guidance on whether they can still achieve sufficient credits to gain their intended award or an exit award.

Withdrawing from study

5.15 Students may withdraw from their studies at any time. Students considering withdrawal should seek advice on the academic and financial implications. For apprenticeship programmes, students are advised to seek guidance about implications for their employment.

5.16 It is the student's responsibility to inform the university and complete the relevant form. If students wish to return to the university at a later date, they may apply for admission using the exit award.

5.17 In exceptional circumstances the university may refuse a student's application to withdraw from their studies pending the outcome of a disciplinary, fitness to practise or academic offence investigation.

Returning following withdrawal from study or following the achievement of an award

5.18 Students may apply to re-enter the university to achieve their intended award following their withdrawal from studies and achieving an exit award.

5.19 Students should apply to return using the RPL process but would not be subject to the normal constraints on maximum volumes of RPL credits. Return would be at the discretion of the programme leader and/or admissions tutor and the currency of the credits already awarded.

5.20 Students' previous marks would be carried forward if registering on the same programme and they should return any previous certificates awarded by the university before the higher award is made. Students are not required to return the certificate where the original award gained is a recognised professional qualification.

Returning following academic failure

5.21 Students may apply to re-enter the university to achieve a first or higher award following the ending of their studies due to academic failure under the same process outlined in 5.19 above. If returning to the same programme, point 5.20 above would apply with regards to students' previous module marks for credit achieved.

5.22 Students re-entering the university following academic failure are subject to a time delay before they can return unless exceptional circumstances can be shown.

5.23 For postgraduate programmes the time delay will be at least one calendar year from the point the student's original registration was ended.

Returning following registration ending due to fitness to practise

5.24 Students whose registration was ended due to fitness to practise will not be able to re-apply for entry to the university within two years and would not normally be admitted onto an accredited programme.

Withdrawal from the university due to misconduct

5.25 Students who are required to withdraw from their programme due to disciplinary or academic misconduct will not be readmitted under any circumstances.

6. Section 6: Recognition of Prior Learning (RPL)

What is Recognition of Prior Learning (RPL)?

6.1 RPL is where the university recognises academic credit or qualifications achieved at another institution which are equivalent to the learning outcomes of module(s) of a student's DMU programme. This could have been achieved either at DMU, during previous study, or at another institution. We can also consider previous formal learning which doesn't lead to the award of academic credit.

6.2 The university also recognises work-based or other experiential learning which is equivalent to the learning outcomes of module(s) of a student's DMU programme.

RPL process

6.3 The process of applying for exemption from studying module(s) is provided in the Guide to Recognition of Prior Learning. This includes an application form. The process is open to both applicants to the university and current students who may be part-way through their studies.

6.4 Applications must be made before beginning to study the module(s) the RPL request relates to.

6.5 The RPL process can only be used to grant exemption from studying whole modules, not parts of modules.

Volume of RPL credit which can be allowed

6.6 Students must gain a minimum volume of credit at the university in order to get a DMU award. These requirements are set out in the table below:

Award	DMU credit required	Maximum RPL credit
Master's degree	60 level 7 credits	120 level 7 credits. This may include a 60-credit dissertation/project module
Postgraduate diploma (PgDip)	60 level 7 credits	60 level 7 credits
Postgraduate certificate (PgCert)	30 level 7 credits	30 level 7 credits
University Certificate of Professional Development (UCPD)	30 credits	30 credits

The maximum limit on credits achieved via RPL does not apply to previous DMU students returning to achieve an award on the same programme they were originally studying. The requirements outlining the return of previous DMU students can be found in the registration section.

Calculation of award for students entering with RPL

6.7 Calculation of award classification is based only on modules studied with the university. No marks are awarded for credit achieved via the RPL process, unless RPL is awarded in relation to credits previously achieved through the university.

6.8 For master's degrees, postgraduate diplomas and postgraduate certificates, RPL classification is calculated via the average of the marks for modules studied at the university.

Maximum periods of registration

6.9 The maximum registration period for students entering the university with RPL will be in proportion to their study at the university, compared to the full programme of study. This information will be provided at initial registration with the university or as soon as possible thereafter.

7. Document and version control information

Version control information heading	Details
Policy number	PRAB10
Owner	Deputy Director and Head of Academic Quality
Author	Academic Quality Services
Approved by	Academic Board
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Next review date	Not to exceed 3 years after approval date
Version number	V1.0
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Coverage	DMU Kazakhstan, DMU Leicester, DMU London, DMU Cambodia, DMU Dubai, and collaborative partners