# De Montfort University Kazakhstan Postgraduate Academic Regulations

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# Academic regulations

# Spotlight

# Postgraduate provision

Whether you are a De Montfort University Kazakhstan  (DMUK) student, member of staff or external examiner, this leaflet provides a summary of the key regulations for each stage of a postgraduate programme, from assessment and progression through to awards. Please read this alongside the academic regulations for taught programmes and the new safety-net policy. For ease, the relevant regulation number is indicated against each point. Please also refer to any programme-specific regulations, where applicable (normally for professional or accredited programmes).

## Assessment

- Module marks are determined by combining the module assessment task marks, according to the task weightings, rounded to whole numbers; 0.49 and below is rounded down, 0.5 and above is rounded up.

- The pass mark for a postgraduate module is 50%. Normally, students are required to achieve at least the pass mark to pass a module; some modules may require individual assessment tasks to also be passed.

## Reassessment

- Only failed assessment components need be reassessed. Reassessment is not permitted in assessment components or modules which have already been passed.

- Students may be reassessed once in each module (from 2020/21).

- Module marks will be capped at 50% where one or more assessment tasks has been reassessed.*]* Provided assessments have been attempted, the overall module mark will not be capped when reassessment is completed. Only eligible for first reassessment attempt in 2020/21, and for modules studied/marks presented for the first time this session.

## Deadline extensions, late submissions, deferrals etc

- Students may request (from the module leader) an extension to an assessment deadline of up to 14 calendar days.

- Assessments submitted 1-14 calendar days after the submission deadline without an approved extension or deferral will be capped at 50%. Assessments submitted after that will receive a mark of 0%.

- The penalty for late submission will not be applied for submissions up to five days late where IT, personal or academic issues associated with lockdown are cited as the reason – these must be agreed with your module leader.

- Students may apply (via the Student Advice Centre) for a deferral (delay) in submitting assessments or sitting formal examinations. If approved, the assessment can be taken later without it affecting reassessment and the mark will not be capped.

## Progression

- Students must have passed 60 credits before starting their dissertation, major project or design work, and taken a level 7 research methods module.]

## Awards

The table below shows the minimum credits needed for a PG award and the maximum time allowed to complete (i.e. period of registration, including any breaks in study):

| Award | Minimum credits | | | Maximum registration period | |
|---|---|---|---|---|---|
| | Level 6 | Level 7 | Total | Full-time | Part-time |
| Master's degree | 30 | 150 | **180** | 3 years | 6 years |
| Postgraduate diploma (PgDip) | 30 | 90 | **120** | 2 years | 4 years |
| Postgraduate certificate (PgCert) | 15 | 45 | **60** | 1 year | 2 years |

- Wherever possible, students who are unable to achieve their intended award (due to running out of time/reassessment opportunities) will be given an exit award.

- Exit award classifications will be calculated using the best 60 (PgCert)/120 (PgDip) credits.

- A formal record of any credits achieved will be provided where a student has not gained enough credits to be given an award.

## How to work out the classification

The classification criteria for PG awards are as follows, based on the bandings shown:

| Award | Criteria | Banding | Classification |
|---|---|---|---|
| Master's | Major/final piece **AND** overall average mark **OR** min 120 credits in higher band | 70%+ | Distinction |
| PgDip | Overall average mark **OR** min 90 credits in higher band | 60-69% | Merit |
| PgCert | Overall average mark **OR** min 45 credits in higher band | 50-59% | Pass |

### Example master's degree profile

| Credits Level 7 | Counts | ❷ Module mark | Classification banding |
|---|---|---|---|
| 30 | x2 | 75% | Distinction ❸ |
| 30 | x2 | 68% | Merit ❸ |

❷ *Each 15 credits' worth of module marks counts once towards the overall mark e.g. 30 credit modules count twice, 45 three times*

| Credits Level 7 | Counts | Module mark | Classification banding |
|---|---|---|---|
| 15 | x1 | 50% | Pass *(capped after reassessment)* |
| 45 | x3 | 77% | Distinction ❸ |
| 60 | x4 | 67% | Merit ❶ ❸ |
| **180** | **12** | **848** | **Totals** |

## Classification explained

Working through the classification criteria above in order:

❶ The major/final piece (60 credit module) is at **merit level** (67%) **AND**

❷ 75+75+68+68+50+77+77+77+67+67+67+67=848÷12=70.67, rounded up to 71(**distinction**) **OR**

❸ Minimum 120 credits are at **merit level** or above (165 credits)

Although the student met one of the criteria with a **distinction** (overall average mark of 71%), the student is awarded a **master's degree with merit**, as the major/final piece (which determines the highest overall classification) is in the merit band (67%).