

REGULATIONS FOR CERTIFICATES

These regulations are approved by the Academic Board/the Graduate School Board of Examiners. Last updated: June 2015

General

1. These Regulations apply to all persons who have registered for a programme of study leading to the award of a Certificate, and to those who have registered for any part of such a programme. These Regulations are subject to the General Academic Regulations.

Programmes of Study

2. Programmes and the assessments associated with them shall be organised to fall into one or both of the following categories:
 - 2.1 a period of full-time study, the length of which shall be set out in the individual programme regulations but which shall normally be not less than one calendar year. Students will take assessments at the end of that period, or at a time specified in the programme regulations;
 - 2.2 a period of part-time study of between two and four years, during which students will be assessed in accordance with the individual programme regulations.
3. The minimum length of the period of study is set out in the individual programme regulations. The normal maximum period of registration will be as follows: two years for 12-month programmes; three years for 21-month programmes; and four years for part-time study of any programme. The School shall determine, subject to the provisions of the individual programme regulations, the method by which the student is assessed.
4. If a student is taking a full-time programme of 12-months' duration or longer, s/he may be allowed to spend a maximum period of six months on project work under appropriate supervision at an organisation or institution approved by the School. The criterion for approval shall be that the external organisation or institution shall have a function relevant and suitable to the field of study. Such external project work will be at the discretion of the School, provided that it is allowed under the individual programme regulations. Part-time students may be allowed to undertake such external project work for an equivalent period. If a student is taking a full-time programme of less than 12-months' duration, s/he will not be allowed to undertake project work outside the School unless permitted by the individual programme regulations.
5. A full-time student will normally register for courses up to the value of two full units in each year. A part-time student will normally register for courses to a value of one full unit. Courses must be chosen to comply with the programme regulations concerned.

Assessment

6. Unless indicated otherwise in the individual programme regulations, each programme shall include submission of a significant piece of individual work in the form of an essay, report or dissertation (to all of which the word 'dissertation' applies in these regulations) which may be based on a project or fieldwork.
7. A dissertation, where indicated in the scheme of assessment, will be assessed on one occasion only in each year. The date for submission will be set out in the programme regulations. A student may re-submit the dissertation early provided s/he meets one of the two following criteria:
 - 7.1 the student has failed his / her programme because of a failed dissertation and has failed no other courses;
 - 7.2 the student has not completed his / her programme, has deferred his / her dissertation submission and has completed all other courses.

The early re-submission date for such students will be set by the relevant department.

Re-assessment

8. If a student who has been assessed in all elements of an assessment or of part of an assessment for which s/he has entered fails to satisfy the examiners, they may decide that s/he be exempted from re-assessment in one or more of the following:
 - (i) one or more of the written papers;
 - (ii) dissertation;
 - (iii) assessed coursework;
 - (iv) practical examinations.
9. A student who does not at his / her first attempt successfully pass the assessment or part of the assessment for which s/he has entered and who has not been given an overall pass in his / her certificate may repeat that assessment on one occasion

only. The right to repeat will be subject to the agreement of the Repeat Teaching Panel if it requires repeat tuition and in accordance with paragraph 30 of the General Academic Regulations.

Illness and Other Exceptional Circumstances

10. In only the most exceptional cases where the exceptional circumstances are sudden, unforeseen, out of the student's own control and proximate to the assessment(s) in question, Sub-Boards of Examiners may recommend to the Graduate School Board of Examiners that:
- (i) the student's result(s) in the affected assessment(s) be discounted, and that s/he be allowed to repeat it (them);¹
 - (ii) the student's result(s) in the affected assessment(s) not be discounted, but that s/he be allowed an exceptional additional attempt at it (them);¹
 - (iii) the student be awarded a Certificate. Sub-Boards may not make this recommendation for a student who made no serious attempt at a summative assessment, as set out in paragraph 33 of the General Academic Regulations.
11. The Graduate School Board of Examiners shall be the sole authority in deciding whether to uphold such recommendations.

Schedule to the Regulations for Certificates

The powers of the School set out in these Regulations shall be exercisable as follows:

Regulation	All students
2, 3, 4	The appropriate Programme Director
8	The appropriate Sub-Board of Examiners

Footnotes

¹Sub-Boards of Examiners may also recommend under paragraphs 10 (i) and (ii) that the student may, where relevant and appropriate, progress into the next year of study.

See the [Calendar](#) for further information about Programme Regulations, Course Guides, School and academic Regulations.