

REGULATIONS FOR DIPLOMAS

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 having registered for a programme of study leading to a Diploma other than a diploma of the University and to those having registered for any part of such a programme. They are made subject to the General Academic Regulations of the School.

Programmes of Study

2. Programmes shall be so organised as to fall into one or both of the following categories:
 - 2.1 a period of full-time study, the length of which shall be prescribed in the individual programme regulations but which shall be not less than one academic year, the assessments being completed by the end of that period;
 - 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. A student may be allowed, at the discretion of the School and provided that the individual programme regulations so permit, to spend a maximum period of six months or, in the case of students pursuing a part-time programme, an equivalent period, on project work under appropriate supervision at an organisation or institution approved by the School as having a function relevant and suitable to the field of study. The student will not normally be permitted to undertake the project work outside the School.
4. A full-time student will normally register for courses up to the value of four courses in each year, and a part-time student for courses to a value of three courses or fewer. Courses must be chosen to comply with the programme regulations concerned.

Assessment

5. If an essay, report or dissertation is adequate except that it requires minor amendment the examiners may require the student to make within one month the amendments specified by them or one of their number nominated by them.

Re-assessment

6. A student who does not at his / her first attempt successfully complete the assessment or part of the assessment for which s/he has entered and who has not been given an overall pass at any level in his / her diploma may, subject to the agreement of the School when such re-entry would involve further attendance at the School, repeat that assessment on one occasion only.

Illness and Other Exceptional Circumstances

7. 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 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 diploma. 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.
8. The Graduate School Board of Examiners shall be the sole authority in deciding whether to uphold such recommendations.

The Award of a Diploma

9. To be eligible for the award of a diploma a student must satisfy the examiners in the assessments prescribed for the programme within a period of two years from the satisfactory completion of the prescribed period of study. In special cases this period of two years may be extended by the School.
10. A student awarded a diploma will be awarded a Pass, Merit or Distinction.

Schedule to the Regulations for Diplomas

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

Regulation	Powers exercisable by
3, 9	The appropriate Programme Director

Footnotes

¹Sub-Boards of Examiners may also recommend under paragraphs 7 (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.