

Postgraduate Taught Student Handbook 2012-13



HYMS POSTGRADUATE OFFICE 2012-13

Postgraduate Taught Student

Handbook 2012-13

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Please note: this handbook was accurate at the time of printing.

This handbook is available on request in alternative formats from the HYMS Postgraduate Office.

Welcome...



Welcome to HYMS! We are a young and vibrant medical school which fosters a culture of excellence in education and original research in medical science.

We have a growing community of postgraduate taught students at HYMS with some studying on a one year part-time basis, for example on the Postgraduate Certificate in Medical Education (PGCME) whilst others are with us full-time, for example on the MSc in Human Evolution. We are also working on the planning and development of more postgraduate taught programmes in the near future, so that the postgraduate community at HYMS continues to grow stronger and more diverse.

Although studying for a postgraduate degree is no easy task, it can and will provide many opportunities for you - whether you are gaining more specialist knowledge on a subject you are passionate about, or you are discovering an appetite to do further research, or you are learning new things for your professional development.

Being a postgraduate student is challenging and rewarding. It has peaks and troughs, rights and responsibilities. This is what this handbook is for. In here you will find a range of information about your programme, academic life, welfare, what is expected of you, and what you can expect from HYMS.

This is why I urge you to read this handbook, and please do use it as a reference point during your study here.

The HYMS Postgraduate Office should be your first port of call if you have any queries, problems or doubts about anything during your time here.

The staff in the Office are experienced and knowledgeable, and

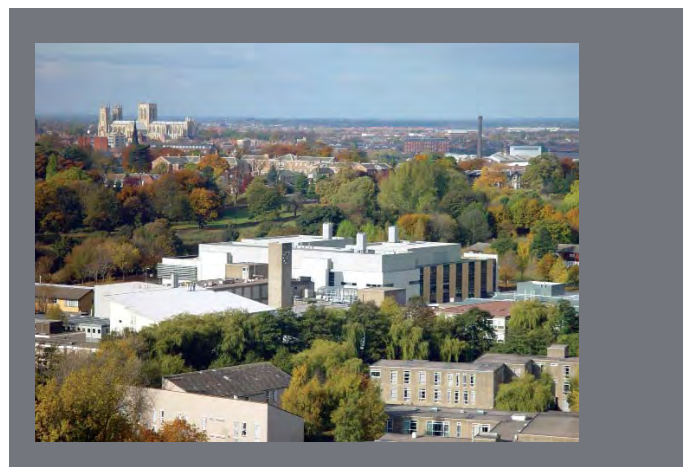
will provide you with the best support available.

I hope you will find your time here to be rewarding and enjoyable. I wish you the very best with your studies at HYMS.

Best wishes,

Alison Pettigrew

Academic Lead for Postgraduate Taught Programmes



Introduction

This handbook is for students registered for taught postgraduate programmes. These degrees are jointly awarded by the Universities of Hull and York, and are governed by specific regulations and codes of practice (see <http://www.hyms.ac.uk/postgraduate/regulations.aspx>).

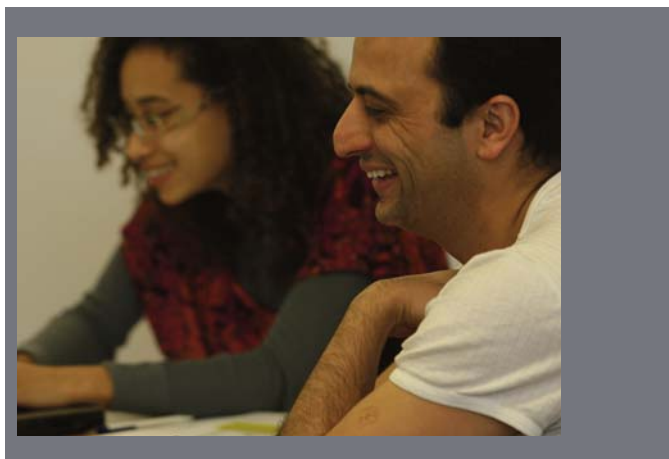
In this handbook, you will find information about the HYMS Postgraduate Office and your programme of study. Further information can be found on the HYMS website, on HYMS Blackboard and on the websites of the Universities of Hull and York.

Please familiarise yourself with the contents of this handbook and use it as the first source of information and guidance on matters relating to your programme and status as a postgraduate student. You will not be permitted to rely on ignorance of regulations, policies or procedures contained in this handbook as a ground for mitigation, special treatment or appeal. However, if you have any additional questions or would like further clarification on the issues covered in this handbook, please do not hesitate to contact a member of staff in the HYMS Postgraduate Office, a list of whom can be found on page 4.

Every effort is made to ensure that the information contained in this handbook is accurate and up-to-date. However, the matters detailed here are subject to review and change during the year. This handbook will therefore be updated from time to time, and you are advised to regularly check the postgraduate area of the HYMS website and Blackboard for new and revised information.

We will endeavour to alert you to major changes, but require that you take responsibility for ensuring you are using the most recent information and advice concerning your programme of study and responsibilities as a postgraduate student.

If you feel that any of the information in this book can be improved, please email any suggestions to postgraduate@hyms.ac.uk.



SECTION I – HYMS and the Postgraduate Office

IN THIS SECTION:

- 1.1 General information
- 1.2 Organisation of the HYMS Postgraduate Office
- 1.3 Key staff
- 1.4 Communication within HYMS
- 1.5 Keeping your contact details and personal information up to date
- 1.6 The academic year
- 1.7 Programme evaluation
- 1.8 Feedback to students

1.1 General information

The Hull York Medical School (HYMS) was established by the Universities of Hull and York, in association with the NHS, and welcomed its first undergraduate students in 2003. Over the years we have built up a strong postgraduate community of taught and research students.

The main HYMS office buildings are based in the Hertford Building on the West Campus at the University of Hull and in the John Hughlings Jackson Building at the University of York. The HYMS Postgraduate Office is found on the second floor of the HYMS Building, University of York.

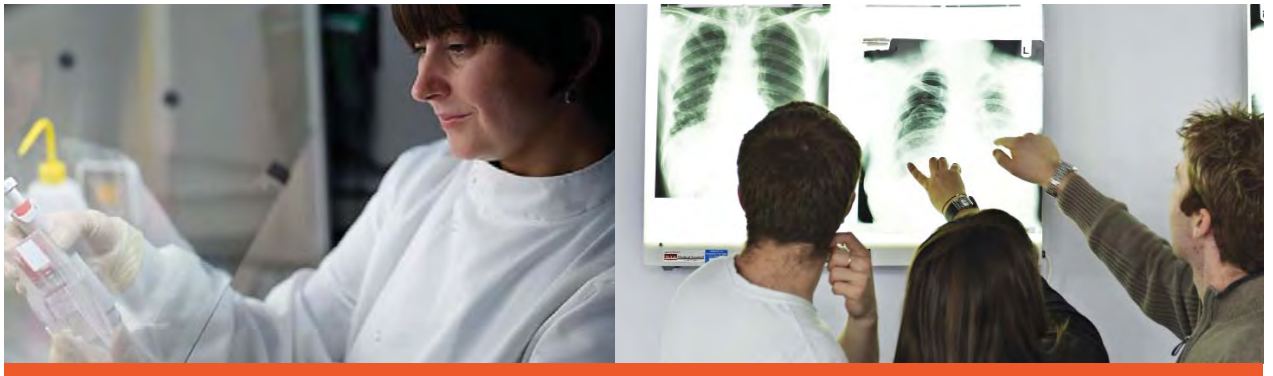


1.2 Organisation of the HYMS Postgraduate Office

Alison Pettigrew is the Academic Lead for Postgraduate Taught Programmes. Alison and your Module / Programme Leader should be the main point of contact for academic issues. Queries about the day-to-day running of the Postgraduate Office as well as student admission and progression should be directed to Victoria Hill and Kit Fan. Please feel free to contact them, by email, telephone or in person, about any personal or professional issue related to your studies.

HYMS has a dedicated committee on postgraduate taught programmes that deals with many aspects of the student experience, such as evaluating programme quality. Assessment in the HYMS Postgraduate Office is overseen by the Board of Examiners (Postgraduate Taught Programmes). All Postgraduate Committees report to the HYMS Board of Studies, which in turn reports to the HYMS Joint Teaching and Learning Committee and the HYMS Joint Senate. These committees (with the exception of the Board of Examiners) have student representation. More information about HYMS committees can be found at:

<http://www.hyms.ac.uk/about/committees.aspx>



1.3 Key staff for taught students in the HYMS Postgraduate Office

HYMS has a large number of honorary and part-time staff as well as full-time Faculty members. A full list of HYMS staff can be found at: <http://www.hyms.ac.uk/staff/atoz.aspx>

Academic Lead, Postgraduate Taught Programmes

Mrs Alison Pettigrew E: alison.pettigrew@hyms.ac.uk T: 01904 321781

Programme Director of Post graduate Certificate in Medical Education (PGCME)

Mrs Alison Pettigrew E: alison.pettigrew@hyms.ac.uk T: 01904 321781

Programme Director of MSc in Human Evolution

Dr Laura Fitton E: laura.fitton@hyms.ac.uk T: 01904 321791

Student Admissions and Progression

Mrs Elaine Brookes E: postgraduate@hyms.ac.uk T: 01482 464123
 Ms Victoria Hill E: postgraduate@hyms.ac.uk T: 01904 321360

Postgraduate Programme Officer

Dr Kit Fan E: kit.fan@hyms.ac.uk T: 01904 321777

Student representative on Postgraduate Programmes Board

Vacancy

HYMS Librarian

Ms Catriona Kemp E: library@hyms.ac.uk T: 01904 434516

Health and Safety

Vacancy

IT Support

help@hyms.ac.uk

E-Learning Team

elearning@hyms.ac.uk

SECTION I – HYMS and the Postgraduate Office

1.4 Communication within HYMS

HYMS seeks to provide excellent academic and pastoral support for its students. Therefore, all postgraduate students are strongly encouraged to discuss any programme specific and /or pastoral issues with their designated Programme Director / Tutor. If necessary, more generic or unresolved issues may also be brought to the attention of the Academic Lead for Postgraduate Taught Programmes.

It is essential that you use your HYMS email address, which is the only email address we will use to contact you. Due to the many competing responsibilities of HYMS colleagues and the extent of activity across the geographical patch, email is a primary means of communication within HYMS and you are expected to check it regularly as it is used to send vital information.

From time to time, the Universities of Hull and York may contact you on your university (not HYMS) email. To ensure you do not miss important emails, you are advised to set up an auto-forward from your university account to your HYMS one. In addition, you are asked to check HYMS Blackboard regularly as important information and announcements are posted there. The HYMS website also contains useful and topical information.

1.5 Keeping your contact details and personal information up to date

It is your responsibility to ensure that HYMS has complete and accurate contact details for you at all times. Students can manage their contact details and review personal information held by HYMS and the Universities through E-VISION, accessed using your username and password. If you are unable to make changes to your personal information, please contact the HYMS Postgraduate Office immediately for further advice.

1.6 The academic year

The semester dates for academic year 2012-13 at Hull are:

Semester One:

24 September 2012 to 14 December 2012

Examination weeks1

7 January 2013 to 28 January 2013

Semester Two:

28 January 2013 to 10 May 2012

Examination weeks:

13 May 2013 to 7 June 2013

The term dates for 2012–2013 at YORK are:

Autumn Term

8 October 2012 to 14 December 2012

Spring Term:

7 January 2013 to 15 March 2013

Summer Term

22 April 2013 to 28 June 2013

Semester dates at Hull are available on the University of Hull website:

http://www2.hull.ac.uk/theuniversity/semester_dates.aspx and

term dates are available for the University of York at

<http://www.york.ac.uk/about/term-dates/>.

1.7 Programme evaluation

Student evaluation (often called feedback) of programme organisation and other relevant issues is always welcome and indeed throughout your studies you will be asked to complete various forms of evaluation during and after several different aspects of the programme. This is taken very seriously and informs the development of teaching and organisation for your cohort and subsequent groups of students. All student evaluation will be followed up with the student body through summary reports detailing what has been done in response to the issues raised. Postgraduate students are also represented on the major HYMS committees as well as the Staff Student Committee. Representation on University-level committees (the HYMS Joint Senate, for example) is coordinated by the officers of the two student unions.

1.8 Feedback to students

HYMS is committed to giving timely and detailed feedback to all students on all programmes. Therefore you will be given feedback on the work that you submit as well as on many other elements of your performance on your programme. It is important to recognise that feedback includes oral as well as written comments. The amount of feedback and how it is given will vary according to programme and module; please see specific programme handbooks for details.

SECTION 2 – Central facilities

IN THIS SECTION:

- 2.1 Library facilities
- 2.2 Computing facilities
- 2.3 Wireless access

2.1 Library facilities

As a HYMS postgraduate student it is a valuable resource that you have access to the library resources provided by both the University of Hull and the University of York. This includes borrowing rights at both University libraries and access to their electronic information resources. You will receive University cards for both institutions which act as library cards. Full information about the range of services provided by each library, including borrowing rights, loan periods, and opening hours can be found on the libraries' web pages:

- University of Hull <http://www.hull.ac.uk/lib>
- University of York <http://www.york.ac.uk/library>

Your University of Hull Athens account gives you access to Hull's collection of electronic journals and databases. Your University of York Computing Service username and password will give you access to York's electronic journals and databases.

You can also make use of the Interlending/Interlibrary loan facilities provided by either Hull or York. Please choose which library you are going to use for the purpose of making such requests at the start of each academic year. The first 30 requests in each academic year will be charged to HYMS, but you will need to meet the costs of further requests. The University of York library also provides a minibus service to the British Library Document Supply Centre at Boston Spa in Yorkshire, which can also be visited independently (<http://www.bl.uk/reshelp/inrooms/bspa/bostonspa.html>).

Further help and links to HYMS-related resources are available via the HYMS Library tab in Blackboard and the HYMS Library web pages at: <http://www.hyms.ac.uk/postgraduate/it-library-facilities.aspx>. Regulations on the use of the two libraries can be found on their respective webpages. If you need further help in using library services, please email the HYMS Library team (library@hyms.ac.uk).

2.2 Computing facilities

HYMS postgraduate students will be given a HYMS login and email address. They will also be entitled to logins for the Universities of Hull and York. If these are not provided automatically on registration, please contact help@hyms.ac.uk to obtain them. If you need to attend an induction please

ensure that you have your log-in details before you attend.

Postgraduate students may also use the IT facilities that are found in the two University Libraries. HYMS may also be able to provide hotdesking facilities for postgraduate taught students but it is imperative that you discuss any specific needs with the Programme Director/Tutor as this may depend on availability and this may vary depending on a range of factors at specific points in the year. Details of availability will be available on your programme specific Blackboard site. Regulations govern the use of computer facilities at HYMS as well as in the two Universities and misuse of computer facilities is taken very seriously.

The full text of the regulations can be found at: <http://www.hyms.ac.uk/about/documents/IT.pdf>

<http://www.hyms.ac.uk/about/documents/IT.pdf>

2.3 Wireless access

- The University of Hull offers a number of 'wireless hotspots' with many areas of the Hull campus covered. The full list may be viewed at: <http://www2.hull.ac.uk/acs/help/wireless-network.aspx>
- The University of York also offers wireless access, through Eduroam and NAS. Further information can be found at: <http://www.york.ac.uk/services/csev/net/wireless>



SECTION 3 – Your award – basics

IN THIS SECTION:

- 3.1 HYMS programme regulations
- 3.2 Duration of study
- 3.3 Registration and the payment of tuition fees
- 3.4 Students studying on a Tier 4 Visa
- 3.5 Credits, programme stages and assessment

3.1 HYMS programme regulations

All HYMS qualifications are governed by University level regulations that are approved by the HYMS Joint Senate. The HYMS Joint Teaching and Learning Committee is the final arbiter of the interpretation and application of the regulations. The regulations ensure consistency and govern such matters as registration and prescribed period of study for the degrees, the process of examination, the decisions which examiners can make, and transcripts. Regulations also govern research training. Please refer to Regulations for Taught Postgraduate Certificates, Postgraduate Diplomas and Masters Degrees for the full regulations:

<http://www.hyms.ac.uk/about/regulations.aspx>.

Awards at HYMS and the Universities of Hull and York are designed to comply with the Quality Assurance Agency's Framework for Higher Education Qualifications and other external reference points (information is available at <http://www.qaa.ac.uk/>).

3.2 Duration of study

HYMS' regulations govern the permitted duration for your award. You should aim to finish your award within the normal allotted time but in exceptional cases you may be granted an extension (for which continuation fees are required). If you are granted an extension you will be required to complete the stage of your current programme within three years. Credits you have gained from previous modules may not normally be used towards an award after three years (full-time) or five years (part-time) have elapsed from the end of your registration for that module.

Please see your individual programme handbook for details about allotted time for your programme. It is likely to be within one year (part-time) for a certificate or diploma and one year (full-time) / two years (part-time) for a Masters. However, there may be exceptions and full and part-time balances will vary.

3.3 Registration and the payment of tuition fees

All students are required to register each academic year with the University to which they have been allocated. You will be informed of your University of registration after you accept your offer. The HYMS policy on allocating postgraduate students to university can be found at

http://www.hyms.ac.uk/documents/pg_campus_policy.pdf. All students, regardless of their registration site, are equal members of HYMS and the HYMS Postgraduate Office and have access

to facilities at both the University of Hull and the University of York.

A few weeks prior to the start of your course your University will contact you about registration. Most York-registered students will be able to register online; most Hull students can register by post. Normally there will be no need for you to attend registration in person.

Along with your annual registration you are required to pay, or make appropriate arrangements for the payment of, your tuition fees with the student finance office at your University of registration. They will send you details of how to do this. You will not be allowed to register if you are in debt to your University or HYMS. Failure to register means that you cannot receive tuition, access facilities in HYMS or the Universities, or receive any award, transcript or other official document. (Overseas students may also be in breach of their student visa.) Information about HYMS research tuition fees is available from: <http://www.hyms.ac.uk/postgraduate/fees-bursaries-funding.aspx>

3.4 Students studying on a Tier 4 Visa

If you have entered the UK to study on a Tier 4 visa, you are required to comply with the visa restrictions set out by the UK Border Agency (UKBA). Currently, the UKBA requires HYMS and the Universities of Hull and York to monitor your attendance on a weekly basis. You should note that there are different policies for Tier 4 students regarding absence, suspension of registration, and maximum duration of study. The Postgraduate Office will contact you when you have arrived and registered for the programme to give you more information about your obligation to comply with the regulations.

3.5 Credits, programme stages and assessment

Credits and transfer of credits

A credit value is assigned to each module on your programme. Credits indicate the total learning time, including assessment, that you might expect to spend in achieving the learning outcomes associated with the module. At the postgraduate level (Level 7) each credit nominally represents 10 hours of learning. Level 7 modules will be either 5, 10, 20, 30 or 40 credits, with the exception of independent study modules (ISMs) which will normally be 60 credits. Normally, a taught Masters programme at HYMS requires you to complete 180 credits.

Subject to the approval of the relevant committees and *provided*

the credits are valid, HYMS may allow you to transfer credits previously awarded (by Hull, York or other universities), under a system known as APL/APEL. A limited number of transferred credits can be counted towards a HYMS award and any marks from credit transfer will not be used in the calculation of the level of the HYMS award. You may not count the same credits towards two separate qualifications unless one qualification is a stage in the normal progression to the other qualification.

Programme Stages

Postgraduate (Level 7) programmes can be divided into three stages:

- **The Postgraduate Certificate stage: 60 credits**
- **The Postgraduate Diploma stage: 60 credits**
- **The Masters stage: 60 credits**

For some programmes you are admitted to a specific stage (for example the Postgraduate Certificate in Medical Education). It may be possible to request to transfer your registration in order to complete a further stage (such as a Diploma or Masters). If you are admitted directly to a Diploma or Masters but you fail to accumulate the required number of credits, you may be eligible for a Certificate provided you have accumulated at least 60 credits. The Postgraduate Office can advise you further.

Modules

Programmes are made up of modules, which are self-contained, formally structured learning opportunities with a coherent and explicit set of outcomes and learning criteria. Everybody taking the same module is assessed in the same way. Your programme handbook details the compulsory and (if available) optional modules that form your programme.

Formative and summative assessment

Modules may contain both formative and summative assessment. Formative assessment helps you to improve your performance, through practice and because feedback is offered, but does not count towards your final module mark. Summative assessment counts towards your final module mark. In many cases, feedback will be also offered for summative assessment, although it is not possible to re-take a summative assessment for which a passing grade has been given.

Module marks, transcripts, merits and distinctions, and grading criteria

Normally, module marks (based on summative assessment) are graded on the University scale below:

70–100 Pass with distinction

60–69 Pass with Merit

50–59 Pass

40–49 Potentially compensatable

0–39 Fail

At the end of your programme you will be given a transcript detailing the modules you undertook, credits awarded and the marks you obtained. At the Masters stage, you will be awarded a degree with distinction if you achieve a weighted average of 70 or greater over all marks assigned, with a mark of no less than 60 in the Masters stage at the first attempt. You will be awarded a Masters degree with merit if you achieve a weighted average of 60 or greater over all marks assigned with mark of no less than 57 in the Masters stage.

When awarding marks for each piece of summative

assessment, your assessors will refer to a common set of marking criteria, which are also available for you to consult. The generic HYMS Level 7 grading criteria and those for your specific programme can be found on Blackboard.

Submitting assessed work

All summative assessments should be submitted via Blackboard in your programme area, unless you are advised by the Programme Director / Module Leader of other means for submission (e.g. presentations or group work). Detailed instructions on how to do this can be found on Blackboard. When submitting work for summative assessment, you will be required to make an academic integrity declaration. You are strongly advised to submit work using a computer terminal in the HYMS building, as you will not be able to use computer or internet failure as a mitigating circumstance in the case of a missed deadline unless there has been a network fault at HYMS.

Evidence of medical or other mitigating circumstances (for example maternity or sabbatical leave or work abroad) may be used to give extension to submission dates. The candidate should discuss the request for an extension with his/her Programme Director/Tutor and submit a formal request on the appropriate form.

Reassessment and compensation

Normally, if you have submitted your assessment by the deadline, but fail the module, you will be allowed to resubmit. You will be allowed to do this on one occasion only for each module. If the resubmitted assessment reaches the required level to pass, you will be given a mark of 50 (and no higher), which will be used when calculating your weighted average for the whole programme.

If you achieve a mark of 40 – 49 in a module described as 'compensatable', the module can be passed through a process called 'compensation', provided that your weighted average for all modules at your current stage is 50 or greater and no mark for the stage is below 40. If you choose to be reassessed (see above) on a module that is compensatable and then fail the reassessed module, your original pass by compensation will be reinstated. No more than 20 credits can be awarded by compensation at each stage of your programme, and the maximum number that can be awarded for the whole programme is 40. It is absolutely essential that you discuss your options and the risks involved in carrying forward any compensatable marks with the Programme Director or Module Leader, before making a decision whether you should resubmit an assessment.

Penalties for Late Submission and Non-Submission

Summative assessment leading to degree awards is governed by a regulatory framework in the HYMS degree regulations, and by a set of guidelines. This policy outlines the penalty and consequence of failure to submit and the late submission of summative assessment of postgraduate taught programmes at certificate, diploma, and master's levels.

Students have the opportunity to submit mitigating circumstances with supporting evidence not more than seven days after the assessment deadline using the form provided by HYMS. Mitigating circumstances submitted without supporting evidence (e.g. medical note) and which are late will not be considered. Mitigating circumstances are considered by the Board of Examiners and other relevant committees in HYMS. Students should discuss the request for mitigating circumstances with the Programme Director. If concession

following the approval of mitigating circumstances is granted, students will be informed of the details of the concession in writing by the Postgraduate Office.

If the submitted work is late, penalties will be imposed according to the time elapsed since the submission deadline. This excludes any intervening weekend.

a) 30 minutes to 24 hours late: ten percent of the mark deducted.

b) Between 24 hours and 48 hours late: twenty percent of the mark deducted.

c) More than 48 hours late: the work is marked zero, i.e. automatic fail. In this instance the student must resubmit the work within four weeks of being notified by HYMS. The mark awarded for the resubmitted work will be capped at 50, which will be used when calculating the weighted average for the whole module and programme.

Failure of computer systems or internet will not be accepted as a mitigating circumstance in the case of a missed deadline unless there has been a network fault at the Hull York Medical School. Students are therefore advised to submit before the deadline or if possible use HYMS machines to submit assessed work.

If submitted work is late, penalties (below) will be imposed according to the time elapsed since the submission deadline. This excludes any intervening weekend.

- 30 minutes to one day late: the work will be downgraded by one grade.
- Between one day and two days late: the work will be downgraded by two grades.
- More than two days late: automatic award of fail. In this instance the candidate must resubmit the work within four weeks of being notified of the award decision. The mark awarded for the resubmitted work will be capped at 50, which will be used when calculating the weighted average for the whole programme.

Failure of computer systems or internet failure will not be accepted as a mitigating circumstance in the case of a missed deadline unless there has been a network fault at Hull York Medical School. Candidates are therefore advised to use HYMS machines to submit assessed work.

SECTION 4 – Postgraduate life and Community

IN THIS SECTION:

- 4.1 General University regulations
- 4.2 Attendance and absence
- 4.3 Time management and how to study
- 4.4 Monitoring your progress
- 4.5 Personal Development Planning (PDP)
- 4.6 Careers
- 4.7 Your thesis

4.1 General University regulations

As a postgraduate student you have both rights and obligations in respect of your fellow students, members of staff, and others who come into contact with the Universities. HYMS and the Universities have general regulations governing the conduct of students, as well as specific policies and procedures.

These codes and regulations also cover various non-academic issues (such as possession of drugs or damage to property). You have rights to freedom of speech, freedom from harassment, and to have your personal information handled in accordance with the Data Protection Act, but you also have obligations to respect other people's right to free speech, freedom from harassment, and protection of their personal information.

Further details of the relevant regulations, policies and procedures that affect you as a student are available at <http://www.hyms.ac.uk/about/regulations.aspx> as well as on the websites of the two Universities.

4.2 Attendance and absence

Life as a postgraduate student, especially when you are studying part-time while pursuing a career, is rewarding but can be very challenging. You are expected to work independently, be self-motivated and set many of your own tasks and priorities. Quite rightly the demands of any programme at this level of study will be rigorous and challenging and in addition you will also have to meet the deadlines set in your taught programme schedule. Expectations about academic standards are always made explicit and attendance requirements will be stipulated by each programme and will also take into account whether you are registered as a full or part-time student. Please check your programme handbooks for programme-specific requirements.

If you need to take a leave of absence from your studies, please contact the HYMS Postgraduate Office in the first instance. If your absence is related to a disability, Disability Services at either University can be contacted for advice, either before or after you speak to the HYMS Postgraduate Office. If you are studying on a Tier 4 visa, you are required to comply with the weekly attendance monitoring process.

4.3 Time management and how to study

Managing your time is one of the biggest challenges of

postgraduate study. You will be expected to do a significant amount of un-timetabled work and you are responsible for using your time effectively. Please feel free to discuss time management with your Programme Director / Tutor.

4.4 Monitoring your progress

Your Programme Director / Tutor is the person primarily responsible for monitoring your progress. You must meet with them at prescribed in the programme handbook; meetings will vary from programme to programme. It is important that you discuss with your Programme Director / Tutor and / or the Postgraduate Office any issues that may affect your progress. Please do not wait until the end of a module or programme to highlight any problems or concerns. It is much better if you take action to remedy adverse circumstances earlier rather than later as you cannot rely on an appeal at the end of the programme to rectify poor performance.

4.5 Personal Development Planning (PDP)

HYMS supports Personal Development Planning (PDP), defined as 'a structured and supported process undertaken by an individual to reflect upon their own learning, performance and/ or achievement and to plan for their personal, educational and career development' (Quality Assurance Agency).

PDP is intended to help you become a more effective, independent and confident self-directed learner and encourage a positive attitude to learning throughout your life. It is a structured approach to review your skills and it helps you understand how you learn and relate your learning to a wider context, as well as improving your general skills for study and career management. It also assists you to articulate your personal goals and evaluate your progress towards these goals. Although separate from the Continued Professional Development (CPD) required by the NHS, it complements this and other similar schemes.

Further information about Personal Development Planning can be found on the Quality Assurance Agency's website (<http://qaa.ac.uk/academicinfrastructure/progressFiles/guidelines/PDP/default.asp>), as well as in the PDP area of Blackboard.



4.6 Careers

It is never too soon to start thinking about life after your award, even if you are a health professional for whom undertaking a qualification is part of a longer term career plan. You may be a researcher who wants to have an academic career. Your HYMS programme of study will help you develop your transferable and specialist skills and enhance your employability. Your Programme Director / Tutor will be a good first point of contact for careers advice and to help you plan how you will develop your career after your award. There is a dedicated area in Blackboard where you can find comprehensive careers information. Both Universities have Careers Services and you are encouraged to use these, as they have a wealth of resources as well as specialist careers advisors to help you explore your options once you leave HYMS.

The Hull Careers Service is located on the third floor of the Students' Union Building. You are welcome to telephone them on 01482 465096, or visit in person when they are open. They can also be emailed on careers@hull.ac.uk

- Further information can be found on their webpage:

<http://www2.hull.ac.uk/student/careers/contactus.aspx>

The York Careers Service is located between the Language Centre and the large car park on the Central Hall access road off the University Road. You are welcome to telephone them on 01904 432685, or visit in person when they are open. Most of their facilities are available on a 'self-service' basis with help from the Receptionist, Information Officer or duty Careers Adviser.

They can also be emailed on careers@york.ac.uk

- For information on opening hours and Duty Careers Adviser availability, please visit the webpage: <http://www.york.ac.uk/services/careers>

SECTION 5 – Conduct

IN THIS SECTION:

- 5.1 Health and safety
- 5.2 University policies on smoking and drugs
- 5.3 Ethics
- 5.4 Academic integrity
- 5.5 Plagiarism and how to avoid it
- 5.6 Referencing requirements for work by research students at HYMS



5.1 Health and safety

HYMS postgraduate students must be aware of health and safety requirements of both Universities when conducting their studies. As a postgraduate student within HYMS you may be based at different locations at the Universities or on NHS premises. Depending on your programme of studies, some research centres in HYMS ask you to agree to a higher level of health and safety requirements (e.g. handling cadavers). For your own safety it is recommended you make yourself aware of the fire evacuation procedures for the area where you will be carrying out your work.

5.2 University policies on smoking and drugs

Smoking is not permitted anywhere on HYMS premises. The smoking and drugs policies of the Universities can be found at:

- <http://www2.hull.ac.uk/student/studenthandbook/regulations/smokinganddrugtaking.aspx>
- <http://www.york.ac.uk/admin/hr/resources/policy/smoking.htm>

5.3 Ethics

Staff and students of the two Universities, including HYMS, are expected to work within a strict ethical framework that includes teaching and general university business. HYMS has an Ethics Committee that reports to the Ethics Committees of the two Universities. You should discuss the ethical implications of your work with your Programme Director/Tutor as appropriate. If necessary they will guide you through the process of getting ethical approval if needed and you should remember that it may be necessary to get NHS ethics approval as well as HYMS and university approval for your proposed project. Your dissertation supervisor will be able to provide you with more guidance.

- More information about the HYMS Ethics Committee can be found at: http://www.hyms.ac.uk/committees/attachments/com_20_2009_4_7-952-FAQs.pdf

Information on the Ethics policies of the Universities of Hull and York as well as the NHS can be found at:

- http://www.hull.ac.uk/policyregister/text_only/procedures/code_of_ethics.html
- http://www.york.ac.uk/research/policy/CoP_Ethics.htm
- <http://www.nres.npsa.nhs.uk/>

5.4 Academic integrity

Academic integrity is a very serious matter. HYMS is committed to the exploration, creation and communication of knowledge. In fulfilment of this mission, it is committed to conducting university business professionally, in ways that are both expert and responsible. The Nolan Committee on Standards in Public Life has made recommendations 'to ensure the highest standards are maintained' in key areas of public life.

The Committee properly sees higher education as one of those key areas. Both Universities have endorsed the seven principles of public life that the Nolan Committee articulates for the benefit of all who serve in a public way and which have relevance to best practice in the conduct of research: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Everyone involved in teaching or research at an institution of higher education owes a duty of accountability to society, to their profession, to their institution and to the funders of their research, to accept full responsibility for the integrity of their own conduct of that research, and for the activities of staff or students under their direction. This extends to accountability for the ethical basis of the research, for the safety of all involved in the research process, for the probity of the financial management of the project, and for seeking to provide optimum value for the public or private funds invested in the project. These responsibilities extend in turn to the effective management of any agreed timetable for the project, together with timely provision of any tangible outcomes scheduled to be delivered to an external sponsor. Any member of staff who has concerns that research misconduct has taken or is taking place has a duty of care to raise those concerns and should feel free to raise them with the most appropriate officer in complete confidence.

Academic integrity also applies to assessment, including coursework and formal written examinations. HYMS and the Universities take academic misconduct, including plagiarism as well other forms of cheating and unfair means, very seriously. It is essential that you recognise this.

The HYMS Codes of Practice on Academic Misconduct (http://www.hyms.ac.uk/documents/regulations/gen_cop_academic_misconduct.pdf) and Research Misconduct (http://www.hyms.ac.uk/documents/regulations/pg_cop_research_misconduct.pdf) governs all forms of illegitimate academic conduct. Breach of the codes of practice is subject to disciplinary action. If you are judged to have breached the codes this could result in you not being awarded your qualification. This code applies equally to all work submitted for assessment, presentations, and work submitted for publication.

5.5 Plagiarism and how to avoid it

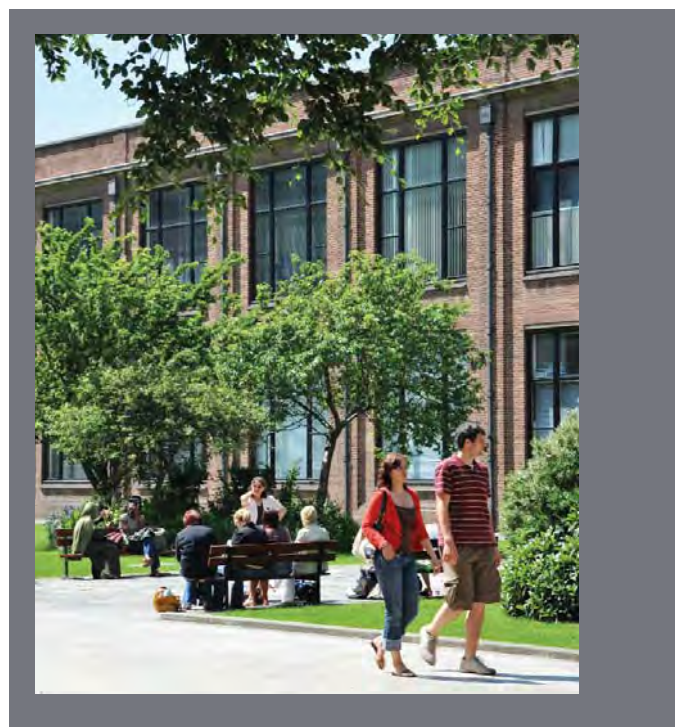
As a HYMS postgraduate student you are expected to be familiar, and comply fully, with the requirements of your discipline for acknowledging the ideas of others in your work. Further information on how to recognise and avoid plagiarism is given in the HYMS Referencing and Plagiarism Handbook (which can be downloaded from HYMS Blackboard). When you submit any piece of work for assessment you are required to attach a cover sheet which contains a declaration, which you must agree to. Your work will not be accepted until you have agreed to the declaration. It is your responsibility to ensure that you have understood the guidance you have been given about referencing – and therefore how not to commit plagiarism. If you have any doubts you must seek advice from your Programme Director / Tutor.

It is important to note that if plagiarism is suspected HYMS reserves the right to use the University of York plagiarism detection software on your submitted work.

5.6 Referencing requirements for work by postgraduate students at HYMS

Academic written work requires the use of citation, in order to acknowledge the work of others and hence avoid plagiarism. Citation also provides evidence for your assertions and enables you to demonstrate your scholarship. You may use either the Harvard or Vancouver referencing styles (but not both!) in your work. These are detailed in the HYMS Referencing and Plagiarism Handbook, which you should read. Further information about referencing and citation can be found on Blackboard, in the Library area.

If you submit work that is the result of collaboration, you must declare this at the relevant point, detailing your contribution.



SECTION 6 – Possible problems and solutions

IN THIS SECTION:

- 6.1 If things go wrong...
- 6.2 Support services
- 6.3 Financial support for students
- 6.4 Complaints by students
- 6.5 Academic appeals

6.1 If things go wrong...

If you encounter problems that affect your ability to undertake your studies you should inform your Programme Director / Tutor without delay. It is your responsibility to disclose any personal problems you may have during your study as soon as possible, and HYMS will strive to provide you with any appropriate help. We strongly recommend that you do not keep problems to yourself, as any delay may have a negative impact on your study. It may also affect your tuition fee. Any disclosure to staff will be in the strictest confidence.

The Programme Director / Tutor will discuss possible ways you can deal with problems, which may include referral to specialist support services within the Universities, or deferring your registration for a period of time. If you would prefer not to speak to your Programme Director / Tutor, please feel free to contact the Postgraduate Office.

6.2 Support services

Within HYMS and the two Universities there are a range of support services which have been developed to assist you in overcoming academic or personal difficulties. The primary point of contact for advice and help for postgraduate taught students at HYMS is the Postgraduate Office. At Hull, support services include the Students' Union Advice Centre, Study Advice Service, Careers and Appointments Service, and the Counselling Service. Central support services available to all students at the University of York include the Accommodation Office, the Open Door Team, Counselling Service for Students, Disability Services, the Student Support Office, the Equal Opportunities Office, the International Office, the Student Financial Support Unit and the Harassment Advisers (who offer support in cases of harassment).

Welfare support is also available through the student-run organisations, particularly the Students' Union and the Graduate Students Association. Contact details for these offices at both Universities can be found on the University websites, on the Postgraduate area of HYMS Blackboard and also on request from the HYMS Postgraduate Office.

HYMS and the Universities are committed to a policy of Equal Opportunities for disabled students and staff and are working towards creating an environment in which all students and staff are able to participate fully in the academic and social life of the institutions.

Disability Services at the Universities offer advice and support to all students and staff covering a wide range of impairments including physical and mobility difficulties, hearing impairments, visual impairments, specific learning difficulties including Dyslexia, Dyspraxia, Asperger's syndrome, ADHD, mental health problems, and medical conditions.

6.3 Financial support for students

Postgraduate students may be required to demonstrate the ability to pay fees and adequate living funds on application. Fee payment is a condition that you need to meet in order to be a registered student at HYMS. International students are required to possess sufficient funds both to pay their tuition fees and for day to day living and study before they enter the UK.

Some hardship funds may be available to you if you are experiencing financial difficulty. In this case, you are encouraged to seek guidance and support from the Students' Union advice centres at the Universities or the HYMS Postgraduate Office.



6.4 Complaints by students

HYMS has a code of practice governing your right to make a complaint if you have cause for concern about any aspect of HYMS' provision to you as a student. In the first instance the aim should be to resolve complaints informally but if this is not possible, detailed information about the complaints procedure can be accessed at: http://www.hyms.ac.uk/about/documents/student_complaints.pdf

6.5 Academic appeals

HYMS has regulations governing academic appeals, including those by candidates for graduate qualifications. If you have concerns relating to your studies you should raise these with your Programme Director / Tutor or the HYMS Postgraduate Office in the first instance.

The HYMS Postgraduate Office adheres to the principle that problems are best resolved prior to the examining process so that an appeal should not normally be necessary. (As pointed out earlier, appeals will rarely succeed where a candidate does not disclose problems he or she has experienced before the decision of the examiners – for example through monitoring processes – and then relies on such problems as a ground for appeal.)

However, you ultimately have the right to appeal against a decision of the examiners provided that you can demonstrate that there has been some defect in the examining process (which might include inadequacy of support, or bias or prejudice on the part of the examiners), but you cannot appeal because you simply disagree with the decision of the examiners.

You cannot lodge an appeal if you have been awarded your certificate/diploma/degree (either in person or in absentia), so if you intend to appeal and presentation of your award is approaching, you must formally defer presentation until the matter is resolved. You are advised to contact the HYMS Postgraduate Office or one of the Students' Unions for advice if you are considering an appeal.

The HYMS Code of Practice on Appeals can be found at: <http://www.hyms.ac.uk/about/documents/HYMSAppealspropopedrev2HJSC040506.pdf>

SECTION 7 – And finally...

IN THIS SECTION:

7.1 Conferment of degrees

7.2 Keeping in touch

7.1 Conferment of degrees

Higher degrees are conferred at Degree Congregations held in summer and winter each year. As HYMS degrees are joint awards of the University of Hull and the University of York, the congregations alternate annually between the two institutions alongside the MBBS degree congregation. Neither University tends to present Certificates or Diplomas at degree congregations; these will normally be awarded at a special HYMS ceremony. Full details concerning Degree Congregations and award ceremonies will be sent to candidates by post.

7.2 Keeping in touch

HYMS fosters a sense of community among its students and as the organisation matures, alumni also become part of that community. The HYMS Postgraduate Office is keen to keep in touch with its graduates. Please see the Alumni section of the HYMS website for ways of staying in contact when you leave. You are assured of a warm welcome on return visits.

ANNEXE I—HYMS Regulations for Taught Postgraduate Certificates, Postgraduate Diplomas and Masters Degrees.

(Revisions approved by the Joint Senate Committee 28th February 2012)

The following regulations apply to all postgraduate taught postgraduate degrees awarded by the University of York and the University of Hull. Candidates for the award of a joint qualification must satisfy both HYMS Regulations and the prescriptions as embodied in the published programmes of study. The HYMS Joint Senate Committee shall be the final arbiter of matters regarding the application and/or interpretation of these Regulations.

1 Programme of study regulations

1.1. These regulations shall be read and interpreted as being supplemented by the programmes of study published in the HYMS Postgraduate Handbook for Taught Students.

2 Total credit values

2.1. These regulations shall be read and interpreted as being supplemented by the programmes of study published in the HYMS Postgraduate Handbook for Taught Students.

3 Period of study

3.1 Normally one year full-time, two years part-time.

4 Qualification for Admission to a Programme

To be admitted to a Postgraduate Certificate, a Postgraduate Diploma or a Master's Degree programme, a candidate shall:

4.1 Either have been awarded professional qualification(s) and/or gained relevant professional experience as approved by the HYMS Joint Senate Committee (HJSC), or

4.2. Been awarded an undergraduate degree normally in an appropriate subject of either University, of another institution approved by the HJSC and

4.3. Be able to speak, understand and write in English either with an IELTS or equivalent score of not less than 7.0, with at least 5.5 in each of the four elements.

4.4 Satisfied such entry requirements as may be specified in the programme.

5 Application and Admission

5.1. Application and admission to the programme shall be in accordance with the HYMS Code of Practice on Postgraduate Admissions for HYMS programmes governed jointly by the University of Hull and the University of York.

6. Qualification for a Masters Degree

To qualify for the award of a Masters degree a candidate shall have

6.1 Pursued an approved programme of study.

6.2. Satisfied the attendance requirements as set out in the programme, and

6.3. Satisfied the requirements of the Regulations for progression to the award.

7 Programme stages

For the purpose of continuation or progression, the programme is divided into stages as follows:

7.1 The Postgraduate Certificate stage: 60 credits

7.2 The Postgraduate Diploma stage: 60 credits

7.3 The Masters stage: 60 credits

8 Modules

8.1. A module is defined as being a self-contained, formally structured learning opportunity with a coherent and explicit set of outcomes and learning criteria. The modules offered are as published in the relevant postgraduate handbook. All candidates on the same module must be assessed by the same method(s) of assessment.

9 Pass/fail modules

9.1. There should normally be no more than 20 credits in any programme assessed as pass/fail and such modules shall be discounted in calculating any weighted average under these regulations.

10 Change of module

10.1. A candidate may, subject to timetable and other published restrictions, change a choice of module with the written approval of the Centre or Department responsible for teaching the module and (if different) the Centre responsible for the candidate's programme of study. No withdrawal from a module will be permitted once the assessment process specified for the module has been completed.

10.2. Candidates are responsible for complying with the procedures for the time being in force as published on the "change of module" form.

11 Module marks

11.1. The performance of a candidate in meeting the assessment requirements of a level 7 module is indicated by a numerical mark recorded on the following University scale:

70 – 100 Pass with distinction

60 – 69 Pass with Merit

50 – 59 Pass

40 – 49 Compensatable fail

0 – 39 Fail

11.2. This scale shall be used also for undergraduate modules which form part of a programme for a taught Master's degree.

11.3. A mark of 50 shall be recorded for modules passed after reassessment applying to the final and overall mark for the module, and shall be used in calculating the weighted average for the programme.

11.4. A mark of 50 or more for the ISM may be awarded subject to the additional recommendation that the dissertation be 'passed subject to minor corrections'. Where such an additional recommendation is made the candidate shall be required to complete the corrections to the satisfaction of the Internal Examiner within three months of the date of being notified of the decision. The candidate shall not be awarded the Master's degree until the corrections have been completed.

12 Independent Study Modules (ISMs)

The following regulations shall apply to programmes containing an ISM or equivalent project report or folio.

12.1. The deadline for the submission of each level 7 ISM shall be as published in the relevant postgraduate handbook and shall lie within the final three weeks of the period in which the module is taken.

12.2. A candidate shall submit two copies of each required dissertation, project or folio, which may be retained by, and be the property of, either University. Dissertations shall be bound and otherwise presented in accordance with any format or other requirements published by the HYMS Board of Studies.

12.3. Level 7 ISMs shall be resubmitted for reassessment within six months of the notification of the result, and shall be subject to the payment of the resubmission fee as prescribed by HYMS Joint Senate Committee and in force at the time.

12.4. A candidate may not submit as a dissertation, project report or folio, the work for which a qualification of either University or any other institution has been conferred, but shall not be precluded from incorporating such work in a submission which covers a wider, or substantially different field from that of earlier work, provided that the same is indicated clearly in the current submission.

12.5. A candidate who is unable to submit the dissertation, project report or folio by the published submission date may apply, using the approved application form, to the Board of Examiners (Postgraduate Taught Programmes) for an extension of up to one year, provided the application is submitted before the expiry of the published submission date, and provided the application includes the following information:

- An explanation of the progress made to date.
- An explanation of why the candidate has not been able to submit by the submission date.
- A date by which the candidate firmly believes s/he will be able to submit.

12.6. Where a candidate fails to submit the dissertation, project report or folio in accordance with the published deadline or any extended deadline granted under paragraph 12.5) above, s/he shall be awarded zero. Where the non submission relates to a first attempt the candidate's entitlement to resubmit shall be subject to the discretion of the Board of Examiners.

12.7. A candidate who fails the dissertation either at first or second attempt – other than due to non submission - shall be entitled to receive a statement from the Examiners of the way in which the work fell short of the requirements to pass.

13. Mitigating Circumstances and Requests for Extension

13.1. The Board of Examiners (Postgraduate Taught Programmes) shall consider evidence of mitigating circumstances submitted by a candidate using the approved form, provided that the application has been submitted no later than seven days after the examination or deadline for submission of assessed work to which the application relates. The examination of mitigating circumstances may be delegated by the Board of Examiners (Postgraduate Taught Programmes) to a subcommittee.

13.2. In considering the evidence submitted by the candidate, the Board shall have regard to the extent to which the evidence submitted confirms the claim of the candidate as to the circumstances. No claim based upon medical circumstances shall be accepted in the absence of evidence from a medical practitioner. Such evidence shall be rejected where the medical practitioner did not witness first-hand the medical circumstances claimed.

13.3. Where the Board of Examiners (Postgraduate Taught Programmes) is satisfied that the evidence so submitted demonstrates that the candidate's performance has been materially affected by those circumstances it shall be empowered to:

- Offer the candidate a fresh attempt at the examination or piece of assessed work
- Refer the matter to the Board of Studies with the recommendation that the circumstances be taken into account by that Board when determining the final classification of the candidate's degree.

13.4. Where the candidate accepts the offer of a fresh attempt, but the mark for the original attempt is higher than that of the fresh attempt, the original mark shall be kept.

13.5. A candidate who is unable to attend a scheduled examination or submit a piece of assessed work by the date published by the relevant Centre or department, may submit, using the approved form, mitigating circumstances for absence or apply on the approved form for an extension with good cause, provided the application is made no later than seven days after the date of the examination or date on which submission was due.

13.6. Where an application is made within the deadline under paragraph 12.5, the nominee with delegated authority from the Board of Examiners (Postgraduate Taught Programmes) shall be empowered to determine whether good cause has been established, and to award the candidate an appropriate extension for the assessed work. Extensions granted must be reported to the relevant HYMS Committees. Absence from examinations and mitigating circumstances must be considered by the subcommittee of the Board of Examiners (Postgraduate Taught Programmes). If good cause has been established, the subcommittee may recommend to the Board that the candidate be allowed a fresh attempt at the examination.

13.7. Where an application is made after the deadline referred to in paragraph 12.5 the Centre or Department shall refer the application to the relevant Postgraduate Board of Examiners, which shall decide whether the application shall be considered by having regard to:

- The reasons given by the candidate for the lateness of the

application, and

- The risk of the candidate gaining, or being perceived to be gaining, an advantage through such late application.

13.8. HYMS Board of Studies shall from time to time publish criteria by which "good cause" shall be determined, whether as a result of cases referred under paragraph 12.5 or otherwise.

14. Credits

14.1. A credit value is assigned to each module indicating the total learning time, including assessment, which a candidate might expect to spend in achieving the learning outcomes associated with the module. Modules will be either 5, 10, 20, 30 and 40 credits, with the exception of independent study modules (ISMs) which will normally be 60 credits, each credit nominally representing 10 hours of learning.

15. Awarding Credits

15.1. To be awarded the credits for a module, a candidate must have passed the assessment for that module by achieving an overall pass mark derived from the weighted average of assessed components and having no failed components. The credits for a particular module cannot be awarded to a candidate more than once.

16. Permitted Duration for the Accumulation of Credits

16.1. Where a candidate is permitted to extend his/her period of study through the grant of an extension for good cause or intercalation or similar circumstances, such extension shall be subject to the overriding requirement that each stage of the programme of study – as defined in regulation 7 – must be completed within a period of three years.

17. Valid Life of Credits

17.1. Modules credited to a candidate may not normally be used towards an award after three years have elapsed from the end of the candidate's registration for the module for full-time students and five years for part-time students

18. Transfer of Credits

18.1. HYMS may accept credits, for general transfer, awarded by other Universities, or awarded by either University for APL (APCL/APEL). The acceptance of credits towards a specific programme shall be subject to the approval of the Postgraduate Programmes Board and the valid life of credits transferred in as in 16, on the recommendation of two appropriately qualified (normally subject specialist) academic members of staff.

18.2. Credit transfer shall be limited to half the credits for the taught element of the programme only, i.e. no more than 60 credits for a candidate for a Master's degree.

18.3. Any marks from credit transfer will not be used in the calculation of the level of the HYMS award.

19. Progression and Continuation to the Master's Stage

19.1. A candidate who is awarded a pass mark (including pass by compensation) in all modules in the Certificate and Diploma

stages shall be eligible to progress to the Master's stage.

19.2. A candidate who has not completed the assessments or reassessments for all the modules of the Certificate and Diploma stages as a result of medical or special personal circumstances, may, at the discretion of the relevant Postgraduate Board of Examiners, be permitted to continue to the Master's stage of the programme, and thereafter be considered for progression from the former stage once those assessments or reassessments have been completed.

20. Progression to the Award

20.1. A candidate registered for a Postgraduate Certificate or Postgraduate Diploma or Master's degree who is awarded a pass (including compensatory pass) in all modules shall progress to the award.

21. Written Examinations and other forms of assessment (Excluding Final Stage ISMs)

21.1. The deadline for the submission of written assessments for each level 7 module shall be as published from time to time by Centres or Departments and shall normally lie within the period in which the module is taken.

21.2. Any departure from the normal timings of examinations and reassessments shall be subject to the approval of the HYMS Board of Studies and published in the relevant postgraduate handbooks.

21.3. All examination arrangements falling outside the approved assessment periods shall be the responsibility of the Centre or department concerned and must accord fully with normal HYMS conventions.

21.4. A candidate who is unable to attend a scheduled examination or submit a piece of assessed work by the date published by the relevant Centre or department may apply for an extension or submit mitigating circumstances as detailed in regulation 13.

21.5. Where a candidate fails to attend an examination, or submit a piece of assessed work without receiving the approval of the Board of Examiners (Postgraduate Taught Programmes) in accordance with this Regulations, a mark of zero shall be awarded for that examination/piece of assessed work. Any opportunity for a further attempt shall be subject to the discretion of the Board of Examiners (Postgraduate Taught Programmes) under Regulation 22.

22. Reassessment

22.1. Subject to regulation 29 a candidate who has satisfied the attendance requirement and the deadlines for submission of assessed work as specified in the relevant postgraduate handbook has the right to be reassessed in a failed module on one occasion only. Such reassessment is to be set as soon as possible and not later than the end of the calendar year. Otherwise reassessment of a failed module may be permitted at the discretion of the Board of Examiners (Postgraduate Taught Programmes).

22.2. Level 7 modules, other than ISMs, if failed shall normally be reassessed during the same academic year.

23. Weighted Averages

23.1. In calculating any weighted average referred to in these regulations, each individual mark shall be weighted by the credit value of the corresponding module, and be rounded to the nearest integer.

23.2. In any programme which includes pass/fail modules, such modules shall be excluded from any calculation of a weighted average referred to in these regulations.

24. Duplication of Awards

24.1. The same credits cannot be counted towards two separate qualifications. In the instance of progression from Certificate or Diploma to Master's, if credits gained during the Certificate or Diploma stage are used for a formal award of Certificate or Diploma, they cannot be counted towards the Master's degree.

25. Distinctions and Merits

25.1. A candidate must be awarded the Master's degree with distinction provided that the candidate has achieved a weighted average of 70 or greater over all marks assigned, with a mark of no less than 67 in the Master's (ISM) stage at the first attempt

25.2. A candidate must be awarded the Master's degree with merit provided that the candidate has achieved a weighted average of 60 or greater over all marks assigned with mark of no less than 57 in the Master's (ISM) stage

25.3. Distinctions and merits are only awarded for the Master's and Diploma stages and cannot be awarded for Postgraduate Certificates.

26. Repeating a Stage

26.1. A candidate shall not be permitted to repeat a stage of the degree, or register for the degree for a second time other than with the approval of the Board of Studies. Approval shall only be granted where the candidate has demonstrated significant medical or exceptional personal circumstances affecting the period which is sought to be repeated and subject to Regulation 22 on Reassessment above.

26.2. Where a repeat stage is permitted all credits gained during the original attempt shall cease to count towards the degree, and the entire stage shall be repeated. Any marks awarded during the original attempt shall not appear on the candidate's official transcript.

27. Notifications of Results and Transcripts

27.1. All candidates shall be given access to their own marks after completion of each assessment process, and – provided they are not in debt to either University - to a full transcript of all credits awarded and marks obtained on completion of their period of registration.

28. Exclusion from the Master's stage pending Reassessment

28.1. A candidate who on completing the Diploma stage has failed up to 60 credits at the Postgraduate Certificate and/or

Diploma stage at first attempt and not more than 30 in each stage may be permitted to commence the Master's stage, pending reassessment of the failed modules, at the discretion of the Board of Examiners (Postgraduate Taught Programmes). In deciding whether to allow such commencement the Programme Board of Examiners shall take into account the reasons for the candidate's failure, and the likelihood of the candidate being able to successfully undertake the Master's stage at the same time as undertaking the reassessments.

28.2. A candidate not permitted to commence under regulation 28.1 above, or who fails more than 60 credits and who is entitled to undertake reassessments in accordance with regulation 22, and thereafter be reconsidered for progression, shall not be permitted to undertake research or other study for the Master's stage dissertation, project or folio, but shall be entitled to such access to University facilities as appropriate to facilitate undertaking the reassessments.

29. Compensation

29.1. Excluding any module declared in the programme of study to be non-compensatable, and the ISM, any module awarded a mark of 40 - 49, shall be passed by compensation (subject to Regulation 31), with no change being made to the mark awarded, and provided that:

- The weighted average of all the marks for the stage is 50 or greater.
- No mark for the stage is below 40.

29.2. A candidate may waive the right to pass a module or modules by compensation and choose instead to be reassessed. If the reassessment is subsequently failed then the original pass by compensation shall be reinstated.

30. Compensation Maxima

30.1. The maximum combined number of credits which may be awarded by compensation shall be 40, with no more than 20 at each stage.

31. Consequences of Ineligibility to Progress to the Master's Stage and exit awards

31.1. A candidate who is ineligible to progress from the Diploma to the Master's stage shall be failed but awarded:

- With at least 60 credits passed, a Postgraduate Certificate.
- With less than 60 credits passed the credits for all passed modules.

31.2. A candidate registered for a Master's degree who wishes to leave the programme may at the discretion of the Board of Examiners (Postgraduate Taught Programmes) be awarded a Postgraduate Certificate with at least 60 credits passed or a Postgraduate Diploma with at least 120 credits passed.

31.3. Where a candidate is registered for a programme which to any extent leads to a professional qualification, the award of a Postgraduate Certificate or Diploma under regulations 31(i) or 31(ii) above shall be subject to the Board of Examiners (Postgraduate Taught Programmes) determining the title appropriate for the Certificate.



the 1990s, the number of people in the world who are illiterate has increased from 700 million to 800 million.

There are many reasons for this. One is that the population of the world is growing so fast that the number of people who are illiterate is increasing.

Another reason is that the quality of education is so poor that many people who go to school do not learn to read and write.

There are also many people who do not go to school at all because they are too poor to afford it.

There are also many people who do not go to school because they are too busy working to support their families.

There are also many people who do not go to school because they are too sick to attend.

There are also many people who do not go to school because they are too far from a school.

There are also many people who do not go to school because they are too afraid to go.

There are also many people who do not go to school because they are too lazy to go.

There are also many people who do not go to school because they are too stupid to go.

There are also many people who do not go to school because they are too poor to afford it.

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There are also many people who do not go to school because they are too busy working to support their families.

There are also many people who do not go to school because they are too sick to attend.

There are also many people who do not go to school because they are too far from a school.

There are also many people who do not go to school because they are too afraid to go.

There are also many people who do not go to school because they are too lazy to go.

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