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REGULATIONS FOR POSTGRADUATE CERTIFICATES AND POSTGRADUATE DIPLOMAS

CARDIFF METROPOLITAN UNIVERSITY

REGULATIONS FOR POSTGRADUATE CERTIFICATES AND POSTGRADUATE DIPLOMAS (MODULAR PROGRAMMES)

(These regulations are subordinate to Cardiff Metropolitan University's general Assessment Regulations)

General

1. Postgraduate Certificates and Postgraduate Diplomas may be offered as stand-alone programmes (including for franchising purposes) and may also be exit awards of a programme leading to a Master's degree by examination and dissertation.

All validated programmes leading to a taught Master's degree are deemed to be validated to run as stand-alone Postgraduate Diplomas. Unless specified otherwise such Diploma Awards are defined on the basis of a minimum of 120 credits from the related Master's degree. Students intending to study for these awards should enrol on them at the beginning of their studies.

2. These Regulations apply to stand-alone Postgraduate Certificate and Postgraduate Diploma programmes offered by Cardiff Metropolitan University and provided *either* on a full-time *or* on a part-time basis at Cardiff Metropolitan University, or at another institution approved by the University for this purpose. The academic content of a part-time programme shall be equivalent to that of a full-time programme. Regulations specific to Postgraduate Certificates and Postgraduate Diplomas offered as exit awards are given in paragraphs 22 to 29 below. Separate Regulations exist for the Postgraduate Certificate of Education (PGCE) and the PGCE Post-compulsory Education and Training.

Entry

3. To be eligible for admittance to study for a Postgraduate Certificate or Postgraduate Diploma programme, a candidate shall:
 - (i) have fulfilled the admissions criteria set out in "*CRITERIA FOR THE ADMISSION OF STUDENTS TO MASTERS DEGREES BY EXAMINATION AND DISSERTATION (and for Postgraduate Certificate and Postgraduate Diploma Programmes)*"; and
 - (ii) have fulfilled any further entry conditions required by Cardiff Metropolitan University in respect of the programme in question.

Programme Structure

4. Programmes for Postgraduate Certificates or Postgraduate Diplomas shall be offered on the basis of a one-year full-time period of study (or part-time equivalent). Where the Postgraduate Diploma has a significant practice/placement element the programme shall be offered on the basis of a two-year full-time period of study (or part-time equivalent).
5. Candidates for the Postgraduate Certificate shall be required to pursue the equivalent of at least 60 credits at CQFW Level 7 (HE Level M).
6. Candidates for the Postgraduate Diploma shall be required to pursue the equivalent of at least 120 credits at CQFW Level 7 (HE Level M).

Credit Transfer

7. Notwithstanding paragraphs 4 to 6 above, within the overall limits shown below, the performance of a student in either study previously pursued and/or any prior experiential learning may be deemed to count towards the requirements for the award of Postgraduate Certificate or Postgraduate Diploma. Such prior study or experiential learning shall be relevant to the programme to be pursued and shall be credit-rated at the discretion of Cardiff Metropolitan University. The prior study shall have been completed at another University or Institution whose programmes have been recognised by Cardiff Metropolitan University for the purpose of satisfying its policy on Credit Accumulation and Transfer.
8. The maximum number of credits which may be accepted to count towards a Postgraduate Certificate or Postgraduate Diploma award shall be:

Postgraduate Certificates: a maximum of 30 relevant credits. If the maximum is allowed, all remaining credits should normally be at CQFW Level 7 (HE Level M).

Postgraduate Diplomas: a maximum of 60 relevant credits. If the maximum is allowed, all remaining credits should normally be at CQFW Level 7 (HE Level M).

Assessment

9. Progress of a candidate will normally be assessed in the period immediately following completion of the unit of study.
10. The pass-mark for units of assessment, modules and awards shall be 50%.
11. Every candidate for a Postgraduate Certificate shall complete all units of assessments within the following periods:
 - (i) Full-time mode: not more than one year from the start of the programme;
 - (ii) Part-time mode : except as in (iii) and (iv) below, not more than two years from the start of the programme;
 - (iii) Part-time mode (PgCert Teaching in Higher Education): not more than five years from the start of the programme;
 - (iv) Part-time mode (PgCert in Practitioner Health Psychology): not more than three years from the start of the programme.

Every candidate for a Postgraduate Diploma shall complete all units of assessments within the following periods:

- (i) Full-time mode: not more than two years from the start of the programme;
- (ii) Full-time mode with significant placement/practice elements: not more than three years from the start of the programme;
- (iii) Part-time mode: not more than three years from the start of the programme;
- (iv) Part-time mode with significant placement/practice elements: not more than five years from the start of the programme.

The above time limits may be extended in exceptional cases on application by the School to Cardiff Metropolitan University's Regulations and Special Cases Committee.

The above time-limits may be reduced pro rata at the outset of the candidature where a candidate has been admitted to study with transferable credit, as described in paragraphs 8 and 9, above.

12. Assessment shall be in accordance with Cardiff Metropolitan University's general Assessment Regulations.

Failure

13. At the discretion of the Examination Board, candidates who have been unsuccessful in any units of study which contribute to the award may be permitted two further attempts to redeem the failure in each such unit, for the bare pass-mark (50%) only, upon payment of the appropriate re-examination fee.

Eligibility for Award

14. Postgraduate Certificates and Postgraduate Diplomas are awarded to candidates who have:

- (i) pursued an approved programme of study at Cardiff Metropolitan University or at a collaborative partner institution, except as provided by paragraph 8 above;
- (ii) successfully met the requirements as laid down in these regulations;
- (iii) fulfilled any further condition(s) required by Cardiff Metropolitan University and/or its collaborative partner institution.

15. Postgraduate Certificate

- (i) Except as in (ii) below, a Postgraduate Certificate is awarded to candidates who have successfully completed a minimum of 60 credits at CQFW Level 7 (HE Level M).
- (ii) In exceptional cases, a Postgraduate Certificate may be awarded to candidates who have successfully completed a minimum of 60 credits, of which a maximum of 20 credits may be at CQFW Level 6 (HE Level 3), and a minimum of 40 credits must be at CQFW Level 7 (HE Level M).

16. Postgraduate Diploma

- (i) Except as in (ii) below, a Postgraduate Diploma is awarded to candidates who have successfully completed a minimum of 120 credits at CQFW Level 7 (HE Level M).
- (ii) In exceptional cases, a Postgraduate Diploma may be awarded to candidates who have successfully completed a minimum of 120 credits, of which a maximum of 30 credits may be at CQFW Level 6 (HE Level 3), and a minimum of 90 credits must be at CQFW Level 7 (HE Level M).

17. Compensation for failure in assessment shall be in accordance with the provisions of Cardiff Metropolitan University's general Assessment Regulations.
18. In determining whether the award of a Postgraduate Certificate or Postgraduate Diploma might be made to a candidate, Examination Boards shall follow Cardiff Metropolitan University's general Assessment Regulations. An Examination Board may take account of the candidate's academic development throughout the programme of study.
19. An Examination Board may recommend that, on the basis of a candidate's performance in the pursuit of those credits contributing to the award of Postgraduate Certificate or Postgraduate Diploma, he/she be deemed either to have passed or to have failed the programme.
20. For Postgraduate Certificate and Postgraduate Diploma programmes, an Examination Board may award the grade of Merit for candidates who have achieved passes in all modules and an aggregate mark of 60% to 69%, and may award the grade of Distinction Board for candidates who have achieved passes in all modules and an aggregate mark of 70% or more. Where a Postgraduate Certificate or Postgraduate Diploma programme has a pass/fail only outcome associated with the award this will be clearly indicated in the relevant Programme Specification.

Exit Awards from Programmes leading to Master's Degrees by Examination and Dissertation

21. Where Postgraduate Certificates and Postgraduate Diplomas are offered as exit awards from taught Master's degree programmes, the Regulations for Modular Master's degrees also apply.
22. Candidates need not register specifically for a Postgraduate Certificate or Postgraduate Diploma in order to be offered one as an exit award; registering for the degree or diploma, which encompasses the relevant exit awards, is sufficient.
23. Postgraduate Certificates and Postgraduate Diplomas are offered as exit awards only when a candidate has exited from the relevant Masters degree or Postgraduate Diploma programme. They are not "en-route" awards; candidates will only receive one award.
24. Candidates will be eligible for the exit awards of Postgraduate Certificate or Postgraduate Diploma provided that they meet the criteria for eligibility for such award as set out in paragraphs 14, 15 and 16 above.

25. Unless otherwise agreed at validation and specified in a Programme Document, an exit award of Postgraduate Certificate or Postgraduate Diploma shall be awarded in recognition of achievement of any 60 or 120 credits respectively on the programme; in some cases a candidate may be eligible for an academic named exit award but not professional body recognition if the latter requires a prescribed combination of modules.
26. Where a candidate has no further retrieval opportunity, any exit award to which they are entitled shall be awarded automatically by the Examination Board in recognition of the credit achieved, without the candidate having to request it.
27. Where retrieval opportunities still exist, Examination Boards' decisions shall be to offer the opportunity to retrieve the failed modules by a stipulated deadline or to accept the relevant exit award; the award of the exit award shall be automatic if the candidate fails to take up the retrieval opportunity by the stipulated deadline.
28. Candidates other than those indicated in 26 and 27 above who give written notice that they wish to withdraw (or have withdrawn) from their programme of study shall, as appropriate, be informed by the Programme Director, following written ratification by the Examination Board Chair, if they are eligible for the award of a Postgraduate Certificate or Postgraduate Diploma. Such award will be made automatically upon withdrawal.
29. Students enrolled on a full Masters programme who have achieved credit below that required for a Postgraduate Certificate exit award are not able to be compensated for overall module failure.
30. Students enrolled on a full Masters programme who have achieved credit below that required for a Postgraduate Diploma exit award may be compensated for up to 20 credits of overall module failure across the profile of the Postgraduate Diploma providing that the average across the Postgraduate Diploma profile is 50% or above.