

Please note, these regulations are currently under review, as of August 2019

10.13

REGULATIONS FOR MODULAR INTEGRATED MASTERS DEGREES



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These regulations govern the award of a number of types of Integrated Masters degrees [*the degrees themselves have yet to be established as Cardiff Metropolitan University degrees*]

References in the following paragraphs to a 'project' refers to the "synoptic research or scholarly activity" ([Framework for Higher Education Qualifications August 2008](#)) resulting in the presentation of a body of work, as agreed at validation. This could include, for example, a traditional Masters dissertation or creative works.

General

- 1 These regulations, in addition to Modular Integrated Master's Degrees, include the award of the exit qualifications of Certificate and Diploma of Higher Education, and Bachelors Degree with Honours - but see also the Appendix to the *Regulations for Certificates of HE and Diplomas of HE and Regulations for Modular Initial Degrees*.
- 2 Candidates may qualify for the Cardiff Metropolitan University award of a Modular Integrated Masters Degree offered by the University under these regulations upon successful completion of an approved modular programme of study 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 scheme shall be equivalent to that of a full-time scheme.

Admission and Enrolment

- 3 The conditions for normal entry to modular Integrated Masters programmes are those given in the Academic Handbook entries [Admission of Students onto Taught Programmes](#).
 - 4 The performance of a candidate in study previously pursued and/or any experiential learning may be used to count towards the award of a degree at the discretion of Cardiff Metropolitan University (see [Procedure for Administration of RPL](#))
- . The maximum number of credits which may be accepted to count towards an Integrated Masters degree shall be:

Level 4	:	120 credits
Level 5	:	120 credits

The remaining credits (120 at Level 6 and 120 at Level 7) must be pursued at Cardiff Metropolitan University.

- 5 All candidates must enrol as students of Cardiff Metropolitan University at the commencement of study and pay the appropriate fee.

Change to Mode of Study/Attendance

- 6 Full-time and part-time candidates may be permitted to change their mode of attendance prior to the start of their degree programme, provided that it does not contravene rules governing Visas, Sponsorships or Studentships.
- 7 Full-time and part-time candidates may change their mode of attendance within three months of initial enrolment with the approval of the Dean of School or his/her nominee.
- 8 Requests to transfer mode of attendance after three months following initial enrolment must be considered as a special case by the Regulations and Special Cases Committee. Candidates wishing to change their mode of study after the three month deadline above would normally be advised to suspend studies and return the following session and/or seek an extension to candidature. However, with the express support of the Dean of School or his/her nominee a case may be submitted to the Regulations and Special Cases Committee for a change of mode from full-time to part-time or *vice versa* in exceptional circumstances.

Structure

- 9 A candidate shall follow a modular programme of study (see '*Modular Programmes Framework*'), commencing at the appropriate starting date approved for the programme. The programme of study shall include a project within the required period.
- 10 A candidate for the award of a modular Integrated Masters degree shall pursue 480 credits, of which, normally:
 - 120 credits shall be at Level 4
 - 120 credits shall be at Level 5
 - 120 credits shall be at Level 6
 - 120 credits shall be at Level 7

Between 40 and 60 credits at Level 7 shall be for a project. A candidate may also be required to complete a period or periods of professional training or practical experience, as specified in the approved Programme Document.

- 11 Except as in 12 below, the structure of Integrated Masters degrees shall be based on modules with credit values in multiples of 10 credits. There is no minimum credit value specified for modules, but Cardiff Metropolitan

University's expectation is that the majority of modules on a programme shall have a minimum credit value of 20 credits.

- 12 In exceptional cases, 5 or 15 credit modules shall be permitted if agreed at validation and where there is sound justification for such values (e.g. Professional Body requirements).
- 13 There is no requirement for standardization across programmes of the credit value of any Research Methods modules, but the minimum credit value of a Research Methods module shall be 20 credits.

Exit Awards

- 14 A candidate who is admitted to an Integrated Master's programme but is subsequently unable, or is not permitted, to progress to completion may, depending upon the number of credits attained at the time of exit, qualify for one of the following awards of Cardiff Metropolitan University:

Certificate of Higher Education

- (i) Except as in (ii) below, a Certificate of Higher Education is awarded to candidates who have successfully completed a minimum of 120 credits at Level 4.
- (ii) In exceptional cases, a Certificate of Higher Education may be awarded to candidates who have successfully completed a minimum of 120 credits, of which a maximum of 30 credits may be at Level 3 (HE Level 0), and a minimum of 90 credits must be at Level 4 or above.

Diploma of Higher Education

- (i) Except as in (ii) below, a Diploma of Higher Education is awarded to candidates who have successfully completed a minimum of 240 credits, comprising 120 credits at Level 4 and 120 credits at Level 5.
- (ii) In exceptional cases, a Diploma of Higher Education may be awarded to candidates who have successfully completed a minimum of 240 credits, of which a maximum of 30 credits may be at Level 3 (HE Level 0), and a minimum of 90 credits must be at Level 5 or above.

Bachelors Degree with Honours

- (i) Except as in (ii) below, the relevant Bachelors degree with Honours (e.g. BA, BSc) specified in the Programme Document is awarded to candidates who have successfully completed a minimum of 360 credits, of which 120 credits shall be at each of Levels 4, 5 and 6.
- (ii) In exceptional circumstances, a Bachelors degree with Honours may be awarded on the basis of successful completion of 360 credits

provided there is a minimum of 90 credits at Level 6 and a maximum of 30 credits at Level 3 (HE Level 0).

The Bachelors Ordinary degree may not be awarded as an exit point from an Integrated Masters Degree programme. Students wishing to transfer enrolment to an Ordinary degree programme must submit this intention in writing to Academic Registry **before** 1 April of the year in which the award would be made and the student will be enrolled on that basis.

- 15 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.
- 16 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.

Assessment

- 17 All assessment shall be in accordance with Cardiff Metropolitan University's [Assessment Regulations](#).
- 18 Modules shall be assessed individually, as prescribed in the approved Programme Document. The assessment of a module may take the form of an unseen written examination paper or set projects or other programme work assignments. A candidate may also be required to demonstrate satisfactory completion of any period of professional training or practical experience.
- 19 The examiners may require a candidate to undergo an oral examination (*viva voce*) at any stage of the programme.
- 20 There shall be an Examination Board at the end of each level of study (i.e. normally after each 120 credits have been pursued), the purpose of which shall be to award the credit and exit awards where appropriate and to have discretionary powers to allow students to continue with their studies.
- 21 The pass mark for a module shall be 40%.
- 22 Compensation for failure in a component of a module, where the overall module mark is 40 or more, shall be in accordance with Cardiff Metropolitan University's [Assessment Regulations](#)

Compensation for failure of a module shall be in accordance with Cardiff Metropolitan University's [Assessment Regulations](#). That is: if an overall average mark of 40% or more is attained across the profile, an Examination Board may compensate for overall module failure against a candidate's

profile in no more than one third of the credits at any one level at Levels 4, 5 or 6, and up to a maximum of 30 credits at Level 7.

- 23 A candidate who is absent from the whole or part of a written examination or who fails to submit work for assessment by the published submission deadline shall be deemed to have failed that particular assessment element and thus the module in question. In the case of illness or other exceptional circumstances the Examination Board may grant an extension to submission dates or permit a supplementary examination to be held (see [Assessment Regulations](#) and [Mitigating Circumstances Procedure](#)).
- 24 Candidates may be permitted up to a maximum of two attempts to retrieve a module (three attempts at a module overall) at the discretion of the Examination Board and within the overall time-limits for completion of studies. Re-assessment shall be in accordance with Cardiff Metropolitan University's *Assessment Regulations*. No candidate may retrieve a module until and unless permitted so to do by an Examination Board. At the discretion of the Examination Board, a candidate may be required to submit for examination new work on a topic different from that which originally failed to satisfy the examiners.
- 25 The appropriate re-examination fee must be paid to Cardiff Metropolitan University in respect of each module which a candidate fails and in which he/she is re-assessed.

Project

- 26 Any project module (research based element) at Level 7 should normally be at or near the end of the programme. This may take the form of a traditional Masters dissertation. Any prerequisites shall be matters for decision at individual programme level through the validation process. It shall be a matter of discretion for the relevant Examination Board whether a student might progress to a project module (research based element) trailing one or more failed taught modules.
- 27 Where a dissertation embodies the methods and results of a research project, the Regulations for Submission of Dissertations set out in the appendix to the Regulations for Modular Masters Degrees shall apply.

Award and Classification

- 28 Except as in 29 below, a modular Integrated Masters degree is awarded to candidates who have successfully completed a minimum of 480 credits, of which:
- 120 credits shall be at Level 4
 - 120 credits shall be at Level 5
 - 120 credits shall be at Level 6
 - 120 credits shall be at Level 7

- 29 In exceptional cases, a modular Integrated Masters degree may be awarded to candidates who have successfully completed a minimum of 480 credits, of which a maximum of 30 credits may be at Level 3 (HE Level 0), but a minimum of 120 credits must be at Level 7 (HE Level M).
- 30 The overall mark for the Integrated Masters degree shall be calculated on the basis of the average of the marks for all Level 6 and Level 7 modules weighted according to the credit values of those modules.

Where a candidate exits with a Bachelors degree with Honours, classification of awards shall be determined either from the average of the aggregated marks achieved in 120 credits at Level 5 and 120 credits at Level 6, Level 5 modules being weighted 0.3 and Level 6 modules being weighted 0.7, or from the average of all module marks achieved at level 6 only (whichever is stipulated in the validated programme document and in the programme regulations). Where a candidate has been exempt from Levels 4 and 5 due to RPL, classification shall be based on the module marks achieved at Level 6 only. The validated method for calculation of degree class must apply to ALL students on the programme.

- 31 The results for a candidate who completes with an Integrated Masters degree or who exits with a Bachelors degree with Honours, shall be published in the following Honours classes:

Honours degrees:	Class I	70% and over
	Class II(i)	60-69%
	Class II(ii)	50-59%
	Class III	40-49%

Honours degrees: At least 300 credits with an overall Pass
(without classification) average of 40% or above*

* Students who have failed to reach 40% may, at the discretion of the Examination Board, be awarded a degree at "Pass" level. Such pass (unclassified) awards should be made exceptionally and only with approved mitigating circumstances.

- 32 The classifications of Pass or Distinction shall be applied only to the exit awards of Certificate of Higher Education and Diploma of Higher Education, but not to individual modules.

In order to gain a Certificate or Diploma of Higher Education with Distinction overall, a candidate shall achieve an overall mark of not less than 70%.

- 33 Borderline cases for the Integrated Masters Degree classification, or classifications of exit awards, shall be considered in accordance with the Assessment Regulations.

Time Limits for Completion of Studies

- 34 Individual modules shall be completed as prescribed in the Programme Document. The full degree programme shall be completed within the following periods from the date of initial enrolment:

	Minimum Period	Maximum Period
Full-time candidates (four-year programmes)		Six years
Full-time candidates (five year programmes*)		Seven years
Part-time candidates	Five years	Twelve years

*Such programmes shall normally incorporate a professional practice element, such as a one-year placement.

- 35 Where a student joins an Integrated Masters programme with RPL after the normal starting point, the period for completion of studies is taken from what would have been the normal entry point had the student undertaken the whole Integrated Masters programme at Cardiff Metropolitan University.
- 36 A candidature shall lapse if all assessments and re-assessments have not been completed within the above maximum period. The time limit for completion of studies may be extended in exceptional cases only. A reasoned application, supported by appropriate independent evidence, must be submitted by the School Deputy/Associate Dean (L&T) to the Academic Registry for consideration by Cardiff Metropolitan University's Regulations and Special Cases Committee.