



**UNIVERSITY OF
PORTSMOUTH**

Awards of the University of Portsmouth

**Academic Standards, Quality and Partnerships
Department of Student and Academic Administration**

August 2018

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Summary

What is this document about?

The Awards of the University sets out the awards that the University confers, together with the standards and credit requirements, where applicable, that are need to qualify for a particular award.

How does the University check this document is followed?

Academic Standards, Quality and Partnerships is responsible for ensuring that the policy is followed both from a quality management point of view through attending Boards of Examiners where awards are recommended, and through the Student Record System, which calculates awards based on all the relevant data for students. Additionally, there is an external examiner for every unit and every course in the University who ensures that this policy is followed.

Who is this document for?

This document will be of most interest to new and existing students and University staff

Who can you contact if you have any queries about this document?

If you have questions about this document please contact Academic Standards, Quality and Partnerships, Department of Student and Academic Administration (DSAA) asqp@port.ac.uk

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1. LIST OF AWARDS

1.1. Taught Courses of Study

The University may grant the following awards to persons who have followed a course of study and satisfied the conditions contained in University Regulations.

a) Sub-Degree

Certificate in Education
Certificate of Higher Education
Diploma of Higher Education
University Certificate

b) Undergraduate Awards

Foundation Degree
Graduate Certificate
Graduate Diploma

Ordinary Degree and Degree with Honours of:

Bachelor of Arts
Bachelor of Education
Bachelor of Engineering
Bachelor of Laws
Bachelor of Music
Bachelor of Nursing
Bachelor of Science
Bachelor of Science (Economics)

Diploma in Health, Safety and Risk Management
Diploma in International Health and Safety and Risk Management

Professional Graduate Certificate in Education

c) Postgraduate Awards

Postgraduate Certificate
Postgraduate Certificate in Education
Postgraduate Diploma
Postgraduate Diploma in Advanced Professional Research
Master of Architecture
Master of Arts
Master of Business Administration
Master of Public Administration
Master of Laws
Master of Music
Master of Research
Master of Science
Master in Teaching and Learning

d) Integrated Masters

Master of Biology
Master of Engineering
Master of Environmental Sciences
Master of Geology
Master of Languages
Master of Mathematics
Master of Optometry
Master of Pharmacy
Master of Physics

1.2. Research Degrees

1.2.1. The University may grant the following awards to persons who complete an appropriate course of supervised research and satisfy the conditions in University Regulations.

Master of Philosophy
Doctor of Philosophy
Doctor of Medicine

1.2.2. The University may grant the award of Doctor of Philosophy (PhD) to holders, of at least five years' standing of a first or higher degree awarded either by a UK higher education institute or by a recognised equivalent non-UK degree of the same standard, who provide evidence of scholarship through a collection of published work and satisfy the conditions in University Regulations.

1.2.3. The University may grant the award of a Professional Doctorate to persons who complete an approved course of study, and satisfy the conditions, in accordance with the regulations for Professional Doctorates. The following awards fall within the authority of those regulations:

Doctor of Biomedical Science (DBMS)
Doctor of Business Administration (DBA)
Doctor of Chiropractic (DChiro)
Doctor of Criminal Justice (DCrimJ)
Doctor of Education (EdD)
Doctor of Forensic Psychology (DForenPsy)
Doctor of Health Science (DHealthSci)
Doctor of Health Science Education (DHealthSciEd)
Doctor of Medical Imaging (DMedIm)
Doctor of Nursing (DN)
Doctor of Pharmacy (DPharm)
Doctor of Sport and Exercise Psychology (DSEP)
Doctor of Sport, Exercise and Health Sciences (DSEHS)
Doctor of Social Work (DSW)
Doctor of Security Risk Management (DSyRM)

1.3. Honorary Degrees

Any degree award of the University may be conferred in honorary mode. In addition, the following degrees may be conferred honoris causa in accordance with University Regulations:

Doctor of Divinity (DD)
Doctor of the University (DUniv)
Doctor of Engineering (DEng)
Doctor of Laws (LLD)
Doctor of Letters (DLitt)
Doctor of Music (DMus)
Doctor of Science (DSc)

1.4. Sandwich Mode

First degrees may be validated in the sandwich mode and the certificate for the award shall refer to this in accordance with **15 (v)**.

1.5. Staged Awards

A course may be approved with awards at intermediate and final stages, i.e. staged awards.

1.6. New Awards

In accordance with the Articles of Government, additional awards may be approved by the Academic Council, which shall concurrently approve the terms and conditions under which such awards shall be granted.

2. STANDARD OF AWARDS

The academic standard of awards of the University shall be the responsibility of the Academic Council, and shall be the same irrespective of where the course may be conducted. All courses shall embrace the general educational aims of the University and shall operate within the credit accumulation and transfer scheme of the University. The standard of the Bachelor's degree with Honours shall provide the fixed point against which all other awards of the University shall be measured.

3. DEFINITION OF STANDARD

The general standard established by the Academic Council for each award is defined by reference to a period of full-time study undertaken by a student who has the appropriate knowledge and skills to enter a course of the normal minimum prescribed length, and the successful fulfilment of the objectives of the award. Notwithstanding this, the necessary knowledge and skills may be demonstrated by means other than satisfaction of the general entrance requirements; the award may be attained by means of the mode or modes approved for each course; and the period of study may vary from the normal minimum depending on the students' level of knowledge and skills relative to those specified in the definitions and on their rate of progression through the Course.

4. STANDARD FOR SUB-DEGREE AWARDS

4.1. Certificate in Education

The standard of the Certificate in Education shall be that expected of a student with prior knowledge and skills as set out in the University's general entrance requirements who has successfully completed study of the theory and practice of teaching, at a level at least equivalent to the first year of an Honours degree, and who has demonstrated practical competence in teaching. The course normally involves one academic year of full-time study or equivalent. For students intending to teach in schools, the entrance requirements shall include qualifications determined by the relevant Government approved body.

4.2. Certificate of Higher Education

The standard of the Certificate of Higher Education shall be that expected of a student with prior knowledge and skills set out in the University's general entrance requirements who has successfully completed a course of study equivalent in level to the first year of an Honours degree. The course normally involves one academic year of full-time study or equivalent.

4.3. Diploma of Higher Education

The standard of the Diploma of Higher Education shall be that expected of a student with prior knowledge and skills as set out in the University's general entrance requirements who has successfully completed a course of study equivalent in level to the first two years of an Honours Degree. The course shall normally involve two academic years of full-time study or equivalent.

4.4. University Certificate

The standard of the University Certificate shall be that expected of a learner with prior knowledge and skills set out in the University's general entrance requirements who has successfully completed a Continuing Professional Development (CPD) credit bearing short course at FHEQ level 4 to 8. The short course normally involves no more than 550 notional learning hours or equivalent.

5. STANDARD FOR UNDERGRADUATE AWARDS

5.1. Ordinary Bachelor's Degree

The standard of the Ordinary Bachelor's Degree shall be that expected of a student with prior knowledge and skills as set out in the University's general entrance requirements who has successfully completed a course of study normally involving three years of full-time study or equivalent.

5.2. Bachelor's Degree with Honours

The standard of the Bachelor's Degree with Honours shall be that expected of a student with prior knowledge and skills as set out in the University's general entrance requirements who has successfully completed a course of study and who has demonstrated the capacity for sustained independent and high quality work. The course shall normally involve three academic years of full-time study or equivalent except that there shall be at least a further 36 weeks of student time where a course integrates a substantial period of additional experience.

5.3. Specific Undergraduate Degrees (in Alphabetical Order)

Bachelor of Arts

The title Bachelor of Arts (BA) shall be used for courses with a principal emphasis on art, media and design, business studies, humanities and social sciences.

Bachelor of Education

The title Bachelor of Education (BEd) shall be used for courses of teacher education. The initial BEd is recognised as qualifying the holder to practise as a teacher and shall be structured to comply with requirements of the relevant Government body. The initial BEd course shall normally involve four academic years of study, including a substantial element of teaching practice.

Bachelor of Engineering

The title Bachelor of Engineering (BEng) shall be used for courses that provide a technologically broad education with an emphasis on engineering applications meeting the requirements for registration with the Engineering Council.

Bachelor of Laws

The title Bachelor of Laws (LLB) shall be used for courses of specialised study in law. Undergraduate courses where the study of law is combined with other studies shall lead to the award of BA or BSc as appropriate.

Bachelor of Music

The title Bachelor of Music (BMus) shall be used for courses substantially based on the study of music.

Bachelor of Nursing

The title Bachelor of Nursing (BN) shall be used for courses where studies are substantially based on the study of nursing and where successful graduates are eligible to seek registration with the Nursing and Midwifery Council.

Bachelor of Science

The title Bachelor of Science (BSc) shall be used for courses where studies are substantially based on science or mathematics and their applications.

Bachelor of Science (Economics)

The title Bachelor of Science (Economics) (BSc (Econ)) shall be used for courses of specialised study in economics.

5.4. Graduate Certificate

The standard of the Graduate Certificate shall be that expected of a graduate in one area of study who has successfully completed a further course equivalent to one half of the third year of a first degree and has achieved 60 credit points at Level 6.

5.5. Graduate Diploma

The standard of the Graduate Diploma shall be that expected of a graduate in one area of study who has successfully completed a further freestanding course equivalent to the third year of a first degree in a related area of study and has achieved 120 credit points, at Level 6. The course shall involve one academic year of full-time study or equivalent.

5.6. Foundation Degree

The standard of the Foundation Degree should be that expected of a student with prior knowledge and skills, as set out in the University entrance requirements for Foundation Degrees, who had successfully completed a course of study normally involving two years of full-time study or equivalent.

5.7. Specific Foundation Degrees (in Alphabetical Order)**Foundation Degree of Arts**

The title Foundation Degree of Arts (FdA) shall be used for courses with a principal emphasis on art, media and design, business studies, humanities and social sciences.

Foundation Degree of Science

The title Foundation Degree of Science (FdSc) shall be used for courses where studies are substantially based on science or mathematics and their applications.

Foundation Degree of Engineering

The title Foundation Degree of Engineering (FdEng) shall be used for courses which provide a technologically broad education with an emphasis on engineering applications.

5.8. Specific Diploma Courses**Diploma in Health, Safety and Risk Management**

The standard of the Diploma in Health, Safety and Risk Management shall be that expected of a graduate in one area of study who has successfully completed a further freestanding course equivalent to diploma in a related area of study and has achieved 40 credit points at Level 6 and 20 credits at Level 7. The course shall involve six months of full-time study or equivalent. The course has been designed to cover the breadth of topics necessary for health and safety practitioners to perform effectively in a wide range of industries, commerce and government. The course satisfies the

academic entry requirements for membership of the Institution of Occupational Safety and Health at Graduate Member (Grad IOSH).

Diploma in International Health, Safety and Risk Management

The standard of the Diploma in International Health, Safety and Risk Management shall be that expected of a graduate in one area of study who has successfully completed a further freestanding course equivalent to diploma in a related area of study and has achieved 40 credit points at Level 6 and 20 credits at Level 7. The course shall involve six months of full-time study or equivalent. The course has been designed to cover the breadth of topics necessary for health and safety practitioners to perform effectively in a wide range of industries, commerce and government. The course satisfies the academic entry requirements for membership of the Institution of Occupational Safety and Health at Graduate Member (Grad IOSH)

5.9. Professional Graduate Certificate in Education

The standard of the Professional Graduate Certificate in Education shall be that expected of a graduate who has successfully completed a course of study at Level 6 of the theory and practice of teaching together with periods of placement in a school or college environment where the student is expected to demonstrate practical competence in teaching. The course normally involves the equivalent of at least one year of full-time study. The course must satisfy the requirements for courses leading to the award of Qualified Teacher Status (QTS) or equivalent that may from time to time be determined by the relevant Government approved body.

6. CREDIT REGULATIONS FOR UNDERGRADUATE AWARDS

6.1. General

6.1.1. The following named awards may be offered by Pathways and Courses:

- i) Certificate of Higher Education;
- ii) Diploma of Higher Education;
- iii) Ordinary Degree;
- iv) Degree with Honours;
- v) Foundation Degree in accordance with **5.6** and **5.7** above;
- vi) Graduate Certificate;
- vii) Graduate Diploma; and
- viii) Professional Graduate Certificate in Education

6.1.2. Courses and Pathways may offer other awards approved by the Academic Council of the University. The equivalence of those awards to the standard awards is determined by the credit required.

6.1.3. The University Certificate is a unique University of Portsmouth certificate which recognises the academic achievement of learners studying credit bearing CPD and other short courses.

6.2. Named Awards

6.2.1. The approved course specification for the named award details the credit required and the units to be taken by a student to be eligible for the award, including any intermediate award. Where appropriate, distinction is made between compulsory and optional units.

6.2.2. The approved course specification for named awards may specify the units which are available for the establishment of individual learning contracts and establish procedures by which such contracts are negotiated, monitored and delivered in order for the student to gain the named award.

6.2.3. The approved course specification for named awards and individual learning contracts may specify

additional elements which are not assessed for the award of credit but which are necessary for the student to be eligible to progress to the next stage and/or for the award.

6.3. Award of a Certificate in Education

To qualify for the award of a Certificate in Education a student must:

- i) have been assigned at least 120 credits, including at least 60 credits at Level 5; and
- ii) have completed satisfactorily any additional elements that are specified for the award in accordance with **6.2.3** above, completion of which is required before the point of exit.

6.4. Award of a Certificate of Higher Education

To qualify for consideration for the award of a Certificate of Higher Education, a student must:

- i) have been assigned at least 120 credits in units at Level 4,5 or 6; and
- ii) have completed satisfactorily any additional elements that are specified for the award in accordance with **6.2.3** above, completion of which is required before the point of exit.

6.5. Award of a Diploma of Higher Education

To qualify for the award of a Diploma of Higher Education, a student must:

- i) have been assigned at least 240 credits overall, including at least 100 credits at Level 5 or above; and
- ii) have completed satisfactorily any additional elements that are specified for the award in accordance with **6.2.3** above, completion of which is required before the point of exit.

6.6. Award of a University Certificate

To qualify for the award of a University Certificate a student must:

- iii) have been assigned at least 30 credits; and
- iv) have completed satisfactorily any additional elements that are specified for the award in accordance with **6.2.3** above, completion of which is required before the point of exit.

6.7. Award of a Foundation Degree

To qualify for the award of a Foundation Degree, a student must:

- i) have been assigned at least 240 credits, of which at least 120 are at Level 5; and
- ii) have satisfactorily completed any additional elements that are specified for the award in accordance with **6.2.3** above, completion of which is required for the award.

6.8. Award of an Ordinary Degree

To qualify for the award of an Ordinary Degree a student must:

- i) have been assigned at least 300 credits, of which at least 60 credits are at Level 6; and
- ii) have completed satisfactorily any additional elements that are specified for the award in accordance with **6.2.3** above, completion of which is required for the award.

6.9. Award of a Degree with Honours

To qualify for consideration for the award of a Degree with Honours a student must:

- i) have been assigned at least 360 credits overall, of which at least 100 are at Level 6; and
- ii) have completed satisfactorily any additional elements that are specified for the award in accordance with **6.2.3** above, completion of which is required for the award.

6.10. Award of a Graduate Certificate

To qualify for the award of a Graduate Certificate a student must:

- i) hold a first degree as defined by the course regulations;
- ii) have been assigned at least 60 credits at Level 6; and
- iii) have completed satisfactorily any additional elements that are specified for the award in accordance with **6.2.3** above, completion of which is required for the award.

6.11. Award of a Graduate Diploma

To qualify for the award of a Graduate Diploma a student must:

- i) hold a first degree as defined by the course regulations;
- ii) have been assigned at least 120 credits at Level 6; and
- iii) have completed satisfactorily any additional elements that are specified for the award in accordance with **6.2.3** above, completion of which is required for the award.

6.12. Award of Diploma in Health, Safety and Risk Management

To qualify for the award of a Graduate Diploma a student must:

- i) hold a first degree as defined by the course regulations;
- ii) have been assigned at least 40 credits at Level 6 and 20 credits at Level 7; and
- iii) have completed satisfactorily any additional elements that are specified for the award in accordance with **6.2.3** above, completion of which is required for the award.

6.13. Award of Diploma in International Health, Safety and Risk Management

To qualify for the award of a Graduate Diploma a student must:

- i) hold a first degree as defined by the course regulations;
- ii) have been assigned at least 40 credits at Level 6 and 20 credits at Level 7; and
- iii) have completed satisfactorily any additional elements that are specified for the award in accordance with **6.2.3** above, completion of which is required for the award.

6.14. Award of a Professional Graduate Certificate in Education

To qualify for the award of a Professional Graduate Certificate in Education a student must:

- i) hold a first degree or equivalent qualification as defined by the course regulations;
- ii) have been assigned at least 120 credits at Level 6; and
- iii) have completed satisfactorily any requirements of the course relating to the award of Qualified Teacher Status (QTS) that may from time to time be determined by the relevant Government Department.

6.15. Students not registered for Named Awards

Students not registered for named awards will be eligible for a transcript which will detail all the units that they have attempted.

6.16. Awards After Withdrawal or Exclusion

6.16.1. At each stage of a course, a student may elect to withdraw and request that the Board of Examiners apply the credit assigned by the Unit Assessment Board/s for the purpose of securing an award for which they are qualified or to continue studying for a higher award.

6.16.2. A student withdrawing ceases to be registered but may be considered for readmission to the course to study for a higher award in accordance with the admission regulations.

6.16.3. If a student is excluded from a course, the Board of Examiners shall proceed to make any award or awards for which the student is eligible.

6.17. Minimum and Maximum Periods of Registration

6.17.1. The following normal minimum periods of registration apply to undergraduate courses designed to admit students without credit to the start of the course in any mode of study:

Award	Minimum
Certificate of Higher Education	1 academic year

Diploma of Higher Education	2 academic years
Foundation Degree	2 academic years
Ordinary Degree	3 academic years
Degree with Honours	3 academic years
Graduate Certificate	1 academic year
Graduate Diploma	1 academic year
Professional Graduate Certificate in Education	1 academic year

6.17.2. A Board of Examiners may not recommend the conferment of an award on a student until the minimum time period set out in **6.17.1** above has expired.

6.17.3. For students who registered at the University after 1st August 2007, a maximum period of registration will apply. This will be eight years for all undergraduate courses regardless of the mode of study.

7. STANDARD FOR POSTGRADUATE AWARDS

7.1. Postgraduate Certificate

The standard of the Postgraduate Certificate shall be that expected of a graduate who has successfully completed a course at a level demanding more advanced study than a first degree, normally involving at least one academic year of full-time study or equivalent.

7.2. Postgraduate Certificate in Education

The standard of the Postgraduate Certificate in Education shall be that expected of a graduate who has successfully completed a course of study substantially at Level 7 of the theory and practice of teaching incorporating subject or specialist work together with periods of placement in a school or college environment where the student is expected to demonstrate practical competence in teaching. The course normally involves the equivalent of at least one year of full-time study. The course must satisfy the requirements for courses leading to the award of Qualified Teacher Status (QTS) or equivalent that may from time to time be determined by the relevant Government approved body.

7.3. Postgraduate Diploma

The standard of the Postgraduate Diploma shall be that expected of a graduate who has successfully completed study in a field for which prior knowledge and skills have provided an appropriate foundation, at a level demanding more advanced and intensive study than a first degree and on a course of study normally involving at least one academic year of full-time study or equivalent.

7.4. Postgraduate Diploma in Advanced Professional Research

The standard of the Postgraduate Diploma in Advanced Professional Research shall be that expected of a good Honours graduate, or a person with equivalent experience, who has, in a period of study which shall have lasted for a minimum of 12 months, satisfied the taught components of an approved course of study, at Doctorate level.

7.5. Postgraduate Taught Masters Degrees

The standard of the Postgraduate Taught Masters Degree shall be that expected of an Honours graduate who has successfully completed a course of study in a field for which prior knowledge and skills have provided an appropriate foundation, at a level demanding more advanced and intensive study than a first degree and which includes a compulsory element of advanced independent work. The course normally involves at least one year of full-time study or equivalent.

7.6. Specific Postgraduate Taught Masters Degrees (in Alphabetic Order)

Master of Architecture

The title Master of Architecture (MArch) shall be used for courses of specialised study in architecture.

Master of Arts

The title Master of Arts (MA) shall be used in art, media and design, humanities, social science and in other areas of study where a more specialised title is not appropriate.

Master of Business Administration

The title Master of Business Administration (MBA) shall be used for courses that focus on the general principles and functions of management and the development of management skills. Students entering MBA courses must have appropriate experience of managerial practice.

Master of Laws

The title Master of Laws (LLM) shall be used for courses of specialised study in law.

Master of Music

The title Master of Music (MMus) shall be used for courses substantially based on the study of music.

Master of Public Administration

The title Master of Public Administration (MPA) shall be used for courses that focus on the general principles and functions of management and/or policy and administration in the public sector. Students entering MPA courses must have appropriate experience of managerial practice and/or policy in the public sector.

Master of Research

The title Master of Research (MRes) shall be used for courses with a substantial research component accounting for the majority of the course. This component will typically consist of unit(s) focussing on a research project, or the training necessary to prepare an individual for Level 8 studies, or the construction of a research proposal.

Master of Science

The title Master of Science (MSc) shall be used where the studies are substantially based on science or mathematics and their applications.

Masters in Teaching and Learning

The title Masters in Teaching and Learning (MTL) shall be used for practice-based courses available to qualified teachers delivered in accordance with the National Framework for MTL.

7.7. Specific Integrated Masters Degrees (in alphabetical order)**Master of Biology**

The title Master of Biology (MBiol) shall be used for courses in biology that extend beyond the level of courses leading to the BSc degree with Honours in Biology. The standard of the MBiol shall be that expected of a student with prior knowledge and skills, as set out in the University's general entrance requirements, who has successfully completed a course in biology involving the equivalent of four academic years of full-time study at Honours level or higher.

Master of Engineering

The title Master of Engineering (MEng) shall be used for study routes in engineering that extend by one year beyond the level of those leading to the Bachelor of Engineering degree with Honours. The standard of the MEng shall be that expected of a student with prior knowledge and skills, as set out in the University's general entrance requirements, who has successfully completed a course in

engineering involving the equivalent of four academic years of full-time study at Honours standard or higher.

Master of Environmental Sciences

The title Master of Environmental Science (MEnvSci) shall be used for courses in environmental science that extend beyond the level of courses leading to the BSc degree with Honours in Environmental Science. The standard of the MEnvSci shall be that expected of a student with prior knowledge and skills, as set out in the University's general entrance requirements, who has successfully completed a course in environmental science involving the equivalent of four academic years of full-time study at Honours level or higher.

Master of Geology

The title Master of Geology (MGeol) shall be used for courses in geology that extend beyond the level of courses leading to the BSc degree with Honours in Geology. The standard of the MGeol shall be that expected of a student with prior knowledge and skills, as set out in the University's general entrance requirements, who has successfully completed a course in geology involving the equivalent of four academic years of full-time study at Honours level or higher.

Master of Languages

The title Master of Languages (MLang) shall be used for courses in languages that extend beyond the level of courses leading to the BA degree with honours in languages. The standard of the MLang shall be that expected of a student with prior knowledge and skills, as set out in the University's general entrance requirements, who has successfully completed a course in languages involving the equivalent of four academic years of full-time study at Honours level or higher.

Master of Mathematics

The title Master of Mathematics (MMath) shall be used for courses in mathematics that extend beyond the level of courses leading to the BA degree with honours in mathematics. The standard of the MMath shall be that expected of a student with prior knowledge and skills, as set out in the University's general entrance requirements, who has successfully completed a course in mathematics involving the equivalent of four academic years of full-time study at Honours level or higher.

Master of Optometry

The title Master of Optometry (MOptom) shall be used for courses in optometry that extend beyond the level of courses leading to a BSc degree with Honours in Optometry. The standard of the MOptom shall be that expected of a student with prior knowledge and skills, as set out in the University's general entrance requirements, who has successfully completed a course in optometry involving the equivalent of four academic years of full-time study at Honours level or higher.

Master of Pharmacy

The title Master of Pharmacy (MPharm) shall be used for courses in Pharmacy that extend beyond the level of those leading to the Bachelor of Science Degree with Honours in Pharmacy. The standard of the MPharm shall be that expected of a student with prior knowledge and skills as set out in the University's general entrance requirements, who has successfully completed a course in Pharmacy involving the equivalent of four academic years of full-time study at Honours level or higher.

Master of Physics

The title Master of Physics (MPhys) shall be used for courses in physics that extend beyond the level of courses leading to the BSc degree with Honours in Physics or Applied Physics. The standard of the MPhys shall be that expected of a student with prior knowledge and skills, as set out in the University's general entrance requirements, who has successfully completed a course in physics involving the equivalent of four academic years of full-time study at Honours level or higher.

8. CREDIT REGULATIONS FOR TAUGHT POSTGRADUATE AWARDS

8.1. General

8.1.1. The following named awards may be offered by Pathways and Courses:

- i) Postgraduate Certificate;
- ii) Postgraduate Certificate in Education;
- iii) Postgraduate Diploma;
- iv) Masters Awards in accordance with 7.7 above; and.
- v) Integrated Masters Awards in accordance with 7.8 above

8.1.2. Courses and Pathways may offer other awards approved by Academic Council. The equivalence of those awards to the standard awards is determined by the credit required.

8.2. Named Awards

8.2.1. The approved course specification for the named award details the credit required and the units to be taken by a student to be eligible for the award, including any intermediate award. Where appropriate, distinction is made between compulsory and optional units.

8.2.2. The approved course specification for named awards may specify the units which are available for the establishment of individual learning contracts and establish procedures by which such contracts are negotiated, monitored and delivered in order for the student to gain the named award.

8.2.3. The approved course specification for named awards and individual learning contracts may specify additional elements which are not assessed for the award of credit but which are necessary for the student to be eligible to progress to the next stage and/or for the award.

8.2.4. Students for named awards may be permitted by the Course Leader to enter into supplementary learning contracts with a view to achieving credit additional to that required to gain the named award.

8.2.5. Named awards shall not normally be recommended where a student is using credit that has already been applied to qualify for other named awards of the University, unless the arrangements for this have been approved as part of the curriculum approval process or there has been a significant break in the student's registration periods with the University.

8.3. Award of a Postgraduate Certificate

To qualify for the award of a Postgraduate Certificate, a student must:

- i) have been assigned at least 60 credits overall at Level 7; and
- ii) have completed satisfactorily any additional elements that are specified for the award in accordance with **8.2.3** above, completion of which is required before the point of exit.

8.4. Award of a Postgraduate Certificate in Education

To qualify for the award of a Postgraduate Certificate in Education a student must:

- i) hold a first degree or equivalent qualification as defined by the course regulations;
- ii) have been assigned at least 120 credits overall, none of which may be below Level 6 and at least 60 of which must be at Level 7; and
- iii) have completed satisfactorily any requirements of the course relating to the award of Qualified Teacher Status (QTS) that may from time to time be determined by the Secretary of State for Children, Schools and Families.

8.5. Award of a Postgraduate Diploma

To qualify for the award of a Postgraduate Diploma, a student must:

- i) have been assigned at least 120 credits overall at Level 7; and
- ii) have completed satisfactorily any additional elements that are specified for the award in accordance with **8.2.3** above, completion of which is required before the point of exit.

8.6. Award of a Postgraduate Diploma in Advanced Professional Research

To qualify for the award of a Postgraduate Diploma in Advanced Professional Research, a student must:

- iii) have been assigned at least 120 credits overall at Level 8; and
- iv) have completed satisfactorily any additional elements that are specified for the award in accordance with **8.2.3** above, completion of which is required before the point of exit.

8.7. Award of a Postgraduate Taught Masters Degree

To qualify for the award of a Postgraduate Taught Masters Degree, a student must:

- i) have been assigned at least 180 credits overall at Level 7; and
- ii) have completed satisfactorily any additional elements that are specified for the award in accordance with **8.2.3** above, completion of which is required for the award.

8.8. Award of an Integrated Masters Degree

To qualify for the award of an Integrated Masters Degree a student must:

- i) have been assigned at least 480 credits overall, at least 100 are at Level 6 and at least 120 are at level 7; and
- ii) have completed satisfactorily any additional elements that are specified for the award in accordance with **8.2.3** above, completion of which is required for the award.

8.9. Students not registered for Named Awards

Students not registered for named awards will be eligible for a transcript which will detail all the units that they have attempted.

8.10. Award After Withdrawal or Exclusion

8.10.1. At each stage of a course, a student may elect to withdraw and request that the Board of Examiners apply the credit assigned by the Unit Assessment Board/s for the purpose of securing an award for which they are qualified or to continue studying for a higher award.

8.10.2. A student withdrawing ceases to be registered but may be considered for readmission to the course to study for a higher award in accordance with the admission regulations.

8.10.3. If a student is excluded from a course, the Board of Examiners shall proceed to make any award or awards for which the student is eligible.

8.11. Minimum and Maximum Periods of Student Registration

8.11.1. The following normal minimum periods of registration apply to students admitted without advanced standing to the start of a course for all modes of attendance:

Award	Minimum
Postgraduate Certificate	One academic year
Postgraduate Certificate in Education	One academic year
Postgraduate Diploma	One academic year
Masters Degree	Twelve months

- 8.11.2. A Board of Examiners may not recommend the conferment of an award on a student until the minimum time period set out in **8.11.1** above has expired.
- 8.11.3. For students who registered at the University after 1st August 2007, a maximum period of registration will apply. This will be eight years for all integrated masters courses and five years for a taught postgraduate qualification (not including integrated masters), regardless of the mode of study

9. STANDARD FOR RESEARCH DEGREES

9.1. Master of Philosophy

The standard of the Master of Philosophy shall be that expected of a good Honours graduate who has satisfactorily completed a research training and has investigated and evaluated or critically studied an appropriate topic over at least eighteen months of full-time study or equivalent, has satisfied the requirements of any taught component of the course and has presented a satisfactory thesis.

9.2. Doctor of Philosophy

The standard of the Doctor of Philosophy shall be that expected of a good Honours graduate who has satisfactorily completed a research training and has investigated and evaluated or critically studied an appropriate topic over at least twenty four months of full-time study or equivalent from direct registration resulting in a significant contribution to knowledge, has satisfied the requirements of any taught component of the course and has presented a satisfactory thesis.

9.3. Doctor of Medicine

The standard of the Doctor of Medicine shall be that expected of a good Honours graduate in Medicine who has satisfactorily completed a research training, has investigated and evaluated or critically studied a medically relevant topic over at least twenty four months of full-time study or equivalent from direct registration resulting in a significant contribution to knowledge, has satisfied the requirements of any taught component of the course, and has presented a satisfactory thesis.

9.4. Professional Doctorate

The standard of the Professional Doctorate shall be that expected of a good Honours graduate, or a person with equivalent experience, who has, in a period of study which shall have lasted three full-time years or equivalent, satisfied the taught components of an approved course of study, at Masters and Doctorate level, and, through a substantial portfolio of work relating to an approved topic of professional research and development, provided evidence of: knowledge and understanding of the background literature and of research methods appropriate to the discipline; independent critical judgement; and an original contribution to the advancement of professional knowledge and practice in the appropriate professional activity.

10. NAMED RESEARCH AWARDS

10.1. Master of Philosophy (MPhil), Doctor of Philosophy (PhD) and Doctor of Medicine (MD)

The University delegates to Academic Council its authority to award these higher degrees by research in recognition of:

- (i) the successful completion of an approved course of supervised research and any associated course of training; and
- (ii) the submission of a thesis, being a written document and/or other approved media, embodying the results of the research course and the conclusions arising therefrom; and
- (iii) a successful defence of the thesis in an oral examination; and
- (iv) one of the following:
 - (a) for the award of **MPhil**, evidence of

- knowledge and understanding of the background literature and of research methods appropriate to the discipline;
 - independent critical judgement; and
 - a contribution to the appropriate field of knowledge;
- (b) for the award of **PhD**, evidence of
- knowledge and understanding of the background literature and of research methods appropriate to the discipline;
 - independent critical judgement;
 - a significant contribution to the appropriate field of knowledge;
 - originality;
- (c) for the award of **MD**, evidence of
- knowledge and understanding of the background literature and research methods in a medically relevant topic;
 - independent critical judgement;
 - a significant contribution to the appropriate field of knowledge;
 - originality.

10.2. Professional Doctorate

Under the authority of Academic Council, one of a range of approved awards conforming with the regulatory framework of the higher degree of Professional Doctorate (PD) shall be awarded by the University in recognition of the successful completion of an approved course of study and supervised research and development in an area of professional activity relevant to the candidate's profession. The full list of PD awards can be seen in the Awards of the University of Portsmouth. For the award of a Professional Doctorate a candidate must successfully complete both a course of study and, through a thesis relating to an approved topic of professional research and development, provide evidence of:

- knowledge and understanding of the background literature and research methods in a medically relevant topic;
- independent critical judgement;
- an original contribution to the advancement of professional knowledge and practice in the appropriate professional activity.

10.3. Minimum and Maximum Periods of Student Registration

There is no minimum period of registration for research awards. The maximum periods of registration shall be as follows:

Award	Maximum
Full time MPhil	24 months
Part Time MPhil	48 months
Full time MD	24 months
Part Time MD	48 months
Full time PhD	36 months
Part Time PhD	72 months
Full time PD	24 months
Part Time PD	48 months

Unless an extension has been granted in accordance with Regulation **10.6**, the thesis must be submitted within the approved period of registration.

For Integrated Doctoral Courses and Professional Doctorates, the time limits above refer to the research element of the course only and not to the taught element.

10.4. Mode of Study

The mode of study for the MPhil, PhD and MD can be either full-time or part-time. With the approval of the Faculty Research Degrees Committee, registered students on the MPhil, PhD and MD may change between full-time and part-time study, and *vice-versa*, with appropriate adjustment to the registration period. Any such adjustment will be calculated on the basis that the part-time registration period is always twice that of the full-time registration period.

10.5. Suspension of Study

Faculty Research Degrees Committee, may, at its discretion, permit a student to suspend registration for up to one year and adjust the registration period accordingly. Only in exceptional circumstances would further suspension be approved. In all cases where suspension of study is considered, the grounds for exercising such discretion, or not exercising it, shall be stated and recorded in the minutes of the meeting. During a period of suspension, a student pays no fee to the University, receives no supervision or other support for their research and may not use the University facilities.

10.6. Extension to Registration Period

- 10.6.1. Faculty Research Degrees Committee may, at its discretion, approve an extension of registration of one year for full-time students and two years for part-time students, provided the registration period has not already elapsed. This may be linked with a change to the mode of study.
- 10.6.2. Only in exceptional circumstances and with the recommendation of the candidate's First Supervisor could the Faculty Research Degree Committee approve a further extension.
- 10.6.3. Separately and in addition to the above, a 12 month extension will be agreed if the examiners refer a student or require a student to be re-examined.
- 10.6.4. If the thesis is submitted within the extension period, the date of submission will be used as the basis for re-calculating the tuition fee and making any refund that may be necessary.

11. TITLES OF AWARDS

- 11.1. The academic awards of the University of Portsmouth have specific titles indicating the particular discipline, area of study or profession to which they relate.
- 11.2. The title should reflect accurately the field of study. The same or very similar title should not be used to represent substantially different course curricula or courses located in different departments, managed by different Boards of Studies or taught by mutually exclusive course teams. The named award title should always communicate accurately to potential students, prospective employers and the public the focus and content of the course curriculum.
- 11.3. Titles should not reflect more than three subject components.
- 11.4. Where the title seeks to include more than three significant subject components the use of the title "Combined Studies" would be more appropriate.
 - 11.4.1. Where the title uses two subject components, two naming conventions are possible:
 - i) "Subject A and Subject B", which should signify an approximately equal balance between the two components

- ii) "Subject A with Subject B", which should signify that subject B accounts for at least a quarter of the curriculum content (except in the case of titles used under the Combined Honours Framework, as detailed in the "Curricula Framework" document, where the requirement is for one third of the curriculum content)

11.5. Where there is only one subject component the title to be used should represent the majority of the curriculum content and particular attention needs to be paid to criteria **11.1** and **11.2** above, acknowledging that a single subject component title may include the use of a conjunction (e.g. Health and Safety).

11.6. Where the use of a particular title depends upon the content of a project, dissertation, or other generically named unit (such as work based learning "shell" unit) to satisfy any of the above rules above, then the titles for those units need to reflect the subject component proposed for inclusion in the course title.

11.7. There can be a multiplicity of titles based upon a pool of common units but only if each title to be used can be justified to the satisfaction of the Curriculum Committee by reference to the above criteria, and by particular attention to criteria **11.1**, **11.2**, and **11.7**.

11.8. Where an arrangement to offer a "modular" curriculum is proposed, with several pathways, each with a different named award, through a common pool of units, this should have a clear framework. The framework should be submitted to Curriculum Committee for initial approval of the proposed titles for the individual pathways, and at Stage 3 of the approval process the curriculum approval committee should consider the operation of the framework as well as the academic coherence of the individual pathways through it. Additionally, it should be understood that any such framework of "modular" pathways should be advertised and managed as a single course.

11.9. An award may be untitled where the award itself is sufficiently descriptive.

12. REQUIREMENTS FOR CONFERMENT OF AWARDS

A recommendation for conferment of an award of the University shall be confirmed when the following conditions have been satisfied:

- a) The student was a registered student on a course of the University at the time of his or her assessment for an award and had paid the appropriate fees to the University.
- b) The Academic Registry has confirmed that the student completed the course leading to the award recommended.
- c) The award has been recommended by the appropriate Board of Examiners.
- d) The recommendation for the award has been signed by the Chairman of the Board of Examiners and the Academic Registrar confirming that all assessments had been carried out in accordance with the requirements of Academic Council.

13. RESPONSIBILITY FOR CONFERMENT OF AWARDS

13.1. Location of Responsibility

Academic Council shall be the body responsible for conferment of academic awards on behalf of the University. Except for honorary degrees, an academic award shall be deemed to be conferred only when the Academic Council has confirmed the recommendation of the appropriate Board of Examiners for the granting of that award. This shall be achieved by the the Academic Registrar signing the recommendation for the award as required at **12 (d)**.

13.2. Record of Conferment of Awards

The University shall maintain a permanent record of all the academic awards it shall grant.

13.3. Interpretation of Regulations

In the event that clarification of the Regulations may be required to secure the conferment of an award within due time, the Chair of Academic Council shall be empowered on Council's behalf to interpret the Regulations to that end. Any such interpretation shall be reported to Academic Council.

14. LEVEL OF AWARD TO BE RECOMMENDED

14.1. General

The award recommended by a Board of Examiners shall be that for which the student was registered or a lower award, specified in the approved assessment regulations, for which the student has fulfilled the requirements.

14.2. Staged Awards

Where the assessment regulations so provide, the Board of Examiners may recommend for an intermediate award a student who has satisfied the requirements for that award whether or not she/he is proceeding directly to a stage of the course leading to a further award. However, the recommendation shall only be confirmed and the intermediate award conferred if the student states to the University an intention to leave the course at that stage or is subsequently recommended for no higher award within the course.

14.3. Aegrotat Awards

An award may be recommended in aegrotat form to a student who satisfies the general conditions for the grant of the award but was unable, for reasons of illness or good cause accepted by the Board of Examiners, to complete or be assessed for the award for which she/he was a candidate.

14.4. Posthumous Awards

An award may be conferred posthumously, either in aegrotat or normal form, to a deceased student who was a registered student at the time of death, who satisfied the remaining general conditions for the grant of the award in Regulation 14.1 of Conferment of Awards (above) as far as was practicable.

15. AWARD CERTIFICATE

The certificate for each award shall show the following:

- i) the name of the University;
- ii) the student's name as given on the list of recommendations submitted by the Board of Examiners;
- iii) the award and any classification;
- iv) where appropriate, the title of the course as approved by the Academic Council for the purposes of the certificate;
- v) where appropriate, an endorsement that the course was studied in the sandwich mode;
- vi) any other approved endorsement;
- vii) the date from which the award is operative;
- viii) the signatures of the Vice-Chancellor and the Academic Registrar of the University.

16. ACADEMIC DRESS

Academic dress, as defined by the University, shall be worn on the occasion of conferment of an award.

17. WITHHOLDING OF AWARDS FROM STUDENTS

The Academic Council shall withhold an award where a student has an outstanding obligation to the University or is the subject of an allegation of a breach of discipline.

18. DEPRIVATION OF AWARD

In exceptional circumstances, on the recommendation of the Vice-Chancellor or the relevant Board of Examiners, the Academic Council may deprive any person of any award granted by the University. Such a recommendation may be made, for example, if the person granted an award resulting from a taught course of study, a course of supervised research or a higher doctorate has been found to have been admitted to the course or granted the award under false pretences or on the basis of material non-disclosure.

19. COURSE APPROVAL AND MODIFICATION

19.1. General

Academic Council is responsible for the approval of all courses leading to awards of the University, whether they are delivered by the University or by another organisation that is working in an approved relationship with the University. Academic Council has established formal procedures for the approval and modification of courses available at:

<http://www.port.ac.uk/accesstoinformation/policies/courseapproval/filetodownload,51504,en.pdf>.

19.2. Course Specifications

All courses must have a current course specification, reviewed and endorsed annually by the relevant Board of Studies or equivalent, in accordance with University definitions and procedures, approved on the authority of Academic Council.

20. MONITORING AND REVIEW

Each course of study leading to an award of the University shall be subject to regular monitoring and evaluation. Academic Council has established procedures for the monitoring, evaluation and review of courses of study conducted by the University and for assessing the monitoring and evaluation of courses of study conducted by other organisations leading to awards of the University available at: <http://www.port.ac.uk/departments/services/academicregistry/qualitymanagementdivision/reviewcycle/filetodownload,80767,en.pdf>

21. RELATIONSHIP WITH OTHER VALIDATING BODIES

Academic Council may approve and review courses of study leading to awards of another validating body where the processes of that body so provide.

22. CREDIT ACCUMULATION AND TRANSFER SCHEME (CATS)

Academic Council has approved arrangements for the assignment of academic credit for learning achieved in courses of study or parts of courses of study leading to awards of the University and may

approve the credit-rating of other forms of learning. This is within the Examination and Assessment Regulations available at:

<http://www.port.ac.uk/accesstoinformation/policies/academicregistry/filetodownload,10383,en.pdf>

Academic Council has established procedures for the operation of CATS. Courses of study approved by the University shall operate in accordance with the CATS procedures.

23. ADVANCED STANDING AND DIRECT ENTRY

Details on advanced standing and direct entry can be found in the policy for Recognition of Prior Learning which is available at:

<http://www.port.ac.uk/accesstoinformation/policies/accreditationofpriorlearning/filetodownload,190742,en.pdf>

24. PROCEDURES FOR COURSES CONDUCTED OUTSIDE THE UNIVERSITY

Details of procedures for courses conducted outside the University can be found in the Collaborative Provision Policy which is available at:

<http://www.port.ac.uk/accesstoinformation/policies/collaborativeprovision/filetodownload,10880,en.pdf>