

## Definitions

- 3.1 *Programme specification*: the definitive published programme documentation.
- 3.2 *Relevant committee*: the committee empowered for the purpose concerned by the Academic Board.

## General

- 3.3 The taught Postgraduate awards of York St John University are set out in the [General Regulations for Awards](#).
- 3.4 Taught Postgraduate awards conform to requirements set out in the [Credit Framework for Awards](#) as approved by Academic Board. Additional requirements or variations are set out in the relevant [programme specification](#).
- 3.5 Other than where specified within these regulations, taught Postgraduate awards are subject to the application of the [General Regulations for Awards](#).
- 3.6 Programmes of study leading to taught Postgraduate awards may be offered on a full-time or part-time basis within the periods of enrolment specified in these regulations (see Periods of Study below).
- 3.7 Detailed information on taught Postgraduate awards is set out in relevant [programme specifications](#) and other supporting documentation.

## Admission

- 3.8 Entry requirements for taught Postgraduate awards are set out in the [Admissions Policy](#) and supporting web-based information at the time of application.
- 3.9 Entrants to a programme of study leading to a taught Postgraduate award of York St John University may be eligible for consideration under the University's policies and procedures for accreditation of prior experiential learning, and credit accumulation and transfer from study at York St John University or other approved educational establishments. In the case of a Master's Degree, exemption is not normally granted from those modules which comprise the dissertation or major project of the programme of study or from modules which comprise the statutory qualifying modules for professionally registrable awards. The maximum amount of prior credit which a student may claim towards a York St John University Postgraduate award is as follows:

Award	Maximum prior credit or accredited prior experiential learning	Credit that must be studied on a York St John University programme
Doctorate of Counselling Psychology	180 credits	360 credits at Level 8
MFA Fine Art, MFA Illustration, MFA Photography	160 credits	80 credits at Level 7 and above
Master's Degree, including MFA Creative Writing	120 credits	60 credits at Level 7 and above
Postgraduate Diploma	80 credits	40 credits at Level 7 or above
Postgraduate Certificate	40 credits	20 credits at Level 7 or above
Postgraduate Certificate in Education	0 credits	60 credits at Level 7 or above

- 3.10 Detailed information on accreditation of prior learning is set out in the Policy for Recognition of Prior Learning.
- 3.11 Applicants whose first language is not English must demonstrate sufficient competence in English as specified by the University. Current English language requirements for taught Postgraduate awards are set out in the [Admissions Policy](#) and supporting web-based information.
- 3.12 Applicants for programmes of study leading to taught Postgraduate awards recognised for inclusion in the relevant professional register may be required to demonstrate fitness to practise on entry to the University or approved partner institution.
- 3.13 All formal offers of admission to the University are made by the University's Admissions team. Offers of admission set out any conditions to be met. No other communication is regarded as a formal offer of admission.
- 3.14 A student who has been awarded a taught Postgraduate award on completion of one programme of study may not present for a second time for the assessment for the same programme of study or for another programme of study where half or more of the second programme of study comprises of modules presented for the first programme of study.
- 3.15 Re-admission to students who have had their programme of study terminated by the University, who have withdrawn from the University and are seeking admissions to the same subject as previously studied, or who have a debt to the University will not normally be permitted. Students seeking admission to study a different subject can do so after two years have passed from their termination or withdrawal.

## Periods of study

- 3.16 The standard periods of study for taught Postgraduate awards are as follows:

Award	Full-time study	Part-time study
Doctorate of Counselling Psychology	3 calendar years	N/A
MFA Fine Art, MFA Illustration, MFA Photography	2 calendar years	N/A
Master's Degree, including MFA Creative Writing	1 calendar year	2 calendar years
Postgraduate Diploma	1 academic year	2 academic years
Postgraduate Certificate	6 months	1 academic year
Postgraduate Certificate of Education	1 calendar year	2 calendar years

## Enrolment and attendance

- 3.17 An entrant for a taught Postgraduate award must enrol as a student of York St John University or approved partner institution, paying the prescribed fees. Students enrol for a specified programme of study and for all the associated modules as specified in the regulations for that programme. Students are responsible for ensuring that they are correctly enrolled for their programme of study.
- 3.18 Enrolment must normally take place no later than two weeks from the start of the programme. Enrolment after two weeks of teaching have passed will not normally be permitted.
- 3.19 During prescribed periods of study, students must attend regularly and participate in all activities and assessment prescribed for the programme of study as directed. Expectations of the time commitment required are as follows (this includes relevant professional activities including fieldwork and conferences, for example):
- Full-time: a minimum of 40 hours per week for 45 weeks per year
  - Part-time: a minimum of 20 hours per week for 30 weeks per year
- 3.20 Students must be in attendance at the University or approved partner institution throughout each designated programme of study for programmes delivered on site and may not absent themselves except at weekends and in the vacations. For programmes delivered on a part-time or on a distance learning basis, students are required to attend or participate as set out in the individual programme regulations.

- 3.21 Students must undertake some study in all the semesters that they are enrolled for in order to satisfy programme registration and attendance requirements.
- 3.22 A taught Postgraduate student may not be enrolled simultaneously for another programme of study either at York St John University or at another Higher Education provider, except with the express permission of the *relevant committee*.
- 3.23 Continued enrolment is conditional on satisfactory progress being maintained by the student within the time periods specified in these regulations. Persistent absence, failure to make satisfactory progress or failure to meet other specified requirements – such as those relating to academic integrity – may lead to termination of enrolment. Detailed information is set out in the [Programme Attendance Regulation](#) and the [Student Attendance Policy](#).
- 3.24 Students who are absent through illness must communicate their absence promptly, providing medical evidence as required. Exceptionally, the [Fitness to Study Policy](#) and procedure may be used by the University to seek a review of a student's continuing ability to remain enrolled for a programme of study on health grounds.
- 3.25 Continued enrolment for students on programmes of study leading to taught Postgraduate awards recognised for inclusion in a relevant professional register is subject to ongoing fitness to practise requirements. These are set out in the [Fitness to Practise Policy](#) and procedure.
- 3.26 A student may normally transfer from a programme of study leading to a taught Postgraduate award to any other taught Postgraduate programme of study, including transfer between full and part-time programmes of study, provided that the programme entry requirements prescribed in the programme specification can be met, the mode of attendance is specified within the programme specification and with the permission of the Associate Head or their nominee for the receiving programme of study.

## Assessment

- 3.27 Registration for assessment is through module enrolment. Students are responsible for ensuring that they are correctly enrolled for the modules prescribed for their programme of study.
- 3.28 Students for taught Postgraduate awards must complete all assessments or examinations specified for the programme of study.
- 3.29 As specified by Academic Board, the results of assessments and examinations are considered by the University's Progress and Award Examination Panel and appropriately constituted School Assessment Boards.
- 3.30 Students must complete the assessment components for a module once enrolled for it, unless they have formally withdrawn from the module or have negotiated a formally deferred assessment using the [Exceptional Circumstances Policy](#) and procedure. Failure to submit for assessment components results in a mark of zero and/or a fail grade.
- 3.31 The University normally makes reassessment opportunities available for students who fail assessments or examinations. Normally no more than one reassessment opportunity is made available for each module assessment. The second attempt for assessment in a module is normally taken within the following resit period.
- 3.32 A student who resits an assessment for a module is normally only eligible for the pass mark for the module as designated in the taught Postgraduate marking scale; with the exception of qualified fails where the original mark for the module is awarded on successful completion of the deficient work.
- 3.33 Where permissible within the specific regulations for a programme of study as set out in the [programme specification](#), a student who has failed the first assessment for an optional module may withdraw from that module and substitute an alternative module. The student has two attempts to pass the module but is eligible only for the pass mark for the module.

## Progression

- 3.34 Students must make satisfactory progress during their programme of study. Students who are not making satisfactory progress (relating to attendance, the submission of assessed work or achievement in assessment) may be subject to the [Standards Review Procedures](#). These may ultimately result in termination of enrolment from the programme of study.
- 3.35 A student who is not successful in the final attempt to meet the progression requirements or award requirements of a programme of study after all assessment opportunities have been exhausted will have their enrolment for their programme of studies terminated.
- 3.36 Subject to the provisions of the relevant [programme specification](#), students who have not met the award requirements for a Postgraduate award may be deemed to be eligible for an interim award as defined within the programme specification, provided that they have met the requirements of that award. A student who has been granted an interim award in such circumstances and has exhausted all assessment opportunities as specified in the regulations is not normally permitted to progress to a further attempt at the higher award.
- 3.37 A student who has successfully met the requirements for a taught Postgraduate award at York St John University, completing all assessments as prescribed within the programme specification, may subsequently be permitted to progress to a higher-level Postgraduate award.
- 3.38 Progression requirements for taught Postgraduate progression requirements are set out in the [Code of Practice for Assessment](#).

## Availability of awards

- 3.39 Students who have passed the assessments for the specific programmes leading to taught Postgraduate awards and in conformity with the rules for award approved by Academic Board, and set out under the Eligibility for Awards section, may be awarded one of the following:

Award
Doctorate in Counselling Psychology
Master's Degree, Postgraduate Diploma or Postgraduate Certificate
Master's Degree, Postgraduate Diploma or Postgraduate Certificate <b>with merit</b>
Master's Degree, Postgraduate Diploma or Postgraduate Certificate <b>with distinction</b>
Postgraduate Certificate of Education
Postgraduate Certificate of Education <b>with distinction</b>

## Eligibility for awards

- 3.40 Detailed award requirements for taught Postgraduate programmes are set out in the [Code of Practice for Assessment](#).
- 3.41 Students are eligible for a taught Postgraduate award when they have:
- Fulfilled specified enrolment requirements, including the payment of relevant fees; **and**
  - Attempted the assessment for all modules specified for the programme of study in the [programme specification](#); **and**
  - Been awarded the required credits at the appropriate level; **and**
  - Fulfilled any additional requirements as specified in the [programme specification](#), and in particular must have passed all modules designated as compulsory for award; **and**
  - Achieved a classification average, determined across all modules contributing to award calculated in accordance with the classification rules approved by the Academic Board, which is at least the pass mark specified for taught Postgraduate awards.
- 3.42 A student enrolled on a programme that confers professional status who does not meet the requirements of the intended award may nonetheless be eligible for a non-professional award.

- 3.43 Credits awarded or recognised by the University count only once for the purpose of progression and award. Work submitted for one module may not be submitted for another module.

## Classification

- 3.44 Detailed information relating to determining taught Postgraduate classifications is set out in the [Code of Practice for Assessment](#).
- 3.45 Classification depends on the performance of a student in modules contributing to the award. It is calculated on the basis of a credit-weighted average of marks across an award, unless otherwise specified in the [programme specification](#). Taught Postgraduate awards may be pass/fail awards or may be awarded with merit or distinction, as follows:

Award	Overall credit-weighted mark
Distinction	70 or above
Merit	60-69
Pass	50-59
Fail	0-49

- 3.46 If a student's overall credit-weighted average falls within the borderline (defined as 0.5 below the threshold average specified for achievement of the higher classification), the Progress and Award Examination Panel may award the higher classification if the mark for the 60 credit dissertation or major project is within the range of a higher classification. If a programme does not have a 60 credit dissertation or major project, its programme specification may denote which credits are used to determine the outcome of borderline cases.
- 3.47 Doctorate in Counselling Psychology: Students will be awarded the Doctorate without a classification.
- 3.48 Postgraduate Certificate in Education: In order to be eligible for Qualified Teacher Status, students are required to succeed in additional tests set by the professional body.
- Students are eligible for a distinction in a module if they achieve a mark of 70 or above in that module.
  - Students are eligible for the award of Postgraduate Certificate in Education with distinction when they have gained distinctions in all modules and have shown strength in practical teaching, on the recommendation of the School Assessment Board.

## Appeals

- 3.49 Students enrolled for taught Postgraduate awards may appeal decisions relating to their enrolment status, progression or award. Full details and the procedure to be followed are set out in the [Appeals Procedures](#).

## Academic integrity

- 3.50 Students enrolled for taught Postgraduate awards must meet university requirements relating to academic integrity. The University's expectations of students and its policy and procedure for investigating allegations of academic misconduct are set out in the [Academic Misconduct Policy](#).

## Variations

- 3.51 Any change to these regulations needs the explicit approval of the Academic Board.
- 3.52 Any variation to these regulations for an individual student needs the prior express permission of the *relevant committee*.

Associated links:	<a href="https://www.yorks.ac.uk/policies-and-documents/regulations/">https://www.yorks.ac.uk/policies-and-documents/regulations/</a> <a href="https://www.yorks.ac.uk/programme-specifications/">https://www.yorks.ac.uk/programme-specifications/</a> <a href="https://www.yorks.ac.uk/policies-and-documents/admissions/">https://www.yorks.ac.uk/policies-and-documents/admissions/</a> <a href="https://www.yorks.ac.uk/students/policies-and-documents/attendance-monitoring/">https://www.yorks.ac.uk/students/policies-and-documents/attendance-monitoring/</a> <a href="https://www.yorks.ac.uk/students/policies-and-documents/fitness-to-study-and-fitness-to-practise/">https://www.yorks.ac.uk/students/policies-and-documents/fitness-to-study-and-fitness-to-practise/</a> <a href="https://www.yorks.ac.uk/students/exams-and-assessment/exceptional-circumstances/">https://www.yorks.ac.uk/students/exams-and-assessment/exceptional-circumstances/</a> <a href="https://www.yorks.ac.uk/students/policies-and-documents/case-consultations-and-standards-reviews/">https://www.yorks.ac.uk/students/policies-and-documents/case-consultations-and-standards-reviews/</a> <a href="https://www.yorks.ac.uk/policies-and-documents/appeals-and-complaints/">https://www.yorks.ac.uk/policies-and-documents/appeals-and-complaints/</a>
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## Amendments since approval

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5	Changes to committee names	06/11/2019	Academic Board
6	Addition of recognition of prior credit per course. Change in terminology (Associate Head or nominee in place of Subject Director). Numbering updated.	24/06/2020	Academic Board
7	Addition of MFA awards	23/06/2021	Academic Board