

**REGULATION 16
GRADUATE PROGRAMMES**

GUIDANCE NOTES

1. Candidates for the Graduate Certificate and Graduate Diploma shall satisfy the relevant programme entrance requirements.
2. The Graduate Certificate and Graduate Diploma may be awarded to candidates who have pursued an appropriate programme of academic study, or academic study combined with professional training, have satisfied the assessors in the prescribed assessments, and have fulfilled any other requirements laid down by the University.
3. The Graduate Certificate and Graduate Diploma may be supplemented by the addition of a named award title as outlined in the relevant Programme Specification under which the award is made. Where two or more disciplinary specialisms feature in the named award title, there should be an appropriate balance of credit from each subject area. For instance, approximately equal balance for a joint (A and B) title and, for major/minor (A with B) titles, the minor discipline accounts for at least a quarter of the programme but normally less than half and the major discipline accounts for half or more of the programme.

Where more than one named award title is outlined in the relevant Programme Specification, there shall be tangible and explicit differentiation in programme aims, content and/or structure that is specific to each named award. Depending on the scale of differentiation, separate Programme Specifications may be necessary.

The University Programme Approval Committee will ultimately confirm the appropriateness of award title(s).

4. Graduate programmes shall be programmes of bachelor's degree level study, approved by Senate, normally undertaken after the completion of a bachelor's degree.
5. A Graduate Certificate or Graduate Diploma programme may be either specifically designed for that award or may consist of a specified section of another programme of the University as approved by Senate.
6. A Graduate Certificate may be awarded classified as a pass or with Merit or with Distinction.
7. A Graduate Diploma may be awarded classified as a pass or with Merit or with Distinction.
8. **PROGRAMMES OF STUDY**

- (a) Each Programme of Study leading to a Graduate Certificate or Graduate Diploma shall be governed by a Programme Scheme approved by Senate. Individual cases for variance from the Programme Scheme must be set out in a special scheme of study approved by Senate. The powers of the Senate in relation to the development of programme schemes are delegated to the appropriate Board of Studies and the approval of such schemes to the Deputy President and Provost, subject to such report being made as the Senate may require. However, the Board of Studies or the Deputy President and Provost may, at their discretion, refer matters to Senate for discussion. The appropriate Board of Studies, subject to these Regulations and within policies laid down by Senate, shall regulate the procedures for consideration of applications to programmes of study.
- (b) The Programme Scheme shall comprise the Programme Specification, the Module Specifications and such other documents as may be required by the Credit Framework.
- (c) Programmes of Study shall conform with the requirements of the City, University of London Credit Framework.

Where Boards of Studies delegate powers to Programme Directors or other individuals or groups, this must be explicit and recorded in the minutes of the Board of Studies

9. **PATTERN AND STRUCTURE OF ASSESSMENT**

- (a) The purpose of assessment is to enable the student to demonstrate that he or she has fulfilled the Learning Outcomes of a Module and has achieved the required standard for the Award. To achieve this a wide range of types of assessment may be employed appropriate to the subject area. The overall diet of assessment shall be defined in the Programme Scheme and this shall ensure an appropriate volume of assessment for the level of Award.
- (b) There shall be an assessment for each Module and the prescribed assessment for all postgraduate programmes shall be specified in the Programme Scheme approved by Senate.
- (c) The schedule of assessment and meetings of Boards of Examiners shall be specified in the Programme Scheme.

No distinction is made between types of assessment. The range of assessment methods used should be appropriate to the subject area. All assessment is intended to demonstrate that the Learning Outcomes for a Module or Programme have been achieved and should be applied with due rigour, reasonable steps having been taken to ensure that the work assessed is that of the candidate.

Those responsible for the design and approval of programmes should consider appropriate assessment loading.

Though there are no 'Programme Stages' in Graduate level programmes, other progression points may be identified in the Programme Specification. This may be particularly useful for part-time study.

10. **ASSESSMENTS**

All candidates for the Graduate Certificate and Graduate Diploma shall be assessed in accordance with the City, University of London Assessment Regulations.

11. **REGISTRATION**

Students shall register on a Programme of Study. The period of registration shall be as set out in the programme scheme. A candidate registered for a Programme of Study may transfer to another Programme of Study in his or her own or another Department, School or Institute subject to the agreement of the appropriate Head(s) of Department, Dean(s) of School(s) or Director(s) of Institute(s).

12. Any Exceptions to the above regulations must be submitted via the City, University of London Programme Regulations procedure and approved by Senate. Where such approval has been given, the Regulations as set out in the Programme Scheme shall prevail.

The Head of Department, Dean of School or Director of Institute may delegate responsibility for decisions assigned to them throughout these Regulations to the Programme Director. Such delegation must be explicit and recorded in the minutes of the Board of Studies

Approval for exceptions to these regulations should be sought via the University Programme Regulations procedure.

These Regulations should be read in conjunction with the City University of London Credit Framework and accompanying Guidance Notes.

Approved as a regulation (Senate) 4/4/07

Updated by Senate (18.05.16 following approval 24.08.16) to update terminology to align with the revised Regulation 19 - Assessment Regulations for 2016/17

Updated by Senate (14.07.21): to include clause 3 on award title naming conventions