

GENERAL REGULATIONS  
FOR GRADUATE STUDENTS  
ON PROGRAMMES LEADING TO THE AWARD  
OF  
GRADUATE DIPLOMA

2015 / 2016

## **GENERAL REGULATIONS FOR GRADUATE STUDENTS PROCEEDING TO THE AWARD OF GRADUATE DIPLOMA**

*[These Regulations are to be read in conjunction with the individual Programme Scheme and any other General College Regulations for Internal Students]*

### **1. General Aims**

- 1.1 To offer the opportunity for graduates to take a mixture of courses, in order to familiarise themselves with a subject, prior to taking a programme of study at postgraduate level. These programmes comprise courses at undergraduate and may include courses in English Language and English for specific discipline – based academic purposes.

### **2 Definition**

- 2.1 The Graduate Diploma is intended for award on the satisfactory completion, including formal examination of a prescribed programme of full-time study that is postgraduate in time but not in level, of at least one year full-time or its equivalent in part-time study.

### **3 Publication of Regulations and Amendments**

- 3.1 No amendment to the method of examination will be approved by the Academic Board, within seven months of the date of the examination.

### **4 Programme of Study**

- 4.1 The minimum length of the period of study is prescribed in the individual Programme Scheme, but at the start of the programme or at a later stage a Department may require individual students to pursue the programme for a period longer than the minimum period prescribed in the Programme Scheme. The Department shall determine, subject to the provisions for the individual Programme Scheme, the method by which the student is examined.

### **5 Applications for Exemptions**

- 5.1 Applications to the Academic Board by students for exemption from any of the Regulations (other than entrance requirements) will be made via their Head of Department to the Pro-Warden (Teaching, Learning and Enhancement). No application shall be entertained by the Board unless recommended for support by the Learning, Teaching and Enhancement Committee.

### **6 Entry to Degree Examinations**

- 6.1 Entries to the examination and any examination fee payable for a graduate award must be made in accordance with instructions issued by the Student Services department of the College.

- 6.2 Candidates are bound by the Regulations in force at the time of their entry to the examinations. Students enter for examinations annually.

## **7 Assessment**

### **7.1 Examination**

- 7.1.1 Schemes of examinations shall be prescribed in the individual Programme Scheme.
- 7.1.2 To be eligible for a Graduate award a candidate must satisfy the examiners in all parts of the examination prescribed for the programme. Unless otherwise specified in the individual Programme Scheme, a candidate must be examined in each course on the first occasion that the examination is held after the completion of that course.
- 7.1.4 For the award of the Graduate Diploma, examiners shall have the discretion to award a mark of merit or distinction to a candidate who has shown exceptional merit in the examination. Criteria for the award of merit or distinction shall be specified in the programme scheme.

### **7.2 Re-entry**

- 7.2.1 If a candidate fails or does not submit for a course for which he/she has entered, the examiners may determine that he/she on re-entry will not be required to repeat other courses which he/she may have already passed.
- 7.2.2 A candidate who does not at his/her first entry successfully complete the examination or part of the examination for which he/she has entered may, subject to the agreement of the Head of Department when such re-entry would involve further attendance at the College, re-enter that examination on **one** occasion. Unless otherwise specified in the individual Programme Regulations such re-entry will be at the next following examination except when the College has granted permission for a candidate to defer re-entry until the examination in a subsequent year.

### **7.3 Progression**

- 7.3.1 Eligibility to proceed from one year to the next for part time students shall be specified in the individual Programme Scheme.

## **8. Conditions of Admission to a Graduate Award**

8.1 To be admitted to an award, a candidate must:

- (a) have completed to the satisfaction of the College the programme of study prescribed in the Regulations for the particular award for which he/she is registered;
- (b) have been examined in all parts of the examination prescribed for the particular award for which he/she is registered and shown a competent knowledge in the examination as a whole.