



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

University Regulations

Integrated Master's Degree Supplement

September 2017

If you are enrolled on an Integrated Master's Degree, you should read the information below in place of Section 5 of the 'University Regulations: Undergraduate Student Guide'.

5 About your Programme of Study

5.1 Overview

This section is intended to provide you with a straightforward overview of the information contained in Chapter 6: 'Taught Award Regulations' and Chapter 7: 'Assessment: Taught Programmes' of the AQH. You should consult this document carefully since it sets out in detail the regulations that govern the assessment of your Programme of Study. However, you will also find it useful to refer to the condensed version below since this provides a clear and concise summary of the key aspects of the assessment framework.

All the University's degree programmes of study are modular. They consist of modules, which are units of study, each with its own level, credit rating and assessment requirements.

For full-time students enrolled on an Integrated Master's Degree:

- (i) Your Programme of Study consists of four academic levels, with Level 4 as the first year of study, Level 5 as the second year of study and Levels 6 and 7 in the third and fourth year of study.
- (ii) At each academic level you study modules appropriate to that level and, if you successfully complete the module, you will be awarded credits.
- (iii) Normally, modules are worth 10, 20, 30 or 40 credits.
- (iv) You will normally study 60 credits during each of the two semesters of the University year.
- (v) You need 480 credits for a degree. At least 120 of the credits must be at Level 7.
- (vi) The University recognises two models for Integrated Master's Degree programmes, either:
 - Model A: modules with a total credit value of 120 at each of Levels 4, 5 and 6 with an additional 120 credits at Level 7, or
 - Model B: modules with a total credit value of 120 at each of Levels 4 and 5, with 60 credits at Level 6 and 60 credits at Level 7, with an additional 120 credits at Level 7.

Unless otherwise stated in the Programme of Study Handbook, your Integrated Master's Degree will be Model A.

- (vii) To pass a module at Levels 4, 5 and 6 you must gain a mark of at least 40%. To pass a module at Level 7 you must gain a mark of at least 50%. You are required to attempt each component of the assessment associated with a module, and cannot pass a module without attempting every component of the assessment associated with the module.

- (viii) Midway through the academic year a Mid-sessional Examining Board will review your progress as a student and may make decisions on failed modules. You will receive a transcript of your marks from the University Registry. If the Mid-sessional Examining Board considers that you are not making satisfactory progress, you may be required to leave.
- (ix) At the end of the academic year a Progression/Award Board meets to consider all your marks from both semesters. You will receive a transcript of these marks from the University Registry. This Examining Board is called a Progression/Award Board because it decides on your 'progression' as a student from one level of study to the next, or, if you have completed studying at Level 7, decides your degree award.
- (x) To progress from one academic level to the next (i.e. move from Level 4 to Level 5 or Level 5 to Level 6 or Level 6 to 7) you must accumulate 120 credits and meet specific additional requirements for progression from Level 5 to Level 6 and from Level 6 to Level 7.
- (xi) In order to progress from Level 5 to Level 6 you must achieve an overall average of at least 50% for the best marks in at least 100 credits at Level 5.
- (xii) If you are on an Integrated Master's Degree Model A, in order to progress from Level 6 to Level 7 you must achieve an overall weighted average of at least 55% for the best marks in at least 100 credits at Level 5 and for the best marks in at least 100 credits at Level 6 (with Level 5 modules being given a weighting of 1 and Level 6 modules being given a weighting of 2).
- (xiii) Details of the specific additional progression requirements for the Integrated Master's Degree Model B are given in the relevant section of Chapter 6: 'Taught Award Regulations' of the AQH.
- (xiv) If you fail to meet the additional requirements for progression, you may be permitted to transfer to an appropriate Honours Degree or may be eligible for an exit award.
- (xv) If you are not permitted to progress from one level of study to the next or are required to leave, you have the opportunity to appeal against the Examining Board's decision. Full details of the procedure can be found in the *Academic Appeal Procedure* published in Chapter 13 of the AQH. This can be found on the University website.
- (xvi) All of your marks/grades are *provisional* marks until they are approved by a Progression/Award Examining Board.**
- (xvii) If you have successfully completed at least 40 credits of full modules in a Level you will normally be re-assessed in any failed modules, but in some cases the relevant Examining Board may decide not to allow you to be re-assessed. You can find important information about procedures in Chapter 6 of the AQH.
- (xviii) Module marks are rounded to the nearest whole number to calculate your overall weighted average and degree classification.
- (xix) You should always try and gain the highest marks of which you are capable. The University determines your final degree classification based on your 'exit velocity' as well as your performance over time. The actual classification that is awarded

is determined by calculating the final overall average mark by applying one of two classification methods. The method that is most beneficial to you is always used. The best marks in 100 credits are used, and so where the lowest mark occurs in a module with a credit rating of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value. How it works is described in Chapter 6 of the AQH. An illustrative example can be found below.

ILLUSTRATIVE EXAMPLE: INTEGRATED MASTER'S DEGREE

Method One – The Overall Weighted Average

The average mark for each level is calculated by taking the best marks in 100 credits for the level and multiplying the number of credits by the mark for each module, then adding to find the average for the level.

Level 5				Level 6			
Module	Credits,c	Mark,m	c x m	Module	Credits,c	Mark,m	c x m
SJED5001	20	65	1300	SJED6006	20	61	1220
SJED5003	20	60	1200	SJED6014	20	55	1100
SJED5012	20	62	1240	SJED6015	20	63	1260
SJSI5001	20	65	1300	SJSI6009	20	62	1240
SJSI5006	20	40	Not used	SJSI6011	20	40	Not used
SJSI5011	20	65	1300	SJSI6012	20	64	1280
Average	120 (100)		6340	Average	120 (100)		6100

Level 7			
Module	Credits,c	Mark,m	c x m
SJED7001	20	55	1100
SJED7003	20	50	Not used
SJED7012	20	65	1300
SJSI7001	60	56	3360
Average	120 (100)		5760

In calculating the final overall average mark, the Level 7 total is given a weighting of 3, the Level 6 total is given a weighting of 2 and the Level 5 total is given a weighting of 1.

Final overall average mark = $((3 \times 5760) + (2 \times 6100) + 6340) \div 600 = 60\%$ rounded to nearest whole number

Degree classification is 2(i)

Note: Division is by 600 because there are 100 credits at level 7 that are counted three times, 100 credits at Level 6 that are counted twice and 100 credits at Level 5, a total of $(3 \times 100) + (2 \times 100) + 100 = 600$.

Method Two – The Level 7 Average

The final overall average mark is calculated by taking the best marks in 100 credits for Level 7 and multiplying the number of credits by the mark for each module.

Level 5				Level 6			
Module	Credits,c	Mark,m	c x m	Module	Credits,c	Mark,m	c x m
SJED5001	20	65	Not used	SJED6006	20	61	Not used
SJED5003	20	60	Not used	SJED6014	20	55	Not used
SJED5012	20	62	Not used	SJED6015	20	63	Not used
SJSI5001	20	65	Not used	SJSI6009	20	62	Not used
SJSI5006	20	40	Not used	SJSI6011	20	40	Not used
SJSI5011	20	65	Not used	SJSI6012	20	64	Not used
Average	120			Average	120		

Level 7			
Module	Credits,c	Mark,m	c x m
SJED7001	20	55	1100
SJED7003	20	50	Not used
SJED7012	20	65	1300
SJSI7001	60	56	3360
Average	120 (100)		5760

Final overall average mark = $5760 \div 100 = 58\%$ rounded to nearest whole number

Degree classification is 2(ii)

Note: Division is by 100 because there are 100 credits at Level 7 that are counted.

In this case, Method One is most beneficial and so the actual classification is 2(i)

5.2 How do I choose my modules?

Programmes of Study are made up of core, compulsory and optional modules. Core modules must be passed before you can progress to the next level of study. Compulsory modules are modules you must take depending on your Programme of Study, but unlike a core module could potentially be condoned (see section 6.1). Optional modules are ones you choose from a list within the programme grid according to your own preference. Combinations of modules add up to form different Programmes of Study and Programme of Study handbooks explain the valid combinations of compulsory and optional modules for a particular Programme of Study.

It is very important that you consult with the appropriate member of staff (see section 5.8) and read the relevant Programme of Study handbooks to ensure that you are following an acceptable combination of modules. These handbooks also include any programme specific requirements that are not addressed elsewhere in this or in other general University documents.

5.3 What if I want to change a module or my Programme of Study?

You can only change programme or module following a discussion with your Programme Director and by completing the appropriate form (a Change of Programme Form). These are available from the Registry. These forms require the signed approval

of the appropriate Dean or Assistant Dean of Faculty and Programme Director(s). The form(s) must be returned to Registry after completion so that your academic details can be amended. Do not simply turn up to a different module or course believing attendance alone will change your Programme of Study status. Changes will not normally be permitted after the fourth week of a semester.

5.4 What if I want to change my mode of study?

Normally you may only change mode of study before commencing a level or at most 4 weeks after the start of a level of study. Requests for changing the mode of study from full-time to part-time, or vice versa within the normal timeframe, should be made on the appropriate form, available from the Registry. Any resulting changes to module selections should also be detailed on this form and approved by the Programme Director. Completed forms should be submitted to the Registry.

In exceptional cases, you may be able to request to change mode of study outside of the normal timeframe - partway through a level of study. You will need to check any funding implications of such a change and complete the appropriate form which is available from the Academic Office. A decision on your request will be taken by the University's Special Cases Committee. Full details of this process can be found in Chapter 13 of the AQH.

In the event that the request is approved, the Registry will update the time-limit for completion, and inform you of the decision in writing. The Registry will also inform the Finance Department in the event that a credit note and/or an invoice is required as a result of the change.

5.5 How much credit do I need?

You will need to gain 480 credits to qualify for an Integrated Master's Degree. The standard for these credits under Model A is normally:

120 credits at Level 4	120 credits at Level 5
120 credits at Level 6	120 credits at Level 7

The University uses the nationally agreed level descriptors framework. According to this framework, levels 1, 2 and 3 are used for academic study at Further Education level; levels 4, 5, 6, 7 and 8 are used for academic study at Higher Education level. This means that the modules studied in the first, second, third and fourth year of a full-time Integrated Master's Degree will be at levels 4, 5, 6 and 7 respectively.

Every modular system of assessment must ensure that it gives you adequate opportunities to acquire these credits. For full-time Integrated Master's students this normally means gaining 120 credits at the appropriate level in each of four years of study. Part-time students enrolled on an Integrated Master's Degree will have to gain exactly the same credits but over a longer period.

Full-time Integrated Master's students normally study modules with a total credit rating of 60 each semester.

The pass mark for every module at Levels 4, 5 and 6 is 40% and the pass mark for every module at Level 7 is 50%. Achieving a pass mark is one of the criteria that is required in order to be awarded the credits for a module. You must achieve 120 credit points at the end of each level in order to 'progress' to the next level. Further details regarding the structure of modular degrees are available in Chapter 6 of the AQH.

5.6 How long will it take to complete a module?

The length of time required to complete a module will be a function of your ability and your familiarity with the subject. It is not, therefore, possible to specify how much time and effort will be required in individual cases. However, programme documents will incorporate notional hours of 100 hours for a 10 credit module, 200 hours for a 20 credit module, etc.; the 'currency' being 1 credit per 10 hours of notional study. This represents the total study effort for a typical student to complete the module successfully. It includes all timetabled and non-timetabled learning activities, and contact time with tutors and lecturers, both in and away from the formal learning environment.

5.7 What is meant by Accreditation of Prior Learning?

New students can sometimes claim credit from courses that they have previously studied at higher education level; in this case they may make a claim for the Accreditation (or Recognition) of Prior Certificated Learning. Credit for an academic award which has already been made cannot normally be used as credit towards a new qualification. The amount of credit awarded will depend upon the value of the credit already acquired relative to the programme on which the student is currently enrolling. While there is no standard expiry date after which certificated learning cannot be recognised, a judgement will be made as to how appropriate it would be to recognise credit within the context of the particular subject area and it may be deemed that the certificated learning is out of date.

Other students may have acquired similar knowledge and skills during the course of their working life, or in pursuit of private interests, and in these cases they may be able to make a claim for the Accreditation of Prior Experiential Learning. To do this they would need to complete the Recognition and Accreditation of Learning (RAL) process.

Full details of this process can be found in Chapter 10 of the AQH. Credit awarded towards a qualification via the Accreditation of Prior Learning process may be conditional and time limited.

5.8 How will you keep me informed about my Programme of Study?

A specific member of staff is identified to take responsibility for the management of each Programme of Study. Their duties include responsibility for ensuring that you are enrolled for the correct Programme of Study and for keeping you informed of all Programme of Study details during your time at the University. Throughout this document, this member of staff is referred to as the Programme Director. Your Programme Director may contact you in a variety of ways. These may include via your University e-mail account, at lectures or seminars or via School and Faculty noticeboards within the Schools or our Virtual Learning Environment (VLE) system, Moodle (see section 10.3 for more information about Moodle).

Details of the Programme Director for each Programme of Study can be obtained from your Programme of Study Handbook, the Registry or from the Faculty Offices.

5.9 How do I access the timetable?

Students can access their timetable via our Virtual Learning Environment (Moodle). Timetables are also available during induction. Any questions or issues should be directed to your Programme Director.

In some subject areas, particularly those of a practical nature, there will inevitably be changes to the timetable over the course of the year. The University will do its best to ensure that you are informed of any changes to the timetable either in person or electronically via e-mail or the VLE as quickly as possible.