

Regulations for the Award of Graduate Certificates and Diplomas

REGULATIONS FOR PROGRAMMES LEADING TO THE AWARD OF GRADUATE CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION

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Regulations

1. Admissions Regulations
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Other Relevant Documentation

See the Quality Assurance Handbook for related information including:

- Assessment Policy
<https://my.sunderland.ac.uk/download/attachments/105484817/Assessment%20Policy%20v8.pdf?version=3&modificationDate=1531237357000&api=v2>
- Generic Assessment Criteria
<https://my.sunderland.ac.uk/download/attachments/105484817/Generic%20Assessment%20Criteria%20v5.pdf?version=2&modificationDate=1497861202000&api=v2>
- Accreditation of Prior Learning
<https://my.sunderland.ac.uk/display/AQH/Articulation>
- Appeals Procedure
<https://my.sunderland.ac.uk/download/attachments/105484836/Academic%20Appeals%20Process%20v5.pdf?version=1&modificationDate=1508841089000&api=v2>
- Procedures for Extenuating Circumstances
<https://my.sunderland.ac.uk/download/attachments/105484825/Regulations%20for%20Consideration%20of%20Extenuating%20Circumstances%20v7.pdf?version=2&modificationDate=1527682362000&api=v2>
- Student Conduct and Discipline
<https://my.sunderland.ac.uk/download/attachments/105484836/Student%20Disciplinary%20Procedure%20v1.pdf?version=3&modificationDate=1565359202000&api=v2>
- Academic Integrity and Misconduct
<https://my.sunderland.ac.uk/display/AQH/Academic+Integrity+and+Misconduct>

and links to external documentation including:

- Quality Assurance Agency (QAA) Framework for Higher Education Qualifications (FHEQ)
http://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf?sfvrsn=170af781_14
- Northern Ireland Credit Accumulation and Transfer System (NICATS) Level Descriptors
<https://my.sunderland.ac.uk/download/attachments/105582064/NICATS%20Extract.pdf?version=1&modificationDate=1499847085000&api=v2>

GRADUATE CERTIFICATE AND DIPLOMA

1. ADMISSIONS REGULATIONS

1.1 General Requirements for Admission to Graduate Certificate and Diploma Programmes

The minimum entry qualifications are specified in individual programme regulations but are generally

- (a) an Honours degree from a British University, or from the Council for National Academic Awards (CNAA) or a qualification deemed to be equivalent by the Programme Studies Board
and
- (b) where an applicant's first Language is not English, and where an applicant possesses qualifications other than those indicated in (a) above, evidence of Level 6 attainment in the International English Language Testing Scheme (IELTS) and/or a Teaching English to Speakers of Other Languages (TESOL) score of at least 550 and/or a pass in the University's own English Language Proficiency Test
- (c) such other qualifications or appropriate experience as the Programme Studies Board deems to be equivalent.

1.2 Direct Admission to a Programme with Advanced Standing

Applicants may wish to claim credit for prior learning against modules required within the programme. Such applicants may have:

- (a) certificated evidence of learning acquired by means of satisfactory completion of a programme of study of professional or vocational qualification
- (b) uncertificated personal experience which is susceptible to evaluation
- (c) a combination of both.

Assessment of such prior learning or experience may lead to the award by the Programme Board of Studies of credits prior to the commencement of study and admission with advanced standing.

1.3 Exemption from Specific Modules

- 1.3.1 Exemption may be granted, by the Programme Studies Board, from the study of any module on the production of evidence of appropriate certified qualifications or previous experiential learning. In the latter case, a formal procedure of accreditation will be instituted. A student who is exempted from the study of a module which forms part of his/her approved programme of study will normally be awarded the full number of credits for the module. Exemption will not normally be awarded for learning which has been used to gain admission to a programme.

- 1.3.2 The rules, regulations and procedures governing the Accreditation of Prior Achievement, by which students may gain admission to any module or programme level or part thereof, or be exempted from study on a programme on which he/she is already registered, may be found in the University's Quality Assurance Handbook.
- 1.3.3 A maximum of two-thirds of a programme may be awarded by APL. Such modules will not be graded and will not be taken into account when establishing a student's final award.

2. GRADUATE CERTIFICATE AND DIPLOMA ASSESSMENT REGULATIONS

2.1 Introduction

These regulations apply to the awards of Graduate Certificate and Graduate Diploma. They fall within the overall regulatory framework of the University's Regulations for Undergraduate Programmes which can be found in the Quality Assurance Handbook.

2.2 Structure and Definitions

2.2.1 Graduate Certificates and Diplomas are awards which are 'postgraduate in time but not in level' – that is, they are designed for students who have a first degree or equivalent but who have insufficient experience, particularly in terms of academic background, in the subject area concerned to undertake a programme at Level 7 (Masters). The programmes are therefore set at an exit level of Level 6, and may also include additional modules at lower levels to support students who are being introduced to a subject area for the first time. However the programme design can assume substantial experience of the generic skills typical of a graduate, such as study skills, intellectual skills, independent learning and time management, which will enable the student to engage successfully with a new subject area at Level 6.

2.2.2 The requirements for the awards as are follows:

	Total number of credits	Level of award	Number of credits at level of award	Note on credits
Graduate Certificate	At least 40 and no more than 60	Level 6	40	Credits may be offered within the programme at Level 4 and/or 5 provided that the total number of credits and the number of credits at the level of the award are adhered to.
Graduate Diploma	At least 80 and no more than 120	Level 6	80	Credits may be offered within the programme at Level 4 and/or 5 provided that the total number of credits and the number of credits at the level of the award are adhered to.

2.2.3 A Graduate Certificate will be offered as an exit qualification as of right to a student registered for a Graduate Diploma who fails to gain the Diploma but achieves the required number and level of credits for a Graduate Certificate. The name of the exit qualification shall be the same as that for the Graduate Diploma unless an alternative name is approved at programme validation and recorded as a programme-specific regulation. If an exit qualification at Graduate Certificate level is not to be available this must be approved at programme validation and recorded as a programme-specific regulation.

2.2.4 No other award within the undergraduate regulations may be offered as an exit qualification from a Graduate Certificate or Diploma programme.

2.2.5 A Graduate Certificate or Diploma may not form an exit award from another undergraduate degree programme or from a taught Master's programme.

2.2.6 These regulations do not apply to the PGCE which has its own specific regulations.

2.3 Assessment and Progression

2.3.1 Graduate Certificates and Diplomas are governed by the regulations for undergraduate programmes at the University of Sunderland for all aspects of assessment and progression, except that:

- a) most Graduate Certificates and Diplomas will not need to apply progression regulations as they will be studied as a single Stage of study. However in some programmes progression may be required from the Certificate to the Diploma phase. In such a case a formal progression decision must be made by a Programme Assessment Board at the end of the Certificate phase and students may not register for modules for the Diploma phase until they have passed all the modules required for the Certificate;
- b) Graduate Certificate and Diploma students may not trail a failed module;
- c) a Certificate or Diploma will be awarded with Distinction to a student who obtains a mean average of at least 70% in the level 6 modules taken.