

## Section C: Studying

### SDY1 Programme structure

This regulation applies to students at University of Plymouth sites of delivery and in all UK and international partnerships unless a non-standard regulation has been formally approved.

Students subject to immigration control should be aware that there may be additional restrictions on their progression. Information about current Tier 4 requirements is available from the [International Student Advice \(ISA\)](#).

- 1. Academic study for taught programmes, and for taught elements of research degree programmes, will be organised into modules, set out in terms of credits. Modules are normally 20 credits, although sizes may vary from 15 (postgraduate) or 20 (undergraduate) to 60 credits.**

Exceptionally, modules of 10 credits, normally delivered within one term/semester are allowed, but they must be justified in the approval documentation, discussed and agreed at the approval event and be approved as a non-standard format by the Quality and Standards Sub-Committee and the University Teaching, Learning and Quality Committee.

Any variation in module credits, other than modules included within the Professional Development Framework and co-curricular modules (e.g. Learning Through Volunteering/Student Ambassador Modules, each currently 5 credits at Level 4) will require exceptional approval by the Quality and Standards Sub-Committee.

- 2. The Level of a module is determined by the standard of work required to achieve the objectives of the module.**

#### Undergraduate programmes

- 3. The standard programme structure for an undergraduate award consists of a number of Stages, each of which is made up of 120 credits.**

A Stage is equivalent to one year of study for a full-time student.

- 4. A student may not study more than 120 credits in any one session without the specific consent of their programme leader. A full-time student may study no more than 140 credits in one session. A part-time student may study no more than 80 credits in one session.**

- 5. The credit weighting of undergraduate awards is:**

<b>a. Certificate of Higher Education</b>	<b>120 credits at Level 4 or above</b>
<b>b. Diploma of Higher Education</b>	<b>240 credits, of which at least 120 are at Level 5 or above</b>
<b>c. Diploma in Professional Studies</b>	<b>240 credits of which at least 120 are at Level 5 or above</b>
<b>d. Higher National Certificate</b>	<b>A minimum of 120 credits at Level 4</b>
<b>e. Higher National Diploma</b>	<b>240 credits of which at least 120 are at Level 5</b>
<b>f. Foundation Degree</b>	<b>A minimum of 240 credits of which at least 120 are at Level 5</b>
<b>g. Ordinary Degree</b>	<b>320 credits of which 80 are at Level 6 and a further 120 at Level 5 or above</b>
<b>h. Honours Degree</b>	<b>360 credits of which at least 120 are at Level 6, and a further 120 at Level 5 or above</b>
<b>i. Integrated Master's Degree</b>	<b>480 credits. At least 120 credits must be at Level 7, 120 credits must be at Level 6, and a further 120 credits at Level 5 or above</b>
<b>j. Graduate Certificate</b>	<b>A minimum of 60 credits at Level 6 or above</b>
<b>k. Graduate Diploma</b>	<b>A minimum of 120 credits at Level 6 or above</b>

Some Faculties may offer programmes at Level 0. These programmes will follow the standard undergraduate regulations, unless otherwise stated.

An HNC award may comprise a mixture of Level 4 and 5 credits only if it is industry-aligned and is not designed for progression to further study, particularly at Level 6.

A student registered for an Ordinary Degree may not take more than 80 credits at Level 6.

Some four-year undergraduate programmes may require completion of up to 480 credits.

The MArch programme consists of 120 Level 6 credits and 120 Level 7 credits.

A Graduate Certificate/Diploma may include modules at Level 7. Note also that admission to a Graduate Certificate/Diploma requires an undergraduate degree or equivalent.

The title(s) of the award(s) available within an undergraduate programme are specified in the appropriate programme definitive documents.

**6. New students will complete their module choices by the end of the first teaching week of the semester.**

**Continuing students will complete module choices before the end of the previous University teaching year.**

Students should inform the Faculty of any changes to module choices by the end of the first week of each semester. Enrolment on a new module will be approved only if:

- there are no timetable clashes; and
- the new module has capacity.

#### Postgraduate Taught Programmes

**7. The credit weighting of postgraduate taught awards is:**

<b>Postgraduate Certificate</b>	<b>a minimum of 60 credits</b>
<b>Postgraduate Diploma</b>	<b>a minimum of 120 credits</b>
<b>Masters (including MRes)</b>	<b>a minimum of 180 credits</b>

**8. Modules contributing to a postgraduate award will normally be Level 7.**

The Level of each module will be approved at the time of approval and in accordance with University guidelines.

- 9. Masters programmes will include a major project or dissertation module worth at least 40 credits, unless a non-standard regulation has been approved.**

The major project or dissertation module will involve sustained, independent and individual study, normally having some research basis. This may require students to study over the Summer vacation.

The dissertation module for an MRes programme will normally be worth at least 100 credits.

#### Postgraduate Research Programmes

- 10. Research students can be registered for the degree of:**

- (a) ResM - Research Master**

**An 18-month full-time (including 6 months writing up period) or 3 year part-time (including a 1 year writing up period) research degree. Must include a minimum of 40 taught Level 7 credits (specified in offer letter). According to individual needs, further credits up to a total maximum of 120 credits are permitted within a ResM. A ResM student can transfer to the PhD programme if specific conditions are met (See [Research Degrees Handbook](#)) and upon the successful completion of the Confirmation of Route process. If this is the case, the total registration period is indicated in (d) below. If a student transfers and continues to PhD, then the ResM degree will not be awarded. Students who do not complete either a ResM or PhD may be eligible for a PGCert or PGDip based on the completion of their taught modules.**

- (b) MPhil - Master of Philosophy direct**

**A 3 year full-time or 4 year part-time research degree (including a 1 year writing up period for full-time or part-time students.**

- (c) MPhil/PhD - Master of Philosophy with transfer possibility to Doctor of Philosophy**

**A 4 year full-time (including a 1 year writing up period) or 6 year part-time (including 2 years writing up period) research degree if successfully transferred to PhD.**

**(d) PhD – Doctor of Philosophy**

**A 4 year full-time (including a 1 year writing up period) or 6 year part-time (including 2 years writing up period) research degree once successfully transferred to PhD.**

**(e) Integrated PhD**

**A 5 year full-time degree (including a 1 year writing up period) or 7 year part-time (including 2 years writing up period) if successfully transferred to PhD, including an integrated set of taught M-level modules.**

**(f) MD – Doctor of Medicine**

**A 3 year full-time or 4 year part-time research degree at doctoral level available with the Peninsula School of Medicine and Dentistry for qualified doctors registered with the GMC and working in a clinical setting within the U.K (including a 1 year writing up period).**

**MD candidates can exceptionally apply to continue direct to the 2nd year of a PhD upon the successful completion of the Confirmation of Route process. If a student transfers and continues to PhD then the MD degree will not be awarded.**

**(g) Professional Doctorate - Doctor of Clinical Psychology (DClinPsy).**

**A 3 year full time (not available as part time) research degree. Please refer to the Regulatory Framework for Professional Doctorates.**

**(h) Professional Doctorates (EdD, DPA, DBA).**

**A 4 to 7 year part-time (not available as full time) research degree, (including an initial set of taught level 8 modules, depending on the programme).**

**11. The taught element of any postgraduate research degree will be managed through the regulations relating to postgraduate taught degrees.**

**12. All research degree students shall have at least two supervisors.**

**One of the supervisors shall be nominated as the Director of Studies. The Director of Studies shall be either a member of the academic staff of University of Plymouth, an approved member of the NHS who holds an associated University of Plymouth contract, or an approved member of staff at a Node centre.**

Research degree students will not normally have more than three supervisors.

Professional doctorate candidates may have only a single supervisor and / or personal tutor during the taught element of their programme of study.

Full details of the respective responsibilities of students, supervisors and Directors of Studies are set out in the [Research Degrees Handbook](#).

## **SDY2 Work Placements**

This regulation applies to taught students undergoing placements at University of Plymouth sites of delivery, and in all UK and international partnerships unless a non-standard regulation has been formally approved.

Students subject to immigration control should be aware that there may be additional restrictions on their progression. Information about current Tier 4 requirements is available from the [International Student Advice \(ISA\)](#).

The different types of placements are defined in the [glossary](#).

**1. While on placement, students are required to follow the University regulations, policies and procedures, and are also bound by the contract of the employer.**

In the unlikely event of a conflict between the University regulations and the employer's requirements, students should seek immediate advice from the Faculty about how to proceed.

Students should be aware that they remain bound by the [Student Code of Conduct and Disciplinary procedures](#) while on placement.

**2. The required length of a work placement for any named award will be set out in the programme documentation.**

- 3. If the placement lasts at least 26 full-time weeks (or the equivalent industry standard, as set out in the Programme Handbook), in uninterrupted blocks of at least 12 full-time weeks, students who successfully complete the placement will be awarded a Certificate with one of the following titles:**

**Certificate of Professional Experience  
Certificate of International Professional Experience  
Certificate of Work Experience**

**The Certificate may be awarded to a student who has or has not successfully completed the relevant programme.**

The Certificate may not be awarded for placements of under 12 uninterrupted weeks.

- 4. A student will be expected to have completed successfully the taught credits from their previous year's study before undertaking a placement.**

A student who has failed to complete all taught credits successfully may be allowed to continue with a placement as long as they complete referred assessment or examinations at the same time as all other students. The student should make sure that they are able to return to the University to take any referred examinations at the appropriate time, and employers should be made aware of this requirement.

Placements should not normally start before students are fully aware of any refer/repeat requirements. This will give students the opportunity to consider carefully whether or not to withdraw from a placement if they are required to repeat modules.

- 5. The method of assessment of the student's performance on placement must be set out in the programme documentation for the appropriate named award. The placement may be a prerequisite for entry into the subsequent Level but it is not assigned any formal credits.**

**6. Where the placement is a compulsory part of the programme, students who do not complete the placement successfully will be required by the Award Assessment Board to:**

**6.1 repeat the placement with another employer, or,**

**6.2 transfer to a programme without a compulsory placement, if available, or,**

**6.3 withdraw from the programme.**

Withdrawal from the programme should always be a last resort, when all other options have been exhausted.

### **SDY3 Study Abroad / Exchange**

This regulation applies to all taught students at University of Plymouth sites of delivery, and in all UK and international partnerships unless a non-standard regulation has been formally approved.

Students subject to immigration control should be aware that there may be additional restrictions on their progression. Information about current Tier 4 requirements is available from the [International Student Advice \(ISA\)](#).

The different types of Study Abroad and Exchange placements are defined in the [glossary](#).

Students can go on exchange during any year of their University of Plymouth programme if the programme structure permits. However, students wishing to go on exchange in the final year of their programme should be counselled about the significant weighting of the final year for their degree classification, before making the decision to go on exchange.

**1. For students going to another institution on exchange, the policies and procedures of the host institution will take precedence over those of University of Plymouth while the student is on exchange, where those policies and procedures relate to the individual module or assessment.**

**For students going to another institution on exchange, the policies and procedures of University of Plymouth will take precedence over those of the host institution in relation to a student exchange, where those policies and procedures relate to overall progression and / or award.**

**Incoming exchange students will follow University of Plymouth regulations, and will be treated as University of Plymouth students for the time they are on exchange.**



Policies and procedures relating to the individual module or assessment include extenuating circumstances, late submission of coursework, how to pass a module, religious observance, and examination and academic offences.

Policies and procedures relating to overall progression and / or award rules include how to pass a Level, compensation, referral and repeat, calculation of degree classification, and academic appeal.

Provision may need to be made for incoming exchange students who are required by their home institution to return to their home institution before the end of a module.

- 2. Where a programme requires students to study for a period in a credit awarding institution overseas, credits will be awarded for successful completion of relevant courses approved by the programme team.**

The definitive award documents will set out the number and level of credits to be awarded, the method for agreeing what successful completion is, any contribution of the credits to the award, and any conversion factors applied to the grades/marks.

- 3. If a period of study abroad is optional, the student will be awarded general credit for that exchange year, with all modules taken during the year to be marked on a pass/fail basis. Numerical marks awarded by the host institution will not be used in calculating the final degree classification.**

The weighting for a Level 5 exchange year will be carried forward to Level 6 when calculating the degree classification. For a three-year undergraduate programme, therefore, the weighting will be 1:0:9. For exchanges of one semester, the weighting will be 1:1.5:7.5, where the 1.5 is based on 60 credits at level 5 taken at the University of Plymouth.

## **SDY4 Religious Observance in Teaching, Learning, Research and Assessment**

The University community is committed, where reasonable and practical, to accommodating religious observance on campus and will consider adjustments to working and learning practices wherever reasonably possible in order to accommodate a more diverse community.

Students who need adjustments to their working and /or learning practices because of religious observance should consult the University's [policy](#) on Religious Observance in Teaching, Learning, Research and Assessment, together with the associated guidance.

## **SDY5 Study and Wellbeing Review**

The University is committed to supporting all students to fulfil their potential. Occasionally a student's circumstances or health may impact upon their own, or others', ability to fulfil that potential. Such cases will be considered under the University's [Study and Wellbeing Review policy and procedures](#).