



University of
St Andrews

Postgraduate Taught Senate Regulations

Document type	Policy
Scope (applies to)	PGT only
Applicability date	31/08/2023
Review / Expiry date	30/08/2026
Approved date	16/08/2023
Approver	Senate Policies
Document owner	Deputy Head of Education Policy and Quality
School / unit	Education and Student Experience
Document status	Published
Information classification	Public
EDI review/Equality impact assessment	None
Key terms	Academic policies/Assessment, examination and award/Senate regulations
Purpose	Senate regulations governing all postgraduate taught degrees.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	New postgraduate taught regulations following a significant overhaul.	Approved	Emmy Feamster, Deputy Head of Education Policy and Quality	03/08/2023

Postgraduate Taught Senate Regulations

All policies directly referred to in the Senate Regulations can be found via the [Governance Zone](#).

These regulations apply to all postgraduate degrees with taught elements, except for Doctoral degrees with taught elements. The regulations below include the MPhil (with taught elements) but not the MPhil (research).

In addition to the regulations set out below, the [Overarching Regulations](#) also apply.

Programmes and Programme Requirements

1. Postgraduate Certificates, Diplomas and Degrees shall be awarded to candidates who have gained the requisite credits within the allocated period described below in Table 1 and satisfied the fee requirement.

Table 1

Award	Credit Requirements	Minimum duration of study	Maximum duration of study
Postgraduate Certificate (For PGCAP, see annex 1)	60 , including at least 40 at 5000 level	1 Semester	Full-time: 2 semesters Part-time: 2 semesters Flexible: 24 months
Postgraduate Diploma	120 , including at least 90 at 5000 level	2 Semesters	Full-time: 12 months Part-time: 24 months Flexible: 48 months
MLitt, MSc, or MRes	180 , including at least 150 at 5000 level, and which includes a dissertation or equivalent	12 months	Full-time: 12 months Part-time: 29 months Flexible: 60 months
MPhil (with taught elements) or MFA	120 , including at least 90 at 5000 level plus a thesis of up to 40,000 words or equivalent	24 months	Full-time: 24 months Part-time: 48 months Flexible: 72 months

2. Students must earn at least 40 credits in each semester of full-time study, 15 credits in each semester of part-time study, or 15 credits in each academic year of flexible study.
3. The maximum duration of studies listed in Regulation 1 and the minimum credit requirements listed in Regulation 2 are institutional limits. The Assistant Vice-Principal (Provost) may approve a shorter maximum duration of study or a higher minimum credit requirement for individual programmes. In such cases, the alternative requirements will be set out in the approved programme requirements.
4. Students become eligible for an award from the University of St Andrews only if they have earned at least 50% of the credits contributing to the award in modules offered by the University, and satisfy the requirements set out in the [Advanced Standing Credits](#) policy and [Recognition of Prior Learning](#) policy.

5. The minimum duration of study indicated in Table 1 above may be reduced where Advanced Standing Credits or Recognition of Prior Learning have been granted.
6. A student may not enrol in a module without having fulfilled the published pre-requisite(s), except with permission of the relevant Head of the School or delegated authority.

Assessment and Progression

7. For each credit-bearing module, students shall be assessed in accordance with the University's approved Assessment policies.
8. A student's progress will be regularly monitored. In cases where progress and/or engagement raise concerns, actions and consequences will follow as described in relevant policies, including [Academic Alerts](#), [Early Academic Intervention](#), and the [Student Absence](#) policy.
9. No student who has been absent from a module for more than two consecutive weeks or more than 10 consecutive teaching days, or a total of 15 non-consecutive teaching days shall be permitted to continue in that module, save in exceptional circumstances and with the consent of the Assistant Vice-Principal (Provost). For students studying primarily online, this regulation will not apply but engagement with mandatory elements as defined in School and/or programme handbooks is expected; failure to engage as required may result in the student being prevented from continuing in that module, save in exceptional circumstances and with the consent of the Assistant Vice-Principal (Provost).
10. Students whose progress at overall degree level gives cause for concern will be subject to the [Early Academic Intervention](#) policy or (for MPhil (with taught elements) or MFA students) the [Progress Review and Termination of Studies for Postgraduate Research Students](#) policy.
11. Students who fail to satisfy the requirements of a module by failure to submit work within stipulated deadlines and after due warning, or who have been absent from the teaching of a module for 2 continuous weeks, shall, save in exceptional circumstances and with the permission of the Assistant Vice-Principal (Provost), have forfeited the right to continue to attend the module, and may be required either to take [leave of absence](#) or to terminate their studies at any time of the year.
12. The University may terminate a student's studies in cases where progress is unsatisfactory due to a student's failure to meet the minimum requirements for their programme as set out in Regulation 2.
13. Students shall be awarded a grade for a module provided they satisfy the rules set out in [Assessment Policies and Procedures](#).
14. A student may be offered an exit award if they discontinue their studies before completing the requirements for their intended programme, provided they have satisfied the requirements for the award offered, as listed under Table 1 of these Regulations.
15. Where a student fails to meet the programme requirements, they may be offered the option to re-register to a different programme or offered an exit award if so qualified.
16. A student may request to re-register to a different postgraduate degree in accordance with the [Postgraduate Change of Registration](#) policy.

Final Module in an MLitt, MSc, or MRes

17. The final module for an MLitt, MSc, or MRes will consist of 60 credits and can be in the form of a dissertation, project, portfolio or other comparable type of independent learning or research that shall be approved in accordance with the policy on [Module and](#)

[Programme Approval](#) and conducted, supervised, and assessed in accordance with the [Final Module in a PGT Programme](#) policy.

18. The assessment shall be submitted no later than the end of the prescribed period of study for the programme as set out in Table 1 of these regulations. Exceptionally, with the permission of the Assistant Vice-Principal (Provost), a candidate may be permitted a further period of up to three months beyond the reporting deadline in which to submit the assessment for the final module.
19. The final assessment for a MLitt, MSc, and MRes shall be assessed by at least two internal examiners.
20. There is no right to re-assessment for the final module in a MLitt, MSc, and MRes programme.

Awards and classification for wholly taught postgraduate programmes

21. Schools shall, in accordance with the [Assessment Policies & Procedures](#) and the [policy on External Examining \(UG & PGT\)](#), convene module boards to consider reports of the examiners. Thereafter, Schools shall recommend to the Assistant Vice-Principal (Provost) that either: either:
 - a. The intended degree be awarded; or
 - b. An exit award be offered where the candidate has not reached the required standard for their intended degree but is eligible for an alternative award.
22. The Assistant Vice-Principal (Provost), once satisfied that all the requirements of the Regulations have been observed, shall convey the recommendation of the School to the Senatus Academicus.
23. The outcome classifications of Distinction, Merit, or Pass may be awarded. Degree classifications will be calculated in accordance with the [Classification policy](#).

Presentation of the Research component in an MPhil or MFA

24. The final submission is expected to constitute an original contribution to knowledge consistent with what may be reasonably expected after one year of full-time research. It should be clearly written, well-argued and should indicate a satisfactory knowledge of the field. In most programmes the final submission will be in the form of a thesis. The thesis should give evidence of the candidate's capacity for independent research.
25. Within any programme approved by the Assistant Vice-Principal (Provost), a different form of assessment which has equivalent academic standing may replace the thesis. Details of such alternatives will be set out in the programme requirements.
26. In exceptional circumstances the Assistant Vice-Principal (Provost) may give permission for the thesis to be presented in a different medium.
27. The submission shall be in English. In exceptional circumstances the Assistant Vice-Principal (Provost) may give permission for another language to be used.
28. The maximum length of the thesis is 40,000 words, excluding the abstract and bibliography.
29. Reprints of published papers are not permitted in a theses, but work previously published by the student may be incorporated in the thesis as described in the [Assessment of Postgraduate Research Students](#) policy.
30. If contributions from multiple authors and/or researchers are included in the submission, the candidate must acknowledge that contributions of others and indicate the level of contribution in the three critical areas of conception, execution and writing.
31. An abstract of up to 300 words in English must be included with the submission.

32. The introduction of the thesis shall be prefaced by:
- a. a declaration that the thesis has been composed by the candidate, and that the work of which it is a record has been done by that candidate, and that it has not been accepted in any previous application for any degree;
 - b. a statement of the date of the candidate's admission as a research student;
 - c. a statement by the supervisor that the Regulations have been fulfilled;
 - d. a statement of access or embargo to the thesis;
 - e. where a third party has been utilised to correct the written language in the thesis, a statement indicating that such assistance has been used.

Examination of the Research component in an MPhil or MFA

33. The assessment of the research component consists of a thorough review of the final submission, followed by an oral examination where required or deemed necessary by the committee. Assessments shall be conducted in accordance with the [Assessment of Postgraduate Research Students](#) policy.
34. The examining committee may waive the requirement for an oral examination if it is the unanimous opinion of the examining committee that the thesis or portfolio be accepted.
35. The examiners shall recommend to the Assistant Vice-Principal (Provost):
- a. That the thesis be approved and the intended degree awarded with no corrections; or
 - b. That the thesis be approved and the intended degree awarded, subject to the making of any purely typographical corrections or revisions; or
 - c. That the thesis be approved and the intended degree awarded, subject to minor corrections to be completed within a period of three months; or
 - d. That the thesis not be accepted in its present form but that the candidate be given the opportunity to revise and resubmit a corrected thesis within a period of six months; or
 - e. That the thesis is not of sufficient merit for the intended degree, but that the candidate has met the requirements for and should be offered an MLitt, MSc or Postgraduate Diploma; or
 - f. That the thesis be rejected and no award made.
36. Where corrections are requested following an initial examination, the correction period will start only once the candidate has been informed of the decision of the examining committee.
37. In exceptional circumstances, or for students studying part-time, an extension to the period permitted for corrections may be approved by the Assistant Vice-Principal (Provost).
38. The convenor of the examining committee is responsible for reviewing and accepting minor revisions which do not require a candidate to resubmit the thesis.
39. The Assistant Vice-Principal (Provost), once satisfied that all the requirements of the Regulations have been observed, shall convey the joint recommendation of the examiners to the Senatus Academicus.
40. The candidate shall, unless previously agreed, provide an approved electronic copy of the final thesis in an approved format to the University Library.

Resubmission of MPhil and MFA

41. Where students are required to revise and resubmit their thesis, they shall be permitted a maximum word limit of 45,000 words.

42. On resubmission of the thesis and payment of the appropriate fee, the examining committee shall be reconvened and a further examination conducted. The examining committee may waive the requirement for an oral examination if it is the unanimous opinion of the examining committee that the thesis be accepted.
43. If an oral examination is required, the Assistant Vice-Principal (Provost) may recommend the appointment of an appropriate neutral third-party observer.
44. If the original examining committee cannot be reconvened, the Assistant Vice-Principal (Provost) shall have the power to appoint a new committee to examine the thesis.
45. The examiners shall recommend to the Assistant Vice-Principal (Provost):
 - a. That the thesis be approved and the intended degree awarded, subject to the making of any purely typographical corrections if required; or
 - b. That the thesis be approved and the intended degree awarded, subject to minor corrections to be completed within three months; or
 - c. That the thesis is not of sufficient merit for the intended degree, but that the candidate has met the requirements and should be offered an MLitt, MSc or Postgraduate Diploma; or
 - d. That the thesis be rejected and no award made.

Annex 1: Postgraduate Certificate in Academic Practice

For individuals pursuing a postgraduate certificate in Academic Practice (PGCAP), the following exceptions to the regulations listed above will apply.

1. All modules are offered as pass/fail only.
2. The award will have no classification.
3. Students will have up to 4 years to complete the certificate.
4. For Postgraduate Research students, engagement with PGCAP will not be considered an instance of simultaneous multiple registration.

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1.0	New postgraduate taught regulations following a significant overhaul.	Approved	Emmy Feamster, Deputy Head of Education Policy and Quality	03/08/2023