

London School of Theology

Postgraduate Taught Programme Regulations (including for those programmes being taught-out)

Group Responsible for policy and review process:	Academic Board
Executive Team member responsible:	Academic Secretary/Director of Academic Services
Date last approved:	March 2022
Ongoing review:	Every 36 months
Review consultation:	ASDAS, Academic Dean, Programme Boards
Date of next review:	March 2025

1. **General**

1.1 These Regulations are to be interpreted in the context of the Middlesex University Regulations.

2. **Programme delivery and duration**

2.1 Postgraduate Taught (PGT) programmes are delivered on-campus, online and blended and full-time or part-time with the exception of the MA Biblical Studies (MABS) which is delivered only part-time, online.

3. **Marking scheme and compensation**

3.1 PGT programmes use the LST M Level Marking Criteria. The marking criteria scheme is divided into the following bands:

3.1.1 Distinction: 70-100

3.1.2 Merit: 60-69

3.1.3 Pass: 40-59

3.1.4 Marginal fail: 35-39 (requires re-assessment at second sitting; compensatable after re-assessment)

3.1.5 Fail: 30-34 (requires re-assessment at second sitting or re-enrolment)

3.1.6 Serious fail: 0-29 (requires re-assessment at second sitting or re-enrolment)

3.2 Optional modules may be compensated if a mark of between 35 and 39 is achieved after re-assessment, up to a maximum of 20 credits.

3.3 Core modules (including the dissertation module) will not be compensatable.

4. **Assessment of work**

4.1 **Marking:** Assessed work is first marked, normally by the faculty member who set the assessment task(s). Marks are then internally moderated by a second suitably qualified marker, who will look at all fails, distinctions and a sample of other scripts (in total, the second marker will inspect at least 10% of or at least 10 scripts for each assessment). The work is then externally moderated by the External Examiner who has access to all scripts.

4.2 **Word Limits:** Where an assessment task has a word limit, this is a maximum; it includes footnotes, but not bibliography, title page, abstract or plan. Students must declare the word count in writing on the Assessment Title Page of their work. Word limits given for written assessments are the maximum permitted. Markers will not assess any words above the word limit.

4.3 **Submission of work:** Assessed work must be submitted in accordance with the guidelines as laid out in the Programme Handbook in regard to submission method, format, place and time. A correctly completed Assessment Title Page must accompany each piece of assessed work that is submitted.

4.4 **Late Submissions:** Any assessment submitted after the due date and time, without an approved extension for extenuating circumstances, will result in an NS being given for Non-Submission; this scores a non-compensatable fail grade of 0.

5. **Module assessments**

5.1 A module will be successfully passed if a student achieves an aggregate grade of 40 unless the module narrative states otherwise.

- 5.2 When a module is failed, the student is permitted one re-assessment, for each assessment element.
- 5.3 All module marks, including fails, have to be confirmed by the Programme Assessment Board. Re-assessment requires that the student complete a new piece of work. It must address a different question than the original failed piece of work. All re-assessed work will be capped at a mark of 40.

6. MA Assessment Board

- 6.1 Assessment Boards comprise all faculty members engaged in teaching or marking on the programme, together with the Middlesex University Link Tutor, Academic Dean, Programme Leader, ASDAS, and the External Examiner. The Academic Dean normally chairs the Assessment Board, though this may be delegated.
- 6.2 External examiner(s) are appointed and serve for a period normally not longer than four years; they have access to all assessed work and shall approve all assessment and re-assessment questions as well as dissertation titles.
- 6.3 The function of an Assessment Board is to:
 - 6.3.1 Approve marks awarded in the assessment of the programme learning outcomes.
 - 6.3.2 Recommend whether a student may proceed to the next stage of the programme (including the requirement where necessary to repeat of one or more assessment tasks).
 - 6.3.3 Confirm the final award, including the class of degree to be awarded (Pass, Merit, Distinction).
 - 6.3.4 Confirm an exit award.
- 6.4 In implementing these Regulations, the Assessment Board has discretion to make allowance for a student's overall standard of achievement where one or more of the following applies:
 - 6.4.1 It is agreed that strict interpretation of a particular Regulation would cause serious injustice to the student.
 - 6.4.2 The student is just below a borderline.
 - 6.4.3 Evidence of approved valid extenuating circumstances has been presented to the Board.
- 6.5 In the case of a re-assessed Dissertation, the Chair of the Assessment Board may require a student to submit to an oral (*viva voce*) examination, prior to the meeting of the Assessment Board, on the subject of their Dissertation as part of the reassessment process. Normally an external examiner and an internal marker of the Dissertation will conduct the viva.
- 6.6 In this case the Assessment Board has discretion to classify the degree on the basis of the Dissertation alone.

7. Academic integrity and misconduct

- 7.3. Cases of possible academic misconduct are dealt with using LST's Academic Integrity and Misconduct Policy and Procedure.

8. Progression and award

- 8.3. In order to take the Dissertation Module, a student must successfully pass the Core Modules (and 60 credits of optional modules). Any assessment element that is not passed can be re-assessed once only.
- 8.4. The Assessment Board may require students who, after re-assessment, have not met the requirements of the programme:
 - 8.4.1. To withdraw from the programme; in this case, an 'exit' award may be granted, depending on credits gained;
 - 8.4.2. To re-register for modules totalling a maximum of 40 credits (including any modules with marginal fails);
 - 8.4.3. To substitute another module(s) for the failed module(s), if the module is compensatable, up to a maximum of 20 credits of substitution;
 - 8.4.4. In exceptional circumstances, to re-enrol in the programme from the beginning (once only).
- 8.5. A student may be permitted to be re-assessed in assessment failures, subject to the following restrictions:
 - 8.5.1. Only one re-assessment shall be permitted for each assessment element. The re-assessment due date and time shall be decided by the Module Tutor concerned in consultation with the Programme Leader and notified to the student concerned by the Programme Administrator.
 - 8.5.2. The student's transcript will show that the mark was achieved on re-assessment. All re-assessments shall be due in time for consideration at the relevant Assessment Board meeting.
 - 8.5.3. Re-assessments will be capped at grade 40.
- 8.6. In cases of illness or other valid extenuating circumstances affecting a student's performance, the Assessment Board has discretion to modify the foregoing requirements.
- 8.7. The Assessment Board meets twice each calendar year and informs, within 7 days of meetings, in writing each student of the Board's decisions.

Award of Postgraduate Certificate

- 8.8. In order to be eligible for the award of Postgraduate Certificate the student must have passed all compulsory modules and the required number of optional modules (60 credits overall) except that compensation may apply. Re-assessment elements will be capped at grade 40.
- 8.9. The award of Postgraduate Certificate does not carry a degree classification.
- 8.10. In cases of illness or other valid extenuating circumstances affecting a student's performance, the Assessment Board has discretion to modify the foregoing requirements.

Award of Postgraduate Diploma

- 8.11. A Postgraduate Diploma may be awarded to a student who wishes to exit the MA Programme without completion of Part 2 (dissertation), or it may be awarded to a student who has, after re-assessment, only successfully completed 120 credits. A Postgraduate Diploma may also be awarded to a student who has enrolled on that programme and has successfully completed the required number of credits.
- 8.12. In order to be eligible for the award of Postgraduate Diploma the student must have passed all compulsory modules and the required number of optional modules (120 credits overall).
- 8.13. The award of Postgraduate Diploma does not carry a degree classification.
- 8.14. In cases of illness or other valid extenuating circumstances affecting a student's performance, the Board of Examiners has discretion to modify the foregoing requirements.

Award of MA

- 8.15. In order to be eligible for the award of the MA a student must achieve a pass in all modules (totalling 180 credits), except that marginal Fails (grade 35-39) after re-assessment, totalling up to 20 credits, may be compensated (please see Section 3).
- 8.16. An MA Award may be classified as Merit or Distinction if the following is achieved:
 - 8.16.1. Merit: The Dissertation must gain a merit (60-69) and 50% or more of the remaining credit must be at merit level or above (60-69) and no more than 25% of total credit may be poorer than a pass.
 - 8.16.2. Distinction: The dissertation must gain a distinction (70-100) and 50% or more of the remaining credit must be at distinction level or above (70-100) and no more than 25% of total credit may be poorer than merit level.
 - 8.16.3. If either a Merit or Distinction is on the border line, then the Assessment Board has the power to make the Award it believes to be in keeping with the student's overall grade profile in the circumstances.