Taught Postgraduate Programme Regulations
(Including Teaching Qualification in Further Education UG)

Revised September 2019
(Operational from academic session 2019/20)
1. **INTRODUCTION**

These Regulations specify the minimum requirements the student must meet in terms of: admission; academic requirements including progression, attendance and participation, withdrawal, and termination of studies; assessment; and programme management. The Programme Handbook provides additional guidance to support students.

Please note that additional requirements may operate for individual programmes. These can be found in the appropriate Programme Handbook.

This document must be considered alongside the [University Assessment Policy for taught provision](#) and the [Student Terms and Conditions for 2019/20](#).
2. **ENTRANCE REQUIREMENTS**

2.1 In order to be admitted to a programme the student will be required to have obtained entrance qualifications as determined and approved by the School Board, taking account, where necessary, of any requirements specified by an appropriate professional body. Entrance qualification requirements are specified annually in University publicity materials. If at any time during studies the student is found to have provided false information about the qualifications presented for admission to the programme, studies may be terminated. (See Regulation 3.4).

2.2 Appropriate qualifications and/or experience may entitle the student to admission to an advanced year of the programme. Advanced entry admissions decisions are made by the School in accordance with the University and School Policy and Guidance on Recognition of Prior Learning.

2.3 In order to be admitted to a programme which is professionally accredited the student will be required to satisfy the requirements of the Police Act 1997, Part V. This requires the student to register for the Scottish Government Protecting Vulnerable Groups Scheme. If the student does not meet the requirements of the School or any appropriate professional body in respect of criminal record disclosure, studies will be terminated. (See Regulation 3.4).

2.4 If the student is required to have obtained registered status with a professional body in order to be admitted to the programme, the student will be required to retain registered status for the duration of studies. If the student loses registered status, studies may be terminated. (See Regulation 3.4).

2.5 Students shall be required to matriculate in each year of study and pay the required fee.
3. ACADEMIC REQUIREMENTS - GENERAL

3.1 General progression requirements

3.1.1 Master’s Programmes

In order to progress or to complete a programme and become eligible for an award, the student must satisfy the Board of Examiners that they have met the minimum accumulated credit requirements for the programme as outlined in the appropriate table on page 5.

Master’s Degrees: At least 180 credits of which a minimum of 150 at SCQF level 11
Postgraduate Diploma: At least 120 credits of which a minimum of 90 at SCQF level 11
Postgraduate Certificate: At least 60 credits of which a minimum of 40 at SCQF level 11

3.1.2 Professional Graduate Diploma of Education (PGDE)

In order to progress or to complete a programme and become eligible for an award, the student must satisfy the Board of Examiners that they have met the minimum accumulated credit requirements for the programme as outlined in the appropriate table on page 5.

Professional Graduate Diploma: At least 120 credits all of which must be at SCQF level 10

3.1.3 Teaching Qualification in Further Education (TQFE)

In order to progress or to complete a programme and become eligible for an award, the student must satisfy the Board of Examiners that they have met the minimum accumulated credit requirements for the programme as outlined in the appropriate table on page 5.

TQFE Undergraduate: At least 60 credits all of which must be at SCQF Level 9
TQFE Postgraduate: At least 60 credits all of which must be at SCQF Level 11
<table>
<thead>
<tr>
<th>Programme</th>
<th>Master of Education (all pathways)</th>
<th>MSc Community Learning &amp; Development (Full Time)</th>
<th>MSc Educational Psychology</th>
<th>MSc Leadership &amp; Innovation</th>
<th>MSc Social Work</th>
<th>PGDE (Primary &amp; Secondary), PGCE Supported Induction Route, PGDE Partnership Induction Model</th>
<th>Teaching Qualification in Further Education - UG &amp; PG</th>
<th>MSc Advanced Social Work Studies</th>
</tr>
</thead>
</table>
| Entrance Requirements | Distance Learning | Distance Learning | Full-Time | Full-Time | • A degree  
• Minimum period of two years’ experience in an appropriate practice setting | Full-Time | PGDE Primary  
PGDE Secondary: Chemistry  
Dual Qualification English  
Home Economics Maths  
Physics  
PGCE SIR  
PGDE PIM:  
• An Honours Degree at 2:1 or above (PGDE PIM route)  
• SCE Higher Grade English C  
• Standard Grade Mathematics at Credit Level 1 or 2, National 5 at grade C, Intermediate 2 Mathematics at grade C or above or an acceptable equivalent | UG (UK) UG (International)  
PG (UK & International) | Full-Time |
<p>| | Distance Learning | Distance Learning | Full-Time | | | | | |
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<table>
<thead>
<tr>
<th>Mode of Delivery</th>
<th>Part-time Distance Learning and Full-time Campus Based</th>
<th>Part-time Distance Learning and Full-time Campus Based</th>
<th>Full-time Campus Based</th>
<th>Full-time Campus Based</th>
<th>Full-time Campus Based</th>
<th>PGDE (P/S) Part-time - blend of Distance and Campus Based</th>
<th>Full-time Distance Learning</th>
<th>Full-time Campus Based</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits per year</td>
<td>Part-time Distance – 60-120 credits Full-time - 180 Credits</td>
<td>Part-time Distance - 60 - 120 credits Full-time – 180 Credits</td>
<td>180 credits – two year programme</td>
<td>Full-time – 180 Credits</td>
<td>90 credits – two year programme</td>
<td>120 credits</td>
<td>60 credits</td>
<td>180 Credits</td>
</tr>
<tr>
<td>Accreditaton Body</td>
<td>n/a</td>
<td>If particular route taken CLD Standards Council</td>
<td>n/a</td>
<td>Scottish Social Services Council</td>
<td>The General Teaching Council Scotland</td>
<td>Scottish Government and General Teaching Council Scotland</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Practice</td>
<td>No</td>
<td>Yes, if particular route taken</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Attendance</td>
<td>Part-time Distance - Not monitored Full-time – Attendance or participation in any module (must be above 80%)</td>
<td>Part-time Distance - Not monitored Full-time – Attendance or participation in any module (must be above 80%)</td>
<td>Not monitored</td>
<td>Full-time – Attendance or participation in any module (must be above 80%)</td>
<td>Attendance or participation in any module (including practice) must be above 80%</td>
<td>Attendance or participation in any module (including practice) must be above 80%</td>
<td>Not monitored</td>
<td>Attendance or participation in any module (including practice) must be above 80%</td>
</tr>
<tr>
<td>Protecting Vulnerable Groups</td>
<td>n/a</td>
<td>n/a</td>
<td>Satisfy the requirements of the Police Act 1997, Part V. and registration for the <a href="#">Scottish Government PVG Scheme</a></td>
<td>n/a</td>
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<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>
3.1.4 Full time students, the maximum period of study for any exit award is one year more than the minimum period of study specified for that award.

3.1.5 Part-time students, the maximum period of study for any exit award is two years more than the minimum period of study specified for that award.

Part-time students who have been granted credit on the basis of RPL, the maximum periods of study will vary accordingly and will be worked out on a pro-rata basis.

3.1.6 If students do not meet the requirements of Regulations 3.1.1 to 3.1.5, studies may be terminated. (See Regulation 3.4).

3.1.7 The award given will be the highest level of award to which the total accumulated credit entitles the student at the end of studies. Students may receive an exit award only upon completing studies and leaving the School.

3.1.8 If on completion of studies the student is in debt to the University or has failed to return library books or teaching resources, they will not be permitted to graduate.

3.2 Attendance and Participation (MSc Social Work, PGCE, PGDE, Advanced Social Work Studies, MSc Leadership & Innovation (Full-Time), MSc Community Learning & Development (Full-Time))

3.2.1 If attendance or participation in any module or period of practice is deemed by the School to be unsatisfactory, normally below 80%, progress will be considered by the Board of Examiners. If attendance is deemed unsatisfactory prior to commencing practice, the Board of Examiners will consider this progress also. In some cases, students may not be permitted to progress under Regulation 3.1.1. Students must comply with the University’s Attendance Monitoring Policy.

3.3 Withdrawal, Temporary Absence and Discounted Periods of Study

3.3.1 Students may withdraw temporarily from studies for a period of up to two years by obtaining the prior written approval of the Programme Director*. This is normally granted for up to 12 months at a time. The Programme Director will determine the terms under which they will be allowed to resume studies.

3.3.2 Periods of absence for which temporary withdrawal approval is obtained are discounted for the purposes of Regulations 3.1.2 and 3.1.3.

3.3.3 Full-time students who are granted temporary withdrawal; will normally be required to recommence the year during which they withdrew. Students will not normally, during that repeat year, be required to repeat any modules or periods of practice which they have already completed and for which credit has been awarded.

3.3.4 Full-time students who are absent from studies for a period of 6 weeks or more and have not had the period of absence approved as required under Regulation 3.3.1, may have their studies be terminated. (See Regulation 3.4).
3.3.5 If a part-time student is deemed by the Programme Director not to have engaged with studies for a period of 12 weeks (for example, through non submission of assessments, not responding to University emails or participating in Virtual Learning Environment activities) and have not had the period of absence approved as required under Regulation 3.3.1, their studies may be terminated. (See Regulation 3.4).

3.3.6 If a full-time student is absent for a period of over 6 weeks without approval under Regulation 3.3.1 and the absence is due to medically certified illness, students may be permitted to seek retrospective approval for a discounted period of temporary withdrawal. Any absence should be reported by the student supported by either a self-certification form available from the university website (for absence up to a maximum of 7 days) or by a GP medical certificate (for absence greater than 7 days).

3.3.7 Students may withdraw permanently from studies by informing the Programme Director in writing of their wish to withdraw. The Programme Director will inform the Board of Examiners of the request.

* Please note the following with regard to any reference to Programme Director in Section 3.3 - for the Master of Education programme, this function is carried out by the MEd Co-ordinator. For the PGDE and PGCE programmes, this function is carried out by the ITE Academic Lead

3.4 Termination of Studies

3.4.1 Postgraduate Boards of Examiners (including TQFE UG) will make appropriate decisions, as normal, about students’ progression.

3.4.2 Where failure of a module(s) deems the end of a student’s studies then the student will have a right of appeal through the University of Dundee Postgraduate Appeals Procedure. Should the Board of Examiners decide to terminate studies students may appeal this decision. Students will be advised of this outcome and how to appeal. Appeals should be made following the University’s Postgraduate Appeals Procedure. See https://www.dundee.ac.uk/governance/university-calendar/higher-degree-general-regulations/pg-appeals/.

3.5 Suspension of Studies

3.5.1 Criminal Charges: Students are required to inform the School Manager of any criminal charges which are made against them whilst a student. Failure to do so may result in the suspension of studies.

3.5.2 Conduct: If student conduct, either on or off University premises, is deemed by the School to be unsatisfactory, they may be suspended from studies at any time. If required, the School Fitness to Practise Committee may be convened to consider issues of conduct.

Unsatisfactory behaviour is defined as any serious, unprofessional behaviour, which, in the opinion of the Dean, may adversely affect clients, service users, other students, teaching staff or the reputation of the University.
The University has a responsibility to ensure that students studying towards a professional qualification are fit to practise in their chosen profession. The University must not graduate students where fitness to practise concerns have been raised or are under consideration.

The University has a process to identify and deal with students whose fitness to practise may be impaired.

A student’s fitness to practise may be impaired by one or more of the following:
- misconduct;
- professional incompetence;
- a health issue.

Students should familiarise themselves with the University Procedure.

3.5.3 If studies are suspended under Regulation 3.5.1 or 3.5.2, the Dean will, within 10 working days, either re-admit the student to studies with immediate effect or institute proceedings under the University’s Student Discipline Ordinance 40 and relating Student Discipline Procedure.

3.5.4 In addition to Regulations 3.5.1 and 3.5.2, the student may be liable to the disciplinary procedures of the professional body under which the programme is professionally validated or those of the agency or institution in which they are undertaking practice.

3.5.5 Where the Dean does not apply his/her powers under Regulation 3.5.1 or 3.5.2, the Dean or other Authorised Officer may directly institute proceedings under the University’s Student Discipline Ordinance 40.
4. ASSESSMENT

4.1 The method of assessment in each module (including practice) and the requirements for completing the module will be determined by the examiners for that module and approved by the School Board.

4.2 If the student passes a module, they will be awarded the credits for that module.

4.3 If the student fails a module they may be reassessed once (2nd attempt) by such means that the Board of Examiners decide is appropriate.

4.4 If the student fails a single resubmission or retrieval the Board of Examiners may, in exceptional circumstances and taking account of mitigating circumstances presented, use its discretion to allow a further resubmission or retrieval of that module (3rd attempt).

4.5 In assessing students’ individual module performance and in determining students’ award classification i.e. Merit or Distinction, the Board of Examiners will take all relevant circumstances into account.

4.6 If, through disability, the student is unable to be assessed by the usual methods specified for the programme, the methods may be varied. Students should refer to section 2.7 of the University Assessment Policy for further information.

4.7 Incidents of suspected plagiarism and academic dishonesty are dealt with under the relevant University Senate regulations. See https://www.dundee.ac.uk/governance/dca/discipline/plagiarism/.

4.8 Explicit criteria for prizes and letters of commendation are required to be approved by School Board via the School Quality and Academic Standards Committee and must be published in the appropriate Programme Handbook.
5. PROGRAMME MANAGEMENT

5.1 In assessing students’ individual module performance and in determining students’ award classification the Board of Examiners will take all relevant circumstances into account.

5.2 External Examiners are appointed and operate in accordance with procedures determined by Senate and the School Board.

5.3 Membership of the Board of Examiners is approved by School Board and consists of the relevant academic, the relevant External Examiners and the School Manager. The Chair of the Board of Examiners will normally be the Associate Dean of Quality and Academic Standards, the Associate Dean of Learning and Teaching, the Head of Undergraduate Studies or the Head of Taught Postgraduate Studies.

5.4 Students will be allocated an Adviser of Studies whose responsibility it is to advise students on and approve their choice of modules, electives and programme of study and provide general academic and pastoral advice and support.

The Adviser of Studies acts as a first point of contact for students in many cases and is a role that is pivotal in providing support, advice and encouragement to meet students’ individual development needs.

The Adviser of Studies has two main roles:

Academic – to be available to give advice and guidance at key stages to help students make course choices; to support students with personal development planning where applicable; and to give advice on professional and academic progress and skills development, offering useful improvement strategies and highlighting opportunities for engagement and professional development.

This can be achieved through

- maintaining regular contact with students;
- supporting students in academic career development planning, and signposting specialist staff who can provide guidance;
- liaising with other members of academic staff, as appropriate;
- following up on students who are not making satisfactory progress or who have poor attendance records;
- where applicable, writing references for current or former students.

Pastoral – to be available to offer general advice and information and ensure that students who are experiencing difficulties are supported through referral to the appropriate professional service(s).

This can be achieved through:

- providing basic pastoral support to students;
- maintaining awareness of other sources of support within School/University/DUSA and referring students as appropriate.
5.5 The relationship between the School and external bodies involved in the delivery of the programme is subject to the formal approval and quality assurance mechanisms of the School. External bodies are involved in the assessment of practice, Boards of Examiners, and the provision of external lectures.