

# Effat University & SOAS University of London Academic Regulations for Joint Taught Programmes



جامعة عفت  
EFFAT UNIVERSITY

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## Introduction

1. These regulations are a key part of the School's information for taught postgraduate students. They set out requirements and expectations for students following the joint taught postgraduate programmes by Effat University and SOAS University of London (SOAS). They should be read together with the specific requirements for the student's programme of study, and the following policies, procedures and regulations:

- Academic Misconduct Policy
- Appeals Procedure
- Assessment Policies
- General and Admissions Regulations
- Mitigating Circumstances Policy
- Support to Study Policy
- Student Engagement Policy
- Suspension of Regulations Policy

All of the above can be found at:

<https://www.soas.ac.uk/about/governance/policies-and-procedures/degree-regulations-policies-and-procedures>

2. These regulations apply to all taught postgraduate programmes of study offered jointly by Effat University and SOAS as outlined in regulation 13. Further information will be available to students in handbooks, the universities' websites and the virtual learning environment, but in all cases these regulations take precedence.
3. These regulations apply to Full programme, Visiting and Associate students, as defined in the General and Admissions Regulations for Students, when they are enrolled on modules delivered by the partner institutions.
4. Any exceptional cases for waiver of these regulations will be considered under the Suspension of Regulations Policy.

## Admission and Enrolment

5. Regulations relating to admission and recognition of prior learning may be found in the General and Admissions Regulations.
6. Students admitted to the School must complete enrolment prior to the start of semester 1. Students are not entitled to attend classes until enrolment has been fully completed, and in all cases they must have completed enrolment and started attending classes no later than the end of week 2 of the semester.
7. Students must enrol at the start of each subsequent academic year of their programme, unless leave of absence for the academic year has been approved in advance. Enrolment must be completed no later than the end of week 2.

8. The School reserves the right to withdraw the enrolment of students who have failed to disclose relevant information, or who have presented misleading or false information, in applying for a programme of study. The School also reserves the right to decline or withdraw the enrolment of students who do not hold the appropriate immigration status, or who fail to comply with the conditions of their visa.

### Programmes of Study

9. The postgraduate awards available under these regulations are:

Award	Credits	FHEQ Level	Awarding Body
Postgraduate Certificate (PG Cert)	60 FHEQ credits	FHEQ level 7	SOAS University of London
Postgraduate Diploma (PG Dip)	120 FHEQ credits		Effat University and SOAS University of London (joint award)
Master of Arts (MA)	180 FHEQ credits		Effat University and SOAS University of London (joint award)

10. At the point of first registration, each student is registered for a specific programme of study, or as a visiting or associate student. The requirements for each stage of each programme of study are set out in the Programme Specification section on the SOAS intranet. Some programmes are offered in collaboration with another institution, with students taking specified modules at the other institution to fulfil the programme requirements.
11. A transfer into the programme(s) of study listed in regulation 13 below from another programme of study offered by either partner institution is not permitted.
12. A transfer to another programme of study at either partner institution from the programme(s) listed in regulation 13 is not permitted.
13. Programmes of study offered under this joint provision include:
- Postgraduate Diploma in Museum Studies
  - MA Museum Studies

### Mode of Attendance, Leave of Absence and Duration of Study

14. Postgraduate degree programmes, and graduate certificate or diploma programmes, may be studied on a full-time basis as specified on the programme webpage. Normally students are expected to retain the same mode of attendance throughout their programme.

15. Where a student requires a break in study, they may apply for leave of absence for a period of up to 12 months by completing the Leave of Absence form available on the Student Information Desk (SID) at SOAS or Effat University's Registration Office. Normally leave of absence will be granted no more than twice during a student's period of study.
16. After the end of week 2 of the programme, leave of absence for that year will only be considered in cases where the student has extenuating circumstances supported by evidence. Leave of absence cannot be considered after the end of semester 2 of that year.
17. In certain circumstances, leave of absence may not be possible, for example where a stage of a programme is running in its current form for the last time.
18. Where leave of absence is granted, a return to study date will be agreed. The student must register and resume their studies on that date; otherwise they will be withdrawn from study.
19. The maximum period of study, not including any approved leave of absence, for each award is:

Award	Full-Time (max years)	Part-Time(max years)
1 year full-time Master's	2	n/a
Postgraduate Certificate	2	n/a
Postgraduate Diploma	2	n/a

20. The maximum period of study will be reduced by one year full-time or two years part-time for every 120 credits granted in recognition of prior learning.

### Modules, Engagement and Assessment

21. Postgraduate programmes are made up of modules, which may carry 15, 30, 45, 60 or 90 FHEQ credits. The ECTS value of each is exactly half of the FHEQ credit value.
22. Students select modules using the module sign-up process. Modules must be chosen before the start of each academic year, and modules cannot be changed after the end of week 2 of the semester in which the module starts.
23. Modules may be designated Core (which must be taken and passed in order to progress); Compulsory (which must be taken, and must be passed for the degree award, but need not be passed in order to progress); Guided Option (selected from a defined list); or Open Option (selected from a wide range of School modules) within the structure of the student's degree programme. With the approval of their Programme Convenor, a student may replace an Open Option with an Intercollegiate Module or an Online Shared Module (where available).

24. Students are expected to engage fully with the learning opportunities offered to them by the School, but also to study independently, taking responsibility for their own learning. Details of how the School monitors engagement and supports students can be found in the Student Engagement Policy. Repeated failure to engage can lead to a student being withdrawn from study.
25. The programmes governed by these regulations as listed above (13) are subject to a minimum attendance requirement of 80% in order to pass the programme(s).
26. Each module is assessed by one or more elements of assessment. Each element of assessment is given a percentage weighting in the calculation of the module grade. Where an element of assessment has not been completed, it will be weighted zero in the module grade calculation.
27. Where coursework, including a dissertation or project, is handed in late and there are no approved mitigating circumstances, the work will be accepted for up to 7 days after the due date, with the mark reduced by 2 marks per day late. After 7 days, work will not be accepted, i.e. a mark of zero will be awarded.
28. Students should ensure they are familiar with the Academic Misconduct Policy and the Assessment Policies.
29. Exceptionally, TelSEC and AASC may jointly specify that a pass grade must be achieved in a particular element of assessment in order to pass a module. Where this is the case, it will be made explicit in the module descriptor.
30. Student performance in each assessment and in each module will normally be assessed and recorded using a percentage grade from the SOAS grading scale. Exceptionally, TelSEC and AASC may jointly grant approval for a competence-based module to be assessed on a pass/fail basis only. Grades will be confirmed by an Assessment Board.
31. Credit will be awarded for a postgraduate module where a student has achieved a grade of 50% or higher on the SOAS grading scale. Grades of 49% or lower, and grades of NR, on the SOAS grading scale are fail grades and a grade of NC indicates that the module could not be completed. For each of these, no credit is awarded. Details on the grading scales at the partner institution can be found in regulation 61 below.
32. Two assessment opportunities are offered in each year. Where a student has a fail grade (including a grade of NR) for any element of assessment in the first assessment period, they will be permitted to take it at the summer reassessment period, with the module grade capped at the minimum pass mark, except in those elements where reassessment is not possible (which will be set out in the module descriptor). A student who has undertaken reassessment cannot be awarded a lower grade than that achieved at the first attempt.
33. There is no limit to the number of modules in which a student can be reassessed, provided they have not exhausted the permitted assessment attempts.

34. A student cannot be reassessed in an element of assessment, or in a module, in which they already have a passing grade.

### Progression – Postgraduate Students

35. Postgraduate student progression will be considered at the end of each semester and after the reassessment period. At this point, student progression is measured against the academic requirements for the taught elements of a student's programme of study. Progression is considered again after the dissertation submission date. Progression Boards oversee student progression. A student has the right to appeal against a decision of a Progression Board, in line with the Academic Appeals Policy. The possible decisions of the Progression Board are outlined in regulations 38 - 45 below.
36. Postgraduate students have access to two assessment attempts for each assessment element. Two opportunities are provided in each academic year, but where a student has not had the opportunity to take two attempts, they may be eligible to reassess as outlined below. Non-submission, without good cause approved, constitutes an attempt.
37. Award: Where a student has met the requirements of their intended award in full.
38. Dissertation: Where a student has successfully completed the taught modules and only the dissertation remains to be graded.
39. Reassess: Where a student has assessment attempts remaining in one module or more, and has no module where both attempts had been exhausted, they will be permitted to undertake reassessment at the next opportunity. If the reassessment attempt is in the following academic year, students must pass all reassessed modules by the end of that year, otherwise they will be required to withdraw. Any module passed at the second assessment attempt will be capped at the minimum passing grade.
40. Reassess and defer: Where a student meets the criteria for 'reassess' as above, but needs to complete reassessment in 45 credits or more, they will be permitted to undertake reassessment but the due date of the dissertation will be deferred until after the reassessment has been attempted.
41. Continue: Where a part-time student, or a full-time student on a two-year programme, has passed all modules taken, they will continue to the next year of their programme.
42. Continue and reassess: Where a part-time student has assessment attempts remaining in one module or more, and no module where both attempts have been exhausted, they will be permitted to continue, undertaking assessment in the following academic year. Students must pass all reassessed modules by the end of that year, otherwise they will be required to withdraw. Any module passed at the second assessment attempt will be capped at the minimum passing grade.

43. Aim for lower award: Where a student has attempts remaining in some modules but has exhausted both attempts in others, the original intended award is not achievable, but a lower award, typically PG Cert, is still possible. In such cases the student will be permitted to take remaining assessment opportunities in the following year in order to attempt to attain an award. No attempts will be permitted beyond that year.
44. Award lower award: Where a student has met the requirements for a lower award, and no higher award is possible from the remaining assessment attempts.
45. Withdraw: Where all assessment attempts have been exhausted, or no award is achievable from the remaining assessment attempts, or where there has been a consistent pattern of failure to attempt assessment.
46. Repeat study for postgraduate students is not normally permitted.

### Short-term Absence and Mitigating Circumstances

47. A student may apply for an extension or deferral of assessment as described in the Mitigating Circumstances Policy. Any request for extension must be submitted on or before the date on which the assessment is due. Any request for deferral should normally be submitted in advance of the coursework deadline or examination date; where this is not possible, they should be submitted, including evidence, within 7 days of the assessment date. Only in extreme cases, such as emergency hospitalisation, will requests be accepted later. Deferral will not be considered after the Assessment Board has met.
48. Applications for extension and deferral are administered and overseen by the Mitigating Circumstances Panel.
49. Where deferral of an assessment has been approved, assessment should be completed in the reassessment period. Assessment due in the reassessment period cannot be deferred, and a final outcome of Pass, Fail or Not Completed will be given for the module, as appropriate. A module that has not been passed may be reassessed or repeated in the following academic year, provided the student is eligible to do so under the progression regulations.
50. Where a postgraduate student is prevented by mitigating circumstances from submitting the dissertation, they may apply to defer submission to an agreed deadline. Where there are exceptional circumstances such that this is insufficient, a period of leave of absence should be requested, and a future submission date agreed by the Mitigating Circumstances Panel.

### Postgraduate Awards

51. Each award has a minimum credit requirement that must be met in full. No condonement or compensation of failed modules is permitted.

52. Students who withdraw from study, or are withdrawn by the partner institutions, may be awarded an exit award if they meet the criteria for an award outlined below, with the credit attained within the maximum period of study for that award. Details on the awarding body for exit awards can be found in regulation 9.
53. For the award of the Postgraduate Certificate, students require passes in 60 credits, with at least 45 at level 7.
54. For the award of the Postgraduate Diploma, students require passes in 120 credits, with at least 90 at level 7.
55. For the award of the Master's degree, having followed a one year programme (or its part-time equivalent), students require passes in 180 credits, with at least 150 at level 7.
56. For the award of the Master's degree, having followed a two year programme (or its part-time equivalent), students require passes in 300 or 315 credits (as specified in the programme structure), including a compulsory period of study abroad, with at least 150 at level 7. Where students exit the programme without completing the required credit total in full, the highest award that can be granted is Postgraduate Diploma.
57. Any of the School's postgraduate awards may be awarded posthumously. A posthumous award will be calculated based on credit attained.
58. Where a student has been prevented from completing sufficient assessment due to severe illness or other exceptional circumstances, the Assessment Board may recommend to the School Board that an Aegrotat award is made. An Aegrotat award does not carry merit or distinction.

### Merit and Distinction in Postgraduate Awards

59. Any postgraduate award may be granted with Merit or with Distinction. A grade average, weighted by module credit, will be calculated, based on the passing grades achieved in all modules taken, including the dissertation, as part of the postgraduate programme. Failed modules, and any modules assessed on a pass/fail basis, will not be included in the calculation.
60. Using the SOAS grading scale, the grade average is calculated and rounded to the nearest whole number. Where the grade average is 70% or higher, the award will be granted with Distinction. Where the grade average is 60% - 69%, the award will be granted with Merit. There is no borderline area, and Boards do not have the ability to award Merit or Distinction where the required grade average has not been attained.
61. As outlined in regulation 30, student performance in each assessment and in each module will normally be assessed and recorded using a percentage grade from the SOAS grading scale. This includes final module results and conferment of final awards. The table below shows equivalencies to the grading scale used by Effat



University and is for illustrative purposes only. Interim and final transcripts as well as any other documentation or records will only show the SOAS grading scale.

SOAS Grading Scale		Effat University Grading Scale			
Percentage	Classification	Grade Letter	Percentage	Grade Definition	Honors
70% - 100%	Distinction	A+	95% - 100%	Excellent	First Honor
		A	90% - 94%		
60% - 69%	Merit	B+	85% - 89%	Very Good	Second Honor
		B	80% - 84%		N/A
50% - 59%	Pass	C+	75% - 79%	Good	N/A
0% - 49%	Fail	C	70% - 74%	Fail	
		D+	65% - 69%		
		D	60% - 64%		
		F	0 – 59%		

## Version Control

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<p><i>Note: All policies must be read in conjunction with all other SOAS policy, procedure and guidance documents. Printed copies of policies may not be the most up to date, therefore please refer to the policy pages on the SOAS external website or intranet for the latest version.</i></p>			