

APPENDIX 2

Joint Regulations

Academic Regulations for Taught Postgraduate programmes delivered in partnership with National Sun Yat-sen University

Introduction

1. These regulations are a key part of the partnership's information for taught postgraduate students. They set out requirements and expectations for students following taught postgraduate programmes offered by SOAS University of London (SOAS) and National Sun Yat-sen University (NSYSU). They should be read together with the specific requirements for the student's programme of study, and the following SOAS 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
 - SOAS Recording / Lecture Capture Policy

All of the above documents 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 listed in the Programmes of Study section. Further information will be available to students in handbooks, SOAS and NSYSU websites and virtual learning environments, but in all cases these regulations take precedence.
3. Any exceptional cases for waiver of these regulations will be considered under the Suspension of Regulations Policy.

Admission and Enrolment

4. Regulations relating to admission and recognition of prior learning may be found in the General and Admissions Regulations. All admissions will be carried out by NSYSU.
5. Students admitted to a partnership programme must complete enrolment prior to the start date set out in their offer letter. 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 programme.
6. If the programme duration is more than one year, 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.

7. SOAS and NSYSU reserve 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. They also reserve 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

8. The postgraduate programmes of study offered by SOAS and NSYSU are:
MA Global Citizenship
9. The following exit awards are offered for students who do not complete the programme in full, but attain sufficient credit:

Award	Credits	FHEQ Level	Awarding Body
Postgraduate Certificate (PG Cert)	60 FHEQ credits	FHEQ level 7	National Sun Yat-sen University
Postgraduate Diploma (PG Dip)	120 FHEQ credits		SOAS University of London
Master of Arts (MA)	180 FHEQ credits		National Sun Yat-sen 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. The requirements for each stage of each programme of study are set out in the Programme Specification.

Mode of Attendance, Leave of Absence and Duration of Study

11. Postgraduate degree programmes offered by SOAS and NSYSU are studied on a full-time basis. Part-time study is not permitted.
12. Students should adhere to the non-academic policies of the university where they are based – therefore NSYSU policies while in Kaohsiung and SOAS policies while in London.
13. 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 a Leave of Absence request. Normally leave of absence will be granted no more than twice during a student's period of study.
14. After the end of week 2 of an academic year, leave of absence for that year will only be considered in cases where the student has extenuating circumstances supported by evidence. Leave of absence for an academic year cannot be considered after the start of the Easter break.
15. In certain circumstances, leave of absence may not be possible, for example where a programme is running in its current form for the last time.

16. Where leave of absence is granted, a return to study date will be agreed. The student must enrol and resume their studies on that date; otherwise they will be withdrawn from study.
17. The maximum period of study, not including any approved leave of absence, for each award is:

Award	Full-Time (max years)
Master's degree	2
Postgraduate Certificate	2
Postgraduate Diploma	2

Modules, Engagement and Assessment

18. Postgraduate programmes are made up of modules, which may carry 15, 30, 45, 60 or 90 credits in the Framework for Higher Education Qualifications of UK Degree Awarding Bodies (FHEQ). In Taiwan, 3 credits are equal to 15 FHEQ credits.
19. 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 term in which the module starts.
20. 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); or Guided (selected from a defined list) within the structure of the student's degree programme.
21. Students are expected to engage fully with the learning opportunities offered to them by SOAS and NSYSU, but also to study independently, taking responsibility for their own learning. Details of how the partnership 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.
22. Exceptionally, the partner institutions may approve a minimum attendance or participation requirement in order to pass a module, and where this is the case, it will be made explicit in the module descriptor.
23. 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.
24. 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.
25. Students should ensure they are familiar with the **Academic Misconduct Policy** and the **Assessment Policies**.

26. Exceptionally, the partner institutions may 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.
27. Student performance in each assessment and in each module will normally be assessed and recorded using a percentage grade. Grades will be confirmed by a Joint Assessment Board.
28. Credit will be awarded for a postgraduate module where a student has achieved a grade of 50% or higher. Grades of 49% or lower, and grades of NR, are fail grades and a grade of NC indicates that the module could not be completed. For each of these, no credit is awarded.
29. 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 programme's 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.
30. 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.
31. A student cannot be reassessed in an element of assessment, or in a module, in which they already have a passing grade.
32. Students are required to deliver an oral presentation of their dissertation to an appointed panel and receive feedback prior to final submission, which must occur before the end of the academic year.

Progression

33. Postgraduate student progression will be considered at the end of each academic year, after the main assessment period and again 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. A Joint Progression Board oversees 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 34 – 40 below.
34. 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.
35. **Award:** Where a student has met the requirements of their intended award in full.
36. **Dissertation:** Where a student has successfully completed the taught modules and only the dissertation remains to be graded.

37. **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.
38. **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.
39. **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.
40. **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.
41. **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.
42. Repeat study for postgraduate students is not normally permitted.
43. Where a student extends their studies into a subsequent academic year, an administrative fee shall be payable to NSYSU for the continuation of their student enrolment.

Short-term Absence and Mitigating Circumstances

44. 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.
45. Applications for extension and deferral are overseen by the Mitigating Circumstances Panel.
46. Where deferral of an assessment has been approved, assessment should be completed in the programme's 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 in the following academic year, provided the student is eligible to do so under the progression regulations.

47. Where a postgraduate student is prevented by mitigating circumstances from submitting the dissertation, they may apply to defer submission by a maximum of two months. 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

48. Each award has a minimum credit requirement that must be met in full. No condonement or compensation of failed modules is permitted.
49. Students who withdraw from study, or are withdrawn by the Joint Progression Board, 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. Exit awards may be conferred by SOAS, NSYSU, or jointly, depending on the specific modules passed by a student.
50. For the award of the Postgraduate Certificate, students require passes in 60 credits, with at least 45 at level 7.
51. For the award of the Postgraduate Diploma, students require passes in 120 credits, with at least 90 at level 7.
52. For the award of the Master's degree, students require passes in 180 credits, with at least 150 at level 7.
53. Any of the University's postgraduate awards may be awarded posthumously. A posthumous award will be calculated based on credit attained.
54. 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 University Board that an Aegrotat award is made. An Aegrotat award does not carry merit or distinction.

Merit and Distinction in Postgraduate Awards

55. 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.
56. 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.