

**LTC16D137**

**Title:** Review of Graduate Diploma regulations and changes for 2017/8  
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**Date:** 05-06-17  
**Circulation:** LTC – 21 June 2017  
**Agenda:** LTC16A006  
**Version:** Final  
**Status:** Open

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### **Issue**

1. To carry out a review of the Graduate Diploma regulations on behalf of LTC as part of the periodic review of policies and procedures and recommend changes for 2017/8.
2. To note that the Graduate Diploma in Legal Studies is a stand-alone 160 credit course, and is not covered by this Review; changes for next year will be confirmed by Chair's action following further discussion with LAW.

### **Recommendations:**

1. That the amendments to the standard Graduate Diploma Regulations set out below are approved for new students in 2017/8.
2. That ARM Executive is asked to review the provision of standard Graduate Diplomas in the light of the very low enrolments.

### **Resource Implications**

None

### **Risk Implications**

Low

### **Equality and Diversity**

n/a

### **Timing of decisions**

The approval of the changes will come into effect for new students from 2017/8 entry.

### **Further Information**

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## Discussion

The University has a number of Graduate Diploma courses on the books, covered by the regulations set out below. These courses consist of mainly Honours-level modules (there are some level 4 modules available in the World Art Studies Grad Dip), 120 credits for full-time students.

There is also a Graduate Diploma in Legal Studies, which is an accredited conversion course for graduates wishing to enter the legal profession and is not covered by this Review. In addition, there are a number of International Graduate Diplomas available through INTO, which have their own regulations and are not part of this Review.

### Number of students on the Graduate Diplomas

As part of the review of the Regulations I have looked at the number of students who have studied on the courses over the last five years and their outcomes.

### Current Students on the standard Graduate Diplomas

Count of SPR Code		
Department code	Full name	Total
AMA	WORLD ART STUDIES (GRADUATE DIPLOMA)	2
BIO	ECOLOGY (GRAD DIP)	3
HIS	HISTORY (GRADUATE DIPLOMA)	1
<b>Grand Total</b>		<b>6</b>

### Number of students on the standard Graduate Diplomas in the last five years who are no longer studying

Count of SPR Code		Fees			% successful
Department code	Student Status code	Home/EU	International	Grand Total	completion
AMA	Did not turn up to start studying	1		1	
	Normal Complete	1	1	2	
	Withdrew	3		3	
<b>AMA Total</b>		<b>5</b>	<b>1</b>	<b>6</b>	<b>33%</b>
BIO	Normal Complete	2	1	3	
	Transferred to MSc and subsequently withdrew	2		2	
	Withdrew	1		1	
<b>BIO Total</b>		<b>5</b>	<b>1</b>	<b>6</b>	<b>50%</b>
CHE	Normal Complete		2	2	
<b>CHE Total</b>			<b>2</b>	<b>2</b>	<b>100%</b>
ECO	Normal Complete	3		3	
	Withdrew	2		2	
<b>ECO Total</b>		<b>5</b>		<b>5</b>	<b>67%</b>
HIS	Normal Complete	4		4	
<b>HIS Total</b>		<b>4</b>		<b>4</b>	<b>100%</b>
<b>Grand Total</b>		<b>19</b>	<b>4</b>	<b>23</b>	<b>61% (14 students)</b>

## Start year for students in each School over the last 5 years, including current students

Count of SPR Code		
start year	Department code	Total
2012	AMA	1
	BIO	2
	CHE	1
	ECO	1
2013	BIO	4
	ECO	2
	HIS	1
2014	AMA	1
	CHE	1
	ECO	1
	HIS	3
2015	AMA	1
	BIO	1
	ECO	1
2016	AMA	5
	BIO	2
	HIS	1
<b>Grand Total</b>		<b>29</b>

In addition to reviewing the regulations to ensure they are still fit for purpose, due to the low enrolments and poor success rates I am recommending that the Admissions, Recruitment and Marketing Executive commission a full review of the courses to either attract more students or cease offering these particular courses.

### Proposed changes to the regulations

The proposed changes are indicated below; the main changes are:

1. to remove courses no longer on offer
2. to reference the current Extenuating Circumstances regulations to clarify that Grad Dip students would be considered by an EC Panel in the same way as any other taught student
3. to accommodate compensation where this is available
4. to remove the additional paragraphs about part-time AMA students as this is accommodated elsewhere.

## **Proposed Regulations for 2017-8**

### **Regulations for Graduate Diplomas**

These regulations govern the following programmes of study and alterations may be made without notice:

#### ***School of Biological Sciences***

Graduate Diploma in Ecology

~~Graduate Diploma in Conservation and Project Administration~~

#### ***School of Chemistry***

Graduate Diploma in Chemical Sciences

#### ***School of Computing Sciences***

~~Graduate Diploma in Computing Science~~

#### ***School of Economics***

Graduate Diploma in Economics

#### ***School of Environmental Sciences***

~~Graduate Diploma in Environmental Sciences~~

#### ***School of History***

Graduate Diploma in History

#### ***School of Mathematics***

~~Graduate Diploma in Mathematics~~

#### ***School of Art, Media and American Studies***

Graduate Diploma in World Art Studies

~~All references to Instruction in these Regulations shall refer to the *Regulations for the Bachelors and Integrated Masters Awards*.~~

- ~~4. The Graduate Diploma consists mainly of Honours-level modules as defined by the relevant programme specification and course profile in the relevant School of Study and, in respect of Graduate Diplomas incorporating English Language study, it will include modules offered by INTO University of East Anglia.~~
2. A candidate for a Graduate Diploma must:
  - (1) be a graduate of this University or another approved University or possess some other qualification approved by this University;
  - (2) submit evidence of adequate training and ability to undertake the programme of study. In some disciplines, this may include fluency in written and spoken English;
  - (3) be approved by the Board of the relevant School of Study as a candidate for the diploma;
  - (4) meet any other admissions criteria that may be prescribed and published by the relevant School of Study with regard to the academic year of entry;
  - (5) study in accordance with these Regulations.
3. The programme of study shall begin at the start of the Autumn Semester and shall be of two semesters' full-time, or be no more than four semesters part-time.

4. A candidate may be required to attend and satisfactorily complete an introductory course prior to the commencement of the Graduate Diploma, as prescribed by the relevant School of Study.
5. Each candidate shall follow a programme of study approved by the School Director of Learning, Teaching and Quality of the relevant School which shall normally be course modules equivalent to 120 credits from lists to be published each year by the relevant School of Study together with any practical/fieldwork as prescribed by the relevant School. The required modules and numbers of modules at particular levels shall be specified in the relevant programme specification.
6. The Graduate Diploma shall be awarded on the results of a Final Assessment which shall comprise:
  - (1) a candidate's performance in any coursework module(s) during the prescribed programme of study;
  - (2) the result(s) of any written examination(s);
  - (3) the result(s) of a dissertation/research project or any other substantive assignment as prescribed by the relevant School of Study.
7. The pass mark and consideration of each module shall follow the Bachelors and Integrated Masters Degree Regulations for Undergraduate Awards.
8. The examiners may require a candidate to take an oral examination.
9. A student may be granted a Delayed Assessment or a new date for the submission of the dissertation/research project in accordance with the University's Extenuating Circumstances Regulations.
10. ~~If a candidate who has completed the programme of study for the Graduate Diploma has been prevented from taking prescribed examination(s) or some part thereof other assessment and has presented sufficient evidence of ill health or other urgent and reasonable cause, the examiners shall arrange for the candidate to sit the examination on a different date and for this to count as a first sit. The further examination may be written or oral or both, as prescribed by the relevant School.~~
11. ~~If a candidate who has completed the programme of study for the Graduate Diploma has been prevented from submitting the dissertation/research project within the prescribed time, and has presented sufficient evidence of ill health or other urgent and reasonable cause, the examiners shall arrange a new date for the submission of the dissertation/research project.~~

### Final Assessment

- (1) If the candidate's performance in the Final Assessment has reached the standard required for the Graduate Diploma in all aspects, the Board of Examiners shall recommend that the candidate be awarded the Graduate Diploma. This may include the compensation of one module of up to 30 credits where this is available for the course in accordance with the Bachelor and Integrated Masters award regulations.
  - (2) If the candidate has completed all the required elements in the Final Assessment, but has failed to reach the standard required for the Graduate Diploma in any component/element/module of the Final Assessment, the Board of Examiners shall refer the candidate to reassessment at a time and in such part(s) of the Final Assessment as the examiners shall prescribe, in accordance with the Regulations for Bachelors and Integrated Masters Awards. A candidate shall not be allowed to submit for reassessment on more than one occasion.
12. The Board of Examiners shall consider candidates who have undertaken reassessment in one of the following ways:
    - (1) if the candidate's performance in the Reassessment has reached the standard required for the Graduate Diploma in all aspects, the Board of Examiners shall recommend that the candidate be awarded the Graduate Diploma. This may include the compensation of one module of up to 30 credits where this is available for the course in accordance with the Bachelor and Integrated Masters award regulations;

- (2) if the candidate's performance in the Reassessment has not reached the standard required for the Graduate Diploma, it shall recommend that the Graduate Diploma be not awarded.
- ~~13. A list of all the candidates who have satisfied the examiners in accordance with Regulations 11(1) and 12(1) shall be published by the Registrar and Secretary (or nominee) by reference to the registration number of each candidate. The list of the candidates shall be arranged in numerical order.~~

**~~Part-time candidates: Graduate Diploma in World Art Studies (School of Art, Media and American Studies)~~**

- ~~14. Candidates for these Graduate Diplomas who reside in East Anglia and who are unable to proceed as full-time candidates may be permitted to proceed by part-time study in accordance with Regulations 1 to 13 above, subject to the following modifications:~~
- ~~(1) the period of study shall be four semesters;~~
  - ~~(2) the supervision of the candidate shall be personal and not by correspondence only. The candidate shall undertake such work in the University as is required by the supervisor(s) and by the Board of the School of Art, Media and American Studies.~~