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		Updated Section 5.1 by adding the term Unit to the title thus referring to a 30ECTS dissertation unit		
		Updated 5.1.2 by adding point f referring to the marks obtained via RPL stating how these are treated in view of the overall classification and how they appear on the transcript. – this text was also included in 5.2.2h		
Added 5.1.5 on Failed or not submitted Dissertations				
Added entry for Dissertation Unit in 5.2.1 a				
Added 5.2.2 h (same as for 5.1.2)				
Added 5.2.3 b – stating that the overall grading of Pass, Merit or Distinction for Master by Research Programmes, is based solely on the Dissertation unit				
Updated Unit and ECTS breakdown in 5.2.4				
Updated Par 5.2.5 to refer to students who do not submit their dissertation.				
Updated par 5.2.6 by adding details to the outcome letter issued by the Viva Chairperson and the related submission of amendments				
Updated title of section 5.3 by adding reference to ECTS structure				
Added table in 5.3.1 showing Grading method and distribution of units by exit points				
Added section 5.3.2 Grading of Individual units (per Exit point) summarising text pertaining to all Exit points in one section, and removing repetitions.				
Updated 5.3.3 (a) to note which units are included in the overall grading				
Updated 5.3.4 by removing following text from PGCERT table: 1 unit is a Pass/Fail and does not include a percentage mark) and updated calculations				
Updated 5.3.4 by adding description to the classification of the Master in Research methods				
Changed title of 5.3.6 to read Failed or Not Submitted Dissertation				
Completed table in Appendix 6				
PLEASE READ BELOW BEFORE REFERRING TO THIS DOCUMENT				

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1. PURPOSE OF DOCUMENT

The purpose of this document is to define the regulations for the: Overall Classification, the Certification and the Individual Grading of Units for MCAST Undergraduate Degree and Master Degree Programmes.

2. SCOPE

This document is applicable to all MQF Level 6 and MQF Level 7 programmes at MCAST.

3. MQF EQF LEVELS 1 – 6

The following regulations apply to all programmes at Levels spanning from Introductory Level A&B to Level 6 delivered either at Full time or Part time.

3.1. Grading of Individual Unit Marks

3.1.1. The total mark for each unit is calculated by summing up all the marks obtained in (all) the assessments for the respective unit.

3.1.2. The total mark of the respective unit is then graded as per table below:

Unit Grades MQF/EQF 1 – 6 (and Introductory Levels A&B)	
% Mark	Grade
90 - 100	A*
80 - 89	A
70 - 79	B
60 - 69	C
50 - 59	D
< 50	Unclassified (U)
40 - 49	Compensatory Pass (Refer to section 12.2 for applicable terms and conditions)

3.1.3. In the case of the MCAST- Northumbria Nursing Degree Programme, the following unit grading applies:

Unit Grades – Only applicable to MCAST-Northumbria Nursing Degree Programme	
40% - 100%	Pass
0% - 39%	Fail



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3.2. Overall Classification Process

- The total mark for the programme is calculated by summing up all the marks obtained in (all) the respective Units comprising the qualification.
- The final percentage mark achieved by the student for the programme of study is worked out by calculating the overall average mark achieved in all the units of the programme of study according to the pro-rata weighting of the units according to the number of ECTS of the respective units.
- For a student to successfully complete the programme of study and hence be eligible for certification, the minimum overall mark that needs to be achieved is 50% for each unit within the programme of study, excluding the unit of study that is awarded a Compensatory Pass – (refer to paragraph 12.2)
- Candidates who successfully complete the full requirements of a programme of study will be entitled to claim the certification.
- Assessment grades/marks obtained from accredited external institutions by students who participate in exchange programmes (such as ERASMUS; etc.) shall be included in the students' transcript showing that the grades/marks were obtained in transfer. Any such units will, therefore, not be considered in the overall classification of the qualification. In such cases, when working out the classification of a student, the formula used to determine classification shall be amended to take account of the 'missing' marks as fairly as possible. This is done in the best interest of the student in order to avoid positive or negative discrimination which can possibly arise due to varying marking practices
- Candidates who fail to complete the full requirements of a programme of study shall be issued a transcript of their academic record.

3.3. Overall Classification of Undergraduate Degrees (MQF/EQF Level 6)

- For the purpose of final classification, the results of all three or four years of study contribute to the final classification of the programme.
- A unit of 6 ECTS is assigned a maximum of 100 marks. The maximum number of marks for units with other workloads (e.g. 3 ECTS, 9ECTS etc.) is calculated pro-rata.
- For Bachelor Degree programmes, the assigned marks of the Units in the final year(s) are multiplied by 1.5 times as explained below:

Duration of Programme	Total ECTS	Years for which total of assigned marks is multiplied by 1.5
3 years	180 ECTS	3 rd year
4 years	240 ECTS	3 rd and 4 th year

- Grades/marks for each unit are added towards the final value (total points)
- The indicative overall classification boundaries are:



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First Class	80% or higher
Second Upper	70% to 79%
Second Lower	60% to 69%
Third Class	50% to 59%

- f. The overall classification boundaries can be moderated by the respective Degree Ratification Board depending on the overall performance of the cohort.

3.4. Programme duration, suspension of the programme and mapping of units (RPL)

The qualifications at MQF Level 6 are to be completed within a maximum specific number of years. Exceptions are allowed subject to a formal, approved request. Students who exceed the programme window can apply for an RPL process to complete the qualification.

(Refer to Doc 005 para 12.5 Programme Duration for further details).

REFERENCE DOCUMENT

DOC 005 Programme Regulations MQF/EQF Lv 5 - 7

3.5. Unsuccessful submission of the Dissertation

Students that fail their dissertation shall be provided with a number of options to remedy their situation, following a decision by the MCAST Degree Ratification Board as per DOC 100 para 3.1.5.

REFERENCE DOCUMENT

DOC 100 Dissertation Guidelines



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4. MQF/EQF LEVEL 7

4.1. MQF/EQF Level 7 Qualifications (60 ECTS taught units + 30 ECTS dissertation unit)

4.1.1. Grading of Individual Unit Marks

In the case of EQF / MQF Level 7 qualifications units are graded as 'Pass', 'Merit' and 'Distinction' as per the following grading boundaries:

Grading of Units (EQF/MQF Level 7)	
% Mark	Classification
49% or less	Unclassified
50% to 64%	Pass
65% to 79%	Merit
80% and over	Distinction

- The total mark for the programme is calculated by summing up all the marks obtained in (all) the respective Units comprising the qualification.
- The final percentage mark achieved by the Student for the programme of study is worked out by calculating the overall average mark achieved in all the units of the programme of study according to the pro-rata weighting of the units according to the number of ECTS of the respective units.
- For a Student to successfully complete the programme of study and hence be eligible for certification, the minimum overall mark that needs to be achieved is 50% for each unit within the programme of study, excluding the unit of study that is awarded a Compensatory Pass – (refer to paragraph 12.2 in DOC 005 Programme Regulations (MQF EQF Levels 5 - 7))
- Candidates who successfully complete the full requirements of a programme of study will be entitled to claim the certification.
- Assessment grades/marks obtained from external accredited institutions by students who participate in exchange programmes (such as ERASMUS; etc.) shall be included in the Student's transcript showing that the grades/marks were obtained in transfer. Any such units will, therefore, not be considered in the overall classification of the qualification. In such cases, when working out the classification of a student, the formula used to determine classification shall be amended to take account of the 'missing' marks as fairly as possible. This is done in the best interest of the student in order to avoid positive or negative discrimination which can possibly arise due to varying marking practices
- The marks of units achieved via APL, RPL, RPCL or RPEL shall not be included in the total for overall classification purposes (where this is required). Such units will be identified in the transcript and annotated accordingly. Transcripts issued by MCAST which include units obtained via APL, RPL, RPCL or RPEL, shall also refer to the Original Transcript of Achievement, used for the granting of such exemptions, stating that: the transcript being issued



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by MCAST is to be read in conjunction with the original transcript as shown in the example below:

Units marked as exempt were granted through Accredited Prior learning (APL) – The MCAST Master of Business Administration for the Small Business (MBA) Europass Diploma Supplement is to be read in conjunction with the Postgraduate Certificate in Business Administration awarded by the University of Leicester on the 13 June 2013, transcript reference: 079019263.

- g. Candidates who fail to complete the full requirements of a programme of study shall be issued a transcript of their academic record.

4.1.2. Overall Grading

- a. The ratification of the overall grading of EQF/MQF Level 7 Qualifications (60 ECTS taught units + 30 ECTS dissertation) programmes, falls under the remit of the Degree Ratification Board.

Reference Document

DOC_188_COLLEGE BOARD PROCEDURES

- b. Master's Programmes are graded overall as 'Pass', 'Merit' and 'Distinction' and have the following boundaries:

Unclassified	49% or less
Pass	50% to 64%
Merit	65% to 79%
Distinction	80% and over

- c. Furthermore, a maximum of 100 marks is assigned to every 6 ECTS workload. Hence the overall maximum of 1,500 points is worked out as follows:

Number of Units / ECTS	Points per 6 ECTS	Total
10 units of 6 ECTS	100	1000 points
1 unit of 30 ECTS	100	500 points
Total		1500 points

- d. Thus, the overall classification would be applied to the following point ranges:

Pass	750 to 960 points
Merit	961 to 1185 points
Distinction	1186 points and over



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- e. The classification boundaries can be moderated by the respective ratification board depending on the overall performance of the cohort. Further information on the function and the process of the respective ratification boards is available in the document referenced below.

Reference Document

DOC_188_COLLEGE BOARD PROCEDURES

4.1.3. Programme duration, suspension of the programme and mapping of units (RPL)

The MQF Level 7 programmes (60 ECTS taught units + 30 ECTS dissertation_) are to be completed within a maximum specific number of years. Exceptions are allowed subject to a formal, approved request. Students who exceed the programme window can apply for an RPL process to complete the qualification.

(Refer to Doc 005 para 12.5 Programme Duration for further details).

REFERENCE DOCUMENT

Doc 005 Programme Regulations MQF/EQF Lv 5 – 7

4.1.4. Failed or Not-Submitted Dissertation

Students who fail their dissertation shall be provided with a number of options to remedy their situation, following a decision by the MCAST Degree Ratification Board as per DOC 100 para 3.1.5. Students may also be offered the option to exit the Programme at PG Dip (without classification). If the student agrees, students will be asked to:

- submit a formal Resignation letter Form (referenced below), and;
- sign the form referenced below to confirm agreement.

Reference Document

- *DOC 252 Exit Point Certificate and Transcript Claim Form*
- *DOC 278 Resignation Letter Form*
- *DOC 100 Dissertation Guidelines*



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4.2. MQF/EQF Level 7 Master by Research Programme (12 ECTS taught units + 78 ECTS dissertation unit)

4.2.1. Grading of Individual Units

a) The Units forming part of this qualification are classified as follows:

1 Unit: Percentage Mark

1 Unit: Pass or Fail

1 Dissertation Unit: Percentage Mark

In the case of units that are graded via a percentage mark, the following table applies:

Grading of Units (EQF/MQF Level 7)	
% Mark	Classification
49% or less	Unclassified
50% to 64%	Pass
65% to 79%	Merit
80% and over	Distinction

4.2.2. Overall Grading Process

- The total mark for the programme is calculated based on the classification of the Dissertation Unit.
- For a student to successfully complete the programme of study and hence be eligible for certification, the minimum overall mark that needs to be achieved is 50% for each unit within the programme of study, excluding the unit of study that is awarded a Compensatory Pass – (refer to paragraph 12.2)
- Candidates who successfully complete the full requirements of a programme of study will be entitled to claim the certification.
- Assessment grades/marks obtained from external accredited institutions by students who participate in exchange programmes (such as ERASMUS; etc.) shall be included in the student's transcript showing that the grades/marks were obtained in transfer.
- The marks of units achieved via APL, RPL, RPCL or RPEL shall not be included in the total for overall classification purposes (where this is required). Such units will be identified in the transcript and annotated accordingly. Transcripts issued by MCAST which include units obtained via APL, RPL, RPCL or RPEL, shall also refer to the Original Transcript of Achievement, used for the granting of such exemptions, stating that: the transcript being issued by MCAST is to be read in conjunction with the original transcript as shown in the example below:

Units marked as exempt were granted through Accredited Prior learning (APL) – The MCAST Master of Business Administration for the Small Business (MBA) Europass Diploma Supplement is to be read in conjunction with the Postgraduate Certificate in Business Administration awarded by the University of Leicester on the 13 June 2013, transcript reference: 079019263.



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- f. Candidates who fail to complete the full requirements of a programme of study shall be issued a transcript of their academic record.
- g. The ratification of the overall classification of Master by Research programmes falls under the remit of the Viva Committee. Details on the composition of the Viva Committee and the Viva sessions are available in the document referenced below.

REFERENCE DOCUMENT

Doc 237: VIVA PROCEDURE (Master by Research Programme)

- h. The Overall Grading of Pass, Merit and Distinction, is based solely on the Dissertation Unit

4.2.3. Programme duration, suspension of the programme and mapping of units (RPL)

The Master by Research Programme (2 taught units of 6 ECTS each + 78 ECTS dissertation unit) are to be completed within a maximum specific number of years. Exceptions are allowed subject to a formal, approved request. Students who exceed the programme window can apply for an RPL process to complete the qualification.

(Refer to Doc 016 para 3.2 Programme Duration for further details).

REFERENCE DOCUMENT

Doc 016 Programme Regulations_Masters by Research Programme (MQF EQF 7)

4.2.4. Failed or Not Submitted Dissertation

Students who fail or do not submit their dissertation will not be awarded the degree as per DOC 237 para 6.3 (d).

4.2.5. Post Viva Request for Amendments

Students, who fail to fully satisfy the examiners at the first examination, following the Viva process, may be asked to effect minor or major amendments to their dissertations. In such cases, students can submit amendments for minor and major amendments only once.

The summative and written feedback will be provided in the form of an outcome letter collated by the Viva Chairperson (through the use of DOC 137 referenced below) and communicated by the MRes convenor.

The student shall be required to submit the amendments for re-examination and approval within a specified period of time. Students who fail to submit their dissertation amendments within the stipulated timeframe shall be considered as not completing the programme.

REFERENCE DOCUMENT

Doc 237: VIVA PROCEDURE (Master by Research Programme)



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4.3. MQF/EQF Level 7 Master in Research Methods Programme - with 3 exit points (30ECTS + 30ECTS + 30ECTS)

4.3.1. Programme Structure

Master in Research Methods is comprised of 90 ECTS which is divided as follows:

- PgCert Research Methods (30 ECTS)
- PgDip Research Methods (30 ECTS)
- Master in Research Methods (30 ECTS)

Unit	ECTS	Graded As	PG CERT	PG DIP	MASTER IN RESEARCH METHODS
Unit 1	30 ECTS	Percentage Mark	✓	✓	✓
Unit 2		Pass/Fail	✓	✓	✓
Unit 3		Percentage Mark	✓	✓	✓
Unit 4		Percentage Mark	✓	✓	✓
Unit 5	30 ECTS	Percentage Mark		✓	✓
Unit 6	30 ECTS	Percentage Mark			✓

Each 30 ECTS can be claimed as an exit point. Candidates graduate at each 30 ECTS stage. Each Exit point shall be assigned an overall grading and shall be ratified by the DRB as follows:

4.3.2. Grading of Individual Units (per exit point)

1. PG CERT – Comprising of 4 Units: 3 Units marked in Percentage Mark and 1 Unit marked as Pass/ Fail¹.
2. PG DIP – Comprising of 5 Units: All PG Cert Units plus an additional 30 ECTS Unit marked in Percentage Mark.
3. Master in Research Methods – Comprising of 6 Units: All PG CERT and PG DIP Units plus an additional 30 ECTS Unit marked in Percentage Mark.

In the case of units which are graded via a percentage mark, the following table applies:

Grading of Units (EQF/MQF Level 7)	
% Mark	Classification
49% or less	Unclassified
50% to 64%	Pass
65% to 79%	Merit
80% and over	Distinction

¹ IMPORTANT NOTE: This unit is to be excluded from the Overall Classification.



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4.3.3. Overall Grading Process

- The total mark for the programme is calculated by summing up all the marks obtained in all the units marked in a Percentage mark. The unit which is marked via a Pass/Fail is excluded from the Overall grading Process.
- The final percentage mark achieved by the Student for the programme of study is worked out by calculating the overall average mark achieved in all the units of the programme of study (which are marked via a Percentage Mark) according to the pro-rata weighting of the units according to the number of ECTS of the respective units.
- For a Student to successfully complete the programme of study and hence be eligible for certification, the minimum overall mark that needs to be achieved is 50% for each unit within the programme of study, excluding the unit of study that is awarded a Compensatory Pass – (refer to paragraph 12.2 in DOC 005 Programme Regulations (MQF EQF Levels 5 - 7)).
- Candidates who successfully complete the full requirements of a programme of study will be entitled to claim the certification.
- Assessment grades/marks obtained from external accredited institutions by students who participate in exchange programmes (such as ERASMUS; etc.) shall be included in the Student's transcript showing that the grades/marks were obtained in transfer. Any such units will, therefore, not be considered in the overall classification of the qualification. In such cases, when working out the classification of a student, the formula used to determine classification shall be amended to take account of the 'missing' marks as fairly as possible. This is done in the best interest of the student in order to avoid positive or negative discrimination which can possibly arise due to varying marking practices
- Candidates who fail to complete the full requirements of a programme of study shall be issued a transcript of their academic record.

4.3.4. Overall Grading per Exit Point

- The Master in Research Methods programme includes 3 distinct exit points as described in 5.3.1 above. The ratification of each exit point falls under the remit of the Degree Ratification Board (DRB). Details on the composition of the DRB and the DRB sessions are available in the document referenced below.

Reference Document

DOC_188_COLLEGE BOARD PROCEDURES

- Master in Research Methods Programmes and their exit points (i.e. PG CERT and PG DIP) are classified as 'Pass', 'Merit' and 'Distinction' and have the following boundaries:

Unclassified	49% or lower
Pass	50% to 64%
Merit	65% to 79%
Distinction	80% and over

- Furthermore, a maximum of 100 marks is assigned to every 6 ECTS workload. Hence the overall maximum points is worked out as follows:



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PG CERT

Number of Units / ECTS	Total Credits	Points per 6 ECTS	Total
2 ² units of 6 ECTS	12 ECTS	100	200 points
1 unit of 12 ECTS	12 ECTS	100	200 points
Total			400 points

Thus, the overall classification for PG CERT would be applied to the following point ranges:

Pass	200 to 256 points
Merit	257 to 316 points
Distinction	317 points and over

PG DIP

Number of Units / ECTS	Total Credits	Points per 6 ECTS	Total
1 unit of 30 ECTS	30 ECTS	100	500 points
Total			500 points

Thus, the overall classification for PG DIP would be applied to the following point ranges:

Pass	250 to 320 points
Merit	321 to 395 points
Distinction	395 points and over

MASTER IN RESEARCH METHODS

The classification of the overall Master In Research Methods is calculated by calculating the average of the marks (weighted) for the PG Cert, the PG Dip and the Dissertation Components.

Number of Units / ECTS	Total Credits	Points per 6 ECTS	Total
2 ³ units of 6 ECTS	12 ECTS	100	200 points
1 unit of 12 ECTS	12 ECTS	100	200 points
2 units of 30 ECTS	60 ECTS	100	1000 points
Total			1,400 points

² PG Cert is comprised of 4 Units, one of which is marked as Pass/Fail and hence not included in the Final Overall Classification.

³ PG Cert is comprised of 4 Units, one of which is marked as Pass/Fail and hence not included in the Final Overall Classification.



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Thus, the overall classification for Master in Research Methods would be applied to the following point ranges:

Pass	700 to 896 points
Merit	897 to 1106 points
Distinction	1107 points and over

- d. The classification boundaries can be moderated by the respective ratification board depending on the overall performance of the cohort. Further information on the function and the process of the respective ratification boards is available in the document referenced below. Such document also includes a table showing the type of oversight required when confirming the classification of various degrees at the College.

4.3.5. Programme duration, suspension of the programme and mapping of units (RPL)

The Master in Research Methods is to be completed within a maximum specific number of years. Exceptions are allowed subject to a formal, approved request. Students who exceed the programme window can apply for an RPL process to complete the qualification. (Refer to Doc 005 para 12.5 Programme Duration for further details).

REFERENCE DOCUMENT

Doc 005 Programme Regulations MQF/EQF Lv 5 - 7

4.3.6. Failed or Not Submitted Dissertation

Students who fail their dissertation shall be provided with a number of options to remedy their situation, following a decision by the MCAST Degree Ratification Board as per DOC 100 para 3.1.5.

REFERENCE DOCUMENT

DOC 100 Dissertation Guidelines

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5. APPENDIX: Classification of Unit Grades and Overall Classification - Summary Table (MQF/EQF Level 6 – 7)

Qualification	Classification of Unit Grades		Certification is Due	Classification of Dissertation	Overall Classification		Overseeing Board	Rubric	Related Document/s (Apart from Doc 442)
MQF/EQF Level 6	A*, A, B, C, D, U		At end of Programme	N/A	Sum of Units + Dissertation =	1 st Class 2 nd Upper 3 rd Class	DRB	<u>GENERIC DISSERTATION ASSESSMENT CRITERIA AND GRADING RUBRIC MQF 6 (DOC_374)</u> <u>ARTEFACT-BASED PROJECTS DISSERTATION RUBRIC (ICA – MQF LV6) (DOC_375)</u> <u>PROGRAMMING CODE BASED PROJECTS DISSERTATION RUBRIC (IICT – MQF LV 6) (DOC_376)</u> <u>INSTITUTE OF ENGINEERING AND TRANSPORT DISSERTATION RUBRIC (MQF 6) (DOC_377)</u>	<u>PROGRAMME REGULATIONS (MQF EQF LVL 5 – 7) (DOC_005)</u> <u>DISSERTATION GUIDELINES (DOC_100)</u> <u>COLLEGE ACADEMIC BOARD PROCEDURES (DOC_188)</u>
Master by Research (12 + 78 ECTS)	Pass, Merit, Distinction	Pass, Fail	At end of Programme	Pass, Merit, Distinction	Based solely on the Dissertation	Pass, Merit, Distinction	Viva Board	<u>ACADEMIC GRADING RESEARCH RUBRIC (MQF LV 7) (DOC_382)</u>	<u>PROGRAMME REGULATIONS MASTER'S BY RESEARCH PROGRAMME (MQF EQF 7) (DOC_016)</u> <u>VIVA PROCEDURE APPLIED RESEARCH MASTER'S DEGREE PROGRAMME (EQF MQF 7) (DOC_237)</u> <u>DISSERTATION GUIDELINES (DOC_100)</u>
Master in Research Methods (30+30+30 ECTS)	Pass, Merit, Distinction		At the end of each phase	Pass, Merit, Distinction	Sum of Units and/or Sum of Units + Dissertation <i>(depending on which phase)</i>	Pass, Merit, Distinction	DRB	<u>POST-GRADUATE DIPLOMA IN RESEARCH METHODS GRADING RUBRIC (DOC 384)</u> <u>MASTER IN RESEARCH DISSERTATION GRADING RUBRIC (DOC 385)</u>	<u>PROGRAMME REGULATIONS (MQF EQF LVL 5 – 7) (DOC_005)</u> <u>COLLEGE ACADEMIC BOARD PROCEDURES (DOC_188)</u> <u>DISSERTATION GUIDELINES (DOC_100)</u>
Master Programme (60 + 30 ECTS)	Pass, Merit, Distinction		At end of Programme	Pass, Merit, Distinction	Sum of Units + Dissertation =	Pass Merit Distinction	DRB	<u>ACADEMIC GRADING RESEARCH RUBRIC (MQF LV 7) (DOC_382)</u> <u>PROJECT/ACTION RESEARCH GRADING RUBRIC (MQF LVL 7) (DOC 383)</u>	<u>PROGRAMME REGULATIONS (MQF EQF LVL 5 – 7) (DOC_005)</u> <u>COLLEGE ACADEMIC BOARD PROCEDURES (DOC_188)</u> <u>DISSERTATION GUIDELINES (DOC_100)</u>
MVEAR (120 ECTS)	Pass, Merit, Distinction		At the end of each year	Pass, Merit, Distinction	Sum of Units + Dissertation =	Pass Merit Distinction	DRB	<u>MVEAR ASSIGNMENTS RUBRIC (MQF LV7) (DOC_380)</u> <u>MVEAR SELF REFLECTION ON GROUP PROJECT RUBRIC (MQF level 7) (DOC_381)</u>	<u>PROGRAMME REGULATIONS MVEAR (DOC_007)</u>