

Regulations for Master's Degree, Postgraduate Diplomas and Postgraduate Certificates (July 2020) (V 6.1)



The following Regulations apply to Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates. Candidates must also satisfy supplementary regulations which govern individual Postgraduate programmes.

1. Admission

- (i) Every applicant for admission to a programme leading to Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates is required to comply with the entrance requirements of the particular degree to which admission is sought. Possession of these qualifications does not in itself guarantee admission.

2. Requirements for Assessment

- (i) To qualify for a Master's Degree award, the candidate must attend and duly perform the programme of study.
- (ii) The programme of study shall be by examination, coursework and/or dissertation/ projects as appropriate.
- (iii) For each individual programme of study the modules required shall be specified and may include assignments with no credit value which must be completed by the candidate for the award of the degree.
- (iv) The programme of study for a Master's Degree by examination, coursework and/or dissertation/ projects as appropriate shall be not less than one academic year for a full-time candidate and not less than one and a half years for a part-time candidate.
- (v) A candidate who is awarded the required number of credits as per the specified programme documents shall be eligible either for a Post Graduate Certificate or Post Graduate Diploma or a Master's Degree.
- (vi) Where electives are available students will have to sit for the number of electives authorised. In case, a student sits for more electives than prescribed, it is the elective in which minimum marks have been obtained that will be officially recorded.

3. Requirements for Resits

- (i) Students having failures in modules will be required to resit the failed modules as and when offered next over the maximum duration of the programme unless otherwise prescribed by the Academic Council on the recommendation of the School Board for a specific programme. All failed modules will need to be cleared before award.

A maximum of 4 failed modules may be taken as retake/resit provided the modules are on offer. Exceptionally, upon approval of the Head of School, the students may take a resit module not on offer or take an alternative to a failed module, where appropriate, in another programme.

- (ii) Students who fail to pass in 3 attempts will be allowed to resit the module during the permissible course duration as per programme document / UTM's Regulations. They will have to pay resit fee of Rs 3000/- per attempt as well as the administrative fee of Rs 3500/- for every year beyond which the resit has not yet been cleared.
- (iii) Students who are on the final semester may retake/resit all failed modules, including those, not on offer, as special papers in the next prescribed examination session
- (iv) Students will not be allowed to retake modules which they have passed.
- (v) When resitting a module, the mark obtained will be capped at pass mark.
- (vi) Existing Continuous Assessment marks will be computed in the total marks for retake/ resit modules. Students who failed in the continuous assessment may wish to retake it.

4. Requirements for Project/Dissertation

- (i) Where a programme of study includes a dissertation/project, the dissertation shall be of a prescribed length and be presented in typed form not later than the time prescribed by the School.
- (ii) A candidate shall state in the dissertation the sources from which the information it contains is derived and the extent to which the candidates have made use of the work of others.
- (iii) A candidate may not submit a dissertation, a substantial part of which consists of material which has been submitted for any other Degree or qualification.
- (iv) The Dissertation/Project shall be subject to the University anti plagiarism policy in force.

- (v) A student who fails a final level project/dissertation on the first attempt may
 - (a) Either Resubmit the same reworked and improved project/dissertation with the next cohort, upon payment of current applicable dissertation and administration fees, subject to a maximum duration of one semester. Such a resubmitted work will earn marks capped at the minimum pass mark.
 - (b) Or Opt for a new project with a different title as approved by the School Board, upon payment of current applicable dissertation and administration fees, and will be eligible for the actual marks obtained.
- (vi) Delay in the submission of final year Project/Dissertation by a maximum of one calendar month
 - (a) Submission of the final year project / dissertation with a delay of less than a calendar month of the deadline for submission will not require a formal application but a written notification of same to the supervisor(s) and with copy to the School administration and programme coordinator.
 - (b) Such a late submission will however attract penalty marks per full calendar week of lateness, or part thereof, at the rate of 5% of the marks earned.
- (vii) Delay in the submission of final year Project / Dissertation by not less than one calendar month
 - (a) Submission of a final year project / dissertation with a delay not less than a calendar month of the deadline for submission will require a formal application.
 - (b) The application for an authorised delay in the submission of final year project/ dissertation by more than a month (extension) shall be done on the prescribed form and deposited with the appropriate school administration at least a full calendar week prior to the due date for submitting the project / dissertation.
 - (c) Such application for an authorised extension of time will be considered only once and only on medical or compassionate grounds, both of which must be accompanied with justifying evidence.
 - (d) An extension of time granted shall not exceed a maximum duration of one semester.
 - (e) Students who have been granted an extension of time under sub-sections (b) and (c) will be required to submit that project/dissertation along with the next cohort.
 - (f) Such final year project / dissertation submitted with the next cohort shall earn actual marks obtained.
 - (g) Failure to submit the project / dissertation with next cohort will be considered as a failure in the project/dissertation module.
 - (h) A student who fails a project/dissertation after having been granted an extension of time to submit same will be required to submit a fresh piece of work, with a new title.
 - (i) For a submission under sub-section (e) or sub-section (h), students will have to re-register and pay the current applicable dissertation and administration fees of that additional semester.

- (viii) All fresh projects/dissertations submitted under 4(v)(b) or 4(vii)(h) shall
- (a) be completed within the normal duration of one/two semesters, as specified in the respective programme document.
 - (b) be eligible to earn the actual marks obtained.
 - (c) be acceptable subject to the maximum prescribed programme duration not having been exceeded.
 - (d) attract the payment of the current applicable dissertation and administration fees of the additional semester(s).
- (ix) If a student fails a final year project / dissertation a second time, or has not submitted the project / dissertation within the maximum duration of the programme, that student will be withdrawn from the programme and will be eligible to an award based on accumulated credits, in line with the programme document, the University regulations and appropriate financial clearances.