

Completing your course: *a guide for new postgraduate Students*

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▶ **DOES THIS APPLY TO ME??**

- This guidance applies if you began your course in September 2015 or later. If you started before September 2015, please see the separate guide.
- This guidance applies to ***all postgraduate courses except PGCE.***

How is my Course Structured [1]?

Your course comprises several elements, called **modules**.

Each module carries a **credit weighting**, indicating roughly how much work is involved [each credit is worth 10 learning hours, including private study, attending classes, and so on]. A 15-credit module requires on average 150 learning hours.

In a **Masters** course, your modules add to **180 credits**.

In a **Diploma** course: your modules add to **120 credits**.

In a **Certificate** course: your modules add to **60 credits**.

How is my Course Structured [2]?

If you are an international student, you can roughly translate Hope credits to the credits from your own country as follows:

- 2 Hope credits = 1 European credit
- 4 Hope credits = 1 US credit

All postgraduate modules are aimed at ***Masters Level***.

- ✓ You can refer to the level as either **Level M** or [if you want to describe your course in relation to National Standards] **Level 7**.
- ✓ These terms will broadly indicate to another University **how complex and challenging your course is designed to be.**

What must I do to pass my course?

Basically, you simply need to pass approved modules to the correct credit value [including compulsory modules]:

- ✓ 180 credits for Masters
- ✓ 120 credits for a Diploma
- ✓ 60 credits for a Certificate

The **Pass mark** for a module is **50**.

Your lecturers will be able to tell you the criteria they use to mark your work.

How long do I have to complete my course [1]?

Masters Courses:

- you are normally expected to finish in **1 year full-time** or **2 years and one term part-time**
- if you need to do resits or retakes, or you interrupt study, the Board of Examiners can extend up your course up to a total, from your initial registration, of **2 years full time** or **3 years and one term part-time**;
- further extensions would be at the discretion of the Board, and evidence of mitigating circumstances would normally be required.

How long do I have to complete my course [2]?

Diploma Courses:

- you are normally expected to finish in **1 academic session full-time** or **2 academic sessions part-time**
- if you need to do resits or retakes, or you interrupt study, the Board of Examiners can extend up your course up to a total, from your initial registration, of **1½ academic sessions full-time** or **2½ academic sessions part-time**;
- further extensions would be at the discretion of the Board, and evidence of mitigating circumstances would normally be required.

How long do I have to complete my course [3]?

Certificate Courses:

- you are normally expected to finish in **1 or 2 terms full-time** or **1 academic session part-time**
- if you need to do resits or retakes, or you interrupt study, the Board of Examiners can extend up your course up to a total, from your initial registration, of **1 academic session full-time** or **1½ academic sessions part-time**;
- further extensions would be at the discretion of the Board, and evidence of mitigating circumstances would normally be required.

Where do I find more information?

- ✓ This information is for Guidance Only.
- ✓ Further information about completion is available at:
www.hope.ac.uk/gateway/students
- ✓ If you have any queries, please contact your Faculty Office and ask for an appointment to talk to a Senior Academic Adviser.
- ✓ ***Please seek advice immediately if you think you have mitigating circumstances.***