

Faculty of Humanities - Policy re the Use of Level 6¹ Units at Level 7²

In order to permit greater flexibility and to encourage efficiencies in teaching, in line with current regulations, the following use of level 6 (first cycle qualification)³ units at level 7 (second cycle qualification)⁴ is permissible.

I Level 6 Units

The following use of level 6 units is permissible:

- where programmes require the student to either study a completely new subject directly at Masters level (e.g. *ab initio*⁵ language learning)
- in order to facilitate the inclusion of relevant ancillary⁶ studies within the programme
- where programmes commence with introductory material that may not be at postgraduate level

Up to 30 credits of level 6 taught units can be used on a Degree of Master (30/120)

Up to 30 credits of level 6 taught units can be used on a Postgraduate Diploma (30/120)

(e.g. 3 x 10 credit units; or 1 x 10 credit + 1 x 20 credit unit; or 1x30 credit unit, from level 6)

A Postgraduate Certificate will consist of a minimum of 60 credits at level 7 (0/60)

Please Note:

a. These requirements apply to students registering for a Degree of Master, Postgraduate Diploma or Postgraduate Certificate. Students, who have registered for a Degree of Master, but who exit with a Postgraduate Certificate (i.e. 60 credits), must have successfully completed 60 credits of level 7 units in order to be eligible to the award of Postgraduate Certificate. This must be clearly articulated in any relevant documentation.

b. Students are not permitted to undertake a level 6 course unit which is not approved as part of the suite of course units available for the particular Masters level programme.

The use of Level 6 units on a level 7 programme may be included in isolation or in combination with enhanced Level 6 units (see table in section VI, page 3).

II Level 6 Enhanced Units

Where a programme has more stringent requirements (e.g. due to professional recognition, CRB requirements etc) the following use of suitably enhanced level 6 material is permissible:

Up to 30 credits of taught units based on material partly shared with level 6 units, suitably enhanced to level 7 can be used on a Degree of Master

Up to 30 credits of taught units based on material partly shared with level 6 units, suitably enhanced to level 7 can be used on a Postgraduate Diploma

Up to 30 credits of taught units based on material partly shared with level 6 units, suitably enhanced to level 7 can be used on a Postgraduate Certificate

The use of enhanced Level 6 units on a level 7 programme may be included in isolation or in combination with Level 6 units (see table in section VI, on page 3).

NB. For categories I & II only final year undergraduate course units may be used.

¹ Was previously level 3 in the Quality Assurance Agency's (QAA) 2001 edition of the Framework for Higher Education Qualifications (FHEQ)

² Was previously level 4 in the QAA's 2001 edition of the FHEQ

³ Was previously undergraduate, honours (H) in the QAA's 2001 edition of the FHEQ

⁴ Was previously masters (M) in the QAA's 2001 edition of the FHEQ

⁵ Latin term means 'from the beginning'. The Programme Director to determine, via the School's usual approval route, the appropriateness of any ancillary studies that are to be included.

⁶ Of secondary importance i.e. supplementary

III Exceptional Circumstances

In exceptional circumstances, it may be permissible for:

- a) material from a lower level to be suitably enhanced to level 7 and / or
- b) more than the total number of enhanced credits than as prescribed in category II above may be used towards the qualification.

Such cases must be discussed, in the first instance, with the Faculty Quality Assurance and Enhancement Administrator assigned to your School and ultimately must be approved by the Associate Dean (Teaching & Learning).

IV Enhancement Requirements

In order to ensure that, where a Masters level course unit shares teaching components with an undergraduate Honours level course unit, the course unit satisfies the requirements for Masters level status the following must be in place:

Enhancement of a level 6 course unit to a level 7 level unit will normally require:

- specific Masters level learning outcomes
- separate or additional seminars/tutorials exploring the subject to greater depth, linked to those Masters level learning outcomes
- separate or additional coursework/exam questions, assessing Masters level learning outcomes
- separate course unit code on Campus Solutions
- separate course unit outlines
- demonstrable depth of study

Where Masters level students share lectures with undergraduate level students it must be clear to both groups of students the requirements for their level of study.

- a special introduction should be given at the first lecture informing students of the requirements for their level of study
- it should be clearly indicated in the course unit outlines, one for each level of study (as well as other appropriate publications), that there will be a mix of undergraduate and postgraduate taught students taking the unit and what the intended learning outcomes, background reading, assessment criteria and other requirements are for the particular level of study

V Programme Design / Approval

V.1 Only those taught units which are at level 7 can be designated as a compulsory / core part of the Masters level programme.

V.2 Schools should monitor current provision against the minimum and maximum allowances as set out in categories I & II.

V.3 When considering new programme proposals the Faculty's Postgraduate Taught Committee should consult the above allowances.

V.4 Periodic Review panels may refer to these allowances when reviewing a School's quality assurance and enhancement procedures.

V.5 Programmes that are offered to graduates but which do not lead to a majority of assessed outcomes at Masters level cannot use 'Masters' or 'Postgraduate' in the award designation (this does not apply to the PGCE for which national dispensation applies).

VI Table of Permutations Permitted for the Use of Level 6 and Level 6 Enhanced Units

Programme	Level 6 units	Level 7 units enhanced from level 6 *	Level 7 credits	Total level 7 credits
Postgraduate Certificate	0 credits	0 credits	60 credits	60 credits
	0 credits	15 credits	45 credits	60 credits
	0 credits	30 credits	30 credits	60 credits
Postgraduate Diploma	0 credits	0 credits	120 credits	120 credits
	0 credits	15 credits	105 credits	120 credits
	0 credits	30 credits	90 credits	120 credits
	15 credits	0 credits	105 credits	105 credits
	15 credits	15 credits	90 credits	105 credits
	30 credits	0 credits	90 credits	90 credits
	30 credits	30 credits	60 credits	90 credits
Masters Degree **	0 credits	0 credits	120 credits	120 credits
	0 credits	15 credits	105 credits	120 credits
	0 credits	30 credits	90 credits	120 credits
	15 credits	0 credits	105 credits	105 credits
	15 credits	15 credits	90 credits	105 credits
	30 credits	0 credits	90 credits	90 credits
	30 credits	30 credits	60 credits	90 credits

* the learning outcomes denoted in this column are at level 7

** the total number of credits (i.e. the total of the credits quoted in columns 2-4) only relates to the taught element of the programme, and does not include the dissertation (or equivalent) element of the programme.

Faculty of Humanities

Document Control

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