



# **Principles of Staged Masters Programmes**

## Documentation Management

### Document Record

Maintained by:	Quality Assurance
Owned by:	University Education Committee
Approval Date:	October 2018
Location of Master Document:	<a href="https://intra.brunel.ac.uk/s/QSO/Team/Programmes/Design,Development,Approval">https://intra.brunel.ac.uk/s/QSO/Team/Programmes/Design,Development,Approval</a>

### Version Control

Document Version	Amendments	Amended By	Date	Approved By
1.0	New document	Quality Assurance Manager (CHLS)	October 2018	University Education Committee

# Principles of Staged Masters Programmes

## 1. Stages of study

Staged master's programme are delivered part-time. A student must apply and register for each stage individually:

Stage 1 = PG Cert (60 credits) = 1 Year/12 months

Stage 2 = PG Dip (60 credits) = 1 Year/12 months

Stage 3 = Masters (Dissertation 60 credits) = 1 Year/12 months

Each stage includes a formal application and award in its own right and students will have a different slash record for each stage.

To enrol on each stage, a student must have successfully completed, and have been certificated for, the previous stage.

Results for the previous stage/s will be added as APL to the further record/s following the [Exemptions Policy](#).

A programme may have a parallel full-time and/or part-time option available which is not staged.

The programme specification must define any variations to a September start for each stage.

## 2. Fees

Each of the three stages will be charged at one third of the full-time fee, rounded up to the nearest £5.

## 3. Normal and maximum periods of registration

The normal periods of study on each stage are:

Stage 1 = 1 Year /12 months PG Cert (60 credits)

Stage 2 = 1 Year /12 months PG Dip (60 credits)

Stage 3 = 1 Year /12 months Masters (Dissertation 60 credits)

**All three stages = 36 months**

Therefore, a staged master's programme is 3 years/36 months in total. The duration of the entire masters when studied as a staged masters is 3 years, as opposed to 2 years for normal part-time programmes. This is because a student on a part-time programme will begin work on their Dissertation whilst completing their taught modules, whereas a student on a staged masters will not begin working on their Dissertation until they enrol for stage 3.

Normally, the maximum period of registration for each stage of a staged masters shall be the normal length of study (1 year) plus one year (24 months). There will be no specific maximum period of registration from commencing the PG Cert to completing the Masters, unless specified in the programme specification.

At the point of admitting a student to the next stage of study, consideration must be given to whether the currency of credit already achieved is appropriate for the current programme, as per the [Exemptions Policy](#).

#### **4. Modules and award titles**

The programme specification must specify which module/selection of modules makes up each stage. This may be 60 specific credits, or may be any 60 credits from a selection, but it must be clear in the programme specification. Thought should be given to the modules which make up a PGCert, and the specific title students will be awarded.

Where a specific 60 credits make up the PGCert, it may be that the award title needs to be different from the award title given to a student who achieves a PGCert as an interim award after failing some credit and passing any combination of 60 credits from the programme.

#### **5. Reassessment**

Unless stated otherwise in the programme specification, students will be entitled to 30 credits of reassessment at stage 1 (PG Cert), 30 credits of reassessment at stage 2 (PGDip), and reassessment in the Dissertation at stage 3 (as per existing requirements in SR3.58). This provides students with the same overall reassessment entitlement as provided to students studying the full masters, and as defined in SR3.57.

At the Board of Examiners considering a PG Dip profile (at the end of stage 2), Board discretion may be used to allow more than the defined 30 credits of reassessment, as long as the Board can reassure itself that no more than 60 credits of reassessment will be taken over both stage 1 and 2 combined.