

RESUBMISSION POLICY: POSTGRADUATE

1. Within the Postgraduate programmes, a B- (2.7) grade is regarded as a 'redeemable fail'. Graduate students receiving this grade for a component of a course may re-submit the work to a time-frame agreed with the course instructor.
2. Students must advise the instructor of their intention to re-submit and obtain a revised submission date within five (5) working days of receiving the grade.
3. Marks for re-submitted material are capped at B.

RESUBMISSION OF FAILED THESIS/DISSERTATION OR PROFESSIONAL RESEARCH PROJECT

4. Grades of B- (2.7) on the thesis/dissertation or professional research project are treated as a "redeemable fail". Students are permitted one further opportunity to re-work the material based on written feedback and re-submit the thesis/dissertation or professional research project within three months of the original submission.
5. Students must advise the Associate Dean or designee (e.g. Programme Director) of their intention to re-submit within five (5) working days of receiving the grade.
6. Marks for the resubmitted material are capped at a B grade.
7. Students resubmitting their work will not normally be expected to be in attendance at the University during the resubmission period.
8. Students will be offered one, face-to-face or Skype meeting with the academic supervisor to discuss the feedback and what they need to do to achieve a passing mark. Students must take up this meeting opportunity within one month. It is then expected that the student works independently before re-submission.
9. An administrative charge of £150 must be paid to the Finance Office on receipt of approval to re-submit.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	24 August 2018
002	Re-submission deadline Supervision meeting Administrative fee	25 Jan 2019	27 August 2019
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	