

RESUBMISSION POLICY: POSTGRADUATE

RESUBMISSION OF COURSEWORK

1. Within the Postgraduate programmes, a B- grade is regarded as a “redeemable fail”. Postgraduate 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. Postgraduate students receiving a B- as an overall grade for a course may re-submit the failed element(s) of the course to a time-frame agreed with the Programme Director or Designee.
3. Postgraduate students who intend to re-submit must advise the Programme Director or Designee of their intention to re-submit and obtain a revised submission date within five (5) working days of receiving the grade.
4. Grades for re-submitted postgraduate coursework will be capped at B.
5. If a student re-submits coursework components and their overall grade for a taught course is still B-, they are able to compensate for this if they have another taught course grade at B+ or above.

RESUBMISSION OF FAILED THESIS/DISSERTATION OR PROFESSIONAL RESEARCH PROJECT

6. The grade of B- on the thesis/dissertation or professional research project for postgraduate programmes are treated as a “redeemable fail”. Students are permitted one (1) 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.
7. Postgraduate students must advise the Programme Director or Designee of their intention to re-submit within five (5) working days of receiving the grade.
8. Grades for re-submitted postgraduate thesis/dissertation or professional research project will be capped at B.
9. Postgraduate students resubmitting their thesis/dissertation or professional research project will not normally be expected to be in attendance at the University during the resubmission period.
10. Postgraduate students will be offered one, face-to-face or online meeting with the academic supervisor to discuss the feedback and what they need to do to achieve a passing grade. Students must take up this meeting opportunity within one month. It is then expected that the student works independently before re-submission.

11. Postgraduate students can only expect to receive the supervision session in May and June if the approved extension period to resubmit their thesis/dissertation or professional research project falls during the Summer semester.
12. If the postgraduate student's appointed academic supervisor is unable to provide supervision due to unforeseen circumstances, the relevant Head of Department may appoint a replacement supervisor to assist the student.
13. An administrative charge of £250 must be paid to the Finance Office on receipt of approval to re-submit the thesis/dissertation or professional research project.

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
003	Students receiving a B- (2.7) as an overall grade for a course may re-submit the failed element(s) of the course. Added point re: B- grade compensation.	25 June 2020	11 August 2020
004	Removed GPA from grade equivalent.	July 2021	July 2021
005	Removed header	18 October 2022	18 October 2022
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	