

Progression requirements

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Post/section with responsibility for implementation and monitoring		Head of Marketing, Admissions, and Students Services
Approved by		University Council
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Cross reference/related documents:		3.2 Graduate admissions 3.2.1 Programme admission requirements 4.7 Readmission 5.1.3 Assessment (Master's)

1.0 Rational and principles which this policy seeks to uphold

- 1.1 The University offers flexibility to students with respect to their ability to progress to complete the full requirements of a Master's degree programme or to exit at an earlier point with a named award.
- 1.2 The University ensures students are compliant with procedures for suspension of studies.
- 1.3 The University upholds its right to dismiss students who remain non-compliant with procedures that govern suspension.
- 1.4 The University is cognizant that the UAE Ministry of Education's Commission for Academic Accreditation no longer recognises Certificate level awards; reference herein allows the University to have relevant policy whilst phasing out such offerings.

2.0 Scope

- 2.1 Applies to all Masters level programmes with relevant structure.

3.0 Policy

- 3.1 Admission:

- 3.1.1 the admission requirements for a Master's programme are common to all students, whether they intend to exit with the award of Certificate, Diploma, or Masters level;
- 3.1.2 students must meet the admission requirements set out in relevant University policy for admissions;

3.2 Exit or progression to a higher award:

- 3.2.1 students who successfully complete the requirements for Postgraduate Certificate may exit the programme with that award, or progress to complete the requirements for a Postgraduate Diploma. They will receive only one award;
- 3.2.2 students who successfully complete the requirements for a Postgraduate Diploma may exit the programme with that award. Should the student meet the requirements for progression to dissertation, they may then progress to complete the requirements for a Master's Degree. They will receive only one award;
- 3.2.3 a student who has exited the programme with an award, but wishes at later stage to return to study for the higher-level award must meet the requirements for readmission;
- 3.2.4 a student who has exited the programme with an award, but wishes at later stage to return to study for the higher-level award must relinquish the previous award. Certificates and transcripts will be returned to the University and marked as 'transferred';
- 3.2.5 a student who has failed a component of a higher award (e.g. dissertation) may choose to exit the programme with a lower award provided he or she has completed the graduation requirements for that award.

3.3 Failure to meet progression requirements:

- 3.3.1 The University reserves the right to dismiss a student should the student suspend their studies without authorization and fail to re-register after two consecutive terms, or should the student fail to re-register following a period of approved suspension. The course of action is as follows:
 - 3.3.1.1 the University will write to the student with offer of a lower level award, provided the student has completed all the requirements for that award. The student will have 4 weeks to respond to consent to that award. If the student fails to respond the lower level award will be conferred automatically;
 - 3.3.1.2 the student's transcript will list the full credits completed by the student, whether these meet or exceed those normally required for the lower level award;
 - 3.3.1.3 if a student does not meet the requirements for any lower level award, or if such an award is not available, the student will automatically be deregistered from the programme and the University will issue a certificate of continuing professional development in the subject area.
- 3.3.2 Students who have exited their programme for reason of failure may reapply to the University at a later date, using the normal admissions process.