



The Institute of Ismaili Studies

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Taught Degree Regulations

These regulations are reproduced and adapted from those published by SOAS and apply to students starting on taught postgraduate degree programmes at the IIS from the Academic Year 2022/23 onwards. The reference document for these regulations is published on the [SOAS website](#).

Contents

Introduction.....	2
Admission and Enrolment.....	2
Programmes of Study.....	3
Mode of Attendance, Leave of Absence and Duration of Study.....	3
Modules, Engagement and Assessment.....	4
Progression.....	5
Short-term Absence and Mitigating Circumstances.....	6
Postgraduate Awards.....	7
Merit and Distinction in Postgraduate Awards.....	7



Introduction

1. These regulations are a key part of the IIS's information for taught postgraduate students. They set out requirements and expectations for students following the IIS's taught postgraduate programmes who first enrolled in September 2022 or later. They should be read together with the specific requirements for the student's programme of study, and the following IIS policies, procedures and regulations:

- Academic Misconduct Policy
- Appeals Procedure
- Assessment Policies
- General and Admissions Regulations
- Mitigating Circumstances Policy
- Support to Study Policy
- Student Engagement Policy
- Suspension of Regulations Policy

All the above can be found on the [IIS website](#).

2. These regulations apply to all taught postgraduate programmes of study unless an exception is specifically highlighted. Further information will be available to students in handbooks, the IIS website, and the virtual learning environment, but in all cases these regulations take precedence.
3. These regulations apply to Full programme, Visiting and Associate students, as defined in the General and Admissions Regulations for Students, when they are enrolled on modules delivered by the IIS.
4. Any exceptional cases for waiver of these regulations will be considered under the Suspension of Regulations Policy.

Admission and Enrolment

5. Regulations relating to admission and recognition of prior learning may be found in the General and Admissions Regulations.
6. Students admitted to the IIS must complete enrolment prior to the start of Term 1. Students are not entitled to attend classes until enrolment has been fully completed, and in all cases, they must have completed enrolment and started attending classes no later than the end of Week 2 of Term 1.
7. Students must enrol at the start of each subsequent academic year of their programme, unless leave of absence for the academic year has been approved in advance. Enrolment must be completed no later than the end of Week 2 of Term 1.
8. The IIS reserves the right to withdraw the enrolment of students who have failed to disclose relevant information, or who have presented misleading or false information, in applying for a programme



The Institute of Ismaili Studies

of study. The IIS also reserves the right to decline or withdraw the enrolment of students who do not hold the appropriate immigration status, or who fail to comply with the conditions of their visa.

Programmes of Study

9. The postgraduate awards of the IIS are:

Postgraduate Certificate	PGCert	FHEQ level 7
Postgraduate Diploma	PGDip	
Master of Arts	MA	

- 10. At the point of first registration, each student is registered for a specific programme of study. The requirements for each stage of each programme of study are set out in the Programme Specifications available for each programme on the [IIS website](#).
- 11. A student seeking to change programme should complete the Degree Programme Transfer Form available from the Academic Administrator. Programme transfers are at the discretion of the IIS and decisions will take into account the student’s qualifications on entry, modules taken, and grades achieved, availability of places, and any programme-specific requirements. Changes of degree programme are not permitted later than the end of Week 2 of an academic year, and any requests received later will be considered for the following academic year.

Mode of Attendance, Leave of Absence and Duration of Study

- 12. Postgraduate degree programmes, and graduate certificate or diploma programmes, may be studied on a full-time or part-time basis, as specified on the programme webpage. Normally students are expected to retain the same mode of attendance throughout their programme.
- 13. In exceptional circumstances, a student may apply to transfer from full-time to part-time, or vice-versa, by completing the Change of Mode of Attendance form available from the Academic Administrator. Approval to change will depend on the appropriateness of the proposed mode of study for the student’s programme and visa status.
- 14. Where a student requires a break in study, they may apply for leave of absence for a period of up to 12 months by completing the Leave of Absence form available from the Academic Administrator. Normally leave of absence will be granted no more than twice during a student’s period of study.
- 15. After the end of week 2 of an academic year, leave of absence for that year will only be considered in cases where the student has extenuating circumstances supported by evidence. Leave of absence for an academic year cannot be considered after the end of term 2 of that year.



The Institute of Ismaili Studies

16. In certain circumstances, leave of absence may not be possible, for example where a stage of a programme is running in its current form for the last time.
17. Where leave of absence is granted, a return to study date will be agreed. The student must register and resume their studies on that date; otherwise, they will be withdrawn from study.
18. The maximum period of study, not including any approved leave of absence, for a 2-year full-time master's degree is 3 years.
19. Where a student transfers between full-time and part-time modes of study the maximum period of enrolment will be calculated on a pro-rata basis, with two part-time years equivalent to one full-time year. This does not apply in cases where a student is required to register part-time to repeat failed modules; such years will count in full.
20. The maximum period of study will be reduced by one year full-time or two years part-time for every 120 credits granted in recognition of prior learning.

Modules, Engagement and Assessment

21. Postgraduate programmes are made up of modules, which may carry 15, 30, 45, 60 or 90 FHEQ credits. The ECTS value of each is exactly half of the FHEQ credit value.
22. Students are enrolled on modules at the beginning of each academic year.
23. Students are expected to engage fully with the learning opportunities offered to them by the IIS, but also to study independently, taking responsibility for their own learning. Details of how the IIS monitors engagement and supports students can be found in the Student Engagement Policy. Repeated failure to engage can lead to a student being withdrawn from study.
24. Exceptionally, the IIS in consultation with SOAS may approve a minimum attendance or participation requirement to pass a module, and where this is the case, it will be made explicit in the module descriptor.
25. Each module is assessed by one or more elements of assessment. Each element of assessment is given a percentage weighting in the calculation of the module grade. Where an element of assessment has not been completed, it will be weighted zero in the module grade calculation.
26. Where coursework, including a dissertation or project, is handed in late and there are no approved mitigating circumstances, the work will be accepted for up to 7 days after the due date, with the mark reduced by 2 marks per day late. After 7 days, work will not be accepted, i.e. a mark of zero will be awarded.
27. Students should ensure they are familiar with the **Academic Misconduct Policy** and the **Assessment Policies**.
28. Exceptionally, the IIS in consultation with SOAS may specify that a pass grade must be achieved in a particular element of assessment to pass a module. Where this is the case, it will be made explicit in the module descriptor.



The Institute of Ismaili Studies

29. Student performance in each assessment and in each module will normally be assessed and recorded using a percentage grade. Exceptionally, the IIS in consultation with SOAS may grant approval for a competence-based module to be assessed on a pass/fail basis only. Grades will be confirmed by an Assessment Board (Exam Board).
30. Credit will be awarded for a postgraduate module where a student has achieved a grade of 50% or higher. Grades of 49% or lower, and grades of NR, are fail grades and a grade of NC indicates that the module could not be completed. For each of these, no credit is awarded.
31. Two assessment opportunities are offered in each year. Where a student has a fail grade (including a grade of NR) for any element of assessment in the first assessment period, they will be permitted to take it at the summer reassessment period, with the module grade capped at the minimum pass mark, except in those elements where reassessment is not possible (which will be set out in the module descriptor). A student who has undertaken reassessment cannot be awarded a lower grade than that achieved at the first attempt.
32. There is no limit to the number of modules in which a student can be reassessed, provided they have not exhausted the permitted assessment attempts.
33. A student cannot be reassessed in an element of assessment, or in a module, in which they already have a passing grade.

Progression

34. Postgraduate student progression will be considered at the end of each academic year, after the main assessment period and again after the reassessment period. At this point, student progression is measured against the academic requirements for the taught elements of a student's programme of study. Progression is considered again after the dissertation submission date. Progression Boards (Exam Boards) oversee student progression. A student has the right to appeal against a decision of a Progression Board, in line with the Academic Appeals Policy. The possible decisions of the Progression Board are outlined in regulations 36-45 below.
35. Postgraduate students have access to two assessment attempts for each assessment element. Two opportunities are provided in each academic year, but where a student has not had the opportunity to take two attempts, they may be eligible to reassess as outlined below. Non-submission, without good cause approved, constitutes an attempt.
36. **Award:** Where a student has met the requirements of their intended award in full.
37. **Dissertation:** Where a student has successfully completed the taught modules and only the dissertation remains to be graded.
38. **Reassess:** Where a student has assessment attempts remaining in one module or more and has no module where both attempts had been exhausted, they will be permitted to undertake reassessment at the next opportunity. If the reassessment attempt is in the following academic year, students must pass all reassessed modules by the end of that year, otherwise they will be



The Institute of Ismaili Studies

required to withdraw. Any module passed at the second assessment attempt will be capped at the minimum passing grade.

39. **Reassess and defer:** Where a student meets the criteria for 'reassess' as above but needs to complete reassessment in 45 credits or more, they will be permitted to undertake reassessment, but the due date of the dissertation will be deferred until after the reassessment has been attempted.
40. **Continue:** Where a part-time student, or a full-time student on a two-year programme, has passed all modules taken, they will continue to the next year of their programme.
41. **Continue and reassess:** Where a part-time student has assessment attempts remaining in one module or more, and no module where both attempts have been exhausted, they will be permitted to continue, undertaking assessment in the following academic year. Students must pass all reassessed modules by the end of that year, otherwise they will be required to withdraw. Any module passed at the second assessment attempt will be capped at the minimum passing grade.
42. **Pause and reassess:** Students registered on a full-time two-year postgraduate programme with intensive language must pass all language modules in the first year in order to be permitted to progress to the second year of the programme. If a student has assessment attempts remaining in these, they must repeat and pass these before they can progress to year two.
43. **Aim for lower award:** Where a student has attempts remaining in some modules but has exhausted both attempts in others, the original intended award is not achievable, but a lower award, typically PG Cert, is still possible. In such cases the student will be permitted to take remaining assessment opportunities in the following year in order to attempt to attain an award. No attempts will be permitted beyond that year.
44. **Award lower award:** Where a student has met the requirements for a lower award, and no higher award is possible from the remaining assessment attempts.
45. **Withdraw:** Where all assessment attempts have been exhausted, or no award is achievable from the remaining assessment attempts, or where there has been a consistent pattern of failure to attempt assessment.
46. Repeat study for postgraduate students is not normally permitted.

Short-term Absence and Mitigating Circumstances

47. A student may apply for an extension or deferral of assessment as described in the Mitigating Circumstances Policy. Any request for extension must be submitted on or before the date on which the assessment is due. Any request for deferral should normally be submitted in advance of the coursework deadline or examination date; where this is not possible, they should be submitted, including evidence, within 7 days of the assessment date. Only in extreme cases, such as emergency hospitalisation, will requests be accepted later. Deferral will not be considered after the Assessment Board (Exam board) has met.
48. Applications for extension and deferral are administered overseen by the Mitigating Circumstances Panel.



The Institute of Ismaili Studies

49. Where deferral of an assessment has been approved, assessment should be completed in the late summer reassessment period. Assessment due in the late summer reassessment period cannot be deferred, and an outcome of Pass, Fail or Not Completed will be given for the module, as appropriate. A module that has not been passed may be reassessed or repeated in the following academic year, provided the student is eligible to do so under the progression regulations.
50. Where a postgraduate student is prevented by mitigating circumstances from submitting the dissertation, they may apply to defer submission to 31 October of the same year. Where there are exceptional circumstances such that this is insufficient, a period of leave of absence should be requested, and a future submission date agreed by the Mitigating Circumstances Panel.

Postgraduate Awards

51. Each award has a minimum credit requirement that must be met in full. No condonement or compensation of failed modules is permitted.
52. Students who withdraw from study, or are withdrawn by the IIS, may be awarded an exit award if they meet the criteria for an award outlined below, with the credit attained within the maximum period of study for that award.
53. For the award of the Postgraduate Certificate, students require passes in 60 credits, with at least 45 at level 7.
54. For the award of the Postgraduate Diploma, students require passes in 120 credits, with at least 90 at level 7.
55. For the award of the Master's degree, having followed a one-year programme (or its part-time equivalent), students require passes in 180 credits, with at least 150 at level 7.
56. For the award of the Master's degree, having followed a two-year programme (or its part-time equivalent), students require passes in 360 credits (as specified in the programme structure), with at least 150 at level 7. Where students exit the programme without completing the required credit total in full, the highest award that can be granted is Postgraduate Diploma.
57. Any of the IIS's postgraduate awards may be awarded posthumously. A posthumous award will be calculated based on credit attained.
58. Where a student has been prevented from completing sufficient assessment due to severe illness or other exceptional circumstances, the Assessment Board (Exam board) may recommend to the SOAS Board that an Aegrotat award is made. An Aegrotat award does not carry merit or distinction.

Merit and Distinction in Postgraduate Awards

59. Any postgraduate award may be granted with Merit or with Distinction. A grade average, weighted by module credit, will be calculated, based on the passing grades achieved in all modules taken,



The Institute of Ismaili Studies

including the dissertation, as part of the postgraduate programme. Failed modules, and any modules assessed on a pass/fail basis, will not be included in the calculation.

60. The grade average is calculated and rounded to the nearest whole number. Where the grade average is 70% or higher, the award will be granted with Distinction. Where the grade average is 60% - 69%, the award will be granted with Merit. There is no borderline area, and Boards do not have the ability to award Merit or Distinction where the required grade average has not been attained.