

University Governance

University Regulations

Regulation XI

Diplomas in Industrial Studies, Professional Studies, International Studies and Professional Development (Graduate Professional Development Award)

(Version effective from 1 August 2011 to 31 July 2018)

1. In this Regulation "School"/"Department" shall be taken to mean a School/Department of the University responsible for a programme of which professional training or international experience forms a part.
2. The Diploma in Industrial Studies, Diploma in Professional Studies, or Diploma in International Studies shall only be awarded in those sandwich or other programmes which have been designated by Senate as programmes in which these awards may be made.
 - 3.1 A Diploma may be awarded to persons who, in the course of having qualified for the Degree of Bachelor, or Master of Engineering, Master of Mathematics, Master of Physics, Master of Chemistry or Master of Computer Science, in designated programmes of the University, shall also have completed professional training or international experience in accordance with the following conditions.
 - 3.2 The professional training or international experience shall take place in locations and organisations which are acceptable to the School/Department. It may be split between up to three different locations and organisations.
 - 3.3 Experience leading to the Diploma in International Studies may be divided between study in an educational organisation and no more than two industrial /professional work placements.
 - 3.4 The professional training or international experience shall be of at least 45 weeks' duration in total, exclusive of industrial holidays, except
 - (i) where it takes place wholly in one or more educational organisations, when it shall coincide with the length of the academic year or
 - (ii) where it is split between study in an educational organisation and either one or two industrial/professional work placements, when it shall comprise at least one semester's study in the educational organisation and either one or two placements of a total of at least 25 weeks in an industry setting
 - (iii) where the student receiving professional training or international experience is unable to complete 45 weeks of attendance due to circumstances beyond their control, in which case they shall be referred to the procedure set out in paragraph 3.5.
 - 3.5 Where a student's placement is cut short due to circumstances beyond their control, the onus is on the student to seek a further placement (with the support of their School/Department and the Careers and Employability Centre) wherever possible. If the student is unable to secure a further placement in order to complete 45 weeks of professional training or international experience then
 - (i) a period of 40 weeks or more shall be accepted without any extra work being required
 - (ii) a minimum of 25 weeks shall normally be required to remain eligible for the Diploma award but for periods of 25-39 weeks, additional work agreed between the student's School/Department and the relevant AD(T) may substitute for professional training or international experience

- **(iii)** if a student is put on a shorter working week, due to the financial situation of their professional training organisation or international experience location, the total placement contribution shall be calculated pro rata to determine what, if any, additional work is required in line with (i) and (ii) based on the assumption that a normal working week is 35 hours in duration.

Any student, having embarked on professional training or international experience, who is unable (because of circumstances beyond their control) to complete a minimum of 25 weeks of placement experience and, as a consequence, is unable to qualify for the Diploma award, shall have their fee for the placement year waived in full.

3.6 The professional training or international experience shall be completed before the end of the academic programme.

3.7 The nature of the professional training or international experience shall be determined by the School/Department in collaboration with the organisation within which it takes place.

3.8 Each student receiving professional training or international experience shall be supervised by:

- **a)** a tutor who shall be a member of the Academic Staff of the School/Department responsible for his/her programme
- **b)** an External Tutor who shall be a member of the professional staff of the organisation in which professional training or international experience is being delivered, who shall be appointed with the agreement of the School/Department.

4.1 In cases where the professional training or international experience takes place in a single location, the assessment of a student's performance shall derive from the following:

- **(a)** an assessment by the External Tutor in co-operation with the School/Departmental Tutor of the student's professional training or international experience;
- **(b)** in the case of the Diploma in Industrial Studies or the Diploma in Professional Studies a dissertation of about 5,000 words, or such other length as may be determined by the School/Department, or, in the case of the Diploma in International Studies, a project report. The dissertation or project report will be written by the student on a subject or subjects to be given by the School/Departmental Tutor in consultation with the External Tutor. It will be assessed by the School/Departmental Tutor in collaboration with the External Tutor and be subject to scrutiny by an External Examiner appointed by the University. Students whose professional training or international experience takes place in a non-English speaking environment designed to improve their foreign language proficiency may be required by the School/Department to submit their dissertation or project report in a language other than English;
- **(c)** a progress assessment which will be a report or reports by the student on his/her period of professional or international experience, assessed by the External Tutor and/or his/her School/Departmental Tutor in collaboration;
- **(d)** such other exercises as may be decided by the relevant Associate Dean (Teaching) to be appropriate to the professional training or international experience in a designated programme of study.

4.2 In cases where the professional training or international experience is split between different locations or organisations, the assessment of a student's performance shall derive from such combination of exercises as may be decided by the student's School/Department and the relevant Associate Dean (Teaching) with reference to 4.1 above to be appropriate to the training and/or experience undertaken and to provide an assessment of the student's performance comparable to that available for students based in a single location or organisation; this shall include cases falling under 3.5(ii) or 3.5(iii) above.

4.3 Provided that in the case where experience leading to the Diploma in International Studies is divided between study in an educational organisation and either one or two industrial/professional work placements, the assessment of a student's performance shall include satisfactory completion of approved modules with a value of at least 15 ECTS credits studied at the partner educational organisation.

4.4 Provided also that in the case where experience leading to the Diploma in International Studies involves a full academic year of study in a partner educational organisation, the student may be required to undertake modules of study agreed between the student, the School/Departmental Tutor in Loughborough and the External Tutor in the host institution, and complete the assessments in the modules set by the host institution. The assessment of the student's performance for the award of the Diploma in International Studies shall derive from his/her performance in the modules taken, as evidenced by the host institution, combined with one or more reports or presentations relating to the year as may be required by the School/Department, assessed in the same way as the reports described in 4.1(c), and subject to overall scrutiny by an External Examiner appointed by the University.

5.

- **(a)** In order to qualify for the award of a Diploma, a student is required to receive a satisfactory assessment in each part of his/her professional training or international experience.
- **(b)** A student will have the opportunity of endeavouring to remedy an unsatisfactory performance in his/her dissertation, project report, progress assessment, placement review or other exercise which he/she has produced for assessment. His/her School/Departmental Tutor shall stipulate a date by which the amended exercises shall be completed, which shall not be later than the commencement of Final Degree Examinations following the professional training or international experience.

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