

Postgraduate Taught Dissertation Resubmission – Operational Guidance

When resubmission is offered

There are two scenarios in which a student may be permitted to resubmit a Master's dissertation or research project.

- **Section A** of this guidance covers resubmission where a student has achieved a mark of 45-49 at the first attempt for the dissertation or research project;
- **Section B** of this guidance covers resubmission where a student has been granted a null sit for their original submission due to Special Circumstances.

Both of these scenarios are covered under Taught Assessment Regulation 58.

A: Resubmission based on a mark of 45-49 at the first attempt

This section provides guidance on the process of resubmission where a student has marginally failed the dissertation at the first attempt, achieving a mark of 45-49. This is in line with the provisions of Taught Assessment Regulation 58.

1. Informing students of their opportunity to resubmit

Schools should advise students of the option to resubmit their dissertation or research project. This should be done through a progression decision in EUCLID, which informs the student that their award decision has been deferred and that they have the option to resubmit. Recording this as a progression decision in EUCLID allows the Student Records team to understand that the student will not be graduating until this is completed.

2. How resubmission is recorded in EUCLID

PGT students automatically move on to the status "interrupted, assumed completed and result assumed pending" once their record has gone past the maximum end date, which is normally on 31 August. Students who are resubmitting their dissertation or research project must have an extension added to their record, to ensure that their new end date matches the date when they are expected to complete. This also allows them to maintain access to library resources and to their University email.

The entry of a mark of 45-49 will become a resit entry on the Student Record. Note that a 48/49 borderline dissertation or research project mark which had been considered by the Board of Examiners and subsequently deemed to be eligible for a pass can have the resit entry within the Student Record manually overridden at School level.

3. Supervision and attendance

The Board of Examiners will provide a statement to the student which outlines why their original submission was deficient, and what is required to bring the work to a Master's level. The student is also entitled to receive further written advice from their supervisor on one occasion before resubmission. As such, there is no requirement for the student to be in Edinburgh in order to complete their resubmission. Students are entitled to Library access during this time, but would not be expected to require laboratory access, as minor revisions to dissertations or research projects should not require additional research.

4. Implications for Student visa holders

As above, there is no requirement for a student to be on campus in Edinburgh, where they have been permitted to complete a resubmission due to marginal failure. Student visa holders are entitled to library access as normal, but must prepare to leave the UK by their

visa expiry date and must not overstay. Those who wish to return to the UK to attend their graduation ceremony may use the Standard Visitor visa route. It is important to note that adding an extension to a student's programme (see section 2, above) does not mean that the student will be issued with a new CAS to extend their visa.

5. Submission deadlines

The revised dissertation or research project must be submitted within three months of the student having been informed of the original result. Any extension requests or Special Circumstances submissions in relation to this deadline must be handled in line with provisions in the Taught Assessment Regulations and Special Circumstances Policy. Where a student declines the opportunity to resubmit, or fails to resubmit by the stated deadline, the mark that the student received for their initial submission is treated as final, and the School will consider the student for the relevant exit award.

6. How the resubmission should be marked

The revised dissertation or research project will be marked in accordance with normal marking procedure. However, the revised dissertation or project mark will be capped at 50 when ratified by the relevant Board of Examiners, in line with Taught Assessment Regulation 58.

7. What happens after resubmission

Should the student pass, the mark for the resubmitted dissertation will be recorded as 50 (C) by the Board of Examiners and entered by the School into the Student Record as such. The mark for the dissertation will be entered, the degree classification should be recalculated, and the award of MSc will be published.

Should the student fail on resubmission, the mark for the resubmitted dissertation will be treated as the final mark and the student will be considered by the Board of Examiners for the relevant exit award, which will be entered and published in the normal way.

8. Fees

No fee will be charged for the resubmission of a dissertation or research project.

B. Resubmission due to Special Circumstances

Resubmission of the dissertation or research project based on the award of a null sit for the first attempt may be offered to students as an outcome under the Special Circumstances policy.

9. Informing students of their opportunity to resubmit

Schools should advise students of the option to resubmit their dissertation or research project using their usual method for informing students of Special Circumstances outcomes.

10. How resubmission is initially recorded in EUCLID

PGT students automatically move on to the status "interrupted, assumed completed and result assumed pending" once their record has gone past the maximum end date, which is normally on 31 August. Students who are resubmitting their dissertation or research project must have an extension added to their record, to ensure that their new end date matches the

date when they are expected to complete. This also allows them to maintain access to library resources and to their University email.

11. Supervision and attendance

The Board of Examiners will provide a statement to the student which outlines why their original submission was deficient, and what is required to bring the work to a Master's level. Where students are granted the opportunity to resubmit their dissertation or research project due to Special Circumstances, the presumption is that they will not be required to remain on campus to complete the resubmission, with supervision provided remotely. However, there will be cases where progress with the original submission was severely hampered by the student's circumstances, and the School therefore wishes to request that the student remain on campus for the period of resubmission.

12. Implications for Student visa holders

In most cases students will not be required to attend campus in order to complete their resubmission, in which case it will not be appropriate to offer further sponsorship under the Student visa route. It is important to note that adding an extension to a student's programme (see section 10, above) does not mean that the student will be issued with a new CAS to extend their visa. Student visa holders are entitled to library access as normal, but must prepare to leave the UK by their visa expiry date and must not overstay. Those who wish to return to the UK to attend their graduation ceremony may use the Standard Visitor visa route.

However, as noted above, there may be specific cases where the School wishes to request that the student be permitted to study on campus for their resubmission because additional academic support is required.

In these cases, the School must seek further advice from the Student Immigration Service, and will be required to provide the following information:

- A clear explanation of why the student needs to be on campus to complete their resubmission, e.g. to complete data collection in-person, or access University laboratory facilities;
- An engagement plan detailing how and when the School will engage with the student, in line with the requirements for engagement and monitoring of visa-sponsored students.

13. Submission deadlines

Schools should determine an appropriate deadline for students which takes account of the impact of their circumstances. In most cases, it is expected that this deadline will fall within three months of the student being notified of their opportunity to resubmit. Any extension requests or Special Circumstances submissions in relation to this deadline must be handled in line with provisions in the Taught Assessment Regulations and Special Circumstances Policy.

Where a student declines the opportunity to resubmit, or fails to resubmit by the stated deadline, the mark that the student received for their initial submission is treated as final, and the School will consider the student's eligibility for an award.

14. How the resubmission should be marked

The revised dissertation or research project will be marked in accordance with normal marking procedure. The mark for dissertations or research projects resubmitted due to Special Circumstances is not capped.

15. What happens after resubmission

Where the student achieves a higher mark following resubmission than in their first attempt, this result should be recorded as their final mark in the Student Record, following standard procedures for null sits.

16. Fees

No fee will be charged for the resubmission of a dissertation or research project due to Special Circumstances.

Academic Services

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