

PROGRESSION AND CREDIT REQUIREMENTS POLICY: POSTGRADUATE

Degree Programme Requirements

1. Postgraduate students are normally subject to the degree requirements outlined in the Programme Specification in place at the time of their admission to the University. Re-admitted students are normally subject to the degree requirements outlined in the Programme Specification in place at the time of their re-admission to the University (see [Readmission Policy: Postgraduate](#)).

Credit Requirements

2. MBA students must complete an approved programme of 36 US/180 UK credits. This includes:
 - a. 12 credits of taught classes in the Fall and the Spring semesters (full time)
AND
 - b. a 4 US/20 UK credit internship and an 8 US/40 UK research project of 10,000 words(MBA)
OR
 - c. 12 US/60 UK research project of 15,000 words
3. MA students must complete an approved programme of 36 US/180 UK credits. This includes:
 - a. 12 credits of taught classes in the Fall and the Spring semesters (full time)
AND
 - b. a 4 US/20 UK credit internship and an 8 US/40 UK credit thesis/professional research project of 10,000 words
OR
 - c. a 12 US/60 UK credit thesis/professional research project of 15,000 words.
4. A maximum of 12 US/ 60 UK masters-level transfer credits may be awarded upon entry. See [Transfer Credit Policy](#).

Coursework Requirements and Late Submission of Coursework

5. Postgraduate students must successfully complete all coursework, and maintain good academic standing.
6. All students on Masters programmes are required to be in London from early May to mid-June for thesis/professional research project supervision and seminars unless their internship takes them outside London.
7. Postgraduates must submit all coursework on time. A student may request an extension to a coursework submission deadline from the instructor before the published deadline has passed.

8. Postgraduates without approved extensions and submit coursework late incur grade deductions according to the policy relating to the [Late Submission of Coursework Policy](#).
9. Where students have mitigating circumstances for the late submission, the instructor should be informed in advance by email, and evidence of good cause should be provided to the instructor in writing when the coursework is submitted.

Thesis/Dissertation and Internship Requirements

10. Students who do not submit the thesis/dissertation will receive a failing grade for the thesis/dissertation component.
11. Students with mitigating circumstances supported by official documentation may petition the Academic Progress Committee, for an extension to the deadline for submission of their thesis/professional research project. Please see [Incompletes, Rescheduled and Delayed Submission of Coursework Policy](#).
12. Where an extension to the submission deadline is approved, the due date will be no later than Week 4 of the following semester, or an earlier date will be determined on a case-by-case basis by the Associate Dean in consultation with the Academic Registrar and the Academic Progress Committee.
13. In cases of thesis/dissertation resubmission, the thesis/dissertation will be considered at the Assessment Board of the following academic year. The diploma, if granted, will therefore be dated one academic year later than if the thesis/dissertation had been submitted on time.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Removed references to F grades.		
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	