

### **3. MODULES, ASSESSMENT AND REGULATIONS**

*3.1 Introduction to the IGDS*

*3.2 Scheme Management*

*3.3 Registration Period*

*3.4 Module Schedules*

*3.5 Course Regulations*

*3.6 Module Assessment*

*3.7 Academic Integrity*

*3.8 Awards and Graduation*

## **3.1      *Introduction to the IGDS***

### **3.1.1      *Programme Aims and Intended Learning Outcomes***

The aims of this programme are in line with the Mission Statement of The Hong Kong Polytechnic University as listed below:

- (i) To nurture graduates who are critical thinkers, effective communicators, innovative problem solvers, lifelong learners and ethical leaders.
- (ii) To advance knowledge and the frontiers of technology to meet the changing needs of a society.
- (iii) To support a University community in which all members can excel through education and scholarship.

#### **Rationale and Programme Aims**

The programme of study is designed to develop the leaders of change and business improvement in engineering, manufacturing or logistics companies. It achieves this through broad-based vocational postgraduate education, providing a thorough understanding of the key elements of business, technology and supply chain & logistics management including:

- (i) the engineering business environment and strategic management;
- (ii) management of engineering and manufacturing operations;
- (iii) technologies in engineering, product and manufacturing design;
- (iv) capabilities, trends and applications of information technology;
- (v) enabling various functions of a company and its suppliers to act in unison.

This approach provides the benefits of integration and cross-fertilisation between functional specialists, companies, and industrial sectors.

#### **The aims of the programme include:**

- (a) provide students a thorough knowledge of engineering business and management techniques, manufacturing systems and processes know-how plus supply chain and logistics management;
- (b) enable students to understand the key value adding concepts and activities of market, product and process development, operations, logistics, high quality supply, and emerging competitive technology;
- (c) enable students to develop their skills in problem solving, decision making, judgement, innovation and self-enhancement continually.

The programme is suitable for either graduates in an engineering or science discipline, or graduates equivalent from other disciplines with some work experience. Upon graduation from this programme, students will possess a thorough knowledge of engineering business management techniques or supply chain and logistics management. They can develop a comprehensive understanding of and competence in the use of appropriate analytical tools and techniques to evaluate complex technical and business information and practice for tackling operational and managerial problems. Moreover, they will also develop life-long learning ability to fit the profile of a manager or technical professional with balanced business, engineering/technical capabilities and logistics managerial skills continually.

#### Relationship between University Mission and the Programme Aims

		University Mission elements		
		i	ii	iii
<b>Programme Overall Aims</b>	a		X	X
	b		X	X
	c	X		

#### Institutional Learning Outcomes

The following learning outcomes are to be broadly applicable to all taught postgraduate programmes:

- Professional competence of specialists/leaders of a discipline/profession: Graduates of PolyU taught postgraduate programmes will possess in-depth knowledge and skills in their area of study and be able to apply their knowledge and contribute to professional leadership.
- Strategic thinking: Graduates of PolyU taught postgraduate programmes will be able to think holistically and analytically in dealing with complex problems and situations pertinent to their professional practice. They will be versatile problem solvers with good mastery of critical and creative thinking skills, who can generate practical and innovative solutions.
- Lifelong learning capability: Graduates of PolyU taught postgraduate programmes will have an enhanced capability for continual professional development through inquiry and reflection on professional practice.

### Intended Learning Outcomes (ILOs) of the Programme

The programme provides practical business, engineering/technical capabilities and logistics knowledge for students in different disciplines. The intended learning outcomes of the programme are as follows:

- (i) Professional knowledge: Graduates will possess broad-based knowledge of engineering business management techniques or manufacturing systems know-how or supply chain and logistics management. They will be able to manage and lead projects and operations in the above areas in organisations with professional knowledge.
- (ii) Critical and strategic thinking: Graduates can manage holistically and/or strategically in dealing with issues related to engineering business management or manufacturing systems and processes or supply chain and logistics management. They will be versatile problem solvers and creative thinkers with good mastery of skills especially on tackling operational and technical issues.
- (iii) Life-long learning capability: Graduates will be able to learn how to learn and develop their reflective skills in becoming effective learners in making decisions, judgement and innovation in the fields of engineering business or manufacturing or logistics organizations.

### Relationship between Institutional Learning Outcomes and Intended Learning Outcomes (ILOs) of the Programme

		Institutional Learning Outcomes		
		a	b	c
Intended Learning Outcomes of the Programme	i	X		
	ii		X	
	iii			X

### Relationship between Aims and Intended Learning Outcomes (ILOs) of the Programme

		Programme Aims		
		a	b	c
Intended Learning Outcomes of the Programme	i	X	X	
	ii			X
	iii			X

Curriculum Map that We Teach (T), Give Students Practice (P) and Measure (M) the Intended Learning Outcomes (ILOs) of the Programme

SUBJECT TITLES	SUBJECT CODES	PROGRAMME OUTCOMES		
		1	2	3
<b>COMPULSORY for all MSc students</b>				
IGDS Dissertation	ISE5771	TPM	TPM	TPM
Study, Professional & Analytical Skills (SPA)	ISE5755	TPM	P	TPM
<b>COMPULSORY for MSc in Engineering Business Management students</b>				
Big Data & Analytics for Industry (BD)	ISE5756	TPM	TP	P
Logistics & Operations Management (LOM)	ISE5757	TPM	TPM	TPM
Managing Design & Manufacturing Technology (MDMT)	ISE5758	TPM	TP	P
Project Planning Management & Control (PPMC)	ISE5759	TPM	TPM	TPM
Quality Reliability &Maintenance (QRM)	ISE5760	TPM	TP	P
Strategy & Finance for Engineering Organisations (SFEO)	ISE5761	TPM	TP	P
<b>ELECTIVE for MSc in Engineering Business Management students</b>				
Leading Change (LC)	ISE5767	TPM	TP	P
Organisations, People & Performance (OPP)	ISE5768	TPM	TPM	TP
<b>COMPULSORY for MSc in Supply Chain &amp; Logistics Management students</b>				
Logistics & Operations: Strategy Management (LO:SM)	ISE5762	TPM	TPM	TPM
Procurement & Inventory Management (PIM)	ISE5763	TPM	TP	P
Supply Chain Management (SCM)	ISE5764	TP	TPM	P
Storage & Warehousing Techniques (SWT)	ISE5765	TPM	TP	P
Transport Techniques and Management (TTM)	ISE5766	TP	TP	P
<b>ELECTIVE for MSc in Supply Chain &amp; Logistics Management students</b>				
International Business Development (IBD)	ISE5769	TPM	TPM	PM
Innovation (INNO)	ISE5770	TPM	TPM	P
Leading Change (LC)	ISE5767	TPM	TP	P
Organisations, People & Performance (OPP)	ISE5768	TPM	TPM	TP

### ***MSc in Engineering Business Management 25/26 entry Learning Outcomes:***

Master's degrees are awarded to students who have demonstrated:

- A systematic understanding of knowledge, and a critical awareness of current problems and/or new insights in an Engineering Business, including, but not limited to, Project Management, Business Strategy and Finance, Logistics and Operations Management, Design and Manufacturing Technology for Product Quality and Reliability
- The application and evaluation of techniques in order to design, develop and support products throughout the product life cycle
- Complete understanding of the features, constraints, interactions and context of an engineering business within the global environment
- Originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline of Engineering Business Management
- A proactive and self-reflective role in developing professional and personal relationships with others.

### ***MSc in Supply Chain & Logistics Management 25/26 entry Learning Outcomes:***

Master's degrees are awarded to students who have demonstrated:

- A comprehensive understanding of the in-depth knowledge in the supply chain and logistics management, and a critical awareness of current development trends and challenges with new insights, much of which is at, or informed by, the forefront study published and professional practices that are globally informed. Specifically, those trends include cloud-based supply chain infrastructure, blockchain technology-based product traceability and information security; robot and artificial intelligence in logistics and warehousing operations and so on.
- A comprehensive understanding of the relevant engineering techniques as well as the managerial approaches and practices applicable to the supply chain and logistics sector, which includes a large spectrum of management and technical tools, specific software systems, performance measurement frameworks, cost cutting techniques, theoretical optimisation models, best practices, and so on.
- An originality in the application of the learned knowledge and research development in the theoretical perspective of supply chain and logistics, together with a practical understanding of how the established research techniques, such as empirical study, and scientific enquiry, such as semi-structured interview and surveys, are to be used in interpreting events and phenomena within the subject areas.

- Conceptual and theoretical understanding that enables the student: a. to evaluate critically and comprehensively the current supply chain and logistics research achievements. b. to exhibit a critical and comprehensive competence in formulating theoretical models and frameworks that are informed by the advanced scholarship in the supply chain and logistics centred disciplines. c. to rationally examine methodologies and develop original critiques independently and creatively, and, where appropriate, to propose new hypotheses which are based on and informed by the recent development in the supply chain and logistics areas.
- A well-trained, proactive and self-reflective skills in a team-working environment based on or mimicking the real-world supply chain and logistics cases, and a set of globally employable professional skills that fit for supply chain operations and logistics sectors; and building appropriate working relationships with other organisations or individuals.

### *3.1.2 Feedback Process*

The Postgraduate Programme Committee and the Programme Leader are instrumental in executing and monitoring the programme feedback system. They are responsible for evaluating all feedback collected and ensuring the application of appropriate methods for measurement data on the assessment of the programme outcomes. Moreover, proper modifications and changes would be made in the programme content for further improvement and development.

## **3.2 *Scheme Management***

There are three main levels of control, which ensure the academic standards of the course, its individual relevance and its effective operation:

- (a) The Universities' Joint Examination Board whose primary role is to ensure that the course achieves the high academic standards expected of a post-graduate course at British and Hong Kong universities.
- (b) The Steering Committee which is made up of representatives from both Universities, and which maintains operational control of the scheme. In particular, it:
  - i) Reviews the syllabus, and initiates revisions where appropriate.
  - ii) Monitors and reviews the Scheme's operation, and initiates actions when necessary.
- (c) Programme Operational teams at both Warwick and PolyU, who ensure the programme operates in line with the regulations approved by both universities and to the benefit of the students.

Companies also have a key responsibility for student monitoring to ensure they are both attaining the standards required for the qualification, AND applying what they learn from the course in their company role.

## **3.3 *Registration Period***

The Integrated Graduate Development Scheme in Hong Kong is a modular based programme which can lead to any of:

*Awarded jointly by the University of Warwick and the Hong Kong Polytechnic University:*

- MSc or Postgraduate Diploma in Engineering Business Management
- MSc or Postgraduate Diploma in Supply Chain and Logistics Management

*Awarded by the University of Warwick:*

- Postgraduate Certificate or Postgraduate Award in Engineering Business Management
- Postgraduate Certificate or Postgraduate Award in Supply Chain and Logistics Management



The periods of study are normally:

- Full-time MSc or Postgraduate Diploma: 18 months
- Part-time MSc and Postgraduate Diploma: 36 months
- Part-time Postgraduate Certificate: 24 months
- Part-time Postgraduate Award: 12 months

In **exceptional** circumstances, extensions to registrations are sometimes permitted, however please note that there is an **absolute** maximum length of study of:

- 3 years for full-time students
- 5 years for part-time students

Periods of temporary withdrawal **are included** in these maximum lengths.

### **Upgrading from Postgraduate Diploma to MSc**

Candidates who do not quite meet the entry requirements for MSc may be offered initial registration for Postgraduate Diploma. Such candidates will follow the requirements for MSc. Candidates who have initial registration for the Postgraduate Diploma should be aware that they will need to meet all the criteria for the MSc Regulations should they wish to be considered for upgrading of registration to MSc. Upgrading of registration from Postgraduate Diploma to MSc is NOT automatic. Students will be monitored during the course and upgrading can take place at any time, providing Post Module Assignments are submitted in a timely manner, the performance is above average and (most importantly) a suitable project is proposed and accepted by the University.

### **3.4    *Module Schedules***

The pattern of attendance on 15 credit modules for part-time candidates would normally be expected to be 3 or 4 modules during the first year of registration, 3 or 4 during the second year and the remainder in the third, however if delaying any module attendance to year 3, please ensure that you leave sufficient time for any module resits you may need to undertake as well as your project. Extensions are not usually possible apart from in exceptional circumstances.

Full-time students will attend all 8 modules during their 18 month registration period.

Attendance on module must be a priority and poor engagement with your course can constitute grounds for withdrawal, as per Regulation 36:

<https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/>.

The list of modules scheduled at HK PolyU is available via:

<https://www.polyu.edu.hk/igds/module-schedule-hk.html>.

Students may request to attend up to two modules in another centre. For UK module requests, please see detailed information on the website:

<https://www.polyu.edu.hk/igds/module-schedule-hk.html> and a full schedule of WMG modules in each overseas centre and at Warwick is available on the WMG website at <https://warwick.ac.uk/fac/sci/wmg/study/fullmoduleschedule/allsched?type=All>.

For module requests in another overseas centre, please contact your HK PolyU IGDS Office which will liaise with WMG.

### 3.5 *Course Regulations*

#### **Phase I: General PGT regulations for all WMG programmes and award levels (20/21 to 24/25)**

Below are the general awarding regulations, which cover all WMG courses at Postgraduate Taught level. These must be read in conjunction with the individual course level regulations, which set out more specifically the modules to be taken, including which are core to each course. These are available on Course Regulations (<https://warwick.ac.uk/fac/sci/wmg/overseas/hk/opregs/courseregs>).

#### **Awards**

- Candidates for the **MSc** are required to take 180 credits of study, including a dissertation project. 160 credits of these 180 credits must be passed, including the project and all core modules. Up to 20 credits of ONE module can be failed provided the final mark is between 40 and 49.
- Candidates for the **Postgraduate Diploma** are required to take 120 credits of study, which may or may not include a project, and which can include up to 30 credits of failed modules provided the final mark is between 40 and 49.
- Candidates for the **Postgraduate Certificate** are required to take and pass 60 credits of study.
- Candidates for the **Postgraduate Award** are required to take and pass 30 credits of study.
- Candidates who receive a lower award than that for which they were registered (or no award at all) may not be re-admitted to return with credit, unless there are exceptional circumstances agreed by the Board of Examiners.

Candidates may be awarded with Merit or Distinction at the four award levels as follows:

- MSc: if the weighted average of all 180 credits **and** the project are both 60.0% or above (Merit) or 70.0% or above (Distinction) and if all 180 credits are passed
- PgDip: if the weighted average of all 120 credits is 60.0% or above (Merit) or 70.0% or above (Distinction) and if all 120 credits are passed
- PgCert: if the weighted average of all 60 credits is 60.0% or above (Merit) or 70.0% or

above (Distinction)

- PGA if the weighted average of all 30 credits is 60.0% or above (Merit) or 70.0% or above (Distinction).

### **MSc in Engineering Business Management Course Regulations**

For the MSc in Engineering Business Management you are required to complete a combination of 8 x 15 credit modules, which each involve approximately 150 hours of effort plus a 60 credit project, equating to approximately 600 hours of study.

Type of modules	WMG Module Code	Module Name	Credit
<b>Candidates will be required to study the following Core modules</b>			
Core	WM9E8-15	Strategy & Finance for Engineering Organisations	15
Core	WM9F8-15	Quality Reliability and Maintenance	15
Core	WM9F6-15	Logistics and Operations Management	15
Core	WM9F7-15	Managing Design and Manufacturing Technology	15
Core	ES968-15	Project Planning Management and Control	15
Core	WM9G1-15	Big Data and Analytics for Industry	15
Core	WM999-15	Study Professional and Analytical Skills	15
Core	WM9F9-60	MSc Project for Engineering Business Management	60
<b>Candidates will be required to study 15 credits from the following Optional Core modules</b>			
Optional Core	WM9E7-15	Organisations, People and Performance	15
Optional Core	WM907-15	Leading Change	15

## MSc in Supply Chain and Logistics Management Course Regulations

For the MSc in Supply Chain and Logistics management you are required to complete a combination of 8 x 15 credit modules, which each involve approximately 150 hours of effort plus a 60 credit project, equating to approximately 600 hours of study.

Type of modules	WMG Module Code	Module Name	Credit
<b>Candidates will be required to study the following Core modules</b>			
Core	WM9F4-15	Logistics & Operations: Strategy & Management	15
Core	WM9F1-15	Procurement and Inventory Management	15
Core	WM9F3-15	Storage and Warehousing Techniques	15
Core	WM9E3-15	Transport Techniques and Management	15
Core	WM9F5-15	Supply Chain Management	15
Core	WM999-15	Study, Professional & Analytical Skills	15
Core	ES9U9-10	MSc Project	60
<b>Candidates will be required to study 30 credits from the following Optional modules</b>			
Optional	WM907-15	Leading Change	15
Optional	WM9D9-15	International Business Development	15
Optional	WM9E7-15	Organisations, People and Performance	15
Optional	WM9E6-15	Supply Chain Business Finance	15
Optional	ES956-15	Innovation	15

## 3.6 *Module Assessment*

### **Deadlines and penalties**

Most assessed work will be required to be submitted to Tabula and the deadline will be stated on the assessment when issued, as well as on Tabula.

The penalty for late submission of coursework is 5% per working day, up to a maximum of 10 working days, after which a mark of 0 will be recorded.

For information on extensions or appealing late penalties, please see the 'Help and Support' section of this handbook.

### **Failed work and resits**

The pass mark for an assessment is 50.

- For some modules you must pass EVERY component.
- For some modules, as long as you have passed the total module at 50, this will be considered a satisfactory pass.
- Students will normally be granted a maximum of TWO opportunities to pass a module assessment; a first submission and one resit. A non-submission would count as having used one of these opportunities. Third attempts are exceptional and can only be granted by a mitigation panel under **exceptional** circumstances, along with sufficient evidence.

To determine which rules applies please refer to the individual module page on the Module Catalogue <https://courses.warwick.ac.uk/> Under the assessment tab it should say either '*You do not need to pass all assessment components to pass the module*' or '*You must pass all assessment components to pass the module.*'

If you have passed the module, and do not need to pass all components, a voluntary resit of any failed component in order to increase your overall mark is not permitted.

If you do need to resit an assessment, a **NEW** question will be available for you to view on the module's Moodle page, soon after the marks have been published.

Once marked, capping will be applied as follows:

- If a resit is worth 100% of your module mark, the resit mark will be capped at 50. As the resit is worth 100%, marks from other components such as in-module assessments will not be carried forward to your resit mark.

- For a component based resit, if the module was numerically passed when the resit was issued, the component will be capped at 50, and the module is capped at your original mark. If the module was originally also a fail, then a module cap of 50 is applied.
- If you achieve a lower mark for your resit, the original mark will stand.

### **3.7 *Academic Integrity***

Please read carefully the guidelines relating to Academic Integrity which directly link to the University of Warwick Regulation 11 Academic Integrity (effective 4 October 2021): [https://warwick.ac.uk/students/learning-experience/academic\\_integrity](https://warwick.ac.uk/students/learning-experience/academic_integrity).

All coursework will be submitted to Turnitin UK to identify the level of similarity in your work with other sources. You must therefore NOT submit work to source matching software yourself as this will generate a high level of similarity. You should also note that if you use any work that you have previously submitted for credit (at Warwick or elsewhere) it should be properly referenced as a source of reference. Credit cannot be obtained twice for the same work. If the content is not referenced, it will be deemed self-plagiarism. You are therefore recommended, as stated in Regulation 11, to avoid using the same content in multiple assessments.

#### **Online tutorials**

Please ensure that you complete the following courses via Moodle:

- ‘Introduction to referencing’
- ‘Avoiding Plagiarism’

These are also linked from the Student Portal under ‘Academic Integrity’: <https://warwick.ac.uk/fac/sci/wmg/overseas>

#### **Academic misconduct**

The University of Warwick Regulation 11 Academic Integrity (effective 4 October 2021) states that “Academic misconduct are acts or omissions by a student which give or have the potential to give an unfair advantage in an examination or assessment, or might assist someone else to gain an unfair advantage, or an activity likely to undermine the integrity essential to scholarship and research. An advantage is unfair if it is, or intended to be, obtained by an act specifically disallowed in this Regulation, or if it goes against the principles of academic integrity underpinning this Regulation”. Academic misconduct in all forms is taken extremely seriously and may result in penalties, the most serious being the requirement for you to withdraw from your course.

## **Types of academic misconduct**

### **Plagiarism**

Plagiarism is the reproduction, and presentation as one's own, of the words or ideas of another.

Examples of these kinds of plagiarism include:

- Verbatim copying of another individual/institution's work without acknowledgement;
- Close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without acknowledgement;
- Unacknowledged quotation of phrases from another's work;
- The deliberate and detailed presentation of another's concept as one's own.
- Plagiarism can also include self plagiarism – that is repeating one's own, earlier work, without acknowledgement.

### **Collusion**

Collusion is the collaboration by a student with another person in producing a piece of work submitted for assessment, where that piece of work is presented as being solely the work of the student. This can take the form of conscious collaboration, without official approval, between two or more students in the preparation and production of work that is ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of his or her individual efforts. Collusion also occurs where there is unauthorized co-operation between a student and another person in the preparation and production of work that is presented as the student's own.

### **Contract Cheating**

Where a student is found to have submitted work for assessment that is procured through a third party, with or without a payment being made, this would be considered "Contract Cheating" and would therefore fall under the remit of plagiarism as defined above.

Where work has been passed to a third party for proof reading and this has resulted in changes to the work which go beyond that which is deemed appropriate in the University's Proof-Reading Guidance, this would be considered a form of academic misconduct, whether or not the work was paid for. We would strongly recommend reading the University guidance on proof reading before engaging such services.

### **The use of Artificial Intelligence (AI)**

For each assessment, it will be clear in your assessment brief whether the use of AI is permitted, prohibited or required. If you are unsure about what is allowed, then you should talk to your module leader.

If you use AI tools (such as ChatGPT or others) to generate an assignment (or part of an



assignment) and submit this as your own work, without acknowledgement, this may be regarded as academic misconduct and treated as such. Please note that:

- AI tools do not always output accurate information, so you should discuss and verify the accuracy of any content that you use.
- AI generated content may include references that are not valid. Note that the use of fake citations is an academic offence and therefore it is important that you verify all references cited within your submission.

Additionally, you should not submit your work to any Artificial Intelligence detection tool.

### **Other types of Academic Misconduct**

There are other types of academic misconduct which should be avoided within any assessment.

- Taking a copy of another student's work without their permission
- Arranging for someone else to impersonate a student by undertaking their assessment or examination, in person or otherwise
- Accessing, or attempting to access, unseen assessment materials in advance of an in-person or online examination, or to obtain or share unseen materials in advance of an in-person or online examination, or to facilitate such activities;
- Submitting fraudulent mitigating circumstances claims or falsifying evidence.
- Fabrication or falsification of research, including falsifying data, evidence or experimental results.

### **Poor Academic Practice (PAP)**

Poor academic practice is the failure to observe principles of academic integrity. It typically (but not exclusively) occurs when referencing is inadequate, but not in a way suggesting that the student attempted to gain an unfair advantage and it is often unintentional.

There is no penalty for poor academic practice: marks are not deducted, instead work is assessed under the marking criteria with elements of PAP not contributing to marks awarded.

If poor academic practice is noted within an assessment, the student may be invited to an Academic Integrity Workshop.

### **Academic misconduct investigations**

If it is felt that a student may have either plagiarised, colluded, engaged in contract cheating or used AI to generate their work (unless stated as being permitted within the specific assessment brief), they may be invited to attend an interview with an Academic Conduct Panel. Students will be required to discuss their assessment and may be subjected to a short viva examination

to defend their work. The Academic Conduct Panel will then make a recommendation to the Head of Department. The student will be informed of this outcome and offered the opportunity to make additional written representation to the Head of Department.

Outcomes of academic misconduct investigations may include a reduction in mark, a mark of zero with or without the right to resubmit, or referral to the University's Academic Integrity Panel. WMG reserve the right to re-examine earlier submitted assignments and apply retrospective penalties if necessary.

### **Primary data collection**

The collection of primary data involves the undertaking of a strict ethical approval process. As such you should NOT collect any primary data as part of your module assessments. There is a specific process to follow for ethical approval for primary data collection relating to dissertations /projects. Please discuss the requirement for primary data collection with your dissertation / project supervisor / coach.

### **Proof reading**

Whilst it is acceptable to seek help in improving your English, the work submitted as your dissertation and assessments must be your own. You must ensure that any proof-reading undertaken is strictly in-line with the guidance detailed on the Student Portal.

## **3.8 Awards and Graduation**

The award of degrees is made by the University Senate upon recommendations made by Boards of Examiners, which consists of members of staff of WMG and Hong Kong PolyU and an External Examiner.

In the case of outstanding performance by the candidate, MSc and sub-qualifications may be awarded with Distinction or with Merit. The requirements for the different qualifications are available via the Student Portal: <https://warwick.ac.uk/fac/sci/wmg/overseas/eb/>.

The Chancellor of the University of Warwick officially confers degrees at ceremonies at Warwick in January and July and the President of The Hong Kong Polytechnic University in Hong Kong in October when face to face ceremonies take place. Joint Award degree certificates are issued by The Hong Kong Polytechnic University and Warwick Award degree certificates are issued by the University of Warwick. Both MSc degree certificates are issued only once the degree has been conferred. MSc Graduates will be invited by the Universities to attend a degree ceremony when ceremonies take place; they may elect to attend the ceremony, receive their degree in absentia, or (for the Warwick Ceremonies) defer their

attendance to the next degree ceremony (once only). Candidates may receive this ceremony invitation from Warwick before the Exam Board has considered their performance; in this case the invitation is conditional on them successfully passing through the Exam Board. Successful candidates from the Summer Boards are eligible to graduate at Warwick in July, and those considered by the Winter Boards are eligible to graduate in January.

Postgraduate Diplomas, Certificates and Awards are NOT awarded at the University of Warwick Degree Ceremonies, although these graduates may attend the Hong Kong Polytechnic University Ceremony. Certificates are sent directly to graduates after the University of Warwick Senate has approved their award.

### **Transcripts**

For Joint Award participants, their official transcripts of marks are issued by the Hong Kong Polytechnic University. For Warwick Award participants, their official transcripts of marks are issued by Warwick. However, no official transcript of marks can be issued until after the Examination Board has met and their recommendations approved by both University Senate(s).