

Section J: Undergraduate Modular Scheme Regulations

1 INTRODUCTION

- 1.1 The Regulations for the Undergraduate Modular Scheme are governed by the general Regulations of the University of Worcester (2001) and are to be interpreted and applied in the light of those Regulations. These Regulations apply to all students entering Level 4 of the Scheme from September 2002 onwards. In these Regulations references to the Scheme are to the Undergraduate Modular Scheme.
- 1.2 These regulations provide for the proper management of the Undergraduate Modular Scheme and students' programmes of study within it and for the attainment of the standards of the academic awards available within the Scheme.

2 The Admission of students

2.1 General considerations

- 2.1.1 In considering each application submitted for admission to a course, evidence must be sought of personal, professional and educational experiences that provide indications of the applicant's ability to meet the demands of the course.
- 2.1.2 The arrangements made for considering applications for entry must ensure that there is equality of opportunity for all applicants by setting out the criteria and means by which the eligibility of individuals for admission will be judged.

2.2 Academic credit

- 2.2.1 Provided that it is clear that individual applicants have fulfilled some of the requirements of the course concerned by means other than attendance on the Scheme, and that they will be able by completing the remaining requirements to fulfil the objectives of the Scheme and attain the standards required for particular awards, such applicants may be admitted as students to any approved appropriate point(s) in the course(s) concerned subject to any over-riding requirements of the Regulations such as 2.2.2.
- 2.2.2 Although the scheme will seek to accredit prior learning, credit shall not normally be given for more than two thirds of any course.

2.3 Minimum Qualifications for Admission to programmes of study at first degree level:

- The University's Regulations for the Admission of Students shall apply (see Academic Regulations and Procedures, Part 1 Section E).
- 2.4 In some courses it will be necessary for entrants to have reached the equivalent of GCE 'A' Level in at least one specific subject. In others the emphasis will be on the general intellectual skills developed by previous study. In both cases, a variety of forms of

preparation may provide evidence of an applicant's potential to succeed in the course to which entry is being sought. The University reserves the right to specify actual 'A' level grades and/or other criteria for admission.

- 2.5 Notwithstanding the foregoing, the University at its absolute discretion may admit students to its first degree courses who do not clearly fall within the aforementioned categories.
- 2.6 Mature students (i.e. over 21 years of age) can also be accepted with less than minimum formal qualifications providing they can show evidence of other appropriate qualifications and/or experience. Each case is considered on its merits. The University has a special booklet 'Mature Students: a brief guide to Higher Education' which is available to all mature students on request to the Registry.

3 Registration and modes of study

3.1 Full-time study

- 3.1.1 The normal minimum length of study with the Scheme required to achieve the various awards available shall be:
- Certificate of Higher Education: two semesters of full-time study
 - Diploma of Higher Education: four semesters of full-time study
 - Degrees and degrees with honours: six semesters of full-time study
- 3.1.2 The maximum registration periods allowed for the completion of the awards available in the Scheme (including reassessment) by full-time study shall be:
- No credit on entry = 6 years to complete
 - 60 credits on entry = 5 years to complete
 - 120 credits on entry = 4 years to complete
 - 180 credits on entry = 3 years to complete
 - 240 credits on entry = 2 years to complete
 - 300 credits on entry = 1 year to complete
- 3.1.3 A full-time student shall normally take four modules in each semester of study. In exceptional circumstances, and after seeking advice from the Academic Advisory Service, a student may be permitted to take additional modules but normally no more than five per semester.
- 3.1.4 Notwithstanding 3.1.1, where circumstances allow, students may complete the number of credits required to obtain the various awards available in the Scheme in a shorter period.

3.2 Part-time study

- 3.2.1 The varied circumstances of part-time students do not allow the specification of normal periods of study.
- 3.2.2 The maximum registration periods allowed for the completion of the awards available in the Scheme (including reassessment) by part-time study shall be:

No credit on entry = 10 years to complete
60 credits on entry = 8.5 years to complete
120 credits on entry = 7 years to complete
180 credits on entry = 5 years to complete
240 credits on entry = 3.5 years to complete
300 credits on entry = 1.5 years to complete

- 3.2.3 A part-time student shall normally take between one and three modules in each semester of study.
- 3.3 There shall be no restrictions on students' ability to switch between full- and part-time study as their circumstances dictate, except that no student shall change from part-time study to full-time in the same semester.
- 3.4 In exceptional circumstances and in individual cases, the registration periods in 3.1 and 3.2 may be extended by decision of the Registrar.
- 3.5 Students experiencing special difficulties arising from changes in their medical, personal and/or (in the case of part-time students) work circumstances may, with the approval of the Registrar, intercalate from the Scheme for up to two consecutive semesters. Requests for longer periods of intercalation must be agreed by the Registrar.

4 Credit Accumulation and Transfer

- 4.1 All single modules within the Scheme will be rated at 15 CATS points.
- 4.2 Applications for the award of credit for work undertaken at other institutions shall be assessed according to the University's Regulations for the Accreditation of Prior Learning.
- 4.3 To qualify for an award within the Scheme a student must take and achieve credit for modules at a Level and to a total credit rating according to the following scheme:
- Certificate of Higher Education: 120 credit points
Diploma of Higher Education: As for CertHE, plus a further 120 credit points at Level 5 or Level 6, of which at least 90 must be in Level 5 modules
Degree: As for DipHE plus a further 60 credit points in Level 5 or Level 6 modules
Degree with Honours: As for DipHE plus a further 120 credit points in Level 6 modules
- 4.4 The Levels referred to in 4.3 are defined as follows:
Level 4: modules at the standard of the first year of a normal full-time degree programme (National Qualifications Framework level C: Certificate of HE);
Level 5: modules at the standard of the second year of a normal full-time degree programme (National Qualifications Framework level I: Degree (non-Honours));
Level 6: modules at the standard of the third year of a normal full-time degree programme (National Qualifications Framework level H: Bachelors Degree with Honours).

- 4.5 Credits shall only be awarded for modules. Only passed credits shall count to the totals specified in 4.3. See also regulations 5.3, 5.9 and 7.1.

5 Student progression

5.1 The programme of studies

- 5.1.1 Students will progress through the Scheme by taking and passing modules which together will constitute the individual student's programme of study. Each student shall be responsible for compiling and obtaining approval for a programme of study, generally covering the whole of an academic year.
- 5.1.2 Students' programmes of study are subject to the approval of the relevant Academic Adviser in consultation with the relevant Head of Department or nominee. Such approval is not automatic: a student who fails to obtain approval of a proposed programme of study will be unable to continue on the Scheme.
- 5.1.3 Students' programmes of study must be registered using the Scheme's standardised forms. Any subsequent alterations to the programmes must be registered in a similar way. Students must complete these processes by any pertinent deadlines which may be issued from time to time by the Registrar.
- 5.1.4 In approving students' programmes of study, the student's attainment in assessed work, the pre- and co-requisites established for modules and the requirements of these and other Regulations and guidelines currently in force will be taken into account.
- 5.1.5 Students' programmes of study will specify the awards which they are intending to seek and constitute registration for those awards. In most cases, these awards will have been specified on entry to the Scheme.
- 5.1.6 Subject to the above requirements, students will retain the freedom to alter their programmes of study in respect of module, course, Pathway and Award details to the point at which it remains possible to complete the alternative proposed within the overall requirements of these Regulations. All such amendment to students' programmes require the approval of a UMS Senior Academic Adviser.

5.2 Modules

- 5.2.5 Modules shall be offered at three Levels:
Level 4: modules at the standard of the first year of a normal full-time degree programme (National Qualifications Framework level C: Certificate of HE);
Level 5: modules at the standard of the second year of a normal full-time degree programme (National Qualifications Framework level I: Degree (non-Honours));
Level 6: modules at the standard of the third year of a normal full-time degree programme (National Qualifications Framework level H: Bachelors Degree with Honours).
- 5.2.6 Modules may be ascribed either to Level 5 or to Level 6 uniquely, or may be ascribed as Level 5/6 modules. Level 5/6 modules may be offered at both Level 5 and Level 6 at the

same time, but must include discrete learning outcomes and assessment packages relating to each Level separately. Thus Level 5 and Level 6 students may be taught together within the module as appropriate, while identifying distinct requirements enabling the module to be ascribed to the qualifications descriptors for each Level in any particular student's programme. Level 5/6 modules may be offered at one Level only in any given year, or at both Levels.

- 5.2.7 In any student's programme, Level 5/6 modules may only be taken at the Level at which the majority of the student's other modules is being taken at the time (i.e. a Level 5 student must take Level 5/6 modules at Level 5, and a Level 6 student must take them at Level 6). Part-time students will be allocated to Levels according to their progress through their programme of studies (see also 5.3.2 below).

5.3 Levels and progression

- 5.3.1 To be awarded an honours degree, a student must have been awarded 360 credits. Within this total, the overall requirements and progression requirements at each

Level are as follows:

Level 4:

- to complete Level 4, students must be awarded 120 credits at Level 4
- to progress to Level 5, students must have been awarded 90 credits at Level 4 or higher.

Level 5:

- to complete Level 5, students must be awarded 120 credits. Of these, a minimum of 105 credits must be at Level 5 or higher with at least 75 credits at Level 5;
- to progress to Level 6, students must have been awarded 90 credits at Level 5 or higher.

Level 6:

- to complete Level 6, students must be awarded at least 120 credits and no more than 150 credits at Level 6.

- 5.3.2 Under these rules, after completing Level 4, a student must take at least five and no more than eight modules at Level 5. They may take a ninth Level 4 module while studying at Level 5. They must take at least eight modules at Level 6 (include an Independent Study to be eligible for honours). Students could take up to ten modules at Level 6 (two in their second year) if they chose to do so. A student who did two modules at Level 6 in their second year could take two modules at Level 5 in their third (but, alternatively, could take eight further Level 6 modules in their third year). Modules designated as Level 5/6 must be allocated to the Level at which the majority of the student's other modules are being taken at the time (i.e. a Level 5 student must take Level 5/6 modules at Level 5, and a Level 6 student must take them at Level 6). Part-time students will be allocated to Levels according to their progress through their programme of studies (see also 5.2.7 above).

5.4 Level 4

- 5.4.1 During Level 4 a student will normally take eight modules, disposed in two subjects, in accordance with the Pathway regulations 5.8 to 5.11 inclusive.
- 5.4.2 To pass Level 4, a student must normally be awarded credit for eight modules at Level 4 or higher. To progress to Level 5, a student must have been awarded credit for six modules at Level 4 or a higher Level.
- 5.4.3 Before the end of Level 4 students shall propose a programme of studies for Level 5 consistent with the course for which they are registered.

5.5 Level 5

- 5.5.1 During Level 5 a student will normally take eight modules, disposed in accordance with the Pathway regulations 5.8 to 5.11 inclusive.
- 5.5.2 To pass Level 5, a student must normally be awarded credit for a minimum of seven modules at Level 5 or higher, and a maximum of eight modules at Level 5. To progress to Level 6, a student must have been awarded credit for six modules at Level 5 or a higher Level.
- 5.5.3 Before the end of Level 5 students shall propose a programme of studies for Level 6 consistent with the course for which they are registered.

5.6 Level 6

- 5.6.1 During Level 6 a student intending to proceed to honours will normally take eight modules, disposed in accordance with the Pathway regulations 5.8 to 5.11 inclusive.
- 5.6.2 To pass Level 6 with honours, a student must normally be awarded credit for a minimum of eight and a maximum of ten modules at Level 6, including an Independent Study, and qualify for honours.

5.7 Credit exemption

- 5.7.1 Part-time students, students with credit exemption or students transferring into the Scheme, may proceed to take Level 5 modules before completing the progression requirements of Level 4. Such students shall not be deemed to have completed Level 4 or be eligible for the award of a Certificate of Higher Education until the full requirements of the Level and award have been fulfilled.
- 5.7.2 Part-time students, students with credit exemption or students transferring into the Scheme, may proceed to take Level 6 modules before completing the progression requirements of Level 5. Such students shall not be deemed to have completed Level 5 or be eligible for the award of a Diploma of Higher Education until the full requirements of the Level and award have been fulfilled.

5.8 Pathway requirements: intermediate awards

- 5.8.1 Pathways for the Certificate of Higher Education

To be eligible for the award of a Certificate of Higher Education a student must be awarded credit for eight modules at Level 4 or higher disposed in two subjects as follows:

- Joint and Major/Minor students must be awarded credit for at least three and no more than four modules in each subject;
- Single honours students must be awarded credit for at least three modules in each subject and no more than five modules in their Single honours subject.

5.8.2 Pathways for the Diploma of Higher Education

To be eligible for the award of a Diploma of Higher Education, a student must be awarded credit for Level 4 and for 16 modules overall, of which seven must be at Level 5 or higher. The following Pathways shall be available to students registered for a Diploma of Higher Education:

5.8.3 Diploma in the Joint Pathway:

To be eligible for a Dip HE in the Joint Pathway, a student must:

- be awarded credit for 16 modules overall, at least seven of which must be at Level 5 or higher;
- be awarded credit for Level 4;
- be awarded credit for at least seven modules at Level 5 or Level 6, at least three of which must be taken in each of two subjects;
- meet the regulations of the course for which they are registered.

5.8.4 Diploma in the Major/Minor Pathway:

To be eligible for a Dip HE in the Major/Minor Pathway, a student must:

- be awarded credit for 16 modules overall, at least seven of which must be at Level 5 or higher;
- be awarded credit for Level 4;
- be awarded credit for seven modules at Level 5 or Level 6, at least four of which must be taken in the Major subject and at least two in the Minor subject;
- meet the regulations of the course for which they are registered.

5.8.5 Diploma in the Single Pathway:

To be eligible for a Dip HE in the Single Pathway, a student must:

- be awarded credit for 16 modules overall, at least seven of which must be at Level 5 or higher;
- be awarded credit for Level 4;
- be awarded credit for seven modules at Level 5 or Level 6, at least five, but normally no more than six of which must be taken in the Single subject;
- meet the regulations of the course for which they are registered.

5.8.6 Diploma in Combined Studies:

To be eligible for a Dip HE in Combined Studies, a student must:

- be awarded credit for 16 modules overall, at least seven of which must be at Level 5 or higher;
- be awarded credit for Level 4;
- follow an approved course;
- meet the regulations of the course for which they are registered.

5.9 Pathway requirements: Degrees

5.9.1 To be eligible for the award of a Degree (non-honours), a student must be awarded credit for Level 4 and for at least 20 modules in all. At least 11 modules must be at Level 5 or Level 6. The following Pathways shall be available to students registered for a Degree (non-honours).

5.9.2 Degree in the Joint Pathway

To be eligible for a Degree (non-honours) in the Joint Pathway, a student must:

- be awarded credit for at least 20 modules, at least 11 of which must be at Level 5 or higher;
- be awarded credit for Level 4 and Level 5;
- be awarded credit for 11 modules at Level 5 or higher, at least five of which must be taken in each of two subjects;
- meet the regulations of the course for which they are registered.

5.9.3 Degree in the Major/Minor Pathway

To be eligible for a Degree (non-honours) in the Major/Minor Pathway, a student must:

- be awarded credit for at least 20 modules, at least 11 of which must be at Level 5 or higher;
- be awarded credit for Level 4 and Level 5;
- be awarded credit for 11 modules at Level 5 or higher, at least seven of which must be taken in the Major subject, and at least three in the Minor subject;
- meet the regulations of the course for which they are registered.

5.9.4 Degree in the Single Pathway

To be eligible for a Degree (non-honours) in the Single Pathway, a student must:

- be awarded credit for at least 20 modules, at least 11 of which must be at Level 5 or higher;
- be awarded credit for Level 4 and Level 5;
- be awarded credit for 11 modules at Level 5 or higher, at least nine and normally no more than ten of which must be taken in the Single subject;
- meet the regulations of the course for which they are registered.

5.9.5 Degree in Combined Studies

To be eligible for a Degree (non-honours) in Combined Studies, a student must:

- be awarded credit for at least 20 modules, at least 11 of which must be at Level 5 or higher;
- be awarded credit for Level 4 and Level 5;
- follow an approved course;
- meet the regulations of the course for which they are registered.

5.10 Pathway requirements: Degrees with honours

5.10.1 To be eligible for the award of a Degree with Honours, a student must be awarded credit for 24 modules overall, of which

- no more than nine can be at Level 4 and
- at least eight and no more than ten must be at Level 6 (including an Independent Study).

The following Pathways shall be available to students registered for a Degree with Honours:

5.10.2 Degree with Honours in the Joint Pathway:

To be eligible for the award of a degree with honours via the Joint Pathway a student must:

- be awarded credit for 24 modules in all, no more than nine at Level 4; and at least eight and no more than 10 at Level 6;
- be awarded credit for Level 4 and Level 5;
- be awarded credit for at least 15 modules at Level 5 or higher, at least seven of which must be taken from each of two subjects;
- be awarded credit for an Independent Study;
- meet the regulations of the course for which they are registered.

5.10.3 Degree with Honours in the Major/Minor Pathway:

To be eligible for the award of a degree with honours via the Major/Minor Pathway a student must:

- be awarded credit for 24 modules in all, no more than nine at Level 4; and at least eight and no more than 10 at Level 6;
- be awarded credit for Level 4 and Level 5;
- be awarded credit for at least 15 modules at Level 5 or higher, at least nine of which must be taken in the Major subject and at least five modules in the Minor subject;
- be awarded credit for an Independent Study;
- meet the regulations of the course for which they are registered.

5.10.4 Degree with Honours in the Single Pathway:

To be eligible for the award of a degree with honours via the Single Pathway a student must:

- be awarded credit for 24 modules in all, no more than nine at Level 4; and at least eight and no more than 10 at Level 6;
- be awarded credit for Level 4 and Level 5;
- be awarded credit for at least 15 modules at Level 5 or higher, at least 13 and no more than 14 of which must be taken in the Single subject;
- be awarded credit for an Independent Study;
- meet the regulations of the course for which they are registered.

5.10.5 Degree with Honours in Combined Studies:

To be eligible for the award of a degree with honours in Combined Studies a student must:

- be awarded credit for 24 modules in all, no more than nine at Level 4; and at least eight and no more than 10 at Level 6;
- be awarded credit for Level 4 and Level 5;
- be awarded credit for at least 15 modules at Level 5 or higher;
- be awarded credit for an Independent Study;
- follow an approved course;
- meet the regulations of the course for which they are registered.

5.11 Pathways for Part-time students:

In view of the diversity of their needs and other commitments, specific constraints on the progression of part-time students are inappropriate. Within the requirements of these Regulations regarding registration periods (see 3.2 above), part-time students will follow the standard pathways for the awards for which they are registered, but will do so at their own speed.

5.12 Attendance

- 5.12.1 Attendance at lectures, seminars, workshops or other specified forms of learning is required according to the demands of the appropriate module or course. Some teaching sessions may be designated as compulsory.
- 5.12.2 Students must attend all sessions designated in the module outline that have been designated as compulsory. Students who fail to meet the attendance requirement will have to retake or substitute the module in a future semester. Students who miss a compulsory session, because of illness or other mitigating circumstances are required to notify the module tutor within six days after the session to explain the absence.
- 5.12.3 Students who are absent from the University for more than five working days due to ill health must produce medical certificate(s) to cover their period of absence.
- 5.12.4 Courses that confer a licence to practise may require a specific attendance level in order to meet the award requirements.
- 5.12.5 In cases of persistent non-attendance without proper reason, Academic Board may terminate a student's programme of study.

6 THE ASSESSMENT OF STUDENTS

6.1 Modules:

- 6.1.1 Assessment loading:
To maintain standardisation and to prevent overloading of students, the assessment loadings of modules within the Scheme shall not exceed agreed Scheme maxima of 4000 words (or equivalent) per module. Staff may establish lower requirements within this maximum, subject to the criteria that the assessment shall be appropriate to the requirements of the module and shall maintain appropriate quality of provision.
- 6.1.2 Types of assessment:
The Scheme imposes no specific requirements on modules or courses regarding the types of assessment they must adopt. However, assessment methods must be appropriate to the needs and concerns of the discipline involved and satisfy the learning outcomes of the module in question. Moreover, students should have the opportunity to be assessed by a range of methods and techniques so, in the majority of cases, there should be more than one assessment opportunity per module, preferably involving different types of assessment exercise.
- 6.1.3 Examinations

Where modules choose to utilise synoptic end-of-module examinations as part of their assessment strategies, such examinations will take place in week 14 of the semester. As teaching finishes in week 12, week 13 of the semester will thus be available to students for revision. Written end-of-module examinations shall normally be of no more than three hours duration, but modules employing practical type examinations may employ examinations lasting up to five hours.

Nothing in the above shall prevent modules employing other forms of unseen in-class tests or other assessment exercises taken under examination conditions during the normal teaching time of the module in weeks 1 to 12 of the semester. However, the use of such unseen exercises must conform to the Scheme's general criterion regarding variety of assessment methods (see 6.1.2 above).

6.1.4 Module assessment patterns

Each module shall specify a module assessment pattern outlining the nature of the assessment exercises it employs and the respective weighting of each in its overall assessment loading. This pattern will be subject to validation and will be published in the Module Directory for the relevant academic year in advance of the commencement of the module. Assessment exercises which do not contribute to the overall assessment loading or product (non-contributory assessment) may be included at the discretion of the module leader. All work presented for a module, whether contributory or non-contributory, compulsory or optional, shall be subject to the provisions of the University's Cheating Policy.

6.1.5 Module assessment products:

Marks obtained from all types of assessment used in the module will contribute (in proportions determined by the module assessment pattern) to a standard module assessment product rated at 15 credit points. Module assessment products will be expressed in literal grades (A to H) (for further details, see 6.3 below).

6.1.6 Passing a module

To pass a module all candidates must:

- complete all assessment requirements by due deadlines;
- satisfy the Examiners in the assessment requirements for the module;
- satisfy any attendance requirements specific to the learning strategies of the module concerned.

A student who completes a module but does not achieve a pass in that module will fail the module.

6.1.7 Deadlines for the submission of assessed coursework

Deadlines for the submission of assessed coursework shall be determined by the module and subject tutor(s) concerned. The Module Assessment Contract System (see *Definitive Validated Document*, Appendix 9) ensures students have sufficient notice of deadlines to be able to manage their workload effectively.

6.1.8 Work submitted after agreed deadlines

The University's policy on late submission of assignments shall apply (see Regulations, Section F, 6.9).

6.2 The Independent Study:

- 6.2.1 All students seeking an honours degree within the Scheme will be required to take an Independent Study, which will normally be taken during the student's final year, and must be passed for the award of an honours degree. Its assessment weighting will be equivalent to that of two taught modules, *viz*: 8,000 - 10,000 words or equivalent. Although equivalent to two taught modules in weight, its importance in the student's profile requires that the Independent Study be regarded as a single coherent exercise. It will not be possible, therefore, for a student to take two 'single module' Independent Studies in two subjects. A student may take only one Independent Study.
- 6.2.2 The Independent Study will require the student to display evidence of ability to work independently in both researching and presenting a topic of her/his own choice, and to sustain these skills in an extended exercise. Independent Studies will normally involve either an element of original research and/or the re-working of secondary materials from an original viewpoint, and the results must be presented in a manner appropriate to the conventions of the discipline(s) involved. Written presentations should adopt, where appropriate, recognised bibliographical and referencing conventions, but practical or performance presentation may also be appropriate.
- 6.2.3 Students have considerable freedom regarding the placing of the Independent Study in relation to their subjects. However, this freedom must be exercised with regard to the nature of the Pathway the student is taking.

Pathway Rules

Single Honours Pathway:

The Study will address a single topic, which must be located in the subject of the student's Single Pathway.

Major and Joint Pathways:

The Study must address a single topic, and may be located in the subject of the student's Major Pathway, or in either one of the subjects of the student's Joint Pathway. However, the student may opt to regard the Study as an exercise bridging their two subjects. In this case, the Study will be a cross- or interdisciplinary exercise addressing a single coherent subject from the perspectives of the two subjects.

Minor Pathway: The Study must bridge the subjects of the student's Major and Minor Pathway and take the form of a cross- or interdisciplinary exercise addressing a single coherent subject from the perspectives of the two subjects.

- 6.2.4 Students will not be able to register for the Independent Study until they have completed eight modules at Level 5 and/or Level 6. The Study may be undertaken in a single semester (as a 'double' module) or across two semesters, with the exception of where the design of the course the student is registered for means the Independent Study must be taken in the final semester of study only. The deadline for submission of the Independent Study shall be the Friday of week 12 of the semester in which the last of

the Independent Study modules is taken. Arrangements for extensions to the Independent Study are published annually in the Independent Study Guide, which also contains guidance on late submission.

- 6.2.5 Although the exercise will be conducted independently, students will have access to tutorial advice in identifying a topic and during the preparation of the Study. Topics for Independent Studies must be registered with the Scheme authorities by the deadlines given in the Independent Study Guide, and will be subject to the approval of the Department(s) concerned. Subsequent major alteration to the topic registered will require the approval of the same authorities. No Study will be accepted for marking unless a Topic Proposal has been agreed by the Scheme. Where Studies are presented without a topic proposal having been completed and agreed, they will not be accepted and the student must then agree a topic and submit a study within the normal timescales. Such Studies will be marked as a first attempt as they have not been submitted for assessment hitherto.
- 6.2.6 In order to be eligible to submit an Independent Study, the Scheme requires all students to attend a formal Interim Review Meeting with their Independent Study supervisor. This meeting is arranged by the supervisor and student at an appropriate point during the preparation of the Study. The meeting provides an opportunity to assess progress on the Study and ensures that students have had the opportunity of receiving tutorial advice. The meeting will result in a formal statement of progress prepared by the supervisor and the student which will be placed on the student's file. If the student does not attend this meeting, s/he will not be eligible to submit a Study and no marks will be recorded for any work produced. If the student's progress at this Interim Review point is unsatisfactory, that will be noted in the report and will inform those who assess the Study of the student's commitment and approach to it.

Where a student has failed to complete an Interim Review and is being reassessed in her/his Study, the following will apply:

- The student may choose to register one module or two for reassessment according to the amount of supervision they think they need, but will be advised that, as they failed to complete an Interim Review, they should take two.
 - Each module must be paid for at the full rate and entitles them to 2 hours of supervision, including an Interim Review.
 - The modules may be taken in a single semester or across two semesters, but must be completed no later than 2 semesters after the original intended submission date for the Study.
 - All marks will be second attempt;
 - The topic will be the same, unless a new proposal is made and accepted.
- 6.2.7 The assessment of the Independent Study will reflect its significance in the student's profile. Subjects will publish their own detailed assessment criteria, which should include an evaluation of the extent to which the Study has achieved its stated aims and objectives, of the appropriateness of its methodologies, of its originality, clarity of expression and presentation. Where a topic spans two subjects, attention will be given to the extent to which the perspectives of both have illuminated the Study, and the Study will be jointly assessed as a single, coherent exercise. All Independent Studies will be double marked, and their grade counted in final honours classification.

6.3 Marking Scales:

6.3.1 On the basis of performance in the module assessment, each student will be awarded a grade for each item of assessment based on the following scale:

Literal Grade	Grade Point	Credit awarded	Degree class equivalence
A+	19	✓	} First class honours performance
A	18	✓	
A-	17	✓	
B+	16	✓	} Upper second class honours performance
B	15	✓	
B-	14	✓	
C+	13	✓	} Lower second class honours performance
C	12	✓	
C-	11	✓	
D+	10	✓	} Third class honours performance
D	9	✓	
D-	8	✓	
E	7	✗	Borderline Fail
F	5	✗	Fail – some engagement with and understanding of topic
G	2	✗	Fail – marginal engagement with and understanding of topic
H	0	✗	Fail – no engagement with and understanding of topic
NS	0	✗	Fail – Non-submission
NA	0	✗	Fail – Non-attendance
PL	0	✗	Plagiarism

6.3.2 Students' work will be marked using Literal Grades. The Grade Point is only used to calculate Literal Grades when there is more than one item of assessment associated with a module.

6.3.3 The pass grade for a module will be D-. In order to pass a module at the first attempt, a student is required to achieve an overall grade of D- or higher. The module grade will be derived from the item(s) of assessment.

6.3.4 In calculating the overall module grade from individual items of assessment, grades will be rounded up when a composite grade point is .5 or higher e.g. 7.6 will become D-.

6.3.5 When a module has been validated to require a pass grade in specified individual items of assessment, a failure in such an item will result in the overall module being failed, regardless of any apparent overall pass grade. Similarly when a module has an attendance requirement, a failure to meet the requirement will result in the overall module being failed, regardless of an apparent overall pass grade. In such cases failure to attend or submit an item of assessment will result in a grade of NA.

6.3.6 A student who passes a module as part of an agreed exchange whilst studying at another institution will be awarded an appropriate number of credits towards the award but no grade(s) will be recorded.

6.3.7 A student who completes a module but does not achieve a pass in that module will fail the module.

7 AWARDS AND HONOURS CLASSIFICATION.

7.1 Students may only receive awards listed in Section G: Regulations for the Conferment of awards.

7.2 The following awards will be available to students who meet the following minimum requirements at the levels shown or at a higher level:

Award	Requirement
CertHE	Minimum of 120 credits with at least: 120 credits at Level 4 or higher
DipHE	Minimum of 240 credits with at least 105 credits at Level 5 or higher
Degree without Honours (BA/BSc)	Minimum of 300 credits with at least 75 credits at Level 5 or higher and a minimum of 60 credits at Level 6
Degree with Honours (BA/BSc Hons)	Minimum of 360 credits with at least 75 credits at Level 5 or higher and a minimum of 120 credits at Level 6 including 30 credits from the Independent Study;
Graduate Certificate	Minimum of 60 credits with at least 45 credits at Level 6
Graduate Diploma	Minimum of 120 credits with at least 90 credits at Level 6

7.3 Award titles

7.3.1 The titles of the award will be:

Award	Single Subject/ Course	Major/Minor Course	Joint Course	Combined Studies
Certificate of Higher	[Single	N/A	[Joint 1 title]	Combined

Education	subject] or Course Title		<i>and</i> [Joint 2 title]	Studies
Diploma of Higher Education	[Single subject]	[Major title] <i>with</i> [Minor title]	[Joint 1 title] <i>and</i> [Joint 2 title]	Combined Studies
Degree without Honours BA/BSc	[Single subject]	[Major title] <i>with</i> [Minor title]	[Joint 1 title] <i>and</i> [Joint 2 title]	Combined Studies
Degree with Honours BA/BSc (Hons)	[Single subject]	[Major title] <i>with</i> [Minor title]	[Joint 1 title] <i>and</i> [Joint 2 title]	Combined Studies
Graduate Certificate	Course Title	N/A	N/A	N/A
Graduate Diploma	Course Title	N/A	N/A	N/A

7.3.2 Where a course is made up of more than one subject, the formulation 'x with y' is used for the award title of Major/Minor awards and 'x and y' for joint awards. The subjects for joint awards will be listed in alphabetical order. Where a subject has the word 'and' in its title, an ampersand must be used, e.g. Archaeology & Heritage Studies.

7.4 Eligibility for Named or Combined Studies Awards:

To be eligible for a specific award, the student, in addition to fulfilling the requirements of 7.2.1 above, must have disposed her/his modules according to the requirements of the course.

7.5 Eligibility for BA or BSc awards:

7.5.1 All modules within the Scheme will be identified by their Departments as BA (arts or humanities based) or BSc (substantially based on science or mathematics and their applications).

7.5.2 The award of a BA or BSc will depend on the number of modules a student has taken in each category at Level 5 (only Level 5 and Level 6 modules may contribute to final award classification). A student whose programme comprises a minimum of 50% of BA modules will qualify for a BA award, a student whose programme comprises a minimum of 50% of BSc modules will qualify for a BSc award. Where the numbers of modules in the BA category and in the BSc category are precisely equal, the type of award taken will be at the student's discretion. Such a student must inform the Registrar of their desired type of award in writing by an agreed date in the semester in which the student intends to graduate. A student, although qualifying for a BSc award, may opt for a BA award if s/he so wishes.

7.6 Students shall be considered for the awards for which they are registered at the Examination Board at the end of the first semester in which they become eligible for the award under these Regulations.

7.7 Classification of honours:

- 7.7.1 The Board of Examiners should consider grade profiles against the following two methods and recommend the award of the higher class of degree that results. Students must have passed an Independent Study.
- 7.7.12 If a student has been admitted directly to Level 6 of the award the calculation will be determined by the student's performance at level 6 only (Method two).

Classification of Degree with Honours (15 credit modules)

7.7.3 Method One: Classification determined on the profile of the best grades from 45 credits attained at Level 5 and the best grades from 120 credits at Level 6. Level 5 and Level 6 grades count equally in the profile.

- a) Candidates will be awarded a first class degree, irrespective of their other module results, where they have attained 90 credits at grade A- or higher and 30 credits at grade B- or higher.
- b) Candidates will be awarded an upper second class degree, irrespective of their other module results, where they have attained 90 credits at grade B- or higher and 30 credits at grade C- or higher.
- c) Candidates will be awarded a lower second class degree, irrespective of their other module results, where they have attained 90 credits at grade C- or higher.
- d) Candidates will be awarded a third class degree, irrespective of their other module results, where they have not fulfilled rules (a), (b) or (c), but are eligible for the award of an honours degree.

7.7.4 Method Two: Classification determined on the profile of the best grades from 120 credits attained at Level 6 only.

- a) Candidates will be awarded a first class degree, irrespective of their other module results, where they have attained 60 credits at grade A- or higher and 30 credits at grade B- or higher.
- b) Candidates will be awarded an upper second class degree, irrespective of their other module results, where they have attained 60 credits at grade B- or higher and 30 credits at grade C- or higher.
- c) Candidates will be awarded a lower second class degree, where they have attained 60 credits at grade C- grades or higher.
- d) Candidates will be awarded a third class degree, irrespective of their other module results, where they have not fulfilled rules (a), (b) or (c), but are eligible for the award of an honours degree.

8 FAILURE AND REASSESSMENT

8.1 Definition of failure:

8.1.1 Students shall be deemed to have failed a module when the mark for the entire module assessment product falls below the defined minimum pass grade (D-). Failure in individual assessment exercises which are components of the module assessment product will not imply failure of the module if the overall grade for the module assessment product as a whole is above the minimum pass grade.

8.1.2 If a student fails to attend an examination(s) or to submit work for any assessment(s) without valid cause, the examiners have the authority to deem the student to have failed the assessment(s) concerned.

8.2 Failure of modules:

The examination boards shall review individually all students who fail more than half of the modules for which they are registered in any semester. This review will address whether it is appropriate to allow the student to continue to study and, if so, what arrangements should be made for the student to recover the failed modules. In cases where all modules taken have been failed, the student shall normally be excluded from further study.

8.3 Failure in the Independent Study:

No student may be awarded an honours degree unless they have achieved credit for an Independent Study.

8.4 Retrieval of Failure

8.4.1 Retrieval of Failure in a module is permitted only after the module has been failed.

8.4.2 A student will be entitled to reassessment in any module for which a fail grade has been awarded unless the failure was due to non-attendance. Reassessment in a module will mean resitting the assessment item(s) that have been failed and will normally involve the completion of new tasks. Assessment items that have been passed do not need to be re-sat.

8.4.3 Reassessment will take place during the summer reassessment period at the end of the academic year in which the module was taken.

8.4.4 If successful in any reassessment item(s) the student will be awarded the maximum outcome of a D- for the reassessment item(s). If unsuccessful the student will retain the higher fail grade awarded.

8.4.5 In order to pass a module at reassessment a student is required to achieve an overall grade of D- or higher. The module grade will be derived from the item(s) of assessment. The overall module grade will also be capped at the maximum outcome of a D-.

8.4.6 If a student is unsuccessful in both the original assessment and the reassessment, the student will have the right to retake that module once (or in exceptional circumstances, an alternative module). If the module which has been failed at reassessment is an

optional module, the student may choose to register on an alternative optional module (rather than repeat the original module). Some practice based assessment items may be subject to restrictions on reassessment or retake opportunities.

- 8.4.7 A student who retakes a module or takes a new module as a replacement is required to register for the module and pay any tuition fee required for such a module. Grades achieved previously in the module are ignored for the purposes of assessment of the repeated module (i.e. no grades are carried forward from the previous registration).
- 8.4.8 If successful in any retake or alternative module assessment item(s) the student will be awarded the maximum outcome of a D- for the item(s). If unsuccessful the student will retain the higher fail grade awarded. The overall module grade will also be capped at D-.
- 8.4.9 If a student is unsuccessful in the original assessment and associated reassessment and the retake of the module the student will have the right to reassessment in the module on one final opportunity.
- 8.4.10 If a student is unsuccessful in both the original assessment and the reassessment for a module that has been retaken a student may replace a failed module with a new substitute module. A student who retakes a module or takes a new module is required to register for the module and pay any tuition fee required for such a module.
- 8.4.11 All re-assessments must be completed within the maximum period of registration.
- 8.4.12 A student will not be permitted to reassessment or retake any module(s) as part of an award once the conditions for that award have been met.

8.5 Marks attainable at reassessment:

Deleted (see 8.4.8 above)

8.6 Condonement of failure

Recinded

8.7 Deadlines:

- 8.7.1 Where students repeat or resit assessment exercises or take alternative equivalent assessment exercises, the exercises shall normally be completed in time for the marks achieved at reassessment to be considered at the next Resit Examination Board. The Resit Examination Board(s) meet three times each academic year, before the start of Semester 1, and at the end of each semester.
- 8.7.2 Where students retake an entire module(s) the results of the retake will be considered at the next relevant Examination Boards for the module(s) concerned.
- 8.7.3 Deadlines for reassessment in the Independent Study.

Given the scale of the Independent Study, a student who fails their Study shall not normally be allowed to submit a revised Study for reassessment until the end of the semester following that in which the original failure took place. In particular, students

who fail in semester 2 in one academic year shall not normally submit for reassessment until the end of semester 1 of the following academic year.

8.8 Failure and progression

The implications of failure for individual students' programmes of study will be considered by the Undergraduate Modular Scheme Examination Board. Subject to the provisions of regulation 8.2.1, a student who does not achieve credit for modules shall normally be permitted to continue with the Scheme provided they meet the progression requirements and so long as it appears possible to plan a viable programme of study to satisfy the requirements of an award. The Undergraduate Modular Scheme Examination Board may advise a student who has persistently failed to meet the requirements of an award to withdraw. In circumstances of withdrawal, the student will be entitled to receive on request the highest award, if any, for which eligibility has been established.

9 PROCEDURES IN THE EVENT OF ILLNESS OR OTHER VALID CAUSE

9.1 Mitigating Circumstances

9.1.1 If a student believes that their performance, absence or non-submission of work in an item of assessed work was due to illness or other valid reasons, the student may submit a claim under procedures approved by Academic Board. See Section O: Procedure for Dealing with claims of Exceptional Mitigating Circumstances.

9.2 Aegrotat awards

9.2.1 An Aegrotat award may be offered when an Examination Board does not have sufficient evidence of a candidate's performance to be able to recommend the award being sought or a lower award specified in these Regulations, but is satisfied that but for illness or other valid cause the candidate would have reached the standard required for that award. Aegrotat awards may be classified at the discretion of the Examination Board.

9.2.2 In the circumstances described in 9.2.1 above, the candidate must signify a willingness to accept the award and understand that implies waiving the right to be reassessed.

9.2.3 A candidate who, having been offered an Aegrotat award, elects instead to resit as if for the first attempt and fails, may not claim the Aegrotat but may be re-examined for an award under Regulations 8.4 to 8.8 above.

10 CHEATING

10.1 Cheating is defined by the University as any attempt to gain an unfair advantage in an assessment or assisting another student to gain an unfair advantage in an assessment. See Section O: Procedures for investigation of cases of alleged cheating.

11 EXAMINATION BOARD STRUCTURES

11.1 Board structures:

There will be two types of examination board within the Scheme: Departmental Examination boards and the Scheme Board itself. Departmental Boards will review and

confirm results for the modules they have taught and make appropriate recommendations about candidates for the consideration of the Scheme Board. The Undergraduate Modular Scheme Examination Board will review the candidates' entire profile of module results and make decisions about progression and classification and any conditions relating thereto. The decisions of the Undergraduate Modular Scheme Board will be final.

11.2 Membership of Examination Boards:

11.2.1 Departmental Examination Boards:

Chair
Head of Department
Curriculum Leaders
all module leaders
Departmental External Examiner(s).

11.2.2 Undergraduate Modular Scheme Examination Boards Scheme Examination Board:

Chair (to be appointed by Board of Undergraduate Studies)
Director of UMS
Members of the Programme Advisory Service as appropriate
All Heads of Department or their nominees
Chief External Examiner
(Departmental External Examiners may attend at their own discretion).
Pre-Scheme Boards:
Chair (Director of UMS)
Head of Registry Services or his nominee
Members of the Programme Advisory Service

11.3 Meetings of Examination Boards:

11.3.1 Examination Boards will meet at the end of the second semester, in accordance with schedules determined annually. If required, Resit Examination Boards for Departments and the Scheme will meet to consider the results of reassessment exercises.

11.3.2 If desired, Departments may establish informal examination committees to meet before the Departmental Examination Board to prepare recommendations for it. Membership of these committees will normally mirror that of the Departmental Examination Board, but excluding the external examiner.

11.3.3 Prior to the Scheme Examination Board, a panel will meet to review the profiles of Graduating Students. The Panel will be chaired by the Chair of the Scheme Examination Board and its membership will include:

Members of the Programme Advisory Service
A representative of all subjects taught within the UMS

12 EXTERNAL EXAMINERS

The regulations for the appointment and responsibilities of External Examiners (including the Chief External Examiner) shall apply (see the relevant section of the Quality Assurance Handbook).

13 PROCEDURES FOR THE REVIEW OF DECISIONS OF EXAMINATION BOARDS

The University's regulations for the reviewing the decisions of Examination Boards and considering appeals by students shall apply.

14 CERTIFICATES AND TRANSCRIPTS

- 14.1 In respect of the information conveyed therein, the certificates of awards issued to students shall conform to the requirements of the regulations of the University of Worcester.
- 14.2 Parchments will only be issued for terminal awards.
- 14.3 A full transcript of modules passed, including grades, will be provided for all students at the termination of their programme of study.

Version reference: KP/UMS/1.3

Date document was approved and comes into effect: 1 September 2007

Author of the document: Kevin Pickess

Date document is due for review: 1 September 2009

Revision History

Committee	Date	Change
Academic Board	17 October 2007	Delete: Grade requirement for Independent Study from classification methods.
Academic Board	9 July 2007	<ul style="list-style-type: none"> • Delete: Condonement of Failure (4.5, 8.3, 8.6) • Delete Section: Classification of Honours; Insert – URF Section 16.2 – 16.5 inclusive • Delete Reassessment & Marks attainable at reassessment; Insert URF Section 12 • Delete Level 1, 2 and 3; Insert Level 4, 5 and 6 • Delete Attendance requirements; Insert URF Section 5 • Delete Section: Marking Scales; Insert URF; Section 8 • Delete Awards available and Requirements of the Awards; Insert URF 14.1 & 14.2 • Delete Award Titles; Insert URF Section 15 • Delete Classification of Honours; Insert URF Section

Academic Regulations and Procedures: Undergraduate Modular Scheme Regulations

		16.2 – 16.5 • Delete Mitigating Circumstances; Insert URF Section 10 • Delete section: Cheating; Insert see URF; Section 9 • Delete 'College' or 'UCW' Insert 'of' or 'UW'
Academic Board	18 January 2006	Remove 7.5 mark associated with D- grade

Annex: Honours classification
UNDERGRADUATE MODULAR SCHEME
HONOURS CLASSIFICATION TABLE

This Table below indicates the minimum number of modules required for the award of the various classes of honours degrees available within the Undergraduate Modular Scheme.

Please read the Notes carefully before using the Table.

Notes:

1 Eligibility to be considered for an honours degree

The Table applies only to those students who are eligible to be considered for an honours degree. To be eligible for consideration for honours, students have to fulfil certain criteria. Full details of these criteria are given in the Regulations. In brief, they are that a student must

- be awarded credit for Level 4
- be awarded credit for at least 24 modules including an Independent Study, of which:
 - a minimum of 5 and a maximum of 8 may be at Level 5 and
 - a minimum of 8 and a maximum of 10 may be at Level 6
- meet the regulations of the course for which they are registered.

Until they have completed these requirements, students are NOT eligible and will NOT be considered for an honours degree. As the criteria for the award of a specific honours class (e.g. upper second) refer to a selection of the student's modules, the criteria may be fulfilled by a student who is not yet eligible for consideration for honours - but no student will be considered for honours until they have fulfilled the criteria for eligibility given above.

2 Honours classification methods

- 2.1 The honours classification of candidates who fulfil the criteria for eligibility for honours (see above) will be determined by whichever of the following two methods results in the higher classification:
- classification determined on the profile of the best three grades attained at Level 5 and the best eight at Level 6, i.e. 11 modules in total (method 1) or
 - classification determined on the best eight grades attained at Level 6 only (method 2).

In both methods, candidates for honours must have passed an Independent Study, the grade for which will be included in honours classification.

- 2.2 Where a student has studied more than 11 modules at Level 5 and Level 6, the best 3 grades at Level 5 and the best 8 at Level 6 will be selected automatically (honours classification method 1)
- 2.3 Some students enter the Scheme with credit for previous study elsewhere. Such previous work contributes to the numbers of modules required to establish a student's eligibility to be considered for honours (as above), but it is not considered in determining a student's honours classification because it was not marked according to UMS conventions. Thus, not all students who are eligible for honours have the same number of module grades to be considered for classification. In consulting the Table the first step

is, therefore, to identify how many modules you will have completed at the University at the point of graduation.

- 2.4 Where a student is eligible for honours but, because of the award of credit for study at another institution, can present only 9 or 10 modules studied at the University, all modules will be counted in classification using method 1. Where a student presents eight or fewer modules, honours classification method 1 cannot be applied and the result will be determined by method 2 only.

3 Criteria for specific honours classifications

- 3.1 The numbers of modules given in the Table refer to Level 5 and Level 6 modules ONLY.

3.2 The numbers of modules given in the Table are *minimum* thresholds - once the threshold is reached, the award indicated is secured. A better overall performance also secures the award.

3.3 Plus and Minus grades (e.g. A+ or A-) are not considered in honours classification. References in the Table to results at - for example - grade A therefore include both A+ and A and A-.

3 Undergraduate Modular Scheme Honours Classification Table

The numbers of modules in this Table refer to Level 5 and Level 6 modules only and each number is a threshold: for example, 8 modules at a particular grade should be read as 8 or more modules at that grade.

Classification Table (15 credit module)

Total number of Level 5 and Level 6 15 credit modules presented	Classification awarded	Number of 15 credit module results required at grades. Credit requirement in brackets			
		A	B	C	D
11	First Class	6 (90)	2 (30)		
	Upper second class (2.1)		6 (90)	2 (30)	
	Lower second class (2.2)			6 (90)	
	Third class	Where the criteria for a higher classification are not met, but the candidate is eligible for honours			
10 or 9	First Class	5 (75)	2 (30)		
	Upper second class (2.1)		5 (75)	2 (30)	
	Lower second class (2.2)			5 (75)	
	Third class	Where the criteria for a higher classification are not met, but the candidate is eligible for honours			

Total number of Level 6 modules presented	Classification awarded	Number of module results required at grades. Credit requirement in brackets.			
		A	B	C	D
8 or 7	First Class	4 (60)	2 (30)		
	Upper second class (2.1)		4 (60)	2 (30)	
	Lower second class (2.2)			4 (60)	
	Third class	Where the criteria for a higher classification are not met, but the			

Academic Regulations and Procedures: Undergraduate Modular Scheme Regulations

		candidate is eligible for honours
--	--	-----------------------------------

Cont

6 or 5	First Class	3 (45)	2 (30)		
	Upper second class (2.1)		3 (45)	2 (30)	
	Lower second class (2.2)			3 (45)	
	Third class	Where the criteria for a higher classification are not met, but the candidate is eligible for honours			