

**Undergraduate Regulatory Framework**  
(Applicable to all undergraduates admitted since September 2007 onwards)

All undergraduate awards offered by the University are subject to the regulations as set out in this document unless, for reasons of professional or statutory body requirements or similar a variation or exception has been agreed by Academic Board. Such variations will be identified in a Programme Specification.

## 1. Terminology

1.1 As a means of ensuring that the regulations are consistently interpreted and applied, the following definitions have been used:

**Aegrotat award:** An award made to a student on the clear understanding that had the student not been unwell, he or she would have passed.

**Assessment:** The process by which the University is able to confirm that a student has achieved the learning outcomes for a module. Assessment is work, such as an examination, essay, report, test, portfolio, practical or project undertaken by a student; there may be one or more items of work which make up the components of assessment; the grade (which may include pass or fail) contributes to the evaluation of the student's performance and the determination of his or her entitlement to proceed with the course or eligibility for an award.

**Assessment Item:** a piece of assessed work, e.g. an essay, project, assignment or examination.

**Award:** A formal qualification awarded by the University to an individual student e.g. HND, FdSc, BSc (Hons) which may be either the qualification to which a student is registered or an intermediate award. The awards available are set out in Section G, Appendix 1 of the Academic Regulations and Procedures.

**Award Title:** the name of the course which is appended to an Award e.g. HND in 'Award Title' as it is to appear on an award certificate and transcript.

**Closed module:** a module which can only be taken by students registered on a specific course/subject.

**Course:** a defined combination of modules in one or more subjects leading to an award of the University. There are two types of course:

Type 1<sup>1</sup>: A course that is available as a single subject and is also available as a major, a joint or a minor subject or

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<sup>1</sup> Any Type 1 course must include the opportunity for students to take two Free Choice modules (equivalent to 30 credits) at each of Level 4 and Level 5.

Type 2<sup>2</sup>: A course only available as a single subject and is not available as a major a joint or a minor subject

**Co-requisite module:** a module that must be taken at the same time as another specified module.

**Credit:** a value assigned to a module. Credit is a quantified means of expressing equivalence of learning. Credit is awarded to a learner in recognition of the verified achievement of designated learning outcomes at a specified level. One credit point is awarded for ten hours of notional student learning which includes, as appropriate, lectures, practical classes, tutorials, fieldwork, assignments, private study and assessment.

**Examination:** any form of assessment, which takes place under supervision at a prescribed time and place and for a prescribed maximum period.

**Free-Choice Module:** an open module which may be chosen by a student whose course allows an unrestricted choice for a limited number of modules.

**Grade:** the letter code used to indicate the standard reached by a student in the item(s) of assessment and the overall module assessment.

**Independent Study:** a substantial piece of work following detailed investigation and research into a subject by a student at Level 6. Such work is carried out independently with minimum supervision.

**Intermediate Award:** an award which can be obtained *en route* to the final Award such as a Certificate of Higher Education (CertHE) *en route* to a FdSc. Intermediate Awards are not awarded to a student who is continuing towards a higher award.

**Level:** a description of the higher education module credit level i.e. 3, 4, 5, or 6 which is an indicator of the relative demand, complexity and depth of learning and of learner autonomy

A student may be described as studying at Level 4 or Level 5 or Level 6

Level	Description	Framework for Higher Education Qualification Levels (FHEQ)	National Qualification Framework (NQF)
Level 3	Foundation level		3
Level 4	Certificate level	C	4
Level 5	Intermediate level	I	5
Level 6	Honours level	H	6

<sup>2</sup> A Type 2 course should be designed as far as possible to provide the opportunity for students to take Free Choice modules

**Mandatory Module:** a prescribed module that forms a compulsory part of a course. A mandatory module will provide fundamental knowledge, skills or understanding that a student must acquire in order to successfully achieve the learning outcomes for the course. A mandatory module must normally be passed in order to satisfy the requirements of an award. A mandatory module is determined by the course or subject within which it is validated.

**Mode of Study:** There are two modes of study, full-time and part-time. Full-time normally requires registration for modules to a value of not fewer than 60 and not more than 75 credits in a semester. Part-time normally requires registration for modules to a value of not more than 45 credits in a semester.

**Module:** a discrete unit of study with approved learning outcomes and assessment scheme. Modules are assigned to one or more subject areas. Each module will specify a level that indicates the intellectual standard required to successfully complete the module. Most modules are of a standard credit value although some modules (e.g. an independent study) may have a different credit value. A module will normally be taught and assessed over one semester. Modules may be designated 'open' or 'closed'.

**Module Outline:** A document that is presented to students at the start of the module that includes (amongst other matters) the module code, module title, level, planned teaching activity, attendance requirements, assessment, reading lists and assessment.

**Module Specification:** A document that is presented and approved as part of the validation process and specifies (amongst other matters) the module code, module title, level, credit value, the subject to which the module belongs, intended learning outcomes and assessment.

**Maximum period of registration:** the maximum permitted period of time to complete a course specified at the time of admission.

**Mitigation:** exceptional reasons outside of a student's control that either prevented a student from taking an item of assessment or affected his or her performance in an assessment.

**Open module:** a module that may be taken by a student on any course/subject where the course permits free choice modules.

**Optional Module:** a module specified as acceptable for meeting the requirements of the award, and chosen from a designated list. An optional module is determined by the course or subject within which it is validated.

**Pre-requisite module:** a module that must be taken and passed before another specified module can be taken.

**Programme of study:** The approved course followed by an individual student; it may be identical to the course or it may be unique to the student and satisfies the requirements set out in these regulations.

**Programme Specification:** A document that specifies (amongst other matters) admission requirements for the course, the structure of the course, any particular conditions to be met (e.g. Professional and Statutory Regulatory Body requirements) for conferment of the relevant named award.

**Retrieval of failure:** A generic term used to describe an opportunity agreed by a Board of Examiners for a student to recover a failure. All retrieval of failure is capped at a grade of D-. There are three types that may be offered:

- Retake: the student is required to study the whole module again with attendance;
- Reassessment: the student is required to resubmit the item(s) or resit the examination(s);
- Substitute: the student is required to replace the module with an alternative module which is also capped at D-.

**Semester:** A defined period of study in which a module may be taught and assessed. Many courses use a fifteen-week block.

**Short Course:** a defined combination of one or more modules.

**Student:** Any person admitted or enrolled by the University of Worcester to follow a programme of study, or any sabbatical officer of the Students' Union. All students remain subject to the common and statute law, and any rights or constraints conferred or imposed by these regulations are in addition to, and do not alter in any way, their right and duties as citizens.

**Subject:** a cognate set of modules managed and resourced normally by a single department. Subjects can be studied in combination to achieve single, major/minor or joint honours awards. Subjects may be designated as Arts or Science or both.

**Transcript:** A formal and verifiable record issued by the University of what a student has studied and achieved.

**Viva Voce:** An oral examination.

## 2. The Admission of Students

2.1 The admission of an individual applicant is at the discretion of the authorised admissions tutor(s), subject to:

- a) the [University's policy on admissions](#);
- b) a reasonable expectation that the applicant will be able to achieve the learning outcomes of the course and achieve the standard required for the award;
- c) fulfilling the entry requirements as stated within the programme specification of the approved course.

- 2.2 The normal minimum entry requirement for first degree courses is the possession of qualifications to the value of 80 UCAS tariff points from a minimum of 1 A level (or equivalent Level 3 qualification) and a maximum of 3 A levels. This is the minimum, individual courses may set higher or more specific requirements.
- 2.3 The normal minimum entry requirement for HND and Foundation Degree courses is the possession of qualifications to the value of 60 UCAS tariff points from a minimum of 1 A Level (or equivalent Level 3 qualification) and a maximum of 3 A levels. This is the minimum, individual courses may set higher or more specific requirements.
- 2.4 Applicants with few or no formal qualifications can be accepted onto a range of courses providing they can show evidence of other appropriate qualifications and/or experience.
- 2.5 All applicants seeking admission to a course listed in a national admission system e.g. UCAS must apply through this method. All other applicants must apply to the University using the appropriate application form.
- 2.6 Students may be admitted with advanced standing through the recognition of credit, or the accreditation of experiential or certificated learning according to the University's Accreditation of Prior Learning policy.
- 2.7 All applicants are required to declare 'unspent' convictions within the application process. Applicants for certain courses must comply with additional entry requirements that may be imposed by law or accrediting/professional bodies. Some courses require additional declarations by the applicant relating to their health, criminal convictions (spent and unspent) and cautions. There may be a requirement for a check of criminal convictions (via the Criminal Record Bureau's Disclosure Service) and/or medical examinations. Failure to comply with any such special requirements may result in an applicant not being permitted to start the course or being required to leave the course and/or the university.
- 2.8 Applicants under the age of 18 at the start of their course are eligible to be admitted to a course at the University however these applicants will be informed, in writing, that the University will accept no legal obligation to act in *loco parentis* until they reach the legal age of majority.
- 2.9 Any applicants whose first language is not English or who has not been educated wholly or mainly in the medium of English must reach a minimum IELTS score of 6.0 (or equivalent in an approved test in English) or otherwise demonstrate that they have an adequate command of both written and spoken English before starting a course.
- 2.10 The university reserves the right to refuse admission (or cancel registration) to any applicant (or student) who has misrepresented information in their application.
- 2.11 All applicants must produce at or before initial registration evidence of having satisfied the relevant entry requirements.
- 2.12 There is no appeal against admissions decisions. Applicants who are dissatisfied with any aspect of the admissions process may use the University Complaints Procedure.

### 3. The Registration of Students

- 3.1 All students, other than sabbatical officers of the Students' Union, must register at the start of his or her course and undertake to comply with the regulations of the University. Students must re-register at the start of each academic year irrespective of when they started the course. The registration of a student who fails to re-register is deemed to have lapsed.
- 3.2 Students are required to pay fees in accordance with the prevailing fees policy and financial regulations approved by the Board of Governors. No student will be entitled to register or re-register unless the prescribed fees have been paid or satisfactory arrangements made to ensure that they will be paid.
- 3.3 The University reserves the right to decline acceptance of, or make a charge for, late or incorrect registration of awards, programmes and modules.
- 3.4 Where a student has not completed the formal process of registration but, by their actions, are deemed to be undertaking activities compatible with the status of a registered student, the Head of Registry Services may formally enrol a student and arrange for the relevant tuition fee to be charged. Such activities would include attendance at classes, submission of work and regular use of their ID card to gain access to the University etc.
- 3.5 Students may not simultaneously register for more than one full-time award.
- 3.6 The maximum registration periods allowed for the completion of awards are as follows:

Credit on entry	Mode of study					
	HNC/CertHE		HND/FD/DipHE		Degree with Honours	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
None	2 years	4 years	4 years	8 years	6 years	12 years
60 credits	1 year	2 year	3 years	6 years	5 years	10 years
120 credits	N/A	N/A	2 years	4 years	4 years	8 years
160 credits	N/A	N/A	1 year	2 years	3 years	6 years
240	N/A	N/A	N/A	N/A	2 years	4 years
300	N/A	N/A	N/A	N/A	1 year	2 years

- 3.7 Students will be able to switch between modes of study, at any appropriate point in their course.
- 3.8 Students experiencing special difficulties arising from changes in their medical, personal and/or (in the case of part-time students) work circumstances may request to temporarily withdraw from their studies for up to two consecutive semesters. Requests for a longer period must be agreed by the Head of Registry Services. This period of time will count towards the maximum registration period.

- 3.9 Once registration is completed, a student will continue to be registered with the University until the end of the course or until re-registration is required, whichever is the earlier, unless a student shall cease to be a registered student due to:
- a) exclusion from the course on academic grounds;
  - b) exclusion from the course for non-compliance with the prevailing fees policy;
  - d) exclusion from the course on medical grounds;
  - e) exclusion from the course due to persistent non-attendance;
  - f) expulsion from the University following a recognised disciplinary procedure;
  - g) the voluntary withdrawal from the course
- 3.10 Students must notify Registry Services of any changes occurring during the academic year in the information supplied at registration.

#### **4. Course structures and modules**

- 4.1 Each course will be defined in a Programme Specification. Each course comprises modules. Each module will be defined in a module specification and approved by the validation process and will normally have a credit value of 15 taught over one semester. Exceptionally, modules of 30 or 45 credits may extend over one or two semesters.
- 4.2 A short course may comprise one or more modules each with a credit value of 5, 10, 15 or 20 credits. These 5, 10 and 20 credit modules will not normally form part of a standard course and recognition of the credit towards an award is subject to the University's Accreditation of Prior Learning policy.
- 4.3 A student may seek transfer from one course to another within the University on condition they meet the conditions of entry and/or module prerequisites, for the new course.
- 4.4 Students may be registered for modules run as short courses and be assessed for credit without being registered for an award.
- 4.5 Students will progress through the course by taking and passing modules.
- 4.6 In order to study, be assessed, or be reassessed on a module, a student must be registered on the module.
- 4.7 The programme specification will specify whether a module is mandatory for that course.
- 4.8 Students are responsible for ensuring that they take modules and combinations of modules that fulfil the requirements of the course and, where appropriate, those of any Professional Body.

- 4.9 The University may change module provision without notice but will ensure that students who have legitimately registered for a named award will be able to follow an appropriate programme of modules to qualify for the named award.
- 4.10 Students must take and pass modules from their chosen course in order to achieve or exceed the minimum credits required for their Award and Award Title as specified in the course rules.
- 4.11 Students may be permitted to take a module up to a maximum of 15 credits at Level 4 whilst studying at Level 5.
- 4.12 Students may be permitted to take modules to a maximum of 15 credits at Level 6 whilst studying at Level 5.
- 4.13 Modules can be either be an 'open module' or a 'closed module'.
- 4.14 A module may have co-requisites and/or pre-requisites. No module may be a pre-requisite for another module at the same level.
- 4.15 Each module will have defined learning outcomes at either level 4, 5, or 6. Where a module is offered at more than one level (e.g. 5 and 6) it must be separately presented and must have clearly differentiated assessment and learning outcomes.
- 4.16 All students must take and pass an Independent study in order to be eligible for a degree with honours. An Independent Study will have a minimum credit value of 30 credits. A student may take only one Independent Study.
- 4.17 The independent study must relate to the subject(s) the student is taking as follows:

Pathway	Rule
Single Honours	Must address a single topic located in the subject of the single honours course
Major/Minor	Must address a single topic located in the subject of the major subject or bring together the two subjects
Joint	Must address a single topic located in either subject of the joint course or bridge the two subjects

- 4.18 Students must take and pass all mandatory modules from their course subject to be eligible for subject to appear in the Award title. Students who fail a mandatory module from their subject will be required to either change to a new subject and fulfil the requirements for that subject or replace the subject with "Combined Studies".

## **5. Attendance**

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 Courses that confer a licence to practise may require a specific attendance level in order to meet the award requirements.
- 5.5 In cases of persistent non-attendance without proper reason, Academic Board may terminate a student's programme of study.

## **6. Module assessment**

- 6.1 The assessment of any module is subject to the University's [Assessment Policy](#).
- 6.2 Provided a student has registered on a module (and not subsequently been formally withdrawn from the module), students will be assessed in the semester in which the module is completed.
- 6.3 The assessment of a module may comprise one or more items and may include an attendance requirement. The assessment item(s) and their relative weighting(s) and any attendance requirement will be set out in the module outline and module directory.
- 6.4 Students who fail to meet an attendance requirement in a module render grades for all assessment items for the module null and void.
- 6.5 Unless approved as part of the assessment for an individual module, a *viva voce* may not be used to determine progression or classification. A *viva voce* may be used as part of the procedures for determining whether a piece of work is that of the student.
- 6.6 All coursework must be submitted on paper unless otherwise specified in the module outline. Coursework may not be submitted in electronic form unless it is an explicit requirement for the assessment in the module concerned.

## 7. Non-Submission or Late submission of coursework

- 7.1 All assessment submissions should be made by the due date determined in accordance with arrangements approved by the Board of Examiners. See Section O: [Procedure for Late Submission of Assignments](#).

## 8. Module Marking Scales:

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

- 8.2 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.
- 8.3 When an assessment item is not submitted, it will be counted as an attempt and marked as 0 with a grade of NS. This will result in the overall module being failed, regardless of any apparent overall pass grade. The student will be required to complete reassessment in the item(s) not submitted.

- 8.4 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.
- 8.5 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-.
- 8.6 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.
- 8.7 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.
- 8.8 A student who completes a module but does not achieve a pass in that module will fail the module.

## 9. Cheating

- 9.1 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](#).

## 10. Mitigating circumstances

- 10.1 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](#).

## 11. Boards of Examiners

- 11.1 There is a two-tier process involved in the assessment process of any award:
- Subject Assessment Board
  - Board of Examiners
- 11.2 The Subject Assessment Board and Board of Examiners will operate in accordance with Section F: Regulations for the Assessment of Students.

### Subject Assessment Board

- 11.3 The Subject Assessment Board is responsible for:
- a) assuring the appropriate standards for modules

- b) considering the performance of students on modules
- c) confirming the grades achieved by students on modules
- d) noting the decisions of the Mitigations Committee
- e) noting the decisions of the Cheating Committee
- f) making recommendations on a student's retrieval of failure to the appropriate Board of Examiners.

11.4 The Subject Assessment Board will meet at the end of each semester and at the end of the summer reassessment period. The Subject Assessment Board will consider all modules within the subject.

#### **Board of Examiners**

11.5 The Board of Examiners is responsible for:

- a) reviewing the students' entire profile of module results
- b) making decisions regarding progression
- c) confirming eligibility for awards on the basis of accumulated credit
- d) ensuring any award-specific requirements have been met
- e) conferring awards and if appropriate agreeing the classification of each student

11.6 The Board of Examiners will meet at the end of each semester and at the end of the summer reassessment period. The Board of Examiners will only consider students who have reached a stage in the course for progression or an award.

11.7 The decisions of the Board of Examiners will be final.

## **12. Retrieval of Failure**

12.1 Retrieval of Failure in a module is permitted only after the module has been failed and is not available to improve a grade.

12.2 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.

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

12.4 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.

12.5 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-.**

- 12.6 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.
- 12.7 A student who is required to undertake reassessment may not demand reassessment in elements which are no longer current within the course. However, the Board of Examiners may exercise its discretion in providing special arrangements where it is not practicable for students to be reassessed in the same elements or by the same methods as at the first attempt. Such arrangements shall be subject to the principle that an award is only made when a student has fulfilled the objectives of the course and achieved the required standard.
- 12.8 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).
- 12.9 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-.
- 12.10 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.
- 12.11 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.
- 12.12 All re-assessments must be completed within the maximum period of registration.
- 12.13 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.

### **13. Progression**

- 13.1 The performance of students registered on a course will be considered at least once each academic year by a Board of Examiners, which will decide whether the students may:
- a) receive an award;
  - b) progress to the next level;
  - c) continue studying at the same level; or
  - d) be required to discontinue their studies

- 13.2 Students at Level 4 will be permitted to progress to Level 5 when they have passed at least 90 credits at Level 4.
- 13.3 Students at Level 5 will be permitted to progress to Level 6 when they have passed at least 90 credits at Level 5.
- 13.4 Students at Level 4 or 5 who have taken 120 credits and passed fewer than 90 credits but more than 45 credits will be required to retake a semester of the course. Students will be able to carry forward any passed modules
- 13.5 Students at Level 4 or 5 who have taken 120 credits and have passed 30 credits or fewer will be required to retake the appropriate level of the course. Students will be able carry forward any passed modules

#### 14. Awards

- 14.1 An award of the University will be conferred when the following conditions are satisfied:
- the candidate was a registered student of the University or was registered as a candidate for the award of the University by a partner organisation at the time of his or her assessment for an award and has paid the appropriate tuition fee to the University ;
  - details of the candidate's full name, date of birth, course and the award for which he or she is a candidate have been recorded by the University;
  - satisfactory confirmation has been received that the candidate has completed a programme of study approved as leading to the award being recommended;
  - the award has been recommended by an Board of Examiners convened, constituted and acting under assessment regulations approved by the Academic Board and including the requisite number of approved external examiners for the programme of study and/or the award;
  - the recommendations have received the written consent of the external examiners for the award;
  - checks to confirm the above have been carried out, and an official pass list has been signed by the Registrar and Secretary or nominee.
- 14.2 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
University Certificate	Minimum of 30 credits at Level 4
University Diploma	Minimum of 60 credits at Level 4
University Intermediate Certificate	Minimum of 30 credits at Level 5
University Intermediate Diploma	Minimum of 60 credits at Level 5

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University Advanced Certificate	Minimum of 30 credits at Level 6
University Advanced Diploma	Minimum of 60 credits at Level 6
CertHE	Minimum of 120 credits with at least: 120 credits at Level 4 or higher
HNC	Minimum of 150 credits with at least 30 credits at Level 5 or higher
HND	Minimum of 240 credits with at least 120 credits at Level 5 or higher
DipHE	Minimum of 240 credits with at least 105 credits at Level 5 or higher
Foundation Degree FdA/FdSc	Minimum of 240 credits with at least 120 credits at Level 5
Degree without Honours (BA/BSc)	Minimum of 300 credits with at least 105 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 105 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

- 14.2 The award of University Certificate, University Diploma, University Intermediate Certificate, University Intermediate Diploma, University Advanced Certificate and University Advanced Diploma is made for the successful completion of short-courses only.

14.3 Where a course is designed to include one, or two subjects, the minimum proportion of credits in the subject(s) will be as follows:

<b>Award</b>	<b>Single Honours</b>	<b>Major/Minor</b>	<b>Joint</b>	<b>Combined studies</b>
CertHE	at least 90 credits in the subject	N/A	at least 45 credits in each of two subjects	no subject requirement
DipHE	At least 90 credits at Level 5 or higher in the subject	at least 60 credits at Level 5 or higher in the major subject and at least 30 credits at Level 5 or higher in the minor subject	at least 45 credits at Level 5 or higher in each of two subjects	no subject requirement
Degree without Honours	at least 90 credits at Level 5 or higher in the subject and at least 60 credits at Level 6 in the subject	at least 60 credits at Level 5 or higher in the major subject and at least 30 credits at Level 5 or higher in the minor subject and at least 45 credits at Level 6 in the major subject and at least 15 credits at Level 6 in the minor subject	at least 45 credits at Level 5 or higher in each of two subjects and at least 30 credits at Level 6 in each of the two subjects	no subject requirement
Degree with Honours	at least 90 credits at Level 5 in the subject and at least 120 credits at Level 6 in the subject	at least 60 credits at Level 5 or higher in the major subject and at least 30 credits at Level 5 or higher in the minor subject and at least 90 credits at Level 6 in the major subject and at least 30 credits at Level 6 in the minor subject	at least 45 credits at Level 5 or higher in each of two subjects and at least 60 credits at Level 6 in each of two subjects	no subject requirement

14.4 When a student meets the credit requirement for an award but fails one or more mandatory modules from one or more subject, students will be eligible to replace the subject title with that of "Combined Studies".

14.5 The award recommended by a Board of Examiners will be that for which the student is a candidate or a lower award, specified in the approved programme specification, for which the student has fulfilled the requirements.

14.6 A candidate who has failed to satisfy the Board of Examiners in the first attempt at an assessment for an award but has in the examiners judgement satisfied the requirements for a lower award as specified in the programme specification may, at the examiners' discretion, be offered a choice of accepting the lower award immediately or resitting for

the higher award. If the student resits and fails, he or she may claim the lower award previously offered and the recommendation shall be forwarded to the Registrar and Secretary at that time.

## **15. Aegrotat and Posthumous Awards**

- 15.1 An Aegrotat award may be awarded where a student, having completed all course attendance requirements, is prevented by illness from completing part or all of the final assessments and, although the Board of Examiners have sufficient evidence that the candidate's attainment is sufficient to merit the award, there is insufficient evidence to permit enough grades to be returned.
- 15.2 The provision does not apply to those awards which also lead to accredited, or registered professional qualification where all assessments, or all of the practical elements of assessment must be passed as a condition of accreditation or registration.
- 15.3 The award of an Aegrotat award occurs in exceptional circumstances only, and only where the student has indicated that he/she wishes to be considered for such an award. In the case of an Honours degree programme, the student cannot be placed in a class and is accordingly eligible simply for the award of the degree Aegrotat.
- 15.4 The Board of Examiners may, subject to approval by the Academic Board, award an Aegrotat degree, diploma or certificate provided that the following conditions have been met:
  - a) Written evidence of the reasons for absence from the assessments has been provided by two independent medical practitioners;
  - b) The student has otherwise completed the requirements for the award of the qualification concerned and the Board of Examiners is satisfied that he or she would have completed the requirements if not prevented by illness;
  - c) A written application has been submitted by or on behalf of the student to the Board of Examiners via Registry Services requesting the award of the qualification in accordance with the provisions of this regulation.
- 15.5 A student who has been awarded an Aegrotat qualification shall not be permitted any further opportunity to complete those parts of final assessment for the award concerned.
- 15.6 Academic Board may, in the case of a student whose course has been interrupted by illness, decide that the session will be disregarded and not count towards the maximum period of registration.
- 15.5 Any award of the University may be conferred posthumously and accepted on the student's behalf by a parent, spouse or other appropriate individual. The normal conditions of award must be satisfied.

## 16. Award titles

16.1 The titles of the award will be:

Award	Single Subject/ Course	Major/Minor Course	Joint Course	Combined Studies
University Certificate	Course Title	N/A	N/A	N/A
University Diploma	Course Title	N/A	N/A	N/A
Certificate of Higher Education	[Single subject] or Course Title	N/A	[Joint 1 title] and [Joint 2 title]	Combined Studies
Diploma of Higher Education	[Single subject]	[Major title] with [Minor title]	[Joint 1 title] and [Joint 2 title]	Combined Studies
Higher National Certificate	Course Title	N/A	N/A	N/A
Higher National Diploma	Course Title	N/A	N/A	N/A
Foundation Degree FdA/FdSc	Course Title	N/A	N/A	N/A
Degree without Honours BA/BSc	[Single subject]	[Major title] with [Minor title]	[Joint 1 title] and [Joint 2 title]	Combined Studies
Degree with Honours BA/BSc (Hons)	[Single subject]	[Major title] with [Minor title]	[Joint 1 title] and [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

16.2 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.

## 17. Types of Classification of awards where appropriate

17.1 The types of classification of awards will be:

Award	Classification available
University Certificate	None
University Diploma	None
Certificate of Higher Education	None
Higher National Certificate	None
Higher National Diploma	None
Diploma of Higher Education	None

Foundation Degree FdA/FdSc	None
Degree without Honours BA/BSc	None
Degree with Honours BA/BSc (Hons)	First Class Upper Second Class Lower Second Class Third class
Graduate Certificate	None
Graduate Diploma	None

- 17.2 Aegrotat awards are not classified.
- 17.3 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.
- 17.4 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)**

- 17.5 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.
- 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.
  - 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.
  - 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.
  - 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.
- 17.6 Method Two: Classification determined on the profile of the best grades from 120 credits attained at Level 6 only.
- 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.

### **Classification of Degree with Honours (20 credit modules<sup>3</sup>)**

17.7 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 40 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 40 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.

## **18. Publication of Results**

- 18.1 Registry Services is responsible for the publication of official results to students following the meeting of Boards of Examiners. Publication of results will be made electronically via the secure student portal (SOLE) and will include access to individual module results, the progression decision and the award agreed by Boards of Examiners.
- 18.2 Students who do not satisfy some or all of the assessment requirements, Registry Services will communicate the decision of the Board of Examiners with instructions on retrieval of failure permitted.
- 18.3 It is the student's responsibility to ascertain his or her results.
- 18.4 Results will be withheld from students if they have outstanding obligations to the University, or are the subject of an allegation of a breach of discipline as follows:

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<sup>3</sup> 20 credit modules are only currently available at Level 6

- a) students who are at the end of the final year of their course neither to receive their degree transcripts not be supported by a University reference until the obligation is discharged;
- b) registration for the next stage of the programme to be denied to a student who has an outstanding obligation to the University at the start of the next stage;
- c) the award concerning a student who is subject of an allegation of breach of discipline to be withheld until the allegation has been determined and any consequent action discharged.

## **19. Appeals against the decisions of Board of Examiners**

- 19.1 Students will be allowed to appeal against the decisions of Boards of Examiners on the following grounds:-
- a) a material administrative error in the conduct of the assessment;
  - b) a misinterpretation of the current assessment regulations;
  - c) some other material irregularity relevant to the assessment(s) concerned which has substantially prejudiced the results of the assessment;
- 19.2 Disagreement with the academic judgement of an Examination Board in assessing the merits of an individual piece of work, or in reaching any assessment decision based on the marks, grades or other information relating to a student's performance cannot in itself constitute grounds for appeal.
- 19.3 Appeals must be submitted and considered according to the Procedures approved by Academic Board. See Section O.3: [Procedures for Appeals](#).

## **20. Certification and Transcripts**

- 20.1 The certificate of an award conferred by the University shall record:
- a) the name of the University and or any partner organisation at which the candidate has studied, if appropriate, and the name of any other institution sharing responsibility for the student's programme of study or research;
  - b) the candidate's name;
  - c) the award, but in the case of an aegrotat ward the word 'aegrotat' will be omitted in order to protect the confidentiality of the recipient;
  - d) the date of the award;

- e) the title of the course (if any) as approved by the Academic Board for the purposes of the certificate;
  - f) an endorsement, where appropriate, recording that the candidate has successfully completed a sandwich programme;
  - g) the certificate shall bear the signatures of the Vice Chancellor and of the Registrar and Secretary.
- 20.2 A transcript shall be issued to all completing students on programmes of study.
- 20.3 The transcript shall be constructed in accordance with the QAA Guidance.
- 20.4 The transcript shall be signed on behalf of Academic Board by the Registrar and Secretary or by some other person authorised by the Registrar and Secretary to do so.

## **21. Withdrawals**

- 21.1 Students who withdraw or who fail an Award will be granted any intermediate Award to which their credits entitle them.
- 21.2 Where the student is required to withdraw the student may not normally be re-admitted with credit to a further course until a period of at least twenty-four months has elapsed.

## **22. Interpretation**

- 22.1 These regulations should be interpreted using the terminology above. In cases of dispute these regulations will be interpreted by the Academic Board.

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Author of the document: Kevin Pickess

Date document is due for review: 1 September 2013

## Revision History

Committee	Date	Change
Academic Board	1 July 2009	Delete: (v1.5) <ul style="list-style-type: none"> <li>Remove the capping of overall module grade if one or more assessment items require reassessment with effect from AY 2009/10:</li> <li>Delete: 12.4 "The overall module grade will also be capped at the maximum outcome of a D-."</li> </ul>
Academic Board	2 July 2008	Add: (v1.4) <ul style="list-style-type: none"> <li>Requirements from 'Section E –Regulations for the Admission of Students' not currently included merged into URF</li> <li>Incorporating requirements from Section F - Regulations for the Assessment of Students 6.7 – Publication of Student Results; 6.9 - Failure and Reassessment; 6.10 – Viva Examinations and 6.15 – Withholding Results from Students into URF</li> <li>Requirements from 'Section E –Regulations for the Admission of Students' not currently included merged into URF</li> <li>Requirements from 'Section G – Regulations for the Conferment of Awards' not currently included merged into URF</li> </ul>
Academic Board	30 January 2008	Add: (v1.3) <ul style="list-style-type: none"> <li>Requirements from 'Section D – General Regulations' merged into URF and associated re-numbering of sections;</li> <li>Registering students if active on their behalf (3.6);</li> <li>20 credit classification method (16.6).</li> </ul>
Academic Board	17 October 2007	Delete: (v1.2) <ul style="list-style-type: none"> <li>Grade requirement for Independent Study from classification methods.</li> </ul>
Academic Board	9 July 2007	Add: (v1.1) <ul style="list-style-type: none"> <li>Short courses defined;</li> <li>5 and 10 credit modules permitted;</li> <li>New Diploma and Certificate awards added;</li> <li>Minor corrections.</li> </ul>
Academic Board	27 June 2006	New Regulations Approved

**Appendix 1**  
**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 candidate is eligible for honours			

Cont

6 or 5	First Class	3	2		
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		(45)	(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			

**Classification Table (20 credit module)**

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 candidate is eligible for honours			
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			