

Taught Courses Regulatory Framework

All postgraduate and undergraduate taught awards offered by the University of Worcester 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 the relevant Programme Specification.

Yellow highlighted text identifies the most recent revisions to the regulations. If you require these revisions to be identified in an alternative format, please contact the Secretary to Academic Board.

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), PG Cert, MA which may be either the qualification to which a student is registered or an intermediate award.

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. All award titles must be approved by the Academic Planning and Portfolio Group.

Course: a defined combination of modules in one or more subjects leading to an award of the University

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.

Dissertation: a substantial piece of work following detailed investigation and research into a subject or work related practice by a student. Such work is carried out independently with minimum supervision. A Dissertation **at Level 6 will have a minimum credit value of 30 credits and at Level 7 will have a minimum credit value of 45 and a maximum of 60 credits.** A student may take only one Dissertation **at each level.**

Designated module: a module at Level 4 specified as acceptable for meeting the requirements of the award that a student must take. A designated module is determined by the course or subject within which it is validated.

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

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

Integrated Master's: an award designed to enable students to progress from Level 4 through to 7 within one course. A student may be admitted to a linked undergraduate Honours degree/Integrated Master's degree course (e.g. MComp/BSc (Hons) Computing or onto a standalone Integrated Master's degree.

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. The *appropriate* Intermediate Award(s) will be identified in the Programme Specification.

Joint Honours: students will study modules from two subjects usually half the credits for the award are taken in both subjects.

Level: a description of the higher education module credit level i.e. 4, 5, 6 or 7 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 a Level.

Level	Description	Framework for Higher Education Qualification Levels (FHEQ)
Level 3	Foundation level	
Level 4	Certificate level	4
Level 5	Intermediate level	5
Level 6	Honours level	6
Level 7	Master's level	7
Level 8	Doctoral level	8

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.

Major/Minor Honours: students will study modules from two subjects usually two thirds of the credits for the award are taken in one subject (major) with the remaining credits taken in the second subject (minor).

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. a Dissertation) may have a different credit value.

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, specific professional body attendance requirements, assessment, resource lists and assessment.

Module Specification: A document that is presented and approved as part of the course approval 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.

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.

Placement Year or Year Abroad: a year where an undergraduate student may apply to extend their studies and spend the third year of their course either studying at a partner institution, on a work placement or undertaking a combination of both.

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 the relevant named award.

Prohibited module: a module which may not be studied if a student has or will, study another named module.

Recognition of Prior Learning (RPL): is an umbrella term used to describe the process by which students who wish to have learning that has already been undertaken recognised by the University for the award of credit within a programme of study.

Recognition of Prior Certificated Learning (RPCL): relates to learning which has been previously assessed for a validated qualification awarded by an educational institution, professional body or other recognised education/training provider.

Recognition of Prior Experiential Learning (RPEL): refers to learning acquired outside formal education and training systems (for example work or life experience from which specific skills or knowledge have been gained).

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 a grade of D-.

Sandwich Course: an undergraduate course which will include students undertaking a period of supervised work experience or studying at a partner institution, the length of which is usually one year and will be specified in the programme specification.

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.

Single Honours: students will study modules primarily from one subject and, where appropriate, the requirements of a professional body or the vocational nature of the course will heavily prescribe the content of modules students will study.

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.

Thesis: A substantial independent piece of work following systematic and detailed investigation into a discrete area of research which will primarily be in written form although it may include material in other than written form at Level 8. A Thesis will have a credit value of 120. A student may take only one Thesis.

Subject: a cognate set of modules managed and resourced normally by a single School. Subjects can be studied in combination to achieve single, major/minor or joint honours awards.

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

Viva Voce: An oral examination.

Year Abroad: See Placement Year.

2. The Admission of Students

- 2.1 The admission of any individual applicant to a course is based on the academic judgement of the admissions tutor(s), subject to:
- the [University's policy on admissions](#);
 - 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;
 - fulfilling the entry requirements as stated within the programme specification of the approved course.
- 2.2 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.
- 2.3 The minimum entry requirement for postgraduate taught courses is normally a lower second class Honours degree or equivalent. This is the minimum, individual courses may set higher or more specific requirements.
- 2.4 The normal minimum entry requirement for undergraduate degree courses is the possession of 4 GCSEs (Grade C/4 or above) and qualifications to the value of 48 UCAS tariff points from minimum of 2 A Levels (or equivalent Level 3 qualifications) and a maximum of 3 A levels. This is the minimum, individual courses may set higher or more specific requirements.
- 2.5 The normal minimum entry requirement for HND and Foundation Degree courses is the possession of 4 GCSEs (Grade C/4 or above) and qualifications to the value of 32 UCAS tariff points from 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.
- 2.6 Key skills at Level 3 may be allowed to contribute to up to 6 UCAS tariff points towards meeting the condition of an offer. Key Skills in Communication and Application of

Number do not satisfy the subject knowledge requirements for courses requiring GCSE English Language and Mathematics.

- 2.7 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 for courses at Levels 4, 5 and 6 and a minimum IELTS score of 6.5 for courses at Level 7 (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. This is the minimum, individual courses may set higher or more specific requirements.
- 2.8 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.
- 2.9 Students may be admitted with advanced standing through the recognition of credit, or the recognition of experiential or certificated learning according to the University's Recognition of Prior Learning (RPL) procedure.
- 2.10 Credit is given for recent learning and not for experience alone, and where the level, volume, standard and content are relevant to the particular course. The award of credit is a matter of consistent application of academic judgement. Credit will not normally be given for learning that has taken place more than six years previously, and will be allocated according to the table below. Credit can only be given for whole modules and no more than one third of credit awarded should be experiential. Credit may not be counted twice for the same award level.

Award	Maximum credit allowed	Level
Certificate of Higher Education (CertHE)	60	4
Higher National Certificate (HNC)	75	4/5
Diploma of Higher Education (DipHE)	120	4/5
Higher National Diploma (HND)	120	4/5
Foundation Degree (FdA, FdSc)	120	4/5
Degree (BA, BSc)	240	4/5
Degree with Honours (BA (Hons), BSc(Hons))	240	4/5/6
Integrated Master's Degree	240	4/5/6
Postgraduate Certificate (PG Cert)	30	7
Postgraduate Diploma (PG Dip)	60	7
Master's Degree (MA, MSc, MBA etc)	120	7
Master's by Research (MRes)	60	7
Professional Doctorate	180	7 and 8

- 2.11 All applicants must provide at or before initial registration evidence of their identity and relevant qualification(s) and or transcript(s) showing that they have satisfied the relevant entry requirements.
- 2.12 Applicants under the age of 18 at the start of their course are eligible to be admitted to a course at the University in accordance with the University's Admissions Policy.

- 2.13 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 Disclosure and Barring 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.
- 2.14 The university reserves the right to refuse admission (or cancel registration) to any applicant (or student) who has misrepresented information in their application.
- 2.15 There is no appeal against admissions decisions. Applicants who are dissatisfied with any aspect of the admissions process may use the Admissions 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. Students who do not register or re-register by the published deadline will be withdrawn from the University.
- 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. Students unable to register, because of outstanding debts, will be obliged to temporarily withdraw from their course or withdraw from the University.
- 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 Academic Registrar 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 requiring a visa to study in the UK must ensure that they meet, both at the beginning and for the duration of the course, requirements stipulated by the Home Office and conditions of their visa.
- 3.6 Students may not simultaneously register for more than one full-time award at the University of Worcester or at another institution.
- 3.7 The maximum registration periods allowed for the completion of awards are as follows:

	Mode of study							
	HNC/CertHE		HND/FD/DipHE		Degree with Honours		Integrated Master's Degree/MBChB	
Credit on entry	Full Time	Part Time	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	8 years	12 years
60 credits	1 year	2 year	3 years	6 years	5 years	10 years	7 years	12 years
120 credits	N/A	N/A	2 years	4 years	4 years	8 years	6 years	10 years
160 credits	N/A	N/A	1 year	2 years	3 years	6 years	5 years	8 years
240	N/A	N/A	N/A	N/A	2 years	4 years	4 years	6 years
300	N/A	N/A	N/A	N/A	1 year	2 years	N/A	N/A

	Mode of study							
	PG Cert		PG Dip		Taught Master's		Master's of Research	
Credit on entry	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
None	1 Year	2 years	2 years	4 years	3 years	6 years	3 years	6 years
30 credits	1 year	2 years	2 years	4 years	3 years	6 years	3 years	6 years
60 credits	N/A	N/A	1 year	2 years	2 years	4 years	2 years	4 years
120 credits	N/A	N/A	N/A	N/A	1 year	2 years	N/A	N/A

- 3.8 Students will be able to switch between modes of study, at any appropriate point in their course where both Full Time and Part Time modes are offered.
- 3.9 The maximum period of registration is not normally extended. Applications to extend the maximum period of registration must be submitted to Registry Services and be accompanied by evidence to support the extension and a work plan agreed supported by the Course Leader to demonstrate how the requested period will be used effectively in order to complete the outstanding work for the award. Requests will be considered and must be agreed by the Academic Registrar (or nominee).
- 3.10 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 ceases to be a registered student due to:
- exclusion from the course on academic grounds;
 - exclusion from the course for non-compliance with the prevailing fees policy;
 - exclusion from the course on medical grounds;
 - exclusion from the course due to persistent non-attendance;
 - expulsion from the University following a recognised disciplinary procedure;
 - the voluntary withdrawal from the course
- 3.11 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. Programme Specifications will specify the modules required to be taken and any other additional requirements, which must be satisfied for the award. Each module will be defined in a module specification and approved by the course approval process and will normally have a credit value of either 15 or 30. Exceptionally, modules may be approved with a credit value greater than 30. A 15 credit module will normally be taught over one semester. Modules of 30 or more credits will normally extend over two semesters.
- 4.2 Each award title must be distinct from that of other awards, have a defined course structure, aims and specific learning outcomes related to the knowledge, skills and attributes that an individual is intended to have achieved on completion of the award. No two courses with different learning outcomes will have the same award title.
- 4.3 A short course may comprise one or more modules each with a credit value of 5, 10, 15 or 20 credits. These 5, 10, 15 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 Recognition of Prior Learning policy (RPL).
- 4.4 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. Students may normally change their course in any year up to two weeks after the first timetabled occurrence of a module for the new course.
- 4.5 Students may be registered for modules run as short courses and be assessed for credit without being registered for an award.
- 4.6 Students will progress through the course by taking and passing modules.
- 4.7 In order to study, be assessed, or be reassessed on a module, a student must be registered on the module.
- 4.8 Students will normally only be able to add or remove modules within the first two weeks of the first scheduled timetabled occurrence of the module.
- 4.9 The programme specification will specify whether a module is mandatory for that course.
- 4.10 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.
- 4.11 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.

- 4.12 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.
- 4.13 Students may be permitted to take a module up to a maximum of 30 credits at Level 5 whilst studying at Level 4.
- 4.14 Students may be permitted to take a module up to a maximum of 30 credits at Level 4 whilst studying at Level 5.
- 4.15 Students may be permitted to take modules to a maximum of 30 credits at Level 6 whilst studying at Level 5.
- 4.16 Students who have progressed to either Level 5, Level 6 or Level 7 and have not passed 120 credits at the previous level should study the outstanding credits in the following academic year.
- 4.17 A module may have co-requisites and/or pre-requisites. Exceptionally a module may be a pre-requisite for another module at the same level.
- 4.18 Each module will have defined learning outcomes at either level 4, 5, 6, 7 or 8. 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.
- 4.19 All students must take and pass a Dissertation or Thesis or other substantial piece of independent work in order to be eligible for a Master's degree or Professional Doctorate.
- 4.20 The Dissertation or Thesis must relate to the course the student is taking
- 4.21 Students must take and pass all mandatory modules from their course or subject(s) to be eligible for the course or subject(s) to appear in the Award title. Students who fail a mandatory module from their subject at Level 5 or higher may 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 Students are expected to participate fully in their programme of study, engage actively with learning opportunities and take responsibility for their learning.
- 5.2 Courses that confer a licence to practise may require a specific attendance level in order to meet the award requirements which are described in the Programme Specification.
- 5.3 Staff at the University will monitor student engagement with programmes of study. Persistent failure to engage may result in termination of registration. Students will be liable for tuition fee debts for periods during which they were registered.

- 5.4 Where a Head of School considers that a student is failing to participate satisfactorily in his/her programme of study, the Head of School will send a formal written warning to the student setting out the actions required of the student for satisfactory participation.
- 5.5 Where a student fails to adhere to the requirements for satisfactory participation, the Head of School may inform the Academic Registrar who will arrange for the student's registration to be terminated.
- 5.6 The Academic Registrar (or nominee) will write to the student advising that the student has been deemed to have withdrawn and the student's registration will be terminated.
- 5.7 The student may write to the Academic Registrar to request a review of the decision made by the Head of School within 10 working days.
- 5.8 On receipt of a request to review, the Academic Registrar will decide if there are clear grounds, and will either:
- 5.8.1 refuse the request to review or
 - 5.8.2 refer it back to the Head of School for reconsideration
- 5.9 Where the decision is to uphold the original decision the letter to the student will draw attention to the individual's right to refer the matter to the Office of the Independent Adjudicator (OIA) and the student will be issued with a Completion of Procedures letter.

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. The assessment item(s) and their relative weighting(s) will be set out in the module outline and module directory.
- 6.4 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.
- 6.5 The assessment of a module is reviewed regularly and minor changes may be made annually.

7. Submission of Assessment Items

- 7.1 Module tutors will set deadlines for the submission of work. Module tutors are not permitted to grant extensions for the late submission of assessment items.

- 7.2 Students are required to submit assessment items by 3pm on the due date and in accordance with the published process described in the module outline.
- 7.3 In the event of major disruption to a published process, which results in it not being accessible for significant periods on the submission deadline date, the submission deadline will be amended to the next working day on which the published system becomes available. Confirmation that major disruption has taken place will be provided by IT Services to the Academic Registrar (or nominee).
- 7.4 Students should include an assessment tracking sheet when submitting paper-based assessment items in order to receive an electronic receipt.
- 7.5 It is the responsibility of each individual student when submitting an assessment item to ensure that the work which they are submitting is the work which they wish to be assessed.
- 7.6 In order for a submission to be awarded a H grade or higher a student must make a genuine attempt at the assessment item in the opinion of the Board of Examiners. For example, submitting an academic response to the assessment task such as a detailed plan which has been appropriately referenced. If a student fails to meet these requirements it will be counted as an attempt and marked as 0 with a grade of NS (non-submission).
- 7.7 Any assessment item which breaches the University's Ethics Policy will be subject to a penalty proportionate to the offence.
- 7.8 Where a student is unable to submit an assessment item by the due date because of illness or other valid reasons ("Mitigating Circumstances") a student may submit an application to the Mitigating Circumstances Committee.
- 7.9 Students who submit an assessment item late but within one week (seven days) of the published due date will have the work marked and the actual grade obtained will be communicated to the student for feedback on his/her performance but the grade awarded will be capped at the minimum pass grade. The grade "L1" will be used to indicate that the grade has been capped due to late submission.
- 7.10 Students who submit an assessment item later than one week (seven days) will not have the work marked. A grade of "L2" will be used to indicate that work had been submitted. Student who submit an assessment item that is marked on a Pass/Fail basis after the due date, will not have the work marked.
- 7.11 Students who submit an assessment item that is marked on a Pass/Fail basis after the due date, will not have the work marked. A grade of "L2" will be used to indicate that work had been submitted.

- 7.12 Students who submit an assessment item for reassessment (and subject to being capped at the minimum pass mark) after the due date, will not have the work marked. A grade of “L2” will be used to indicate that work had been submitted.
- 7.13 Penalties for late submission of coursework may not apply if a claim of mitigating circumstances has been approved through the [Procedure for Dealing with claims of Mitigating Circumstances](#).
- 7.14 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.

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 and Level 7 Grade Conversion	Credit awarded	Undergraduate 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 - some engagement and understanding, but overall does not quite meet criteria for task
F	5	Fail	✗	Fail – limited engagement and understanding, and overall weak response to task
G	2	Fail	✗	Fail – very limited engagement and understanding, and overall poor response to task
H	0	Fail	✗	Fail – seriously inadequate or insufficient response to task
NS	0	Fail	✗	Fail – Non-submission
L1	8	Pass	✓	Late – Submitted up to 7 days late (D-)
L2	0	Fail	✗	Late – Submitted over 7 days late

SM	0	Fail	✘	Fail – Suspected Academic Misconduct
AM	0	Fail	✘	Fail – Academic Misconduct -Retake
RR	0	Fail	✘	Fail – Academic Misconduct - Reassessment

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

9. Academic Misconduct

- 9.1 Academic Misconduct 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 [Procedures for investigation of cases of alleged Academic Misconduct](#).

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 [Procedure for Dealing with claims of Mitigating Circumstances](#).

11. Subject Assessment Boards and Boards of Examiners

- 11.1 Academic Board delegates authority to properly constituted Boards of Examiners to act on its behalf in agreeing student assessment decisions, progression decisions and agreeing the appropriate awards and classifications (if appropriate) in line with these regulations.

- 11.2 Pre-Board meetings between the Chairperson and Internal Examiners should be undertaken prior to Subject Assessment Board and a Board of Examiner meeting to ensure the accurate presentation of student grades.
- 11.3 There is a two-tier process involved in the assessment process of any award:
- Subject Assessment Board
 - Board of Examiners
- 11.4 The Chairperson of a Subject Assessment Board will be the Head of School (or nominee) to which the course is assigned.
- 11.5 The membership of a Subject Assessment Board will include: course Leader(s), Internal Examiners (all module tutors responsible for modules which comprise the course), External Examiner(s), where a course is delivered by a partner organisation, a member of academic staff from the University responsible for course and the Secretary from Registry Services or the Research School.

The Secretary will maintain accurate records of the Board's proceedings and provide advice on appropriate policies and regulations.

- 11.6 The Chairperson of a Board of Examiners will be either the Head of School (or nominee) to which the course is assigned or where modules from different Subject Assessment Boards contribute to an award will be a Head of School agreed by Academic Board.
- 11.7 The membership of Boards of Examiners which consider decisions from different Subject Assessment Boards will include a representative from each Subject Assessment Board, the External Examiner and a Secretary from Registry Services. In all other cases, the membership will be the same as a Subject Assessment Board.
- 11.8 A Course Leader or Link Tutor will not under any circumstances chair the Board for the course for which s/he is responsible.
- 11.9 No student will be a member of the Board of Examiners or attend an examiners' meeting other than as a candidate for assessment.
- 11.10 It is the responsibility of each module tutor (or equivalent) to ensure that s/he or his or her nominee is in attendance in order to present the relevant results.
- 11.11 For a Board to be quorate, all internal examiners and at least one external examiner should be present unless it is a Reassessment Board where External examiners have the right to attend reassessment Boards but it is not a requirement that an external examiner must attend. A Board may be considered quorate and competent to act when the requirement for members to attend has been waived in the manner indicated below:
- a) In the case of an internal examiner, the requirement to attend may be waived in the case of sudden illness, or other good cause, by agreement with the Chair of the Board. The absence may be covered by either the attendance of an agreed alternate, or by the

- submission to the Chair of any comments on candidates, or other items on the agenda, normally in writing, in advance of the meeting. If no alternate is available, and there are no means of ascertaining the views of the member, the Chair must refer the matter to the Academic Registrar to consider whether the meeting should be postponed or be allowed to continue with a revised remit.
- b) In the case of an external examiner, the requirement to attend may be waived in the case of sudden illness, or other good cause, by agreement with the Chair of the Board. The external examiner is expected to confirm satisfaction with the standard of grades and provide all the information, reports and other written matter normally expected to be available at the meeting for all Boards including a reassessment Board.
- 11.12 All members of Boards should make known to the Board any potential conflicts of interest they have such as family or personal relationships with any students whom the Board is assessing, other than those arising from their roles as tutors or administrators. Members who have made known such an interest should absent themselves from discussions regarding the student(s).
- 11.13 All members of a Board are bound by its decisions and are required to maintain confidentiality of the detailed proceedings unless authorised to disclose them by the Academic Registrar or in evidence to a panel considering an appeal against the decisions of a Board of Examiners.
- 11.14 The Chair will have authority to act on behalf of the Board in business which may arise between meetings, provided such action will be reported at the next meeting of the Board.

Subject Assessment Board

- 11.15 The terms of reference of the Subject Assessment Board are as follows:
- a) to act in accordance with the Regulations and Procedures of the University and to meet as necessary after each assessment point to fulfil this requirement
 - b) scrutiny and approval of assessment items and their marking
 - c) assuring the appropriate standards for modules
 - d) considering the performance of students on modules
 - e) confirming the grades achieved by students on modules
 - f) noting the decisions of the Mitigations Committee
 - g) noting the decisions of the Academic Misconduct Committee
 - h) making recommendations on a student's retrieval of failure to the appropriate Board of Examiners.
- 11.16 The Subject Assessment Board will usually meet no more than twice a year, normally at the end of the academic year and at the end of the summer reassessment period. The Subject Assessment Board will consider all modules within the subject.

Board of Examiners

- 11.17 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) agreeing the appropriate award and if appropriate agreeing the classification of each student.

11.18 The Board of Examiners will usually meet no more than twice a year, normally at the end of the academic year 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.

11.19 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. 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-assessed.

12.3 A student will be notified of the reassessment opportunities in the results notification issued via the secure student portal (SOLE). It is the student's responsibility to be aware of and comply with any reassessments.

12.4 Reassessment will normally take place during the summer reassessment period at the end of the academic year in which the module was taken. Subject Assessment Boards may be scheduled to determine and agree in-session reassessment where, for programme specific circumstances and described in the approved programme specification.

12.5 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.

12.6 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.

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 will 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 If a student on a Degree Apprenticeship is unsuccessful in both the original assessment and the reassessment, the right to retake that module is subject to the consent of the students Employer (who may be required to fund the repeated module study) and may be limited due to the Funding Provider. If the student is not permitted to retake the module this may result in the student having their registration with the University terminated.
- 12.9 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). Practice based assessment items may be subject to different arrangements relating to reassessment or retake opportunities and will be described in the appropriate Programme Specification.
- 12.10 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).
- 12.11 If successful in any retake or alternative module the overall module grade will be capped at D-.
- 12.12 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.
- 12.13 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.
- 12.14 All re-assessments must be completed within the maximum period of registration.
- 12.15 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.
- 12.16 The following table provides a summary of the application of capping of assessments and/or module grades:

Attempt No.	Description	Assessment item (s) Capped?	Overall Module Result Capped?
1	Take	No	No
2	Reassessment	Yes	No
3	Re-take	No	Yes
4	Reassessment	Yes	Yes

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 a student may:
- receive an award;
 - progress to the next level;
 - continue studying at the same level; or
 - have their registration with the University terminated.
- 13.2 Some Programmes of Study may set higher thresholds for progression and these will be described in the appropriate Programme Specification.
- 13.3 Students at Level 3 will be permitted to progress to Level 4 when they have passed Level 3.
- 13.4 Where, by the time of the reassessment Board of Examiners, a student has passed at least 90 credits at Level 4 they will be permitted to progress to Level 5. Normally, students must study the outstanding credits in the following academic year.
- 13.5 Where, by the time of the reassessment Board of Examiners, a student has passed at least 210 credits including at least 90 credits at Level 5 they will be permitted to progress to Level 6. Normally, students must study the outstanding credits in the following academic year.
- 13.6 Where, by the time of the reassessment Board of Examiners, a student has passed at least 240 credits at Levels 4 and 5 and at least 90 credits at Level 6 they will be permitted to progress to Level 7. Normally, students must study the outstanding credits in the following academic year.
- 13.7 Where, by the time of the reassessment Board of Examiners, a student has failed 90 credits or more (after exhausting all reassessment opportunities) during an academic year or at one level the student will not be permitted to progress, will not be permitted any further attempts and the student will have their registration with the University terminated.
- 13.8 Where, by the time of the reassessment Board of Examiners, a student has not passed at least 90 credits at level 4, 5 or 6 the student is not permitted to progress to the next level and will be required to either complete outstanding reassessment or retake the failed modules the following academic year. Students will be able to carry forward any passed modules.
- 13.9 Where, by the time of the reassessment Board of Examiners, a student has who failed 60 credits or more at Level 7 or higher after exhausting all reassessment opportunities will normally have their registration with the University by the Board of Examiners.

14. Awards

- 14.1 An award of the University will be made when the following conditions are satisfied:
- a) the student was a registered with the University or was registered as a student 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 ;
 - b) details of the student’s full name, date of birth, course and the award for which he or she is a student have been recorded by the University;
 - c) satisfactory confirmation has been received that the student has completed a programme of study approved as leading to the award being recommended;
 - d) the award has been recommended by a Board of Examiners including the external examiner(s) for the programme of study;
 - e) checks to confirm the above have been carried out by the Academic Registrar or nominee.
- 14.2 Credit awarded through Recognition of Prior Learning will count towards the attainment of the award, but will not count towards the classification of the award.
- 14.3 The University is authorised to recommend students for the awards of other bodies. In such cases, the regulations of that other body will normally apply; where such regulations do not exist or are silent on any specific point, these regulations will be followed as far as practicable.
- 14.4 The University holds a Licence Agreement with Pearson on whose behalf HNC/HND awards are made.
- 14.5 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 30 credits at Level 5
University Advanced Diploma	Minimum of 30 credits at Level 6
Certificate of Higher Education (CertHE)	Minimum of 120 credits with at least 120 credits at Level 4 or higher
Certificate in Education and Training	Minimum of 60 credits at Level 4
Higher National Certificate (HNC)	Minimum of 120 credits with at least 120 credits at Level 4 or higher
Higher National Diploma (HND)	Minimum of 240 credits with at least 120 credits at Level 5 or higher

Academic Regulations and Procedures: Taught Courses Regulatory Framework

Diploma of Higher Education (DipHE)	Minimum of 240 credits with at least 90 credits at Level 5 or higher
Diploma in Education and Training	Minimum of 120 credits with at least 60 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/LLB)	Minimum of 300 credits with at least 90 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 90 credits at Level 5 or higher and a minimum of 120 credits at Level 6
Bachelor of Medicine Bachelor of Surgery (MBChB)	Minimum of 600 credits with at least 150 credits at Level 5 and 300 credits at Level 6 and a minimum of 150 credits at Level 7
Integrated Master's Degrees (MBA, MComp, MMusEd, MSci, MTheatre)	Minimum of 480 credits with at least 90 credits at Level 5 or higher and a minimum of 120 credits at Level 6 and a minimum of 120 credits at Level 7
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
Postgraduate Award in Professional Development	Minimum of 30 credits at Level 7
Professional Graduate Certificate in Education (PGCE)	Minimum of 60 credits at Level 6 or higher
Postgraduate Certificate in Education (PGCE)	Minimum of 60 at Level 7
Postgraduate Certificate (PG Cert)	Minimum of 60 credits at Level 7 or higher
Postgraduate Diploma (PG Dip)	Minimum of 120 credits at Level 7 or higher
Master of Arts (MA) Master of Business Administration (MBA) Master of Laws (LLM) Master of Science (MSc)	Minimum of 180 credits at Level 7 including a minimum of 45 credits from the Dissertation
Master of Research (MRes)	Minimum of 180 credits at Level 7 including 120 credits from the Thesis

Academic Regulations and Procedures: Taught Courses Regulatory Framework

- 14.6 The award (e.g. BA or BSc; MA or MSc etc.) will be agreed for the award title and recorded in the Programme Specification. The Bachelor of Science (BSc) award will only be used for joint courses comprising two subjects for which the award of BSc was agreed, in all other cases the award will be Bachelor of Arts (BA).
- 14.7 The award of University Certificate, University Diploma, University Advanced Diploma and the Postgraduate Award in Professional Development is made for the successful completion of short-courses only.
- 14.8 The award of PGCE is made for the successful completion of a course including professional training leading to Qualified Teacher Status (QTS).
- 14.9 Where a course is designed to include one, or two subjects, the minimum proportion of credits in the subject(s) will be as follows:

Award	Single Honours	Major/Minor	Joint	Combined studies
Certificate of Higher Education (CertHE)	at least 90 credits in the subject	N/A	at least 45 credits in each of two subjects	no subject requirement
Diploma of Higher Education (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 105 credits at Level 5 and Level 6 in the major subject and at least 45 credits at Level 5 and Level 6 in the minor subject	at least 75 credits at Level 5 and 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 150 credits at Level 5 and Level 6 in the major subject and at least 60 credits at Level 5 and Level 6 in the minor subject	at least 105 credits at Level 5 and Level 6 in each of two subjects	no subject requirement

- 14.10 When a student meets the credit requirement for an award but fails one or more mandatory modules from one or more subject, the subject title will be replaced with a title of "Combined Studies".

- 14.11 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.
- 14.12 A student 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 will be forwarded to the Academic Registrar 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 student'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 passes 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 s/he 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 will 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.

- 15.7 A posthumous award may be awarded to a deceased student who has successfully completed a minimum of 50% of the credits required for the award with the University.
- 15.8 If the student had completed all the assessment requirements for the award, the case should be considered by the appropriate Board of Examiners.
- 15.9 In cases where the student has not completed all the assessment requirements for the award, an application for consideration for a posthumous award must be made by the appropriate School(s), with the permission of the student's family or next of kin, in writing to the Academic Registrar for consideration by the **Deputy Vice Chancellor & Provost**.
- 15.10 Where there is sufficient evidence of the student's performance to demonstrate that the candidate would have reached the standard required for the award in question the **Deputy Vice Chancellor & Provost** will approve that a posthumous award be made.
- 15.11 A posthumous award will normally be the named award, as appropriate, except in those cases where a professional body restricts the use of the award title. An award may be made with honours and classified when appropriate. The algorithm for calculating a classification should be agreed with the Academic Registrar.

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 in Education and Training	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
Diploma in Education and Training	Course Title	N/A	N/A	N/A
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

Academic Regulations and Procedures: Taught Courses Regulatory Framework

Degree with Honours BA/BSc/LLB (Hons)	[Single subject]	[Major title] with [Minor title]	[Joint 1 title] and [Joint 2 title]	Combined Studies
Bachelor of Medicine Bachelor of Surgery (MBChB)	None	N/A	N/A	N/A
Integrated Master's Degree MBio, MComp, MMusEd, MSci, MTheatre	Course Title	N/A	N/A	N/A
Graduate Certificate	Course Title	N/A	N/A	N/A
Graduate Diploma	Course Title	N/A	N/A	N/A
Postgraduate Award in Professional Development	Course Title	N/A	N/A	N/A
Professional Graduate Certificate in Education (PGCE)	Course Title	N/A	N/A	N/A
Postgraduate Certificate in Education (PGCE)	Course Title	N/A	N/A	N/A
Postgraduate Certificate (PG Cert)	Course Title	N/A	N/A	N/A
Postgraduate Diploma (PG Dip)	Course Title	N/A	N/A	N/A
Master of Arts (MA) Master of Laws (LLM) Master of Science (MSc)	Course Title	N/A	N/A	N/A
Master of Business Administration (MBA)	None	N/A	N/A	N/A
Master of Research	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
Certificate in Education and Training	None
Higher National Certificate	None
Higher National Diploma	None
Diploma of Higher Education	None
Diploma in Education and Training	None
Foundation Degree FdA/FdSc	None
Degree without Honours BA/BSc	None
Degree with Honours BA/BSc/LLB (Hons)	First Class Upper Second Class Lower Second Class Third class
Integrated Master's Degree MBio, MComp, MMusEd, MSci, MTheatre	First Class Upper Second Class Lower Second Class Third class
Graduate Certificate	None
Graduate Diploma	None
Postgraduate Award in Professional Development	None
Professional Graduate Certificate in Education (PGCE)	None
Postgraduate Certificate in Education (PGCE)	None
Postgraduate Certificate (PG Cert)	None
Postgraduate Diploma (PG Dip)	None
Master of Arts (MA) Master of Laws (LLM) Master of Business Administration (MBA) Master of Science (MSc) Master of Research (MRes)	Pass Merit Distinction

17.2 Aegrotat awards are not classified.

17.3 Only credit awarded by the University will be considered in the determination of the classification.

17.4 If a student has been admitted directly to Level 6 of a Degree with Honours award, the calculation will be determined by the student's performance at level 6 only.

- 17.5 The Board of Examiners will consider grade profiles against the appropriate classification method(s) identified below and recommend the award of the higher class of degree that results.

Classification of Undergraduate Degree with Honours (15/30 credit modules)

- 17.6 Method One: Classification determined on the profile of the best grades from 60 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.

- 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 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 modules¹)

17.8 Method One: Classification determined on the profile of the best grades from 60 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 100 credits at grade A- or higher and 20 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 100 credits at grade B- or higher and 20 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 100 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.

17.9 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.

Classification of Undergraduate Integrated Master's Degree with Honours

17.10 Method One: Classification determined on the profile of the best grades from 60 credits attained at Level 6 and the best grades from 120 credits at Level 7. Level 6 and Level 7 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.

¹ 20 credit modules are only currently available at Level 6

- c) Candidates will be awarded a lower second class degree, where they have attained 90 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.

17.11 Method Two: Classification determined on the profile of the best grades from 120 credits attained at Level 7 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.

Classification of Master's Degree

17.16 Method 1

- a) Candidates will be awarded a Distinction where they have attained an average of A- (PD) or higher from the credit achieved with the University for the award.
- b) Candidates will be awarded a Merit where they have attained an average of C+ (PM) or higher from the credit achieved with the University for the award.

17.17 Method 2

- a) Candidates will be awarded a Distinction, irrespective of their other module results, where they have attained 90 credits at grade A- (PD) or higher.
- b) Candidates will be awarded a Merit, irrespective of their other module results, where they have attained 90 credits at grade C+ (PM) or higher.

17.18 Candidates will be awarded a Pass where they have not fulfilled the rules for Method 1 or Method 2, but are eligible for the award of a Master's.

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 via SOLE.
- 18.3 It is the student's responsibility to ascertain his or her results.
- 18.4 Students who have outstanding tuition fee debts, or are the subject of an allegation of a breach of discipline will not:
- be permitted access to their results or feedback;
 - be permitted to register or re-register as a student;
 - be issued with their certificate or transcripts;
 - be supported by a University reference;
 - in the case where a student is subject of an allegation of a breach of discipline, the award will be withheld until the allegation has been resolved.

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 material administrative error in the conduct of the assessment process or in the recording, transcription or reporting of assessment results;
 - an error by the Board of Examiners who did not act in accordance with the relevant regulations and procedures;
 - 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 [Student Academic Appeals Procedures](#).

20. Certification and Transcripts

- 20.1 A certificate and transcript will be issued to all students who receive an award.
- 20.2 Transcripts are also issued on request to students who have completed part of a programme of study.
- 20.3 The award certificate issued by the University will record:
- the name of the University;
 - the student's name;

- c) the title of the course (if any) as approved by the Academic Board for the purposes of the certificate;
 - d) the date of the award;
 - e) the certificate will bear the signatures of the Vice Chancellor and Academic Registrar.
- 20.4 The transcript will be signed on behalf of Academic Board by the Academic Registrar or by some other person authorised by the Academic Registrar to do so.

21. Rescinding an Award

- 21.1 In exceptional circumstances the Academic Registrar on behalf of a Board of Examiners may agree to rescind an award.
- 21.2 The decision to rescind an award or not is dependent on the time period which has elapsed from when an award was agreed to when the student is (re)registered on an award. Where the timescale is short e.g. several months, the award will be rescinded. Where a student accepted an intermediate award (and hence withdrew from the course) and now wishes to return to complete the course for which they had originally been registered, and the timescale is longer (over 24 months), the exit award would not be rescinded and RPL regulations will be applied, as appropriate.
- 21.3 Where an award is to be rescinded as a consequence of the investigation of a case of alleged academic misconduct or an academic appeal, the decision to rescind an award may be taken by the Chair of an Academic Misconduct Committee or Academic Appeals Committee.
- 21.4 Where an award has been rescinded, the student will be informed to return the certificate to the University within ten days.

22. Withdrawals and Temporary Withdrawals

Withdrawal

- 22.1 Once a student has registered on a programme of studies, the student is expected to complete that programme within the normal registration periods unless the student withdraws temporarily from his/her studies.
- 22.2 A student who wishes to withdraw from the University should initially meet with the Course Leader and then complete the on-line withdrawal form.
- 22.3 The withdrawal comes into effect from the date the student submits the formal notification of withdrawal. In exceptional cases, the Academic Registrar may permit the effective withdrawal date to be backdated.
- 22.4 Acceptance of a Withdrawal Form will terminate the student's registration in both the programme of study and all the modules associated with it. A student who has withdrawn will have no right or expectation of re-admission to the University.

- 22.5 The student's tuition fee will be based on liability periods and the annual fee charged for the period of registration until the date of withdrawal in accordance with the Tuition Fee Policy. In all cases, any unpaid balance of fees will become due immediately.
- 22.6 A student who withdraws may be eligible for any intermediate Award to which their credits entitle them.
- 22.7 A student who is withdrawn/excluded from the University for poor attendance or non-engagement in studies will need to reapply to the University. The student may not normally be re-admitted until a period of at least twelve months has elapsed.

Temporary Withdrawal

- 22.8 A student may request to withdraw from the University temporarily **for up to one academic year**, normally on health or personal grounds. Requests for a period of temporary withdrawal, supported by medical evidence if appropriate, should be made initially to the Course Leader and then by completing an on-line withdrawal form.
- 22.9 Requests for a longer period **of temporary withdrawal** must be agreed by the Academic Registrar (or nominee). This period of time will count towards the maximum registration period. **The University cannot guarantee continuation on the same course and/or modules.**
- 22.10 The temporary withdrawal comes into effect from the date the University is notified of the student's wish to withdraw temporarily on the on-line form.
- 22.11 A student registered on a Degree Apprenticeship may only be withdrawn temporarily when this request is confirmed by the employer **(who may be required to fund the repeated module study)** of the apprentice. **The University will follow the approved "Managing Temporary Withdrawal for Apprentices" process.**
- 22.12 The University may require a student to withdraw temporarily where the University is satisfied that a period of withdrawal is in the best academic interests of the student.
- 22.13 A student will normally be allowed to withdraw temporarily up to six weeks before the end of their academic year.
- 22.14 A student will not normally be allowed to withdraw temporarily for more than one year or for more than a total of two years over the duration of a course.
- 22.15 Students are not permitted to attend classes or submit assessment or reassessment items during a period of temporary withdrawal. Access to University IT facilities and the Library will not normally continue during a period of temporary withdrawal.
- 22.16 Students who withdraw temporarily after a module has started but before completing all the assessment requirements for that module, no credit will be awarded and the student, upon their resumption of studies, will normally be required to restart the

- uncompleted module(s). Practice based assessment items which have been passed will not need to be retaken.
- 22.17 Students who withdraw temporarily after having failed a module, the reassessment opportunity will remain available when the student resumes their studies.
- 22.18 The student's tuition fee will be based on liability periods and the annual fee charged for the period of registration until the date of withdrawal in accordance with the Tuition Fee Policy. In all cases, any unpaid balance of fees will become due immediately.
- 22.19 Return to the University following a period of temporary withdrawal may be subject to conditions. Any conditions will be set out when the request to withdraw temporarily is approved. If these conditions have not been met at the point of return to the University, the student will not be allowed to re-register without the written agreement of the Academic Registrar.
- 22.20 The University cannot guarantee continuation on the same course and/or modules following a period of temporary withdrawal.

23. Interpretation

- 23.1 The regulations are determined by the Academic Board of the University. Academic Board authorises committees, boards and panels to act on its behalf in applying the regulations.
- 23.2 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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Committee	Date	Change
Academic Board (v1.6)	1 July 2020	Minor amendments [AB19-60]
Academic Board (v1.5)	3 July 2019	Minor amendments including changes to Level 5 progression requirements and the timing of Board of Examiner meetings [AB18-51]
Academic Board (v1.4)	4 July 2018	Minor amendments including changes to Level 5 progression requirements and the timing of Board of Examiner meetings

Academic Regulations and Procedures: Taught Courses Regulatory Framework

Committee	Date	Change
		[AB17-79]
Academic Board (v1.3)	28 June 2017	Minor amendments including changes to attendance requirements [AB16-63]
Academic Board (v1.2)	6 July 2016	Minor amendments including changes to minimum entry requirements, removal of reference to elective modules, and no longer capping assessment items when retaking modules. [AB15-34] [AB15-61]
Academic Board (v1.1)	14 October 2015	Revised regulations regarding posthumous awards [AB15-10]
Academic Board (v1.0)	8 July 2015	New Regulations Approved [AB14-66]

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
180 Credits (12 15 credit modules)	First Class	90 (6)	30 (2)		
	Upper second class (2.1)		90 (6)	30 (2)	
	Lower second class (2.2)			90 (6)	
	Third class	Where the criteria for a higher classification are not met, but the candidate is eligible for honours			
165 or 150 credits (10 or 11)	First Class	90 (6)	30 (2)		
	Upper second class (2.1)		90 (6)	30 (2)	
	Lower second class (2.2)			90 (6)	
	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
120 or 105 credits (8 or 7)	First Class	60 (4)	30 (2)		
	Upper second class (2.1)		60 (4)	30 (2)	
	Lower second class (2.2)			60 (4)	
	Third class	Where the criteria for a higher classification are not met, but the candidate is eligible for honours			
90 or 75 credits (6 or 5)	First Class	45 (3)	30 (2)		
	Upper second class (2.1)		45 (3)	30 (2)	
	Lower second class (2.2)			45 (3)	

Academic Regulations and Procedures: Taught Courses Regulatory Framework

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
	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 5 and Level 6 20 credit modules presented	Classification awarded	Number of 20 credit module results required at grades. Credit requirement in brackets			
		A	B	C	D
180 Credits (9)	First Class	100 (5)	20 (1)		
	Upper second class (2.1)		100 (5)	20 (1)	
	Lower second class (2.2)			100 (5)	
	Third class	Where the criteria for a higher classification are not met, but the candidate is eligible for honours			
160 or 140 credits (8 or 7)	First Class	80 (4)	20 (1)		
	Upper second class (2.1)		80 (4)	20 (1)	
	Lower second class (2.2)			80 (4)	
	Third class	Where the criteria for a higher classification are not met, but the candidate is eligible for honours			

Total number of Level 6 20 credit modules presented	Classification awarded	Number of 20 credit module results required at grades. Credit requirement in brackets.			
		A	B	C	D
6 or 5	First Class	60 (3)	40 (2)		
	Upper second class (2.1)		60 (3)	40 (2)	
	Lower second class (2.2)			60 (3)	
	Third class	Where the criteria for a higher classification are not met, but the candidate is eligible for honours			

Academic Regulations and Procedures: Taught Courses Regulatory Framework

Total number of Level 6 20 credit modules presented	Classification awarded	Number of 20 credit module results required at grades. Credit requirement in brackets.			
4 or 3	First Class	40 (2)	40 (2)		
	Upper second class (2.1)		40 (2)	40 (2)	
	Lower second class (2.2)			40 (2)	
	Third class	Where the criteria for a higher classification are not met, but the candidate is eligible for honours			

Integrated Master's

Total number of Level 6 and 7 modules presented	Classification awarded	Number of module results required at grades. Credit requirement in brackets.			
		A	B	C	D
180 (12 15 credit modules)	First Class	90 (6)	30 (2)		
	Upper second class (2.1)		90 (6)	30 (2)	
	Lower second class (2.2)			90 (6)	
	Third class	Where the criteria for a higher classification are not met, but the candidate is eligible for honours			

Total number of Level 7 modules presented	Classification awarded	Number of module results required at grades. Credit requirement in brackets.			
		A	B	C	D
120 or 105 credits (8 or 7)	First Class	60 (4)	30 (2)		
	Upper second class (2.1)		60 (4)	30 (2)	
	Lower second class (2.2)			60 (4)	

Academic Regulations and Procedures: Taught Courses Regulatory Framework

Total number of Level 7 modules presented	Classification awarded	Number of module results required at grades. Credit requirement in brackets.
	Third class	Where the criteria for a higher classification are not met, but the candidate is eligible for honours