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University Governance

University Regulations

Regulation XX

Undergraduate Awards

(Version effective from 1 August 2017 until 31 July 2018)

Scope

1. This regulation applies to all programmes offered by the University leading to the award of a First Degree, as designated in Ordinance IV, or a Diploma of Higher Education or a Certificate of Higher Education and, where appropriate, undergraduate level modules being taken by students not registered on programmes.
2. In this regulation Dean of School shall be taken to include any nominee of the Dean of School agreed with the Academic Registrar.
3. This regulation is to be read in conjunction with Programme Specifications which state the particular requirements for each programme.

General Requirements

In order to qualify for an award, students must have:

- 4.1 Registered as students of the University in accordance with Ordinance I and Regulation IX. For the purposes of paragraph 3 of Ordinance I, the examinations approved by Senate are the examinations described in the General Entrance Requirements which are shown in Appendix 1 to these Regulations.
- 4.2 Registered on appropriate modules specified in the Programme Specifications for their programme and in accordance with Regulation IX.
- 4.3 Met the requirements to pass the appropriate Part of their programme, as determined by a Programme Board.
- 4.4 Fulfilled all other requirements as may be made in the Programme Specifications for their programme.
- 4.5 Paid all tuition fees owed to the University in accordance with Regulation XVI.

Structure of Programme

5. Programmes shall be divided into Parts. Except where direct entry to Part B or C has been approved in accordance with paragraph 5 of Regulation IX, students will be admitted to either Part F (Foundation) or Part A and will not be permitted to commence studies on any other Part until the relevant Programme Board has approved their progression from the previous Part.
6. Progression shall be in the following sequence:
 - 6.1 Part F to Part A
 - 6.2 Part A to Part B
 - 6.3 Part B to Part C

6.4 Part C to Part D

7. In addition to Parts F, A, B C and D, programmes may incorporate Part I, which shall constitute a period of industrial or professional training and/or study at an approved non-UK higher education institution. Programme Specifications shall specify whether Part I shall take place between Parts B and C, between Parts C and D, during Part B, or whether more than one of these options is available to students. In order to be eligible to commence studies on Part I, students must have either:

7.1 Passed the previous Part of their programme

or

7.2 Registered for reassessment or permitted repeat assessments in the Special Assessment Period. Where such students do not meet the requirements to pass the previous Part of their programme following Special Assessment Period assessments, they shall not be permitted to continue their studies on Part I.

8. Programme Specifications shall include a listing of the constituent modules for each Part of the programme and shall specify the rules for module selection for each Part and across the programme as a whole.

9. Where Programme Specifications permit a choice of modular options, a student's selection of modules will normally be subject to approval by the Programme Director or other academic staff member of the School responsible for the programme. Optional modules will not necessarily be offered every year.

10. Module Specifications shall be published which for each module shall include information on:

10.1 its aims

10.2 its intended learning outcomes

10.3 its content

10.4 its level

10.5 the semester in which it is offered

10.6 its modular weighting

10.7 the methods of teaching and learning and assessment

10.8 prerequisites for studying the module

10.9 its availability

11. In each Part of a full-time programme, with the exception of Part I, students are required to register for modules, as specified in the relevant Programme Specifications, with a total modular weighting of 120.

12. Students registered on part-time programmes shall have registered for a modular total assessed over a maximum period of time which shall depend as shown on the intended qualification:

Degree	modular weighting of 360 in not more than nine years
Diploma of Higher Education	modular weighting of 240 in not more than six years
Certificate of Higher Education	modular weighting of 120 in not more than three years

13. All students shall register at the beginning of each academic year for the modules which they are taking in that year, but are not eligible to register for modules if all tuition fees have been not paid in accordance with Regulation XVI.

Module Assessment and Module Marks

14. In order to be eligible for credit from the assessment of any module, students must have:

14.1 Registered on the relevant module before the deadline published by the Academic Registrar.

14.2 Satisfied any requirements for the assessment as stated in the Module Specification.

15. Assessments shall be conducted in accordance with the provisions of Regulation VII.

16. Modular credit corresponding to the weight of the module will be awarded to each student who achieves a Module Mark of not less than 40%. Module Specifications shall detail each individual assessment element, its classification as a coursework or examination assessment and its relative weighting towards the overall coursework or examination mark (hereinafter referred to as component marks). Module Marks and marks for individual assessment elements and component assessments shall be shown and recorded as whole numbers. For each student, the average percentage mark (hereinafter referred to as the Module Mark) for each module shall be determined by reference to the component marks and weighted in accordance with the Module Specification.

17. Provisional Module Marks contributing to Parts B, C or D may be published prior to being approved by the relevant External Examiner but must be approved prior to being considered by a Programme Board.

18. Module Marks as calculated in paragraph 16 hereof shall be published by the Module Leader and may be altered only by:

18.1 The Programme Board acting in accordance with paragraph 24 hereof.

18.2 A Mitigating Circumstances Panel acting in accordance with paragraph 12 of Regulation XVII.

18.3 The Minor Academic Misconduct Committee or Academic Misconduct Committee acting in accordance with Regulation XVIII.

19. Where students transfer between programmes in accordance with Regulation IX, unless the Dean of School responsible for the new programme approves the transfer of Module Marks from the old programme, all existing Module Marks shall be disregarded in the context of the new programme, even where there are modules in common to both programmes.

Programme Mark and Degree Classification

20. For each student, a Programme Mark shall be determined according to the following scheme:

20.1 The Module Marks (as defined in paragraph 16 hereof) awarded for every module (capped in the case of second attempt module assessments in accordance with the provisions of paragraph 48 hereof) in each Part of the programme will be weighted in proportion to the relevant modular weight and used to calculate an average percentage mark for each Part.

20.2 The average percentage marks for Parts B, C, D and I will be combined in the ratio indicated in Programme Specifications to determine the Programme Mark.

20.3 Part and Programme Marks shall be shown and recorded as rounded to one decimal place.

21. Students who meet the requirements outlined in paragraphs 26 to 28 hereof to pass the final Part of their programme shall receive the appropriate award. Where first degrees are awarded, the degree classification shall be determined according to the following scheme:

Programme Mark	Degree Class
70%+	First Class Honours
60%+	Second Class Honours Upper Division
50%+	Second Class Honours Lower Division
40%+	Third Class Honours

Less than 40%

Pass

22. At the discretion of the Programme Board, any or all of the Programme Mark thresholds detailed in paragraph 21 hereof may be lowered by not more than 3 percentage points. In such a case, the revised threshold(s) shall be applicable to all students under consideration by that Programme Board.

Programme Board Powers

23. Programme Boards shall be appointed in accordance with the provisions of Regulation XXII and shall have the following powers delegated by Senate:

23.1 To determine whether students have met the requirements to pass a Part in accordance with paragraph 26 hereof.

23.2 To confirm Module Marks and the award of associated credit.

23.3 To instigate viva-voce panels, consider resulting recommendations and determine appropriate actions in accordance with the provisions of Regulation VII and paragraph 24 hereof.

23.4 To determine degree classifications in accordance with paragraph 21 hereof.

23.5 To determine which marks a student may carry forward at reassessment in accordance with paragraph 39 hereof.

23.6 To produce and publish pass lists.

23.7 To exercise discretion in condoning failure to meet the requirements to pass a Part in accordance with paragraph 28 hereof.

Mitigating Circumstances and Viva-Voce Decisions

24. If, in accordance with the provisions of paragraph 23.3 hereof and Regulation VII, a viva-voce panel has been instigated, then, upon receipt of the recommendation from that panel, the Programme Board may:

24.1 For any module that is being taken into account:

24.1.1 where the student has not submitted a mitigating circumstances claim:

24.1.1.1 increase any of the student's component marks

24.1.1.2 take no action

24.1.2 where the student has submitted a mitigating circumstances claim:

24.1.2.1 where the student was taking the module on a first attempt basis, permit the student to repeat any or all parts of the module assessment on a first attempt basis

24.1.2.2 where the student was taking the module on a second attempt basis, permit the student to repeat any or all parts of the module assessment on a second attempt basis

24.1.2.3 increase any of the student's component marks

24.1.2.4 substitute alternative component marks derived from appropriate sources

24.1.2.5 take no action

24.2 In the case of finalist students, award a degree classification which is higher than that which would be awarded as determined by the scheme detailed in paragraph 21 hereof.

25. Where a student is permitted to repeat a module assessment by a Mitigating Circumstances Panel in accordance with paragraphs 12.1 or 12.2 of Regulation XVII, or in accordance with paragraph 24 hereof:

25.1 the Module Mark considered for the Module Assessment will be the higher of the original and the new mark.

25.2 the Programme Board may permit the student to carry out some further work on an existing assessed piece of work for resubmission.

25.3 The Programme Board shall specify whether the repeat module assessment will take place either in the University's Special Assessment Period or during the next academic year.

25.4 Where a Dean of School approves leave of absence under the provisions of Regulation IX for a student who has been permitted to repeat a module assessment, this will be taken as approval for deferral of that repeat assessment and the Dean of School shall be required to specify the revised repeat assessment timescale prior to the leave of absence approval being processed.

Criteria for Passing a Part

26. Students shall be deemed to have passed a Part of a programme if they have:

accumulated a minimum of 100 credits from the Part

and

fulfilled any additional requirements (as detailed in paragraph 27 hereof) for their specific programme

and

(for students commencing Part A or joining a cohort commencing Part A from 2004/5 to 2009/10 inclusive) achieved a module mark of at least 20% in all modules in the Part

or

(for students commencing Part A or joining a cohort commencing Part A from 2010/11 onwards) achieved a module mark of at least 30% in all modules in the Part

27. Programme Specifications may specify any or all of the following as additional requirements for passing a Part in accordance with paragraph 26 hereof:

27.1 A minimum overall average for the Part.

27.2 A minimum mark in one or more specified modules.

27.3 A minimum mark in unspecified modules up to a specified total modular weight .

27.4 A minimum average mark across a group of specified modules.

28. The Programme Board may exercise discretion and classify students who have not met the requirements detailed in paragraph 26 hereof as having passed a Part when all of the following conditions are met:

28.1 The student has already undergone reassessment or the marks under consideration are the initial results achieved in the final Part of the programme. For final Part students, Boards should not condone marks where this would result in the student losing an opportunity to improve his/her degree classification through reassessment

28.2 The module or modules involved have a total weight of not more than 20 credits in any Part of the programme.

28.3 For students in Parts B, C and D, the condonement has the approval of the appropriate External Examiner, having regard to national standards in the discipline.

28.4 The reasons for the exercise of discretion are recorded in the Programme Board report.

Criteria for Progression and Awards

29. In accordance with the provisions of Regulation XVI, students who have failed to pay all tuition fees owed to the University may not progress from one Part of a programme to another or be awarded any qualification until such time as all tuition fees have been paid.

30. Students shall be eligible to progress to the next Part of a programme when a Programme Board has determined that they have met the requirements to pass the previous Part.

31. Students will be eligible for an award when they have met the following requirements in a period of not more than nine years.

31.1 Degree of Master - Pass Part D

31.2 Degree of Bachelor - Pass Part C

31.3 Diploma of Higher Education - Pass Part B

31.4 Certificate of Higher Education - Pass Part A

32. Students shall normally be eligible for the award of only one University qualification from any particular programme of study. Except where a Diploma of Higher Education or a Certificate of Higher Education has been awarded as a consequence of a student's studies being terminated in accordance with paragraph 49 hereof, awards may be upgraded by passing the appropriate subsequent Parts as follows:

32.1 The Certificate of Higher Education may be upgraded to the Diploma of Higher Education or to the Degree of Bachelor.

32.2 The Diploma of Higher Education may be upgraded to the Degree of Bachelor.

Programme Board Meetings and Pass Lists

33. A Programme Board shall meet for each Part and shall receive for each student the Module Marks which are to be taken into consideration. The Programme Board shall determine the classification of each student by reference only to the Module Marks received by each student in accordance with paragraph 16 hereof, capped in the case of second attempt module assessments in accordance with the provisions of paragraph 48 hereof and amended as the case may be in accordance with paragraph 18 hereof.

34. The Pass List shall be signed by those of the following who are present: the External Programme Assessor and the person chairing the meeting, and shall show the names of every student considered, arranged in alphabetical order within each classification group. In accordance with the provisions of Regulation XVI, the classifications of those students who have failed to pay all tuition fees owed to the University will be withheld from the published list until such time as all tuition fees have been paid.

35. Programme Boards shall, for each student that is being considered, and in accordance with the provisions of this regulation, take one of the following decisions which shall be published in the Pass List:

35.1 First Class Honours

35.2 Second Class Honours, Upper Division

35.3 Second Class Honours, Lower Division

35.4 Third Class Honours

35.5 Pass Degree

35.6 Pass Part (eligible to progress)

35.7 Diploma of Higher Education

35.8 Certificate of Higher Education

35.9 Permit Repeat as a First Attempt

35.10 Eligible to Resit

35.11 Permit Repeat as a Second Attempt

35.12 Fail Part - studies terminated (eligible for Diploma of Higher Education)

35.13 Fail Part - studies terminated (eligible for Certificate of Higher Education)

35.14 Fail Part - studies terminated (no award)

36. Programme Boards shall report upon their proceedings in a form and manner approved by Senate

Re-Assessment Rights

37. Re-assessment rights shall be granted as follows:

Full Time students

37.1 Students registered on a full-time programme who have failed to pass the Part will be eligible for reassessment on one occasion only in order to meet the requirements of the Programme Specifications .

37.1.1 The following criteria will be applied to the student's profile of marks to determine which modules are eligible for reassessment.

37.1.1.1 Module assessments may be repeated in any module in which the student has failed to gain credit.

37.1.1.2 Module assessments may be repeated in any module in which the student has gained credit but has failed to meet module mark requirements set out in the Programme Specifications .

37.1.1.3 Where the Programme Specifications require a minimum average mark for the Part, and this has not been achieved by the student, module assessments may be repeated in any or all of the modules in the Part in which the student has failed to achieve a Module Mark equal to, or higher than, the required average mark.

37.1.2 It shall be at the students' discretion whether or not take second attempt module assessments in excess of the minimum requirements to Pass a Part. Students will not normally be permitted to make changes to second attempt module assessment registrations after the published deadline.

37.1.3 No further reassessment rights will become available (except where a Programme Board permit a student to repeat any or all parts of the module assessment on a second attempt basis in accordance with paragraph 24.1.2.2 hereof or where a Mitigating Circumstances Panel permits a student to repeat a module assessment in accordance with paragraph 12.2 of Regulation XVII).

Part Time and non-Programme Students

37.2 Students registered on a part-time programme or non-programme students (for example, incoming exchange students) who have failed to gain credit in a module at the first attempt are eligible for reassessment in that module.

Any Module Assessment taken under the provisions of paragraphs 37.1 and 37.2 shall hereinafter be referred to as a second attempt module assessment.

38. Students who have registered for second attempt module assessments in accordance with the provisions of paragraph 37 hereof may repeat any or all of the modules with attendance, subject to the payment of tuition fees, if the module is available and if they first obtain permission from the School teaching the module. In such a case, students will be required to produce new work in every assessment contributing to the module, notwithstanding any decisions made by a Programme Board in accordance with paragraph 39 hereof.

39. The Programme Board shall receive recommendations from the relevant Module Leader(s) for each student and shall, for each module, determine which of the student's present marks may without further assessment be carried forward in the re-assessment process should the student choose to repeat the module without attendance. Notwithstanding this decision, students may opt to undergo any component of the module's assessment.

40. Where, at the first attempt, a student achieves a Module Mark of 30% to 39% inclusive in a project or dissertation module, the same piece of work may be revised and resubmitted at reassessment as a second attempt.

41. Except where the provisions of paragraph 39 or 40 hereof apply, new work shall be completed by the student for reassessment.

42. Any student permitted to repeat any or all parts of a Module Assessment on a first attempt basis, in accordance with paragraph 24 hereof, or paragraph 12 of Regulation XVII, may also be permitted, although not obliged, to concurrently repeat other Module Assessments on a second attempt basis. Where a student exercises this option, further second attempt Module Assessments may become available, in accordance with the provisions of paragraph 37 hereof, once the final Module Marks for all first attempt Module Assessments are known.

43. Students who wish to undergo reassessment must by a date designated by the Academic Registrar complete a reassessment form and must pay the required reassessment fee. The Academic Registrar may permit late registration for individual students and in such cases may require payment of a late registration fee in addition to the reassessment fee.

Re-Assessment Timing

44. Reassessment should normally take place no later than during the academic year immediately following that in which the failure occurred. In exceptional cases, the Dean of School may permit reassessment to be deferred by a maximum of one academic year. Where a Dean of School approves leave of absence under the provisions of Regulation IX for a student who has outstanding reassessment rights, this will be taken as approval for deferral of reassessment and the Dean of School shall be required to specify the revised reassessment timescale prior to the leave of absence approval being processed.

45. The Academic Registrar shall determine and publish the dates of a Special Assessment Period each year falling between the end of Semester Two and the beginning of the next academic year.

46. Except when the provisions of paragraph 46.1, 46.2 or 46.3 hereof apply, re-assessment may take place, at the option of the student, either in the Special Assessment Period or during the next academic year. Students cannot split their reassessments across two assessments periods and so must take their re-assessments entirely in or entirely after the Special Assessment Period.

46.1 Full-time students who have achieved less than 60 credits at the first attempt shall not have the option to take reassessment in the Special Assessment Period.

46.2 Where module specifications exclude individual modules from re-examination in SAP.

46.3 Where a student achieves less than 30% in a project or dissertation module.

Re-Assessment Outcomes

47. Failure to attend, or submit work for, a module reassessment for which a student has registered will result in a mark of zero being recorded for the assessment component concerned.

48. In the case of a student who undergoes re-assessment in accordance with paragraph 37 hereof, the percentage marks obtained from the re-assessments will supersede those received for earlier assessments for the purpose of determining Module Marks. However, in the case of degree level modules (modules taken by students on Parts B, C and D), Module Marks awarded following re-assessment will be capped at 40% for the purpose of calculating the Programme Mark and determining the degree classification in accordance with paragraphs 21 and 22 hereof; exceptionally,

48.1 where a Module Mark higher than 40% is required by Programme Specifications, the Module Mark awarded following re-assessment will be capped at the mark required by Programme Specifications.

48.2 where Programme Specifications require a minimum average mark for the relevant Part and this is higher than 40%, Module Marks awarded following re-assessment will be capped at the required average mark.

48.3 where, in order to progress or to be awarded a degree following second attempt Module Assessment(s), a student transfers programme, Module Marks will be capped at the level which would have been applied had the student taken the second attempt Module Assessment(s) under the regulations of the new programme, except that, where the student's original mark is higher than this, the Module Mark will be capped at the original mark.

Termination of Studies

49. A Programme Board shall normally terminate the studies of a student who, following a second attempt Module Assessment, has failed to meet the requirements to pass the Part, as outlined in paragraphs 26 to 28 hereof. The only exception to this rule shall be where the student is permitted to take repeat second attempt assessments in accordance with the provisions of paragraph 24.1.2.2 hereof or paragraph 12.2 of Regulation XVII.

50. Where a student's studies are terminated in accordance with paragraph 49 hereof, the following scheme shall be applied to determine whether the student is eligible for the award of a lesser qualification.

50.1 Where a student has previously passed Part A, they shall be eligible for the award of Certificate of Higher Education

50.2 Where a student has previously passed Part B, they shall be eligible for the award of Diploma of Higher Education

51. Where a student is eligible for a lesser award in accordance with paragraph 50 hereof, the Programme Board shall make the appropriate provisional award. Subject to the approval of the External Programme Assessor, who shall be provided with all relevant marks and other information, this award shall be confirmed in one of the following circumstances:

51.1 Automatically four calendar months after the date of the provisional award unless the Academic Registry has been informed of an intention to transfer programme in accordance with the provisions of Regulation IX.

51.2 Immediately the student confirms with the Academic Registry his/her intention not to transfer programme in accordance with the provisions of Regulation IX.

Once a lesser qualification has been confirmed, the student concerned shall not thereafter be permitted to transfer any Module Marks or Part passes to a new programme.

Abandonment of Studies

52. Students who have failed to pass a Part at the first attempt, and who fail to register for reassessment by the published date and who have not been permitted to defer reassessment in accordance with the provisions of paragraph 44 hereof, may be deemed by the Academic Registrar to have abandoned their studies.

53. In accordance with the provisions of Regulation IX, any student who fails to register as a student of the University by the published date at the start of each academic year may be deemed by the Academic Registrar to have abandoned their studies.

Attendance

54. Students who register for any module are expected to attend the relevant timetabled sessions at the University or at any other location where such sessions are held unless a special arrangement has been agreed by the Dean of School responsible for the module.

55. Students who wish to suspend their studies for good cause may apply to their Dean of School for Leave of Absence in accordance with the provisions of Regulation IX.

Aegrotat Degrees

56. Students who have been registered for a degree, have progressed to the Final Part and have been prevented from obtaining a degree as a result of illness or other sufficient cause may apply in writing, or in exceptional circumstances have a written application made on their behalf, to the Senate for the award of an aegrotat degree. The Senate may award such a degree upon the recommendation of the relevant External Programme Assessor.

Appendices

- [Appendix I - General Entrance Requirements](#)

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