

Chapter 6

Taught Award Regulations

6. TAUGHT AWARD REGULATIONS

6.1 The Modular Framework

6.1.1 Introduction

This Framework provides definitions and lays down the structural rules adopted by the University for modular Programmes of Study. The Framework is consistent with the precepts outlined in the QAA's Code of Practice and the indicators of the Quality Code and is reviewed annually.

The University recognises that it may be necessary to modify certain aspects of its taught degree regulations to reflect the requirements of its distance learning students and those that are taught by its Collaborative Partners. In all cases, the policies, procedures and regulations within this document will form the minimum or threshold requirements. Where appropriate, the University will make modifications whenever this is considered necessary to address particular aspects of the mode of study concerned.

The Taught Award Regulations are compliant with Chapters B2, B4 and B6 of Part B: Assuring and enhancing academic quality of the QAA's Quality Code.

6.1.2 Language of Publication

The University will endeavour to ensure that the Welsh version of the Academic Quality Handbook is entirely consistent with the English version of the same document.

6.1.3 Definitions

The definitions which follow pertain to the modular system adopted by the University. They are not intended to be exhaustive or prescriptive.

Programme of Study (course): A Programme of Study or course is the collection of modules taken by a student leading to a particular award. A Programme of Study is a validated entity.

Module: An academically coherent unit of learning activity with defined aims, learning outcomes, content and assessment scheme.

Module Credit Rating: Every module has a credit rating. Credit is an award made to a learner in recognition of the verified achievement of designated learning outcomes at a specified level.

Module Study Time: The length of time required to complete a module will be a function of the ability of the student and his/her familiarity with the subject. It is not, therefore, possible to specify how much time and effort will be required in individual cases. However, programme documents will incorporate notional hours of 100 for a 10 credit module, 200 hours for a 20 credit module, etc; the 'currency' being 1 credit per 10 hours of notional study. This represents the total study effort for a typical student to complete the module successfully. It includes all timetabled and non-timetabled learning activities both in and away from the formal learning environment.

Module Teaching Methods:	The notional hours for each module will be divided into a number of categories which could include lectures, seminars, workshops, field visits and directed learning. The proportion of time allocated to each of these activities is defined within the module outline.
Core Module:	Programme Teams may identify 'core' modules which must be passed before a student can progress to the next level of study. It is possible for a module to be a core module for one Programme of Study but a non-core module for another programme. Such modules must be clearly identified in Programme of Study Handbooks.
Compulsory Module:	A compulsory module is a module that must be studied (but unlike a core module could potentially be condoned).
Optional Module:	A module, from a number of modules, which the student may, or may not, choose to include in his/her Programme of Study. There may be limitations on availability of optional modules depending on a number of factors, including, but not limited to, other modules being studied.
Pre-requisite Module:	Pre-requisite modules are modules that must be successfully studied before another specific module can be studied.
Project/Dissertation Module:	A module consisting of a project or research investigation conducted by the student.
Study Mode:	Students may study for a degree in a variety of modes - full-time, part-time, distance learning etc. The mode or modes of study are specified in the validation documentation associated with the programme.
Module change:	Students will not normally be permitted to change modules after more than one quarter of a teaching period. In exceptional cases students may be permitted to change module after this, but will not be permitted to appeal any adverse outcome on the grounds of missing part of the teaching period.
Programme change:	With the approval of the Programme Director and the Head of School, students may be permitted to change their Programme of Study during an academic year. Changes are not normally permitted after more than one quarter of the first teaching period in the first year of study. Requests to change the Programme of Study during subsequent years would require credit transfer and would be subject to the normal credit transfer arrangements. The time limits for allowing a student to change Programme of Study will be decided on a case by case basis, and such changes will not be approved unless it is considered that the student would realistically be able to successfully complete the new programme.

Semester:	A period of study lasting approximately 15 weeks, including assessment.
Term:	A period of study lasting approximately 10 weeks.
Block:	A period of study period lasting approximately 4 weeks.
Level:	Modules are assigned to a particular level that relates to the relative demand, complexity, depth of study and learner autonomy required of the module. Levels 4, 5 and 6 will normally correspond sequentially to the first, second and third years of a full-time undergraduate three year degree. Level 7 will normally correspond to work undertaken on a Postgraduate Certificate, Diploma or Master's degree.
Student:	Throughout this chapter, all references to students will also include trainees on Initial Teacher Training programmes unless specifically stated in relation to their Programme of Study.
Period of Study:	Full-time students normally study 120 credits each academic year. For part-time students, the minimum number of credits that must be completed each academic year may be defined and managed by the Dean of Faculty and must be sufficient to secure efficient and effective use of resources in the short, medium and longer term.
Occasional Study:	It may also be possible for students to register on individual modules and achieve an award by accumulating completed modules over a longer period of time. However, in such cases, the University makes no commitment to continue running the same programmes or the same modules beyond the timescale that is required for completion of the award by students who have registered for a complete programme.

6.1.4 Programme of Study Structures

6.1.4.1 Taught Programmes of Study

The University's taught provision includes:

- (i) Honours Degree;
- (ii) Integrated Master's Degree;
- (iii) Certificate of Higher Education;
- (iv) Diploma of Higher Education;
- (v) Foundation Degree;
- (vi) Graduate Certificate;
- (vii) Graduate Diploma;
- (viii) Master's Degree;
- (ix) Postgraduate Certificate;
- (x) Postgraduate Diploma;
- (xi) Higher National Certificate;
- (xii) Higher National Diploma;
- (xiii) Certificate in Teaching Skills;

- (xiv) Graduate Certificate in Teaching Skills;
- (xv) Professional Certificate in Education;
- (xvi) Post Graduate / Professional Graduate Certificate in Education;
- (xvii) Foundation Certificate;
- (xviii) University Certificate of Credit;
- (xix) Pre-Master's Certificate;
- (xx) Pre-Master's Diploma.

Many programmes can be studied on a full-time or part-time basis.

6.1.4.2 **Joint Honours**

Students on Joint Honours programmes would normally complete equal proportions of the two disciplines at levels 5 and 6. The term 'and' is used to link the two components in the award title of a Joint Honours degree. Each component of a Joint Honours should constitute at least 5/12 of the elements contributing to the final degree award. Normally the proportion will be 50:50 at each level.

6.1.4.3 **Combined Honours**

The term is used only for programmes which involve three distinct subject components. Each component will constitute at least 3/12 of the award at each level.

6.1.4.4 **Major/Minor**

The term 'with' is used to link the two components in the award title of a Major/Minor degree. A Major requires between 150 and 180 credits out of the 240 credits normally studied at Levels 5 and 6, 80 of which must be at Level 6.

A Minor requires at least 25% of a programme. This will normally be at least 30 credits at Level 6 supported by at least 30 credits at each of HE Levels 4 and 5. The number of HE lower level modules may be substituted by modules in the same subject area at higher HE level.

6.1.4.5 **Classification**

The classification of Joint Honours awards will be based on the aggregate marks for the whole award and not on the performance in each Joint Honours component. Likewise the classification of a Major/Minor award or a Combined Honours award will be based on the aggregate for the whole award.

6.1.4.6 **Degree Titles**

All awards must use an approved degree title. Any new degree titles must be approved by Senate.

Foundation Degrees

FdA – Foundation Degree in Arts

FdSc – Foundation Degree in Science

Honours Degrees

BA – Bachelor of Arts

BSc – Bachelor of Science

BEng – Bachelor of Engineering

BTh – Bachelor of Theology

Integrated Master's Degrees

MArts – Master in Arts
MBus – Master of Business Management
MComp – Master of Computer Science
MDes – Master of Design
MEaCh – Master of Early Childhood
MEdStud – Master of Education Studies
MEng – Master of Engineering
MEYEC – Master of Early Years Education and Care
MMusTech – Master of Music Technology
MSci – Master in Sciences
MSocStud – Master of Social Studies
MTour – Master of Tourism and Events Management

Master's Degrees

MA – Master of Arts
MBA – Master of Business Administration
MFA – Master of Fine Arts
MProf – Master of Professional Practice
MSc – Master of Science
MTh – Master of Theology

The decision regarding whether a degree programme leads to a Bachelor of Arts or a Bachelor of Science award is made at validation and is based upon the proportion of the credits contributing to the award (i.e. Levels 5 and 6) that are arts or science based. As a general rule, degree programmes in the arts and/or humanities lead to a Bachelor of Arts award and degree programmes in science or technology lead to a Bachelor of Science award.

In the case of a Joint Honours programme where one half is Science based and the other half is Arts based, the Science subject appears first in the award title and a Bachelor of Science is awarded.

6.1.4.7 Conferring Awards

Progression/Award Examining Boards approve and endorse all awards (see Section 7.15.4 of Chapter 7), however, a student is not entitled to describe him/herself as holding an award from the University unless that award has been conferred at a Congregation either in person or *in absentia*.

6.1.4.8 Management of Programmes of Study

A specific member of staff is identified to take responsibility for the management of each Programme of Study. The duties include responsibility for ensuring that students are registered for the correct Programme of Study and for keeping them informed of all Programme of Study details during their time at the University. Throughout this chapter, this member of staff is referred to as the Programme Director.

Details of the Programme Director for each Programme of Study can be obtained from the Academic Office or from the Faculty Offices.

6.1.4.9 Joint Awards with other Institutions

With the approval of Senate, the University can offer joint awards with other appropriate institutions.

6.1.5 Academic Levels

6.1.5.1 Introduction

- (1) Extensive use is made of the QAA Subject Benchmarking documents in the overall design and validation of Programmes of Study, and in the individual definition of the level, credit value, learning outcomes and assessment methodology of individual modules.
- (2) Initial Teacher Training programmes are designed and validated to satisfy the requirements of the relevant Welsh Government Wales Circular, currently Circular 17/2009 and Information Document 004/2017 for Secondary and Primary Education.
- (3) In the University's Modular Framework, Levels 4, 5 and 6 are cited as normally corresponding sequentially to the first, second and third years of a full-time undergraduate degree, and Level 7 normally corresponds to work undertaken on a Master's programme of study.
- (4) This chapter lays down the University's guidelines with regard to levels. It does not, and cannot, form a regulatory framework, but is intended to act as a reference for students, module designers, tutors and assessors of module material.

6.1.5.2 Module Levels

The modular structures adopted by the University recognise and utilise categories of academic demand and attainment denoted by the Higher Education Levels 4, 5, 6 and 7 as defined by the Credit and Qualification Framework for Wales (CQFW) and Higher Education Qualifications Framework (HEQF).

Level 3 – Achievement at Level 3 reflects the ability to identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity. It includes taking responsibility for initiating and completing tasks and procedures as well as exercising autonomy and judgement within limited parameters. It also reflects awareness of different perspectives or approaches within an area of study or work.

Level 4 - Achievement at Level 4 reflects the ability to identify and use relevant understanding, methods and skills to address problems that are well-defined but complex and non-routine. It includes taking responsibility for overall courses of action as well as exercising autonomy and judgement within broad parameters. It also reflects understanding of different perspectives or approaches within an area of study or work.

Level 5 - Achievement at Level 5 reflects the ability to identify and use relevant understanding, methods and skills to address broadly-defined, complex problems. It includes taking responsibility for planning and developing courses of action as well as exercising autonomy and judgement within broad parameters. It also reflects understanding of different perspectives, approaches or schools of thought and the reasoning behind them.

Level 6 - Achievement at Level 6 reflects the ability to refine and use relevant understanding, methods and skills to address complex problems that have limited definition. It includes taking responsibility for planning and developing courses of action that are able to underpin substantial change or development, as well as exercising broad autonomy and judgement. It also reflects an understanding of different perspectives, approaches or schools of thought and the theories that underpin them.

Level 7 - Achievement at Level 7 reflects the ability to reformulate and use relevant understanding, methodologies and approaches to address problematic situations that involve many interacting factors. It includes taking responsibility for planning and developing courses of action that initiate or underpin substantial change or development, as well as

exercising broad autonomy and judgement. It also reflects an understanding of the relevant theoretical and methodological perspectives and how they affect their area of study or work. Further guidance on the characteristics of Level 7 qualifications can be found in the QAA's *Master's Degree Characteristics* publication (2015).

6.1.5.3 Issues

- (1) This guidance note recognises that academic level is not an absolute concept and cannot be defined in absolute terms.
- (2) At the same time, any attempt to ascribe an absolute value for a particular topic within a discipline area may be inappropriate, since 'difficulty' has a tendency to relax with time or to be eased by the use of new, alternative approaches.
- (3) There is also general acceptance that a topic taken from one subject area at a particular designated level may not warrant the same designated level when transferred to a module in some other subject area.

6.1.5.4 Level Descriptors

- (1) The University adheres to the Credit and Qualification Framework for Wales (CQFW) Level Descriptors (2009). Level descriptors are the agreed generic descriptions of the relative demand, complexity, depth of learning and of learner autonomy required at each level of the CQFW.
- (2) The assessment of each module at every level is designed to measure the extent to which the learning outcomes have been achieved.
- (3) The latest version of the CQFW Level Descriptors can be found on the relevant pages of the Welsh Government web site:
<http://gov.wales/topics/educationandskills/qualificationsinwales/creditqualificationsframework/>

6.2 General Entry Requirements

- (1) This section provides details of the general entry requirements for each qualification offered by the University. For a number of programmes on which students are likely to encounter situations involving children and/or vulnerable adults, applicants will be required to obtain a Disclosure and Barring Service (Enhanced) check. Full details of the entry criteria for each award can be found in the Admissions Policy, and are specified for individual Programmes of Study in the validation documents. For each qualification, details of the number of credits required at each level of study are provided, together with the maximum number of credits that students can transfer onto the programme by means of the Recognition of Prior Certificated Learning or Recognition of Prior Experiential Learning (RPCL or RPEL) processes (see 6.2.1).
- (2) If a student, having accepted an award of the University wishes to upgrade by transferring the credits onto another programme, then normally he/she will be expected to relinquish the existing award before the new award can be confirmed.
- (3) Full-time students are normally expected to complete 120 credits each academic year. Details of the valid combinations of modules for a particular programme are found in Programme of Study validation documents and in student Programme of Study Handbooks. These documents identify core modules, optional modules and so on.
- (4) The University does not normally allow a student to join a programme more than 4 weeks after the start date.

- (5) The University does not normally allow a student to register on more than one full-time programme at the same time. In the same way, the University will take into account any full-time or part-time programmes on which a student is already registered at a different institution in considering their application for study at the University.
- (6) Except for programmes where Senate has specifically agreed another language of delivery for the programme, all applicants whose native language is not English or Welsh must provide evidence of competence in English Language sufficient for studying on their programme (normally IELTS 6 for undergraduate degrees and postgraduate taught degrees and 6.5 for postgraduate research degrees), and after admission to the University may be required to take additional instruction in English Language.
- (7) Details of the usual time limits for completion of each qualification by full-time students are included in the table below. In practice, the usual time limit may be shortened for a variety of reasons, for example, when programmes are studied on an extended year or to meet the immigration requirements of the UK Visas and Immigration.
- (8) In exceptional circumstances the usual period of study may be adjusted (see Section 13.4 of Chapter 13), or a candidature may be interrupted (see Section 13.3 of Chapter 13). A student's candidature may be terminated by an Examining Board before the time limit has been reached. Details of the maximum time limits for the completion of different qualifications are included in the tables below.
- (9) Undergraduate Programmes

Registered Programme	Usual Period of Study	Maximum Period of Study	Minimum credit requirements	Maximum Credit Transfer
University Certificate of Credit Part-time Study	1 year	2 years	40 at Level 4 40 at Level 5 40 at Level 6	0
Foundation Certificate Full-time Study	1 year	3 years	120 at Level 3/4	0
Foundation Certificate Part-time Study	2 years	6 years		
Certificate of Higher Education Full-time Study	1 year	3 years	120 at Level 4	80
Certificate of Higher Education Part-time Study	2 years	6 years		
HNC* Full-time Study	1 year	3 years	Minimum of 120 at Level 4	80
HNC* Part-time Study	2 years	6 years		

Registered Programme	Usual Period of Study	Maximum Period of Study	Minimum credit requirements	Maximum Credit Transfer
Diploma of Higher Education Full-time Study	2 years	4 years	Total of 240 120 at Level 4 120 at Level 5	160
Diploma of Higher Education Part-time Study	4 years	8 years		
HND Full-time Study	2 years	4 years	Total of 240 120 at Level 4 120 at Level 5	160
HND Part-time Study	4 years	8 years		
Foundation Degree Full-time Study	2 years	4 years	Total of 240 120 at Level 4 120 at Level 5	160
Foundation Degree Part-time Study	4 years	8 years		
Honours Degree (Model A) Full-time Study	3 years	5 years	Total of 360 120 at Level 4 120 at Level 5 120 at Level 6	240
Honours Degree (Model A) Part-time Study	6 years	10 years		
Honours Degree (Model B) Full-time Study	4 years	6 years	Total of 480 120 at Level 3/4 120 at Level 4 120 at Level 5 120 at Level 6	240
Honours Degree (Model B) Part-time Study	8 years	12 years		
Graduate Certificate Full-time Study	6 months	2 years	60 at Level 6	40
Graduate Certificate Part-time Study	2 years	4 years		
Graduate Diploma Full-time Study	1 year	2 years	120 at Level 6	80
Graduate Diploma Part-time Study	3 years	5 years		

Registered Programme	Usual Period of Study	Maximum Period of Study	Minimum credit requirements	Maximum Credit Transfer
Integrated Master's Degree Full-time Study	4 years	6 years	Total of 480 120 at Level 4 120 at Level 5 120 at Level 6 120 at Level 7	240
Integrated Master's Degree Part-time Study	8 years	12 years		

* For HNC, the values for usual and maximum periods of study given in the table are based on the HNC programme of 120 credits. Pro-rata increases should be made where the number of credits exceeds 120.

(10) Postgraduate Programmes

Registered Programme	Usual Period of Study	Maximum Period of Study	Minimum credit requirements	Maximum Credit Transfer
Pre-Master's Certificate Full-time Study	6 months	2 years	60 at Level 6	0
Pre-Master's Diploma Full-time Study	1 year	2 years	120 at Level 6	0
Postgraduate Certificate Full-time Study	6 months	2 years	60 at Level 7	40
Postgraduate Certificate Part-time Study	2 years	4 years		
Postgraduate Diploma Full-time Study	1 year	2 years	120 at Level 7	80
Postgraduate Diploma Part-time Study	3 years	5 years		
Master's Degree Full-time Study	1 year	3 years	180 at Level 7	120
Master's Degree Part-time Study	2 years	6 years		

Registered Programme	Usual Period of Study	Maximum Period of Study	Minimum credit requirements	Maximum Credit Transfer
Master of Fine Arts Full-time Study	2 years	3 years	240 at Level 7	120
Master of Fine Arts Part-time Study	4 years	6 years		

(11) PGCE Programmes

Registered Programme	Usual Period of Study	Maximum Period of Study	Minimum credit requirements	Maximum Credit Transfer
Post Graduate Certificate in Education (PGCE) Primary / Secondary with QTS Full-time Study	1 year	2 years	Total of 120 80 at Level 6 40 at Level 7	0
Professional Graduate Certificate in Education (PGCE) Primary Secondary with QTS Full-time Study	1 year	2 years	120 at Level 6	0
Professional Certificate in Education (PCE) Post Compulsory Education and Training Full-time Study	1 year	3 years	Total of 120 60 at Level 5 60 at Level 6	80
Professional Certificate in Education (PCE) Post Compulsory Education and Training Part-time Study	2 years	6 years		
Professional Graduate Certificate in Education (PGCE) Post Compulsory Education and Training Full-time Study	1 year	3 years	120 at level 6	80

Registered Programme	Usual Period of Study	Maximum Period of Study	Minimum credit requirements	Maximum Credit Transfer
Professional Graduate Certificate in Education (PGCE) Post Compulsory Education and Training Part-time Study	2 years	6 years		
Post Graduate Certificate in Education (PGCE) Post Compulsory Education and Training Full-time Study	1 years	3 years	Total of 120 60 at Level 6 60 at Level 7	80
Post Graduate Certificate in Education (PGCE) Post Compulsory Education and Training Part-time Study	2 years	6 years		

- (12) The usual time limit for particular part-time programmes may be increased by the Dean of Faculty, but must not exceed the maximum time limit for that programme. Where the usual time limit for a part-time programme is increased, this will be clearly identified in the Programme of Study Handbook.
- (13) Higher level credits can in principle be used instead of lower level credits.
- (14) For all University awards, it is possible to allow a small number of credits from the next level below the lowest level that forms part of the award to count towards the award either as part of the validated programme of study or as a credit transfer onto a programme of study. Any such allowance must comply with the criteria within the Credit and Qualifications Framework for Wales (CQFW) and any transfer of credit would require the approval of the Recognition of Prior and Experiential Learning Board.
- (15) Where credit transfer has been approved (see Section 6.2.1), there will be a pro-rata reduction to the usual and maximum time limits.
- (16) The Special Cases Committee is responsible for making decisions with respect to requests for adjustments to the usual time limits for an award. Full details of this committee can be found in Section 13.5 of Chapter 13 and in Appendix GA21.
- (17) For all qualifications, an exit award can only be awarded to students who fail to complete the award if they have achieved, as a minimum, the normal requirements for that exit award for study at the University.
- (18) Throughout this chapter, reference to the year of study is for full-time students. In the case of part-time students, such references would need to be adjusted on a pro-rata basis.

- (19) The remainder of this chapter gives details of the assessment regulations for each qualification and the rules for progression and award.

6.2.1 Recognition of Prior Certificated Learning and Recognition of Prior Experiential Learning (RPCL and RPEL)

- (1) Students can sometimes transfer credit achieved from previous higher education study towards their current programme of study through the Recognition of Prior Certificated Learning (RPCL) process. Entry into some Programmes of Study at levels beyond the normal point of entry may be possible for holders of suitable qualifications appropriate in level and relevance to the Programme of Study subject area.
- (2) Where prior certificated credits are from a completed award, the maximum number of credits which can be recognised will be determined by the maximum credit transfer of the programme on which the student wishes to enrol. Where prior certificated credits are from a completed award and the completed award is at the same level as the programme on which the student wishes to enrol, then a maximum of 40 credits can be recognised. Where prior certificated credits are from a completed award which is at a lower level than the programme on which the student wishes to enrol, then the maximum number of credits which can be recognised will be determined by the maximum credit transfer of the programme on which the student wishes to enrol (and the completed award will be subsumed into the programme). For the purposes of this paragraph, a Postgraduate Certificate is considered to be at a lower level than a Postgraduate Diploma and a Postgraduate Certificate and a Postgraduate Diploma are both considered to be at a lower level than a Master's Degree.
- (3) In the event that a student who has used a previously gained award as credit transfer subsequently withdraws from the programme into which the award was subsumed, then the original award will still stand.
- (4) Students can also sometimes claim credit for experiential learning to gain advanced standing on their current programme of study through the Recognition of Prior Experiential Learning (RPEL) process.
- (5) Details of the procedures for RPCL and RPEL are found in Chapter 10 of this handbook.

6.2.2 University Certificate of Credit

- (1) An applicant can be considered eligible to register on a University Certificate of Credit programme provided he/she satisfies the specific entry requirements of the programme.
- (2) Students must study a minimum of 40 credits at either Level 4, Level 5, or Level 6 for a University Certificate of Credit.
- (3) The University Certificate of Credit has no exit award.

6.2.3 Foundation Certificate

- (1) An applicant can be considered eligible to register on a Foundation Certificate programme provided he/she satisfies the specific entry requirements of the programme.
- (2) Students must study a minimum of 120 credits at Level 3 for a Foundation Certificate.
- (3) Full-time students are normally required to complete a Foundation Certificate within one year.
- (4) The Foundation Certificate has no exit award.

6.2.4 Certificate of Higher Education

- (1) An applicant can be considered eligible to register on a Certificate of Higher Education programme provided he/she satisfies the specific entry requirements of the programme.
- (2) Students must study a minimum of 120 credits at Level 4 for a Certificate of Higher Education.
- (3) Full-time students are normally required to complete a Certificate of Higher Education within one year.
- (4) The Certificate of Higher Education has no exit award.

6.2.5 Higher National Certificate (HNC)

- (1) An applicant can be considered eligible to register on an HNC programme provided he/she satisfies the specific entry requirements of the programme.
- (2) The credit requirements for an HNC can vary between programmes, but will be a minimum of 120 credits at Levels 4 and/or 5.
- (3) Students who complete more than 120 credits will be issued with a certificate recording the additional credits.
- (4) Full-time students are normally required to complete an HNC of 120 credits within one year.
- (5) All HNC students are awarded a Pearson Certificate of Achievement for successfully completed credits. A student who has registered on an HNC programme that consists of more than 120 credits, but is subsequently unable or not permitted to progress to completion, may be awarded a Certificate of Higher Education subject to attaining at least 120 credits at Level 4 or above.

6.2.6 Diploma of Higher Education

- (1) An applicant can be considered eligible to register on a Diploma of Higher Education programme provided he/she satisfies the specific entry requirements of the programme.
- (2) Students must study a minimum of 240 credits in order to qualify for a Diploma of Higher Education. Of these credits, 120 will normally be at Level 4 and at least 120 must be at Level 5.
- (3) Full-time students are normally required to attain 120 credits at the appropriate level in each of two years of study.
- (4) Where the maximum transferable credit allowed has been accepted, the remaining credits must be at Level 5.
- (5) A student who has registered on a Diploma of Higher Education programme, but is subsequently unable or not permitted to progress to completion may be awarded a Certificate of Higher Education subject to attaining at least 120 credits at Level 4 or above.

6.2.7 Higher National Diploma (HND)

- (1) An applicant can be considered eligible to register on an HND programme provided he/she satisfies the specific entry requirements of the programme.
- (2) Students must study a minimum of 240 credits in order to qualify for an HND. Of these credits, 120 will normally be at Level 4 and at least 120 must be at Level 5.

- (3) Full-time students are normally required to attain 120 credits at the appropriate level in each of two years of study.
- (4) Where the maximum transferable credit allowed has been accepted, the remaining credits must be at Level 5.
- (5) All HND students are awarded a Pearson Certificate of Achievement for successfully completed credits. A student who was registered on an HND, but is subsequently unable or not permitted to progress to completion, may be awarded an HNC or a Certificate of Higher Education subject to meeting the requirements for that award.

6.2.8 Foundation Degree

- (1) An applicant can be considered eligible to register on a Foundation Degree programme provided he/she satisfies the specific entry requirements of the programme.
- (2) Students must study a minimum of 240 credits in order to be considered for a Foundation Degree. Of these credits, 120 will normally be at Level 4 and at least 120 must be at Level 5. A proportion of the credits will be awarded for learning based in the workplace. The proportion, which will be approved at validation, must be sufficient to enable students to demonstrate successful application in the workplace of the range of knowledge, skills and principles learnt throughout the programme.
- (3) Full-time students are normally required to acquire 120 credits at the appropriate level in each of two years of study.
- (4) Where the maximum transferable credit allowed has been accepted, the remaining credits must be at Level 5.
- (5) A student who has registered on a Foundation Degree programme, but is subsequently unable or not permitted to progress to completion may be awarded a Certificate of Higher Education, subject to attaining at least 120 credits at Level 4 or above.

6.2.9 Honours Degree

- (1) An applicant can be considered eligible to register on an Honours Degree programme provided he/she satisfies the specific entry requirements of the programme.
- (2) Students must study a minimum of 360 credits in order to be considered for an Honours Degree. The University recognises two models for Honours Degree programmes:
 - i) Model A: 360 credits in total - modules with a total credit value of 120 at each of Levels 4, 5 and 6, or
 - ii) Model B: 480 credits in total – modules with a total credit value of 120 at each of Levels Foundation (Level 3 or Level 4), 4, 5 and 6.
- (3) Full-time students are normally required to acquire 120 credits at the appropriate level in each of three years of study for Model A or in each of four years of study for Model B.
- (4) Where the maximum transferable credit allowed has been accepted, the additional credits studied must be at Level 6.
- (5) A student who has registered on an Honours Degree programme, but is subsequently unable or not permitted to progress to completion may be awarded a Certificate of Higher Education, subject to attaining at least 120 credits at Level 4 or above.

- (6) A student who has registered on an Honours Degree programme, but is subsequently unable or not permitted to progress to completion may be awarded a Diploma of Higher Education, subject to attaining at least 240 credits of which at least 120 must be at Level 5 or above with the remaining 120 credits at Level 4 or above.

6.2.10 Graduate Certificates and Graduate Diplomas

- (1) An applicant can be considered eligible to register on a Graduate Certificate or Graduate Diploma programme provided he/she holds one of the following qualifications prior to commencement:
 - (a) an initial degree from an approved degree awarding body;
 - (b) a non-graduate qualification which has been deemed to be of an appropriate standard for the purpose of Level 6 admission;
 - (c) the specific entry requirements of the programme.
- (2) Students must attain a minimum of 60 credits at Level 6 in order to qualify for a Graduate Certificate, and 120 credits at Level 6 for a Graduate Diploma.
- (3) The Graduate Certificate has no exit award. A student who has registered on a Graduate Diploma programme, but is subsequently unable or not permitted to progress to completion may be awarded a Graduate Certificate subject to attaining at least 60 credits at Level 6.

6.2.11 Integrated Master's Degree

- (1) An applicant can be considered eligible to register on an Integrated Master's Degree programme provided he/she satisfies the specific entry requirements of the programme.
- (2) Students must study a minimum of 480 credits in order to be considered for an Integrated Master's Degree. Integrated Master's Degree programmes normally consist of modules with a total credit value of 120 at each of Levels 4, 5 and 6 with an additional 120 credits at Level 7.
- (3) As part of the Integrated Master's Degree, students are normally expected to complete a Level 7 dissertation or project with a credit value of at least 60 credits.
- (4) Full-time students are normally required to acquire 120 credits at the appropriate level in each of four years of study.
- (5) Where the maximum transferable credit allowed has been accepted, 120 of the additional credits studied must be at Level 7 and a further 120 credits must be at Level 6.
- (6) A student who has registered on an Integrated Master's Degree programme, but is subsequently unable or not permitted to progress to completion may be awarded a Certificate of Higher Education, subject to attaining at least 120 credits at Level 4 or above.
- (7) A student who has registered on an Integrated Master's Degree programme, but is subsequently unable or not permitted to progress to completion may be awarded a Diploma of Higher Education, subject to attaining at least 240 credits of which at least 120 must be at Level 5 or above with the remaining 120 credits at Level 4.
- (8) A student who has registered on an Integrated Master's Degree programme, but is subsequently unable or not permitted to progress to completion may be awarded an Honours Degree, subject to attaining at least 360 credits of which at least 120 must be at Level 6 or above, 120 must be at Level 5 or above with the remaining 120 credits at Level 4 or above.

- (9) A student who has registered on an Integrated Master's Degree programme, but is subsequently unable or not permitted to progress to completion may be awarded a Postgraduate Certificate and an Honours Degree, subject to attaining at least 60 credits at Level 7 and a further 360 credits of which at least 120 must be at Level 6 or above, 120 must be at Level 5 or above with the remaining 120 credits at Level 4 or above.

6.2.12 Pre-Master's Certificate and Pre-Master's Diploma

- (1) Pre-Master's Programmes are designed primarily as pre-entry courses for international students. In addition to increasing the student's standard of written and spoken English, these programmes will provide students with an appropriate introduction to the British requirements for higher education study at Master's level.
- (2) An applicant can be considered eligible to register on a Pre-Master's Certificate or Pre-Master's Diploma programme provided he/she holds one of the following qualifications prior to commencement:
 - (a) an initial degree from an approved degree awarding body;
 - (b) a non-graduate qualification which has been deemed to be of an appropriate standard for the purpose of Level 6 admission;
 - (c) the specific entry requirements of the programme.
- (3) Students must attain a minimum of 60 credits at Level 6 in order to qualify for a Pre-Master's Certificate, and 120 credits at Level 6 for a Pre-Master's Diploma.
- (4) The Pre-Master's Certificate has no exit award. A student who has registered on a Pre-Master's Diploma programme, but is subsequently unable or not permitted to progress to completion may be awarded a Pre-Master's Certificate subject to attaining at least 60 credits at Level 6.

6.2.13 Postgraduate Certificate

- (1) An applicant can be considered eligible to register on a Postgraduate Certificate programme provided he/she holds one of the following qualifications prior to commencement:
 - (a) an initial degree from an approved degree awarding body;
 - (b) a non-graduate qualification which has been deemed to be of an appropriate standard for the purpose of postgraduate admission;
 - (c) the specific entry requirements of the programme.
- (2) An applicant may also be considered eligible to register on a Postgraduate Certificate programme provided that he/she has held, for a minimum of two years, an appropriate position which is relevant to the programme to be pursued. Such applicants will be considered on a case by case basis.
- (3) Applicants cannot be allowed to register on a Postgraduate Certificate programme without satisfying the Programme Director that he/she is of the required academic standard to complete the proposed Programme of Study.
- (4) In order to be considered for a Postgraduate Certificate, students must attain at least 60 taught credits at Level 7.
- (5) The Postgraduate Certificate has no exit award.

6.2.14 Postgraduate Diploma

- (1) An applicant can be considered eligible to register on a Postgraduate Diploma programme provided he/she holds one of the following qualifications prior to commencement:
 - (a) an initial degree from an approved degree awarding body;
 - (b) a non-graduate qualification which has been deemed to be of an appropriate standard for the purpose of postgraduate admission;
 - (c) the specific entry requirements of the programme.
- (2) An applicant may also be considered eligible to register on a Postgraduate Diploma programme provided that he/she has held, for a minimum of two years, an appropriate position which is relevant to the programme to be pursued. Such applicants will be considered on a case by case basis.
- (3) Applicants cannot be allowed to register on Postgraduate Diploma programme without satisfying the Programme Director that he/she is of the required academic standard to complete the proposed Programme of Study.
- (4) In order to qualify for a Postgraduate Diploma, students must attain a minimum of 120 taught credits at Level 7.
- (5) A student who has registered on a Postgraduate Diploma programme, but is subsequently unable or not permitted to progress to completion may be awarded a Postgraduate Certificate subject to attaining at least 60 taught credits at Level 7.

6.2.15 Master's Degree

- (1) An applicant can be considered eligible to register on a Master's Degree programme provided he/she holds one of the following qualifications prior to commencement:
 - (a) an initial degree from an approved degree awarding body;
 - (b) a non-graduate qualification which has been deemed to be of an appropriate standard for the purpose of postgraduate admission;
 - (c) the specific entry requirements of the programme.
- (2) An applicant may also be considered eligible to register on a Master's Degree programme provided that he/she has held, for a minimum of two years, an appropriate position which is relevant to the programme to be pursued. Such applicants will be considered on a case by case basis.
- (3) Applicants cannot be allowed to register on a Master's Degree programme without satisfying the Programme Director that he/she is of the required academic standard to complete the proposed Programme of Study.
- (4) In order to be considered for a Master's Degree, students must successfully complete 180 Level 7 credits, normally 120 Level 7 taught credits (Part I) and a Level 7 dissertation or project with a credit value of 60 (Part II).
- (5) A student who has registered on a Master's Degree programme, but is subsequently unable or not permitted to progress to completion may be awarded a Postgraduate Diploma subject to attaining at least 120 credits at Level 7, or a Postgraduate Certificate subject to attaining at least 60 credits at Level 7.
- (6) Where a Master's Degree programme consists of Part I and Part II, students may provisionally start working on Part II, the dissertation or project, before the assessment of Part I has been completed. However, the Part II dissertation or project cannot be assessed

until Part I has been successfully completed. The dissertation or project should not exceed 15,000 words or its equivalent.

6.2.16 Master of Fine Arts Degree

- (1) An applicant can be considered eligible to register on a Master of Fine Arts Degree programme provided he/she holds one of the following qualifications prior to commencement:
 - (a) an initial degree from an approved degree awarding body;
 - (b) a non-graduate qualification which has been deemed to be of an appropriate standard for the purpose of postgraduate admission;
 - (c) the specific entry requirements of the programme.
- (2) Applicants cannot be allowed to register on a Master of Fine Arts Degree programme without satisfying the Programme Director that he/she is of the required academic standard to complete the proposed Programme of Study.
- (3) In order to be considered for a Master of Fine Arts Degree, students must successfully complete 240 Level 7 credits, normally 120 Level 7 taught credits (Part I), a Level 7 dissertation or project with a credit value of 60 (Part II), and a Level 7 practical project with a credit value of 60 (Part III).
- (4) A student who has registered on a Master of Fine Arts Degree programme, but is subsequently unable or not permitted to progress to completion may be awarded a Master's Degree subject to attaining at least 180 credits at Level 7, a Postgraduate Diploma subject to attaining at least 120 credits at Level 7, or a Postgraduate Certificate subject to attaining at least 60 credits at Level 7.
- (5) Students may provisionally start working on Part II, the dissertation or project, before the assessment of Part I has been completed. However, the Part II dissertation or project cannot be assessed until Part I has been successfully completed. The dissertation or project should not exceed 15,000 words or its equivalent.
- (6) Students may provisionally start working on Part III, the practical project, before the assessment of Part II has been completed. However, the Part III practical project cannot be assessed until Part II has been successfully completed.

6.2.17 Professional Graduate Certificate in Education and Post Graduate Certificate in Education (PGCE) Primary / Secondary with QTS

- (1) An applicant can be considered eligible to register on a PGCE Primary / Secondary with QTS programme provided he/she holds an initial degree from an approved degree awarding body and satisfies the specific entry requirements of the programme.
- (2) Students must study a minimum of 120 credits in order to be considered for a PGCE Primary / Secondary with QTS.
- (3) In order to qualify for the award of Professional Graduate Certificate in Education Primary / Secondary with QTS, a student must successfully complete a minimum of 120 credits at Level 6 or above.
- (4) In order to qualify for the award of Post Graduate Certificate in Education Primary / Secondary with QTS, a student must successfully complete a minimum of 40 credits at Level 7 and the remainder at Level 6 or above.
- (5) Full-time students are normally required to complete the PGCE Primary / Secondary with QTS programme in one year of study.
- (6) The PGCE Primary / Secondary with QTS has no exit award.

6.2.18 Post Compulsory Education and Training (PCET): Professional Certificate in Education (PCE), Professional Graduate Certificate in Education (PGCE) and Post Graduate Certificate in Education (PGCE)

- (1) An applicant can be considered eligible to register on a Professional Certificate in Education PCET programme provided he/she holds an appropriate Level 3 qualification and satisfies the specific entry requirements of the programme.
- (2) An applicant can be considered eligible to register on a Professional Graduate Certificate in Education PCET or a Post Graduate Certificate in Education PCET programme provided he/she holds an initial degree from an approved degree awarding body and satisfies the specific entry requirements of the programme.
- (3) Students must study a minimum of 120 credits in order to be considered for a Professional Certificate in Education PCET or a Professional Graduate Certificate in Education PCET or a Post Graduate Certificate in Education PCET.
- (4) In order to qualify for the award of Professional Certificate in Education PCET, a student must successfully complete a minimum of 60 credits at Level 6 or above and the remainder at Level 5 or above.
- (5) In order to qualify for the award of Professional Graduate Certificate in Education PCET, a student must successfully complete a minimum of 120 credits at Level 6 or above.
- (6) In order to qualify for the award of Post Graduate Certificate in Education PCET, a student must successfully complete a minimum of 60 credits at Level 7 and remainder at Level 6 or above.
- (7) Full-time students are normally required to complete the Professional Certificate in Education PCET or the Professional Graduate Certificate in Education PCET or a Post Graduate Certificate in Education PCET in one year of study.
- (8) Where the maximum transferable credit allowed has been accepted, the remaining credits must be at Level 6 for the Professional Certificate in Education PCET and the Professional Graduate Certificate in Education PCET, and at Level 7 for the Post Graduate Certificate in Education PCET.
- (9) A student who has registered on a Professional Certificate in Education PCET programme, but is subsequently unable or not permitted to progress to completion may be eligible for an appropriate exit award.
- (10) A student who has registered on a Professional Graduate Certificate in Education PCET or a Post Graduate Certificate in Education PCET programme, but is subsequently unable or not permitted to progress to completion may be eligible for an appropriate exit award.

6.3 Honours Degree

6.3.1 Introduction

- (1) This section details the assessment procedures for Honours Degrees, and should not contradict the general principles found in the Assessment policy (see Chapter 7). The University has a responsibility, which it discharges through its Programme Directors, to ensure that students are fully informed of the conditions which must be satisfied before an award can be made. This chapter should be read in conjunction with Chapter 7, Assessment: Taught Programmes.

6.3.2 Rules for Progression and Award

- (1) Sections 6.3.2 to 6.3.8 of this chapter apply to students on Honours Degree programmes.

6.3.2.1 Introduction

- (1) Student performance is monitored throughout the academic year and is reviewed by a Progression/Award Examining Board at least once in each academic year. Where appropriate, this includes a decision regarding whether sufficient progress is being made or has been made to move to the next level of study. Progression is the term used to describe the movement from one level of study to the next. At the end of the final level of study, progress is reviewed to see whether the student can be awarded the appropriate award.

6.3.2.2 Processing of Marks

- (1) All numerical calculations relating to assessment marks should be carried out by the central Student Record System. For modules with more than one assessment component, the individual marks should be submitted as percentages.
- (2) In the same way, in the case of assessment that is graded rather than marked, any combining of grades to produce a final grade should be carried out by the central system unless the regulations for the award prescribe otherwise.
- (3) It is sometimes the case that a single mark is derived from more than one assessment activity (for example, a portfolio of work or an examination). In such cases, the single mark should be the outcome of adding the marks for each activity rather than the calculation of an average.
- (4) The final mark for a module is rounded to the nearest whole number for the purpose of deciding whether or not a student has passed the module, for all other progression related decisions including condonement, and in all calculations for award classification and all classification related decisions.

6.3.2.3 General Progression and Award Rules

- (1) The pass mark for a module is 40%. A student cannot pass a module without attempting every component of the assessment associated with the module.
- (2) Some programmes may include a proportion of credits where the module outcome is recorded as a grade rather than a mark. For all such modules, an outcome of Pass or better will count as at least 40% for the purpose of progression decisions.
- (3) A student who accumulates 120 credits at a particular level of study will normally progress to the next level of study.
- (4) Failed modules with a total credit value of up to and including 20 will be condoned at each level of study subject to satisfying the following conditions. Condonement is only permissible for the purposes of progression or award. Failed credits cannot be condoned unless the student has attained a minimum of 100 credits at that level of study. Failed modules can only be condoned provided:
 - they are not core modules for the student's programme of study;
 - the student has achieved a module mark of at least 30%;
 - the student has attempted each of the module's assessment components.

A student is awarded the credits for condoned modules.

- (5) A student who successfully completes at least 120 credits in Level 6 modules in the final level of study of an Honours Degree programme and has no outstanding uncompleted credits at any previous Level shall automatically qualify to be considered for an Honours Degree.
- (6) For each Programme of Study, modules may be identified as core modules which must be passed before a student can progress to the next level of study. It is possible that a module may be a core module for one Programme of Study, yet be a non-core module for another programme. Core modules must be clearly identified as such in the relevant Programme of Study Handbook.
- (7) A student may not be re-assessed in any module or unit of assessment for which a pass-mark has already been attained. A student who requests an opportunity be re-assessed in a module which has been condoned may be allowed to do so at the discretion of the Progression/Award Examining Board. Requests to be re-assessed in condoned modules must be made prior to the completion of the programme of study.
- (8) A Certificate of Higher Education may be awarded to a student who has attained 120 credits at Level 4 or above but is unable or is not permitted to progress to the next level of study.
- (9) A Diploma of Higher Education may be awarded to a student who has attained 240 credits of which at least 120 credits are at Level 5 or above and the remainder are at Level 4 or above but is unable or is not permitted to progress to Level 6.

6.3.2.4 **Failure and Retrieval**

- (1) The maximum number of re-assessment attempts that can be allowed for any module will be two. Where a student fails to complete a module which has been re-assessed for a second time and the module is not eligible for condonement (see paragraph 6.3.2.3 (4)), the student will be required to withdraw from the programme.
- (2) A student will not be allowed more than one opportunity to repeat an entire level of study, unless the repeat level is not counted as an attempt due to extenuating circumstances or Compensatory Measures as outlined in paragraph 6.3.2.4 (12). A student who fails to complete a level of study at the second attempt may, at the discretion of the Progression/Award Examining Board or Re-assessment Examining Board, be permitted to retrieve failed modules through repeating specific modules or be re-assessed in failed assessment components if to do so would not breach paragraph 6.3.2.4 (1).
- (3) An Examining Board may decide the retrieval position of a student who has not reached the end of a level, but has failed completed module(s) and/or has failed to attempt an assessment component of incomplete module(s).
- (4) The retrieval position of a student who, at the end of a level of study, does not satisfy the criteria for progression or award detailed in Section 6.3.2.3 will be decided by the relevant Examining Board in accordance with the following guidelines:
 - (a) Where a student has failed assessment components with a credit value of 20 or equivalent in terms of notional study hours, the student may, at the discretion of the relevant Examining Board, be allowed to proceed to the next level conditionally. In such cases the student must either redeem the failure, or attain equivalent credit in a different module at a future date, subject to the agreement of the relevant Programme Director. A student will not be eligible for the consideration of an award until the credit has been attained. In quantifying equivalence, the failed proportion of credit would equate to a maximum notional total of 200 hours of work to successfully complete. This regulation can only be applied by an Examining Board if:

- i. the student has passed all other modules in the level of study under consideration;
- ii. any failed module was not a core module for that particular programme.

A student will not be allowed to progress to Level 6 without having successfully completed Level 4.

- (b) Where a student has failed modules worth 60 credits or less, the student will normally be re-assessed in the failed assessment components of some or all of the failed modules during the next appropriate assessment period as determined by the relevant Examining Board. In determining whether a student should be re-assessed in some or all failed assessment components, the Examining Board should consider the student's overall profile and the possibility of condonement (paragraph 6.3.2.3 (4)) and/or conditional progression (paragraph 6.3.2.4 (4) (a)).
- (c) Where a student has failed modules worth more than 60 credits, the student will normally be required to repeat the failed modules.
- (d) Notwithstanding paragraph 6.3.2.4 (4) (b), where a student has failed a module for the second time, the student will normally be required to repeat the failed module.
- (e) Notwithstanding paragraph 6.3.2.3 (7), where a student is required to repeat failed modules, the student may be required to repeat the entire level of study if due to the nature and structure of the programme it is not appropriate to repeat individual modules.
- (5) If a student is re-assessed in a failed module in which there is only one assessment component, the mark awarded for the module is capped at 40%. The work is assessed in the normal way using the entire mark range. However, if the mark achieved is more than 40%, a mark of 40% is actually displayed on the student's transcript and used for classification purposes.
- (6) If a student is re-assessed in a failed module in which there is more than one assessment component, the mark awarded for the failed component of the assessment is capped at 40%. The work is assessed in the normal way using the entire mark range. However, if the mark achieved is more than 40%, a mark of 40% is actually used for the purpose of calculating the overall mark for the module, displayed on the student's transcript and used for classification purposes. In such cases, provided the student has not failed every component it is therefore possible to achieve an overall mark of over 40%.
- (7) A student who has had requests to be re-assessed without penalty upheld by the Extenuating Circumstances Panel (see Section 13.2 of Chapter 13) will be allowed to be re-assessed at the next appropriate assessment period without additional penalty in terms of capped marks or number of permitted assessment attempts.
- (8) The following criteria must all be satisfied before a student is allowed the opportunity to repeat a module or repeat a level:
 - the student would be able to complete the award within the prescribed time limits;
 - the student has made a genuine effort to complete the assessment requirements of the Programme of Study;
 - the student's attendance record has generally been satisfactory;
 - the student has engaged with the University's procedures for extenuating circumstances or Compensatory Measures where appropriate;
 - the student agrees to undertake any action considered necessary by the Programme Team to demonstrate his/her readiness to engage with the Programme of Study;
 - there is a reasonable likelihood that the student would be successful;
 - the student is not unfairly advantaged or disadvantaged.

- (9) A student who is required to repeat failed modules must agree to forfeit any marks and credit already achieved in the modules to be repeated. A student who is required to repeat the entire level of study must agree to forfeit all marks and credit already achieved for that level of study. Forfeited marks cannot subsequently be used to determine the student's degree classification or in awarding credit. Where a student is permitted to repeat a module or repeat an entire level of study, the relevant Mid-session Examining Board, Progression/Award Examining Board or Re-assessment Examining Board must provide clear direction regarding whether or not the marks for the repeated modules should be capped. Normally marks would only be capped in cases where the marks had previously been reduced due to accepted or substantiated unfair practice.
- (10) In the case of a student who is required to repeat Level 4 by an Examining Board, the student may be required to transfer to an award of Certificate of Higher Education or an appropriate lower award.
- (11) In the case of trainees on the BA Primary Education, a student who repeats an entire level of study will not normally be required to forfeit the credit gained for Professional Teaching Experiences modules.
- (12) An attempt at assessment during a repeated module or the repeat level of study shall be regarded as being one of the two opportunities for a student to redeem a failure except in cases where the student had requests to be re-assessed without penalty upheld by the Extenuating Circumstances Panel (see Section 13.2 of Chapter 13) or had not completed the relevant components due to having Compensatory Measures in place (see Section 13.1 of Chapter 13) for specific modules.
- (13) Subject to the approval of the Programme Director, a student may register on and complete a substitute module at the same level and with the same credit values in place of a failed module. In such cases, assessment of the substitute module(s) will be subject to the same conditions as the original module, including possible capping of marks.
- (14) A student on a programme leading to a professional qualification or subject to a specific jurisdictional authority who fails to meet any relevant specified additional requirements may be prevented from progressing or may be required to withdraw from the programme. The relevant Mid-session Examining Board, Progression/Award Examining Board or Re-assessment Examining Board may offer such a student an exit qualification.
- (15) Progression regulations for programmes that lead to professional qualifications or are subject to a specific jurisdictional authority sometimes differ from the University's general progression rules. In such cases, the Professional Body Regulations and/or jurisdictional authority requirements may take precedence over the general progression rules provided they meet the standards required by the University for its awards. Such precedence will be specified during the validation process.

6.3.3 Presentation of marks

6.3.3.1 Performance Indicators

- (1) When determining progression issues, Mid-session Examining Boards, Progression/Award Examining Boards and Re-assessment Examining Boards shall be provided by the Registry with all marks of assessment undertaken during the academic year using indicators agreed with the Registry.

6.3.3.2 Disclosure of marks

- (1) A distinction is drawn between provisional marks and approved marks. Approved marks are those that have been agreed at the appropriate Progression/Award Examining Board.

- (2) All marks will be disclosed to students when available either during or at the end of the academic session as appropriate. Any marks released prior to formal approval by a Progression/Award Examining Board are provisional.

6.3.4 Degree Classification Regulations

These regulations apply to all Honours Degree programmes.

- (1) The University determines the final degree classification based on the exit velocity of a student as well as the student's performance over time.
- (2) Level 5 and Level 6 modules may contribute to the classification of degrees. The actual classification that is awarded to a student shall be determined by calculating the final overall average mark by applying whichever of the two classification methods set out in Section 6.3.4.1 and 6.3.4.2 is more beneficial to the student.
- (3) Award regulations for programmes that lead to professional qualifications sometimes differ from the University's general award regulations. In such cases, the Professional Body Regulations may take precedence over the general award regulations provided they meet the standards required by the University for its awards. Such precedence will be specified during the validation process.
- (4) A student's final degree classification shall normally be determined by his or her final overall average mark as determined under Method One (Section 6.3.4.1) or Method Two (Section 6.3.4.2), using the classification boundaries:

Class I	70% and above
Class II (i)	60% up to but not including 70%
Class II (ii)	50% up to but not including 60%
Class III	40% up to but not including 50%
Pass Degree Level	at least 35%

- (5) The final mark for a module is rounded to the nearest whole number for the purpose of calculating the final overall average mark for award classification and all classification related decisions.
- (6) The final overall average mark is rounded to the nearest whole number for award classification and all classification related decisions.

6.3.4.1 Method One: The Overall Weighted Average

- (1) The final overall average mark will be calculated by using the following formula:
- Best marks in 100 credits at Level 6 modules will be given a weighting of 2.
 - Best marks in 100 credits at Level 5 modules will be given a weighting of 1.
- (2) Where the lowest mark in a Level occurs in a module with a credit value of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 100 credits are still used.
- (3) Unless otherwise specified within validation documents, the final overall average mark of degree programmes that include a proportion of credits where the module outcome is recorded as a grade rather than a mark will be based only on those modules for which marks have been awarded. The final overall average mark will be calculated by using the following formula:

- Level 6 module marks will be given a weighting of 2.
- Level 5 module marks will be given a weighting of 1.

6.3.4.2 **Method Two: The Level 6 Average**

- (1) The final overall average mark will be calculated based on the best marks in 100 credits of Level 6 modules.
- (2) Where the lowest mark in a Level occurs in a module with a credit value of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 100 credits are still used.
- (3) Unless otherwise specified within validation documents, the final overall average of degree programmes that include a proportion of credits where the module outcome is recorded as a grade rather than a mark will be based only on those modules for which marks have been awarded.

6.3.4.3 **Borderline cases**

- (1) A student can be considered as borderline if his/her final overall average mark is no more than 2 percentage points below a classification boundary (i.e. no lower than 68% for a Class I, no lower than 58% for a Class II (i) etc.). The exit velocity principle will be applied to the profile of each borderline student in order to decide upon the classification.
- (2) **Exit velocity principle**
For a borderline student, the result is deemed to be in the upper of the two classifications surrounding the border if at least half the Level 6 credits used to calculate the final overall average mark were awarded rounded marks that are above the border.

6.3.4.4 **Recognition of Prior Certificated and Experiential Learning (RPCL and R/PEL)**

- (1) Marks for credits that a student has transferred following study at a different institution or have been awarded for experiential learning will not be used to calculate the final overall average mark. For such a student, the final overall average mark may be calculated using less than 100 credits at Level 5 for Method One (Section 6.3.4.1).
- (2) For a student granted direct entry into Level 6 following study elsewhere, classification will be based on Method Two (Section 6.3.4.2) only using the best marks in 100 credits at Level 6 modules studied at the University.
- (3) Marks for credits that a student has transferred following study on a previous programme at the University, or any of the founding institutions, will contribute towards the final overall average mark. For such a student, the final overall average mark will be calculated in accordance with Sections 6.3.4.1 and 6.3.4.2.

6.3.5 **Criteria for a Pass Degree**

- (1) A student who is registered on an Honours Degree programme, but does not achieve an Honours Degree and who is not permitted to retrieve his/her failure may be awarded a Pass degree provided that he/she has:
 - been enrolled on and, where appropriate to the student's circumstances, made a genuine effort to complete the assessment requirements for 360 credits;
 - achieved a final overall average mark of at least 35%;
 - successfully completed a minimum of 60 Level 6 credits.

6.3.6 Converting an Ordinary Degree to an Honours Degree

- (1) A graduate of the University in possession of an Ordinary Degree may be considered eligible for an Honours Degree provided that he/she:
 - (a) has been awarded an Ordinary Degree for previous study at the University in a cognate area;
 - (b) has successfully completed a minimum of 60 additional credits at Level 6 at the University on an approved programme of study within the time limits for Honours Degrees (the length of time allowed to complete the programme should be calculated on the basis of the award as a whole and give appropriate allowance for the time spent in the various modes of study and the length of the intervening period between award of the Ordinary degree and enrolment for the Honours conversion);
 - (c) has been deemed by the examiners, upon completion of the additional credits, to have satisfied in full the requirements for the award of an Honours Degree, together with any specific requirements particular to the programme in question;
 - (d) has fulfilled any further condition(s) identified by the University.
- (2) The University reserves the right to increase the additional number of credits that must be successfully completed in order to convert an Ordinary Degree to an Honours Degree based on consideration of:
 - (a) the length of time that has elapsed since the Ordinary Degree was awarded;
 - (b) the extent of the compatibility of the Honours Degree programme being sought with the Ordinary Degree already awarded.
- (3) A student wishing to convert an Ordinary Degree to an Honours degree will not be allowed to transfer credits from study at a different institution via the credit transfer process as part of the additional credit requirements.
- (4) A student wishing to convert an Ordinary Degree to an Honours degree will be required to surrender the Ordinary Degree previously awarded, and to return the existing certificate to the University prior to the issuing of an Honours Degree certificate.
- (5) Classification of an Honours award for a student wishing to convert an Ordinary Degree to an Honours Degree shall normally be based on Method Two (Section 6.3.4.2) only using the best marks in at least 100 credits at Level 6.
- (6) However, it could be decided that marks from other credits previously attained would also contribute to the final overall average. Details of the credits contributing towards the final overall average mark would need to be formally agreed and documented by the RPEL Board at initial registration. Such agreement should be based upon the Programme Director's recommendations for appropriately reflecting the programme's learning outcomes in classifying the award.
- (7) For a student with an Ordinary Degree required to study more than 100 credits at Level 6 under paragraph 6.3.6 (2), final classification will be based on Method Two (Section 6.3.4.2) only using the best marks in 100 credits at Level 6 modules studied at the University.
- (8) In other respects, the assessed study shall be governed under the University's regulations for Honours Degrees.

6.3.7 Procedure for awarding an Aegrotat Award

- (1) It is sometimes possible to award an Aegrotat Award to a student who is prevented from completing all the assessment associated with an award. This section defines the procedure for awarding Aegrotat Awards.

- (2) A student will not normally be considered for an Aegrotat Award unless he/she has successfully completed at least 75% of the credits contributing towards the award and evidence has been produced to demonstrate that he/she has met the programme's learning outcomes.
- (3) A student wishing to be considered for an Aegrotat Award should make a formal application to the Special Cases Committee at the earliest possible opportunity.
- (4) The Programme Director should provide as much information as possible regarding the causes which prevented the student from attempting the whole or part of an assessment, together with evidence of the prospects of the student taking the assessment in a subsequent year within his/her time limits for completing the degree.
- (5) If it is considered necessary, the student may be asked to provide more detailed external evidence to support his/her application to be considered for an Aegrotat Award.
- (6) The Special Cases Committee should make a recommendation regarding the Aegrotat Award to the relevant Initial Examining Board based on the information provided.
- (7) In the event that the Initial Examining Board supports the proposal that a student be awarded an Aegrotat Award, then a recommendation should be presented to the relevant Progression/Award Examining Board.
- (8) The Progression/Award Examining Board will decide whether or not to award an Aegrotat Award based on the recommendation of the Initial Examining Board. The Progression/Award Examining Board's decision will be final.
- (9) In exceptional circumstances, and with the express approval of the student concerned, a Progression/Award Examining Board may consider a candidate for an Aegrotat Award without a referral from the Special Cases Committee.

6.3.8 Procedure for awarding a Posthumous Award

- (1) It is sometimes possible to award a Posthumous Award to a student for whom it was not possible to complete all the assessment associated with an award. This section defines the procedure for awarding Posthumous Awards.
- (2) A student will not normally be considered for a Posthumous Award unless he/she has successfully completed assessments for at least 75% of the credits contributing towards the award and evidence has been produced to demonstrate that he/she has met the programme's learning outcomes.
- (3) The Programme Director should make a formal application to the Special Cases Committee at the earliest possible opportunity for the consideration of a student for a Posthumous Award.
- (4) The Programme Director should provide the Special Cases Committee with as much relevant background information as possible in relation to the student.
- (5) The Special Cases Committee should make a recommendation regarding the Posthumous Award to the relevant Initial Examining Board based on the information provided.
- (6) In the event that the Initial Examining Board supports the proposal that a student be awarded a Posthumous Award, then a recommendation should be presented to the relevant Progression/Award Examining Board.

- (7) The Progression/Award Examining Board will decide whether or not to award a Posthumous Award based on the recommendation of the Initial Examining Board. The Progression/Award Examining Board's decision will be final.

6.4 Integrated Master's Degree

6.4.1 Introduction

- (1) An Integrated Master's Degree is awarded to a student who successfully meets the requirements as laid down in these regulations.
- (2) The processes for managing the assessment of modules, the awarding of credit and the rules for progression for modules at Level 4, Level 5 and Level 6 follow the same principles as those outlined in Sections 6.3.2 Rules for Progression and Award and 6.3.3 Presentation of Marks, with the following additional requirements for progression between levels:
 - i) In order to progress from Level 5 to Level 6 a student must achieve an overall average of at least 50% for the best marks in at least 100 credits at Level 5.
- (3) Students who fail to meet the additional requirements for progression from Level 5 to Level 6 set out in 6.4.1 (2) i) may be permitted to transfer to an appropriate Honours Degree or may be eligible for an exit award in accordance with Section 6.4.2.7.
- (4) Students who successfully complete Level 6 will progress to Level 7 if they have achieved an overall weighted average of at least 55% for the best marks in at least 100 credits at Level 5 and for the best marks in at least 100 credits at Level 6 (with Level 5 modules being given a weighting of 1 and Level 6 modules being given a weighting of 2).
- (5) Students who fail to meet the additional requirements for progression from Level 6 to Level 7 set out in 6.4.1 (4) may be eligible for an exit award in accordance with Section 6.4.2.7.
- (6) The process for managing the assessment of modules, the awarding of credit and the rules for progression for modules at Level 7 follow the same principles as those outlined in Sections 6.8.3 Part I (Taught Element): Rules for Progression and Award and 6.8.5 Presentation of Marks.

6.4.2 Integrated Master's Degree Regulations

- (1) In order to qualify for an Integrated Master's Degree, a student must successfully complete 480 credits. Integrated Master's Degree programmes normally consists of at least 120 credits at Level 7, at least 120 credits at Level 6 or above, at least 120 credits at Level 5 or above, with the remainder at Level 4 or above.

6.4.2.1 Integrated Master's Degree Classifications

- (1) The University determines the final degree classification based on the exit velocity of a student as well as the student's performance over time.
- (2) Level 5, Level 6 and Level 7 modules may contribute to the classification of an Integrated Master's Degree. The actual classification that is awarded to a student shall be determined by calculating the final overall average mark by applying whichever of the two classification methods set out in Section 6.4.2.2 and 6.4.2.3 is more beneficial to the student.
- (3) Award regulations for programmes that lead to professional qualifications sometimes differ from the University's general award regulations. In such cases, the Professional Body Regulations may take precedence over the general award regulations provided they meet

the standards required by the University for its awards. Such precedence will be specified during the validation process.

- (4) A student's classification shall normally be determined by his or her final overall average mark as determined under Method One (Section 6.4.2.2) or Method Two (Section 6.4.2.3), using the classification boundaries:

Class I	70% and above
Class II (i)	60% up to but not including 70%
Class II (ii)	50% up to but not including 60%

- (5) The final mark for a module is rounded to the nearest whole number for the purpose of calculating the final overall average mark for award classification and all classification related decisions.
- (6) The overall weighted average is rounded to the nearest whole number for award classification and all classification related decisions.

6.4.2.2 Method One: The Integrated Master's Overall Weighted Average

- (1) The final overall average mark for an Integrated Master's Degree will be calculated by using the following formula:
- Best marks in 100 credits at Level 7 modules will be given a weighting of 3.
 - Best marks in 100 credits at Level 6 modules will be given a weighting of 2.
 - Best marks in 100 credits at Level 5 modules will be given a weighting of 1.
- (2) Where the lowest mark in a Level occurs in a module with a credit value of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 100 credits are still used.
- (3) Unless otherwise specified within validation documents, the final overall average mark of degree programmes that include a proportion of credits where the module outcome is recorded as a grade rather than a mark will be based only on those modules for which marks have been awarded. The final overall average mark will be calculated by using the following formula:
- Level 7 module marks will be given a weighting of 3.
 - Level 6 module marks will be given a weighting of 2.
 - Level 5 module marks will be given a weighting of 1.

6.4.2.3 Method Two: The Level 7 Average

- (1) The final overall average mark will be calculated based on the best marks in 100 credits of Level 7 modules.
- (2) Where the lowest mark in a Level occurs in a module with a credit value of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 100 credits are still used.
- (3) Unless otherwise specified within validation documents, the final overall average mark of degree programmes that include a proportion of credits where the module outcome is recorded as a grade rather than a mark will be based only on those modules for which marks have been awarded.

6.4.2.4 Integrated Master's Degree Borderline cases

- (1) A student can be considered as borderline if his/her final overall average mark is no more than 2 percentage points below a classification boundary (i.e. no lower than 68% for a Class I, no lower than 58% for a Class II (i) etc.). The exit velocity principle will be applied to the profile of each borderline student in order to decide upon the classification.
- (2) **Exit velocity principle**
For a borderline student, the result is deemed to be in the upper of the two classifications surrounding the border if at least half the Level 7 credits used to calculate the final overall average mark were awarded rounded marks that are above the border.

6.4.2.5 Internal Transfer to Integrated Master's Degree

- (1) A student registered on an Honours Degree at the University may be permitted direct transfer to an Integrated Master's Degree at any time prior to that Honours Degree being conferred provided that:
 - the modules studied for the Honours Degree to date match exactly with the modules that would have been studied for the Integrated Master's Degree;
 - the student meets the additional requirements for progression between levels for Integrated Master's Degrees as set out in paragraphs 6.4.1 (2) to (4).

6.4.2.6 RPCL and RPEL for Integrated Master's Degrees

- (1) Marks for credits that a student has transferred following study at a different institution or have been awarded for experiential learning will not be used to calculate the final overall average mark.
- (2) For such a student on the Integrated Master's Degree, the final overall average mark will be calculated according to the formula:
 - Best marks in 100 credits at Level 7 modules studied at the University will be given a weighting of 3.
 - Best marks in 100 credits at Level 6 modules studied at the University will be given a weighting of 2.
 - The remaining Level 5 (and possibly Level 6) modules studied at the University will be given a weighting of 1.
- (3) Where the maximum transferable credit allowed has been accepted following study elsewhere, classification will be based on the average of the Level 6 and Level 7 modules studied at the University.
- (4) Marks for credits that a student has transferred following study on a previous programme at the University, or any of the founding institutions, will contribute towards the final overall average. For such a student the overall weighted average mark will be calculated in accordance with Sections 6.4.2.2 and 6.4.2.3.

6.4.2.7 Exit Awards for Integrated Master's Degrees

- (1) If a student fails to satisfy the conditions for progression at the end of Level 5 or Level 6, he/she may be eligible for an award of a Certificate or Diploma of Higher Education in accordance with Section 6.5.4.
- (2) If a student fails to satisfy the conditions for progression at the end of Level 6, he/she may be eligible for an award of an Honours Degree in accordance with Section 6.3.4 or may be eligible for an award of a Pass Degree in accordance with Section 6.3.5.

- (3) If a student fails to satisfy the conditions for award at the end of Level 7, he/she may be eligible for an award of a Postgraduate Certificate in accordance with Section 6.9.2 and an Honours Degree in accordance with Section 6.3.4.

6.5 Certificate of Higher Education and Diploma of Higher Education

6.5.1 Introduction

- (1) A Certificate of Higher Education or a Diploma of Higher Education is awarded to a student who successfully meets the requirements as laid down in these regulations.
- (2) Certificates and Diplomas of Higher Education are offered as stand-alone named qualifications, but are also staged awards normally corresponding to the completion of 120 credits at Level 4 (Certificate) and a further 120 credits at Level 5 or above (Diploma).
- (3) Certificates and Diplomas of Higher Education are awarded as exit awards and not as 'en-route' awards. That is, for a given degree course, students may not receive more than one award.
- (4) The processes for managing the assessment of modules, the awarding of credit and the rules for progression from Level 4 to Level 5 follow the same principles as those outlined in Sections 6.3.2 Rules for Progression and Award and 6.3.3 Presentation of Marks.

6.5.2 Certificate of Higher Education Regulations

- (1) In order to qualify for a Certificate of Higher Education, a student must successfully complete 120 credits at Level 4 or above, either as a named award or as part of a degree Programme of Study at the University.
- (2) Where the student's programme includes credit transfer, a clear decision must be made at the start of the student's period of study regarding whether or not the successful applicant could potentially be eligible for a Certificate of Higher Education with Merit or Distinction.
- (3) The student's final overall average mark will be calculated using the best marks in 100 credits at Level 4 or above. Where the lowest mark occurs in a module with a credit value of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 100 credits are still used.
- (4) A student who successfully completes a Certificate of Higher Education and attains a final overall average mark of at least 70% shall be eligible for a Certificate of Higher Education with Distinction.
- (5) A student who successfully completes a Certificate of Higher Education can be considered borderline for a Distinction if his/her final overall average mark is no more than 2 percentage points below a Distinction. In the event that such a student has achieved a rounded mark of at least 70% in at least half of the credits used in calculating the final overall average mark, then the student shall be eligible for a Certificate of Higher Education with Distinction.
- (6) A student who successfully completes a Certificate of Higher Education and attains a final overall average mark of at least 60% shall be eligible for a Certificate of Higher Education with Merit.
- (7) A student who successfully completes a Certificate of Higher Education can be considered borderline for a Merit if his/her final overall average mark is no more than 2 percentage points below a Merit. In the event that such a student has achieved a rounded mark of at least 60% in at least half of the credits used in calculating the final overall average mark, then the student shall be eligible for a Certificate of Higher Education with Merit.
- (8) A maximum of 80 credits may be transferred towards the award.

6.5.3 Diploma of Higher Education Regulations

- (1) In order to qualify for a Diploma of Higher Education, a student must successfully complete at least 120 credits at Level 4 or above and a further 120 credits at Level 5 or above, either as a named award or as part of a degree Programme of Study at the University.
- (2) Where the student's programme includes credit transfer, a clear decision must be made at the start of the student's period of study regarding whether or not the successful applicant could potentially be eligible for a Diploma of Higher Education with Merit or Distinction.
- (3) The student's final overall average mark will be calculated using the best marks in 100 credits at Level 5 or above. Where the lowest mark occurs in a module with a credit value of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 100 credits are still used.
- (4) A student who successfully completes a Diploma of Higher Education and attains a final overall average mark of at least 70% shall be eligible for a Diploma of Higher Education with Distinction.
- (5) A student who successfully completes a Diploma of Higher Education can be considered borderline for a Distinction if his/her final overall average mark is no more than 2 percentage points below a Distinction. In the event that such a student has achieved a rounded mark of at least 70% in at least half of the credits used in calculating the final overall average mark, then the student shall be eligible for a Diploma of Higher Education with Distinction.
- (6) A student who successfully completes a Diploma of Higher Education and attains a final overall average mark of at least 60% shall be eligible for a Diploma of Higher Education with Merit.
- (7) A student who successfully completes a Diploma of Higher Education can be considered borderline for a Merit if his/her final overall average mark is no more than 2 percentage points below a Merit. In the event that such a student has achieved a rounded mark of at least 60% in at least half of the credits used in calculating the final overall average mark, then the student shall be eligible for a Diploma of Higher Education with Merit.
- (8) A maximum of 160 credits may be transferred towards the award. Such credits may be at Levels 4 and 5, with no more than 40 at Level 5. In cases of credit transfer, a minimum of 80 credits at Level 5 must be awarded for study on the programme for which the student is registered.

6.5.4 Exit qualifications of Degree Programmes of Study

- (1) Since Certificates and Diplomas of Higher Education form stages of Honours Degree programmes and Integrated Master's Degree programmes, the appropriate regulations as given earlier in this document will apply.
- (2) Students need not register specifically for either a Certificate or Diploma of Higher Education in order to be awarded one or the other as an exit award. It is sufficient for students to register for the degree that encompasses the awards.
- (3) If a student, having accepted either a Certificate or Diploma of Higher Education as an exit award, applies and is accepted to continue studies on the same programme or a new programme in the expectation of completing the associated degree, then he/she will be required to relinquish the Certificate or Diploma before the new award can be confirmed.

- (4) If a student fails to satisfy the conditions for progression at the end of Level 5, but has satisfied the requirements for the award of a Certificate of Higher Education, he/she may be awarded a Certificate of Higher Education.
- (5) If a student fails to satisfy the conditions for award at the end of Level 6, but has satisfied the requirements for the award of a Diploma of Higher Education, he/she may be awarded a Diploma of Higher Education.
- (6) A student who exits with a Certificate of Higher Education may qualify for a Certificate of Higher Education with Merit or Distinction provided he/she satisfies the conditions specified in Section 6.5.2.
- (7) A student who exits with a Diploma of Higher Education may qualify for a Diploma of Higher Education with Merit or Distinction provided he/she satisfies the conditions specified in Section 6.5.3.

6.6 Foundation Degree

6.6.1 Introduction

- (1) A Foundation Degree is awarded to a student who successfully meets the requirements as laid down in these regulations.
- (2) The processes for managing the assessment of modules, the awarding of credit and the rules for progression from Level 4 to Level 5 follow the same principles as those outlined in Sections 6.3.2 Rules for Progression and Award and 6.3.3 Presentation of Marks.

6.6.2 Foundation Degree Regulations

- (1) In order to qualify for a Foundation Degree, a student must successfully complete 240 credits, of which at least 120 must be at Level 5 or above with the remainder at Level 4 or above.
- (2) Where the student's programme includes credit transfer, a clear decision must be made at the start of the student's period of study regarding whether or not the successful applicant could potentially be eligible for a Foundation Degree with Merit or Distinction.
- (3) The student's final overall average mark will be calculated using the best marks in 100 credits at Level 5 or above. Where the lowest mark occurs in a module with a credit value of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 100 credits are still used.
- (4) A student who successfully completes a Foundation Degree and attains a final overall average mark of at least 70% shall be eligible for a Foundation Degree with Distinction.
- (5) A student who successfully completes a Foundation Degree can be considered borderline for a Distinction if his/her final overall average mark is no more than 2 percentage points below a Distinction. In the event that such a student has achieved a rounded mark of at least 70% in at least half of the credits used in calculating the final overall average mark, then the student shall be eligible for a Foundation Degree with Distinction.
- (6) A student who successfully completes a Foundation Degree and attains a final overall average mark of at least 60% shall be eligible for a Foundation Degree with Merit.
- (7) A student who successfully completes a Foundation Degree can be considered borderline for a Merit if his/her final overall average mark is no more than 2 percentage points below a Merit. In the event that such a student has achieved a rounded mark of at least 60% in at

least half of the credits used in calculating the final overall average mark, then the student shall be eligible for a Foundation Degree with Merit.

- (8) A maximum of 160 credits may be transferred towards the award. Such credits may be at Levels 4 and 5, with no more than 40 at Level 5. In cases of credit transfer, a minimum of 80 credits at Level 5 must be achieved for study at the University.

6.7 Graduate Certificate and Graduate Diploma

6.7.1 Introduction

- (1) A Graduate Certificate or a Graduate Diploma is awarded to a student who successfully meets the requirements as laid down in these regulations.
- (2) The processes for managing the assessment of modules and the awarding of credit follow the same principles as those outlined in Sections 6.3.2 Rules for Progression and Award and 6.3.3 Presentation of Marks.

6.7.2 Graduate Certificate and Graduate Diploma Regulations

- (1) In order to qualify for a Graduate Certificate, a student must successfully complete 60 credits at Level 6.
- (2) In order to qualify for a Graduate Diploma, a student must successfully complete 120 credits at Level 6.
- (3) Where the student's programme includes credit transfer, a clear decision must be made at the start of the student's period of study regarding whether or not the successful applicant could potentially be eligible for a Graduate Certificate or Graduate Diploma with Merit or Distinction.
- (4) The student's final overall average mark will be calculated using the best marks in 50 credits at Level 6 for the Graduate Certificate. Where the lowest mark occurs in a module with a credit value of more than 10 credits, the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 50 credits are still used). The student's final overall average mark will be calculated using the best marks in 100 credits at Level 6 for the Graduate Diploma. Where the lowest mark occurs in a module with a credit value of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 100 credits are still used.
- (5) A student who completes a Graduate Certificate and attains a final overall average mark of at least 70% shall be eligible for a Graduate Certificate with Distinction.
- (6) A student who completes a Graduate Diploma and attains a final overall average mark of at least 70% shall be eligible for a Graduate Diploma with Distinction.
- (7) A student who successfully completes a Graduate Certificate or Graduate Diploma can be considered borderline for a Distinction if his/her final overall average mark is no more than 2 percentage points below a Distinction. In the event that the student has achieved a rounded mark of at least 70% in at least half of the credits used in calculating the final overall average mark, then the student shall be eligible for a Graduate Certificate or Graduate Diploma with Distinction.
- (8) A student who completes a Graduate Certificate and attains a final overall average mark of at least 60% shall be eligible for a Graduate Certificate with Merit.

- (9) A student who completes a Graduate Diploma and attains a final overall average mark of at least 60% shall be eligible for a Graduate Diploma with Merit.
- (10) A student who successfully completes a Graduate Certificate or Graduate Diploma can be considered borderline for Merit if his/her final overall average mark is no more than 2 percentage points below a Merit. In the event that the student has achieved a rounded mark of at least 60% in at least half of the credits used in calculating the final overall average mark, then the student shall be eligible for a Graduate Certificate or Graduate Diploma with Merit.

6.8 Master's Degree

6.8.1 Introduction

- (1) A Master's Degree is awarded to a student who successfully meets the requirements as laid down in these regulations.

6.8.2 Master's Degree Regulations

- (1) In order to qualify for a Master's Degree, a student must successfully complete 180 credits at Level 7.
- (2) Where a Master's Degree programme consists of Part I (Taught Element) and Part II (Dissertation), both Part I and Part II must be completed successfully before a student may qualify for the award of a Master's degree.
- (3) The pass mark for a module is 50%. The rules for processing module marks for initial degrees also apply to Master's degrees and can be found in Section 6.3.2.2. In respect of Parts I and II, Progression/Award Examining Boards may award overall marks according to the following scales:

Part I (the taught element)	
70% and over	: Distinction
60% up to but not including 70%	: Merit
50% up to but not including 60%	: Pass
0% up to but not including 50%	: Fail
Part II (the Master's dissertation)	
70% and over	: Distinction
60% up to but not including 70%	: Merit
50% up to but not including 60%	: Pass
0% up to but not including 50%	: Fail

- (4) Where a Master's Degree programme consists of Part I and Part II, the average mark for Part I will be calculated based on the best marks in 100 credits of Level 7 modules. Where the lowest mark occurs in a module with a credit value of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 100 credits are still used.
- (5) Where a Master's Degree programme consists of Part I and Part II, the final overall average mark for the Master's Degree is calculated by averaging the Part I average mark and the Part II mark.
- (6) In order to qualify for a Master's Degree with Distinction, a student must achieve a final overall average of not less than 70%, and where the programme consists of Part I and Part II have achieved an average mark of not less than 60% in Part I and a mark of not less than 70% in Part II.

- (7) In order to qualify for a Master's Degree with Merit, a student must achieve a final overall average of not less than 60%, and where the programme consists of Part I and Part II have achieved an average mark of not less than 50% in Part I and a mark of not less than 60% in Part II.
- (8) Marks for credits that a student has transferred following study at a different institution or have been awarded for experiential learning will not contribute towards the calculation of the average mark for Part I or the final overall average mark.
- (9) Marks for credits that a student has transferred following study on a previous programme at the University, or any of the founding institutions, will contribute towards the final overall average mark. For such a student, the final overall average mark will be calculated in accordance with paragraphs 6.8.2 (3) and (4).
- (10) A student who successfully completes a Master's Degree where more than 60 credits contribute to the final overall average mark can be considered as borderline for a Distinction if his/her final overall average is no more than 2 percentage points below a Distinction, and where the programme consists of Part I and Part II has an average mark of at least 60% in Part I and a mark of at least 70% in Part II. Such a student can be awarded a Master's with Distinction in the event that the student has achieved a rounded mark of at least 70% in at least half of the credits used in calculating the average mark for Part I.
- (11) A student who successfully completes a Master's Degree where more than 60 credits contribute to the final overall average mark can be considered as borderline for a Merit if his/her final overall average is no more than 2 percentage points below a Merit and where the programme consists of Part I and Part II has an average mark of at least 50% in Part I and a mark of at least 60% in Part II. Such a student can be awarded a Master's with Merit in the event that the student has achieved a rounded mark of at least 60% in at least half of the credits used in calculating the average mark for Part I.

6.8.3 Part I (Taught Element): Rules for Progression and Award

- (1) The pass mark for a module is 50%. A student cannot pass a module without attempting every component of the assessment associated with the module.
- (2) A student who accumulates 120 credits at Level 7 in Part I will normally progress to Part II.
- (3) Failed modules with a total credit value of up to and including 20 at Part I will be condoned subject to satisfying the following conditions. Failed credits cannot be condoned unless the student has attained a minimum of 100 credits. Failed credits can only be condoned provided:
 - they are not core modules for the student's Programme of Study;
 - the student has attempted each of the module's assessment components;
 - the overall mark for Part I is at least 50%;
 - the student has achieved a module mark of at least 45%.

A student is awarded the credits for a condoned module.

- (4) For each Programme of Study, modules may be identified as core modules which must be passed before a student can progress to the next level of study. It is possible that a module may be a core module for one Programme of Study, yet be a non-core module for another programme. Core modules must be clearly identified as such in the relevant Programme of Study Handbook.
- (5) A student may not be re-assessed in any module or unit of assessment for which a pass-mark has already been attained. A student who requests an opportunity be re-assessed in a

module which has been condoned may be allowed to do so at the discretion of the Progression/Award Examining Board. Requests to be re-assessed in condoned modules must be made prior to the completion of the programme of study.

- (6) A Postgraduate Certificate may be awarded to a student who has attained 60 credits at Level 7 but is unable or is not permitted to progress to Part II.
- (7) A Postgraduate Diploma may be awarded to a student who has attained 120 credits at Level 7 but is unable or is not permitted to progress to Part II.

6.8.3.1 Failure and Retrieval

- (1) The maximum number of re-assessment attempts that can be allowed for a particular module will be one. Where a student fails to complete a module which has been re-assessed and the module is not eligible for condonement (see paragraph 6.8.3 (3)), the student will be required to withdraw from the programme.
- (2) An Examining Board may decide the retrieval position of a student who has not reached the end of Part I, but has failed completed module(s) and/or has failed to attempt an assessment component of incomplete module(s).
- (3) The retrieval position of a student who, at the end of Part I, does not satisfy the criteria for progression will be decided by the relevant Progression/Award Examining Board or Re-assessment Examining Board in accordance with the following guidelines:
 - (a) Where a student has failed modules worth 60 credits or less, the student will normally be re-assessed in the failed assessment components of some or all of the failed modules during the next appropriate assessment period as determined by the relevant Examining Board. In determining whether a student should be re-assessed in some or all failed assessment components, the Examining Board should consider the student's overall profile and the possibility of condonement (paragraph 6.8.3 (3)).
 - (b) Where a student has failed modules worth more than 60 credits, the student will normally be required to repeat the failed modules.
- (4) If a student is re-assessed in a failed module in which there is only one assessment component, the mark awarded for the module is capped at 50%. The work is assessed in the normal way using the entire mark range. However, if the mark achieved is more than 50%, a mark of 50% is displayed on the student's transcript and used for classification purposes.
- (5) If a student is re-assessed in a failed module in which there is more than one assessment component, the mark awarded for the failed component of the assessment is capped at 50%. The work is assessed in the normal way using the entire mark range. However, if the mark achieved is more than 50%, a mark of 50% is actually used for the purpose of calculating the overall mark for the module. In such cases, provided the student has not failed every component it is therefore possible to achieve an overall mark of over 50%.
- (6) A student who has had requests to be re-assessed without penalty upheld by the Extenuating Circumstances Panel (see Section 13.2 of Chapter 13) will be allowed to be re-assessed at the next appropriate assessment period without penalty in terms of capped marks or number of permitted assessment attempts.
- (7) The following criteria must all be satisfied before a student is allowed the opportunity to repeat a module:

- the student would be able to complete the award within the prescribed time limits;
 - the student has made a genuine effort to complete the assessment requirements of the Programme of Study;
 - the student's attendance record has generally been satisfactory;
 - the student has engaged with the University's procedures for extenuating circumstances or Compensatory Measures where appropriate;
 - the student agrees to undertake any action considered necessary by the Programme Team to demonstrate his/her readiness to engage with the Programme of Study;
 - there is a reasonable likelihood that the student would be successful;
 - the student is not unfairly advantaged or disadvantaged.
- (8) A student who is required to repeat failed modules must agree to forfeit any marks and credit already achieved in the modules to be repeated. Forfeited marks cannot subsequently be used to determine the student's degree classification or in awarding credit. Where a student is permitted to repeat a module, the relevant Mid-session Examining Board, Progression/Award Examining Board or Re-assessment Examining Board must provide clear direction regarding whether or not the marks for the repeated modules should be capped. Normally marks would only be capped in cases where the marks had previously been reduced due to accepted or substantiated unfair practice.
- (9) An attempt at assessment during a repeated module shall be regarded as being the final opportunity for a student to redeem a failure except in cases where the student had requests to be re-assessed without penalty upheld by the Extenuating Circumstances Panel (see Section 13.2 of Chapter 13) or had not completed the relevant components due to having Compensatory Measures in place (see Section 13.1 of Chapter 13) for specific modules.
- (10) Subject to the approval of the Programme Director, a student may register on and complete a substitute module with the same credit values in place of a failed module. In such cases, assessment of the substitute module(s) will be subject to the same conditions as the original module, including possible capping of marks.
- (11) A student on a programme leading to a professional qualification or subject to a specific jurisdictional authority who fails to meet any relevant specified additional requirements may be prevented from progressing or may be required to withdraw from the programme. The relevant Mid-session Examining Board, Progression/Award Examining Board or Re-assessment Examining Board may offer such a student an exit qualification.
- (12) Progression regulations for programmes that lead to professional qualifications or are subject to a specific jurisdictional authority sometimes differ from the University's general progression rules. In such cases, the Professional Body Regulations and/or jurisdictional authority requirements may take precedence over the general progression rules provided they meet the standards required by the University for its awards. Such precedence will be specified during the validation process.

6.8.4 Part II (Dissertation): Availability of Dissertation and Retrieval of Failure

- (1) A student may publish the whole or part of the work produced during the student's period of registration prior to its submission as a whole, or as part of a dissertation, provided that in the published work it is nowhere stated that it is in consideration for a higher degree. Such published work may later be incorporated in the dissertation submitted for examination.
- (2) Other than to make typographical or minor corrections, students may not amend, add to or delete from the dissertation after it has been submitted for examination.
- (3) A dissertation submitted for a higher degree may be openly available and subject to no security classification or restriction of access. The University would allow a bar on

photocopying of and/or access to a dissertation for a specified period of up to five years. It shall be the student's responsibility to make an application for a bar on publication as soon as is reasonably practicable.

- (4) The title and summary of the dissertation shall normally be freely available.
- (5) A student who fails the dissertation may be permitted to re-submit on one occasion only, not more than 12 months from the date of the Examining Board which confirms the decision. A fee shall be payable for the examination of such a re-submission and the mark shall be capped at 50%. This will also apply to a student who fails to meet the submission deadline and therefore fails by non-submission.

6.8.5 Presentation of marks

6.8.5.1 Performance Indicators

- (1) When determining progression issues, Mid-session Examining Boards, Progression/Award Examining Boards and Re-assessment Examining Boards shall be provided by the Registry with all marks of assessment undertaken during the academic year using indicators agreed with the Registry.

6.8.5.2 Disclosure of marks

- (1) A distinction is drawn between provisional marks and approved marks. Approved marks are those that have been agreed at the appropriate Progression/Award Examining Board.
- (2) All marks will be disclosed to students when available either during or at the end of the academic session as appropriate. Any marks released prior to formal approval by a Progression/Award Examining Board are provisional.

6.9 Postgraduate Certificate and Postgraduate Diploma

6.9.1 Introduction

- (1) A Postgraduate Certificate or a Postgraduate Diploma is awarded to a student who successfully meets the requirements as laid down in these regulations.
- (2) Postgraduate Certificates and Diplomas are offered as stand-alone named qualifications, but are also staged awards normally corresponding to the completion of 60 credits at Level 7 (Certificate) and 120 credits at Level 7 (Diploma).
- (3) Postgraduate Certificates and Diplomas are awarded as exit awards and not as 'en-route' awards. That is, for a given degree course, students may not receive more than one award.
- (4) The processes for managing the assessment of modules, the awarding of credit and the rules for progression and award follow the same principles as those outlined in Sections 6.8.3 Part I (Taught Element): Rules for Progression and Award and 6.8.5 Presentation of Marks.

6.9.2 Postgraduate Certificate Regulations

- (1) In order to qualify for a Postgraduate Certificate, a student must successfully complete 60 credits at Level 7, either as a named award or as part of study towards a Master's Degree programme at the University.
- (2) Where the student's programme includes credit transfer, a clear decision must be made at the start of the student's period of study regarding whether or not the successful applicant could potentially be eligible for a Postgraduate Certificate with Merit or Distinction.

- (3) The student's final overall average mark will be calculated using the best marks in 50 credits at Level 7. Where the lowest mark occurs in a module with a credit value of more than 10 credits, the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 50 credits are still used.
- (4) A student who successfully completes a Postgraduate Certificate and attains a final overall average mark of at least 70% shall be eligible for a Postgraduate Certificate with Distinction.
- (5) A student who successfully completes a Postgraduate Certificate can be considered borderline for a Distinction if his/her final overall average mark is no more than 2 percentage points below a Distinction. In the event that such a student has achieved a rounded mark of at least 70% in at least half of the credits used in calculating the final overall average mark, then the student shall be eligible for a Postgraduate Certificate with Distinction.
- (6) A student who successfully completes a Postgraduate Certificate and attains a final overall average mark of at least 60% shall be eligible for a Postgraduate Certificate with Merit.
- (7) A student who successfully completes a Postgraduate Certificate can be considered borderline for a Merit if his/her final overall average is no more than 2 percentage points below a Merit. In the event that such a student has achieved a rounded mark of at least 60% in at least half of the credits used in calculating the final overall average mark, then the student shall be eligible for a Postgraduate Certificate with Merit.
- (8) A maximum of 40 credits at Level 7 may be transferred towards the award.

6.9.3 Postgraduate Diploma Regulations

- (1) In order to qualify for a Postgraduate Diploma, a student must successfully complete at least 120 credits at Level 7, either as a named award or as part of study towards a Master's Degree programme at the University.
- (2) Where the student's programme includes credit transfer, a clear decision must be made at the start of the student's period of study regarding whether or not the successful applicant could potentially be eligible for a Postgraduate Diploma with Merit or Distinction.
- (3) The student's final overall average mark will be calculated using the best marks in 100 credits at Level 7. Where the lowest mark occurs in a module with a credit value of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 100 credits are still used.
- (4) A student who successfully completes a Postgraduate Diploma and attains a final overall average mark of at least 70% shall be eligible for a Postgraduate Diploma with Distinction.
- (5) A student who successfully completes a Postgraduate Diploma can be considered borderline for a Distinction if his/her final overall average mark is no more than 2 percentage points below a Distinction. In the event that such a student has achieved a rounded mark of at least 70% in at least half of the credits used in calculating the final overall average mark, then the student shall be eligible for a Postgraduate Diploma with Distinction.
- (6) A student who successfully completes a Postgraduate Diploma and attains a final overall average mark of at least 60% shall be eligible for a Postgraduate Diploma with Merit.
- (7) A student who successfully completes a Postgraduate Diploma can be considered borderline for a Merit if his/her final overall average mark is no more than 2 percentage points below a Merit. In the event that such a student has achieved a rounded mark of at least 60% in at least half of the credits used in calculating the overall weighted average mark, then the student shall be eligible for a Postgraduate Diploma with Merit.
- (8) A maximum of 80 credits at Level 7 may be transferred towards the award.

6.9.4 Exit qualifications of Taught Master's Programmes of Study

- (1) Since Postgraduate Certificates and Diplomas form stages of Taught Master's Degree programmes, the appropriate regulations earlier in this document will apply.
- (2) Students need not register specifically for either a Postgraduate Certificate or Diploma in order to be awarded one or other exit award. It is sufficient for students to register for the degree that encompasses the awards.
- (3) If a student, having accepted either a Postgraduate Certificate or Diploma, applies and is accepted to continue studies on the same programme or a new programme in the expectation of completing the associated degree, then he/she will be required to relinquish the Postgraduate Certificate or Diploma before the new award can be confirmed.
- (4) If a student fails to satisfy the conditions for progression at the Part I Progression/Award Board but has satisfied the requirements for the award of a Postgraduate Certificate, he/she may be awarded a Postgraduate Certificate.
- (5) If a student fails to satisfy the conditions for award at the end of Part II but has satisfied the requirements for the award of a Postgraduate Diploma, he/she may be awarded a Postgraduate Diploma.
- (6) Students who exit with a Postgraduate Certificate may qualify for a Postgraduate Certificate with Merit or Distinction provided they satisfy the conditions specified in Section 6.9.2.
- (7) Students who exit with a Postgraduate Diploma may qualify for a Postgraduate Diploma with Merit or Distinction provided they satisfy the conditions specified in Section 6.9.3.

6.10 Master of Fine Arts Degree

6.10.1 Introduction

- (1) A Master of Fine Arts Degree is awarded to a student who successfully meets the requirements as laid down in these regulations.

6.10.2 Master of Fine Arts Degree Regulations

- (1) In order to qualify for a Master of Fine Arts Degree, a student must successfully complete 240 credits at Level 7.
- (2) The Master of Fine Arts Degree consists of Part I (normally 120 Level 7 taught credits), Part II (a Level 7 dissertation or project with a credit value of 60) and Part III (a Level 7 practical project with a credit value of 60). A student must successfully complete Part I, Part II and Part III in order to qualify for the award of a Master of Fine Arts degree.
- (3) The process for managing the assessment of modules, the awarding of credit and the rules for progression for Part I follow the same principles as those outlined in Sections 6.8.3 Part I (Taught Element): Rules for Progression and Award and 6.8.5 Presentation of Marks.
- (4) The process for managing the assessment and the awarding of credit for Part II follow the same principles as those outlined in Sections 6.8.4 Part II (Dissertation): Availability of Dissertation and Retrieval of Failure and 6.8.5 Presentation of Marks.
- (5) In respect of Part I, Part II, and Part III, Progression/Award Examining Boards may award overall marks according to the following scales:

Part I (the taught element)	
70% and over	: Distinction
60% up to but not including 70%	: Merit
50% up to but not including 60%	: Pass
0% up to but not including 50%	: Fail
Part II (the dissertation/project)	
70% and over	: Distinction
60% up to but not including 70%	: Merit
50% up to but not including 60%	: Pass
0% up to but not including 50%	: Fail
Part III (the practical project)	
70% and over	: Distinction
60% up to but not including 70%	: Merit
50% up to but not including 60%	: Pass
0% up to but not including 50%	: Fail

- (6) The average mark for Part I will be calculated based on the best marks in 100 credits of Level 7 modules. Where the lowest mark occurs in a module with a credit value of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 100 credits are still used.
- (7) The final overall average mark for the Master of Fine Arts Degree is calculated by averaging the Part I average mark, the Part II mark and the Part II mark.
- (8) In order to qualify for a Master of Fine Arts Degree with Distinction, a student must achieve a final overall average of not less than 70%, with an average mark of not less than 60% in Part I and a mark of not less than 70% in both Part II and Part III.
- (9) In order to qualify for a Master of Fine Arts Degree with Merit, a student must achieve a final overall average of not less than 60%, with an average mark of not less than 50% in Part I and a mark of not less than 60% in both Part II and Part III.
- (10) Marks for credits that a student has transferred following study at a different institution or have been awarded for experiential learning will not contribute towards the calculation of the average mark for Part I or the final overall average mark.
- (11) Marks for credits that a student has transferred following study on a previous programme at the University, or any of the founding institutions, will contribute towards the final overall average mark. For such a student, the final overall average mark will be calculated in accordance with paragraphs 6.10.2 (5) and (6).
- (12) A student who successfully completes a Master of Fine Arts Degree where more than 120 credits contribute to the final overall average mark can be considered as borderline for a Distinction if his/her final overall average is no more than 2 percentage points below a Distinction, and the student has an average mark of at least 60% in Part I and a mark of at least 70% in both Part II and Part III. Such a student can be awarded a Master of Fine Arts with Distinction in the event that the student has achieved a rounded mark of at least 70% in at least half of the credits used in calculating the average mark for Part I.
- (13) A student who successfully completes a Master of Fine Arts Degree where more than 120 credits contribute to the final overall average mark can be considered as borderline for a Merit if his/her final overall average is no more than 2 percentage points below a Merit, and the student has an average mark of at least 50% in Part I and a mark of at least 60% in both Part II and Part III. Such a student can be awarded a Master of Fine Arts with Merit in the event that the student has achieved a rounded mark of at least 60% in at least half of the credits used in calculating the average mark for Part I.

6.10.3 Part III (Practical Project): Retrieval and Failure

- (1) A student who fails the practical project may be permitted to re-submit on one occasion only, not more than 12 months from the date of the Examining Board which confirms the decision. A fee shall be payable for the examination of such a re-submission and the mark shall be capped at 50%. This will also apply to a student who fails to meet the submission deadline and therefore fails by non-submission.

6.11 Higher National Certificate (HNC) and Higher National Diploma (HND) Awards

6.11.1 Introduction

- (1) The Higher National Certificate and the Higher National Diploma is awarded to a student who achieves all programme outcomes as expressed for each module within the validation document and successfully meets the requirements as laid down in these regulations.
- (2) The processes for managing the assessment of modules, the awarding of credit and the rules for progression from Level 4 to Level 5 follow the same principles as those outlined in Sections 6.3.2 Rules for Progression and Award and 6.3.3 Presentation of Marks.
- (3) In order to achieve a Higher National award, a student must achieve all programme outcomes as expressed for each module within the validation document.
- (4) For each assessment component and subsequently each module, grades of Pass, Merit and Distinction may be assigned in accordance with the Pearson/BTEC criteria.

6.11.2 Higher National Certificate Regulations

- (1) The Higher National Certificate is awarded to a student who has attained the credit requirements as defined in the validation document for the specific programme (a minimum of 120 credits at Level 4 or above).
- (2) Where the student's programme includes credit transfer, a clear decision must be made at the start of the student's period of study regarding whether or not the successful applicant could potentially be eligible for a Higher National Certificate with Merit or Distinction.
- (3) The student's final overall average mark will be calculated using the best marks in 100 credits at Level 4 or above. Where the lowest mark occurs in a module with a credit value of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 100 credits are still used.
- (4) A student who successfully completes a Higher National Certificate and attains a final overall average mark of at least 70% shall be eligible for a Higher National Certificate with Distinction.
- (5) A student who successfully completes a Higher National Certificate can be considered borderline for a Distinction if his/her final overall average is no more than 2 percentage points below a Distinction. In the event that such a student has achieved a rounded mark of at least 70% in at least half of the credits used in calculating the final overall average, then the student shall be eligible for a Higher National Certificate with Distinction.
- (6) A student who successfully completes a Higher National Certificate and attains a final overall average mark of at least 60% shall be eligible for a Higher National Certificate with Merit.
- (7) A student who successfully completes a Higher National Certificate can be considered borderline for a Merit if his/her final overall average is no more than 2 percentage points below a Merit. In the event that such a student has achieved a rounded mark of at least 60%

in at least half of the credits used in calculating the final overall average, then the student shall be eligible for a Higher National Certificate with Merit.

- (8) A maximum of 80 credits may be transferred towards the award where the validation document for the specific programme defines the programmes requirement as 120 credits.

6.11.3 Higher National Diploma Regulations

- (1) The Higher National Diploma is awarded to a student who has attained at least 120 credits at Level 4 or above and a further 120 credits at Level 5 or above as a named award.
- (2) Where the student's programme includes credit transfer, a clear decision must be made at the start of the student's period of study regarding whether or not the successful applicant could potentially be eligible for a Higher National Diploma with Merit or Distinction.
- (3) The student's final overall average mark will be calculated using the best marks in 100 credits at Level 5 or above. Where the lowest mark occurs in a module with a credit value of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 100 credits are still used.
- (4) A student who successfully completes a Higher National Diploma and attains a final overall average mark of at least 70% shall be eligible for a Higher National Diploma with Distinction.
- (5) A student who successfully completes a Higher National Diploma can be considered borderline for a Distinction if his/her final overall average is no more than 2 percentage points below Distinction. In the event that such a student has achieved a rounded mark of at least 70% in at least half of the credits used in calculating the final overall average, then the student shall be eligible for a Higher National Diploma with Distinction.
- (6) A student who successfully completes a Higher National Diploma and attains a final overall average mark of at least 60% shall be eligible for a Higher National Diploma with Merit.
- (7) A student who successfully completes a Higher National Diploma can be considered borderline for a Merit if his/her final overall weighted average is no more than 2 percentage points below a Merit. In the event that such a student has achieved a rounded mark of at least 60% in at least half of the credits used in calculating the final overall average, then the student shall be eligible for a Higher National Diploma with Merit.
- (8) A maximum of 160 credits may be transferred towards the award. Such credits may be at Levels 4 and 5, with no more than 40 at Level 5. In cases of credit transfer, a minimum of 80 credits at Level 5 must be awarded for study on the programme for which the student is registered.

6.12 Post Graduate Certificate in Education and Professional Graduate Certificate in Education (PGCE) Primary / Secondary with QTS

- (1) A Professional Graduate Certificate in Education Primary / Secondary with QTS or a Post Graduate Certificate of Education Primary / Secondary with QTS is awarded to a student who successfully meets the requirements as laid down in these regulations.

6.12.1 PGCE Primary / Secondary with QTS Regulations

- (1) In order to qualify for the Professional Graduate Certificate in Education Primary / Secondary with QTS, a student must successfully complete a minimum of 120 credits at Level 6.

- (2) In order to qualify for the Post Graduate Certificate in Education Primary / Secondary with QTS, a student must successfully complete a minimum of 120 credits, of which at least 40 credits must be at Level 7 and the remainder at Level 6.
- (3) The outcome for a module is recorded as a Grade on the scale Grade A to Grade E.
- (4) In order to pass a module that forms part of any of these programmes, students are required to achieve at least a Grade D.
- (5) All students following initial teacher training programmes are required to demonstrate achievement of standards for Qualified Teacher Status (QTS) in University-based and Professional Teaching Experiences contexts. Further details can be found in the validation documents and Programme of Study Handbooks for each programme.
- (6) Examining Boards will only be allowed to consider students for the award on which they are registered.

6.12.2 Failure and Retrieval

- (1) The maximum number of re-assessment attempts that can be allowed for any Level 6 module will be two and for any Level 7 module will be one. Where a student fails to complete a module which has been re-assessed for a second time in a Level 6 module or which has been re-assessed in a Level 7 module, the student will be required to withdraw from the programme.
- (2) Where a student has failed modules worth 60 credits or less, the student will normally be re-assessed in failed assessment components of some or all of the failed modules during the next appropriate assessment period as determined by the relevant Examining Board, Where a student has failed modules worth more than 60 credits, the student will be required to repeat the failed modules.
- (3) Notwithstanding paragraph 6.12.2 (2), where a student has failed a Level 6 module for the second time, the student will be required to repeat the failed module.
- (4) The re-assessment of Professional Teaching Experiences will be conditional upon the availability of a suitable school.
- (5) If a student is re-assessed in a failed module, the Grade recorded is capped as a Grade D.
- (6) A student who has had requests to be re-assessed without penalty upheld by the Extenuating Circumstances Panel (see Section 13.2 of Chapter 13) will be allowed to be re-assessed without penalty at the next appropriate assessment period without penalty in terms of capped grades or number of permitted assessment attempts.
- (7) The following criteria must be satisfied before a student is allowed the opportunity to repeat a module:
 - the student would be able to complete the award within the prescribed time limits;
 - the student has made a genuine effort to complete the assessment requirements of the Programme of Study;
 - the student's attendance record has generally been satisfactory;
 - the student has engaged with the University's procedures for extenuating circumstances or Compensatory Measures where appropriate;
 - the student agrees to undertake any action considered necessary by the Programme Team to demonstrate his/her readiness to engage with the Programme of Study;
 - there is a reasonable likelihood that the student would be successful;
 - the student is not unfairly advantaged or disadvantaged.

- (8) A student who is required to repeat failed modules must agree to forfeit any marks and credit already achieved in the modules to be repeated. Where a student is permitted to repeat a module, the relevant Examining Board must provide clear direction regarding whether or not the grades for the repeated modules should be capped. Normally grades would only be capped in cases where a mark of 0% had been recorded due to accepted or substantiated unfair practice.
- (9) An attempt at assessment during a repeated module shall be regarded as being one of the permitted opportunities for a student to redeem a failure except in cases where the student had requests to be re-assessed without penalty upheld by the Extenuating Circumstances Panel (see Section 13.2 of Chapter 13) or had not completed the relevant components due to having Compensatory Measures in place (see Section 13.1 of Chapter 13) for specific modules.

6.12.3 Teach First Post Graduate Certificate in Education and Professional Graduate Certificate in Education (PGCE) Primary / Secondary with QTS

- (1) A student who fails, may, on the recommendation of the Examining Board, be re-presented for re-assessment on one occasion only. The conditions under which such re-assessment may take place are described in the relevant validation documents.

6.12.4 Presentation of marks

6.12.4.1 Performance Indicators

- (1) When determining progression issues, Mid-session Examining Boards, Progression/Award Examining Boards and Re-assessment Examining Boards shall be provided by the Registry with all marks of assessment undertaken during the academic year using indicators agreed with the Registry.

6.12.4.2 Disclosure of marks

- (1) A distinction is drawn between provisional marks and approved marks. Approved marks are those that have been agreed at the appropriate Progression/Award Examining Board.
- (2) All marks will be disclosed to students when available either during or at the end of the academic session as appropriate. Any marks released prior to formal approval by a Progression/Award Examining Board are provisional.

6.13 Post Compulsory Education and Training (PCET): Professional Certificate in Education (PCE), Professional Graduate Certificate in Education (PGCE) and Post Graduate Certificate in Education (PGCE)

- (1) A Professional Certificate in Education (PCE) or a Professional Graduate Certificate in Education (PGCE) or a Post Graduate Certificate of Education (PGCE) Post Compulsory Education and Training is awarded to a student who successfully meets the requirements as laid down in these regulations.
- (2) The processes for managing the assessment of modules, the awarding of credit and the rules for progression for modules at Level 5 and Level 6 follow the same principles as those outlined in Sections 6.3.2 Rules for Progression and Award and 6.3.3 Presentation of Marks.
- (3) The process for managing the assessment of modules, the awarding of credit and the rules for progression for modules at Level 7 follow the same principles as those outlined in Section 6.8.3 Part I (Taught Element): Rules for Progression and Award and 6.8.5 Presentation of Marks.

6.13.1 PCE PCET and PGCE PCET Regulations

- (1) In order to qualify for the Professional Certificate in Education Post Compulsory Education and Training (PCET), a student must successfully complete a minimum of 120 credits, of which at least 60 credits must be at Level 6 and the remainder at Level 5.
- (2) In order to qualify for the Professional Graduate Certificate in Education Post Compulsory Education and Training (PCET), a student must successfully complete a minimum of 120 credits at Level 6.
- (3) In order to qualify for the Post Graduate Certificate in Education Post Compulsory Education and Training (PCET), a student must successfully complete a minimum of 120 credits, of which at least 60 credits must be at Level 7 and the remainder at Level 6.
- (4) Where the student's programme includes credit transfer, a clear decision must be made at the start of the student's period of study regarding whether or not the successful applicant could potentially be eligible for a Professional Certificate in Education PCET or a Professional Graduate Certificate in Education PCET or a Post Graduate Certificate in Education PCET with Merit or Distinction.
- (5) The student's final overall average mark will be calculated using the best marks in at least 100 credits at Level 5 or above. Where the lowest mark occurs in a module with a credit value of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 100 credits are still used.
- (6) A student who successfully completes a Professional Certificate in Education PCET or a Professional Graduate Certificate in Education PCET or a Post Graduate Certificate in Education PCET and attains a final overall average mark of at least 70% shall be eligible for an award with Distinction.
- (7) A student who successfully completes a Professional Certificate in Education PCET or a Professional Graduate Certificate in Education PCET or a Post Graduate Certificate in Education PCET can be considered borderline for a Distinction if his/her final overall average mark is no more than 2 percentage points below a Distinction. In the event that such a student has achieved a rounded mark of at least 70% in at least half of the credits used in calculating the final overall average mark, then the student shall be eligible for an award with Distinction.
- (8) A student who successfully completes a Professional Certificate in Education PCET or a Professional Graduate Certificate in Education PCET or a Post Graduate Certificate in Education PCET and attains a final overall average mark of at least 60% shall be eligible for an award with Merit.
- (9) A student who successfully completes a Professional Certificate in Education PCET or a Professional Graduate Certificate in Education PCET or a Post Graduate Certificate in Education PCET can be considered borderline for a Merit if his/her final overall average mark is no more than 2 percentage points below a Merit. In the event that such a student has achieved a rounded mark of at least 60% in at least half of the credits used in calculating the final overall average mark, then the student shall be eligible for an award with Merit.
- (10) A maximum of 80 credits may be transferred towards a Professional Certificate in Education PCET or a Professional Graduate Certificate in Education PCET or a Post Graduate Certificate in Education PCET. For the Professional Certificate of Education PCET, such credits may be at Levels 5 and 6, with no more than 60 at Level 5. For the Professional Graduate Certificate in Education PCET, such credits must be at Level 6. For the Postgraduate Certificate in Education PCET, such credits may be at Levels 6 and 7, with no more than 60 at Level 6. In cases of credit transfer for the Professional Certificate in

Education PCET and the Professional Graduate Certificate in Education PCET, a minimum of 40 credits at Level 6 must be achieved for study at the University. In cases of credit transfer for the Post Graduate Certificate in Education PCET, a minimum of 40 credits at Level 7 must be achieved for study at the University.

6.13.2 Exit qualifications of PCE PCET and PGCE PCET Programmes of Study

- (1) The Certificate in Teaching Skills and the Graduate Certificate in Teaching Skills both form stages of PCE PCET and PGCE PCET programmes.
- (2) Students need not register specifically for either a Certificate in Teaching Skills or a Graduate Certificate in Teaching Skills in order to be awarded one or other exit award. It is sufficient for students to register for the degree that encompasses the awards.
- (3) If a student, having accepted either a Certificate in Teaching Skills or a Graduate Certificate in Teaching Skills, applies and is accepted to continue studies on the same programme or a new programme in the expectation of completing the associated degree, then he/she will be required to relinquish the Certificate in Teaching Skills or the Graduate Certificate in Teaching Skills before the new award can be confirmed.
- (4) If a student fails to satisfy the conditions for award of a Professional Certificate in Education PCET, he/she may be awarded a Certificate in Teaching Skills where he/she has successfully completed at least 60 credits at Level 5 or above and completed at least 50 hours of teaching practice.
- (5) If a student fails to satisfy the conditions for award of a Professional Graduate Certificate of Education PCET or of a Postgraduate Certificate in Education PCET, he/she may be awarded a Graduate Certificate in Teaching Skills where he/she has successfully completed at least 60 credits at Level 6 or above and completed at least 50 hours of teaching practice.
- (6) The Certificate in Teaching Skills and the Graduate Certificate in Teaching Skills are both unclassified.

6.14 Foundation Certificate

- (1) A Foundation Certificate is awarded to a student who successfully meets the requirements as laid down in these regulations.

6.14.1 Foundation Certificate Regulations

- (1) In order to qualify for the Foundation Certificate, a student must successfully complete a minimum of 120 credits at Level 3.
- (2) The rules for processing module marks for initial degrees also apply to the Foundation Certificate and can be found in Section 6.3.2.2.
- (3) The pass mark for a module is 40%. A student cannot pass a module without attempting every component of the assessment associated with the module.
- (4) A student may not be re-assessed in any module or unit of assessment for which a pass-mark has already been attained
- (5) There is no condonement for the Foundation Certificate.
- (6) The Foundation Certificate is unclassified.

6.14.2 Failure and Retrieval

- (1) The maximum number of re-assessment attempts that can be allowed for any module will be two. Where a student fails to complete a module which has been re-assessed for a second time, the student will be required to withdraw from the programme.
- (2) Where a student has failed modules worth 60 credits or less, the student will normally be re-assessed in failed assessment components of some or all of the failed modules during the next appropriate assessment period as determined by the relevant Examining Board. Where a student has failed modules worth more than 60 credits, the student will normally be required to repeat the failed modules.
- (3) Notwithstanding paragraph 6.14.2 (2), where a student has failed a module for the second time, the student will be required to repeat the failed module.
- (4) If a student is re-assessed in a failed or replacement module in which there is only one assessment component, the mark awarded for the module is capped at 40%. The work is assessed in the normal way using the entire mark range. However, if the mark achieved is more than 40%, a mark of 40% is displayed on the student's transcript.
- (5) If a student is re-assessed in a failed module in which there is more than one assessment component, the mark awarded for the failed component of the assessment is capped at 40%. The work is assessed in the normal way using the entire mark range. However, if the mark achieved is more than 40%, a mark of 40% is actually used for the purpose of calculating the overall mark for the module. In such cases, provided the student has not failed every component it is therefore possible to achieve an overall mark of over 40%.
- (6) A student who has had requests to be re-assessed without penalty upheld by the Extenuating Circumstances Panel (see Section 13.2 of Chapter 13) will be allowed to be re-assessed without penalty at the next appropriate assessment period without penalty in terms of capped grades or number of permitted assessment attempts.
- (7) The following criteria must be satisfied before a student is allowed the opportunity to repeat a module:
 - the student would be able to complete the award within the prescribed time limits;
 - the student has made a genuine effort to complete the assessment requirements of the Programme of Study;
 - the student's attendance record was generally been satisfactory;
 - the student has engaged with the University's procedures for extenuating circumstances or Compensatory Measures where appropriate;
 - the student agrees to undertake any action considered necessary by the Programme Team to demonstrate his/her readiness to engage with the Programme of Study;
 - there is a reasonable likelihood that the student would be successful;
 - the student is not unfairly advantaged or disadvantaged.
- (8) A student who is required to repeat failed modules must agree to forfeit any marks and credit already achieved in the modules to be repeated. Where a student is permitted to repeat a module, the relevant Examining Board must provide clear direction regarding whether or not the grades for the repeated modules should be capped. Normally grades would only be capped in cases where a mark of 0% had been recorded due to accepted or substantiated unfair practice.
- (9) An attempt at assessment during a repeated module shall be regarded as being one of the two opportunities for a student to redeem a failure except in cases where the student had requests to be re-assessed without penalty upheld by the Extenuating Circumstances Panel (see Section 13.2 of Chapter 13) or had not completed the relevant components due to

having Compensatory Measures in place (see Section 13.1 of Chapter 13) for specific modules.

6.14.3 Presentation of marks

6.14.3.1 Performance Indicators

- (1) When determining progression issues, Mid-session Examining Boards, Progression/Award Examining Boards and Re-assessment Examining Boards shall be provided by the Registry with all marks of assessment undertaken during the academic year using indicators agreed with the Registry.

6.14.3.2 Disclosure of marks

- (1) A distinction is drawn between provisional marks and approved marks. Approved marks are those that have been agreed at the appropriate Progression/Award Examining Board.

6.15 University Certificate of Credit

6.15.1 Introduction

- (1) A University Certificate of Credit is awarded to a student who successfully meets the requirements as laid down in these regulations.
- (2) The processes for managing the assessment of modules and the awarding of credit follow the same principles as those outlined in Sections 6.3.2 Rules for Progression and Award and 6.3.3 Presentation of Marks.

6.15.2 University Certificate of Credit Regulations

- (1) In order to qualify for a University Certificate of Credit, a student must successfully complete 40 credits at Level 4 or 40 credits at Level 5 or 40 credits at Level 6.
- (2) There is no condonement for the University Certificate of Credit.
- (3) The University Certificate of Credit is unclassified.

6.16 Pre-Master's Certificate and Pre-Master's Diploma

6.16.1 Introduction

- (1) A Pre-Master's Certificate or a Pre-Master's Diploma is awarded to a student who successfully meets the requirements as laid down in these regulations.
- (2) The process for managing the assessment of modules and the awarding of credit are the same as the processes outlined in Sections 6.3.2 Rules for Progression and Award and 6.3.3 Presentation of Marks.

6.16.2 Pre-Master's Certificate and Pre-Master's Diploma Regulations

- (1) In order to qualify for a Pre-Master's Certificate, a student must successfully complete 60 credits at Level 6.
- (2) In order to qualify for a Pre-Master's Diploma, a student must successfully complete 120 credits at Level 6.

- (3) The student's final overall average mark will be calculated using the best marks in 50 credits at Level 6 for the Pre-Master's Certificate. Where the lowest mark occurs in a module with a credit value of more than 10 credits, the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 50 credits are still used. The student's final overall average mark will be calculated using the best marks in 100 credits at Level 6 for the Pre-Master's Diploma. Where the lowest mark occurs in a module with a credit value of more than 20, then the mark will be included in the calculation of the overall average for a proportion of the credit value such that marks for 100 credits are still used.
- (4) A student who completes a Pre-Master's Certificate and attains a final overall average mark of at least 70% shall be eligible for a Pre-Master's Certificate with Distinction.
- (5) A student who completes a Pre-Master's Diploma and attains a final overall average mark of at least 70% shall be eligible for a Pre-Master's Diploma with Distinction.
- (6) A student who successfully completes a Pre-Master's Certificate or Pre-Master's Diploma can be considered borderline for a Distinction if his/her final overall average mark is no more than 2 percentage points below a Distinction. In the event that the student has achieved a rounded mark of at least 70% in at least half of the credits used in calculating the final overall average mark, then the student shall be eligible for a Pre-Master's Certificate or Pre-Master's Diploma with Distinction.
- (7) A student who completes a Pre-Master's Certificate and attains a final overall average mark of at least 60% shall be eligible for a Pre-Master's Certificate with Merit.
- (8) A student who completes a Pre-Master's Diploma and attains a final overall average mark of at least 60% shall be eligible for a Pre-Master's Diploma with Merit.
- (9) A student who successfully completes a Pre-Master's Certificate or Pre-Master's Diploma can be considered borderline for Merit if his/her final overall average mark is no more than 2 percentage points below a Merit. In the event that the student has achieved a rounded mark of at least 60% in at least half of the credits used in calculating the final overall average mark, then the student shall be eligible for a Pre-Master's Certificate or Pre-Master's Diploma with Merit.

6.17 Unsatisfactory Progress

6.17.1 Unsatisfactory Student Progress on a Programme of Study

- (1) All students are required to satisfy the requirements of the Programme(s) of Study for which they are registered.
- (2) Progress in each Programme of Study is monitored in ways deemed appropriate by the Programme Director. All students must comply with the University's Fitness to Practise Policy and are subject to the University's Fitness to Study Policy.
- (3) Mid-session Examining Boards, Progression/Award Examining Boards and Re-assessment Examining Boards have the authority to advise or require a student to withdraw from the programme directly without recourse to the procedures outlined in paragraphs 6.17.1 (5) to (6) if the student has not completed sufficient credits to progress to the next level of study or is deemed to be not acquiring sufficient credits to allow timely completion of the programme.
- (4) The stages set out in paragraphs 6.17.1 (5) to (6) represent the minimum requirements for formally informing a student of concerns regarding unsatisfactory progress. Faculties may introduce additional stages where this is deemed appropriate.

- (5) A student whose progress is regarded by a tutor(s) or Programme Director(s) as unsatisfactory shall be interviewed by the relevant Programme Director(s) or Head of School. Prior to the interview the student shall be invited to furnish the meeting with written details and independent evidence of any special circumstances that they wish to be considered for their possible relevance to the matter under deliberation. Following this meeting the student shall be given, if appropriate, a formal written warning that their academic progress is unsatisfactory in terms of such matters as, for example, poor attendance, undertaking of, or completion of, assessment tasks, submission of assessed work, or inappropriate behaviour and informed that they will be required to withdraw from University if their academic progress continues to be regarded as unsatisfactory. The written warning shall be kept by the Programme Director(s) or Head of School and copies sent to the student, the Dean(s) of Faculty and the Academic Office. The School, in consultation with the student, may create an Action Plan which describes the conditions required for further progression.
- (6) A student whose progress is regarded as continuing to be unsatisfactory after receiving a formal written warning, shall be interviewed by the Dean of Faculty (or nominee). Prior to the interview the student shall be invited to furnish the meeting with written details and independent evidence of any special circumstances that they wish to be considered for their possible relevance to the matter under deliberation. If following this meeting, in the view of the Dean of Faculty (or nominee) the student has not made appropriate progress following the formal warning, the Dean of Faculty (or nominee) may request that the student be required to withdraw from University by the next appropriate Unsatisfactory Progress Examining Board (Section 7.15.5.3).
- (7) The appeal process shall be conducted according to the procedures outlined in Section 13.6 of Chapter 13.

6.17.2 Exclusion from Element of a Module

- (1) In circumstances where, for reasons such as, for example, poor attendance, health and safety, danger to self or others, verbal, physical or other abusiveness, inappropriate behaviour etc., tutor(s) shall exercise their professional judgement with regard to whether a student should be excluded from an immediate element of a module (such as a lecture or a seminar). Students who are excluded from an immediate element of a module, will normally be permitted to submit work for assessment in the normal way. The Programme Director(s) and Faculty, as appropriate, shall be informed in writing of this action at the earliest opportunity and full details of any incidents shall be reported.
- (2) Based on the written report submitted by the tutor and any further relevant evidence regarding the student, the Faculty will determine whether it is appropriate to invoke the Student Disciplinary Policy, the Fitness to Study Policy, or the Fitness to Practise Policy as appropriate.
- (3) In the event that a student is dissatisfied with a decision to exclude the student from an immediate element of a module, the student may follow the Procedure for Student Complaints outlined in Section 13.7 of Chapter 13.