

## 6 Regulations for the Undergraduate Curriculum Framework

### 6.1 Introduction

These Regulations apply to all courses on the revised Undergraduate Curriculum Framework leading to a University undergraduate award with effect from September 2015, and must be referenced in all course definitive documentation, together with any specific requirements in respect of particular named courses or as otherwise required.

### 6.2 Undergraduate credit framework

- 6.2.1 With the exception of unnamed general awards all courses leading to the award of a degree shall normally be named and all shall be designed on a framework of 120 credits (6 modules or equivalent) per full-time year.
- 6.2.2 For courses at undergraduate level, a standard size module shall represent 200 hours of notional total student effort and carry 20 credits.
- 6.2.3 Modules may be delivered in 20, 40, 60 and 80 credit units; 10 credit modules may normally only be approved as part of the University's Lifelong Learning portfolio, to support Add+vantage modules and for a restricted number of approved subject-based modules to make up the credit difference within this scheme; to enable Add+vantage-exempt courses within the Faculty of Health and Life Sciences to provide a maximum of two career development modules as required by the relevant professional body at level 1 only. One 30 credit module may be approved at level 3 of a course, and will normally be reserved for the project/dissertation module.
- 6.2.4 Each module shall be assigned a single designated level (as mapped against the appropriate level descriptor):
- Level 1 corresponds broadly to stage 1 of a three year full-time honours degree.
  - Level 2 corresponds broadly to stage 2 of a three year full-time honours degree.
  - Level 3 corresponds broadly to the final stage of a three year full-time honours degree.
- 6.2.5 Each module shall be assessed according to the University's Assessment Strategy.
- 6.2.6 Courses shall normally be designed on a mandatory module basis, with limited options.
- 6.2.7 Full-time courses without professional body recognition that results in a licence to practise upon award of a degree, or courses with just professional recognition, must include provision for between 10 and 20 credits worth of modules at each stage of the course from the University's career development suite of modules, according to the notified criteria. Courses with professional body recognition that results in a licence to practise upon award of a degree are exempt from this requirement.
- 6.2.8 A scheme of staged awards shall normally be available, subject to the standards of the University's awards concerned having been reached (6.10.7-6.10.10 refers).
- 6.2.9 Courses with a combination of subjects ("joint" degrees) shall be designated with an "and" in the title. Each joint course shall be approved as a coherent whole and individual definitive course documents shall specify the pass and classification requirements in the equal or in the major and the minor subjects. Such requirements may vary from course to course, but normally a joint award shall comprise a minimum of 40 credits in each subject at each level.

- 6.2.10 Each module credit value shall be divided in half to determine its European Credit Transfer (ECT) rating (eg a 20 credit module equates to 10 ECTs credits).

### **6.3 Admission**

- 6.3.1 All courses shall normally provide for entry at various levels with the maximum valid credit being given for appropriate prior knowledge and skills and previous learning, subject to the University's general requirements (see 4.1). However, for each award there is a minimum requirement for which neither general nor specific credit shall be given (see 6.10.6). Credit shall not be given for more than two-thirds of an overall programme, or three years in the case of a full-time four-year course.

### **6.4 Enrolment and registration**

#### **6.4.1 General**

Students are required to enrol at the University and register for a course in accordance with the arrangements notified by the University. Course definitive documentation shall specify which modules a student must take or choose from. All module choices are subject to timetable and resource constraints as well as to academic constraints imposed by regulations. The University reserves the absolute right to withdraw a module on resource grounds provided that other modules are available to enable students to complete the course on which they are registered. Under such circumstances, the students involved shall be required to choose an alternative.

#### **6.4.2 Mode of Attendance**

- a) A full-time student shall normally register for a maximum of 120 credits (6 single modules or equivalent) in an academic year including any repeat modules, but may register for an absolute maximum of 140 credits to redeem failure in a previously failed module only, where progression and reassessment regulations allow. Students who do not require certification as either full-time or part-time may register for any number of modules up to the 120 credit limit. However, the mode of attendance shall normally be defined as set out in 6.4.2 b).
- b) Any student registered for fewer than 100 credits shall normally be eligible for certification as part-time; this excludes modules registered for resit or deferred assessment, but includes modules being repeated.
- c) Any change in the mode of attendance from part-time to full-time or vice versa must be notified by the student at enrolment; the student must notify the Faculty/School and the Academic Registrar of changes at other times. Changes shall normally only be effective from the date of such notification.

#### **6.4.3 Interruption of Studies**

Students may apply to interrupt their studies for a maximum period of twelve consecutive months under the procedure notified. The period of interruption shall be included within the maximum registration period for the award. A student returning from a period of interruption of studies shall be subject to the Regulations that apply to the cohort being joined. Marks attained up to the point of interruption shall stand.

#### **6.4.4 Withdrawal from Course**

- a) Students may withdraw from their course with uncompleted modules at any time up to 31 March in the academic year (or at the point two-thirds through a course delivered on a non-academic year basis). In such cases it is the student's responsibility to inform the University of the withdrawal through the procedure notified. The date of withdrawal shall be taken as the date on which the Course Director signed the form; retrospective withdrawal dates shall not be accepted. All marks attained up to the time of withdrawal shall stand, and the student may re-enrol for the course in later years if appropriate (see 6.4.7).
- b) A student who has not formally withdrawn from a course by the specified deadline, and who does not complete the required assessments shall be

recorded as “Absent”. The attempt shall count as a failure and shall be recorded on official documentation.

#### 6.4.5 **Change of Course**

All changes of course and/or named award require the prior approval of the appropriate Course Director.

#### 6.4.6 **Withdrawal/Transfer from a Module**

- a) Students may transfer to another available module at any time up to a quarter of the way through its delivery subject to the approval of the Course Director in consultation with the appropriate Module Leader(s), which must be obtained in advance through the notified procedure.
- b) Students may withdraw from a module with no completed assessments which lasts the full academic year by 31 March. For modules which run on a sessional or short block basis, the final date by which a student may withdraw from the module is normally the Friday of the week three-quarters of the way through the module. In such cases it is the student’s responsibility to inform the University of the withdrawal through the procedure notified.
- c) A student who has not formally withdrawn from a module by the specified deadline but who does not attend the examinations or submit the required coursework by the final deadline shall be recorded as “Absent”. The attempt shall count as a failure and shall be recorded on official documentation.

#### 6.4.7 **Duration of Registration**

- a) The maximum duration of registration on any of the University’s undergraduate awards, including periods of suspension and interruption of studies, is eight years.
- b) Regulations for an individual course may not impose separate maximum lengths of duration of study, except where a Professional Statutory or Regulatory Body (or other external agency) places a limit on the total period of study for a particular award; such constraints must be clearly stated in the course definitive documentation.
- c) Where a course ends its period of approval and is not reapproved, students who have not yet completed the course shall normally be required to terminate their studies at that point or to transfer to another course for which their modules taken so far make them eligible.
- d) In the case of overseas students, the duration of study agreed at the time when a visa was sought must be adhered to and, in those exceptional circumstances where an extension to the period of study is required, a written request for this must be submitted to the Academic Registrar for consideration prior to the period of extension being agreed with the student.
- e) A student entering the University with advanced standing or who is given accreditation for prior learning shall have their maximum duration of registration adjusted accordingly.
- f) Students may not normally register for more modules than are required for the award on which they are enrolled. Modules taken on other courses prior to transfer to the current course may be ignored for this purpose as long as they are not being used as credits (specific or general) on the current course.

#### 6.4.8 **Attendance Requirements**

For some modules attendance at all or part of a module may be an essential requirement. In such cases, this must be expressly specified in the module descriptor as excluding the possibility of a reassessment opportunity by way of resit (see 6.7) for students who have failed and who cannot meet the requirements without further attendance. In such circumstances, recovery from failure shall require a repeat reassessment at a future offering of the module (see 6.8).

- 6.4.9 **Placements**  
Sandwich students or students on other placement periods may not normally take modules for their course during their placement, other than modules associated with their placement period.
- 6.4.10 **Concurrent and Consecutive Registration**  
Regulations regarding concurrent and consecutive registrations are set out in 4.7.
- 6.4.11 **Associate Students**  
Regulations regarding Associate Students are set out in 4.8.
- 6.5 Progression**
- 6.5.1 To progress from one stage of a course to a subsequent stage, whether by full-time or part-time study, a student must pass all modules required by the previous stage, which includes meeting any pre-requisite or mandatory or any other requirement set out in the course definitive documentation.
- 6.5.2 Students who fail to attain sufficient modules to progress as set out in 6.5.1 above may, at the discretion of the Programme Assessment Board:
- a) be transferred onto a new course subject to eligibility and availability; *or*
  - b) be required to repeat the year, in whole or part, which may include proceeding on a further year of study at the same stage on a “mixed diet” of modules at different levels; *or*
  - c) be recommended to withdraw from the course; *or*
  - d) be required to withdraw from the course.
- 6.5.3 **Foundation Degree**
- a) To progress from a Foundation Degree to a linked Honours Degree a student must achieve the level of performance (normally Merit) in specified modules at level F, as stated in the course definitive documentation.
  - b) Students progressing to an Honours Degree may be required to study and pass a “bridging course” equivalent to 40 or 60 credits and 11 weeks of full-time study before entering stage 3 of an Honours course. These modules shall normally be at degree level 2 and shall provide some of the pre-requisites needed for the stage 3 modules.
  - c) Students progressing to an Honours Degree shall be considered as having entered with advance standing with regard to the Regulations for award and classification.
  - d) Students awarded a Foundation Degree but who do not meet the requirements to progress to the bridging programme and final stage of an Honours degree may apply for entry at a lower stage (eg the start of stage 2).
- 6.5.4 **HNC/HND**  
A student transferring to a degree course from a related HNC, HND course may be granted exemptions for up to two-thirds of the degree course, depending on the subject match and the approved course regulations in place.
- 6.6 Assessment**
- 6.6.1 In order to confer credit, all modules shall be assessed by formal written examination and/or coursework (for definitions, please see Appendix 1 to these Regulations).
- 6.6.2 Every module shall be assessed according to the University’s Assessment Strategy.
- 6.6.3
- a) A student shall be deemed to have passed a module on obtaining an overall module mark of 40% or more, subject to any criteria notified as to how the mark is to be calculated (eg by specifying the relative weighting of any components).
  - b) The minimum pass requirement for each module component is 40%. Marks between 39.5 and 40 inclusive shall be regarded as 40% for these purposes.

- c) In modules with more than one component, there may be provision for a compensation band to enable good performance on one component to offset poor performance in another component. In such cases, the minimum component mark required is 35%, and such criteria must be specified in the approved module descriptor. Compensatable failure between module components is normally only permitted when there is an overlap of assessment of intended learning outcomes across the module.
- 6.6.4 Where there is provision for it in the approved module descriptor, a module pass may be awarded at a lower module weight than that taken (eg a single module pass on a double module), subject to the criteria for such a pass being clearly specified and met; the approved module information must specify the criteria and how the mark attributed in this way is to be calculated.
- 6.6.5 A student who, whilst registered on a course at the University, is required or permitted to take other supporting modules not directly contributing to that course may not use those modules towards a concurrent or retrospective eligibility for another award; this does not preclude the student from using these modules subsequently for accreditation of prior learning (APL) as part of an application to another course.
- 6.6.6 Modules passed as part of one University award may not be used as credits towards another University award at the same level if they amount to more than one third of the new course, other than as credits towards the first stage. Modules passed on one course may not be taken again as part of a further course. A University award cannot be used to gain entry with advanced standing to more than one University award. Modules cannot be used in more than one course for the calculation of an honours degree classification mark or for Merit or Distinction.
- 6.6.7 The scope of discretion available to Programme Assessment Boards is set out in 5.2.9 (see also 6.7.8) and 6.11.1 f)).
- 6.6.8 Students who fail to submit work for assessment or attend examinations shall be deemed to have failed the assessments concerned.
- 6.6.9 When a candidate cannot, through disability, be fairly assessed by the methods prescribed for the module concerned, the Subject Assessment Board may agree to vary those as deemed appropriate, bearing in mind the intended learning outcomes of the module and the need to assess each candidate on equal terms with other candidates. In addition, special arrangements can be made via the Registry for sheltered conditions under which formal written examinations may be undertaken. In determining the nature of any variation in methods of assessments, full account must be taken of the University's policies in respect of students with disabilities.

## **6.7 Reassessment**

- 6.7.1 A student shall be reassessed by resit without re-registration in any failed module that has not specified an attendance requirement (see 6.4.8).
- 6.7.2 The resit must normally be carried out by the same combination of written examination, coursework etc as in the first attempt.
- 6.7.3 If a module is failed, all components with a mark below 40% must be reassessed; the mark in the other component shall be carried forward and combined with the reassessed component. A component failed at the first attempt and failed at the second attempt shall carry the highest component mark of the two attempts.
- 6.7.4 Reassessment by resit of a module shall be restricted to one attempt. This must normally be completed within the resit period associated with the academic session in which the module was studied and failed.

- 6.7.5 A student may opt not to undertake a resit by informing the University via the procedure notified. No other reassessment shall be permitted and the fail mark(s) shall stand. This does not preclude a student registering to repeat a module (see 6.8).
- 6.7.6 A student shall not be permitted to be reassessed in any module or component that has received a pass mark or has been condoned (see 6.7.8)).
- 6.7.7 Any module failed at the first attempt and passed at the second attempt shall carry the higher of 40% or the original module mark concerned, unless the original attempt has been nullified by the process notified. The original level 3 module mark (ie before reassessment) shall be used in any calculation for classification and for Distinction or Merit. Deferred first assessments shall be treated as a first attempt (see 6.9).
- 6.7.8 A module failed at the resit attempt may be assigned as condoned and receive full credit at the discretion of the Programme Assessment Board subject to the following limitations:
- a) the student shall have attained a minimum overall module mark of 30%. Marks between 29.5 and 30 inclusive shall be regarded as 30% for this purpose;
  - b) no more than 20 credits may be condoned at each of levels F, H, 1 or 2, with a maximum of 40 credits overall in any programme of study;
  - c) the following types of modules may not be condoned: career development modules (Add+vantage); modules at level 3 or above; modules required for professional accreditation of any type; modules with a value over 20 credits;
  - d) condoned modules may not be used as APL;
  - e) condoned modules may not be repeated or reassessed in any way;
  - f) condoned module may not be raised to a pass.
- 6.7.9 Should a student have failed only one condonable module at the first attempt, the Assessment Board may condone that module without requiring the student to resit it.

## **6.8 Repeating periods of study**

- 6.8.1 A student who has not succeeded in redeeming previous failure via reassessment, may register, at the discretion of the Programme Assessment Board, to *repeat* the module(s) at the next available opportunity (and normally complete within one year of the original failure).
- 6.8.2 Complete reassessment in all components shall be required with the original marks not being taken forward or recombined with the repeat marks. In repeating a module, the student shall be eligible for reassessment as set out in 6.7 above. This is subject to the module or an equivalent still being offered by the University.
- 6.8.3 Any module failed at the first attempt and passed at the repeat attempt shall carry the higher of 40% or the original module mark concerned, unless the original attempt has been nullified by the process notified. Students who are repeating a module due to previous failure shall have the original level 3 module mark used to determine the classification calculation or for Merit or Distinction (where applicable). Any reassessment required during the repeat period of study shall not be considered as deferred unless a student makes a submission under the extenuating circumstances procedure notified.
- 6.8.4 Only one repeat opportunity shall normally be permitted for any module.
- 6.8.5 Students may not repeat a module to improve marks in a previously passed module.

## **6.9 Deferrals for extenuating circumstances**

- 6.9.1 Students who submit work for assessment or who sign the examinations attendance slip are declaring themselves fit to be assessed and no subsequent claim for extenuating circumstances shall normally be accepted.
- 6.9.2 Any student has the right to draw the attention of the University to personal extenuating circumstances which seriously impair his/her ability to undertake an assessment, and to request deferral of the assessment. Requests for deferral on grounds of extenuating circumstances may only be made using the procedure notified, and must be accompanied by verifiable and current third party evidence. No request for deferral shall be considered after the date for work submission or examination date has passed unless there are valid and exceptional reasons (such as physical incapacity due to a serious accident).
- 6.9.3 All applications for deferral of assessments shall be considered by a University Deferrals Panel according to the Regulations set out in Appendix 3.
- 6.9.4 Deferred first assessments or repeat attempts shall be treated as a first attempt.
- 6.9.5 The deferral procedure is not an appropriate measure in respect of permanent or long-term conditions or situations. Students experiencing special long term difficulties arising from changes in their personal, medical or work circumstances may apply to interrupt their studies for up to 12 consecutive months according to the procedure notified. The period of interruption shall be included within the maximum registration period for the award. A student returning from a period of interruption of studies shall be subject to the Regulations that apply to the cohort being joined. Marks obtained up to the point of interruption shall stand.
- 6.9.6 Course Directors and Programme Managers, in consultation with Module Leaders, at their discretion, may offer coursework extensions up to a maximum of three weeks for students who are unable to meet the stated deadlines. Work that has been offered an extension shall not normally be eligible for consideration under the Deferral Regulations, unless new circumstances arise during the period of extension, in which case the procedure set out in 6.9.1 to 6.9.4 above must be followed.
- 6.9.7 Work submitted after the specified deadline (whether original, extended or deferred) shall be subject to the University's notified policy on penalties for the late submission of coursework.

## 6.10 Conditions of award

6.10.1 After the results of module assessments have been confirmed, an individual student shall automatically be entitled to the award achieved on the criteria listed in the Regulations, subject to satisfying any specific requirements of the course on which the student is registered.

6.10.2 To be eligible for consideration for any particular award, a student must have satisfied the following requirements by the end of the course

	Minimum credits to be passed						
	Total		Levels 4		Levels 5		Level 6
<i>Degree with Honours</i>	360		120	<i>plus</i>	120	<i>plus</i>	1120
<i>Unclassified Degree</i>	300		100	<i>plus</i>	100	<i>plus</i>	100
<i>Diploma of Higher Education</i>	240		120	<i>plus</i>	120		
<i>Certificate of Higher Education</i>	120		120				

## 6.11 Award and classification

### 6.11.1 Classification Calculation

- a) The modules that are used for determination of the Honours Classification shall normally be those comprising the highest marks at level 2 or above, using the calculation specified in 6.11.1 b). On individual courses modules may be designated which must be included in the Honours classification even if they do not meet this criteria; this shall normally include the project or dissertation module. This shall include any conditions that must be met in order to satisfy the requirements of a Professional Statutory or Regulatory Body. Joint degrees may have modules specified from each subject that must be included in the calculation in order to ensure the balance of subjects. Condoned modules may not be used in the classification calculation.
- b) The classification for the award of an Honours Degree to be made to each student shall be based on performance in modules as specified in 6.11.1 a). The classification shall be based upon either of the following calculations, whichever is the higher:
  - i) the average mark of the 100 credits worth of modules with the highest mark at level 3 or above; or
  - ii) the average mark of the 220 credits worth of modules with the highest mark at level 2 and above.
- c) In deriving a mark for classification, marks shall carry a weight according to the credit rating of the module.
- d) The classification boundaries for First Class, Upper Second Class, Lower Second Class and Third Class shall be 70%, 60%, 50% and 40% respectively.
- e) A student shall automatically be entitled to the class of a Degree with Honours determined by the classification calculation achieved.
- f) No Honours classification is attached to the award of an Aegrotat degree with Honours.
- g) Downgrading of a Degree with Honours to a lower classification shall not be permitted, except in the circumstances set out in 6.11.4 below.

- h) A Programme Assessment Board may, at its discretion, raise a student's classification into the band above within the following constraints:
  - i) the classification calculation must be no more than 2 percent below the classification boundary (ie 68%, 58% 48%); the classification calculation cannot be rounded up to meet this criteria under any circumstances;
  - ii) at least 60 credits-worth of modules at level 3 must have achieved a module mark in the higher classification band (module marks cannot be rounded up to meet these criteria under any circumstances);
  - iii) the student must not have any referrals relating to modules at level 3.
  - iv) all decisions to raise a classification must be forwarded to the Registrar and Secretary for monitoring purposes.
- g) An Integrated Masters degree may be awarded as a dual award with the corresponding Bachelor's degree in which case the Bachelor's degree is classified and the Masters degree is available with Merit or Distinction, or as a single award without joint conferral of a Bachelor's degree, in which case the Masters degree is classified and is not available with Merit and Distinction (3.2.1 c) refers).

#### 6.11.2 Merit and Distinction

- a) Subject to any course specific requirements, to gain an overall Distinction a student must achieve an average of at least 70% at the first attempt in the University modules with the highest marks (after rounding has taken place) at the credit value and levels specified below; to gain a Merit a student must achieve an average of at least 60% in the same calculation:

<b>Module Grading</b>	<b>Definition</b>	<b>Associated Marks</b>
<b>PASS</b>	Satisfactory performance in all major areas of a module as defined by the intended learning outcomes or skill areas.	40 - 59.5%
<b>MERIT</b>	Performance either significantly better than Pass in all areas of a module or outstanding in some areas with a Pass performance in the others.	60 – 69.5%
<b>DISTINCTION</b>	Outstanding performance in all major areas of a module.	70 – 100%

#### 6.11.3 Upgrading to Honours

- a) Any student who has successfully completed an unclassified degree, other than those who have attempted and failed to achieve an Honours Degree and who therefore cannot upgrade, and who wishes to upgrade a particular award to a Degree with Honours must satisfy the conditions specified in these Regulations for an award of Honours. For modules at levels 2 and 3 that have been failed and subsequently reassessed during the unclassified degree course, only the mark obtained at the first attempt shall be used in determining the honours classification in the subsequent honours course.
- b) A student applying to upgrade to Honours can only do so for the same course as that for which the student has been awarded the unclassified degree, unless other upgrade routes are specified in the course definitive documentation, and within the currently specified maximum duration of registration (6.4.7 a) refers).
- c) Students who have been awarded an unclassified named degree may not apply to upgrade it to an Honours BA General or other unnamed award with Honours.
- d) A student adjudged to have cheated during a course may be barred from making further attempts to upgrade to Honours.
- e) If the upgrade course is failed, the student shall retain the right to the original award. No further attempt is permitted.

- f) If the upgrade course qualifies the student for an unclassified degree the student shall retain the right to the higher of any Merit or Distinction awarded at either attempt. When a higher Merit or Distinction is obtained in this way the degree shall be reconferred, but the student shall not have the right to receive two degrees, nor to attend a second awards ceremony.

#### 6.11.4 **Modification of Results**

Any entitlement to a classification, Merit or Distinction may be set aside by an Examination Investigatory Panel following a case of cheating; the Panel may also award an unclassified Degree to a candidate for Honours in such circumstances, and may fail a student who has otherwise passed the course concerned. A student penalised for cheating shall not normally have the right to be assessed or reassessed to improve their award or classification, nor to take an upgrade to Honours.