



# ACADEMIC REGULATIONS:

## Continuing students

These Academic Regulations apply to the following students:

- Students returning in September 2023 to begin the second year of a 3 year or 4 year degree course (Level 5)
- Students returning in September 2023 to begin the third year of a 3 year degree course (Level 6) or 4 year degree course (Level 5)
- Students returning in September 2023 to begin the fourth year of a 4 year degree course (Level 6)
- Students returning in September 2023 to begin the second year of a Higher National Diploma (Level 5)





This handbook is published annually by Academic Services.

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Sixth Edition (Approved: June 2023)



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# FOREWORD

## Academic Regulations – Sixth Edition (August 2023)

- (i) This Sixth Edition was approved by the Academic Board on 26 April 2023. These revisions have been made as part of the annual update to improve clarity and remove ambiguities and anomalies that have been brought to the attention of the Learning, Teaching Assessment and Quality Committee.
- (ii) The Sixth Edition is approved for implementation from **1 August 2023** (except where stated otherwise) and applies to all new learning for all students (new and existing) registered at all delivery points (including delivery by collaborative partners in the UK and overseas except for instances where it has been formally agreed that the academic regulations do not apply to a specific course(s) delivered by a partner institution) for all taught courses at all levels of learning, leading to a Birmingham City University award.

## Summary of Revisions and Amendments in the Sixth Edition (since Fifth Edition, August 2022)

	Summary of Revision / Amendment	Applicable Regulation
(i)	The term 'temporary withdrawal' (TWD) has been replaced with 'break in study'.	3.5 page 22

# INTRODUCTION

## Academic Regulations – Sixth Edition (August 2023)

- (i) These Academic Regulations were introduced in September 2018 and apply to all taught courses at all levels leading to a Birmingham City University award, including courses offered in collaboration with approved partner institutions (except where otherwise agreed) and BTEC Higher National awards conferred under Birmingham City University's Licence Agreement with Pearson Education Ltd (Edexcel). They also apply, where appropriate, to students registered for taught modules for which credit is awarded on successful completion but which by themselves do not lead to a Birmingham City University award.
- (ii) Separate regulations apply to Birmingham City University's research degrees including professional doctorates, higher doctorates and honorary degrees.
- (iii) Birmingham City University's Academic Regulations are the definitive statement over all other Birmingham City University documents of the regulatory framework for courses leading to a Birmingham City University taught award at all levels. They are legally binding. In the unlikely event of any discrepancy between the Academic Regulations and any other Birmingham City University publication, the Academic Regulations take precedence and are applied in all cases. They have been approved by the University's Academic Board and will be reviewed annually by the Learning, Teaching, Assessment and Quality Committee.
- (iv) Levels 5 and 6 of three year taught degree courses leading to a Birmingham City University award are required to adhere to these Academic Regulations, unless stated otherwise (see the front of these Regulations for details of which levels of degree courses these regulations apply to).
- (v) Apprenticeships adhere to the Academic Regulations for University awards integrated within, or offered as part of, apprenticeship training. Where Education and Skills Funding Agency (ESFA) funding rules for providers specify an alternative requirement to that set out in the Academic Regulations, the ESFA rules will take precedence.
- (vi) The Academic Board has established an Learning, Teaching, Assessment and Quality Committee which is responsible for the day-to-day operation of the Academic Regulations and rules on issues of interpretation and/or ambiguity that may arise from time to time and between meetings of the Academic Board. Responsibility for approval of any amendments and/or additions to the Principles governing the Academic Regulations (as set out in Section 1 below) and the University's Academic Framework (see [Appendix A](#)) rests with the Academic Board. Responsibility for the day-to-day management and operation of the Academic Regulations, including approval of any amendments to the regulations, rests with the Learning, Teaching, Assessment and Quality Committee. The Committee is also responsible for reporting details of any amendments to the Academic Regulations to the Academic Board each year.
- (viii) Birmingham City University's Academic Regulations take full account of Office for Students' Regulatory Framework and the UK Quality Code developed by the QAA to define and maintain academic standards in UK higher education.

# SUMMARY OF REGULATIONS

The 2023/24 Academic Regulations will be applied to all students taking assessment in 2023/24 with 'no detriment' to students who progressed under the 2017/18 regulations. 'No detriment' means that the regulations (either 2023/24 or 2017/18) which will be applied to students who progressed in 2017/18 will be the regulations that result in the best outcome for the individual student.

Either the 2023/24 or 2017/18 regulations will be applied in full and not a hybrid of both sets of regulations, with the exception of degree classification where students progressing in 2017/18 will retain the current method of degree classification as this may have influenced their engagement with contributing modules.

The table below sets out the principal regulations included in the Academic Regulations.

Regulation	Brief summary	Rationale
Credit requirement for progression and award (undergraduate) (Regulation 4.3)	For progression, 40% capped stage mean plus 120 credits (which may include a maximum of 40 credits via compensation or 20 credits via compensation and 20 credits condoned where criteria met).  The capped stage mean will always be applied for award classification.	Ensures stage mean achieved across each stage of study. Ensures all credit secured with a maximum of 20 credits condoned per stage.
Credit requirement for progression and award (integrated Master's) (Regulation 4.3)	For progression, 40% capped stage mean for all UG stages and 50% capped stage mean for stage 4 (level 7) plus 120 credits (which may include a maximum of 40 credits via compensation or 20 credits via compensation and 20 credits condoned where criteria met).  The capped stage mean will always be applied for award classification.	Ensures stage mean achieved across each stage of study. Ensures all credit secured with a maximum of 20 credits condoned per stage.
Degree classification for Honours (Regulation 5.2)	All undergraduate degrees are classified using 120 credit stage mean from stage 2 (level 5) and 120 credit stage 3 (level 6) weighted 40:60.	This is designed to improve student engagement with all modules and better reflect achievement.
Degree classification for top-up Honours (Regulation 5.2)	Stage mean for 120 credits stage 3 (level 6) only. Exit awards not permitted.	This ensures consistency by not using imported marks.
Degree classification for integrated Master's (Regulation 5.2)	120 credit stage mean from stages 2, 3 and 4 weighted 20:30:50.	Retains exit velocity as levels increase in complexity.
Compensation (Regulation 3.3)	Automatic compensation up to a maximum volume of 40 credits per stage will be awarded where criteria met (35-39% module mark and 40% stage mean) at all UG stages, increasing to 45-49% module mark and 50% stage mean at level 7, except where a PSRB does not permit or places limits on compensation.	Applied automatically to ensure equity of application. Ensures stage mean achieved across stage.

Regulation	Brief summary	Rationale
Trailed credit (Regulation 3.2)	A student may be permitted to trail up to 20 credits in the following circumstances: 1. To allow them to complete an assessment cycle including sits/resits. 2. Where a course (normally due to PSRB requirements) does not allow compensated or condoned credit, trailed credit may be permitted with up to a maximum of 20 credits to be trailed into the next stage, where criteria met (40% capped stage mean).	May be used where compensated or condoned credit is not permitted and where PAB anticipates success at the next opportunity.
Condonement (Regulation 3.4)	PAB may allow a maximum of 20 credits to be condoned at each stage of the award, where criteria met (course learning outcomes achieved through successful completion of other modules, non-zero fail and 40% stage mean).	Allows for single module failure at each stage of the degree provided stage mean of 40% is met and no more than 20 credits have also been compensated for that stage.
Cycle of assessment (Regulation 2.7)	An assessment cycle includes one first attempt, an in-year retrieval resit (if available) and one resit attempt in the resit period (A3). See also Regulation 2.8.4 – Timing of Resit Opportunities and 'Within-Year resits'. Where modules include an in-year resit they will also provide a further resit attempt in the resit period (A3).	Resit period is set in the A3 (July/August) assessment period. In-year retrieval facilitates a further opportunity, in particular for PSRB courses where compensation and/or condonement is not permitted.
Repeat stage (Regulation 2.10)	Entitlement for repeat of stage 1 (level 4) and discretionary thereafter for any other stage.	Equity for all students in stage 1 (level 4). Academic judgement for other stages.
Resit marks (Regulation 2.8)	Where a resit is taken, the mark achieved will stand, capped at the module pass mark for the purpose of award classification. Where it is not taken, the original mark will stand.	Ensures student engagement and does not confer unfair advantage over students who passed the original sit.



Regulation	Brief summary	Rationale
	<p>In cases where assessment is passed and EC claim accepted, an optional sit of the assessment (or component covered by EC) will be provided by the PAB only if there is evidence of impact on the assessment; normally this is automatically set at 2% or more below the stage mean for the individual student.</p> <p>Students who have missed or failed an assessment (or component) will be given a sit opportunity for all assessments with accepted evidenced EC.</p> <p>No marks will be set aside.</p>	<p>A student may appeal to take a resit if they have passed with accepted EC if they can demonstrate a negative impact on the passed assessment. However, if a lower mark is achieved at the sit, the lower mark will stand.</p> <p>The opportunity of a sit for an uncapped mark allows all students to demonstrate their achievement and does not confer an unfair advantage as a result of a sit. Such students will be entitled to a resit at the next assessment opportunity which includes trailing up to 20 credits.</p> <p>Equity for all students is achieved by not using EC as a mechanism to set aside marks.</p>
Regulatory exceptions (Regulation 5.10)	<p>Exceptionally, the PAB may take the view that it wishes to set aside the academic regulations in order to deal with an individual student or cohort in line with the assessment principles (see Section 1).</p> <p>In such cases the PAB must make a case for regulatory exception by clearly stating the issue and the course of action recommended to resolve the issue. The PAB must obtain permission from the Deputy Vice Chancellor (Academic) to invoke this exception.</p>	<p>DVC (Academic) may accept or reject the request in order to maintain the academic standards of BCU awards. All such exceptions will be recorded and reported annually to Academic Board. The action remains a PAB decision and therefore the student retains the right to appeal against the PAB decision within the appeal rules.</p>

# GLOSSARY

Glossary of key terms used in this handbook and their meaning:

Term	Meaning in this handbook
Academic Credit	Academic credit may be awarded for the successful completion of a credit rated module or by the University compensating a module, where criteria met.
Assessment period	Designated assessment periods are held in December/January, May/June and July/August. These assessment periods are referred to as A1, A2 and A3 respectively. Assessments scheduled during these periods are normally examinations and more extensive coursework submissions.
Award*	The academic award for the successful completion of a course (eg BA, BSc, LLB, Certificate, Diploma).
Capped marks / capping	'Capping' is where the mark for a module is restricted to the pass mark (40% for modules at levels 3-6 and 50% for modules at level 7). This applies to all resits (see below).
Classification	The process that occurs at the end of studies for an honours degree or integrated masters, where Progression and Award Boards (PABs) categorise students' overall results into classes of degree.
Condonement	The practice of permitting students to fail one or more modules within a degree course but still qualify for the award of a degree where the student has been judged to have achieved the course learning outcomes through successful completion of other modules.
Compensation	The practice of permitting marginal failure of one or more modules on the basis of good overall academic performance and in accordance with specified criteria.
Conflation	The arithmetical process of producing a final mark based on weightings assigned to each element in an assessment.
Contributory assessment	Assessment that contributes to the mark for a module.
Core module	A module that must be taken.
Course	A course is an approved 'course of study' comprising a number of credit bearing modules which leads to an academic award of the University. Students are registered on an individual course.
Coursework assessment	An assessment that is submitted for marking which does not require the student to be present during the assessment.
Cycle of assessment	Comprises one first attempt, an in-year retrieval resit (if available) and one resit attempt at module assessment in a stage of study.
Derogation	Deviation from the standard regulations, usually due to PSRB requirements for externally accredited degrees. Derogations are set out in Course Specifications.

Term	Meaning in this handbook
Joint Major*	For example BA English and History (where English and History are both major subjects, contributing equally to the overall degree).
Level*	<p>Level refers to a series of sequential stages of increasing levels of difficulty aligned to the national Framework for Higher Education Qualifications (FHEQ) and against which modules and courses can be aligned. These levels are usually aligned with the following stages of study:</p> <p>Foundation stage 0: Level 3            UG Stage 1: Level 4            UG Stage 2: Level 5            UG Stage 3: Level 6            PG Stage: Level 7 (Stage 4 of integrated Master's)</p> <p>At each stage, a student may take up to a maximum of 20 credits at the level below but not above at any stage.</p>
MAB	The Module Assessment Board (MAB) considers and assures marks achieved on a module by a cohort of students, who may be registered on different courses.
Mode of Assessment	The description of an assessment type (eg examination, coursework or in-person assessment).
Moderation (Internal and External)	Internal moderation is a process that is required by the University to confirm that the marking process has been conducted consistently, with no problems identified (for example marks added up incorrectly within a paper or inconsistencies in marking). It is undertaken independently of the marking team following the completion of the marking process prior to external moderation by the External Examiner. The moderator cannot change any marks but can request a remarking of all or specific sections of the assessment.
Module	A unit of study which usually leads to the award of credit.
Module assessment	The work required in order to obtain a mark for a module and to demonstrate achievement of the module learning outcomes. Module assessment may take place during the semester or in the mid-year or end of year assessment period.
Non-contributory work	'Non-contributory work' is a term used to describe exercises which are required to be undertaken as part of the learning process, but for which the mark does not contribute to the mark received for the module. It is normally marked on a pass / fail basis.
PAB	The Progression and Award Board (PAB) reviews the marks array for students on individual courses as a cohort and considers candidates for progression to the next stage and for award.
Programme	A programme may include several courses which overlap and have distinct pathways leading to different course titles. Students will be registered at individual course level.

Term	Meaning in this handbook
Progression	Undergraduate progression from one stage to another is achieved by meeting the progression requirements set out within the regulations. Master's students are considered to be in a single stage of study.
Recognition of Prior Learning (RPL)	The process through which students can be admitted with credit to a particular undergraduate or postgraduate course through the formal recognition of prior certificated learning (RPCL) or prior experiential learning (RPEL). Students seeking admission with prior learning based on RPCL or RPEL are not permitted to register for a course leading to a University award until such admission has been approved in writing. RPL only takes place prior to entry and retrospective applications will not be considered.
Repeat	A repeat is an opportunity to retake the complete cycle of assessment (sit and resit) for progression/award or exceptionally a full semester. It will entail repeating the learning as well as the assessment, therefore fees will apply. Marks for repeat modules are not capped.
Resit	A resit is an opportunity to retrieve an initial fail without repeating a module. Resit marks are capped at 40% on modules at levels 3-6 and at 50% on modules at level 7.
Rounding of marks	Module, stage and grand mean marks will be a whole number rounded up ( $\geq 0.45$ ) or down ( $\leq 0.44$ ).
Sit	A Sit is an opportunity to take an assessment 'as if for the first time'. A Sit may be offered by a PAB due to accepted extenuating circumstances. 'Sit' marks are not capped at the pass threshold and will be weighted in accordance with the assessment weighting for the assessment mode following the accepted extenuating circumstances claim.
Stage	The period of an award between two progression points (see also 'Level' above)
Break in Study	A University-led decision requiring a student to take a break from their studies either for reassessment purposes or as a result of a decision made under the Fitness to Study Procedure. In the case of reassessment, this applies to instances where a PAB uses its discretion to offer a second resit opportunity and a student is required to take a break in study until the next available opportunity to resit the assessment.
Trailed credit	The practice of permitting undergraduate students to progress to the next stage of study while trailing up to a maximum of 20 credits, in accordance with specified criteria and where approved by the PAB. Credit can be trailed at all stages of undergraduate courses.

\* Please see the University's Academic Framework for further details ([Appendix A](#)).

# SECTION 1: PRINCIPLES GOVERNING THE UNIVERSITY ACADEMIC REGULATIONS

## 1.1 Principles governing the University academic regulations

(The principles governing the Birmingham City University academic regulations are as follows:

- Principle 1:** All students are given a fair and equal opportunity to demonstrate academic achievement.
- Principle 2:** The adoption of UK sector norms as specified in the QAA HE national framework for higher education qualifications, including the requirement that students achieve the specified credit set out in the University's Academic Framework.
- Principle 3:** The requirement of 120 credits for progression on undergraduate awards, subject to specific rules on compensation, condonement and trailing of credit. Progression does not normally apply to postgraduate awards which are considered as a single stage (with the exception of taught postgraduate awards which are part of a designed professional doctorate course of study).
- Principle 4:** The provision of opportunities for students to develop an understanding of, and the necessary skills to demonstrate, good academic practice. The University has processes which operate to prevent, identify, investigate and respond to unacceptable practice relating to assessment including plagiarism, cheating, collusion and impersonation. Feedback on assessment will be timely, constructive and developmental.
- Principle 5:** The University's Academic Framework sets out the volume and level of credit required to achieve each specific award of the University. This includes the principle that Progression and Award Boards (PABs) are permitted to condone failed module(s) up to a maximum of 20 credits at each stage based on the academic judgement of the Progression and Award Board that the learning outcomes for the award have been met.
- Principle 6:** A 0-100 marking scale for all taught courses with pass thresholds at 40% on modules at levels 3-6 (Stages 0, 1, 2 and 3) and 50% on modules at level 7 (including stage 4 of integrated Master's courses), and standard thresholds across the institution for classification purposes at both undergraduate and postgraduate level.
- Principle 7:** The application of rules on compensation, condonement and trailed credit apply only to students who achieve a stage mean of 40% for undergraduate courses at stages 0 to 3 and 50% for postgraduate taught courses, and stage 4 of an integrated Master's degree, for progression and/or award. This principle assures the standard for all Birmingham City University awards.
- Principle 8:** Module resits are permitted for all stages at undergraduate level, including for honours. Resits at postgraduate level for taught modules are also permitted. Where credit has been awarded by a PAB no student shall be permitted to resit to improve the mark.
- Principle 9:** Where a student has failed a module or where the module has been condoned or automatic compensation has been applied (35-39% on a module at level 3 to 6 and 45-49% on a module at level 7 respectively), and the student takes a resit opportunity, the capped resit mark will normally be used for progression, transfer and award classification purposes. The mark achieved at the resit will stand, where it has been taken, even where it is lower than at the original attempt. Where the resit has not been taken, the original mark will stand.
- Principle 10:** A failing student in stage 1 only is entitled to an automatic offer of a repeat year providing that they agree to abide by the additional conditions set down in the University Repeat Year Learning Agreement.



- Principle 11:** A repeat year for a Foundation Year course, Stage 2 and beyond for undergraduate courses, and Master's courses, is permitted at the discretion of the Progression and Award Board. Such students will also be subject to an individual Repeat Year Learning Agreement.
- Principle 12:** Individual extenuating circumstances is the University's description of conditions which are sudden and unforeseen and temporarily prevent a student from undertaking assessment, or significantly impact on student performance in assessment in general, including late submission; as such the measure of severity is not about impact on the student but the impact on the assessment at the level of the module.
- Principle 13:** A student with accepted extenuating circumstances who does not attempt or fails an assessment (or component) will be given a sit for an uncapped mark. In cases where assessment is passed and EC accepted, an optional sit of the assessment (or component affected) will be provided by the PAB only if there is evidence of impact on the assessment; normally this is automatically set at 2% or more below the stage mean. Where a lower mark is obtained at this new sit, this mark shall be recorded. If the offered 'sit' is not taken the original mark shall remain on the student record. This principle applies in order to ensure equality of opportunity for all students. Acceptance of extenuating circumstances shall not be used to set aside marks or reclassify an award in any circumstances.
- Principle 14:** Ongoing or longer-term conditions or circumstances are not in themselves individual extenuating circumstances as they are not sudden, unforeseen and temporary. Students will be referred to Disability Support Services and/or Student Governance, Mental Health and Wellbeing for consideration of any reasonable adjustments which can be made. Ongoing or longer-term conditions may give rise to valid extenuating circumstances impacting on assessment only if they are first confirmed/diagnosed or become suddenly, unexpectedly and markedly worse at a particular assessment point. In all such cases, the extenuating circumstances process may be followed. Claims for circumstances not impacting on an ongoing or longer-term condition may also be made via the extenuating circumstances process, but no claim of extenuating circumstances can be made citing lack of fitness to study. All claims must be specifically linked to a module assessment and must be sudden, unforeseen and temporarily impact on assessment.

# SECTION 2: DEFINITIONS AND EXPLANATIONS

## Course and Module, Assessment Cycles, Resits, Exemption from Resit and Repeat Stage

### 2.1 Preamble

- 2.1.1 The University has autonomy to award its own degrees which requires a comprehensive, consistent and coherent framework of regulations. The academic regulations and associated procedures are intended to:
- ensure the academic standards and integrity of Birmingham City University awards;
  - ensure that all decisions regarding assessment, progression and award are transparent, consistent and equitable;
  - protect individual students from discrepancies in treatment between Schools;
  - protect individual staff members from allegations of bias.
- 2.1.2 The regulations are underpinned by the governing principles set out in Section 1.1. The regulations have been developed with reference to the UK Quality Code for Higher Education and the Framework for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ).

### 2.2 Scope of regulations

- 2.2.1 These regulations apply to all taught undergraduate (including integrated masters) and postgraduate awards. Derogation from these regulations may be permitted by the **Learning, Teaching, Assessment and Quality Committee** to meet the accreditation requirements of Professional, Statutory and/or Regulatory Bodies (PSRBs) or to enable subject norms within a discipline where University requirements may be considered too strict, such as number of attempts permitted in an academic cycle. Any such derogations will be published in the Course Specification of the courses to which they apply. A central record of all derogations will also be maintained by the Quality Assurance and Enhancement team and is reviewed annually.

### 2.3 Definition of course and module

- 2.3.1 An approved University taught course may be defined by stages of study, and is comprised of a number of modules, weighted by credit at a designated stage, which provide a coherent academic learning experience, with an explicit set of learning outcomes that leads to an award of the University. A taught master's course is defined by a single stage of postgraduate study irrespective of the duration of study (full-time or part-time). Level 3 (foundation year, stage zero), FHEQ levels 4, 5 and 6 (undergraduate full time stages 1 to 3) and FHEQ level 7 (Master's and stage 4 of integrated Master's courses), are set out in the University's Academic Framework (see [Appendix A](#)) which specifies the volume of credit needed to qualify for a particular award.
- 2.3.2 The University's courses are comprised of credit bearing modules which are defined as "a self-contained, formally structured and credit-bearing unit of study, with a coherent and explicit set of learning outcomes and assessment criteria". Modules must have appropriate learning outcomes set at the relevant FHEQ level showing clear progression between levels.

### 2.4 Commencement of Studies

- 2.4.1 Students are expected to commence studies on the specified start date, which is usually week one of the semester. In some cases, the start date may be unavoidably delayed due to late applications or transfer between courses. In all cases, the final point at which students can commence studies and be engaged in teaching and learning is Friday of week four from the course start date. Late arrivals or course transfers after Friday of week four will not normally be permitted and the contract in place between the student and the University will normally expire (or be formally terminated) at this point.

## 2.5 Mode of Study

2.5.1 Students' mode of study is the basis on which they are registered for a course, namely:

- As a **full-time** student registered to complete an award as prescribed in the Academic Regulations ([Appendix A – Academic Framework](#)). A full-time undergraduate student normally takes modules with a total value of 120 credits in one academic year (180 credits in an extended academic year for a full-time postgraduate student or an undergraduate student registered for an accelerated degree course). In doing so the student normally takes modules totalling 60 credits per semester. With the prior approval of the Associate Dean (with responsibility for quality assurance), a full-time undergraduate student may take modules totalling 80 credits per semester solely and explicitly to accommodate the trailing of an alternative non-core module (see regulation 3.2.2 on trailed credit).
- As a **part-time** student registered to complete an award as prescribed in the Academic Regulations ([Appendix A – Academic Framework](#)). A part-time undergraduate student takes modules with a total value of up to a maximum of 80 credits (or 90 credits for students completing courses based on a 15/30 credit structure) in one academic year (up to a maximum of 120 credits in an extended academic year for a part-time postgraduate student). In doing so the student normally takes modules totalling up to a maximum of 40 credits (or 45 credits for students completing courses based on a 15/30 credit structure) in any one semester.

## 2.6 Variation of Study

- 2.6.1 All courses are validated as cohesive and comprehensive patterns of study. Requests for a variation of study to an undergraduate course for an individual student will not be considered other than a semester of study abroad/placement, an International Summer School module to replace a failed module up to a maximum of 20 credits, up to 20 credits to enable the curriculum requirements to be met following course transfer, or for a level 7 module up to a maximum of 20 credits to be taken in the final stage of an integrated Master's course. A study abroad/placement year is an additional voluntary year taken after stage 2 (level 5) and does not constitute a variation of study. All applications for a variation of study must be approved by the Associate Dean (with responsibility for quality assurance). The Associate Dean must ensure that the learning outcomes of any missed core modules can be met and that the level and credit volume of study is academically appropriate. Application for a variation of study may be rejected based on academic judgement regarding the proposed variation and/or the academic performance of the student.
- 2.6.2 Requests for a variation of study to a postgraduate course for an individual student may be considered up to a maximum of 30 credits. Associate Deans (with responsibility for quality assurance) need to be satisfied that the module learning outcomes clearly map to the learning outcomes of any core modules that will be missed. The Associate Dean may approve any such variations provided these criteria are met. Credit from a module previously studied can only form part of the credit load requirement as set out in the University's Recognition of Prior Learning policy, provided it is approved pre-admission.

## 2.7 An initial assessment cycle and a repeat assessment cycle of the stage

- 2.7.1 Modules taken by a student in a given stage of study provide a single assessment cycle. An assessment cycle includes one first attempt, an in-year retrieval resit (if available) and one resit attempt in the resit period (A3). This initial assessment cycle applies to each stage of study at undergraduate level and to postgraduate Master's level.
- 2.7.2 Where a stage has been failed, a repeat assessment cycle may be available comprising one further cycle of a first attempt and (where necessary and available) one further resit (see Regulations 2.7 on resit opportunities and 2.9 on repeat assessment cycles).

## 2.8 Resit opportunities

- 2.8.1 A resit is an opportunity to retrieve an initial failed assessment without having to repeat the original period of teaching and learning. Resit opportunities will only be offered for modules where the relevant pass mark for the module has not been achieved (40% on level 3 to 6 modules and 50% on level 7 modules) and/or the credit has not been awarded by the Progression and Award Board (PAB), for example where there is a Professional, Statutory and/or Regulatory Body (PSRB) requirement for passing the module.
- 2.8.2 All students taking the resit/sit will take the approved resit mode of assessment. In cases where there are two resit components designed to test the learning outcomes of the original assessment components, a School may offer a resit of the failed assessment component to be conflated with the passed assessment component, provided that the weightings map to the original assessment mode weighting and that this strategy is applied to all students on the cohort. The conflated mark will be capped at the pass threshold for the module. In the case of modules with more than one assessment component where every component must be passed in order to pass the module overall, normally due to Professional, Statutory and/or Regulatory Body (PSRB) requirements, the conflated mark will not be capped at the module level. Instead, only the failed assessment component(s) will be capped at the pass threshold. The conflated mark will not be capped at the module level where an assessment component has been taken as an uncapped sit. See the Extenuating Circumstances procedure.

### CAPPING OF RESIT MARKS

- 2.8.3 Resit marks are capped at the pass mark for the module (other than as outlined in 2.8.2 above) to ensure that students who are offered resits do not have an unfair opportunity to improve their marks. The capped resit mark will be considered for progression purposes on all awards and will be considered for all course transfer applications and for award purposes and will stand for all courses even where it is lower than the mark achieved at the first attempt. The original mark will stand where the resit opportunity, or a resit assessment component, has not been taken.

### TIMING OF RESIT OPPORTUNITIES AND 'WITHIN YEAR' RESITS

- 2.8.4 Resit opportunities are scheduled in the A3 (July/August) assessment period. The exception to this rule is that a first resit of a PGT dissertation/project (and any associated assessments on the module scheduled at the same time) will be scheduled in the A2 (May/June) assessment period, where the original submission was not deferred by the PAB to the A1 (December/January) assessment period. In addition, Schools may provide a 'within year' resit opportunity to retrieve a failed assessment. This will be a capped resit of the same mode and weighting, to enable timely retrieval of a failed assessment and integration of teaching, learning and assessment. The mark achieved will replace the original first attempt mark and will therefore not be recorded separately on the student's record. The PAB will offer a resit in the A3 (July/August) assessment period in the usual way, in cases where the module has been failed, including where a 'within year' resit opportunity was provided. A 'within year' resit opportunity may be uncapped by the PAB in accordance with accepted extenuating circumstances submitted in relation to the original deadline. A 'within year' resit may also be given where the Associate Dean (with responsibility for quality assurance) approves that a replacement file is accepted after the deadline, as a result of an e-submission error that was not the fault of the student. In such cases the 'within year' resit will be uncapped. Further detail on the operation of 'within year' resit opportunities is set out in Section 7.3 of the Assessment and Feedback Policy.
- 2.8.5 A resit will not be the automatic recourse for a dissertation/project of 30 credits or more in the final stage of an undergraduate course or at postgraduate level. Instead an appropriate retrieval opportunity will be given, which may include a resubmission of the original dissertation/project for a capped mark rather than completion of an entirely new dissertation/project.

- 2.8.6 Schools must provide an alternative mode of assessment for Visiting and Exchange students on all modules taken by these students where the mid-year assessment and resit assessment is an in-person assessment and the student will no longer be at the University. Exceptionally, the alternative assessment agreed for a Visiting and Exchange student may be offered to a student taking a study abroad/placement term. The Associate Dean (with responsibility for quality assurance) can approve requests where these are supported by evidence to verify that the term abroad will start prior to the mid-year assessment period. Where the study abroad/placement term starts after the mid-year assessment period, the student will not be able to take the alternative assessment.
- 2.8.7 The other types of resit opportunity are a trailed resit and a second resit which may be offered at the PAB's discretion (see Regulation 3.2 on trailed credit and Regulation 3.5 on break in study with a second resit).
- 2.8.8 These resit regulations also apply to Sits. A Sit is an opportunity to take the resit mode weighted in proportion with the accepted extenuating circumstances, to be taken 'within year' or at the next A3 (July/August) assessment period. See the Extenuating Circumstances procedure.

## **2.9 Modules exceptionally exempted from providing a resit opportunity**

- 2.9.1 In some cases, the nature of the mode of assessment may preclude the opportunity for a resit; for example, practice placements where assessment requires the execution of specified activities that are inextricably integrated with the practice-based learning. In such cases, a student failing to pass the module may be required to repeat the module or year in order to obtain the academic credit. Where there is a failure in the provision of a placement, another placement must be secured within the same stage.
- 2.9.2 In the case of 4 stage degrees with a 120 credit voluntary/integrated placement or study abroad year, failure in the placement or study abroad year will not normally result in a repeat year but rather a transfer to the 3 stage variant of the course (see Regulation 4.7).
- 2.9.3 The exemption of a module from the opportunity to provide a resit must be approved by the Academic Regulations and Policy Committee as a derogation from the regulations. Details of such modules must be clearly flagged to students in the course specification and all published materials including course handbooks.

## **2.10 Repeat stages of study including the automatic right to repeat a failed stage 1**

- 2.10.1 The repeat of a stage of study normally means retaking the stage *as if for the first time*, as published with attendance. That is a repeat of the teaching, learning and assessment. All previous marks and credit will be cleared from the student record and a new full assessment cycle undertaken. The offer of a repeat stage will normally be made at the August Undergraduate Progression and Award Board (PAB) or the Main Postgraduate PAB, following a resit opportunity. However, the summer Postgraduate PAB may offer a choice of a repeat stage or resits, to enable a repeat stage to be taken within the maximum period of registration.
- 2.10.2 Alternatively, a PAB may offer a repeat of a stage which requires a student to repeat the teaching, learning and assessment of failed modules only. This can be applied to enable a student to retain the marks and credit for modules already passed up to a maximum of 80 credits. Students repeating stage 0 (level 3) or stage 1 (FHEQ level 4) will retain the marks and credit for modules already passed on the basis that those modules do not normally contribute to the final classification. Students who are offered the opportunity by the PAB to repeat stages other than stage 0 or stage 1 will be given the option to either retain the marks and credit for modules already passed or to have marks and credit for some or all modules cleared from the record. Fees for repeat stages will be calculated according to the number of modules and volume of credit being repeated on a pro-rata basis. Regulation 2.10.7 below additionally makes provision for the PAB to offer a repeat of a semester or the repeat of a module up to 40 credits.



- 2.10.3 Exceptionally, a trailed alternative non-core module (with attendance) may be offered with marks for the repeat module assessment cycle capped at the first and the resit attempt (see Regulation 3.2 on trailed credit.)
- 2.10.4 The opportunity to repeat stage 1 (FHEQ level 4) is automatic for failing students, provided the course of study is available in the following academic session. For Foundation stages, and for students at stages subsequent to stage 1 including the final undergraduate award stage and for Master's students, there is no automatic right to repeat the stage. Any such offer will be at the PAB's discretion. However, the PAB is advised to seriously consider offering a repeat of a stage to a student who has not previously repeated a stage. Evidence of attendance and engagement during the failed stage should not be taken into consideration but academic performance in a previous stage may be a determining factor. Where the PAB exceptionally decides not to offer a repeat of a stage to a student who has not previously repeated a stage in the course, the PAB must set out the rationale for this decision in the minutes.
- 2.10.5 A student offered a repeat of a stage of study will be asked to agree to abide by the conditions set out in a University Repeat Year Learning Agreement. Where the repeat year is automatic at stage 1, the learning agreement will be the standard University model (available at [Appendix C](#)). Where the PAB offers a repeat year to a student in a stage subsequent to stage 1 or on a postgraduate course, it may specify (or delegate to the Chair) amendments to the standard University model learning agreement, provided that the conditions are not more onerous. The School Student Progress Committee may commence withdrawal proceedings for any student in breach of their Learning Agreement.
- 2.10.6 No student shall be permitted to repeat/resit the same stage of study more than once, even where they have transferred course, and shall only be permitted to repeat where the stage has been failed. Therefore, the credit requirement for a stage of study must normally be achieved within a maximum of two academic years (pro rata for part time) and within the maximum registration period for the award. In offering a repeat stage to a student who has previously repeated a stage the PAB should be mindful of the maximum period of registration as set out in the University's Academic Framework at [Appendix A](#).
- 2.10.7 The PAB may consider offering a repeat of a semester, instead of a stage, provided that 60 credits have been secured in the other semester. As with the repeat of a stage this means normally retaking the semester as if for the first time, with attendance. All previous marks and credit for the semester will be cleared from the student record and a new full assessment cycle undertaken. Exceptionally a PAB may offer a repeat of a module up to a maximum of 40 credits. This is normally reserved for instances where the course structure does not enable a failed module to be trailed and/or where other credit retrieval mechanisms are not permitted due to Professional Statutory and/or Regulatory Body (PSRB) requirements.

## **2.11 Period of registration**

- 2.11.1 The maximum periods of registration for a course leading to a Birmingham City University award are set out in the University's Academic Framework (see [Appendix A](#)). These include any period(s) of break in study and/or resubmission of assessed work. The notion of a maximum period of registration is based on the principle of maintaining the currency of credit that is awarded and any eventual award that may be conferred.
- 2.11.2 The maximum period of registration can exceptionally be extended by the Associate Dean (with responsibility for quality assurance) for one further academic year. Any such requests must be made by the Chair of the PAB and are reserved for instances where serious medium to longer term circumstances mean that a student is unable to study for significant periods of time within the period of registration and it, therefore, becomes impossible for a student to complete the course on a full-time basis within the designated period (this provision is not designed to be used to extend the period of registration by an extra semester or year due to a short-term and temporary illness). Extensions to the maximum registration period of more than one academic year must be approved by the Deputy Vice Chancellor (Academic).

# SECTION 3: RETRIEVING CREDIT

## Trailed Credit, Compensation, Condonement and Break in Study with Second Resit(s)

### 3.1 Criteria for retrieving credit

- 3.1.1 The Progression and Award Board (PAB) may consider the following mechanisms for the retrieval of credit, normally following any resit opportunity, some of which are discretionary, provided that the stage mean requirement has been achieved. Please refer to Regulation 4.3 for details of the stage mean requirement.

### 3.2 Discretionary trailed credit

- 3.2.1 The Progression and Award Board (PAB) has discretionary authority to offer an undergraduate student (following any resit offered) the opportunity to progress to the next stage of study while trailing up to a maximum of 20 credits from the previous stage, provided that a stage mean of 40% has been achieved. Credit can be trailed at all stages, including into the final stage but not beyond the final stage.
- 3.2.2 Normally, trailed credit will result in the student taking a trailed resit for a module already studied with the aim of retrieving the initial fail **without attendance**. Exceptionally, a student may request to take an alternative non-core module for the same trailed credit value **with attendance**, subject to approval by the Associate Dean (with responsibility for quality assurance) and to timetabling. Such students trailing an alternative module will be entitled to a full assessment cycle on this module, whereas students trailing a module already studied will only be entitled to a single trailed resit. In all cases a trailed resit and a trailed module repeat assessment cycle will result in the capped mark being used for award purposes. A trailed resit is a further final opportunity to take the resit mode which tests all the module learning outcomes. The resit will be offered at the next available opportunity during the following academic year (up to and including the summer vacation assessment period). A trailed repeat assessment cycle is an opportunity to take the main cycle of assessment, for example coursework and an examination, and therefore the assessment will be taken along with the next cohort.
- 3.2.3 Permission to trail credit will normally only be granted by an August PAB following a failed resit. In exercising its discretion, the PAB will take into consideration evidence of attendance and engagement across the stage such that the student is likely to succeed at the next assessment opportunity. The Resit PAB should be mindful of cases where a student has not attended for the resit opportunity as this may be due to course commitments (study abroad, placements, or field trips). In cases where the student is on a study abroad/placement year, a trailed resit may be offered in the summer vacation assessment period at the end of the study abroad year or at the end of the final stage, following a study abroad/placement year, provided the total credit to be trailed does not exceed 20 credits. No marks may be carried forward from the original assessment attempt, except in the case of modules with more than one component and where all components must be passed, normally due to PSRB requirements, where the mark for a component that has already been passed may be carried forward (see also 2.8.2 above).
- 3.2.4 Where the trailed assessment has not been passed after the conclusion of the trailed resit or trailed module repeat assessment cycle, the PAB may consider other mechanisms available for the retrieval of credit (as set out in Regulation 4.4).
- 3.2.5 A repeat stage given by the PAB must include a trailed module where it has not been passed in the failed stage.

### 3.3 Non-discretionary compensated credit

- 3.3.1 Compensation is automatically applied at each stage of study at the level of the module for a marginal fail of up to 40 credits provided the stage mean has been achieved, on the basis that a strong performance by a student in one part of the curriculum may be used as the basis for the award of credit in respect of a marginal fail elsewhere. Compensation can be applied to both core and optional modules where the criteria in 3.3.2 are met. Compensation cannot be applied to awards consisting of fewer than 120 credits.

- 3.3.2 Where a student has not achieved the credit requirement for progression or award but has met the following criteria, then up to 40 credits will automatically be granted by compensation provided that the remaining credits in the stage meet the pass threshold:
- (i) a stage mean of 40% for an undergraduate course, with the exception of integrated Master's courses where the stage mean requirement in the final stage is 50%, or a stage mean of 50% for a postgraduate course (excluding the research project/dissertation);
  - (ii) a marginal fail on the module/s (35-39% for undergraduate modules or 45-49% for a level 7 module).
- 3.3.3 Compensation is not discretionary to the Progression and Award Board (PAB) and is referred to as automatic compensated credit for a marginal fail. The actual mark achieved will stand for progression and award purposes. Exceptionally, a module may be exempt from the application of non-discretionary compensation based on a Professional Statutory and/or Regulatory Body (PSRB) requirement approved by the Learning, Teaching, Assessment and Quality Committee. All exemptions (derogations) are set out in [relevant Course Specifications](#).
- 3.3.4 A maximum of 40 credits per stage in undergraduate courses may be awarded by automatic compensation to enable progression or award. Compensation will be applied at the PAB where the criteria are met. Compensation cannot be awarded for undergraduate research projects/dissertations regardless of the credit weighting.
- 3.3.5 A maximum of 40 credits for taught modules may be awarded by compensation in postgraduate courses on the basis that a taught Master's is defined as a single postgraduate stage of study. Compensation will be applied when the Postgraduate PAB convenes virtually in the summer to consider the completed taught modules, provided that the criteria are met. The mean requirement for compensation will not include the research project/dissertation. Compensation cannot be awarded for postgraduate research projects/dissertations regardless of the credit weighting.
- 3.3.6 Where automatic compensation has been applied, the University will provide a single opportunity for students to register to take a resit instead of receiving the credit via compensation, to enable the pass threshold to be achieved and for any accreditation requirements to be met. The mark achieved at resit will be capped and will stand even where it is lower than the original mark achieved which may impact on progression where progression to the next stage had been offered. The resit mode will be offered in the summer vacation assessment period of that year or the following year, where appropriate.
- 3.3.7 In all cases compensated credit will not be applied automatically where the criteria have not been met or if more than 40 credits have been failed.

#### **3.4 Discretionary condoned credit**

- 3.4.1 Discretionary condoned credit is defined as the process by which a PAB in consideration of the overall performance of a student decides that without incurring a penalty, a part or parts of the course that has been failed need not be redeemed. Both core and optional modules can be condoned at the discretion of the PAB where the criteria in 3.4.2 are met.
- 3.4.2 The Progression and Award Board (PAB) has discretionary authority to award up to a maximum of 20 condoned credits at each stage of study in undergraduate courses or for taught modules in postgraduate courses where the course learning outcomes have been met, a fail mark (excluding a zero) has been achieved and the relevant stage mean has been achieved as set out in Regulation 4.3. Condoned credit is not dependent upon an individual module threshold mark being achieved. The original mark achieved will stand for award purposes. A failed undergraduate or postgraduate dissertation / research project may not be condoned. A maximum of 40 credits may be granted via a combination of compensated and condoned credit in any single stage in undergraduate courses and in postgraduate courses. Alternatively a PAB can give a resit. The PAB may not condone a module failed as a result of misconduct.

- 3.4.3 Where the PAB condones a credit shortfall, the University will provide a single opportunity for students to register to take a resit instead of receiving the condoned credit, to enable the pass threshold to be achieved and for any accreditation requirements to be met. The mark achieved at resit will be capped and will stand even where it is lower than the original mark achieved. The resit mode will be offered in the summer vacation assessment period of that year or the following year, where appropriate.

### 3.5 Discretionary break in study with a second resit

- 3.5.1 The Progression and Award Board (PAB) has discretionary authority to offer a second and final resit for one or more failed modules for a capped mark, provided 60 credits have been achieved in the stage. This may only be considered where the progression or award criteria for the stage have not been achieved, after any resit opportunities and other mechanisms to retrieve the credit have been exhausted, provided there is good evidence of attendance and engagement such that the student is likely to succeed at the next resit assessment opportunity. This is available to undergraduate and postgraduate PABs. The resit will be offered at the next available opportunity during the following academic year (up to and including the summer vacation assessment period). The student will be required to take a break and will be offered a second resit of the failed module/s **‘without attendance’** (i.e. as an external student). In cases where further access to specialist facilities is required (e.g. laboratories, workshops, studios etc.) and the resit therefore cannot be completed ‘without attendance’ students will instead be required to repeat the module ‘with attendance’ (see 2.10.7 above). All marks for the second resit on the module/s will be capped at the pass threshold for progression, award and transfer purposes. A second resit may not be given for a dissertation/project on a postgraduate award, where it is weighted at more than 30 credits. A second resit may not be given where the stage has already been repeated on an undergraduate or postgraduate course. The marks achieved will be added to the first cycle marks for modules passed and confirmed by the Module Assessment Board (MAB). (See Regulations 4.5 and 4.6 on consideration of candidates).

# SECTION 4: PROGRESSION AND AWARD

## Award of Credit, Rounding of Marks, Progression and Award Criteria, Application of Mechanisms to Retrieve Credit, Consideration of Candidates

### 4.1 The award of credit

- 4.1.1 Credit is automatically awarded for all modules where the pass threshold for an individual module has been met, unless there is an additional Professional, Statutory and/or Regulatory Body (PSRB) requirement for passing the module. The pass threshold is set at 40% for modules at levels 3 to 6 and 50% for modules at level 7. Credit may also be awarded by automatic compensated credit or via condoned credit at the discretion of the Progression and Award Board (PAB) where the relevant criteria have been met, as set out in Regulations 3.3 and 3.4, to ensure the standard of the award.

### 4.2 Rounding of marks

- 4.2.1 The mark for a module, stage mean and grand mean (overall degree weighted mark) shall be a whole number rounded up ( $\geq 0.45\%$ ) or down ( $\leq 0.44\%$ ).

### 4.3 Progression and award criteria

- 4.3.1 Undergraduate students are required to achieve a stage mean of 40%, with the exception of integrated Master's courses where the stage mean requirement is 50% in the final stage (as modules taken in the final stage of these degrees are at level 7), and 120 credits in order to progress to the next stage or to be considered for an award, following the application of rules on trailed, compensated and condoned credit. The capped stage mean is used for progression, transfer and award purposes and for progression on 4 stage degrees with an integrated study abroad year. The stage mean includes all marks achieved on modules taken in the stage, including marks of zero and fail marks.

- 4.3.2 In accordance with regulation 2.5.1 above, a part-time undergraduate student can study up to a maximum of 80 credits in any one academic year. As a result each stage of the course is generally taken over two years rather than one. Part-time courses delivered over five years may also include modules from more than one stage (level) in a single year of study. In order to avoid a student commencing the second year of a stage carrying insufficient credit, their progress must be considered by the PAB at the end of each year of study as follows:

- The PAB should offer resits for any modules failed to ensure that the student is able to acquire sufficient credit to enable progression to occur on completion of the full stage (ie achievement of the stage mean and a minimum of 80 credits, subject to the rules on trailed credit, compensation and condonement, to be considered for progression at the end of the full stage – see regulation 4.5.3);
- Where a student's performance is such that future progression is precluded, having exercised relevant resit opportunities, the PAB will determine any retrieval opportunities prior to continued progress (eg repeat of stage / semester / module or discretionary break in learning and second resits).

- 4.3.3 Postgraduate students are required to achieve a capped stage mean of 50% and the credit requirement set out in the University's Academic Framework to be considered for individual postgraduate awards, following the application of rules on compensated and condoned credit. In the case of part-time students taking a postgraduate course over more than one year their progress must be considered by the PAB at the end of each year of study as follows:

- The PAB should offer resits for any modules failed to ensure that the student is able to acquire sufficient credit to achieve their intended award;
- Where a student's performance is such that achievement of their intended award is precluded, having exercised relevant resit opportunities, the PAB will determine any retrieval opportunities prior to continued progress (eg repeat of stage / semester / module or discretionary break in learning and second resits). Alternatively, the PAB may give an exit award. Reference should also be made to regulation 4.6 below.



- 4.3.4 The University's Academic Framework sets out the overall credit volume requirements for each taught award and the minimum credit requirement that needs to be achieved to be recommended for a degree (see [Appendix A](#)).

#### 4.4 Application of mechanisms to retrieve credit for progression or award at the undergraduate and postgraduate Progression and Award Board (PAB)

- 4.4.1 The undergraduate and postgraduate Progression and Award Board (PAB) has discretionary authority to offer a combination of mechanisms to provide an opportunity for a student to retrieve the credit necessary for progression (following any resit opportunity) or the achievement of an award as set out below and illustrated in the flowchart at [Appendix B](#). These mechanisms can be applied at the PAB's discretion, where the criteria have been met, in order to secure the standard of the award. This ensures that in addition to the stage mean being met, the pass threshold has been achieved on at least two-thirds of the credit in the stage for progression and award (See criteria for application of mechanisms to retrieve credit in Section 3).

#### 4.5 Undergraduate candidates

##### (i) Non achievement of stage mean

- 4.5.1 Where the stage mean requirement has not been achieved (see stage mean criteria in Regulation 4.3) following any resit opportunity, the student has no right to compensated, condoned or trailed credit; nor has the PAB discretion to allow a student to progress or receive an award. Mechanisms available to the PAB to enable the student to retrieve the credit include a repeat stage/semester (see Regulation 2.10) or exceptionally, break in learning from the course with a second resit for a capped mark where 60 credits have been achieved (see Regulation 3.5). Alternatively, following a first resit opportunity, the PAB may exceptionally decide that a further retrieval opportunity should not be permitted and so require permanent withdrawal with an exit award where the credit requirement set out in the University's Academic Framework has been met ([Appendix A](#)). Students failing to progress from stage 1 are automatically entitled to a repeat stage.

##### (ii) Achievement of stage mean

- 4.5.2 Where the stage mean requirement has been achieved (see stage mean criteria in Regulation 4.3) but the credit requirement has not been achieved, mechanisms available to the PAB to enable the student to progress or achieve the award include the application of a combination of compensated, condoned or trailed credit up to a maximum of 40 credits (see criteria in Section 3). Where this is not possible the PAB should consider a first/second resit opportunity to enable credit to be secured (see Regulation 3.5 for criteria for second resits) or exceptionally a repeat of a stage/semester (see Regulation 2.10).

##### (iii) The PAB should consider undergraduate candidates as follows:

- 4.5.3 The PAB should consider **progression** candidates as follows, following any resit opportunity:

- (1) Where the **stage mean has been achieved and 80 credits or more awarded**, the PAB must seriously consider granting trailed credit in combination with compensated and/or condoned credit up to a maximum of 40 credits to enable the student to progress, thereby not imposing any undue delay in the achievement of the award aims. Exceptionally, where there is a Professional, Statutory and/or Regulatory Body (PSRB) requirement to achieve the pass threshold on all modules or where the PAB has significant concerns about the academic underpinning that could not be achieved through trailing credit, the PAB must offer a choice of break in learning with second resits or a repeat of the stage/semester. A clear minute must record the rationale in all cases where trailed credit has not been granted to enable progression.

- (2) Where **the stage mean has been achieved but less than 80 credits awarded**, the student may not progress. Students failing to progress from stage 1 are automatically entitled to a repeat stage. The PAB must seriously consider offering a repeat stage to students in stages subsequent to stage 1 and the foundation year irrespective of whether the student has previously repeated a stage. The PAB may offer a repeat stage, break in learning with a second resit/s where 60 credits have been achieved and where there is evidence of good engagement, or a repeat of a semester. Once 80 credits or more have been awarded, the PAB may grant trailed credit in combination with compensated and/or condoned credit up to a maximum of 40 credits to enable the student to progress to the next stage.

#### 4.5.4 The PAB should consider **award** candidates as follows:

- (1) Where **the stage mean has been achieved and 80 credits or more awarded**, the PAB may grant condoned credit in combination with compensated credit up to a maximum of 40 credits to allow 120 credits to accumulate and the award to be made. Alternatively a resit may be offered. Should the credits not be secured after a resit opportunity the PAB may offer an exit award, break in learning with second resits or exceptionally a repeat stage/semester. Credit trailed from the previous stage may be condoned at the award stage provided that any credit granted via condoned credit for the trailed credit and any failed modules in the final stage does not exceed 20 credits in total.
- (2) Where **the stage mean has been achieved but less than 80 credits awarded**, following any resit opportunity, the student may not graduate. The PAB must seriously consider offering a repeat of the stage irrespective of whether the student has previously repeated a stage. The PAB may offer a repeat stage, break in learning with a second resit/s where 60 credits have been achieved and where there is evidence of good engagement, or a repeat of a semester. Once 80 credits have been accumulated the PAB may grant condoned credit in combination with compensated credit up to a maximum of 40 credits to allow 120 credits to accumulate and the award to be made. Alternatively, the PAB may give an exit award.

- 4.5.5 In all cases, the PAB must specify where undergraduate candidates may be offered a choice of retrieval opportunities (trailed credit, break in learning and second resits or a repeat of a semester/stage). Where the PAB, exceptionally, decides not to offer a repeat of a stage to a student who has not previously repeated a stage in the course, the PAB must set out the rationale for this decision in the minutes.

## 4.6 Postgraduate candidates

- 4.6.1 A PAB will be convened virtually in July (for courses commencing in September) to consider student outcomes following completion of taught modules and offer resits/sits in relation to modules completed in semesters one, two and three. Where less than 60 credits have been achieved at the Summer PAB, resits/sits for all failed taught modules will be scheduled in the A3 (July/August) assessment period. The PAB should defer the dissertation/project submission to Monday of week four of the subsequent semester (e.g. mid-October) in such cases. Where a PAB agrees to defer the submission date, dissertation/project teaching and supervision will take place as scheduled and students should aim to complete all research or practical work requiring the use of specialist facilities (e.g. laboratories, workshops, studios etc.) during their normal period of registration. No further access to specialist facilities and resources will normally be permitted during the deferral period. Associate Deans (with responsibility for quality assurance) can approve a longer period of deferral (e.g. to A1 in December/January). If continuation of registration and access to specialist facilities and resources is required during this period further fees may apply. Where 60 credits or more have been achieved at the Summer PAB, resits/sits for all failed taught modules will be scheduled in the A3 (July/August) assessment period, with deferral of the dissertation/project submission to the Monday of week four only being considered where the PAB confirms that the relevant taught modules are unlikely to be completed prior to submission of the dissertation/project. The Summer PAB may offer a choice of a repeat stage or resits, to enable a repeat stage to be taken within the maximum period of registration. No candidate achieving less than 60 credits, after taking resits in the A3 (July/August) assessment period, will be permitted to submit a dissertation/project either on the Monday of week four or in the A1 (December/January) assessment period. PABs will first need to consider whether further retrieval opportunities should be offered as set out below.

**(i) Non achievement of stage mean**

- 4.6.2 Where the 50% stage mean has not been achieved (see stage mean criteria in Regulation 4.3), usually following any resit opportunity, the student has no right to compensated or condoned credit; nor does the PAB have discretion to allow a student to receive an award. Mechanisms available to the PAB to enable the student to retrieve the credit include a repeat of the stage/semester (see Regulation 2.10) or break in learning from the course with a second resit where 60 credits have been achieved (see Regulation 3.5). Alternatively, the PAB may decide that further retrieval opportunities should not be permitted and so require permanent withdrawal with an exit award if available as part of the validated provision of the course (see Regulation 5.3(iv)).

**(ii) Achievement of stage mean**

- 4.6.3 Where the 50% stage mean has been achieved (see stage mean criteria in Regulation 4.3) but the credit requirement has not been achieved, mechanisms available to the PAB to enable the student to achieve the award include the application of a combination of compensated and condoned credit up to a maximum of 40 credits (see criteria in Section 3), with the exception that compensated and condoned credit cannot be granted for the project/dissertation.

**(iii) The PAB should consider postgraduate candidates as follows:**

- 4.6.4 The PAB should consider candidates for award as follows:
- (1) **Where the stage mean has been achieved and 140 credits or more awarded** (200 credits for MArch and MMus and 260<sup>1</sup> credits for MFA) including the dissertation/project, the PAB may grant a combination of compensated and condoned credit up to a maximum of 40 credits to allow the award to be made. Alternatively, the PAB may offer a first resit/s or second resit/s with break in learning, or exceptionally a repeat of the stage/semester.
  - (2) **Where the stage mean has been achieved and less than 140 credits awarded** (200 credits for MArch and MMus and 260 credits for MFA), or the dissertation/project failed, then no award can be made. The PAB may offer a first resit/s and a second resit/s with break in learning or a repeat of a stage/semester. In the case of the dissertation/project the PAB may allow a resubmission for a capped mark as an alternative to a resit. Once 140 credits or more (200 credits for MArch and MMus and 260 credits for MFA) are awarded including the dissertation/project, the PAB may grant a combination of compensated and condoned credit up to a maximum of 40 credits to allow the award to be made.
  - (3) **Where fewer than 120 credits have been achieved** the PAB may consider offering a repeat of the stage/semester, following failed resit/s.
- 4.6.5 In the cases above, the PAB must specify where postgraduate candidates may be offered a choice of retrieval opportunities (break in learning and second resits or a repeat of a stage/semester). Where the PAB, exceptionally, decides not to offer a repeat of a stage to a student who has not previously repeated a stage in the course, the PAB must set out the rationale for this decision in the minutes.

**(iv) Consideration of award candidates on postgraduate diploma courses**

- 4.6.6 Candidates on postgraduate diploma courses are required to achieve 120 credits and achieve a stage mean of 50%, following any resit and/or repeat opportunity, in order to receive an award. This may include a combination of compensated and condoned credit up to a maximum of 40 credits.

<sup>1</sup> The requirement of 260 credits relates to the 300 credit version of the MFA award which commenced in September 2019. Students who commenced the MFA prior to September 2019 will be studying the 360 credit version for which the credit requirement under 4.6.4 (1) and (2) is 320 credits.

#### **(v) Consideration of award candidates on postgraduate certificate courses**

- 4.6.7 Candidates on postgraduate certificate courses are required to achieve the pass threshold on 60 credits, and achieve a stage mean of 50%, following any resit and/or repeat opportunity, in order to receive an award. Condoned or compensated credit may not be granted.

#### **4.7 Consideration of candidates on a 4 stage bachelor course including study abroad/professional placement**

##### **(i) Criteria to continue on or transfer to a 4 stage course including study abroad/placement year**

- 4.7.1 4 stage bachelor courses including a **voluntary placement year** do not have higher progression thresholds. The standard progression criteria set out in Regulation 4.3 apply to continue on or transfer to a course including a voluntary placement year (professional/industrial).
- 4.7.2 All study abroad/professional placement years are subject to acceptance by the host institution/employer. A student who has met the criteria but who has repeated a stage must be given permission by the School, to ensure that the course is likely to be completed within the maximum period of registration.
- 4.7.3 Exceptionally, a study abroad/placement semester may be incorporated into a 3 stage course (or a 4 stage integrated Master's degree). This constitutes a variation of study and as such is subject to approval (see Regulation 2.6). Approval will only be considered for a study abroad semester where a capped mean mark of 60% in stage 1 has been achieved.
- 4.7.4 A voluntary study abroad/placement year may be included in a course following a variation of study semester, accumulating to a 4 stage bachelor course. It is not possible for a study abroad/placement semester to be converted into a voluntary study abroad/placement year within a 3 stage course.
- 4.7.5 Occasionally, where the study abroad/professional placement year starts before the PAB meets to consider performance on resits, the Summer PAB may agree in principle that credit may be trailed into the A3 (July/August) assessment period of the study abroad/professional placement year or of the final stage, to enable a student to start the study abroad/professional placement year. Alternatively, the PAB may decide that a study abroad/professional placement year should be delayed until resits have been completed. In these circumstances the student will have to take a break in learning for the remainder of the year.

##### **(ii) Study requirement during a study abroad/placement period**

- 4.7.6 A Study Plan must be approved in advance by the School. For an integrated study abroad year, this must be academically coherent and be equivalent to 120 credits. For a voluntary study abroad year, this must include at least 50% of the modules related to the course and be equivalent to 120 credits. For a variation of study semester, this must be approved by the Deputy Vice Chancellor (Academic) and be equivalent to 60 credits.

##### **(a) Assessment requirement during a study abroad/placement year (integrated and voluntary)**

- 4.7.7 To continue into the final stage of a 4 stage course with a title including a study abroad/professional placement year the pass threshold must be achieved on the study abroad/professional placement year assessment. A voluntary study abroad year will not contribute to classification. Professional placement years, whether integrated or voluntary will not contribute to classification. Students will, however, be required to achieve the pass threshold in order for the study abroad/professional placement year to be included in their degree title (see Regulation 4.7(iii)). For the professional placement year, the assessment will be based on the assessment submitted and marked at the University whereas the assessment for a study abroad year will be agreed in advance.

**(b) Assessment requirement during a study abroad/placement semester**

- 4.7.8 Students taking a study abroad/placement semester as a variation to a 3 stage course will be required to achieve an overall mean of 40% on the study abroad/placement assessments. For the placement semester, the assessment will be based on the assessment submitted and marked at the University, whereas the assessment for a study abroad semester will be agreed in advance. Any marks achieved for assessments completed during the study abroad semester will not contribute to the final degree classification.

**(c) Failure to achieve the assessment requirement during the study abroad/placement year (integrated and voluntary)**

- 4.7.9 Where a student fails to achieve the assessment requirement following any resit opportunities at the host institution/employer, the student will transfer to the course title without the suffix 'with a study abroad year' or 'with professional placement year' and the fail mark will not contribute to classification. Exceptionally, where the student has been unable to take a resit/sit at the host institution, the International Office may at the request of the host institution facilitate a resit opportunity which may be an examination held at the University in the A3 (July/August) assessment period.

**(d) Failure to achieve the assessment requirement during the study abroad/placement semester**

- 4.7.10 Where a student fails to achieve the assessment requirement, they must pursue a resit opportunity at the host institution/employer. Exceptionally, where the student has been unable to take a resit/sit at the host institution, the International Office may at the request of the host institution facilitate a resit opportunity which may be an examination held at the University in the A3 (July/August) assessment period. Where the assessment requirement has not been met following the completion of resit opportunities, the School PAB has the discretion to offer a repeat of the semester during the next stage (see Regulation 2.10).

**(iii) Inclusion of study abroad/placement year in the course title**

- 4.7.11 Students graduating on both the integrated and voluntary 4 stage variants will have the study abroad/placement year recognised in the degree certificate 'Degree title (with Study Abroad Year or Professional Placement Year),' as set out in the University's Academic Framework. Students who fail to complete or pass the study abroad/placement year or who have been exempted from the study abroad/placement year on personal grounds may exit on the course title excluding 'with Study Abroad Year or Professional Placement Year', provided that the progression/award criteria have been met.

**4.8 Consideration of candidates on a Master's course including a professional placement**

- 4.8.1 The provisions set out in regulation 4.7 above for undergraduate courses with professional placements largely apply to Master's courses.
- 4.8.2 The professional placement consists of a 60 credit Level 6 module, normally undertaken after completion of 180 credits (but see also 4.7.5 above). The pass threshold must be achieved on the placement assessment in order for the module to be passed. Successful completion will entitle students to the suffix 'with Professional Placement'. The placement does not contribute to the final degree classification (see also Section 5 below).



#### **4.9 Criteria for progression and transfer to a 4 stage integrated Master's degree**

- 4.9.1 The progression criteria set out in Regulation 4.7(i) apply to a voluntary study abroad/placement year which has been included in an integrated Master's degree course, resulting in a 5 stage course. An overall mean of 40% is required on the voluntary study abroad/placement year assessment. For the placement year, the assessment will be based on the assessment submitted and marked at the University whereas the assessment for a study abroad year will be agreed in advance. The voluntary study abroad/placement year is approved on a pass/fail basis and does not contribute to classification.
- 4.9.2 Students graduating on an integrated Master's degree including a voluntary study abroad/placement year will have the study abroad/placement year recognised in the degree certificate 'Degree title (with Study Abroad Year or Professional/Industrial Placement Year),' as set out in the University's Academic Framework. Students who fail to complete or pass the study abroad/placement year or who have been exempted from the study abroad/placement year on personal grounds may exit on the course title excluding 'with Study Abroad Year or Professional/Industrial Placement Year', provided that the progression/award criteria have been met.

#### **4.10 Criteria for progression from the Foundation Year into stage 1 and the Birmingham City University Foundation Certificate**

- 4.10.1 There is no automatic progression onto an associated award as students are required to achieve the assessment criteria for progression to stage 1 of a University degree as set out below. The regulations on trailed credit do not apply to students progressing from the Foundation Year into stage 1.
- 4.10.2 Students will progress from a foundation year to stage 1 of an associated course where either (a) or (b) has been achieved:
- (a) 120 credits, as a result of the pass mark being achieved on all modules, and a stage mean of 40% for progression onto a Bachelors or onto an integrated Master's degree. This will enable progression onto any associated course.
  - (b) 120 credits and a stage mean of 40% for progression onto a Bachelor's or integrated Master's course. This may include a maximum of 40 credits which have been automatically compensated where the standard criteria have been met. In addition, the Resit PAB has discretion to apply up to 20 condoned credits, subject to a maximum of 40 credits applied via condoned or compensated credit for the stage. The application of compensated/condoned credit will result in progression onto permitted associated courses within the disciplines of the modules where the pass threshold has been achieved. A list confirming which associated courses are precluded as a result of individual module failure will be made available to students.
- 4.10.3 A Foundation Certificate will be awarded in cases where a student meets the assessment criteria for progression to stage 1 of an associated Bachelor's award but decides not to continue into stage 1 and in cases where a student does not complete stage 1.
- 4.10.4 There is no automatic right to repeat the foundation year.

# SECTION 5: AWARD REQUIREMENTS AND CLASSIFICATION

## Award Requirements, Classification Divisions, Borderlines and Specific Learning Disability

### 5.1 Credit and award requirements

- 5.1.1 The credit requirement at the level of the award is set out in the University's Academic Framework for all awards (see [Appendix A](#)).

### 5.2 Credit volume and weighting for classification of undergraduate awards

#### (i) Higher National Certificate and Higher National Diploma (HNC/D)

- 5.2.1 A Higher National Certificate will be awarded to students who achieve 120 credits across stage 1, following the application of rules on compensation and condoned credit. Award classification shall be calculated according to the grand mean of modules totalling 120 credits at stage 1.
- 5.2.2 A Higher National Diploma will be awarded to students who achieve 240 credits across stages 1 and 2, following the application of rules on compensation and condoned credit. Award classification shall be calculated according to the grand mean of modules totalling 120 credits at stage 2.

#### (ii) Foundation degree and Diploma of Higher Education

- 5.2.3 A Foundation degree or Diploma of Higher Education will be awarded to students who achieve 240 credits across stages 1 and 2, following the application of rules on compensation and condoned credit. Award classification shall be calculated according to the grand mean of modules totalling 120 credits at stage 2.

#### (iii) 3-year honours degree

- 5.2.4 A 3-year honours degree will be awarded to students who achieve 360 credits across stages 1, 2 and 3, following the application of rules on compensation and condoned credit. Award classification shall be calculated according to the grand mean based on a ratio of 40:60 for stages 2 and 3.

#### (iv) 4-year honours degree

- 5.2.5 A 4-year honours degree with a Study Abroad Year or Professional Placement year will be awarded to students who achieve 480 credits across stages 1, 2, 3 and 4, following the application of rules on compensated and condoned credit. This may be a 4 stage course started on entry (integrated) or a 3 stage course with a voluntary study abroad/ placement year included between stage 2 and the final stage following transfer, where the course permits. The study abroad/placement year will not contribute to classification whether it is integrated or voluntary. Award classification for a placement year shall be calculated according to the grand mean based on a ratio of 40:60 for stages 2 and 4. Therefore, the placement year will not contribute to classification.

- 5.2.6 The degree of BMus (Hons) will be awarded to students who achieve 480 credits across stages 1, 2, 3, and 4 following the application of rules on compensated and condoned credit, with stage 3 comprising 60 credits at level 5 and 60 credits at level 6. Award classification shall be calculated according to the grand mean of modules totalling 240 credits, comprising 60 level 5 credits and 60 level 6 credits in stage 3 and 120 level 6 credits in stage 4 based on a ratio of 25:75 for Years 3 and 4.

The degree of BMus (Hons) Jazz will be awarded to students who achieve 480 credits across stages 1, 2, 3, and 4 following the application of rules on compensated and condoned credit, with stage 3 comprising 40 credits at level 5 and 80 credits at level 6. Award classification shall be calculated according to the grand mean of modules totalling 240 credits, comprising 40 level 5 credits and 80 level 6 credits in stage 3 and 120 level 6 credits in stage 4 based on a ratio of 25:75 for Years 3 and 4.

#### **(v) Integrated Master's degree**

- 5.2.7 An Integrated Master's degree will be awarded to students who achieve 480 credits across stages 1, 2, 3 and 4, following the application of rules on compensated and condoned credit. Award classification shall be calculated according to the grand mean based on a ratio of 20:30:50 for stages 2, 3 and 4. Where a voluntary study abroad/placement year has been added as an additional year to an integrated Master's degree this will be taken after stage 2 and will not contribute to classification.
- 5.2.8 Where a student has been admitted with academic credit to the start of level 6 (stage 3) of an integrated Master's degree, the classification of the award will be based solely upon the marks achieved in the modules the student is required to complete on the course in order to qualify for the award, following the application of rules on compensation and condoned credit. Award classification shall be calculated according to the grand mean based on a ratio of 40:60 for stages 3 and 4.

#### **(vi) Advanced Standing and Top-up Degrees**

- 5.2.9 Where a student has been admitted to a level 6 (stage 3) top-up degree or admitted with academic credit to the start of stage 3, the classification of the award will be based solely upon the marks achieved in the modules the student is required to complete on the course in order to qualify for the award, following the application of rules on compensation and condoned credit. Award classification shall be calculated according to the grand mean of 120 credits at stage 3. In all cases of failure to complete a Stage 3 top-up degree, no exit award will be made. Where a student has been admitted with credit to a taught postgraduate award, the final classification shall be calculated according to the grand mean of the credit awarded by Birmingham City University only. Marks from credit achieved elsewhere cannot be used for classification purposes.

#### **(vii) Ordinary degree exit award**

- 5.2.10 An Ordinary degree will be awarded to students as an exit award where 300 credits have been achieved across stages 1, 2 and 3, including 60 credits at level 6 in the final stage, following the application of compensation in the earlier stages of study. There is no requirement to achieve a stage mean for an Ordinary award. In some cases, a student who does not meet the progression criteria for a named award may be transferred onto the Ordinary variant for the final stage. The PAB has discretion to not award an Ordinary degree, where the criteria have been met, where this would conflict with a Professional, Statutory and/or Regulatory Body (PSRB) requirement.

#### **(viii) BSc and BEng Hons as an exit award on an integrated Master's degree**

- 5.2.11 A BSc/BEng Hons degree will be awarded to students by a PAB as an exit award where the criteria for an integrated Master's degree have not been met but the criteria for the Bachelor's degree have been met and/or where a student wishes to leave the course at the end of stage 3, provided that a variation of study year has not been included in the course. In some cases, a student who does not meet the progression criteria for an integrated Master's degree may be automatically transferred onto the BSc/BEng variant for the final stage, provided that a variation of study year has not been included in the course. With the exception of the MEng, a BSc exit award in the course title will be awarded unless an alternative course title was approved at validation.

### **(x) Diploma/Certificate of Higher Education as an exit award**

- 5.2.12 A DipHE or CertHE award can be given to students who have permanently withdrawn from the University, provided that the relevant credit requirement has been met as set out in the Academic Framework ([Appendix A](#)). A classification cannot be given on an exit award.

## **5.3 Credit volume and weighting for classification of postgraduate awards**

### **(i) Master's award**

- 5.3.1 A Master's degree will be awarded to students who achieve 180 credits (240 credits for MArch and MMus and 300<sup>2</sup> credits for MFA) across the course, following the application of rules on compensation and condoned credit. Award classification shall normally be calculated according to the grand mean of modules totalling 180 credits at Level 7 (or higher credit volumes where specified), subject to any derogations set out in [the relevant Course Specification](#).
- 5.3.2 A Master's degree 'with Professional Placement' will be awarded to students who achieve 240 credits across the course. The Professional Placement consists of 60 credits and does not contribute to the final classification. Award classification shall therefore be calculated according to the grand mean of the remaining modules totalling 180 credits.

### **(ii) Postgraduate diploma**

- 5.3.3 A postgraduate diploma will be awarded to students who achieve 120 credits across the course, following the application of rules on compensation and condoned credit. Award classification shall normally be calculated according to the grand mean of modules totalling 120 credits at Level 7.

### **(iii) Postgraduate certificate**

- 5.3.4 A postgraduate certificate will be awarded to students who normally achieve 60 credits across the course. Credit may not be granted by compensation or condoned credit. Award classification shall normally be calculated according to the grand mean of modules totalling 60 credits at Level 7.

### **(iv) Postgraduate diploma and certificate exit awards at postgraduate level**

- 5.3.5 Postgraduate diploma and certificate awards may be awarded at the discretion of the PAB where the student has achieved the credit and stage mean requirement, and where the exit award forms part of the validated provision of the course. Exceptionally, an exit award can be made where the credits achieved on the taught modules enable the credit requirement for the postgraduate certificate or diploma to be met. Credit achieved on research based dissertation/projects cannot contribute to the credit requirement as this is not part of the certificate/diploma course structure. In addition, the mean mark should be calculated from the credits achieved and should not include the dissertation/project. A postgraduate diploma exit award may include a maximum of 40 credits via compensation and/or condoned credit which will be included in the grand mean calculation. A classification cannot be given on an exit award.

<sup>2</sup> The requirement of 300 credits for the MFA award relates to the version of the award which commenced in September 2019. Students who commenced prior to September 2019 will be registered on the previous version of the MFA award which consists of 360 credits and must therefore meet that credit requirement to achieve the award of MFA.

## 5.4 Classification divisions

5.4.1 The class of an award, both undergraduate and postgraduate shall be as follows:

Undergraduate Division (HNC/D, Foundation Degree and DipHE awards)	Less than	Greater than or equal to
Distinction	Not applicable	70%
Merit	70%	60%
Pass	60%	40%

Undergraduate Division (including integrated masters)	Less than	Greater than or equal to
First Class (1st)	Not applicable	70%
Upper Second Class (2.1)	70%	60%
Lower Second Class (2.2)	60%	50%
Third Class (3rd)	50%	40%

Postgraduate Division (Masters & PGDip/ PGCert entry awards)	Less than	Greater than or equal to
Distinction	Not applicable	70% threshold plus at least 80 <sup>1</sup> credits at 70 or above
Merit	70% plus 50% of credit at 70 or above	60% threshold plus at least 80 credits at 60 or above
Pass	60% plus 50% of credit at 60 or above	50%

<sup>1</sup> The requirement to achieve at least 80 credits in the relevant classification band applies to Master's awards where the classification is based on 180 credits.

## 5.5 Borderline for degree classification

- 5.5.1 Rounding of marks may result in a grand mean mark coming close to but below a degree classification boundary. Students falling within a borderline area of one percent below each classification boundary as follows will be eligible for reclassification:
- 69-70 Boundary for 2:1/1st and for postgraduate merit/distinction  
 59-60 Boundary for 2:2/2:1 and for postgraduate pass/merit  
 49-50 Boundary for 3rd/2:2 and for postgraduate borderline fail  
 39-40 Borderline fail for undergraduate
- 5.5.2 To ensure equity in the consideration of borderline candidates at undergraduate level, a borderline candidate will be automatically reclassified where they have achieved 50% of the credit that contributes to classification in the higher class.
- 5.5.3 To ensure equity in the consideration of borderline candidates at postgraduate level a borderline candidate will be automatically reclassified where a borderline grand mean has been achieved and at least 80 credits of the credit that contributes to classification is in the higher class where classification is based on 180 credits.
- 5.5.4 Extenuating Circumstances do not provide grounds for reclassification of an award as adjustments will have already been made for lateness penalties on the marks array and the PAB has the opportunity (at each stage) to offer such students a sit to retrieve their performance as a result of their circumstances where the overall module mark appears to be out of line with the marks array for the individual.

## 5.6 Aegrotat awards

- 5.6.1 An Aegrotat undergraduate degree is a degree that may be awarded where a student has achieved 60 credits in the final stage and is unable to complete their studies in the foreseeable future because of serious illness or other valid cause. A student achieving 60 credits in the final stage may be eligible for an Aegrotat degree on the credit achieved and/or on work completed to that date. The Aegrotat degree will be reserved for those circumstances in which the PAB recognises higher level academic achievement, subject to the approval of the Deputy Vice Chancellor (Academic) following a recommendation from the PAB. An undergraduate Aegrotat degree may be an unclassified honours or an Ordinary degree (without honours). Alternatively, a Diploma/Certificate of Higher Education may be awarded.
- 5.6.2 A postgraduate Aegrotat degree may be awarded at Master's, Diploma or Certificate level depending on the credit achieved, subject to the approval of the Deputy Vice Chancellor (Academic) following a recommendation from the PAB. A postgraduate Aegrotat may be classified where academic performance at the higher level has been demonstrated.
- 5.6.3 An Aegrotat degree does not provide eligibility for registration with a Professional Statutory and/or Regulatory Body (PSRB).

## 5.7 Posthumous awards

- 5.7.1 Any award of the University may be conferred posthumously and accepted on the student's behalf by a parent, spouse or other appropriate individual. Posthumous awards should normally reflect the next highest award for which the student was eligible (eg a student who had completed stage 1 and was in their second year of study would be recommended for the award of a Diploma of Higher Education). As with Aegrotat awards, posthumous awards shall be subject to the approval of the Deputy Vice Chancellor (Academic) following a recommendation from the PAB.



## **5.8 Revocation of an award of the University**

*This section of the regulations should be read in conjunction with the procedure for the Revocation of Awards.*

- 5.8.1 The University may, on the recommendation of the Vice Chancellor as Chair of Academic Board, revoke an award if it is discovered at any time and proved to the satisfaction of the University that there is good cause to do so. Good cause may include (but is not limited to) the following:
- (i) Discovery, subsequent to the conferment of an award, of academic misconduct in work submitted for the qualification;
  - (ii) Discovery, subsequent to the conferment of an award that it was obtained by fraud and/or deception.
- 5.8.2 The revocation of any award which also carries professional registration/recognition will be reported to the appropriate professional body.

## **5.9 Specific learning disability (SpLD) and late diagnosis of mental health**

- 5.9.1 In cases of late diagnosis of Specific Learning Disability (SpLD) and mental health the Progression and Award Board (PAB) has the discretion to base classification on the marks achieved during a year or years of study where the student had been offered the necessary support which enabled them to demonstrate their full learning potential, provided that this is not detrimental to the student. The PAB is guided to look for evidence of improved performance on all assessments taken after support was put in place. No mark should be set aside and a minimum of a full year of marks must be considered.
- 5.9.2 For postgraduate students, the Progression and Award Board will be advised of cases where support had been offered after the start of the course so that a Sit may be considered.

## **5.10 Regulatory exceptions**

- 5.10.1 Exceptionally, the PAB may take the view that it wishes to set aside the academic regulations in order to deal with a student or cohort in accordance with the assessment principles. In such cases the PAB must make a case for regulatory exception by clearly stating the issue and the proposed course of action to resolve the issue. The PAB must obtain permission from the Deputy Vice Chancellor (Academic) to invoke this exception. The Deputy Vice Chancellor (Academic) may accept or reject the request and will ensure that the academic standards of the University's awards are secured when reaching a decision. All such exceptions will be recorded and reported annually to Academic Board. Application of the agreed course of action remains the responsibility of the PAB and students therefore retain the right to appeal against the PAB decision under the appeals procedure.

# APPENDICES

## APPENDIX A – ACADEMIC FRAMEWORK

### 1. Introduction

- 1.1 The Academic Framework sets out the criteria and regulations for awards offered by Birmingham City University. In setting out these criteria the framework seeks to ensure that the University's academic standards are set in accordance with the sector-recognised standards published by the Office for Students for the award of academic credit and individual qualifications
- 1.2 The Academic Framework is approved by the University's Academic Board. Any changes to the framework, including the addition of new awards, removal of existing awards and/or any changes to credit requirements and periods of registration require the approval of Academic Board.

### 2. Academic Standards

- 2.1 Birmingham City University uses **learning outcomes** to define academic standards and the level of student achievement. Learning outcomes describe at a threshold level the knowledge, understanding and transferable skills which students are expected to demonstrate on successful completion of a period of learning. Within the University's modular curriculum structure, learning outcomes are expressed for both courses and modules. Specifically:
  - the primary level of student achievement is expressed in terms of intended learning outcomes at **course** level;
  - intended learning outcomes at **module** level collectively contribute to student achievement of intended learning outcomes at course level;
  - intended learning outcomes at module and course level define a threshold level of learning which all students who successfully complete a module and course are expected to demonstrate. Module and course learning outcomes are developed with reference to the Quality Assurance Agency's UK Quality Code for Higher Education and specifically the Frameworks for Higher Education Qualifications of UK Degree Awarding Bodies (FHEQ).
- 2.2 **Level** is an indicator of the academic standard set for a module and in its delivery and assessment. Level is also used to define the academic standard of a Birmingham City University award in terms of the knowledge, understanding and skills that an award holder is expected to demonstrate on successful completion of the course.
- 2.3 The Academic Framework recognises the following six levels within the curriculum<sup>3</sup>:

Level 3	Foundation Year – Stage 0
Level 4	Certificate Level – Undergraduate Stage 1
Level 5	Diploma Level – Undergraduate Stage 2
Level 6	Honours Level – Undergraduate Stage 3
Level 7	Master's Degree Level [and Stage 4 of integrated Master's]
Level 8	Doctoral Degree Level

<sup>3</sup> Birmingham City University's levels of study map directly to Levels 4-7 of the Frameworks for Higher Education Qualifications of UK Degree Awarding Bodies (FHEQ) within the QAA UK Quality Code. Where courses include an integrated foundation year (Level 3) the level of the final qualification is used as the reference point as set out within the FHEQ.

### **3. University-Wide Regulatory Framework**

- 3.1 Birmingham City University's Academic Framework ensures the comparability of academic standards across its named awards by applying standard Academic Regulations to all taught courses. A single set of regulations govern undergraduate and taught postgraduate awards. A second set of regulations govern postgraduate research awards (eg MPhil, PhD and Professional Doctorate awards).

### **4. Credit and Credit Accumulation**

- 4.1 Birmingham City University's Academic Framework is based on the accumulation of credit during a student's period of study. Credit is awarded to a learner in recognition of the verified achievement of designated learning outcomes. Specifically:
- a student who successfully completes an undergraduate module (levels 3-6) is awarded a mark of at least 40% and the associated volume and level of credit;
  - a student who successfully completes a postgraduate module (level 7) is awarded a mark of at least 50% and the associated volume and level of credit;
  - failure in a module can be retrieved through resit opportunities, the retaking or replacement of modules within prescribed limits and by repeating stages of study (see section 2 of the Academic Regulations);
  - in certain circumstances and within prescribed limits (see section 3 of the Academic Regulations) compensation and/or condonement is permitted for a failed module(s) within both undergraduate and postgraduate courses;
  - credit volume for a module is based on the notional learning hours required for successful completion of the module, using the ratio 1 credit for 10 notional learning hours.

Table 1: Awards of the University

Award		Nomenclature	FHEQ Level	European Level (FQ-EHEA cycle)	Minimum Credit Requirement	Minimum credit at level of the award	Maximum period of registration
Undergraduate	Certificate of Higher Education	Cert HE	4	Short cycle (within 1st cycle). Typically 120 ECTS	120	90	3 years
	Higher National Certificate	HNC	4		120	120	5 years
	Diploma of Higher Education	Dip HE	5		240	90	5 years
	Higher National Diploma	HND	5		240	90	5 years
	Foundation Degree in Arts Foundation Degree in Engineering Foundation Degree in Science	FdA FdEng FdSc	5		240	90	5 years
	Bachelor of Arts Bachelor of Education Bachelor of Engineering Bachelor of Laws Bachelor of Science	BA BEd BEng LLB BSc	6	First cycle Typically 180 to 240 ECTS	300	60	7 years
	Bachelor of Music Bachelor of Music Jazz	BMus BMus Jazz	6		360	60	7 years
	Bachelor of Arts with Honours Bachelor of Education with Honours Bachelor of Engineering with Honours Bachelor of Laws with Honours Bachelor of Science with Honours	BA (Hons) BEd (Hons) BEng (Hons) LLB (Hons) BSc (Hons)	6		360	90	7 years
	Bachelor of Music with Honours Bachelor of Music Jazz with Honours	BMus (Hons) BMus Jazz (Hons)	6		480	180	9 years
	<u>Integrated Master's Degree</u> Master of Accountancy Master of Business Master of Engineering Master of Finance Master of Planning Master of Science Master of Surveying	MAcc <sup>4</sup> MBus MEng MFin MPlan MSci MSurv	7	Second cycle Typically represented by 90-120 ECTS (min of 60 ECTS)	480	240	9 years
Graduate	Graduate Certificate	Grad Cert	6	No equivalent in European Framework	60	60	2 years
	Graduate Diploma	Grad Dip	6		120	120	3 years
Postgraduate [Taught]	Postgraduate Certificate	PG Cert	7	No equivalent in European Framework	60	40	2 years
	Postgraduate Certificate in Education	PGCE	7		60	40	2 years
	Postgraduate Certificate in Education (International)	PGCEi	7		60	40	2 years
	Postgraduate Certificate in Education (Post-Compulsory Education & Training)	PGCE (PCET)	7		120	100	2 years
	Postgraduate Diploma	PG Dip	7		120	90	4 years
	Postgraduate Diploma in Education	PGDE	7		120	120	3 years
	Postgraduate Diploma in Education (International)	PGDEi	7		120	120	3 years
	Master of Architecture	MArch	7	Second cycle (end of cycle) qualifications	240	240	5 years
	Master of Music	MMus	7		240	240	5 years
	Master of Fine Art	MFA	7		300 <sup>5</sup>	300	6 years

<sup>4</sup> The final intakes to the MAcc and MFin awards will be in September 2020. The awards will be removed from the Academic Framework once all students have completed (estimated to be 2026).

<sup>5</sup> The requirement of 300 credits for the MFA award relates to the version of the award which commenced in September 2019. Students who commenced prior to September 2019 will be registered on the previous version of the MFA award which consists of 360 credits (see First Edition of these regulations) and must therefore meet that credit requirement to achieve the award of MFA.

Award		Nomenclature	FHEQ Level	European Level (FQ-EHEA cycle)	Minimum Credit Requirement	Minimum credit at level of the award	Maximum period of registration
Postgraduate [Taught]	Master of Arts Master of Business Administration Master of Education Master of Laws Master of Public Health Master of Research Master of Science Master of Teaching and Learning Master of Learning and Teaching <sup>2</sup> Master of Education and Learning Master of Educational Practice Master of Education Leadership Master of Landscape Architecture	MA MBA MEd LLM MPH MRes MSc MTL MLT MEL MEP <sup>3</sup> MEL <sup>4</sup> MLA	7	Second cycle (end of cycle) qualifications	180	150	6 years
	Advanced Postgraduate Diploma in Music [Professional Practice]	Adv PG Dip	8	No equivalent.	180	135	5 years
Research	Master of Philosophy	MPhil	7	Second cycle (end of cycle) qualifications	N/A	N/A	2 years (FT) 3 years (PT)
	<u>Professional Doctorate</u> Doctor of Business Administration Doctor of Education	DBA EdD	8	Third cycle (end of cycle) qualifications	N/A	N/A	5 years (FT) 6 years (PT)
	Doctor of Philosophy	PhD	8	Third cycle (end of cycle) qualifications	N/A	N/A	4 years (FT) 7 years (PT)
University awards	Foundation Certificate	FCert	3	No equivalent in European Framework	120	120	3 years
	Certificate in Professional Studies	CPS	4		60	60	2 years
	Diploma in Professional Studies	DPS	5		60	60	2 years
	Diploma in Education and Training	DET	5		120	120	5 years
	Advanced Diploma in Professional Studies	Advanced DPS	6		60	60	2 years

### Awards including the suffix 'with Professional Placement'

Undergraduate awards with Honours and Integrated Master's as set out in the table above may include the suffix 'with Professional Placement' where appropriate. Where a professional placement is included the minimum credit requirement for the award increases by 120 credits and the maximum period of registration increases by one year. As set out elsewhere in the regulations, the 120 credit professional placement module must be passed in order for the award to be conferred with the suffix 'with Professional Placement'.

Master's awards as set out in the table above may include the suffix 'with Professional Placement' where appropriate. Where a professional placement is included the minimum credit requirement for the award increases by 60 credits and the maximum period of registration increases by six months. As set out elsewhere in the regulations, the 60 credit professional placement module must be passed in order for the award to be conferred with the suffix 'with Professional Placement'.

2 The Master of Learning and Teaching (MLT) replaces the award of Master of Teaching and Learning (MTL) wef 2021/22 entry. The final intake to the MTL award was in September 2020 and the award will be removed from the Academic Framework once all students have completed.

3 The Master of Educational Practice (MEP) replaces the award of Master of Education and Learning (MEL) wef 2021/22 entry. The final intake to the MEL award was in September 2020 and the award will be removed from the Academic Framework once all students have completed.

4 The Master of Education Leadership (MEL) replaces the award of Master of Education and Learning (MEL) wef 2021/22 entry. The final intake to the Master of Education and Learning was in September 2020 and the award will be removed from the Academic Framework once all students have completed.

## Differentiation of Awards

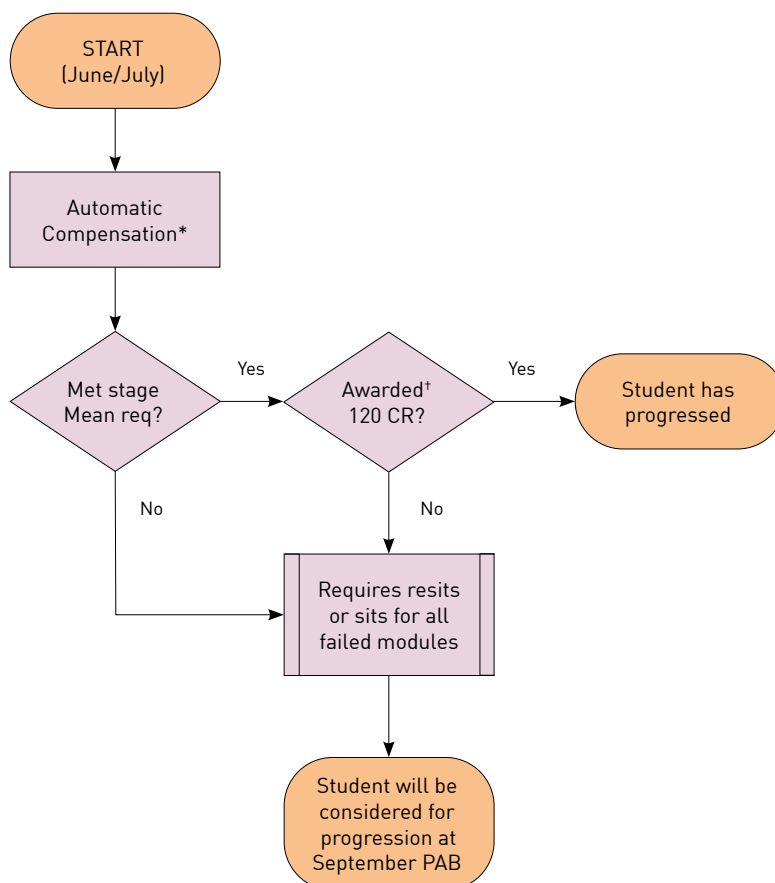
The following awards are undifferentiated

- Foundation Certificate
- Certificate in Professional Studies
- Diploma in Professional Studies
- Advanced Diploma in Professional Studies
- Certificate of Higher Education
- Bachelors (Ordinary) Degree
- Graduate Certificate
- Graduate Diploma
- Postgraduate Certificate (undifferentiated as an exit award)
- Postgraduate Certificate in Education
- Postgraduate Certificate in Education (Post-Compulsory Education and Training)
- Postgraduate Diploma (undifferentiated as an exit award)
- Postgraduate Diploma in Education



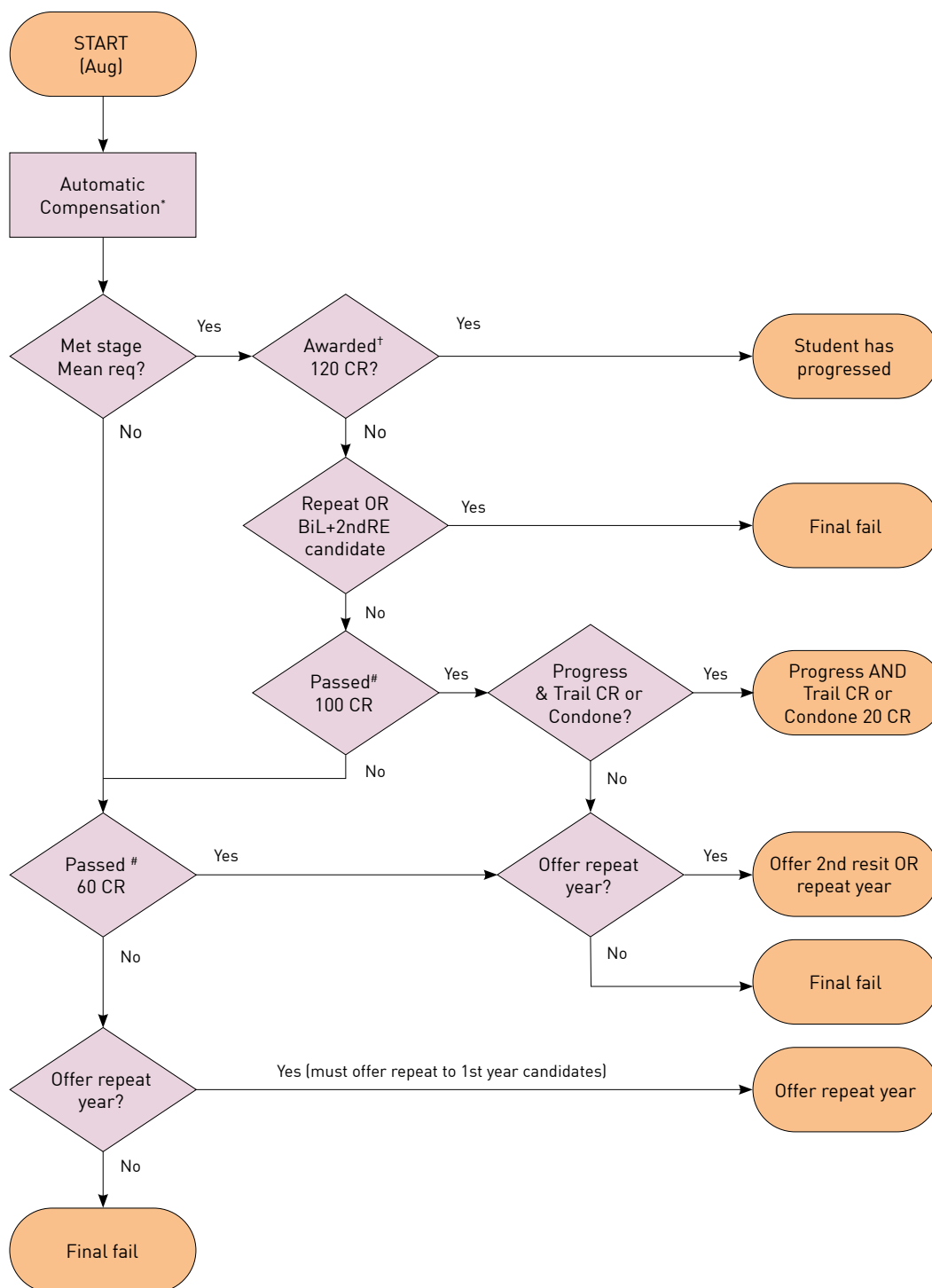
## APPENDIX B – PROGRESSION AND AWARD FLOWCHARTS

### UG Progression PAB (June/July) [September starters]



\* Compensation is automatically applied up to a maximum of 40 credits where criteria have been met. A maximum of 40 credits can be awarded via a combination of compensation and condonement (maximum of 20 credits at each level). Note compensation candidates are entitled to resit marginally failed modules where compensation has been applied, provided that they register to do so. If such modules include accepted extenuating circumstances this may be a sit of the resit mode if supported by the PAB

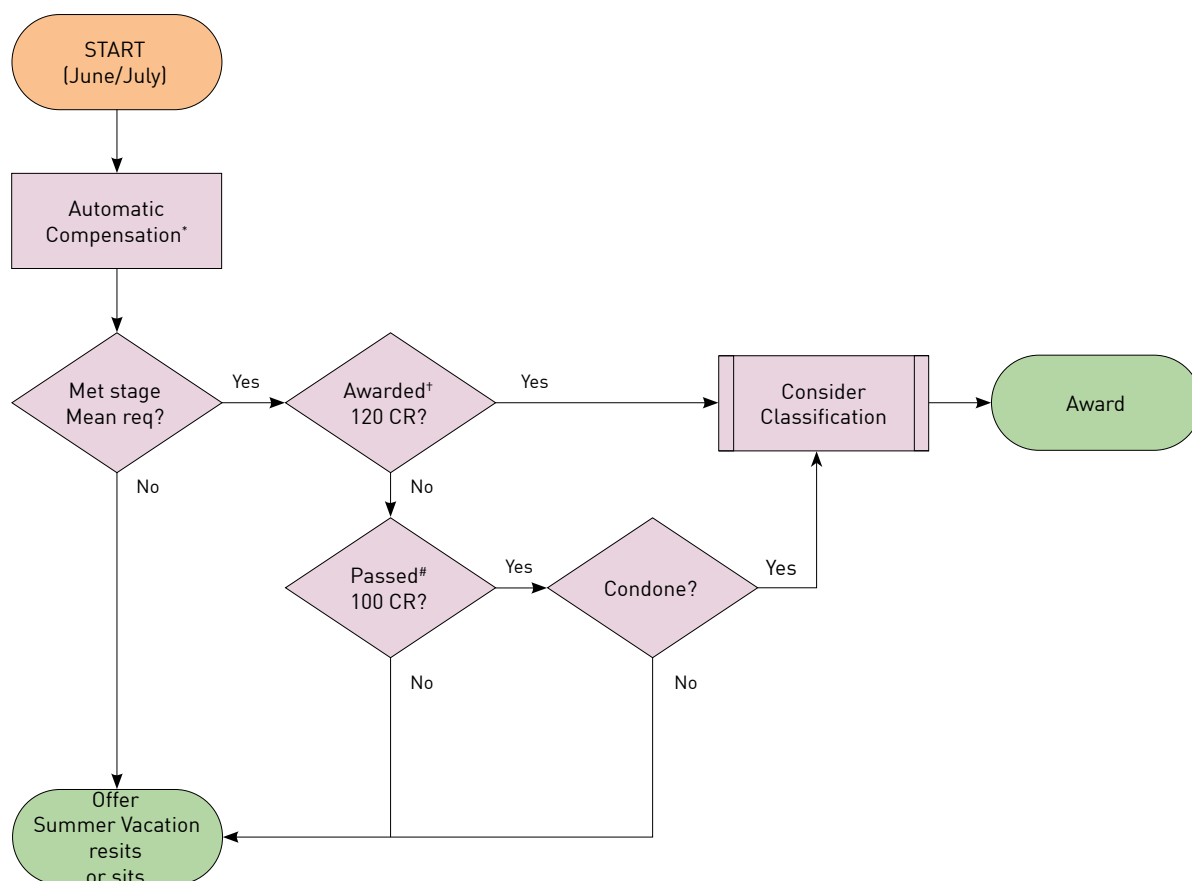
† Awarded credit is credit of modules passed + credit of modules compensated

**UG Progression PAB (Aug) [September starters]**

\* Compensation is automatically applied up to a maximum of 40 credits where criteria have been met. A maximum of 40 credits can be awarded via a combination of compensation and condonement (maximum of 20 credits at each level). Note compensation candidates are entitled to resit marginally failed modules where compensation has been applied, provided that they register to do so. If such modules include accepted extenuating circumstances this may be a sit of the resit mode if supported by the PAB

† Awarded credit is credit of modules passed + credit of modules compensated

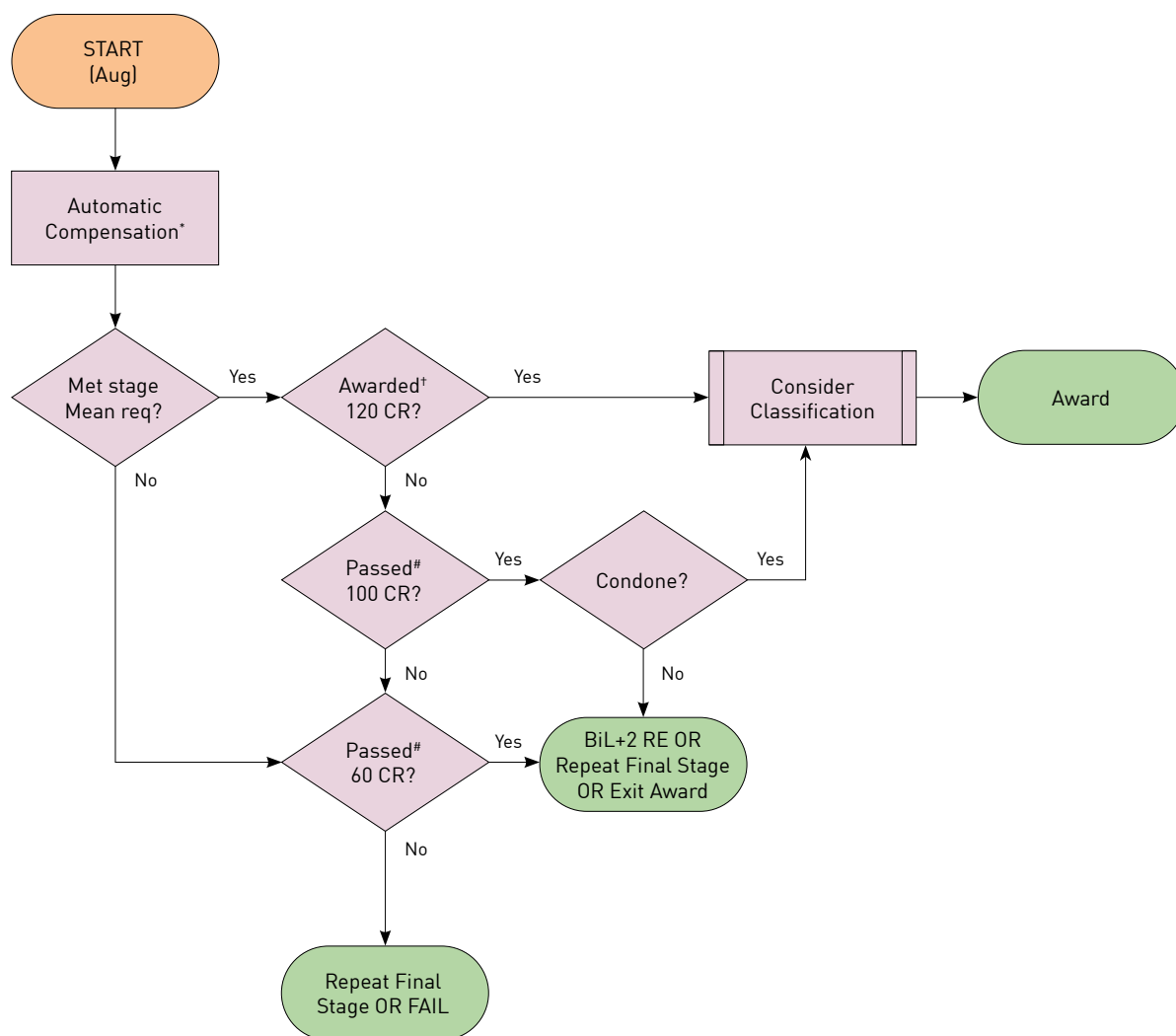
# Passed credit is total credit from modules academically passed

**UG Awards June/July PAB [September starters]**

\* Compensation is automatically applied up to a maximum of 40 credits where criteria have been met. A maximum of 40 credits can be awarded via a combination of compensation and condonement (maximum of 20 credits at each level). Note compensation candidates are entitled to resit marginally failed modules where compensation has been applied, provided that they register to do so. If such modules include accepted extenuating circumstances this may be a sit of the resit mode if supported by the PAB

† Awarded credit is credit of modules passed + credit of modules compensated

# Passed credit is total credit from modules academically passed

**UG Awards August PAB [September starters]**

\* Compensation is automatically applied up to a maximum of 40 credits where criteria have been met. A maximum of 40 credits can be awarded via a combination of compensation and condonement (maximum of 20 credits at each level). Note compensation candidates are entitled to resit marginally failed modules where compensation has been applied, provided that they register to do so. If such modules include accepted extenuating circumstances this may be a sit of the resit mode if supported by the PAB

† Awarded credit is credit of modules passed + credit of modules compensated

# Passed credit is total credit from modules academically passed

## APPENDIX C – STANDARD REPEAT YEAR LEARNING AGREEMENT

Student and Course Details			
Student ID			
Name			
Course Code		Block	
Course Title			
<b>Repeat Modules</b> This section will determine which modules are to be repeated in academic year 2023/4. This will also determine your fee liability for this academic year.			
Repeat FULL Stage	YES <input type="checkbox"/> Please note, full tuition fees will be charged for AY 2023/4	NO <input type="checkbox"/> List repeat modules below	
<b>Complete section below if no selected above. Please list modules being repeated below.</b> Complete section below if no selected above. Please list modules being repeated below. Please note, tuition fees will be liable for each module you indicate below.			
Module Code	Module Name		
<b>Notes from Course Lead</b> Please outline the agreed discussion points			
Course Lead Name			

<b>Review Points with Personal Tutor</b> There will be two review points to ensure you are engaging with your studies and support is available to ensure you are on target to complete the academic year. Please note, any identified concerns may lead to you being withdrawn from your course after either review point.	
Personal Tutor Name	
November 2023	
Summary of review point	
March 2024	
Summary of review point	
<b>Attendance and Engagement</b>	
<p>A key condition of your participation is that you attend at least 85% of all scheduled learning sessions for your modules as specified within the <a href="#">Student Attendance and Engagement Policy</a>. Attendance and engagement at sessions is critical to achieving the learning outcomes of your course. They are necessary to develop skills and expand knowledge in your field/s of study.</p> <p>At all times you will be expected to demonstrate a positive and responsible attitude towards engaging with the demands of your studies.</p> <p>A further condition is that you will complete all required module assessments and that you demonstrate a positive and responsible attitude towards engaging with the demands of your academic studies during the year. For full details on required engagement please refer to the <a href="#">Student Attendance and Engagement Policy</a>.</p>	
<b>Sources of support</b>	
<p>(a) Faculty Student Centre Your <a href="#">Faculty Student Centre</a> is here to support you throughout your studies.</p> <p>(b) Personal Tutor The key source of all academic advice is your Personal Tutor who you should approach for all academic support in relation to your repeat studies. Consequently, to achieve your full potential, it is critical that you develop a positive and supportive relationship with your Personal Tutor.</p> <p>(b) Student Support At BCU we have many sources of support for students which you can find detailed <a href="#">here</a>. The support includes general well-being and provides non-academic advice on a wide range of matters, with referral to other University specialists as appropriate to individual needs.</p> <p>The Students' Union also offers a wide range of support to students. You can contact them <a href="#">here</a>.</p>	
<b>I understand and agree to the conditions as set out in this Learning Agreement in order for me to repeat my studies.</b>	
Student Signature	
Date	



## APPENDIX D – SCHOOL STUDENT PROGRESS COMMITTEE (SSPC): TERMS OF REFERENCE AND CONSTITUTION

### School Student Progress Committee

#### Terms of Reference

- (a) In accordance with University regulations, to note cases where a student voluntarily temporarily interrupts their studies, and to note that the School Progression and Award Board will confirm the return to study semester (all returners must re-start the semester not the complete course) and any assessments required to complete a stage of study;
- (b) In accordance with University regulations, to require that a student discontinue their registration, either temporarily or permanently, noting that a break in study may not be agreed for a student on a repeat stage of study, except where this has been approved by the Deputy Vice Chancellor (Academic);
- (c) To submit a termly statistical report on temporary and permanent withdrawals determined under (a) and (b) above to the School Learning, Teaching, Assessment and Quality Committee. This should include data about the profile of students (ethnicity, disability, age etc.);
- (d) To receive reports from the Associate Dean (with responsibility for quality assurance) on the status of all students who have voluntarily taken a break in study or been required to take a break in their studies;
- (e) To receive status reports on students with a Learning Agreement to ensure that the conditions are being adhered to;
- (f) To receive reports from the Associate Dean (with responsibility for quality assurance) on students flagged with poor attendance and/or engagement;
- (g) To receive a status report from the Associate Dean (with responsibility for quality assurance) listing students referred to the Centre for Academic Success who have not attended or successfully completed the associated assessments;
- (h) To refer, as appropriate, issues relating to student welfare and the student experience which require School or university attention;
- (i) To receive reports regarding student complaints, appeals and disciplinary cases, including number of cases.
- (j) To meet at least once per semester.

#### Composition:

##### **Membership:**

**Chair** – A senior member of academic staff of the School nominated by the Head of School  
(3 year period of tenure)

At least four course leaders to be nominated by the Head of School

At least one School Course Administrator nominated by a Course Leader

##### **In attendance:**

Additional Course/Module Leaders may be invited to be in attendance by the Chair when business is relevant to their course/module/s.

Reports to: School Learning, Teaching, Assessment and Quality Committee