

## Student Undergraduate Academic Regulations - 15 Credit Modules

### 1 Introduction

- 1.1 These regulations apply to students from the time they accept the offer of a place until their registration ends.
- 1.2 They apply to all undergraduate programmes consisting of 15 credit modules, **except those where exceptions have been approved**. These are listed in Appendix 1 [to follow].
- 1.3 Students must also comply with other University policies and procedures including those in:
  - Student Programme Handbooks
  - Module Guides
  - Student Engagement Policy (Undergraduate Students)
  - Instructions to Candidates Sitting Written Examinations of the University
  - Student Disciplinary Procedure
  - Academic Queries and Appeals Procedure
  - Extenuating Circumstances Procedure
  - Student Withdrawal and Interruption of Studies Policy
  - Intellectual Property Policy
  - Concerns and Complaints Procedure
- 1.4 These Regulations take precedence over other documents unless variations have been approved by Academic Board.
- 1.5 They are maintained by Academic Services and approved by Academic Board. This version 1.0 was approved on 29 June 2016. It applies from September 2016.

### 2 Registration and Enrolment

- 2.1 Students must register at the start of their programme and enroll for each level by the published deadlines unless an interruption of study has been approved.
- 2.2 Full-time students normally enroll for 120 credits at each level. They must enroll for a minimum of 90 credits and maximum of 150 in a normal academic year.
- 2.3 Changes between full-time and part-time study require the approval of the Director of Academic Services.
- 2.4 The University has the right to terminate the registration of students who provide false or incomplete information.

### 3 Maximum Registration Periods

- 3.1 There are no minimum registration periods, but each award has a maximum registration period, which includes any interruption of studies:

<b>Award</b>	<b>Maximum Registration</b>
Advanced Diploma in Professional Studies	2 years
Bachelor's Degree	7 years
Bachelor's Degree with Honours, 360 credits	7 years
Bachelor's Degree with Honours, 480 credits	9 years
Certificate in Professional Studies	2 years
Certificate of Higher Education	3 years
Diploma in Professional Studies	2 years
Diploma of Higher Education	5 years
Foundation Certificate	3 years
Foundation Degree	5 years
Graduate Certificate	2 years

- 3.2 For students admitted with Recognised Prior Learning, the maximum registration period is reduced in proportion to the credit awarded and rounded to the nearest whole year.
- 3.3 For Top-up Degrees, the maximum registration period is three years.
- 3.4 Extensions of registration periods require the approval of the Director of Academic Services in consultation with academic staff. When previous study is no longer current, students may be required to take current versions of the nearest equivalent modules.

## 4 Engagement

- 4.1 Students are expected to participate fully in their programme of study, engage actively with learning opportunities, take responsibility for their learning and study independently.
- 4.2 Some modules have specific attendance requirements, which are described in Student Programme Handbooks.
- 4.3 The University monitors attendance and engagement. If there is cause for concern, students will be offered support. Persistent failure to engage fully may result in termination of registration. It may also lead to student loans or other funding being reclaimed and, in the case of Tier 4 students, action being taken by UKVI. The University may pursue fee debts for periods during which students were registered but not engaging.
- 4.4 See the *Student Engagement Policy (Undergraduate Students)* for more details.

## 5 Modules and Assessment

- 5.1 Programmes of study consist of modules. Each module has a credit rating and a level. A level consists of 120 credits.
- 5.2 Modules are assessed independently of each other. A mark, or in some cases a pass/fail, is given for each module and credit is awarded to students who pass. The pass mark for assessments where marks are awarded is 40%.
- 5.3 Methods of assessment and permitted combinations of modules are described in Student Programme Handbooks and Module Guides, which may also specify some modules as compulsory or as pre-requisites for others.
- 5.4 Marks are expressed as whole-number percentages. Where marks are combined or adjusted and the result is not a whole number, it is rounded. For example: 69.5% becomes 70%; 69.4% becomes 69%.
- 5.5 The pass mark for modules is a weighted average of 40% across all assessments in the module. Module Guides specify the weighting of each assessment. They also identify any assessments that must be passed.
- 5.6 Marks are provisional until they have been confirmed by Examination Boards.
- 5.7 Credit can also be awarded for study at overseas institutions and Recognised Prior Learning, but marks are not awarded.

## 6 Academic Misconduct

- 6.1 Students who commit assessment offences, such as plagiarism, collusion or breach of *Instructions to Candidates Sitting Written Examinations of the University* are subject to the *Student Disciplinary Procedure*. This may result in failure of an assessment or module, or termination of registration.

## 7 Appeals

- 7.1 Students who believe there has been an error in the way they have been assessed may have the right to appeal. See the *Academic Queries and Appeals Procedure*.

## 8 Late Coursework

- 8.1 Students are responsible for submitting coursework on time and in the way specified in Module Guides.
- 8.2 Students with disabilities may be given alternative deadlines if their Disability Support Summaries recommend additional time for coursework.
- 8.3 Marks for assessments submitted up to **2 hours** after the deadline will be reduced by one tenth. For example, a mark of 60% would be reduced to 54%. This reduction is not made if the original mark is below 40%. If the reduction creates a mark below 40%, then 40% will be awarded.
- 8.4 Marks for submissions between **two hours** and **5 working days** after the deadline will be capped at 40%.
- 8.5 Assessments submitted more than **5 working days** after the published deadline will be given a mark of zero.
- 8.6 Reassessments submitted after the deadline will be given a mark of zero.

## 9 Deferral and Extension

- 9.1 If exceptional circumstances prevent students from attending an assessment or meeting a coursework deadline, they may request an extension of the deadline or a deferral to the next occasion the assessment takes place. See the *Extenuating Circumstances Procedure*.

## 10 Failed Modules

### Reassessment

- 10.1 Students who fail modules are permitted a second attempt at each failed assessment, provided this can be completed within their maximum registration period.
- 10.2 Students may not be reassessed on modules they have passed.
- 10.3 Reassessments must be attempted on the next occasion the assessment takes place unless an interruption of study has been granted.
- 10.4 Marks for modules that include reassessments are capped at 40%.
- 10.5 When reassessment results in a lower mark, the original mark is used.
- 10.6 Students who do not attend a reassessment event or miss a coursework deadline will fail the assessment unless a deferral or extension is granted.
- 10.7 If reassessment using the same methods as the initial assessment is not practicable, the Examination Board will make special arrangements for re-assessment.

### Substitute Optional Modules

- 10.8 Students who fail an optional module may apply to study an alternative optional module within their programme. Approval will take account of timetabling and programme structure. A fee may be charged for substitute modules.
- 10.9 Substitute optional modules are treated as first attempts. Marks are not capped at 40% and normal reassessment regulations apply, with the exception that a substitute module cannot subsequently be substituted.

### Failure to Complete a Sandwich Placement

- 10.10 Where a student, for good reason, has failed to complete the full 36 weeks of a placement, but has completed at least 30 weeks and met the objectives of the placement, the Examination Board may recommend that the sandwich endorsement be recorded on the award certificate.
- 10.11 In other cases where placements have not been completed, Examination Boards may recommend that awards be conferred without the sandwich endorsement, providing the other requirements have been met.

## 11 Progression

- 11.1 Progression is the process of moving from one level to the next. To progress from Level 3 to Level 4, students need 120 credits at Level 3. To progress beyond Level 4 a minimum of 90 credits must be passed at each level.

## 12 Interruption of Studies

- 12.1 Students may apply for permission to interrupt their studies for between 20 working days and one academic year. This requires the approval of the Director of Academic Services. See the *Student Withdrawal and Interruption of Studies Policy* for more details.
- 12.2 Students who interrupt withdraw from all current modules and may not attend classes or submit work for assessment.
- 12.3 Existing assessment marks (including failures) are carried forward when the modules are resumed.
- 12.4 Students who fail to resume their studies at the time agreed with the University will have their registration terminated.

## 13 Programme Transfers

- 13.1 Students may apply to transfer between programmes. This requires the approval of the Programme Directors of both the old and new programmes, who will take account of the availability of places, admissions criteria, ability to transfer credit, maximum registration periods and timing.

## 14 Withdrawal and Termination

- 14.1 Students have the right to withdraw at any time. Those considering this should seek advice as soon as possible from the appropriate academic staff and student support services. See the *Student Withdrawal and Interruption of Studies policy* for more details.
- 14.2 The University may terminate a student's registration due to assessment failure, failure to engage, exclusion, failure to complete re-enrolment, breach of visa conditions or breach of regulations.
- 14.3 After withdrawal or termination:
- students are not permitted to attend teaching sessions or take assessments;
  - Library and network access are withdrawn;
  - eligibility for University accommodation ceases;
  - there may be a tuition fee liability.
- 14.4 Assessments submitted before termination or withdrawal will be considered by Examination Boards in the normal way and may contribute to the granting of an Exit Award.

## 15 Credit Requirements for Awards

- 15.1 To qualify for awards, students need the following credits:

Award	Minimum Credit Needed
Advanced Diploma in Professional Studies	60 credits at Level 6
Bachelor's Degree with Honours, 360 credits	360 credits, at least 120 at Level 6, not more than 120 at Level 4.
Bachelor's Degree with Honours, 480 credits	480 credits, at least 240 at Level 6, not more than 120 at Level 4.
Bachelor's Degree	300 credits, at least 60 at Level 6, not more than 120 at Level 4
Certificate in Professional Studies	60 credits at Level 4
Certificate of Higher Education	120 credits at Level 4 or above

<b>Award</b>	<b>Minimum Credit Needed</b>
Diploma in Professional Studies	60 credits at Level 5
Diploma of Higher Education	240 credits, at least 120 at Level 5 or above
Foundation Certificate	120 credits at Level 3
Foundation Degree	240 credits, at least 120 at Level 5
Graduate Certificate	60 credits at Level 6
Graduate Diploma	120 credits at Level 6

## **16 Classification of Honours Degrees**

- 16.1 Honours Degrees requiring 360 credits are awarded with classifications based on marks at Levels 5 and 6, which are used to calculate a Classification Mark. The Classification Mark is the average of the highest scoring 30 credits at Level 5 and highest scoring 90 credits at Level 6. The average is weighted according to module credit values and rounded in the same way as assessment marks.

<b>Classification Mark</b>	<b>Honours Classification</b>
70% or above	First Class
60 – 69 %	Second Class Honours Division I
50 – 59%	Second Class Honours Division II
40 – 49%	Third Class

- 16.2 The classification schemes for honours degrees requiring 480 credits can be found in Student Programme Handbooks
- 16.3 Where students have Recognised Prior Learning or Study Abroad that results in them having marks for fewer than the specified credits at Levels 5 and 6, classification will be based on the available marks.

## **17 Commendation and Distinction**

- 17.1 Achievement is recognised with a Commendation for average marks between 60% - 69% and with a Distinction for average marks of 70% or above for the following awards:
- Bachelor's Degree (based on only the best 180 credits at Levels 5 and 6)
  - Certificate of Higher Education
  - Diploma of Higher Education
  - Foundation Certificate
  - Foundation Degree
  - Graduate Diploma
- 17.2 Where students have more than the required number of credits, their best marks will be used up to the number of credits required for the award.

## **18 Joint Degrees**

- 18.1 Joint Degrees have titles with equal weight to given to two subjects, for example BA (Hons) English and Drama. To qualify for a Joint Degree, students need 60 credits in each subject at both Level 5 and Level 6.

## **19 Degrees with a Major or Minor**

- 19.1 Major and minor awards have titles such as BSc (Hons) Psychology with Criminology. The first subject is the major and the second the minor. The following credits are needed:

<b>Award</b>	<b>Credit Needed for Major</b>	<b>Credit Needed for Minor</b>
Diploma of Higher Education	75 credits at either Level 5 or Level 6	30 credits at either Level 5 or Level 6
Bachelor's Degree	105 credits at either Level 5 or Level 6	60 credits at either Level 5 or Level 6
Bachelor's Degree with Honours	135 credits at either Level 5 or Level 6	75 credits at either Level 5 or Level 6

## 20 Compensation

- 20.1 Compensation is the award of credit for failed modules with marks of 30% or more. Compensation decisions are made at the end of each level and are based on each student's overall performance.
- 20.2 Compensation is not permitted for awards of fewer than 120 credits.
- 20.3 Some programmes do not allow compensation for all modules. Details are given in Student Programme Handbooks.
- 20.4 Compensation gives credits that count towards an award, but does not change the marks awarded for failed modules; the original mark is used for classification and other purposes, therefore compensated modules cannot be used as pre-requisites for other modules.
- 20.5 To be eligible for compensation at Level 4 or 5 a student must have an average mark of at least 45% across all modules in that level.
- 20.6 To be eligible for compensation at Level 6 a student must have an average mark of at least 45% across all modules at both Level 5 and Level 6.
- 20.7 At Levels 5 and 6, students may choose to be re-assessed rather than compensated.

## 21 Compensation Limits

- 21.1 Each award has limits on the credit for which compensation can be granted:

<b>Award</b>	<b>Maximum Credits to be Compensated</b>
Bachelor's Degree	30 at Level 4 15 across both Level 5 and Level 6
Bachelor's Degree with Honours (360 Credits)	30 at Level 4 30 across both Level 5 and Level 6
Bachelor's Degree with Honours (480 Credits)	30 at Level 4 15 at Level 5 15 of the first 115 taken at Level 6 15 of the second 115 taken at Level 6
Certificate of Higher Education	30 at Level 4
Diploma of Higher Education	30 at Level 4 15 at Level 5
Foundation Certificate	30 at Level 3
Foundation Degree	30 at Level 4 15 at Level 5
Graduate Diploma	15 at Level 6
Top-up Degree	15 at Level 6

## **22 Aegrotat Awards**

- 22.1 Students who have exceptional personal circumstances that prevent them from completing a programme may be granted an Aegrotat Award by the Examination Board after withdrawing.

## **23 Posthumous Awards**

- 23.1 Examination Boards may recommend a posthumous award, to be accepted on the student's behalf by an appropriate individual. Posthumous awards should reflect the final award for which the student was registered and the level of progress they have made towards it.

## **24 Certificates and Transcripts**

- 24.1 Certificates and Transcripts are issued to all students who receive awards.
- 24.2 Transcripts are also issued on request to students who have completed part of a programme of study.

## **25 Rescinding Awards**

- 25.1 In exceptional circumstances Academic Board may rescind an award, for example as a result of academic misconduct confirmed after the award was made.

## **26 Concerns and Complaints**

- 26.1 The University is committed to valuing and learning from concerns and complaints. See the *Concerns and Complaints Procedure* for more details.

## **27 Intellectual Property**

- 27.1 In most cases students own the intellectual property they create during their studies and they give the University licence to use it. Further information is in the *Intellectual Property Policy*.