

# University Programme Regulations Honours Degrees

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<b>Responsibilities:</b>	Heads of Academic Units Chairs of Module and Programme Boards
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<b>Applications for exemptions to: Report Exemptions to:</b>	Student Case Committee (SCC) Education Planning Committee (EPC)

## **Summary/ Description:**

These Regulations govern progression and the award of degrees to candidates undertaking Honours degrees (including Integrated Masters degrees and those candidates transferred to Ordinary degrees).

**Version 4 01** (Sept 19) introduces the following changes:

- Replaces School with Academic Unit.
- Includes reference to Elective modules, Reg 3c.
- Makes explicit that the use of pass/fail for individual assessment components is only applicable for those modules with PSRB requirements, Reg 12.
- Allows reassessment for ALL failed modules at each level of study on one occasion only, Reg 33.
- Removes reference to the 60 credit rule for reassessment and fail repeat year (FREP).
- Removes reference to stage with level.
- Replaces University Learning and Teaching Committee with Education Committee.
- Replaces Programme Management Committee with Education Planning Committee.
- Replaces Student Progress Committee with Student Case Committee.

**Version 4 00** (Jul 18) introduces the following changes:

- Removes the discretion of Programme Boards of Study to permit candidates to fail and repeat the year of study (FREP)
- Includes reference to Core, Compulsory and Optional modules, Reg 3c
- Makes explicit Dual Awards, Reg 8
- Removes reference to pre/post and co-requisite modules
- Removes reference to Passport Languages

**Version 3 19** (Nov 17) introduces the following changes:

- Changes LEAP to Learning and Teaching Enhancement

- Removes reference to Assessment Extensions and Mitigating Circumstances and signposts users to the University Code of Practice: Mitigating Circumstances, Reg 29 and 32.
- Clarifies stage weighting for Integrated Masters programmes, Reg 41a (iv)
- Clarifies that for Integrated Masters programmes a mixture of 20 and 30 credits is permissible at the certificate and diploma stage, Reg 10d

**Version 3 18** (Nov 17) introduces the following changes:

- Clarifies the use of borderline within the classification of top up degrees, Reg 46
- Makes clear that candidates who fail the year abroad/placement year of a degree can be transferred to the relevant named bachelors award, Reg 45

**Version 3 17** (Jul 17) introduces the following changes:

- Introduces specific stage weighting for classification and award, Reg 41

**Version 3 16 (Jun 17)** introduces the following changes:

- Makes explicit reassessment procedures, Reg 33
- Clarifies the length of University examinations, Reg 28
- Removes reference to Global Challenge modules, Reg 10.
- Confirms that where a Programme Board wishes to raise degree classification as a result of mitigating circumstances, this must be approved by the Student Progress Committee, Reg 46 (b) vii
- Introduces the award of Aegrotat Award to students and provides explanation, Reg 55
- Introduces the award of Posthumous Award to students and provides explanation, Reg 56
- Other minor amendments
- Makes clear that where a student is due to return to study in the next academic year, and does not re-register or request an extension to their period of study, then they shall be deemed to have withdrawn, Reg 23(b).

**Version 3 15** (Sept 16) introduces the following changes:

- Amendments to a number of Regs. in order to provide clarity and consistency for decision making at examination boards
  - Re-orders Reg 29 Assessment Extensions (previously Absence with Good Cause) to provide clarity.
  - Re-orders Reg 32 Mitigating Circumstances to provide clarity
  - Provides transparency for the rounding of module marks, Reg 31
  - Provides clarity for the award of credits, Reg 44

**Version 3 14** (April 16) introduces the following changes:

- Introduces revised regulations for applications for Mitigating Circumstances (reg. 25)
- Replaces Unfair Means with Academic Misconduct
- Replaces Intercalation with Suspension of Study
- Replaces Sub-Module with Module Component
- Replaces Semester with Trimester
- Replaces Head of Department with Head of School
- Changes the name of Programme Approvals Committee to Programme Management Committee
- Amends the Academic Framework (Reg. 10)
- Introduces the pass mark of 50 and a compensatable range of 40-49 for Level 7 modules (Regs. 31, 32 & 43)
- Makes explicit that Boards of Examiners should only exercise discretion with respect to condonement at the final stage if all programme learning outcomes have been achieved (Reg. 43)
- Mandatory requirement for all Preliminary Certificate stage modules to be non-compensatable (Regs 31a, 39a and 41a).

- Mandatory requirement for at least 40 credits at Level 3 to be designated as core in the Preliminary Certificate stage (Reg. 10a).
- Changes the condonement maxima for the Preliminary Certificate stage from 40 credits to 20 credits (Regs 39a and 43a)
- Mandatory requirement for the Preliminary Certificate stage to have a progression constraint, in the form of a stage average, with a value of 40 or greater (Reg. 40a)
- A number of minor amendments for clarity

**Version 3 13** (August 15) introduces the following changes:

- Change of name Head of Student Support to Head of Student Wellbeing, Learning and Support

**Version 3 12** (September 14) introduces the following changes:

- Rectifies a minor copy and paste error (reg. 9(a)iv)
- Addition of an explanatory note regarding extensions for students studying with a Tier 4 visa (reg.29)
- Removes the discretion of Boards of Examiners to deny reassessment on the grounds of attendance (reg. 33)

**Version 3 11** (September 13) introduces the following changes:

- Replaces the threshold for the automatic right to return to Honours from “a weighted average of 60+” to “eligible for the award of Ordinary degree” (reg. 53[a])
- Permits those students who have not gained credits for all core modules from the Certificate and Diploma stages to return to Honours providing that the programme learning outcomes can be achieved on completion of the award (reg. 53[b])
- Replaces “most recent” with “highest level” (reg. 53[ci]) and “previous” with “next highest” (reg. 53[cii])

**Version 3 10** (June 12) introduces the following changes:

- Minor amendment to Regulation 32 (e) for clarity
- Addition of an explanatory note (reg. 32(e)) to clarify the circumstances under which a Mitigating Circumstances Committee would recommend to the Module Board: (i) a fresh attempt; (ii) refer the matter to the Programme Board; or (iii) award a ‘pass with mitigation’.

**Version 3 09** (March 12) introduces the following change:

- Reformats reg 10. to enable more specific exemption requests from elements of the academic framework to be made
- Amends Regulation 38(a) to reflect that each individual module mark shall be weighted relative to its credit value

**Version 3 08** (Oct 11) further clarifies the wording of reg 10(a)

**Version 3 07** (Sep 11) rewords regulation 10(a) to clearly articulate the separate components of the academic framework to enable more specific exemption requests to be made

**Version 3 06** (Aug 11) introduces the following change with immediate effect:

- Changes to reg. 44 regarding the ineligibility of a candidate to progress to the Honours or Post-Diploma stage of an Honours degree

**Version 3 05** (May 11) introduces the following changes with immediate effect:

- Further clarifies the process of progression onto the single honours Bachelors degree (reg 44 (f)(ii) and (g))

**Version 3 04** (Mar 11) introduces the following change with immediate effect:

- Clarifies the scope of Borderline cases (reg. 45 (b)(v))

**Version 3 03** (Oct 10) introduces the following changes with immediate effect

- Updates the code with reference to the new committee structure

**Version 3 02** (Aug 10) introduces the following changes with immediate effect:

- Raises the number of credits at level 5 in the Diploma stage from 60 to 100 (reg 9) – change not made in version 3 00 as detailed below

**Version 3 00** (Oct 09) introduces the following changes with immediate effect:

- Re-orders the Regulations to better reflect the student lifecycle, beginning with programme and modules and moving from admissions through progression to notification of results
- Clarity of language throughout and notes (which do not form part of the Regulations)
- Removes references to the withdrawal of programmes and modules
- Clarifies the responsibilities of the Mitigating Circumstances Committees and the Module and Programme Boards (reg. 32)
- Increases from 30 to 40 the number of credits permitted to be compensated/condoned in the Intermediate Stage of the Ordinary degree to reflect the relative size of the stage compared with the final stage (reg 47)
- Raises the number of credits at level 5 in the Diploma stage from 60 to 100 (reg 9)
- Regulation 44 (e) (i), relating to ineligibility to progress to the Integrated Masters stage, is currently subject to further consultation

**Version 2 05** (Jan 09) removed an obsolete reference to viva voce examinations (formerly reg. 47(b) (vi) – subsequent sub-paragraph renumbered.

**Version 2 04** (Mar 08) introduced the following changes with immediate effect:

- Provides where a module specification requires all elements to be passed, the maximum mark to be awarded for the module in the event of an element being failed is 34 (reg. 6)
- Makes explicit reference in the Regulations to ‘pass with mitigation’ adopting the wording approved in the code of practice on boards of examiners (QH:D2) (reg. 6)

**Version 2 03** introduced the following amendments coming into force **24 Sep 07**:

**Academic framework (on campus provision only):**

- Students may apply to weight a stage 60/60, as well as the already permitted 50/70 or 70/50 on academic grounds. Head of department, rather than FLTC approval is required (reg. 10(c))
- It is no longer mandatory for Joint programmes to include a free elective slot, and such programmes may be constituted using existing 20 credit single trimester modules (reg. 29 (c))

**Preliminary Certificate stage**

- Following the decision to transfer all previously franchised Pre-Certificate stage provision to delivery on campus consequential amendments have been made – reg. 29(a)(ii) - and a new interim award introduced: the Foundation Certificate in HE (reg. 30). See further regs 8, 9(a), 34(c), 37(a) (iii), 38(a) for consequential amendments.

**Other changes**

- Revision of evidential requirements following intercalation on grounds of risk (reg. 32)
- Replace references to Graduate Research Committee with Research Degrees Committee
- Remove references to Academic Approvals Committee.

This University Code of Practice has been written in accordance with the approach approved by the Education Committee to enhance clarity involving the following terminology:

**must** = mandatory

**should** = advisable

**may** = desirable.

Where these terms are used they are emphasised in bold.

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## Preamble

The following University Regulations apply to Honours Degrees including Integrated Masters Degrees awarded by the University. Candidates for the award of a qualification of the University must satisfy both the University Regulations and the Regulations embodied in the published programme of study.

The following Regulations apply to all programmes leading to University of Hull awards unless the Education Committee (EC) has approved alternative Regulations for a specified Partner Institution responsible for the delivery of collaborative provision.

The Regulations are consistent with relevant guidance published as part of the UK Quality Code for Higher Education (QAA), for example *The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies* (Nov 14) and the *Higher Education Credit Framework for England: Guidance on Academic Credit Arrangements in Higher Education in England* (Aug 08).

The Education Committee (EC) is the final arbiter of the application and/or interpretation of the Regulations.

## UNIVERSITY QUALIFICATIONS

### 1 Permitted Bachelor Degrees

- (a) The Bachelor degree may be awarded as either:
- i. the Single Honours degree in one main subject, or
  - ii. the Combined Honours degree in two or more main subjects (the proportionality of credits between disciplines need not be equal), or
  - iii. the Ordinary degree in one or more main subjects

#### *Explanatory note:*

- The qualifications covered by these Regulations are as approved by Senate. New awards are approved on the recommendation of the faculty, via EC.
- (a): there is no direct entry to the Ordinary degree – reg. 15.
- (a) ii. The specific use of ‘and’ to denote a combined programme, in a degree title, should reflect an equal disciplinary weighting. The specific use of ‘with’ to denote a combined programme, in a degree title, should reflect at least 25% in the secondary disciplinary area).

### 2 Permitted integrated masters degrees

- (a) The Integrated Masters degree shall be awarded as the Single Honours degree in one main subject.
- (b) For the purposes of these Regulations, any reference to Honours degrees includes Integrated Masters degrees unless the context indicates otherwise.

*Explanatory note:*

- The essential element of the Integrated Masters is that the final 120 credits are all at level 7 – see reg. 9.
- The degree is classified in the same way as the Honours degree.
- (b): added to avoid repeatedly stating Honours and Integrated Masters. In reg 41 the term 'Bachelors' is used to indicate that the provision does not in that case include the Integrated Masters.
- Note that both the Honours (i.e. Bachelors' degrees) and the Integrated Masters have an Honours level (reg. 9).

## MODULES AND CREDITS

### 3 Modules

(a) For the purposes of these Regulations, a module is defined as being a separately assessed unit of learning. All candidates on the same module must be assessed by the same method(s) of assessment (with the exception where reasonable adjustments are required).

(b) A single level is assigned to each module, indicating the academic standard of that module:

Level 3	Preliminary Certificate
Level 4	Certificate
Level 5	Diploma
Level 6	Honours
Level 7	Masters (to be used only in integrated masters programmes).

(c) Modules must be designated by the programme as core, compulsory, optional or elective, according to their importance in enabling students to achieve the learning outcomes for the programme as a whole and, where applicable, to meet professional body requirements.

- i. **CORE MODULE:** This is a module that is fundamental to the degree programme and must be studied. It cannot be compensated or condoned.
- ii. **COMPULSORY MODULE:** This is a module, which must be studied to successfully complete a particular degree programme. It can be compensated or condoned, subject to regulations.
- iii. **OPTIONAL MODULE:** This is a module that a student may choose to study as part of their degree programme. It can be compensated or condoned, subject to regulations.
- iv. **ELECTIVE MODULE:** This is a module that a student may choose to study as part of their degree programme. It cannot be compensated or condoned.

**Note:**

- There should be no optional modules at Level 4 (unless an exemption request has been approved by the Education Planning Committee (EPC)).
- Optionality should be minimised throughout the programme.

- Faculty Education and Student Experience Committee (FESEC) is the final arbiter of any disagreements regarding the level of optionality in a programme.
- Levels of optionality should be clearly linked to the number of students taking the module.

#### 4 Credit values

A credit value is assigned to each module indicating the total learning time, including assessment, which a candidate might expect to spend in achieving the learning outcomes associated with the module. Each credit shall nominally represent 10 hours of learning.

*Explanatory note:*

- 'learning': includes private study, revision and assessment in addition to formal teaching time.
- limits on the credit value of modules are provided in reg. 10 for on-campus provision (the University's Academic Framework) and reg. 11 for collaborative provision.

#### 5 Valid life of credits

Modules credited to a candidate may not be used towards an award after nine years have elapsed from the end of the candidate's enrolment for the module.

*Explanatory note:*

- for specific programmes leading to an award a lower 'shelf life' may be set for example to reflect the requirements of professional bodies.
- see also reg. 22 regarding the time limit for the completion of each level of a programme of study.

#### 6 Credits required for Qualifications

(a) The total credit value of qualifications awarded by the University are as follows:

Integrated Masters Degrees with a Post-Diploma Level:	600 credits
Integrated Masters Degrees:	480 credits
Honours Degrees:	360 or 480 credits
Ordinary Degrees:	300 credits
Undergraduate Diplomas in Higher Education:	240 credits
Undergraduate Certificates in Higher Education:	120 credits
Foundation Certificates in Higher Education:	120 credits

(b) Any other credit value shall be subject to the approval of the Education Planning Committee and shall be as specified in the relevant programme.

*Explanatory note:*

- Foundation Certificates in HE can only be awarded following the Pre-Certificate level.
- Certificates and Diplomas – applicable here only in the event of non-progression (reg. 43) or withdrawal (reg. 26). Programmes leading directly to a Certificate or Diploma are governed by the Regulations for Undergraduate Certificates and Undergraduate Diplomas respectively.
- explicit reference to the Integrated Masters added.
- limitations on credit transfer are governed by reg. 16.
- (b): EPC would rarely approve a programme with a different credit value unless required to meet professional, regulatory or statutory body requirements.

## 7 Collaborative provision and distance taught programmes

Programmes designated as Collaborative Provision and those designated as Distance Taught **must** be organised on a modular basis but may not be organised in trimesters.

### *Explanatory note:*

- All programmes leading to University of Hull awards must be modular and credit-based.
- See further reg. 11 below re the optional application of the University's Academic Framework and the use of 10 credit modules.
- 'Collaborative Provision'- provision delivered in whole or in part by a partner institution (irrespective of how that provision is funded).
- 'Distance taught' defined to mean programmes delivered in their entirety by University of Hull staff at a location other than one of the University campuses.

## 8 Duplication of awards

With the exception of programmes designated as Dual Awards, the same credits cannot be counted towards two separate qualifications unless one qualification is a level in the normal progression to the other qualification.

### *Explanatory note:*

- This prevents 'double counting' of credits. All 360/480 credits leading to the award of an Honours degree are deemed spent (irrespective of the awarding institution) and cannot be used towards another (University of Hull) Honours degree. However, a Diploma can be used towards another relevant Honours degree as the Diploma is part of the normal progression towards an Honours degree. A Diploma (or Foundation Degree leading to a top-up Honours) cannot thereafter be re-used for a further Honours degree.
- Where a candidate has already achieved an Honours degree and another level 6 qualification is desired, reference should be made to the Graduate Certificate Regulations (Graduate = level 6, rather than Postgraduate = level 7)
- See reg. 5 regarding the 'shelf life' of credits.
- Dual Awards - Dual Awards - An agreement through which a single programme of study leads to two awards of the same level, one awarded by the University, the other by the partner institution, represented by separate Certificates and Official Transcripts, each referring to the other, and both awarded at the end of the full period of study concerned.

## PROGRAMME STRUCTURES: THE UNIVERSITY'S ACADEMIC FRAMEWORK

### 9 Programme levels

(a) For the purposes of progression each degree programme is divided into levels, where each level **must** consist of 120 credits as follows:

i. For 360 credit Honours degree programmes:

Certificate	first 120 credits at level 4
Diploma	second 120 credits, with at least 100 credits at level 5
Honours	final 120 credits, normally at levels 5 or 6 with at least 100 credits at level 6

ii. For 480 credit Honours degree programmes involving a Preliminary Certificate level:

Preliminary Certificate	first 120 credits at levels 3 and 4, with at least 100 credits at level 3
Certificate	second 120 credits at level 4
Diploma	third 120 credits with at least 100 credits at level 5

Honours	final 120 credits normally at levels 5 and 6 with at least 100 credits at level 6
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iii. For 480 credit Honours degree programmes involving a Post-Diploma level (for example a year abroad or in industry / on placement):

Certificate	first 120 credits at level 4
Diploma	second 120 credits, with at least 100 credits at level 5
Post-Diploma *	third 120 credits, at level 5
Honours	final 120 credits on campus, normally at levels 5 and 6 with at least 100 credits at level 6

\*The placement year is normally conducted at the the Post-Diploma level but may be undertaken after the Honours level (but prior to classification).

iv. For 480 credit integrated Masters degrees:

Certificate	first 120 credits at level 4
Diploma	second 120 credits, with at least 100 credits at level 5
Honours	third 120 credits normally at levels 5 and 6 with at least 100 credits at level 6
Masters	final 120 credits at level 7

v. For 600 credit integrated Masters degrees involving a Post-Diploma level (for example a year abroad or a placement year):

Certificate	first 120 credits at level 4
Diploma	second 120 credits, with at least 100 credits at level 5
Post-Diploma	third 120 credits at level 5
Honours	fourth 120 credits normally at levels 5 and 6 with at least 100 credits at level 6
Masters	final 120 credits at level 7

(b) For 300 credit Ordinary degree programmes each level shall be as follows:

Intermediate	first 180 credits, normally at levels 4 and 5, including credits transferred from the Certificate and Diploma level of an Honours degree programme
Final	final 120 credits, normally at levels 5 or 6, including credits transferred from the Diploma level of an Honours degree programme, with at least 60 credits at level 6

*Explanatory note:*

- Each programme is divided into levels, with the requirement for a Programme Board to determine progression from one level to the next in accordance with reg. 37.
- Note that both the Honours (i.e. Bachelors' degrees) and the Integrated Masters have an Honours level.
- (c)(iv): note that academic units can publish a weighted average requirement for progression from the Honours level to the Masters level in addition to the credit accumulation requirements – reg. 38(d).

## 10 On campus provision: The University Academic Framework

- (a) For full-time on campus programmes, unless granted specific exemption by the Education Planning Committee, the Preliminary, Certificate, and Diploma levels **should** comprise three 20 credit modules in trimester one and three 20 credit modules in trimester two. The Preliminary Certificate **must** include at least 40 credits of core modules at Level 3. Included within the core modules should be specialist subjects normally required for entry onto the associated Honours degree at the Certificate level. (See Reg. 3(c) for the definition of a core module).
- (b) At the Honours level and the Masters level a 40 credit module is permitted for projects or dissertations. The options permitted at these final levels are:
- i. Three 20 credit modules in trimester one and three 20 credit modules in trimester two;
  - ii. One 20 credit module and one 40 credit module in trimester one and three 20 credit modules in trimester two *or* three 20 credit modules in trimester one and one 20 credit module and one 40 credit module in trimester two;
  - iii. Two 20 credit modules in trimester one, two 20 credit modules in trimester two and one 40 credit module that is delivered across both trimesters.
- (c) For Integrated Masters programmes a mixture of 20 or 30 credits is permissible at the certificate and diploma level of the masters; and in the case of a dissertation 60 credits is permissible.
- (d) For those programmes which include a 120 credit placement: the placement may be designed to incorporate 20, 40, 60 or 120 credit modules. The placement is normally conducted at the Post-Diploma level (see reg. 9a) but may be undertaken after the Honours level (but before classification).

## 11 Application of the Framework to Collaborative Provision

Programmes designated as Collaborative Provision may adhere to the structure set out in Regulation 10(a) and (d), and may include modules of 10 credits.

### *Explanatory note:*

- This makes clear that the University's Academic Framework can be utilised in collaborative programmes but it is not mandatory.

## 12 Pass/fail assessment components

- (a) The use of pass/fail for individual assessment components is only applicable for those modules with PSRB requirements.
- (b) Where a programme of study includes modules with pass/fail assessment components, these components/modules shall be disregarded in calculating any weighted average required under these Regulations.

### *Explanatory note:*

- (a): This grants exemption from having to attach a numerical mark where this would be inappropriate, for example because the assessment component for the module is concerned with demonstrating competency; this is applicable only where competency is being judged against professional standards set by the relevant PSRB.

### 13 Publication of programmes of study

- (a) The programmes for qualifications governed by these Regulations are available in programme specifications as published by the University.

The University makes every effort to ensure that the published programmes and modules are complete and up to date, but reserves the right to make changes following the approval by the relevant Faculty or University Committee. Any changes made by the University will be communicated to all students.

## ADMISSION

### 14 Admission to an Honours degree

To be admitted to an Honours degree programme a candidate must have satisfied:

- i. the University's requirement for Progression as specified in the Regulations for Progression or in any applicable Progression Agreement;  
and
- ii. such entry requirements as may be specified for the degree programme generally or in any applicable Progression Agreement.

*Explanatory note:*

- Progression agreements are as approved by the University (partnerships are approved by PVC(edu) after consulting with Deans and resulting collaborative activities are approved by PVC(edu) on the advice of EPC) and published in the Collaborative Provision Register.
- Progression Agreements must specify entry requirements, especially for international students, as visa applications may depend on demonstrating adherence to requirements such as English language skills.
- Accreditation of prior learning (for individual cases) is governed by reg. 16.

### 15 Admission to an Ordinary degree

A candidate **must not** be admitted directly to an Ordinary degree programme or offer for the Ordinary degree a subject in which the candidate has already been awarded an Honours degree.

*Explanatory note:*

- Candidates ineligible to proceed on an Honours degree will be transferred to an Ordinary degree provided sufficient credits are achieved – see regs. 45-51 below.
- A candidate can also voluntarily opt to transfer to a related Ordinary degree having started on an Honours with the approval of the relevant academic unit (reg. 20(a) below).

### 16 Accreditation of Prior Learning

- (a) The University will accept credits for general transfer, awarded by other Universities, or awarded by this University, for Accredited Prior Learning (APL).
- (b) The University will also consider applications for Accredited Prior Experiential Learning (APEL).
- (c) The acceptance of applications for accredited prior certificated or experiential learning relating to a specific programme shall be subject to the approval of the Dean of the relevant faculty in accordance with the relevant University code of practice.

- (d) Any award of an Honours or Integrated Masters degree shall be subject to a minimum of 120 credits from the final level – as defined in Regulation 9(a) - of the award sought, having been awarded by this University.
- (e) Any award of an Ordinary Degree shall be subject to a minimum of 60 credits from the final level of the award, having been awarded by this University.

*Explanatory note:*

- Credit awarded other than by the University of Hull is not counted towards weighted averages for purposes of determining progression (reg. 36(c)) or degree classification (reg. 44(b)). There is therefore no need to record marks awarded or a mark 'equivalence' for such credit.
- (b): introduces explicit reference to APEL for the first time.
- (c): relevant code of practice – Accreditation of Prior Certificated and Experiential Learning. APL/APEL applications are considered on an individual basis of progression agreements (reg. 14).
- APL as above is used in the case of individual applicants; a defined category of candidates may be admitted to a programme collectively through a Progression Agreement – reg. 14 above.
- 'this University' – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions.
- 'final level' - defined in reg. 9 – i.e. Honours level for a Bachelors degree, Masters level for an Integrated Masters.
- (d): - '120 credits' – this prevents a candidate who enters the Honours or Masters level being granted condonement – see reg. 42(b)(c).
- Minimum requirements for Certificates and Diplomas awarded following withdrawal or ineligibility to proceed are set out in reg. 26(b).

## ENROLMENT FOR PROGRAMMES AND MODULES

### 17 Programme of study requirements

- (a) Candidates shall select modules for each trimester in accordance with the instructions specified in the programme for which they are enrolled.
- (b) Academic Units shall be responsible for ensuring that each candidate's choice of modules, after a period of study at an overseas University, is appropriate and does not duplicate modules taken whilst abroad. In these circumstances, each candidate's choice of modules is subject to the approval of the Head of Academic Unit.

*Explanatory note:*

- (a): 'specified in the programme' – as stated in the published programme specification; the information should also be provided through the student handbook or equivalent.

### 18 Module enrolment by full-time candidates

- (a) A full-time candidate should normally enrol for modules having a total value of at least 120 credits over a maximum of three consecutive trimesters. Modules undertaken following referral under Regulation 41 shall be undertaken additionally and without reference to this Regulation.
- (b) A candidate shall not be permitted to undertake more than 120 credits in a single level other than with the express approval of the Student Case Committee. Where such approval is granted the candidate shall be required to pass all credits attempted to proceed to the next level or to the award and credits achieved over and above the 120 credits required for the level shall not be carried over and counted towards the next level of the programme.

- (c) All University of Hull programmes are premised on the need to pass all credits undertaken except where condonement is applied.
- (d) All credits achieved over and above the 120 credits are used in calculating any weighted average.

*Explanatory note:*

- (b): this prevents a candidate 'cherry picking' i.e. taking more credits than necessary in order to then drop a module with the worst performance.

## 19 Module enrolment by part-time candidates

A part-time candidate may enrol for modules having a total credit value of no more than 40 credits over each trimester.

*Explanatory note:*

- This Regulation permits the use of three 40 credit trimesters in a given academic year.

## 20 Change of programme of study

- (a) A candidate may, subject to published restrictions, change their programme of study, including a programme leading to the Ordinary degree, with the written approval of the Head(s) of Academic Unit(s).
- (b) Candidates are responsible for complying with the procedures for the time being in force as published on the 'change of programme of study' form.

*Explanatory note:*

- (a): 'published restrictions' – e.g. entry requirements for the programme (reg. 14), and any published limits on the number of candidates which can be accepted to a programme.
- written approval is obtained by using the published change of module form.
- 'Ordinary Degree' – a candidate may opt voluntarily to transfer to an Ordinary degree, although direct entry is not permitted (reg. 15 above); a candidate can only move from an Ordinary degree to an Honours degree once the requirements of the Ordinary degree have been satisfied as specified in reg. 52.
- 'Head(s) of Academic Unit(s) – plural in the event that the two programmes are in different disciplines.
- (b): 'published' – the form is published by Student Services Directorate via their website.

## 21 Change of module

- (a) A candidate may, subject to timetable and other published restrictions, change a choice of module with the written approval of the academic unit responsible for teaching the module and (if different) the academic unit responsible for the candidate's programme of study. No withdrawal from a module will be permitted once the assessment process specified for the module has been completed.
- (b) Candidates are responsible for complying with the procedures for the time being in force as published on the 'change of module' form.

*Explanatory note:*

- (a): written approval is obtained by using the published change of module form referred to in (b).
- 'assessment process ... completed' means that all assessment (module component) for the module have been undertaken by the candidate (assignment submitted, examination sat) but irrelevant that the work may not have been marked. This prevents candidates wanting to change believing they have not done well in the assessments, especially after obtaining their results.

- (b): 'published' – the form is published by Student Services Directorate via their website.

## SUSPENSION OF STUDY AND REPEAT PERIODS

### 22 Permitted duration for the accumulation of credits

Where a candidate is permitted to extend their period of study through the grant of an extension or for a suspension of study or similar circumstances, such extension is subject to the overriding requirement that each level of the programme of study – as defined in Regulation 9 - must be completed within a period of three years.

#### *Explanatory note:*

- Suspension of study – regs. 23 and 24.
- Credits also have a 'shelf life' of nine years – reg. 5.
- See University Code of Practice: Mitigating Circumstances.

### 23 Suspension of study requested by candidate

- (a) Subject to Regulation 22 a candidate may suspend their studies by making a written application to their personal supervisor and subject to the approval of the Head of Academic Unit for periods not exceeding 12 months, and approval of the Student Case Committee for periods of more than 12 months.
- (b) Where a candidate is due to return to study in the next academic year, and does not re-enrol or request an extension to their period of suspended study, then they shall be deemed to have withdrawn. Candidates will be contacted immediately after the latest start date to confirm their intentions. Where a candidate does not respond by the stated deadline or indicates they will not be returning, then they will be awarded based on the number of credits accumulated.

#### *Explanatory note:*

- A suspension of study may be permitted for personal/medical reasons and for other circumstances, for example a candidate wishing to spend a period abroad or in industry, which is not part of the programme of study they are following.
- Procedures governing suspensions of study are set out in the University Code of Practice: Suspension of Study (Undergraduate and Taught Postgraduate Students).

### 24 Suspension of study on grounds of risk

- (a) A candidate on any University of Hull module or programme, wheresoever located, who is judged, on substantial evidence, to be unfit to study by reason of posing a risk to themselves or others may be required to suspend those studies even in the absence of the candidate's consent provided the procedures defined below are followed.
- (b) Where such evidence is deemed to exist, this shall be reported in writing to the Head of Student Wellbeing, Learning and Welfare Support, and the candidate shall be required to undertake such 'risk assessment' as the Head of Student Wellbeing, Learning and Welfare Support determines appropriate. Refusal to undertake such assessment shall be deemed justification in itself for the candidate being required to suspend their studies.
- (c) The Head of Student Wellbeing, Learning and Welfare Support shall report their findings of the risk assessment, in writing, to the Student Case Committee (undergraduate and taught postgraduate students) or the Research Degrees Committee (research students),

and the relevant Committee shall determine whether, in the light of the assessment, suspension of study shall be required.

- (d) A candidate who is required to suspend studies in accordance with this Regulation shall have the right to appeal in accordance with the University's Code of Practice: Academic Appeals. The said Code shall be modified to the extent that a member of the University's Health sub-committee shall be invited to submit such advice or evidence as the parties and/or those involved in determining the appeal deem useful, and attend any hearing on the same basis.
- (e) The decision to require suspension of study shall be effective once made, and notified to the candidate in writing by recorded delivery to such addresses as recorded on the University Student Information System at the time, and unless and until any appeal is heard and allowed.
- (f) A candidate who is required to suspend studies in accordance with this Regulation shall not be regarded as a student of the University during the period of suspension and shall not be entitled to use University facilities and services or be present on the University campuses.
- (g) A candidate who is required to suspend studies in accordance with this Regulation shall not be permitted to resume their studies until they have provided evidence to Student Wellbeing, Learning and Welfare Support agreed by them to be relevant and appropriate that they are fit to resume their studies. Where a candidate has ongoing support needs these should be documented along with an agreement as to who will be responsible for providing this support. This agreement may be made with Student Wellbeing, Learning and Welfare Support or with external agencies and seen by Student Wellbeing, Learning and Welfare Support. This evidence should be submitted to the candidate's Head of Academic Unit and forwarded for the chair of the Student Case Committee or Research Degrees Committee. The chair shall determine whether the candidate is permitted to resume their studies taking such advice as they deem necessary in making the decision.
- (h) Any decision to require suspension of study, the outcome of any appeal, and the decision to allow the candidate to resume their studies shall be communicated to the candidate in writing by recorded delivery within three working days of the decision being made.

*Explanatory note:*

- This is designed to address very exceptional circumstances where a candidate needs to be excluded from studying for a limited time period because of an assessed risk to themselves and/or others.

## **25 Repeating a year**

- (a) A candidate shall not be permitted to repeat a year of the degree, or enrol for the programme as new other than with the approval of the Student Case Committee. Approval shall only be granted where the candidate has demonstrated significant medical or exceptional personal circumstances affecting the period which is sought to be repeated and subject to Regulation 22.
- (b) Where a repeat is permitted, all credits gained during the original attempt shall cease to count towards the programme, and the entire year shall be repeated. Any marks awarded during the original attempt shall not appear on the candidate's official transcript.

*Explanatory note:*

- This Regulation governs repeats granted solely for exceptional personal/medical circumstances, an application which can only be granted by SCC following application by the candidate and appropriate supporting evidence.

## **26 Interim awards following withdrawal**

- (a) Subject to regulation 26 (b) below and regulation 44 a candidate may withdraw from a programme of study and be awarded:
- (i) An Honours Degree with at least 360 credits
  - (ii) An Ordinary Degree with at least 300 credits
  - (iii) A Diploma in Higher Education with at least 240 credits
  - (iv) A Certificate in Higher Education with at least 120 credits
  - (v) A Foundation Certificate in Higher Education with at least 120 credits from the Preliminary Certificate.
- (b) Any award under paragraph (a) shall be subject to a minimum of 60 credits having been awarded by this University. The 60 credits will be in the final level of the award.
- (c) Any award under this Regulation shall be made provided that Certificates and Diplomas in Higher Education for professional programmes shall not be awarded in a named subject which implies that the candidate is entitled to practise that profession.
- (d) Where a candidate fails to re-enrol by the latest start date set by the University then they will be immediately contacted to confirm their intentions. Where a candidate does not respond by the stated deadline or indicates they will not be returning, then they will be awarded based on the number of credits accumulated

*Explanatory note:*

- a (i)-(iii) do not include any credits gained from the Pre-Certificate.
- (c): this power is designed to ensure that a candidate is not awarded a certificate/diploma which implies they are entitled to practise a particular profession (such as Social Work) where this is not the case. The Programme Board of Examiners is responsible for recommending the title of the award for approval by SCC.

## **ASSESSMENT AND MITIGATION**

### **27 Awarding credits**

To be awarded the credits for a module, a candidate must have passed the assessment for that module. The credits for a particular module cannot be awarded to a candidate more than once.

*Explanatory note:*

- 'passed the assessment' – where the published module specification states that a specific module component must be passed; failure in that component results in failure of the module and the maximum mark which can be awarded is 34 for a Level 4, 5 or 6 module and 39 for a Level 7 module; see reg. 31b.
- Credits once awarded have a 'shelf life' of nine years – reg. 5.

### **28 Written examinations and other forms of assessment**

- (a) Methods of assessment for all modules **must** be in accordance with the Assessment Tariff.

- (b) The default length for all formal University examinations is 2 hours. Faculty Education and Student Experience Committees have the authority to permit variations where there are professional body requirements, or where the form of assessment does not require 2 hours, (for example where the examination takes the form of a multiple choice test), or where there are other sound academic reasons.
- (c) Written examinations **must not** be held for modules of two trimester's duration at the end of the first trimester.

*Explanatory note:*

- (a): 'Assessment Tariff' - see the University Code of Practice on Assessment Procedures; this addresses permitted methods and volumes of assessment.
- (b): 'assessment' in this context (as in all of the Regulations) means summative assessment.
- (b) Examinations – see University Code of Practice for Assessment Procedures.
- (c): this relates to 'long thin' modules.
- In certain circumstances the use of 'class-based' assessments may be appropriate; these are governed by the University Code of Practice for Assessment Procedures.

### 29 Assessment Extensions

For information regarding assessment extensions please refer to the University Code of Practice: Mitigating Circumstances.

### 30 Non attendance/submission

Where a candidate fails to attend an examination, or submit a piece of assessed work without receiving the approval of the Mitigating Circumstances Committee or Student Case Committee in accordance with Regulation 32, a mark of zero **must** be awarded for that examination/piece of assessed work.

*Explanatory note:*

- the examination or piece of work is awarded zero and the Module Board must calculate the overall module mark taking into account any other module component marks.

### 31 Module Marks

- (a) The performance of a candidate in meeting the assessment requirements of a module is determined by the Module Board of Examiners, and is indicated by a numerical mark recorded on the following University scale:

	Preliminary Certificate modules (Level 3 or 4)	Levels 4 ,5, 6	Level 7
Pass	40-100	40-100	50-100
Compensatable	n/a*	35-39	40-49
Fail	0-39	0-34	0-39

\*Compensation is not permissible during the Preliminary Certificate level

- (b) Where the module specification stipulates that to pass the module a candidate must achieve a pass in one or more module components, and the candidate does not pass such components, the maximum mark which can be awarded for the module is 39 for Level 3 and Level 4 modules that comprise the Preliminary Certificate; 34 for a Level 4 (Certificate/Diploma), 5 or 6 module; and 39 for a Level 7 module.

- (c) A mark of 40 **must** be recorded for all Level 3, 4, 5 and 6 module components passed after reassessment, and **must** be used in calculating the final and overall mark for the module contributing to the weighted average for the programme.
- (d) A mark of 50 **must** be recorded for all Level 7 module components passed after reassessment and **must** be used in calculating the final and overall mark for the module contributing to the weighted average for the programme.
- (e) Module marks **must** not be rounded upwards or downwards except to the nearest whole number. A mark of 39.4 is rounded to 39 and a mark of 39.5 rounded to 40. In cases where a second decimal point is used; 39.45 is rounded up to the single decimal point 39.5 and then rounded to the nearest whole number 40. A mark of 39.44 is rounded down to 39.4 and then to the nearest whole number 39.

*Explanatory note:*

- (a): 'compensatable' – see reg. 42 and 43.
- (b): wording revised to make clear that the mark of 34 or 39 is the maximum which can be awarded.
- (c) (d): the capping of the mark applies to module components, which must be marked in accordance with the applicable marking criteria. Candidates are entitled to be informed of the marks actually achieved (as part of feedback on assessment).
- 'weighted average' – defined in reg. 36 below.
- (e) In all but one case rounding is carried out as soon as the average has been calculated. The one case is degree classification (reg. 44(b) below) where each level is left unrounded (albeit to one decimal place – (a) above) until the final classification is determined using each of the levels relevant to classification.

### **32 Mitigating circumstances**

For information regarding mitigating circumstances please refer to the University Code of Practice: Mitigating Circumstances.

### **33 Reassessment**

- (a) Students shall always be given the opportunity to undertake reassessment in modules in which they have not achieved the pass mark.
- (b) A candidate has the right to be reassessed in the failed component(s) of a module on one occasion only. Exceptions may include (but are not limited to) the impact of mitigating circumstances and the nature and timeliness of the assessment task.
- (c) Summative assessment tasks should be designed in such a way as to facilitate ease of partial re-assessment (e.g. if there are two pieces of work at 50% at first assessment, a piece of work at 100% should not be used at reassessment).
- (d) The reassessment task shall follow the same method of assessment as the original format where possible. Where this is not possible it must be made explicit what form the reassessment will take. This information must be included within the module specification and approved through University validation processes.
- (e) Capping must occur at assessment component level, not at module level. Therefore, if a student passes a piece of summative assessment at first sit then this mark must be used in calculating the module average.
- (f) The mark for any component of assessment in which a student is reassessed shall be capped at the pass mark.

*Explanatory note:*

- 'Honours degree' – includes the Integrated Masters degree.

## **ACADEMIC/PROFESSIONAL DISCIPLINE**

### **34 Academic misconduct**

- (a) Allegations of academic misconduct, shall be subject to the Regulations governing Academic Misconduct, and no penalty shall be imposed other than in accordance with the said Regulations.
- (b) Academic misconduct shall be defined to exclude conduct, which may amount to either professional misconduct or professional unsuitability as defined in Regulation 35 below.

*Explanatory note:*

- (a): the Regulations governing Academic Misconduct specify the way in which penalties for academic misconduct **must** be applied by Module and Programme Boards.

### **35 Professional Misconduct and Professional Unsuitability**

- (a) 'Professional misconduct' shall be defined as conduct which falls below the level of conduct required by the professional body or bodies responsible for regulating the profession to which a candidate is seeking entry by virtue of completing the programme of study on which they are enrolled.
- (b) 'Professional unsuitability' shall be defined as behaviour which does not demonstrate the standards of behaviour specified by the professional body responsible for allowing candidates who complete the programme of study to be admitted to practise the relevant profession.
- (c) Allegations of conduct or behaviour considered to fall within the above definitions shall be made, investigated and determined in accordance with any applicable Regulations for the time being in force. Such Regulations shall empower the University to suspend or terminate a candidate's programme of study.

*Explanatory note:*

- (c): 'applicable Regulations' – University Regulations governing the Investigation and Determination of Allegations of Professional Unsuitability and Professional Misconduct. Under these Regulations, the relevant dean of faculty must determine whether the allegations are to be investigated as professional misconduct/unsuitability or as 'academic misconduct'. Conduct is only punishable under these Regulations if there are professional standards laid down by the relevant body (such as the Nursing and Midwifery Council or Health and Care Professions Council) which appear applicable to the allegations in question.

## **PROGRESSION**

### **36 Calculation of weighted averages**

- (a) In calculating the weighted average mark for each level of a degree programme each individual mark shall be weighted by the credit value of the corresponding module and the average recorded to one decimal place. Modules with pass/fail assessment components shall be disregarded in calculating any weighted average (see Reg. 12).

- (b) Where a candidate enrolls for more than 120 credits for any level under Regulation 18(b), the weighted average mark for the level shall be taken over the marks achieved for all modules on which the candidate is enrolled.
- (c) Credit which has been accepted towards the programme of study in accordance with Regulation 16 is disregarded for the purposes of calculating level weighted averages under this Regulation unless that credit was awarded by the University of Hull as a result of a module or modules delivered by the University or one of its Partner Institutions.
- (d) In applying Regulations 39, 41, 42, 49, 50, and 52 the level average mark must be rounded to the nearest whole number and in applying Regulation 44(b) the weighted average of the level average marks must be rounded to the nearest whole number.

*Explanatory note:*

- weighted averages are required for determining eligibility for compensation, referral and condonement (below) and, in the case of Honours/Integrated Masters, for determining degree classification.
- (b): 18(b) provides that all modules enrolled for must be passed to proceed.
- (c): credit awarded other than by the University (including on programmes/modules delivered by University partner institutions) is disregarded for purposes of calculating weighted averages and for determining degree classification – see reg. 44(b) below.
- 'partner institutions' – institutions approved under the relevant University Code of Practice to deliver programmes leading to University of Hull awards.
- (d): Module marks **must** not be rounded upwards or downwards except to the nearest whole number. A mark of 39.4 is rounded to 39 and a mark of 39.5 rounded to 40. In cases where a second decimal point is used; 39.45 is rounded up to the single decimal point 39.5 and then rounded to the nearest whole number 40. A mark of 39.44 is rounded down to 39.4 and then to the nearest whole number 39.
- In all but one case rounding is carried out as soon as the average has been calculated. The one case is degree classification (reg. 44(b) below) where each level is left unrounded (albeit to one decimal place – (a) above) until the final classification is determined using each of the levels relevant to classification.

### **37 Compensation, referral and condonement maxima**

Compensation and module referral are not permitted at the Preliminary Certificate level. The maxima with respect to condonement in the Preliminary Certificate is 20 credits. Excluding any module declared in the programme of study to be core and/or elective (see reg.3c) a Level 3 or Level 4 module in the Preliminary Certificate with a mark in the range of 0-39 may be considered for condonement provided that the weighted average of all marks in the level is 40 or greater (see reg. 43a).

- (a) Subject to (a) the following maxima apply to the exercise of any combination of compensation, referral or condonement - whether individually or in combination - as specified in the following Regulations:
  - i. no more than 40 credits per level
  - ii. no more than 60 credits per Honours Degree (including Integrated Masters degree)
- (b) Where a referred module is passed and the candidate allowed to proceed to the next level, the referral ceases to be included in the maxima defined above.
- (c) Maxima indicated in (ii) above shall not include condonement exercised during the Preliminary Certificate level.

*Explanatory note:*

The maxima are designed to achieve an appropriate balance between providing a safety net in the event of modules being failed (usually after reassessment) and ensuring that sufficient credits are passed to merit the award.

(a) (b): 'compensation' – allows a module to be treated as a pass and the credits to be awarded in defined circumstances; the raw mark – in the range 35-39 – is not changed – see reg. 42 below.

'referral' – allows a failed module to be retaken in its entirety simultaneously with the next level of the programme – reg. 41 below, esp. para. (c).

'condonement' – allows a failed module in the Honours/Masters level only to be disregarded in determining eligibility for the award – reg. 42 below.

(a): former (ii) removed; Ordinary degree addressed under reg. 46 below; Certificate and Diploma addressed in separate Regulations.

(b)(ii): Honours degree includes the Integrated Masters degrees for this purpose – reg. 2(b).

(d): See also reg. 42(a) below as to condonement at the Preliminary Certificate level (max 20 credits).

## HONOURS DEGREES: PROGRESSION AND CLASSIFICATION

### 38 Honours degrees: progression and continuation

- (a) The minimum weighted average required to proceed from each level **must** be at least a value of 40.
- (b) A candidate at the Preliminary Certificate level, who has at least 100 credits awarded and the remaining 20 credits condoned (see reg. 38a and 44a) and has an overall average that meets or exceeds the progression constraint shall proceed to the next level.
- (c) A candidate who is awarded a pass in all modules in the level shall proceed to the following level of an Honours Degree, or to the Award.
- (d) Academic units offering programmes leading to an Integrated Masters degree may specify a minimum weighted average required to proceed to the Honours level or the Masters level of a named Integrated Masters degree provided that this requirement is approved as part of the programme and published in the programme specification and student handbook.

*Explanatory note:*

- 'pass by compensation' – marks of 35-39 are deemed 'compensatable' (reg. 31(a)); eligibility for compensation is determined by applying reg. 42 below but the raw mark (of between 35-39) remains.
- 'Honours Degree' – includes Integrated Masters (see reg. 2(b)).
- (c): reworded so that the requirement is stated at programme level, subject to programme approvals, and appropriate written communication to students; clarifies that the power is applicable at both the Honours and Masters levels of an Integrated Masters.

### 39 Honours degrees: weighting

- (a) For the purposes of progression and award each degree programme **must** have specific weightings at each level:
  - i. For 360 credit Honours degree programmes the following weightings **must** be applied at each level:

Level 4: 0  
Level 5: 30  
Level 6: 70

- ii. For 480 credit Integrated Masters Programmes the following weightings must be applied at each level:

Level 4: 0  
Level 5: 20  
Level 6: 30  
Level 7: 50

- iii. For 480 credit Honours degree programmes involving a Post Diploma level (for example; with a year abroad or a year in industry element) one of the following weightings **must** be applied at each level:

Level 4: 0  
Level 5: 10  
Level 5 (Year Abroad / Placement Year): 20  
Level 6: 70

OR

Level 4: 0  
Level 5: 20  
Level 5 (Year Abroad / Placement Year): 10  
Level 6: 70

- iv. For 600 credit Integrated Masters Programmes involving a Post Diploma level (for example; with a year abroad or a year in industry element) one of the following weightings **must** be applied at each level:

Level 4: 0  
Level 5: 10  
Level 5 (Year Abroad / Placement Year): 10  
Level 6: 30  
Level 7: 50

OR

Level 4: 0  
Level 5: 20  
Level 5 (Year Abroad / Placement Year): 10  
Level 6: 20  
Level 7: 50

The choice of weighting will be made according to the nature of the programme. The approved weightings must be clearly indicated on all programme literature.

- (b) When weightings change in the regulations both the old and new calculations are used for students enrolled prior to the new calculations coming into effect.
- (c) For new students enrolling from 18/19 onwards, **ONLY** the new weightings will be applied.

#### 40 Honours degrees: compensation

- (a) Compensation is not permitted at the Preliminary Certificate level.
- (b) For candidates at the Certificate, Diploma, Post-Diploma or Honours level, excluding any module declared in the programme of study to be core and/or elective (see Reg. 3) any module awarded a mark of 35-39, shall (subject to Regulation 38) be passed by compensation, with no change being made to the mark awarded, provided that:
  - i. the weighted average of all the marks for the level is 40 or greater
  - ii. no mark for the level is below 35.
- (c) For candidates at the Masters level of an Integrated Masters degree: excluding any module declared in the programme of study to be core and/or elective, any module awarded a mark of 40-49, shall (subject to Regulation 38) be passed by compensation, with no change being made to the mark awarded, and provided that:
  - (i) the weighted average of all the marks for the level is 50 or greater
  - (ii) no mark for the level is below 40.
- (d) A candidate may waive the right to pass a module or modules by compensation and choose instead to be reassessed. If the reassessment is subsequently failed, then the original pass by compensation shall be reinstated.

*Explanatory note:*

- 'subject to Regulation 38' – the compensation maxima.
- Note that provided the conditions in (b) are satisfied compensation is automatic; it is **not** a matter of discretion for the Programme Board (*cf* referral and condonement below).
- (i): 'weighted average ... for the level' – see reg. 36 above for calculating weighted averages, including rounding; 40 will therefore include marks of 39.45 and above; 50 will therefore include marks of 49.45 and above
- (ii): 'no mark ... below 35 / 40' – this situation is addressed in reg. 41 below.
- (d) 'waive the right' – following the Programme Board the candidate should be advised (at least in writing) of the option and implications of either choice (bearing in mind the compensation maxima in reg. 37 above), and be provided with the opportunity to exercise the waiver. The decision to waive must be confirmed by the candidate in writing; silence would not constitute waiver.
- 'original pass' – in this situation the credits would then count towards the compensation maxima.

#### 41 Honours degrees: referral and compensation

- (a) A candidate at the Certificate, Diploma, Post-Diploma level of a Bachelors degree, or additionally the Honours level of an Integrated Masters degree who has not achieved a pass mark in all modules after reassessment or exceptionally, before reassessment, may, at the discretion of the Programme Board of Examiners, be referred in any module or modules with a mark of less than 35 provided that:
  - i. the weighted average of all the marks for the level is 40 or greater, and
  - ii. the total number of credits to be referred is not greater than 20.
- (b) A candidate referred before reassessment may reject the referral and exercise any right of re-assessment provided by Regulation 33 above.
- (c) Where a decision to refer is exercised, any other module - excluding any module declared in the programme of study to be core and/or elective- awarded a mark of 35-

39 shall (subject to Regulation 38) be compensated with no change being made to the mark awarded.

- (d) A candidate who is referred under paragraph (a), or who is so referred and awarded compensation under paragraph (c), shall proceed to the following level of the programme and be required to complete the full process of attendance and assessment for the module referred or another module selected from within the programme by the candidate by way of substitution. Such a module shall be taken concurrently with the following level of the programme, but shall be subject to the availability of the module in the light of timetabling and other constraints.
- (e) The mark achieved for the referred or substituted module shall be substituted for the original failed mark after which the candidate must be reconsidered for progression from the former level under Regulation 38 above. The mark obtained for a referred module does not form part of the assessment of the level of the programme taken at the same time as the referred or substituted module.
- (f) A candidate who fails a referred or substituted module shall have the right to be reassessed and thereafter re-considered for progression from the former level under Regulation 38 above.

*Explanatory note:*

- (a): candidates at the Pre-certificate, Honours and Masters levels are eligible for condonement under reg. 42 below rather than referral.
- 'Bachelors' – this explicitly distinguishes the levels of the (level 6) Honours degree from the (level 7) Integrated Masters so that candidates are only eligible for referral when on a level which is not the final level of the award being sought.
- 'exceptionally' – this is a matter of discretion for the Programme Board, but the workload implications for the candidate should be considered.
- decision for referral - the Programme Board must treat all students equitably and therefore prior to the meeting should have determined how it will approach such cases, e.g. as to what factors will be considered relevant in making the decision. While referral provides a form of 'safety net' it should be remembered that the candidate will have to attempt a total of 140 credits in the following session and this may not be appropriate in the case of weaker students. In all cases the decision, and the factors which influenced it, must be recorded in the minutes.
- Note that even where a module has been declared core and/or elective (see reg. 3 and 43 above) it can be referred (because ultimately the candidate still has to pass the module).
- (ii): 'not greater than 20' – notwithstanding the compensation etc maxima in reg. 38, the limit of 20 credits applies specifically in the case of referral.
- (b): 'referred before reassessment' – the candidate may choose to undertake the reassessment; this choice must be explained to the candidate and be confirmed by them in writing. Referral after reassessment cannot be waived unless the candidate opts to transfer to the appropriate Ordinary degree under reg. 20(a) above.
- (c): this allows a module failed with a mark of 35-39 to be compensated at the same time as the referral provided the compensation etc maxima in reg. 37 above are not exceeded. This overcomes the 'no mark of less than 35' limitation in reg. 40(a) above. Thus a candidate with e.g. 33 and 37 could be referred in the 33 and compensated in the 37. There is no discretion to allow referral in one but deny the compensation in the other.
- (d): (a) – candidates on the Honours and Integrated Masters levels proceed to the Award and the issue of classification.
- The selection of another module by 'substitution' resolves the case where the candidate made an inappropriate choice of optional module.
- (f): a module failed when taken as a referred module can be reassessed. Reassessment – Reg. 33. Currently a module can be referred twice (subject to the maxima) although this should be very exceptional, as the Programme Board would be unlikely to consider that a candidate who has failed a module up to four times (including reassessment) is likely to pass it at the fifth or even sixth attempt.

## 42 Honours degrees: condonement

- (a) A candidate at the Preliminary Certificate level who has completed the assessments for all modules in the level and who has not achieved a pass mark in those modules may, at the discretion of the Programme Board of Examiners, be condoned in any module or modules with a mark less than 40 provided that:
- i. the weighted average of all the marks for the level is 40 or greater, and
  - ii. the total number of credits to be condoned is no greater than 20, and
  - iii. the module (or modules) in question is not declared in the programme of study to be core and/or elective

Boards of Examiners **should** only exercise condonement in cases where outstanding programme learning outcomes will be achieved within the remaining modules.

- (b) A candidate at the Honours level of a Bachelors degree who has completed the assessments for all modules in the level and who has not achieved a pass mark in all modules within that level may (subject to Regulations 16(d) and 38), at the discretion of the Programme Board of Examiners, be condoned in any module or modules with a mark of less than 35 provided that:
- (i) the weighted average of all the marks for the level is 40 or greater, and
  - (ii) the total number of credits to be condoned is no greater than 20, and
  - (iii) the module (or modules) in question is not declared in the programme of study to be core and/or elective.

Boards of Examiners **should** only exercise condonement in cases where all programme learning outcomes have been achieved.

- (c) A candidate at the Masters level of an Integrated Masters degree who has completed the assessments for all modules in the level and who has not achieved a pass mark in all modules within that level may (subject to Regulations 16(d) and 38), at the discretion of the Programme Board of Examiners, be condoned in any module or modules with a mark of less than 40 provided that:
- (i) the weighted average of all the marks for the masters level is 50 or greater, and
  - (ii) the total number of credits to be condoned is no greater than 20, and
  - (iii) the module (or modules) in question is not declared in the programme of study to be core and/or elective.

Boards of Examiners **should** only exercise condonement in cases where all programme learning outcomes have been achieved.

- (d) A candidate who has previously completed and been awarded an Undergraduate Diploma by the University and subsequently uses that Diploma as accreditation of prior learning for admission to an Honours degree programme under Regulation 16, and who benefited from condonement on that Diploma programme, shall not be eligible for condonement under this Regulation.
- (e) A candidate condoned under one of the above paragraphs may reject the condonement and exercise any right of re-assessment provided by Regulation 33 above.

- (f) Where the discretion to condone is exercised under this Regulation, any other module - excluding any module declared in the programme of study to be core and/or elective - awarded a mark of 35-39 for a Level 4, 5 or 6 module and awarded a mark of 40-49 at Level 7 shall (subject to Regulation 38) be compensated with no change being made to the mark awarded.
- (g) A candidate who is condoned under paragraph (a) shall proceed to the Certificate level. A candidate who is condoned under paragraph (a) or (b) or who is so condoned and awarded compensation under paragraph (f) shall proceed to the Award.

*Explanatory note:*

- (a): The Preliminary Certificate Level is a special case. Condonement exercised during the Preliminary Certificate level (reg. 37(c) above) is disregarded when applying those maxima in subsequent levels.
- (a)(b): 'completed the assessments' – condonement is not permitted prior to a first attempt (e.g. where a candidate is allowed a fresh first attempt under reg. 32 above); in such cases the progression decision should be deferred until the fresh attempt has been completed. In the case of the Preliminary Certificate level continuation would not be applicable because that presumes that no modules have been failed.
- (b): 'within that level' – makes explicit that modules from a previous level (i.e. a previously referred module) cannot be condoned.
- 'Bachelors' - this explicitly distinguishes the levels of the (level 6) Honours degree from the (level 7) Integrated Masters so that candidates are only eligible for condonement when on a level which is the final level of the award being sought (see also referral under reg. 41 above).
- (b)(c): 'reg. 6(b)' – the requirement that 120 credits from the final level of the Honours or Integrated Masters be passed, where a candidate is admitted directly into that level, and therefore they cannot benefit from condonement.
- (c): added to ensure clarity between the final level of the Bachelors and the final level of the Integrated Masters
- (d): added to prevent double counting of condonement; comparable with arrangements included for top-ups from the Fd to Honours.
- (e): a candidate is normally offered condonement after first attempt obviating the need to be reassessed. However, in the case of the Honours/Masters level, because the fail mark contributes to degree classification it may result in bringing down that classification. The ability to achieve (a maximum of 40 for modules at Level 4, 5 and 6 and a maximum of 50 for modules at Level 7) in the reassessment may make a difference therefore and the candidate may prefer to defer graduation to undertake the reassessment. Following notification of the results, the candidate should be advised of the options and their decision be communicated in writing.
- (f): provided the compensation etc maxima will not be exceeded any module eligible for compensation must be compensated (i.e. no discretion not to allow it).
- (g): 'proceed to the Award' - and the determination of the degree classification.

#### **43 Honours degrees: Consequences of ineligibility to proceed**

- (a) A candidate ineligible to proceed from the Preliminary Certificate to the Certificate level of an Honours degree shall be failed but is entitled to the credits for the modules passed. A candidate who has failed to achieve the progression constraint (see reg. 38a) but who has achieved 120 credits at the Preliminary Certificate level shall be awarded a Foundation Certificate in Higher Education (see reg. 26).
- (b) A candidate ineligible to proceed from the Certificate to the Diploma level of an Honours degree:
- i. with at least 80 credits gained at the certificate level will be transferred to the Ordinary degree (at the Diploma level), or
  - ii. with at least 120 credits will be failed but awarded a Foundation Certificate in Higher Education (see reg. 26) if on a programme involving a Preliminary Certificate level, or

- iii. with less than 80 credits will be failed, but is entitled to the credits for the modules passed.

*Explanatory note:*

- (ii) 120 credits – from either the Preliminary Certificate level or from the Preliminary Certificate level and the Certificate level (if condonement was exercised at the Preliminary Certificate level [reg. 44a]).

- (c) A candidate ineligible to proceed from the Diploma to the Honours or Post-Diploma level of an Honours degree, as appropriate:
- (i) with at least 180 credits (APL or otherwise) will be transferred to the Ordinary degree (at the Honours level). Such candidates are not immediately eligible for the award of an Ordinary degree, or
  - (ii) with less than 180 credits but at least 120 credits at the certificate level or above will be awarded a Certificate in Higher Education, or
  - (iii) with at least 120 credits will be failed but awarded a Foundation Certificate in Higher Education (see reg. 26) if on a programme involving a Preliminary Certificate level, or
  - (iv) with less than 120 credits will be failed, but is entitled to the credits for the modules passed.

*Explanatory note:*

- An Ordinary degree is awarded to a candidate achieving 300 credits with a minimum of 60 credits at level 6, reference point (i), above.
- (iii) 120 credits – from either the Preliminary Certificate level or from the Preliminary Certificate level and the Certificate level (if condonement was exercised at the Preliminary Certificate level [reg. 44a]).

- (d) A candidate ineligible to proceed from the Post-Diploma to the Honours level of an Honours degree or from the Honours level to the classification, as appropriate:
- (i) with at least 300 credits and 60 credits at level 6 will be awarded an Ordinary degree, or
  - (ii) with less than 300 credits but at least 240 will be awarded a Diploma in Higher Education.
- (e) A candidate ineligible to proceed from the Post-Diploma to the Honours level of an Honours degree with a year abroad/placement year, as appropriate:
- (i) with 240 credits at diploma level the candidate will be permitted to transfer to the relevant named bachelors award (non study abroad/placement version)
  - (ii) with a total 360 credits the candidate will be permitted to transfer to the relevant named bachelors award (study abroad/non placement version)
- (f) A candidate for an Integrated Masters degree who is ineligible to proceed to the Honours level from the Diploma or Post-Diploma level, as appropriate:
- (i) with 240 credits, shall be allowed to proceed to the Honours level of a named single honours Bachelors degree for which the necessary credits have been accumulated, or

- (ii) with at least 180 credits will be allowed to proceed to the final level of an Ordinary Degree, or
- (g) A candidate for an Integrated Masters degree who is ineligible to proceed to the Masters level from the Honours level, as appropriate:
  - (i) with 360 credits, failing to satisfy Regulation 40(c), shall be allowed to proceed to the classification of a named single honours Bachelors degree for which the necessary credits have been accumulated providing that the programme learning outcomes have been achieved, or
  - (ii) with at least 320 credits and 60 credits at Level 6 must be considered as a finalist for the award of a named single honours Bachelors degree, subject to having attained the credits for all core (and/or elective) modules from the Certificate and Diploma levels, and providing that the programme learning outcomes have been achieved or
  - (iii) with 300 credits and 60 credits at Level 6 will be awarded an Ordinary Degree or
  - (iv) with less than 300 credits but at least 240 will be awarded a Diploma in Higher Education or
- (h) A candidate for an integrated Masters degree who is ineligible to proceed to the classification, subject to regulation 33 being satisfied, shall be allowed to proceed to the classification of a named single honours Bachelors degree, for which the necessary credits have been accumulated, subject to having attained the credits for all core (and/or elective) modules from the Certificate and Diploma levels and providing that the programme learning outcomes have been achieved.
- (i) Any award of a Certificate, Diploma or Ordinary degree under this Regulation shall be subject to a minimum of 60 credits having been awarded by this University.
- (j) Any award under this Regulation shall be made provided that Certificates and Diplomas in Higher Education for professional programmes shall not be awarded in a named subject which implies that the candidate is entitled to practise that profession.

*Explanatory note:*

- (a)-(e): 'ineligible to proceed' – i.e. after considering compensation, referral or condonement as set out in regs. 40-42 above) and after opportunities for reassessment (under reg.33) have been exhausted.
- Awards of Certificates, Diplomas and Ordinary degrees are subject to the minimum number of credits awarded by the University (60) under reg 26b, 45i and 53c.
- (a): a candidate who successfully completes the Preliminary Certificate but then withdraws from the programme is entitled to the Foundation Certificate in Higher Education (reg. □above).
- 'awarded the credits' – the transcript will detail all modules taken within the level, the marks awarded (pass and fail) and the total number of credits – see further reg. 55 below.
- (d): 'or from the Honours level' – i.e. when seeking to move from the Honours level to the Masters level of an Integrated Masters.
- (e): new, introduced to ensure clarity in respect of the Integrated Masters; (i) assumes that the candidate has not achieved the published weighted average required to proceed to the Masters level, see reg. 38(d) above.
- (f) and (g) Students who have attained sufficient credits for an honours degree (including condonement/compensation) but not in the necessary modules, and the Board of Examiners judge the programme requirements for a related programme have been met, then a case should be submitted to SCC to recommend the award of an honours degree. In the case where students have attained sufficient credits for a bachelors honours degree (including condonement/compensation) but Boards of Examiners judge that the award of a degree is not appropriate on the grounds of the requirements of the programme not having been satisfied, then a case should

be submitted to SCC to seek permission for the student to undertake any modules not already studied in order to meet the programme's requirements.

- (f): (previously (g) - reworded to make it mandatory where the requirements of the Bachelors degree have been satisfied, replacing the existing 'special circumstances' criteria.
- (g): standard provision moved for clarity; see also reg. 26 for interim awards where a candidate withdraws without completing an Honours degree.
- 'this University' – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions.
- (h): moved for clarity - this power is designed to ensure that a candidate is not awarded a certificate/diploma which implies they are entitled to practise a particular profession (such as Social Work) where this is not the case. The Programme Board of Examiners is responsible for recommending the title of the award for approval by SCC.

#### **44 Honours classifications**

- (a) Honours degrees shall be awarded with Honours in the first class, second class (division 1), second class (division 2), or third class, according to the following scale:

70-100	First class
60-69	Upper second class
50-59	Lower second class
40-49	Third class

- (b) The class awarded shall be determined by the Programme Board of Examiners subject to the following Regulations:

- i. A candidate's performance in the Preliminary Certificate level of a degree programme shall not count towards the classification.
- ii. A candidate's performance in the Certificate level of a degree programme shall not count towards the classification unless explicitly approved by the University Learning and Teaching Committee.
- iii. A candidate's performance in achieving credit which is accepted towards the programme of study in accordance with Regulation 16 shall be disregarded for the purposes of the classification unless that credit was awarded by the University of Hull as a result of a module or modules delivered by the University or one of its Partner Institutions. Decisions regarding the classification of candidates who have progressed from Foundation degrees must be considered under the Foundation degree Regulations.
- iv. The weighted average for a candidate for an Integrated Masters degree will use the marks recorded at each level of the degree, irrespective of the pass mark that applies to that level, and marks will not be 'scaled up' as part of that calculation.  
The weighted average for a candidate for an Integrated Masters degree is 50.
- v. Candidates who have not met the weighted average requirement but whose weighted average (expressed as the arithmetic mean) is no greater than two below the classification threshold (after rounding) must be considered as 'borderline'. A candidate who is borderline must be awarded the higher classification in the following cases:

- for all awards of the University of Hull (subject to 46(biii)) where more than 50% of the credits counting towards classification are in the higher classification (or above);

For Bachelor's degrees:

- where more than 50% of the credits in the Diploma and Honours levels are in the higher classification (or above);

or

- where exactly 50% of the total credits in the Diploma and Honours levels counting towards classification are in the higher classification (or above) and more than 50% of credits in the final level are in the higher classification (or above);

or

For Integrated Masters degrees:

- where more than 50% of the credits in the Honours and Masters levels are in the higher classification (or above);

or

- where exactly 50% of the total credits in the Honours and Masters levels counting towards classification are in the higher classification (or above) and more than 50% of the credits in the final level are in the higher classification (or above).

Candidates not meeting one of these requirement cases must not be awarded the higher classification.

- v. Candidates who have not met the weighted average requirement but who have submitted an application for mitigating circumstances where supported by valid evidence, may, on the recommendation of the Mitigating Circumstances Committee, be considered for the higher classification provided that the same circumstances have not already been considered by one or more module boards. Recommendations for a higher classification must be referred to the Student Case Committee for confirmation.
- vi. The Programme Board of Examiners may also recommend the award of a mark of distinction in the oral components of the assessments in modern language subjects.

*Explanatory note:*

- (b)(ii): new exemptions are only likely to be approved where this is explicitly required to meet professional, statutory or regulatory body requirements.
- (iii): see further reg. 16 regarding the transfer of credits towards a programme of study.
- 'Foundation degree Regulations'.
- (iv): weighted average is defined in reg. 36 above, including rounding.

## ORDINARY DEGREES: PROGRESSION

### 45 Transfer to an Ordinary degree

Candidates who are required to transfer to an Ordinary degree may, with the approval of the Programme Board of Examiners, transfer either to the appropriate Ordinary degree associated with their original Honours degree or to the appropriate Ordinary degree associated with a related Single Honours degree.

*Explanatory note:*

- 'required to transfer' – as a consequence of being ineligible to proceed on the Honours degree under reg. 43 above.
- There is no direct entry to the Ordinary degree - 15 - although a candidate on an Honours degree can elect to drop down to the Ordinary degree with the approval of the relevant academic unit – reg. 20.

### 46 Ordinary degrees: Compensation and condonement maxima

- (a) The following maxima shall apply to the exercise of any combination of compensation and condonement – whether individually or in combination – for candidates transferred to the Ordinary degree:
- (i) No more than 40 credits per level
  - (ii) No more than 60 credits for the Ordinary degree as a whole, including any credits passed by compensation, and referred but not thereafter passed, while enrolled for the Honours degree.

*Explanatory note:*

- (ii): the Ordinary degree has two levels – the Intermediate (including credits transferred from the Honours degree) and the Final – reg. 9(b).
- (iii): 'referred but not thereafter passed' – it is possible, but relatively unlikely that a candidate will have been in this position, e.g. being referred at the Certificate level, failing that referred module the following year and being transferred to the Ordinary at the end of the Diploma level. Credits passed following referral are excluded – by deliberate omission - from the maxima in the same way as for Honours degrees (37(b) above).
- There is no referral on the Ordinary degree; see below.
- Because of the difficulties of applying the Ordinary – the need to determine its application in each individual case – any credits over and above the 180 needed for the Intermediate level should be utilised in a way, which best benefits the candidate.

### 47 Ordinary degrees: Intermediate level - progression and continuation

- (a) Subject to Regulation 46, a candidate on the Intermediate Level of an Ordinary Degree who has achieved a pass (including pass by compensation) in at least 180 credits shall proceed to the Final level of the Ordinary degree.

*Explanatory note:*

- (a): 'Intermediate level' – this consists of 180 credits, including those credits passed and transferred from the Honours degree; the Final level will consist of up to 120 credits to achieve the 300 total required for the Ordinary degree (reg. 6(a)).
- 'pass' – defined in reg. 31(a)(c).
- 'pass by compensation' – defined in reg. 49 below.
- 'medical or exceptional personal circumstances' – consideration of a case should be based on the same criteria as claims for mitigating circumstances. This is the one case where it would be appropriate to consider the same mitigation twice – for example allowing a fresh attempt at module(s) affected by exceptional circumstances and then allowing the candidate to continue because of those circumstances.

#### 48 Ordinary degrees: Final level – progression to the Award

Subject to Regulation 46, a candidate on the Final level of an Ordinary Degree who has achieved a pass (including pass by compensation) in at least 300 credits for the degree shall proceed to the Award.

##### *Explanatory note:*

- 'subject to Regulation 46 – imposes of maximum of 60 credits compensation for the award, and 40 in the final level which includes both compensation and condonement; for condonement see reg. 50 below.
- 'Final' level – reg. 9(b) above, and must include a minimum of 60 credits awarded (passed) by the University of Hull – reg. 16(e).
- 'pass' – defined in reg. 31(a)(c).
- 'pass by compensation' – defined in reg. 49 below.

#### 49 Ordinary degrees: compensation

- (a) Excluding any module declared in the programme of study to be core and/or elective, any module awarded a mark of 35-39, shall (subject to Regulation 46) be passed by compensation, with no change being made to the mark awarded, provided that:
- i. the weighted average of all the marks for the level is 40 or greater, and
  - ii. no mark for the level is below 35.
- (b) A candidate may waive the right to pass a module or modules by compensation and choose instead to be reassessed. If the reassessment is subsequently failed then the original pass by compensation shall be reinstated.

##### *Explanatory note*

- (a): 'declared in the programme of study' – this must be included when the programme is approved/re-approved and also be stated in the appropriate student handbook; otherwise compensation is applicable to all levels of Honours and Integrated Masters programmes.
- 'subject to Regulation 46' – the compensation (and condonement) maxima.
- Note that provided the conditions are satisfied compensation is automatic; it is **not** a matter of discretion for the Programme Board (*cf* condonement below).
- (i): 'weighted average ... for the level' – see reg. 36 above for calculating weighted averages, including rounding; 40 will therefore include marks of 39.45 and above; for the Intermediate level the weighted average must be calculated over 180 credits including those transferred from the Honours degree.
- (ii): 'no mark ... below 35' – see condonement under reg. 50 below.
- (b): added for the Ordinary degree (though its use is likely to be rare).
- 'waive the right' – following the Programme Board the candidate should be advised (at least in writing) of the option and implications of either choice (bearing in mind the compensation maxima in reg. 37 above), and be provided with the opportunity to exercise the waiver. The decision to waive must be confirmed by the candidate in writing; silence would not constitute waiver.
- The use of the waiver could, probably unusually, be important at the Final level where the candidate is seeking to achieve a weighted average of 60+ to permit transfer back to Honours (under reg. 52 below); however, in such cases the Programme Board may prefer to exercise its discretion in favour of the candidate under reg. 52(a).
- 'original pass' – in this situation the credits would then count towards the compensation maxima.

#### 50 Ordinary degrees: condonement

- (a) A candidate at the Final Level of an Ordinary degree who has completed the assessments for all modules in the level and who has not achieved a pass mark in 300 credits may (subject to Regulation 46), at the discretion of the Programme Board of Examiners, be condoned in any module or modules with a mark of less than 35 provided that:

- i. the weighted average of all the marks for the level is 40 or greater, and
  - ii. the total number of credits to be condoned is no greater than 20, and
  - iii. the module (or modules) in question is not declared in the programme of study to be core and/or elective.
- (b) A candidate so condoned may reject the condonement and exercise any right of re-assessment provided by Regulation 33 above.
- (c) Where such discretion to condone is exercised, any module - excluding any module declared in the programme of study to be core and/or elective - awarded a mark of 35-39 shall (subject to Regulation 46) be compensated with no change being made to the mark awarded.
- (d) A candidate who is condoned under paragraph (a), or who is so condoned and awarded compensation under paragraph (c) shall proceed to the Award.

*Explanatory note:*

- (a): 'Final level' - reg. 9(b) above.
- (a)(b): 'completed the assessments' – condonement is not permitted prior to a first attempt (e.g. where a candidate is allowed a fresh first attempt under reg. 32 above); in such cases the progression decision should be deferred until the fresh attempt has been completed.
- (b): a candidate is normally offered condonement after first attempt obviating the need to be reassessed, although this may affect the Final level weighted average. Following notification of the results, the candidate should be advised of the options and their decision be communicated in writing.
- (c): provided the compensation etc maxima will not be exceeded any module eligible for compensation must be compensated (i.e. no discretion not to allow it).
- 'core' – see note to reg.3.
- 'elective' – see reg.3
- (d): 'proceed to the Award' - there being no classification for Ordinary degrees to determine.

**51 Consequences of ineligibility to proceed to an Ordinary degree**

- (a) A candidate ineligible to proceed to the Final level of an Ordinary degree:
- (i) with at least 120 credits will be awarded a Certificate in Higher Education, or
  - (ii) with at least 120 credits will be awarded a Foundation Certificate in Higher Education (see reg. 26) if on a programme involving a Preliminary Certificate level, or
  - (iii) with less than 120 credits will be failed, but is entitled to the credits for the modules passed.
- (b) A candidate ineligible to proceed to the award of an Ordinary degree:
- (i) with at least 240 credits will be awarded a Diploma in Higher Education, or
  - (ii) with at least 120 credits will be awarded a Certificate in Higher Education, or
  - (iii) with at least 120 credits will be awarded a Foundation Certificate in Higher Education (see reg. 26) if on a programme involving a Preliminary Certificate level.
- (c) Any award under this Regulation shall be subject to a minimum of 60 credits having been awarded by this University.

- (d) Any award under this Regulation shall be made provided that Certificates and Diplomas in Higher Education for professional programmes shall not be awarded in a named subject which implies that the candidate is entitled to practise that profession.

*Explanatory note:*

- (a)(b): 'ineligible to proceed' – i.e. after considering compensation and condonement as set out in regs. 46-50 above) and after opportunities for reassessment (under reg.33) have been exhausted.
- (a): 'awarded the credits' – the transcript will detail all modules taken within the level, the marks awarded (pass and fail) and the total number of credits – see further reg. 55 below.
- Note that a candidate who withdraws without completing the Ordinary degree will be eligible for an 'interim award' based on the number of credits gained at that point – see reg. 26.
- (c): 'this University' – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions.
- (d): standard provision - this power is designed to ensure that a candidate is not awarded a certificate/diploma which implies they are entitled to practise a particular profession (such as Social Work) where this is not the case.
- The Programme Board of Examiners is responsible for recommending the title of the award for approval by SCC.

## **52 Transfer from an Ordinary degree to the Honours level of a Bachelors degree**

- (a) A candidate who is eligible for the award of an Ordinary degree may waive the right to the award of the Ordinary degree and proceed to the Honours level of the appropriate Honours degree providing that the programme learning outcomes can be achieved on completion of the award.
- (b) The Honours classification of a candidate under paragraph (a) above shall be calculated in accordance with Regulation 46 subject to the following:
- i. the highest level 120 credits shall form the Honours level of the Honours degree
  - ii. the next highest level 120 credits of the Ordinary degree shall form the Diploma level of the Honours degree.

*Explanatory note:*

Under Tier 4 rules, in existence as at September 2016, a Tier 4 student may not be able to take advantage of this option, the advice of the Visa Compliance team should be sought first.

- Bachelors introduced in place of 'Honours' to make clear that such a transfer can only take place to a Bachelors degree and not an Integrated Masters degree.
- (a)(b)'waive the right' – the Board should determine the candidate's eligibility and, following notification of the results, advise the candidate of the options. Waiver must be confirmed in writing by the candidate.
- (a)(b): 'appropriate Honours degree' – this means the degree from which the candidate was transferred to Ordinary originally.
- (c): 'in accordance with Regulation 46' – makes clear that classification, including any borderline, is determined in the same way as other Honours degree candidates, but for the determination of the levels which are necessarily different; the published weightings for each level of the degree must be applied.
- (ii): 'next highest' – this should be interpreted in way which most favours the candidate where there is a choice as to which credits to include.

## **53 Aegrotat Awards**

- (a) An *Aegrotat* award is an award without classification that may be conferred upon a candidate on the presumption that the candidate, who is unable to continue their studies, would have satisfied the standard required for the award had they been able to continue.

The StudentCase Committee shall consider applications from Programme Boards for the award of an Aegrotat degree, diploma or certificate.

- (b) Aegrotat awards may be made in accordance with the Regulations for the award listed below.
- (c) For undergraduate and postgraduate taught students, the Aegrotat award will normally correspond to the level of study which is interrupted. Such an award is contingent on there being sufficient evidence that had the study not been interrupted, the student would have completed the level in question. In the absence of such evidence, the Aegrotat award will be the relevant exit award for the body of study completed.
- (d) An Aegrotat degree, diploma or certificate shall be unclassified and, in all other respects, un-graded. An Aegrotat award does not necessarily entitle the holder to registration with a professional body, or be exempt from the requirements of any professional qualification which might otherwise be associated with the programme of study concerned.
- (e) Candidates pursuing programmes that may lead to a professional registration who are subsequently awarded an Aegrotat degree, diploma or certificate may not be eligible for such a registration. This would be confirmed by the Programme Board in making their recommendation to the Student Case Committee.
- (f) An Aegrotat degree shall normally be a named award except in those cases where professional body requirements dictate that a named award is not appropriate. The full degree title of an Aegrotat award shall be considered as part of the procedures for considering the award and shall be made known to the candidate prior to their acceptance of the award.
- (g) The request for the award of an Aegrotat award may be made by the candidate or where a candidate is unable to prepare or submit a request, by the Programme Board. All requests shall be submitted to the Secretary to the Student Case Committee or for Research Degrees to the Secretary to the Research Degrees Committee.
- (h) The candidate shall be required to indicate that they are willing to accept an Aegrotat award. Where a candidate is unwilling to accept an Aegrotat award, they shall be permitted to complete the examination or assessment in question by the approved subsequent date.
- (i) The Programme Board shall consider relevant evidence which shall include satisfactory medical certification in the case of illness or appropriate documentation in other cases and establish the facts of the candidate's case.

The Programme Board must be satisfied that:

- the candidate is unlikely to be able to return to complete their study at a later date, and
  - that the candidate's prior performance demonstrates that they would have passed but for the illness/event which occurred.
- (j) All cases shall be considered, in the first instance, by the Programme Board. The Programme Board shall be charged with obtaining as much information as possible on the causes which prevented the candidate from attempting the whole or part of the assessment(s), together with evidence of the prospects of the candidate completing the

assessment(s) in a subsequent year within the time-limit prescribed by the appropriate regulations.

- (k) When supporting evidence is received from a medical practitioner outside the University, it is desirable that the Occupational Health Department and/or suitably qualified practitioner, as specified by the University, be asked to undertake full consultation with the practitioner concerned before any recommendation is made on behalf of a candidate.
- (l) The Programme Board shall make a recommendation to the Student Case Committee on each case. The recommendation shall include:
  - details of the academic standing of the candidate
  - details on the causes which prevented the candidate from attempting the whole or part of the assessment(s)
  - details of medical evidence or other appropriate documentation
  - recommendation from the Occupational Health Department and/or suitably qualified practitioner, as specified by the University (if appropriate)
  - evidence on the prospects of the candidate completing the assessment(s) in a subsequent year within the time-limit
  - a recommendation on the title of the Aegrotat Award if it is not considered appropriate for the award to be named
  - a signed statement from the candidate indicating that they are willing to accept an Aegrotat degree
- (m) The Student Case Committee shall approve or not approve the award. The decision shall be conveyed to the candidate and reported to the appropriate academic unit.

#### **54 Posthumous Awards**

- (a) A posthumous qualification may be awarded to a deceased student who has completed sufficient study for the award
- (b) A Programme Board may recommend to the Student Case Committee that a posthumous undergraduate or postgraduate taught award be conferred where there is sufficient evidence of the candidate's performance to demonstrate that the candidate would have reached the standard required for the award in question. Requests for a posthumous award for a Research student should be made by the Faculty to the Research Degrees Committee
- (c) A posthumous degree shall normally be a named award, as appropriate, except in those cases where professional body requirements dictate otherwise.
- (d) If the candidate had completed all the assessment requirements for the award, the case should be considered by the appropriate Programme Board.

- (e) Application for consideration for a posthumous award must be made by the candidate's Academic unit.
- (f) The application shall be considered by the Student Case Committee with reference to the recommendation of the Programme Board
- (g) The Student Case Committee shall approve or not approve the award.
- (h) If the Student Case Committee approves the award, the candidate's family or next of kin must be allowed to decide whether they would like the award to be made.

## RESULTS AND AWARDS

### 55 Notifications of Results and Transcripts

All candidates shall be given access to their own marks after the completion of each assessment process and - provided they are not in debt to the University for payment of tuition fees - to a full transcript of all credits awarded and marks obtained on completion of their period of enrolment at the University.

*Explanatory note:*

- 'assessment process' – reference should be made to each academic unit's/faculty's feedback on assessment policy; results at the end of a level are notified only by the Student Services Directorate on a schedule approved by Senate.
- 'tuition fees' – other fees, such as accommodation, are deemed irrelevant and therefore cannot bar the issuing of the transcript.
- 'full transcript' – this now includes the European Diploma Supplement.
- Note that modules attempted during a year subsequently repeated are not included on the transcript – reg. 25(b)
- Academic misconduct penalties are only included where the candidate's programme is terminated as a result of academic misconduct.