



University Programme Regulations Foundation Degrees

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Applications for exemptions to:	Student Case Committee (SCC)
Report Exemptions to:	Education Planning Committee (EPC)

Summary/ Description:

These Regulations govern the award of Foundation degrees (240 credits) designed to reflect external and University expectations for the award of degrees. University Student Case Committee is the final arbiter of the interpretation and application of the Regulations.

Version 2 14 (Sept 19) introduces the following changes:

- Replaces School with Academic Unit.
- Includes reference to Elective modules, Reg 1c.
- Makes explicit that the use of pass/fail for individual assessment components is only applicable for those modules with PSRB requirements, Reg 8.
- Allows reassessment for ALL failed modules at each level of study on one occasion only, Reg 26.
- 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 Student Progress Committee with Student Case Committee.

Version 2 13 (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 1
- Makes explicit Dual Awards, Reg 6
- Removes reference to pre/post and co-requisite modules

Version 2 12 (Nov 17) introduces the following change:

- Removes reference to Assessment Extensions and Mitigating Circumstances and signposts users to the University Code of Practice: Mitigating Circumstances, Reg 22 and 25
- Changes LEAP to Learning and Teaching Enhancement

Version 2 11 (Sept 17) housekeeping changes

- Marries up to University Programme Regulations: Honours Degrees:
 - Changes the condonement maxima for the Preliminary Certificate stage from 40 credits to 20 credits, Reg 36a
 - Mandatory requirement for all Preliminary Certificate stage modules to be non-compensatable, Reg 34a
 - Mandatory requirement for at least 40 credits at Level 3 to be designated as core in the Preliminary Certificate stage, Reg 7c
- 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 36a
- Changes LEAP to Learning and Teaching Enhancement

Version 2 10 (July 17) introduces the following changes:

- Makes explicit reassessment procedures, Reg 26
- Clarifies the length of University examinations, Reg 21
- Introduces the award of Aegrotat Award to students and provides explanation, Reg 43
- Introduces the award of Posthumous Award to students and provides explanation, Reg 44
- Makes clear that where a student is due to return to study in the next academic year, and does not re-enrol or request an extension to their period of study, then they shall be deemed to have withdrawn, Reg 16b.
- Other minor amendments

Version 2 09 (Sept 2016) 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 22 Assessment Extensions (previously Absence with Good Cause) to provide clarity.
 - Re-orders Reg 25 Mitigating Circumstances to provide clarity
 - Provides transparency for the rounding of module marks, Reg 24
 - Provides clarity for the award of credits, Reg 38

Version 2 08 (June 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 Programme Approvals Committee with Programme Management Committee
- Replaces Semester with Trimester
- Replaces Head of Department with Head of School

Version 2 07 (September 15) introduces the following changes:

- Discontinues the practice of using Level 5 marks to contribute to the classification of the articulated Honours degree (reg. 41).
- Transitional arrangements: **for students enrolled on the Diploma stage, or on the Honours stage of the articulated Honours degree, in the academic session 2014-15, the Honours**

degree classification be calculated using version 2 06 of the regulation and the new regulation (version 2 07) and the best outcome be awarded (reg. 41).

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

Version 2 06 (September 14) introduces the following changes:

- Addition of an explanatory note regarding extensions for students studying with a Tier 4 visa (reg. 22)
- Removes the discretion of Boards of Examiners to deny reassessment on the grounds of attendance (reg. 26)

Version 2 05 (Sept 13) introduces the following change:

- Introduces the award of Foundation degree with merit and Foundation degree with distinction (reg 37) **for students commencing the Diploma stage of a programme on or after 1 September 2013**

Version 2 04 (June 12) introduces the following changes:

- Minor amendment to Regulation 25 (e) for clarity
- Addition of an explanatory note (reg. 25(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 2 03 (March 12) introduces the following change:

- Amends Regulation 31(a) to reflect that each individual module mark shall be weighted relative to its credit value

Version 2 02 (Apr 11) introduces the following change with immediate effect:

- Clarifies the scope of Borderline cases (reg. 40 (b)(v))

Version 2 01 (Oct 10) introduces the following changes:

- Updates the code with reference to the new committee structure

Version 2 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. 25)

Version 1 03 (Mar 08) introduced the following changes:

- 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 1 02 (Sep 07) introduces the following changes:

- Preliminary Certificate stage introduced for Fds comparable with the Honours degree Regulations (QH:B4) including a new interim award, the Foundation Certificate in HE (regs. 8, 9(a), 22(b), 24, 29(c), 32(a)(iii), 33(a), 34(a))
- Revision of evidential requirements following intercalation on grounds of risk (reg 26)
- Replace references to Graduate Research Committee with Research Degrees Committee
- Remove references to Academic Approvals Committee.

Version 1 01 (Jul 06) introduced two changes:

- Definition of compensation (regs. 6(j), 31(a), 32(c))
- Definition of referral (reg. 32(d)).

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Preamble

The following University Regulations apply to Foundation degrees and to Honours degrees awarded by the University in cases where candidates have progressed to the Honours degree (Honours level) having previously completed the associated Foundation Degree.

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.

MODULES AND CREDITS

1 Modules

(a) For the purpose 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

(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

2 Credit values

- (a) 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.
- (b) Modules shall be of 20 credits. Proposals to offer modules of credit values other than 20 credits shall be subject to the approval of the Education Planning Committee (EPC).

Explanatory note:

- 'learning': includes private study, revision and assessment in addition to formal teaching time
- (b): See reg. 5 regarding collaborative provision where modules of 10 credits are permitted.

3 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.

4 Credits required for Qualifications

- (a) The total credit value of qualifications to which these Regulations apply are as follows:

Honours Degrees:	360 or 480 credits
Foundation Degrees	240 or 360 credits
Undergraduate Certificates in Higher Education:	120 credits
Foundation Certificates in Higher Education: (at the Preliminary Certificate level only).	120 credits

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

Explanatory note:

- (a): Foundation Certificates in HE can only be awarded following the Pre-Certificate level – regs. 37
- A 360 credit Foundation Degree is one which includes the Preliminary Certificate level.
- (b): EPC would rarely approve a programme with a different credit value unless required to meet professional, regulatory or statutory body requirements.

5 Collaborative provision

- (a) Programmes designated as Collaborative Provision **must** be organised on a modular basis but may not be organised in trimesters.
- (b) Programmes designated as Collaborative Provision may include modules of 10 credits in addition to, or instead of, 20 credits.

Explanatory note:

- (a): All programmes leading to University of Hull awards must be modular and credit-based.
- 'Collaborative Provision'; the latter defined to mean 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.
- (b): this modifies reg. 2(b) in respect of collaborative provision.

6 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. 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.
- See reg. 3 regarding 'shelf life' of modules.
- 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

7 Programme Levels

- (a) For the purposes of progression each Foundation Degree programme is divided into levels as follows:

Certificate	first 120 credits at level 4, with a minimum of 100 credits at level 4
Diploma	second 120 credits, with a minimum of 100 credits at level 5.

- (b) With the approval of the Education Planning Committee, a Foundation Degree programme may also include a Preliminary Certificate level comprising the first 120 credits of a 360 credit Foundation degree, the level to comprise credits at levels 3 and 4 with at least 100 credits at level 3.
- (c) The Preliminary Certificate level **must** include at least 40 credits of core (see reg. 1c) modules at Level 3.

Explanatory note:

- Compensation is not permitted at the Preliminary Certificate level.

8 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.

9 Publication of programmes of study

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

10 Admission to a programme

To be admitted to a programme to which these Regulations apply a candidate must have satisfied:

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

Explanatory note:

- (ii): reference to progression agreement added to address cases where candidates are admitted to a later level of programme (usually Diploma or Honours). Progression agreements are as approved by the University (partnerships are approved by PVC(educ) after consulting with Deans and resulting collaborative activities are approved by PVC(educ) 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.

11 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 the Foundation Degree shall be subject to a minimum of 60 credits from the final level of the award sought having been awarded by this University.
- (e) Any award of an Honours Degree shall be subject to a minimum of 120 credits from the final level of the award sought having been awarded by this University.

Explanatory note:

- This Regulation is subject to the minimum requirement for credits to be achieved as part of the programme leading to the Fd – reg. 4.
- Credit awarded other than by the University of Hull is not counted towards level weighted averages for purposes of determining progression (reg. 30) or degree classification (reg. 37). 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.
- 'final level' – as defined in reg. 7 being the Diploma level for the FD.
- 'this University' – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions.
- 'awarded' – means having passed the module either through achieving the pass mark (reg. 22(a) below) or being awarded pass by mitigation (reg. 25) or by compensation (reg. 34).
- a candidate with direct entry to the Honours level (i.e. from other than a UoH awarded Fd) cannot benefit from condonement – see reg. 40(iv).

ENROLMENT FOR PROGRAMMES AND MODULES

12 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) 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 progress 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 level weighted average.
- (e) A candidate who, for valid academic reasons, wishes to vary the weighting of modules between trimesters, may apply to the Head of Academic Unit for permission to take modules weighted 50/70, 70/50 or 60/60. Permission shall only be granted where the head of academic unit is satisfied that the candidate fully understands the workload implications of the request. In deciding whether to grant permission the head of academic unit shall take account of to which level of the programme the application relates, and must be satisfied that the combination of modules can be taken within the timetable as published. Decisions shall be monitored by the Faculty Education and Student Experience Committee.

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.
- (b): added from equivalent provision - this prevents a candidate 'cherry picking' i.e. taking more credits than necessary in order to then drop a module with the worst performance. UoH programmes are premised on the need to pass all credits undertaken except where condonement is applied (reg. 36; all the credits are also used in calculating any level weighted average – see reg.30; this does not apply to modules undertaken following referral under reg. 35.
- (e): added - standard provision – appropriate for programmes involving a combination of short fat and long thin modules.

13 Change of programme of study

- (a) A candidate may, subject to published restrictions, change a programme of study 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. 10).
- 'Head(s) of Academic unit(s)' – plural in the event that the two programmes are in different academic units.
- (b): 'published' – the form is published by Student Services Directorate via their website.

14 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) elements 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.
- 'subject to timetable' – not all optional modules will be available because of timetable clashes.
- 'other published restrictions' – this includes where a limit has been placed on the number of candidates who can take the module.
- (b): 'published' – the form is published by Student Services Directorate via their website.

SUSPENSION OF STUDY AND REPEAT PERIODS

15 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 7 - must be completed within a period of three years.

Explanatory note:

- Suspension of Study – regs. 16 and 17.
- Credits also have a 'shelf life of nine years – reg. 3.
- See University Code of Practice: Mitigating Circumstances.

16 Suspension of Study requested by candidate

- (a) Subject to Regulation 15 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 Code of Practice: Suspension of Study (Undergraduate and Taught Postgraduate Students).

17 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.
- (g)– requirement for evidence of fitness to resume study revised so that Student Wellbeing, Learning and Welfare Support can determine what evidence is appropriate given the nature of the case.
- Procedures governing suspensions of study are set out in the Code of Practice: Suspension of Study (Undergraduate and Taught Postgraduate Students).

18 Repeating a level/year

- (a) A candidate shall not be permitted to repeat a level/year, 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 15.
- (b) Where a repeat is permitted all credits gained during the original attempt shall cease to count towards the programme, and the entire level/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.
- Credits cannot be awarded for a module more than once – reg. 20.

19 Interim awards following withdrawal

- (a) Subject to paragraph (b) a candidate may withdraw from a programme of study and be awarded:
- (i) A Certificate in Higher Education with at least 120 credits
 - (ii) A Foundation Certificate in Higher Education with at least 120 credits from the Preliminary Certificate level.
- (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 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:

- 'this University' – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions.
- (c): Previously reg. 9(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.
- Where insufficient credits are achieved to gain one of the stated awards, the full details of those credits will appear on the Transcript – reg. 45.

ASSESSMENT AND MITIGATION

20 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.
- Non completion of assessed work is addressed in reg. 22(a).
- Credits once awarded have a 'shelf life' of nine years – reg. 3.

21 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): the Assessment Tariff also places a restriction on the volume of assessment in the first trimester where alternative forms of assessment are used.
- In certain circumstances the use of 'class-based' assessments may be appropriate; these are governed by the University Code of Practice for Assessment Procedures.

22 Assessment Extension

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

23 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 5, 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.

24 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:

40 - 100	Pass
35 - 39	Compensatable
0 - 34	Fail.

- (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 elements, the maximum mark which can be awarded for the module is 34.
- (c) A mark of 40 **must** be recorded for 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.
- (a) 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' – a mark which is eligible for compensation and will be compensated if the criteria in regs. 31 and 34 are satisfied.
- A zero for any module component not submitted by the published deadline must be applied – reg. 22(a).
- (b): wording revised to make clear that the mark of 34 is the maximum which can be awarded.
- (c): 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. 30.

25 Mitigating circumstances

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

26 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 the pass mark.

Explanatory note:

- (b): the requirement for treating all candidates on the module the same in terms of method of reassessment mirrors the requirement for (first) assessment, reg. (a).

ACADEMIC/PROFESSIONAL DISCIPLINE

27 Academic Misconduct

- (a) Allegations of academic misconduct, shall be subject to the Regulations for 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 29 below.

Explanatory note:

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

28 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: FOUNDATION DEGREES

29 Calculation of Weighted Average

- (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.
- (b) Where a candidate enrolls for more than 120 credits for any level, 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 11 is disregarded for the purposes of calculating 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 34, 35 and 36, the average mark **must** be rounded to the nearest whole number.

Explanatory note:

- Weighted averages are required for determining eligibility for compensation, referral and condonement (below).
- (b): reg. 12 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. 11.
- '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.

30 Compensation, Referral and Condonement Maxima

- (a) The following maxima shall 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 40 credits per Foundation 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.

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): '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. 34.
- 'referral' – allows a failed module to be retaken in its entirety simultaneously with the next level of the programme – reg. 35.
- 'condonement' – allows a failed module in the Diploma level only to be disregarded in determining eligibility for the award – reg. 36.
- See reg. 36 as to condonement at the Preliminary Certificate level (max 20 credits).

31 Progression and Continuation

- (a) A candidate who is awarded a pass mark in all modules in the level shall proceed to the following level or to the Award.

Explanatory note:

- (a): 'pass' – defined in reg. 24(a)(c).

32 Compensation

- (a) Compensation is not permitted at the Preliminary Certificate level.
- (b) Excluding any module declared in the programme of study to be core and/or elective, any module awarded a mark of 35-39, shall be passed by compensation (subject to Regulation 31) with no change being made to the mark awarded provided that:
- the weighted average of all the marks for the level is 40 or greater, and
 - no mark for the level is below 35.
- (c) 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:

- (b): '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 Foundation Degree programmes.
- 'subject to Regulation 31' – 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).
- b (i): 'weighted average ... for the level' – see reg. 30 for calculating weighted averages, including rounding; 40 will therefore include marks of 39.45 and above.
- b (ii): 'no mark ... below 35' – this situation is addressed in reg. 35.
- (c): '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.31), 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.

33 Referral and Compensation

- (a) A candidate at the Certificate level 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.
- (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 be compensated (subject to Regulation 31) with no change being made to the mark awarded.
- (d) Other than at the Diploma level a candidate who is referred under paragraph (a), or who is so referred and awarded compensation under paragraph (b) 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 33. 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) Subject to Regulation 25 (a) above, 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 33.

Explanatory note:

- (a): minor change to improve clarity. Candidates at the Pre Certificate and Diploma levels are eligible for condonement under reg. 36 and not referral.
- '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.
- 'mark of less than 35' – note that in the event of a mark being between 35 and 39 compensation will apply (see reg. 34).
- Note that even where a module has been declared 'core' and/or elective 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. 31, 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.
- (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. 31 are not exceeded. This overcomes the 'no mark of less than 35' limitation in reg. 34(a). 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.
- The selection of another module by 'substitution' resolves the case where the candidate made an inappropriate choice of optional module.
- (e): 'mark achieved' – currently the mark awarded after the referred module has been completed is not capped – but counts toward the level to which the original module related.
- (f): a module failed when taken as a referred module can be reassessed – reg 26. 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.

34 Condonement

- (a) A candidate at the Preliminary Certificate or Diploma Level who has completed the assessments for all modules in the level and who has not achieved a pass mark in all modules may, at the discretion of the Programme Board of Examiners, be condoned (subject to Regulation 31) 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) for candidates on the Preliminary Certificate or Diploma level 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 so condoned may reject the condonement and exercise any right of re-assessment provided by Regulation 25 (a).
- (c) Where such 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 shall be compensated (subject to Regulation 31) with no change being made to the mark awarded.
- (d) A candidate at the Preliminary Certificate level who is condoned under paragraph (a) shall proceed to the Certificate level.
- (e) A candidate at the Diploma level 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): The Preliminary Certificate Level is a special case. Condonement exercised at during the Preliminary Certificate level (reg. 31(c)) is disregarded when applying those maxima in subsequent levels.
- Condonement at the Preliminary Certificate Level is 20 credits only.

- (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); 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.
- (d)(e): split to improve clarity.
- Note that a candidate who benefits from condonement at the Diploma level of the Fd cannot also benefit from condonement on the Honours level of the associated Honours degree – reg. 40.
- A candidate admitted directly onto the Honours level from an Fd awarded other than by the University of Hull is not eligible for condonement because of the requirement to achieve 120 credits from the University of Hull.

35 Merits and distinctions

- (a) Merits and distinctions shall be awarded on the basis of achievement in credit awarded by the University of Hull only. A minimum of 120 credits **must** be credit awarded by the University of Hull representing the final 120 credits of the award sought in order for a candidate to be eligible for the award of a merit or a distinction.
- (b) The award of merit or distinction applies only to programmes with a Diploma level which is comprised of no more than 20 credits' worth of modules designated to be pass/fail.
- (c) A candidate **must** be awarded the Foundation degree with merit provided that the candidate has achieved a weighted average of between 60 and 69 over all marks assigned in the Diploma level.
- (d) A candidate **must** be awarded the Foundation degree with distinction provided that the candidate has achieved a weighted average of 70 or greater over all marks assigned in the Diploma level.
- (e) A candidate who does not satisfy the conditions for the award of a merit under paragraph (c) above, or distinction under paragraph (d) above may be awarded a merit or distinction at the discretion of the Programme Board of Examiners only where the Board is satisfied that the candidate has under-performed as a result of properly documented mitigating circumstances referred to it by the Module Board(s) under Regulation 25.

Explanatory note:

- (a): While up to 180 credits can be transferred into a Foundation degree (reg. 11), transferring more than 120 will exclude candidates from being considered for a merit or distinction.
- 'Credit awarded by the University of Hull' includes credit earned at a Partner Institution on a programme leading to a University of Hull award as well as on-campus University of Hull awards.
- (b): 'pass/fail' modules – reg. 8.
- (b) (c) (d) 'Diploma level' – defined in reg. 7.
- (c) (d): 'weighted average' – defined in reg. 30. The average mark is rounded 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.
- 'all marks assigned' – excluding those modules designated in the published programme as pass/fail – reg. 8.
- (e): this allows a merit or distinction to be awarded where the candidate is judged by the Programme Board to have under-performed as a result of mitigating circumstances; under no other circumstances can the merit or distinction be awarded – there is no concept of borderlines for Foundation degrees.

- 'referred to it by the Module Board' – this ensures that the circumstances have not been considered and acted upon by the board, thus ensuring there is no double counting of the circumstances.

36 Consequences of Ineligibility to Proceed

- (a) A candidate ineligible to proceed from the Preliminary Certificate to the Certificate level shall be failed, but is entitled to the credits for the modules passed.
- (b) A candidate ineligible to proceed from the Certificate to the Diploma level:
- (i) with at least 120 credits will be awarded a Certificate in Higher Education, or
 - (ii) with less than 120 credits will be failed, but is entitled to the credits for the modules passed.
 - (iii) with 120 credits at the Preliminary Certificate level will be awarded a Foundation Certificate in Higher Education
- (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 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:

- (c): 'this University' – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions.
- (d): 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.

PROGRESSION TO THE ASSOCIATED BACHELORS DEGREE

37 Progression to an associated Bachelors degree

- (a) Subject to paragraph (b), a candidate who has satisfied the requirements for the award of the Foundation Degree may be admitted to the Honours level of an associated Bachelors degree, with the approval of the academic unit responsible for the delivery of that associated Bachelors degree.
- (b) A candidate shall not be admitted as described in paragraph (a) where they commenced the Foundation Degree six or more years from the date on which they would now be admitted to the Honours level.
- (c) A candidate admitted under paragraph (a) shall undertake 120 credits, a minimum of 100 of those credits being at level 6.
- (d) The accumulation of credits on the Honours level shall be subject to the same Regulations as for the Certificate and Diploma levels set out above.

Explanatory note:

- This governs the admission of a candidate who has been awarded the Fd under the above Regulations, to the Honours degree related to the Fd.
- (a): 'requirements for the award' – as defined in regs. 33 et seq.
- 'Bachelors' – rather than 'Honours' to show that progression is only possible to a Bachelors degree and not an Integrated Masters degree.
- (b): this is the equivalent of the nine year rule for Honours degrees.
-

38 Progression to the award of the Honours degree

Progression to the award shall be considered in accordance with Regulations 27 – 32 and 33, save that:

- (i) A candidate shall not benefit from any combination of compensation, referral or condonement which exceeds a total of 60 credits for the Certificate, Diploma and Honours levels taken together
- (ii) A candidate who has benefited from condonement in the Diploma level shall not further benefit from condonement in the Honours level
- (iii) Subject to Regulation 36 and paragraph (iv) below any award of the Honours degree shall be subject to a minimum of 120 credits from the Honours level having been awarded by this University.
- (iv) A candidate admitted directly to the Honours level from a Foundation Degree awarded other than by the University of Hull shall not be entitled to condonement at the Honours level

Explanatory note:

- (i): consistent with Honours degree Regulations.
- (iii): 'subject to reg. 36' – a candidate is permitted condonement (if meeting the criteria for condonement) notwithstanding the requirement to achieve 120 credits from the Honours level.
- (iv): a candidate who has not completed the Fd awarded by Hull cannot benefit from condonement at the Honours level and must achieve (be awarded) the full 120 credits; condonement does not involve the award of the credits

39 Honours Classification

- (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:

100 – 70	First class
69 – 60	Upper second class
59 – 50	Lower second class
49 – 40	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, Certificate and Diploma levels of a Foundation degree programme shall not count towards the classification.

- (ii) A candidate must be awarded a class at least equal to that indicated by the candidate's performance at the Honours level.
- (v) Candidates who have not met the average requirement (reg 41a) 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.

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.
- (vi): reworded for clarity – 'considered' means: 'determined that the application is valid and decided to make a decision based on the circumstances (offered fresh attempt or changed mark), or decided not to act (e.g. because the impact of the circumstances is deemed too limited)'.

40 Consequences of ineligibility to proceed to the Award

- (a) A candidate who is ineligible to proceed to the award of the Honours degree shall:
 - (i) With at least 300 credits from the Certificate, Diploma and Honours levels, including a minimum of 60 credits at level 6, be awarded an Ordinary degree
 - (ii) Otherwise be awarded any credits gained during the Honours level.
- (b) Any award under paragraph (a) shall be subject to a minimum of 60 credits having been awarded by this University.

Explanatory note:

- (a)(ii): the candidate has previously been awarded the relevant Fd.
- (b): 'this University' – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions.

41 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 Student Case 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.

42 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

43 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 Student Services Directorate.
- '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 repeated in accordance with reg. 18 are not included on the transcript.
- Academic Misconduct penalties are only included where the candidate's programme is terminated as a result of academic misconduct.