



University Programme Regulations PGCE

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Report Exemptions to:	Education Planning Committee (EPC)	

Summary/ Description:

These Regulations apply to programmes leading to the award of the PGCE – **Postgraduate** Certificate in Education and to programmes leading to the award of the PGCE **Professional** Graduate Certificate in Education.

Version 3 13 (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 10.
- 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 3 12 (Jul 18) introduces the following changes:

- Includes reference to Core, Compulsory and Optional modules, Reg 1c
- Makes explicit Dual Awards, Reg 6
- Removes reference to pre/post and co-requisite modules

Version 3 11 (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 23 and 26

Version 3 10 (Jul 17) introduces the following changes:

- Makes explicit reassessment procedures, Reg 27
- Introduces the award of Aegrotat Award to students and provides explanation, Reg 37

- Introduces the award of Posthumous Award to students and provides explanation, Reg 38
- Other minor amendments

Version 3 09 (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 23 Assessment Extensions (previously Absence with Good Cause) to provide clarity.
 - Re-orders Reg 26 Mitigating Circumstances to provide clarity
 - Provides clarity for the award of credits, Reg 36

Version 3 08 (Aug 16) introduces the following change:

- Inclusion of a conversion chart (appendix 1) to reflect the new pass mark of 50 for Level 7 modules.

Version 3 07 (May 16) introduces the following changes:

- Introduces the pass mark of 50 and a compensatable range of 40-49 for Level 7 modules (Reg. 25)
- Introduces the scaling of Level 6 modules to align to the Level 7 pass mark for the calculation of a weighted average (Reg. 31)
- Introduces revised regulations for applications for Mitigating Circumstances (reg. 26)
- Replaces Programme Approval Committee with Programme Management Committee
- 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
- Other minor amendments

Version 3 06 (Sept 15) introduces the following change:

- Addition of Early Years Teacher Status (Regulations 7 and 34)
- Addition of reference to early years settings (Regulations 2b; 5; 8b; 22a; 27b; 30a-c)
- Replaces Head of Student Support with Head of Student Wellbeing, Learning and Welfare Support

Version 3 05 (Sept 14) introduces the following change:

- Addition of an explanatory note regarding extensions for students studying with a Tier 4 visa (reg. 23)

Version 3 04 (Jan 14) introduces the following changes:

- Inclusion of Professional Graduate Certificates in Education (from QH:B6)
- Amendment to wording to reflect the use of a 40 credit module covering school experience across all PGCE programmes – regs. 2b and 5b
- Amendment to Regulation 8(c) to remove the reference to the Advanced Diploma and to clarify the duration as being up to two years
- Amendment to Regulation 22(a) to reflect the need for greater flexibility in the assessment of teaching proficiency, to refer to the Teachers' Standards and to remove the possibility of a supplementary assessment by an external examiner
- Amendment to Regulation 27(b) and deletion of Regulation 27(c) to establish one regulation on reassessment covering all PGCE programmes
- Amendment to Regulation 30(b) to refer to the Teachers' Standards

- Amendment to Regulation 35 to remove reference to successful completion of the QTS Skills Tests (from Sept 2013 this is a condition of entry where appropriate)

Version 3 03 (June 2012) made the following changes:

- Amendment to wording to reflect the introduction of an international PGCE route that does not lead to a recommendation for the award of QTS - regs. 7, 22, 27 and 35
- Minor amendment to Regulation 26 (e) for clarity
- Addition of an explanatory note (reg. 26(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 02 (March 2012) made the following changes:

- Removes the category of pass with distinction when referring only to module marks (reg. 25)
- Amends Regulation 31(a) to reflect that each individual module mark shall be weighted relative to its credit value

Version 3 01 (Aug 10) introduces the following changes with immediate effect:

- Raises the credit limit in an individual candidate's pathway through a PGCE programme at level 6 to 60 (reg.9), and take into account the revised committee structure.

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.26)

Version 2 03 applicable from Jan 09 makes the following changes:

- The concept of 'mark equivalence' is redundant. APL and APEL are given as 'credits only' and departments no longer need to judge a 'mark equivalence' nor record it on AIS (reg. 14)

Version 2 02 applicable from Mar 08 made 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. 21)
- 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. 21)

Version 2 01 applicable from Sep 07 made the following changes:

- Replaced reference to Unfair Means code to reference to Regulations (reg 26).
- Revision of evidential requirements following intercalation on grounds of risk (reg 28)
- Replaced references to Graduate Research Committee with Research Degrees Committee
- Removed references to Academic Approvals Committee

Version 2 00 (Jul 06) made the following changes:

- Change of pass mark (but not of the academic standard required to achieve a pass) - regs. 20(a)(b), 31(a) and 32(a)
- Definition of compensation - regs. 20(b) and 31(a).

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Preamble

The following University Regulations apply to all programmes designated as leading to the Professional Graduate Certificate in Education or the Postgraduate Certificate in Education (PGCE) awarded by the University. All such programmes conform to the guidelines published in a joint statement in 2005 by UCET/SCOP/UUK.

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 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 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 6 | Honours |
| Level 7 | Masters |
- (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.
- CORE MODULE:** This is a module that is fundamental to the degree programme and must be studied. It cannot be compensated or condoned.
 - 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.
 - 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 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 normally be of 20 credits. The school or early years setting experience module shall be of 40 credits. Proposals to offer any other modules of credit values other than 20 credits shall be subject to the approval of the Education Planning Committee.

Explanatory note:

- (b): As such a proposal takes the programme outside programme Regulations the decision rests with the full Committee (rather than being delegated to a University Validation Panel).
- See also reg. 7 for the limits on the use of level 6 modules and reg. 5 for modules delivered by partner institutions.

3 Valid Life of Credits

Subject to Regulation 8(a) modules credited to a candidate may not normally be used towards an award after nine years have elapsed from the end of the candidate's enrolment for the module.

Explanatory note:

- Sometimes referred to as 'shelf life'; some programmes may require a lower limit for example to meet the requirements of professional, statutory or regulatory bodies and where the programme leads to a qualification to practise a profession, see also reg 8a.
- See also reg. 17 for the time limits for completion of each level of the programme.

4 Total Credit Values for Certificates

- (a) The total credit value of a PGCE programme offered by the University and covered by these Regulations is 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:

- A request to use other than 120 credits requires the approval of EPC. Approval would normally only be granted in the case of programmes containing professional practise elements to meet PSRB requirements.
- (b): EPC would rarely approve a programme with a different credit value unless required to meet professional, regulatory or statutory body requirements; it would require evidence of how the different number of credits required would fit with the progression requirements for the award.

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 and the 40 credit School / Setting Experience module.

Explanatory note:

- All programmes leading to University of Hull awards must be modular and credit-based.
- 'Collaborative Provision' - defined to mean provision delivered in whole or in part by a partner institution (irrespective of how that provision is funded).

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.
- See also reg. 3 regarding 'shelf life'.
- 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 Qualified Teacher Status / Early Years Teacher Status

The Programme of Study will be in accordance with those published by the University for the purpose of obtaining the Postgraduate Certificate in Education or Professional Graduate Certificate in Education and, where appropriate, the awarding of Qualified Teacher Status (QTS) or Early Years Teacher Status (EYTS) by the relevant Secretary of State. The Programme of Study will be relevant to the particular age-range and subject in which the candidate wishes to qualify to teach.

Explanatory note:

- 'relevant' – designed to avoid having to change the regs each time there is a reorganisation in Government structures.

8 Duration of PGCE

- (a) Regulation 3 notwithstanding the PGCE programme shall extend over a period determined in accordance with criteria approved by the relevant Secretary of State. Trainees must comply with attendance requirements as set out in the PGCE Programme Handbooks.
- (b) Each candidate is required to complete a minimum period of experience in a school or early years setting. This period is subject to change from time to time in accordance with criteria approved by the relevant Secretary of State.

- (c) In the case of concurrent conversion programmes leading to the Postgraduate Certificate in Education the duration of the programme will be up to two academic years.

9 Total Credit Values for Certificates

- (a) The total credit value of programmes offered by the University and governed by these Regulations is as follows:
- i. A Professional Graduate Certificate in Education shall comprise 120 credits of which a minimum of 100 credits shall be at level 6 and a maximum of 20 credits at level 5. Programme learning outcomes shall be at level 6.
 - ii. A Postgraduate Certificate in Education shall comprise 120 credits of which a minimum of 60 credits shall be at level 7 and a maximum of 60 credits shall be at level 6. Programme learning outcomes shall be at level 7.

10 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:

- 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.

11 Publication of Programmes of Study

- (a) The programmes for the qualification 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.

ADMISSIONS

12 Admission to a Programme

To be admitted to a PGCE programme, a candidate shall have satisfied:

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

Explanatory note:

- Previously reg. 8; modified to be consistent with other awards. Detailed entry requirements removed as too detailed for Regulations.
- (i): reference to Progression Agreement added; such agreement governs the entry of a defined category of candidates to the initial level of the programme; accredited prior learning is addressed in reg. 13.

- (ii): 'in' replaced by 'for' as publication may be through the University Prospectus rather than the programme specification.

13 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) Paragraph (c) shall be read subject to the requirement that a candidate shall have been awarded at least 60 credits by this University representing the final 60 credits of the award sought.

Explanatory note:

- Previously reg. 14, with revisions.
- Credit awarded other than by the University of Hull is not counted towards weighted averages for purposes of determining progression (reg. 30). 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.
- (d): 'this University' – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions.

ENROLMENT FOR PROGRAMMES AND MODULES

14 Programme of Study Requirements

- (a) Candidates shall select modules 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 programme 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 award.
- (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:

- (a): 'instructions' – i.e. as set out in the published programme specification (see reg. 11(a) above).
- (b)(c): standard.
- (d): added - standard 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.

15 Change of programme of study

- (a) A candidate for a PGCE programme may, subject to published restrictions and with the written approval of the Head(s) of Academic Unit(s) transfer to another programme.
- (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): 'written approval is obtained using the change of POS form – see (b).
- 'head of academic unit' – is responsible for determining who is authorised to act on their behalf.
- 'published restrictions' – including entry requirements for the programme and any limits of the number of places on the programme.
- (b): 'published' – the form is published by Student Services Directorate via their website.

16 Change of module

- (a) Where a choice is available 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).
- 'academic units' – where different academic units are responsible for the outgoing and incoming programmes.
- 'head of academic unit' – is responsible for determining who is authorised to act on their behalf.
- '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

17 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 the programme of study must be completed within a period of three years.

18 Suspension of Study

- (a) Subject to Regulation 17 a candidate may suspend their studies by making 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).

19 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 them self 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 them self and/or others.

20 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 17 above.
- (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.
- This is the only case where a PGCE student can be allowed to repeat part of the programme.

ASSESSMENT AND MITIGATION

21 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 5 and 6 module and 39 for a Level 7 module; see reg. 25(b).
- Credits once awarded have a 'shelf life' of nine years – reg. 3.

22 Assessment

- (a) A candidate shall be examined by means of assignments and on the basis of teaching proficiency in school or early years setting over a minimum of two periods of teaching practice according to the Teachers' Standards published by the government applicable to the PGCE.

- (b) All assignments must be completed by the published deadlines as set out in the PGCE Programme Handbooks.

23 Assessment Extensions

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

24 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 23, 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.

25 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:

For Level 5 & 6 modules

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

For Level 7 modules

50 – 100	Pass
40 – 49	Compensatable
0 – 39	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 components, the maximum mark which can be awarded for the module is 34 for Level 5 & 6 modules and 39 for Level 7 modules.
- (c) A mark of 40 **must** be recorded for all Level 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:

- *Students who were already enrolled on a course, prior to the change in pass mark to 50 in 2016/17, shall have their previous Level 7 marks re-scaled to reflect the new pass mark of 50 using an algorithm applied centrally by Student Services Directorate. See appendix 1.*
- Previously reg. 7.
- 'compensatable' – see regs. 31 and 33.
- (b): wording revised to make clear that the mark of 34 or 39 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).

26 Mitigating circumstances

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

27 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.
- (g) **NOTE:** Where a trainee fails the school / early years setting experience module, the trainee will be offered, at the discretion of the Board of Examiners, a further teaching practice (as set out in the Trainee Handbooks) to be completed in the following academic year, at the trainee's expense and subject to meeting any conditions set by the Board.

ACADEMIC/PROFESSIONAL MISCONDUCT

28 Academic Misconduct

- (a) Allegations of academic misconduct, whether involving plagiarism or other form of academic misconduct, shall be subject to the Regulations for Academic Misconduct, and no penalty shall be imposed for 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.

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.

29 Professional Misconduct and Professional Unsuitability

- (a) It is the expectation of partnership schools / settings and the University that trainees undertaking the teaching practice will do so in a professional and competent manner consistent with their stage of development as a (trainee) teacher.
- (b) In exceptional cases and at any time the Examiners may, in consultation with the school or early years setting, require the trainee to be withdrawn from the teaching practice for professional unsuitability or professional misconduct – for example where continuation would be detrimental to the pupils of the school, or where the behaviour of the trainee was deemed to contravene the Teachers' Standards.
- (c) The Board of Examiners will have the discretion either to arrange a further period of teaching practice at a school or early years setting, subject to appropriate conditions, or to recommend to the University Student Case Committee that the trainee's course be terminated. Such decisions will relate to the nature and severity of the incident.
- (d) '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.
- (e) '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.
- (f) 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:

- (a)-(c) specific to the PGCE; (d)-(f) standard.
- (f): '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 under these regulations or as 'academic misconduct' (see reg. 28). 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

30 Weighted averages

- (a) In calculating any weighted average referred to in these Regulations, each individual mark shall be weighted by the credit value of the corresponding module, and be rounded to the nearest number, taking into account of the level of the modules involved.
- (b) Credit which has been accepted towards the programme of study in accordance with Regulation 13 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.
- (c) The mark for all Level 6 modules will be re-scaled to a pass mark of 50% using an algorithm applied centrally by Student Services Directorate. See appendix 1.

Explanatory note:

- 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.

31 Compensation and Condonement Maxima

The maximum combined number of credits which may be condoned or awarded by compensation is 20.

Explanatory note:

- 'awarded by compensation' reg. 33.
- 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.
- 'combined' – makes explicit that this total applies to whichever combination is applicable in a given case.
- There is no concept of referral in PGCE programmes.

32 Compensation

- (a) Subject to Regulation 31 and excluding any module declared in the programme of study to be core and/or elective, any Level 5 & 6 module awarded a mark of 35-39, shall be passed by compensation with no change being made to the mark awarded, provided that:
 - (i) the weighted average of all the marks is 40 or greater
 - (ii) no mark is below 35.
- (b) A Level 7 module awarded a mark of 40-49, shall be passed by compensation with no change being made to the mark awarded, provided that:
 - (i) the weighted average of all the marks is 50 or greater
 - (ii) no mark is below 40.

- (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:

- (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.
- 'subject to Regulation 31 – no more than 20 credits may be awarded by compensation.
- Note that provided the conditions in (a) 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. 30 for calculating weighted averages, including rounding; 50 will therefore include marks of 49.45 and above.
- (ii): 'no mark ... below 35/40' – in such a case see condonement.
- (b): '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 Condonement

Subject to Regulation 31 a candidate who has not achieved a pass mark in all Level 6 modules may, at the discretion of the Programme Board of Examiners, be condoned in any Level 6 module with a mark of less than 35 provided that:

- (i) the weighted average of all the marks for the programme is 40 or greater, and
- (ii) the total number of credits to be condoned is no greater than 20, and
- (iii) the module in question is not declared in the programme of study to be core and/or elective.

Subject to Regulation 31 a candidate who has not achieved a pass mark in all Level 7 modules may, at the discretion of the Programme Board of Examiners, be condoned in any Level 7 module with a mark of less than 40 provided that:

- (iv) the weighted average of all the marks for the programme is 50 or greater, and
- (v) the total number of credits to be condoned is no greater than 20, and
- (vi) the module in question is not declared in the programme of study to be core and/or elective.

- (a) A candidate may reject any condonement given under paragraph (a) above and exercise any right of re-assessment provided by Regulation 27.
- (b) A candidate who is condoned under paragraph (a) shall proceed to the Award.

Explanatory note:

- (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. 23 or reg. 26); in such cases the progression decision should be deferred until the fresh attempt has been completed.
- Regulation 31 – the compensation and condonement maxima.
- '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.
- (c): 'proceed to the award' – see reg. 35.

34 Progression to the Award

A candidate who is awarded a pass in all modules (including a pass by compensation) shall proceed to the Award and, where appropriate, be recommended for the Award of Qualified Teacher Status or Early Years Teacher Status, in accordance with their programme of study.

Explanatory note:

- 'pass in all modules' – see reg. 23(a) relating to the pass mark; 'pass' in this context will include any module compensated under reg. 33; or condoned under reg. 34. In both cases the raw mark stands; in the case of compensation the credits are awarded; in the case of condonement they are not.
- all modules, passed and failed, will be shown on the Official Transcript – reg.40.
- Note the minimum requirement for 60 credits awarded by the University of Hull – reg. 13(d).

35 Ineligibility to proceed to the Award

A candidate who is ineligible to proceed to the award shall be failed but is entitled to the credits for the modules passed.

Explanatory note:

- Similarly, a candidate who withdraws without completing the full programme.
- 'failed' – means that the candidate cannot continue through any means to pursue this award.
- 'modules passed' – shown on the Transcript – reg.40. In the case of a Certificate programme there is no other award available (i.e. involving less credits).

36 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 School.

37 Posthumous Award

- (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 TRANSCRIPTS

38 Notifications of Results and Transcripts

All candidates shall be given access to their own marks after 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 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. 20(b)
- Academic misconduct penalties are only included where the candidate's programme is terminated as a result of academic misconduct.

Appendix 1: Conversion chart to reflect the new pass mark of 50 for Level 7 modules.

Please note that those students who were already enrolled on a course, prior to the change in pass mark to 50 in 2016/17, shall have their previous Level 7 marks re-scaled to reflect the new pass mark of 50 using the conversion chart below which will be applied centrally by Student Services Directorate.

	Recalibrated Mark 50% Pass.
Mark with 40% Pass	Formula: =cell*40/35
0	0
1	1
2	2
3	3

4	5
5	6
6	7
7	8
8	9
9	10
10	11
11	13
12	14
13	15
14	16
15	17
16	18
17	19
18	21
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27	31
28	32
29	33
30	34
31	35
32	37
33	38
34	39
35	40
36	42
37	44
38	46
39	48
40	50
41	51
42	51
43	52
44	53
45	53
46	54

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99	99
100	100

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