



UNIVERSITY  
OF HULL

## University Programme Regulations Taught Masters Degrees

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<b>Report Exemptions to:</b>	Education Committee (EC)

### Summary/ Description:

These Regulations apply to programmes leading to the award of a Taught Masters degree. Research Masters degrees are governed by separate regulations (Research Masters and MRes).

### Version 4 17 (Aug 21)

Housekeeping:

- Replaces Student Wellbeing, Learning and Welfare Support with Student Support and Experience (Reg 17)
- Reference to University Regulations Governing the Investigation and Determination of Allegations of Professional Unsuitability and Professional Misconduct is replaced with University Regulations governing the Investigation and Determination of Concerns about Fitness to Practise (Reg 32 ).
- Updates Covid-19 temporary amendments (38).

### Version 4 16 (Feb 21) introduces the following temporary amendments in response to the Covid-19 pandemic

- Explains the University's No Detriment 21 approach to classifying degrees by excluding marks from the lowest performing module(s) and suspends the requirement for minimum marks in Master's credit (Reg 38(b) & 38(c)).

### Version 4 15 (July 20) introduces the following changes:

- Makes clear that applications for a repeat year must be approved by SCC, Reg 18.
- Introduces resubmission as the preferred method for reassessment, Reg 26.
- Replaces Quality Governance with Quality Support Service.

### Version 4 14 (May 20) introduces the following temporary amendments in response to the Covid-19 pandemic:

- Explains the University's 'No Detriment' approach by classifying degrees in the normal way and by excluding modules affected by Covid 19. Where outcomes differ, Programme Boards must award the higher classification (Reg 38).

**Version 4 13** (Sept 19)

- 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 7.
- 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 Programme Management Committee with Education Planning Committee.
- Replaces Student Progress Committee with Student Case Committee.

**Version 4 12** (Mar 19)

Housekeeping amendment

- Introduces University of Hull Online programmes, run in collaboration with CEG Digital

**Version 4 11** (Oct 18)

Housekeeping amendment

- Replaces School with Academic Unit

**Version 4 10** (Jul 18) introduces the following changes:

- Removes reference to Certificate and Diploma stages, replacing with a Taught stage, comprised of taught credits
- Removes the requirement for progression within taught master's programmes
- Introduces the option of a 10 credit structure
- Replaces post diploma with placement/study abroad element and permits this element to be taken after, 60, 120 or 180 credits
- Includes reference to Core, Compulsory and Optional modules (Reg 1)
- Removes the discretion of Programme Boards of Study to permit candidates to fail and repeat the year of study (FREP)
- Other minor amendments

**Version 4 09** (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 24 and 27.

**Version 4 08** (Jul 17) introduces the following changes:

- Makes explicit reassessment procedures, Reg 28
- Clarifies the length of University examinations, Reg 23
- Introduces the award of Aegrotat Award to students and provides explanation, Reg 48
- Introduces the award of Posthumous Award to students and provides explanation, Reg 49
- Other minor amendments

**Version 4 07** (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 24 Assessment Extensions (previously Absence with Good Cause) to provide clarity.
- Re-orders Reg 27 Mitigating Circumstances to provide clarity
- Provides transparency for the rounding of module marks, Reg 26

**Version 4 06** (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 4 05** (in force Sept 16) introduces the following changes:

- Changes the compensation/condonement maxima to 30 credits (reg. 38a, reg. 43)
- Introduces the pass mark of 50 and a compensatable range of 40-49 (reg. 26) for Level 7 modules and aligns the weighted average for compensation/condonement in accordance with the revised pass mark (reg. 42 and reg. 43)
- Makes explicit that in considering whether to exercise discretion with respect to condonement Boards of Examiners should be confident that all outstanding programme learning outcomes will be achieved within the remaining modules (reg. 43)
- 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 4 04** (in force Aug 16) introduces the following changes:

- Introduces three standard dissertation submission points (approved by Senate) throughout the year (reg. 30).
- Replaces Head of Department with Registry Services with respect to application for dissertation extensions (reg.31a).
- Permits an extension to the next submission point (reg. 31a).
- Permits the Mitigating Circumstances Committee to consider applications for a further extension for a student who has been granted an extension in accordance with reg. 31a (reg. 31b).
- Moves responsibility for notifying students of results after the Diploma stage to Registry Services (reg. 48).
- Replaces “stage” with “programme to date” with respect to eligibility for compensation (reg. 42)
- Replaces Programme Approvals Committee with Programme Management Committee.

**Version 4 03** (Aug 15) introduces the following changes:

- Removes reference to ‘matriculation’ (reg 12).
- Replaces Head of Student Support with Head of Student Wellbeing, Learning and Welfare Support

**Version 4 02** (January 15) makes the following change:

- Corrects the erroneous reference to Regulation 27(a) in Regulation 41(b). Regulation 41(b) now correctly references Regulation 28.

**Version 4 01** (September 14) introduces the following changes:

- Addition of an explanatory note regarding extensions for students studying with a Tier 4 visa (reg. 24, 31)

- Removes the discretion of Boards of Examiners to deny reassessment on the grounds of attendance (reg. 28)

**Version 4 00** (June 2012) introduces the following changes:

- Updates the regulations to permit a Masters programme involving a Preliminary Masters stage
- Removes the category of pass with distinction when referring only to module marks (reg. 26)
- Amends Regulation 37(c) to reflect that each individual module mark shall be weighted relative to its credit value
- Introduces a merit award in the Masters stage (reg. 46) **for students commencing a programme on or after 1 September 2012**
- Minor amendment to Regulation 27 (e) for clarity
- Addition of an explanatory note (reg. 27(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** (Nov 11) introduces the following changes:

- Corrects the reference from paragraph (a) to paragraph (b) in reg. 45(c) relating to the criteria for the award of a distinction

**Version 3 01** (Oct 10) introduces the following changes:

- Updates the code with reference to the new 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. 27)

**Version 2 03** introduced the following changes with immediate effect:

- 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. 16)
- Senate has decided that at Postgraduate Taught Masters level distinctions shall be awarded only on the basis of University of Hull credit and that a minimum of 120 credits must be awarded by the University of Hull – assuming APL or APEL – for a Student to be eligible for the award of Distinction (reg. 16 and 39)

**Version 2 02** introduced the following changes with immediate effect:

- Provides where a module specification requires all elements to be passed, the maximum mark to be awarded for the module in the event of an element being failed is 34 (reg. 7)
- 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. 7)

**Version 2 01** (in force Sep 07) introduced the following changes:

- Replacing reference to Unfair Means code to reference to Regulations (reg. 8).
- Revising the evidential requirements following intercalation on grounds of risk (reg. 29)
- Replacing references to Graduate Research Committee with Research Degrees Committee
- Removing references to Academic Approvals Committee, replaced by Programme Approvals Monitoring and Enhancement Committee (PAMEC).

**Version 2 00** (in force Sep 06) introduced the following changes:

- Change of pass mark (but not of the academic standard required to achieve a pass) – excluding Business School programmes (reg. 7(a)(c)(d), 35(a), 36(a))
- Distinctions – change of threshold (reg. 40(a))
- Progression to the Masters stage pending reassessment (reg. 31)
- Definition of compensation (regs. 7(c) and 35(a))
- Progression and continuation to Masters stage (regs. 34 (b)(d))

## **This document is available in alternative formats from the Quality Support Service**

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## Preamble

The following University Regulations apply to all postgraduate taught masters degrees awarded by the University. Students 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.

This includes University of Hull Online programmes, which are online learning programmes run in collaboration with CEG Digital. Standard University of Hull regulations apply in all respects, except in the case of the [tuition fee and refund policy](#).

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: Advice on Academic Credit Arrangements* (May 21).

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

## MODULES AND CREDITS

### 1 Modules

- (a) Each programme of study will include a number of 'taught' modules, where this refers to the delivery of advanced subject-specific content, research and transferable skills, fieldwork, work-based or placement learning or other forms of defined learning.
- (b) Each module must be assessed and given a credit value (see Reg. 3) and an associated level (see Reg. 2) which will be detailed in the module specification.
- (c) For the purposes of these regulations a module is defined as being a separately assessed unit of learning.
- (d) All students on the same module must be assessed by the same method(s) of assessment (with the exception where reasonable adjustments are required).
- (e) 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:

- 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.

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

Level 6	Honours
Level 7	Masters

## 2 Level

- a) A programme of study leading to a Taught Master's degree shall require successful completion of at least 180 credits (120 taught credits and 60 credits at the Masters level); either all at FHEQ level 7, or a combination of FHEQ level 7 and up to 30 credits at FHEQ level 6.
- b) A programme of study leading to a Taught Master's degree with a Preliminary Masters level shall require successful completion of 180 credits as noted in (a) and 60 credits at FHEQ level 6 for the preliminary master's level.
- c) A programme of study leading to a Taught Master's degree with a placement/study abroad option shall require successful completion of 180 credits as noted in (a) and a further 60 credits at FHEQ level 7 for the placement/study abroad element of the programme.
- d) The 60 credits in the Masters level of a programme of study leading to a Taught Master's degree **must** be at FHEQ level 7.

**Note:** part time study is not permitted at the Preliminary Masters level.

**Note:** FHEQ – Framework for Higher Education Qualifications



### 3 Credit values

- (a) A credit value is assigned to each module indicating the total learning time, including assessment, which a student might expect to spend in achieving the learning outcomes associated with the module. Each credit shall nominally represent 10 hours of learning.
- (b) A Taught Master's degree shall require successful completion of at least 180 credits; 120 taught credits and 60 credits at the Masters level. See Reg 2 for other credit specifications.
- (c) The 120 taught credits shall be of 10, 20 or 30 credits:
- (i) A 10 credit based structure comprising twelve 10 credit modules
  - (ii) A 20 credit based structure comprising six 20 credit modules
  - (iii) A 30 credit based structure comprising four 30 credit modules
  - (iv) A mixture of 20 credit and 30 credit modules comprising three 20 credit modules in trimester one and two 30 credit modules in trimester two *or* two 30 credit modules in trimester one and three 20 credit modules in trimester two.
- (d) Proposals to offer modules of credit values other than 10, 20 or 30 credits shall be subject to the approval of the Education Planning Committee. The 60 credits in the Masters level shall be of 30 or 60 credits.
- (e) For those programmes which include a placement/study abroad element: the placement may be designed to incorporate 20, 30, 40, or 60 credit modules. The placement is normally conducted after the completion of 120 taught credits but may be undertaken after the completion of 60 or 180 credits (but before classification).
- (f) Where more than 25% of teaching of a level 7 module is conjoint with that of an undergraduate module, the learning outcomes of the level 7 module must be enriched relative to those of the undergraduate module, to the satisfaction of the Education Planning Committee.

*Explanatory note:*

- 'approval of EPC' – 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).
- 'to the satisfaction of EPC' – this would be delegated to the appropriate University Validation Panel and is a matter for EPC for collaborative provision.

### 4 Valid life of credits

Modules credited to a student may not normally be used towards an award after nine years have elapsed from the end of the student'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. 15 for the time limits for completion of each level of the programme.

## **5 Collaborative provision and distance taught programmes**

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

*Explanatory note:*

- All programmes leading to University of Hull awards must be modular and credit-based.
- 'Collaborative Provision' 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.

## **6 Duplication of awards**

With the exception of programmes designated by 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 a Masters degree are deemed spent (irrespective of the awarding institution) and cannot be used towards another (University of Hull) Masters degree. However, a Postgraduate Diploma can be used towards another relevant Masters degree as the Diploma is part of the normal progression towards a Masters degree.
- See reg. 4 regarding 'shelf life' of credits.
- Dual Awards - Dual Awards - An agreement through which a single programme of study leads to two awards of the same level, one awarded by the University, the other by the partner institution, represented by separate Certificates and Official Transcripts, each referring to the other, and both awarded at the end of the full period of study concerned.

## **7 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 for the module is concerned with demonstrating competency.

## **8 Publication of programmes of study**

- (a) The programmes for Masters degrees 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.

## **9 Required progression routes**

A taught masters programme must provide progression either from specified professional qualifications and experiential learning equivalent to an undergraduate degree or from an undergraduate degree, beyond that provided by either the Advanced, Postgraduate or Professional Development Diplomas.

### *Explanatory note:*

- 'specified' – this should be set out as part of the programme approval; see further admissions requirements in reg. 10.
- 'Experiential learning' – see reg. 11 regarding accreditation of prior learning.
- 'Advanced ... Diplomas' – see Regulations governing all forms of Postgraduate Diploma offered by the University.

## **ADMISSIONS**

### **10 Admission to a Masters Degree programme**

To be admitted to a Masters Degree programme, a student shall have:

- (i) been awarded an undergraduate degree normally in the first or second class in an appropriate subject of this University, or another institution, (or equivalent), and
- (ii) satisfied such entry requirements as may be specified for the programme or applicable progression agreement.

### *Explanatory note:*

- (ii): Progression agreements are as approved by the University (partnerships are approved by PVC (Edu) after consulting with Deans and resulting collaborative activities are approved by PVC (Edu) on the advice of EPC) and published in the Collaborative Provision Register.
- Progression agreements must specify entry requirements, especially for international students, as visa applications may depend on demonstrating adherence to requirements such as English language skills.

### **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) Paragraph (c) shall be read subject to the requirement that a student shall have been awarded at least 60 credits by this University representing the 60 credits that constitute the masters level of the award sought.

*Explanatory note:*

- Credit awarded other than by the University of Hull is not counted towards weighted averages for purposes of determining the award of a merit or distinction (reg. 40). There is therefore no need to record marks awarded or a mark 'equivalence' for such credit; such references have therefore been removed.
- (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): '60 credits of the masters level' –note that where a student transfers more than 60 credits by APL (up to the 120 limit) they will not be eligible to be considered for a merit or distinction – reg. 40; regs. 19 and 41 set a minimum requirement for UoH credits in the event of withdrawal or ineligibility to proceed
- 'this University' – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions.

## **ENROLMENT FOR PROGRAMMES AND MODULES**

### **12 Programme of study requirements**

- (a) A full-time student must enrol for modules normally having a total value of 60 credits over each period.
- (b) Students shall select modules for each period in accordance with the instructions specified in the programme for which they are enrolled.
- (c) A part-time student may enrol for modules having a total value of no more than 45 credits over each period, with the exception of enrolment for a 60 credit dissertation.
- (d) Academic Units shall be responsible for ensuring that each student's choice of modules, after a period of study at an overseas University, is appropriate and does not duplicate modules taken whilst abroad. In these circumstances, each student's choice of modules is subject to the approval of the Head of the Academic Unit.
- (e) A student shall not be permitted to undertake more than the required number of credits that constitute their programme of study other than with the approval of the Student Cases Committee. Where such approval is granted the student shall be required to pass all attempted credits; and the credits achieved over and above those that constitute the programme of study shall not be counted towards the award.
- (f) A student who, for valid academic reasons, wishes to vary the weighting of modules between trimesters in the taught level, may apply to the head of the academic unit for permission to take modules weighted 50/70, 70/50 or 60/60. Permission shall only be granted where the head of the academic unit is satisfied that the student fully understands the workload implications of the request. In deciding whether to grant permission the head of the academic unit shall take account of 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.

- (g) All University of Hull programmes are premised on the need to pass all credits undertaken except where condonement is applied.

*Explanatory note:*

- (e): added – standard provision - this prevents a student ‘cherry picking’ i.e. taking more credits than necessary in order to then drop a module with the worst performance.
- (f): added - standard provision – appropriate where the programme involves a combination of single and two trimester modules but only appropriate for the Taught level.

### 13 Change of programme of study

- (a) A student for a Masters degree may, subject to published restrictions and with the written approval of the Head(s) of Academic Unit(s) transfer to another Masters degree.
- (b) Students 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’ – this includes where a limit has been placed on the number of students who can take the programme.
- (b): ‘published’ – the form is available from Student Services Directorate via their website.

### 14 Change of module

- (a) A student may, subject to timetable and other published restrictions, change a choice of module with the written approval of the unit responsible for teaching the module and (if different) responsible for the student’s programme of study. No withdrawal from a module will be permitted once the assessment process specified for the module has been completed.
- (b) Students 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).
- ‘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 student (assignment submitted, examination sat) but irrelevant that the work may not have been marked. This prevents students 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 students who can take the module.
- (b): ‘published’ – the form is available from Student Services Directorate via their website.

## SUSPENSION OF STUDY AND REPEAT PERIODS

### 15 Permitted duration for the accumulation of credits

Where a student 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 – must be completed within a period of three years.

*Explanatory note:*

- Credits are deemed to have a valid life of up to nine years – reg. 4.

## **16 Suspension of Study**

- (a) Subject to Regulation 17 a student may suspend their studies by making written application to their personal supervisor and subject to the approval of the Head of the Academic Unit for periods not exceeding 12 months, and approval of the Student Cases Committee for periods of more than 12 months.
- (b) 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 suspended study, then they shall be deemed to have withdrawn. Students will be contacted immediately after the latest start date to confirm their intentions. Where a student 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 student 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 student 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 student'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 Support and Experience, and the student shall be required to undertake such 'risk assessment' as the Head of Student Support and Experience determines appropriate. Refusal to undertake such assessment shall be deemed justification in itself for the student being required to suspend their studies.
- (c) The Head of Student Support and Experience shall report their findings of the risk assessment, in writing, to the Student Cases 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 student 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 for 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 student 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 student 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 student 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 Support and Experience agreed by them to be relevant and appropriate that they are fit to resume their studies. Where a student 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 Support and Experience or with external agencies and seen by Student Support and Experience. This evidence should be submitted to the student's Head of Academic Unit and forwarded for the chair of the Student Cases Committee or Research Degrees Committee. The chair shall determine whether the student 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 student to resume their studies shall be communicated to the student 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 student needs to be excluded from studying for a limited time period because of an assessed risk to them self and/or others.

**18 Repeating a level/year**

- (a) A student shall not be permitted to repeat a level/year, or enrol for the programme as new other than with the approval of the Student Cases Committee.
- (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 student's official transcript.
- (c) A candidate may apply to repeat a year due to exceptional personal/medical reasons and/or academic failure.

**19 Interim awards following withdrawal**

- (a) Students may withdraw from a programme of study and, subject to paragraphs (b) and (c), shall be awarded:

- (i) a Postgraduate Certificate with at least 60 credits
  - (ii) a Postgraduate Diploma with at least 120 credits
  - (iii) a Graduate Certificate in Preliminary Masters Studies with at least 60 credits in the Preliminary Masters 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 and Diplomas for professional programmes shall not be awarded in a named subject which implies that the student is entitled to practise that profession.

*Explanatory note:*

- (a) (i)-(ii): the award is an entitlement rather than a matter of discretion; the Certificate or Diploma will be awarded in the same subject as the Masters degree; the student will also be entitled to an Official Transcript and European Diploma Supplement showing the credits achieved – reg. 44.
- (i)-(ii): excluding any credits gained from the Preliminary Masters level.
- (a) (iii): the award is an entitlement rather than a matter of discretion; the Certificate will be awarded in Preliminary Masters Studies; the student will also be entitled to an Official Transcript and European Diploma Supplement showing the credits achieved – reg. 44.
- (b): this sets a minimum threshold for being awarded a University of Hull qualification in the event of an interim withdrawal; it is comparable with the requirements for students undertaking programmes leading to Certificates and Diplomas.
- 'this University' – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions.
- (c): this ensures that a student is not awarded a Certificate or Diploma which suggests they are qualified to practise where this is not the case. The Programme Board of Examiners is responsible for recommending the title of the award for approval by SCC.

## ASSESSMENT AND MITIGATION:

### 20 Awarding credits

To be awarded the credits for a module, a student must have passed the assessment for that module. The credits for a particular module cannot be awarded to a student 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 element results in failure of the module and the maximum mark which can be awarded is 34 for a level 6 module and 39 for a Level 7 module; see reg. 24(b).
- Credits once awarded have a 'shelf life' of nine years – reg. 4.

### 21 Written examinations/other forms of assessment (excluding dissertations)

- (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) Reassessment of module components, other than those at the Masters level, should be undertaken during the standard University reassessment period. For programmes where this is not feasible, for example, due to the programme commencement date, a reassessment strategy must be clearly identified (see regulation 26).

*Explanatory note:*

- (b): modified to reflect the fact that Masters degrees can include level 6 modules.
- (b) Examinations – see University Code of Practice Assessment Procedures.
- (c): see Assessment Tariff.

## 22 Assessment Extensions (excluding dissertations)

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

## 23 Non-attendance/submission (excluding dissertations)

Where a student fails to attend an examination, or submit a piece of assessed work without receiving the approval of the Mitigating Circumstances Committee or Student Cases Committee, 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.
- non submission of the Masters level dissertation is addressed in reg. 30.

## 24 Module marks

- (a) The performance of a student 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:

Level 6	Level 7	
40 –100	50 -100	Pass
35 – 39	40 - 49	Compensatable
0 – 34	0 – 39	Fail

- (b) Where the module specification stipulates that to pass the module a student must achieve a pass in one or more module components, and the student does not pass such components, the maximum mark which can be awarded for the module is 34 for a Level 6 module and 39 for a Level 7 module.
- (c) A mark of 40 **must** be recorded for all Level 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) A mark of 50 or more for a Masters level dissertation may be awarded subject to the additional requirement that the dissertation be 'passed subject to minor corrections'. Where such an additional requirement is made the student shall be required to complete the corrections to the satisfaction of the Internal Examiner within three months of the date of being notified of the decision. The student shall not be awarded the Masters degree until the corrections have been completed.
- (f) 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:*

- (b): wording revised to make clear that the mark of 34 or 39 is the maximum which can be awarded.
- (c)(d): the capping of the mark applies to module components, which must be marked in accordance with the applicable marking criteria. Students are entitled to be informed of the marks actually achieved (as part of feedback on assessment).
- (e): in addition to the award of the numerical mark in accordance with para (a) a dissertation (or equivalent – see reg. 28(a)) can be made subject to minor corrections being required. 'Awarded' in the penultimate line, in this context, means to receive an Official Transcript or be allowed to graduate (in person or *in absentia*).
- 'requirement' – replaces 'recommendation' making clear that this is a decision of the Module Board, albeit on the recommendation of the examiners. The Board should confirm who the Internal Examiner is for the purposes of this paragraph.
- 'non submission' – where a mark of 0 must be awarded (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. Reassessment shall be by:
- (i) resubmission of the same, amended, piece of work (where appropriate)
  - (ii) resit of an examination, or
  - (iii) submission and assessment of a new piece of work.
- (b) Where a student has failed a component of a module, they have the right to reassessment on one occasion only.
- (c) Where a student has not achieved the pass mark for the module, reassessment shall be in the failed component(s) only.
- (d) Where reassessment is by the submission and assessment of a new piece of work, 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.

- (e) Information about reassessment methods must be included within the module specification and approved through University validation processes.
- (f) The mark recorded for module components passed after reassessment/resubmission and used to calculate the mark for the module must be the relevant pass mark for the level of the module.

*Explanatory note:*

- Note that the resubmission of the Masters level dissertation or equivalent is governed by reg. 31(b) below.
- 26(a)i Resubmission - Where reassessment is by resubmission, release of marks to students will trigger the publication of a resubmission space that remains open for six weeks.

## **ASSESSMENT – THE MASTERS LEVEL**

### **27 Masters level dissertations – submission**

- (a) The following Regulation shall apply to programmes containing a 60 credit dissertation or equivalent project report or folio constituting the Masters level of the award.
- (b) There will be 3 standard dissertation submission points throughout the year, which will be approved by Senate annually. These will generally be in September, January and May.
- (c) A student may not submit as a dissertation, project report or folio, the work for which a qualification of this University or any other institution has been conferred, but shall not be precluded from incorporating such work in a submission which covers a wider, or substantially different field from that of earlier work, provided that the same is indicated clearly in the current submission.

*Explanatory note:*

- 'or equivalent' - all references to 'dissertation' throughout this reg. include references to the equivalent project report or folio.
- For full-time 1 year Masters programmes this deadline will fall in September.
- (c): this addresses so-called 'self-plagiarism' and is designed to prevent students getting credit twice for the same piece of work; allegations of a breach of this Regulation must be dealt with as allegations of academic misconduct.
- Resubmission of the dissertation is governed by reg. 31.

### **28 Masters level dissertations - extensions**

- (a) A student who is unable to submit the dissertation, project report or folio by the published submission date may apply, using the approved application form, to Student Services Directorate for an extension to the next available submission point provided the application is submitted before the expiry of the published submission date, and provided the application includes the following information:
  - (i) an explanation of the progress made to date
  - (ii) an explanation of why the student has not been able to submit by the submission date which should include documentary evidence to support the student's case. Applications made without supporting evidence are likely to be rejected. Student Services Directorate will contact the relevant academic unit who will have 5 working days to indicate their view of the

request before Student Services Directorate confirms the decision to the student and academic unit.

- (b) A student who has been granted an extension under paragraph (a) above, and is unable to submit the dissertation, project report or folio by the next submission point should submit a claim for mitigating circumstances as per regulation 25. The Mitigating Circumstances Committee can approve a further extension to the next approved submission point.

*Explanatory note:*

- Tier 4 students are not permitted to stay in the UK beyond the expiry date stated on their visa. Although an extension to studies may be permitted by the University, it may not be appropriate or legally advisable for the student to remain at the University or in the UK to complete their programme of study. Advice regarding whether or not the University will be able to support a further visa application needs to be sought by the relevant academic unit, from the Visa Compliance Team, in advance of the case for granting the extension being heard.
- Students can obtain an extension of up to one year from the head of academic unit, and up to a further year from SCC provided specific conditions are satisfied; extensions should be regarded as the exception rather than the norm.
- (a): 'published submission date' – published in the Module Specification.
- 'approved application form' – approved by SCC and available from Student Services Directorate via their website.
- 'reg. 15' – specifies that each level, or equivalent credits, including the Masters level, **must** be completed within three years.
- details of fees are available from Student Services Directorate.

## **29 Non submission of a Masters level dissertation**

Where a student fails to submit the dissertation, project report or folio in accordance with the published deadline or any extended deadline granted under Regulation 29, must be awarded zero.

## **30 Resubmission of the Masters level dissertation**

- (a) A student who fails the dissertation either at first or second attempt – other than due to non-submission - shall be entitled to receive a statement from the Examiners of the way in which the work fell short of the requirements to pass.
- (b) Level 7 dissertations shall be resubmitted for reassessment at the next submission point.

*Explanatory note:*

- The maximum mark which can be awarded for a resubmission is 50 – reg. 26(h).
- Non-submission of a dissertation is governed by reg. 30.

## **ACADEMIC/PROFESSIONAL DISCIPLINE**

### **31 Academic Misconduct**

- (a) Allegations of academic misconduct, whether involving plagiarism or other forms 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 33.

*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.

### **32 Professional Standards of Conduct (Fitness to Practise)**

For information regarding professional standards of conduct (fitness to practise) please refer to the University Regulations Governing the Investigation and Determination of Concerns about Fitness to Practise.

## **PROGRESSION**

### **33 Weighted averages**

- (a) In calculating the weighted average mark for a Masters programme each individual mark shall be weighted by the credit value of the corresponding module and the average rounded to the nearest whole number.
- (b) Modules with pass/fail assessment components shall be disregarded in calculating any weighted average (see Reg. 7).
- (c) Where a student has taken a Level 6 module as part of their programme then the marks for that module **must** NOT be scaled up for the purposes of calculating the weighted average.
- (d) 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.

*Explanatory note:*

- (a): 'weighted average' – required when determining compensation (reg. 37), condonement (reg. 38) and merits and distinctions (reg. 40).
- 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.
- 'each individual mark' - pass/fail modules are excluded when calculating any weighted average – reg. 7(b).
- (b): added to ensure comparability with other qualifications; this ensures there is no need to obtain a 'mark equivalence' for credit transferred to the award.

### **34 Compensation and condonement maxima**

- (a) The maximum number of credits which may be condoned or awarded by compensation is 30. Compensation and condonement is not permitted during the Masters level.
- (b) Maxima indicated in (a) above shall not include compensation exercised during the Preliminary Masters level.

*Explanatory note:*

- The maxima are designed to achieve an appropriate balance between providing a safety net in the event of modules being failed (usually after reassessment) and ensuring that sufficient credits are passed to merit the award.
- There is no concept of 'referral' in taught masters degrees.
- (b): the Preliminary Masters level is regarded as a special case to which normal maxima do not apply. See also reg. 38 with regard to condonement which is not permitted during the Preliminary Masters level.

### **35 Compensation**

- (a) Excluding any module declared in the programme of study to be core and/or elective (see Reg 1), any Level 6 module awarded a mark of 35-39 and any Level 7 module awarded a mark of 40 - 49, shall be passed by compensation (subject to Regulation 35), with no change being made to the mark awarded, provided that:
- (i) the weighted average of all the marks for the programme is 50 or greater
  - (ii) no mark for the programme is below 35 for a Level 6 module or 40 for a Level 7 module.
- (b) A student 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.
- 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' – see reg. 34 for calculating weighted averages, including rounding; 50 will therefore include marks of 49.45 and above.
- (b): 'waive the right' – following the Programme Board the student should be advised (at least in writing) of the option and implications of either choice (bearing in mind the compensation maxima in reg. 35), and be provided with the opportunity to exercise the waiver. The decision to waive must be confirmed by the student in writing; silence would not constitute waiver.
- 'original pass' – in this situation the credits would then count towards the compensation maxima.

### **36 Condonement**

- (a) Condonement is not permitted during the Preliminary Masters level or the Masters level.
- (b) A student who has completed the assessments for all modules in the taught level and who has not achieved a pass mark in all modules may (subject to Regulation 35), at the discretion of the Programme Board of Examiners, be condoned in any Level 6 module or modules with a mark of less than 35 and any Level 7 module or modules with a mark of less than 40 provided that:
- (i) the weighted average of all the marks for the programme is 50 or greater, and
  - (ii) the total number of credits to be condoned is no greater than 30, and
  - (iii) the module (or modules) in question is not declared in the programme of study to be core and/or elective

In addition to b(i-iii) Boards of Examiners **should** only exercise condonement in cases where outstanding programme learning outcomes will be achieved within the remaining modules.

- (c) A student who has previously completed and been awarded a Postgraduate or Graduate Diploma by the University and subsequently been admitted to a Masters degree programme under these Regulations, and who benefited from condonement on that Diploma programme, shall not be eligible for condonement under this Regulation.
- (d) A student may reject any condonement given under paragraph (b) above and exercise any right of re-assessment provided by Regulation 26.
- (e) A student who is condoned under paragraph (b) above shall proceed to the award.

*Explanatory note:*

- (b)(c): 'completed the assessments' – condonement is not permitted prior to a first attempt (e.g. where a student is allowed a fresh first attempt); in such cases the progression decision should be deferred until the fresh attempt has been completed.
- '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.
- (d): a student is normally offered condonement after first attempt obviating the need to be reassessed. However a student may prefer not to have a fail mark appear on the transcript. Following notification of the results, the student should be advised of the options and their decision be communicated in writing
- (e): 'proceed to the Award' - and the determination of the merit or distinction under reg. 40 below.

### **37 Progression to the award**

A student who has successfully completed the required number of credits for their programme, as per regulation 2, shall proceed to the award.

### **38 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 in order for a student to be eligible for the award of a merit or a distinction. Achievement in the Preliminary Masters level is excluded in the application of the award of merit or distinction.
- (b) A student must be awarded the Masters degree with merit provided that the student has achieved a weighted average of between 60 and 69 over all marks assigned, with a mark of no less than 57 in the Masters level.
- (c) A student must be awarded the Masters degree with distinction provided that the student has achieved a weighted average of 70 or greater over all marks assigned, with a mark of no less than 67 in the Masters level.
- (d) A student who does not satisfy the conditions for the award of a merit under paragraph (b) above, or distinction under paragraph (c) 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 student has under-performed as a result of properly documented mitigating circumstances.

**Covid-19 temporary amendment to regulation 38(b) & 38(c):**  
 2020/21 graduates must be considered under version 4 16 of the Taught Masters Degree Regulations when calculating their degree classification.

*Explanatory note:*

- (a): While up to 120 credits can be transferred into a Masters degree (reg. 11(a)), transferring more than 60 will exclude students 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) (c): 'weighted average' – defined in reg. 34.
- 'all marks assigned' – excluding those modules designated in the published programme as pass/fail – reg. 7(b).
- 'Masters level' – defined in reg. 2; reg. 3 provides that the Masters level is normally a 60 credit dissertation or equivalent, but can comprise 2 x 30 credit modules; in that case the combined average of the two modules must be no less than 67 for the award of distinction and no less than 57 for the award of merit.
- (d): this allows a merit or distinction to be awarded where the student 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 Masters 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.

**39 Ineligibility to proceed to the award**

- (a) A student who is ineligible to proceed to the Award shall be failed but awarded:
- (i) with 120 credits or greater, a Postgraduate Diploma
  - (ii) with 60 or more credits but less than 120, a Postgraduate Certificate
  - (iii) with less than 60 credits, the credits for all modules passed.
- (b) Any award under paragraph (a) shall be subject to a minimum of 60 credits having been awarded by this University.
- (c) Any award under this Regulation shall be made provided that Certificates and Diplomas in Higher Education for professional programmes shall not be awarded in a named subject which implies that the student is entitled to practise that profession.

*Explanatory note:*

- 'ineligible to proceed' – after reassessment for the dissertation or equivalent under reg. 26(a).
- 'failed' – means the student cannot through any means pursue towards this particular named Masters degree.
- (a) (i)-(ii): excluding any credits gained from the Preliminary Masters level.
- (a) (iii): a student who successfully completes the Preliminary Masters level but does not meet the criteria for an award under (i) – (ii) or withdraws from the programme is entitled to a Graduate Certificate in Preliminary Masters Studies (reg. 19 above).
- (iii): the credits passed will be detailed on the Official Transcript - see reg. 44.
- (b): 'this University' – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions.
- (c): this power is designed to ensure that a student is not awarded a certificate 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.



#### **40 Aegrotat Awards**

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

The Student Cases 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) Students 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 Cases 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 student prior to their acceptance of the award.
- (g) The request for the award of an Aegrotat award may be made by the student or where a student is unable to prepare or submit a request, by the Programme Board. All requests shall be submitted to the Secretary to the Student Cases Committee or for Research Degrees to the Secretary to the Research Degrees Committee.
- (h) The student shall be required to indicate that they are willing to accept an Aegrotat award. Where a student 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 student's case.

The Programme Board must be satisfied that:

- the student is unlikely to be able to return to complete their study at a later date, and
  - that the student'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 student from attempting the whole or part of the assessment(s), together with evidence of the prospects of the student 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 student.
- (l) The Programme Board shall make a recommendation to the Student Cases Committee on each case. The recommendation shall include:
- details of the academic standing of the student
  - details on the causes which prevented the student 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 student 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 student indicating that they are willing to accept an Aegrotat degree
- (m) The Student Cases Committee shall approve or not approve the award. The decision shall be conveyed to the student and reported to the appropriate academic unit.

#### **41 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 Cases Committee that a posthumous undergraduate or postgraduate taught award be conferred where there is sufficient evidence of the student's performance to demonstrate that the student 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 student 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 student's academic unit.
- (f) The application shall be considered by the Student Cases Committee with reference to the recommendation of the Programme Board
- (g) The Student Cases Committee shall approve or not approve the award.
- (h) If the Student Cases Committee approves the award, the student's family or next of kin must be allowed to decide whether they would like the award to be made.

## RESULTS AND TRANSCRIPTS

### 42 Notifications of results and transcripts

- (a) All students 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 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. 18(b).
- Academic misconduct penalties are only included where the student's programme is terminated as a result of academic misconduct.