

# University of Plymouth

## Regulatory Framework for Undergraduate Awards: Two Year Degrees

These Regulations apply only to the two year accelerated degree and the following University of Plymouth undergraduate awards:

- Certificate of Higher Education            CertHE
- Diploma of Higher Education            DipHE
- Bachelor of Arts                            BA
- Bachelor of Science                        BSc

### Section A:            Admissions

This regulation should be read alongside section ADM1 of the main University regulatory framework.

- 1. The maximum amount of prior credit which a student may claim towards a University of Plymouth award, and the minimum credit which must be studied at the University in relation to specific awards, is:**

	<b>APCL/APEL</b>	<b><i>Credit studied on a Plymouth University programme</i></b>
<b>Honours degree</b>	<b>240 credits</b>	<b>120 credits, including at least 60 at Level 6.</b>
<b>Degree</b>	<b>220 credits</b>	<b>100 credits, including at least 60 at Level 6.</b>
<b>DipHE</b>	<b>160 credits</b>	<b>80 credits, including at least 60 at Level 5 or above.</b>
<b>CertHE</b>	<b>60 credits</b>	<b>60 credits at Level 4 or above.</b>

The maximum limit may be waived in the case of a student who has successfully passed a Degree and wishes to convert it to an Honours Degree. A student who has completed a Degree at the University of Plymouth may be awarded up to 320 APCL credits towards the Honours Degree. A student who has completed a Degree at another institution may be awarded up to 300 APCL credits towards the Honours Degree subject to studying 60 Level 6 credits at the University of Plymouth.

- 2. The learning for which credit is awarded must constitute a coherent programme of study when considered with the University credits to be studied.**

Accreditation of prior learning is based on the concept of specific credit (that is that the learning outcomes of the prior learning are directly equivalent to those of the modules from which the student will be exempt as a result).

Where it is agreed that certificated prior learning to which marks are attached may contribute towards a final award, a decision must be taken at the same time as to whether the marks, in their original or an amended form, will be included in the student record.

Individual programmes/schemes will determine the nature of the processes adopted for accreditation of prior learning (certificated and/or experiential).

## **Section B: Student Registration and Enrolment**

**1. All students must register at the beginning of their programme of study and enrol subsequently as required.**

**2. If a programme is more than one year long, the maximum period of registration allowed is the planned duration of the programme of study, plus three years, with an absolute maximum of ten years.**

**3. All repeat years (even if taken as a same attempt), and all periods of interruption, extension, or disciplinary suspension, will count towards the maximum period of registration permitted.**

An application for extension to a student's period of registration must be submitted in writing to the Faculty Business Manager (or nominee), with an explanation of the reasons for the extension and a letter from the programme leader confirming that the extension is supported and that the student is expected to complete within the extended period. The Faculty Business Manager (or nominee) is authorised to approve or otherwise a request for extension.

All students must be able to demonstrate currency of knowledge.

**4. All new students are expected to attend University induction week.**

**5. All students must undertake their studies in accordance with the programme structure as outlined in the programme handbook. A student who does not undertake the modules when they are offered without valid extenuating circumstances will be deemed to have failed such modules.**

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- 6. Students who want to withdraw from a module must inform the Faculty Office in writing, before 50% of the teaching on the module has been completed.**

If a student does not tell the Faculty Office in writing that they want to withdraw from a module before 50% of the teaching on that module has been completed, and then does not complete the module, they will have failed the module.

- 7. A student may interrupt their registration for a period of time, with the intention of resuming their studies.**

A student who wants to interrupt their studies should discuss this first with their Personal Tutor or Programme Lead to make sure that this is the best course of action for the student.

The date upon which the student will resume their studies must be agreed when the original interruption is agreed. A student who does not return by the agreed date will be deemed to have withdrawn from the programme.

A student who wants to interrupt their studies should be aware that there is a maximum period of time in which they must complete their award.

A student who wants to interrupt their studies should be aware that they will also be withdrawing from any modules on which they are enrolled at that time. Students should be aware that if they interrupt their studies after 50% of teaching on the module has been completed, this will count as an attempt at that module, and their module marks will be capped at the pass mark when they return unless they can demonstrate valid extenuating circumstances.

An interrupted student can continue to access University facilities such as the library and computing account during the period of interruption, although the University retains the right to withdraw this access if necessary.

- 8. A student has the right to withdraw from the programme of study at any point during the academic year. Where a student withdraws from a programme, they will be awarded credit for any modules completed successfully before the date of withdrawal, but will not be allowed to complete any assessment after the date of withdrawal.**

- 9. A student who has withdrawn from a programme and later wants to rejoin the programme will be required to reapply.**

## Section C: Studying

### C1 Programme/scheme structure

- 1. Academic study will be organised into modules, set out in terms of credits. Modules are normally 20 credits, although sizes may vary from 20 to 60 credits.**

Exceptionally, modules of 10 credits, normally delivered within one term, are allowed, but they must be justified in the approval documentation, discussed and agreed at the approval event, and be approved as a non-standard format by the Academic Regulations Sub-Committee, and the University Teaching, Learning and Quality Committee.

Any other variations, other than modules included within the CPD Framework and co-curricular modules (e.g. Learning Through Volunteering/Student Ambassador Modules, each currently 5 credits at Level 4) will require exceptional approval by Academic Regulations Sub-Committee.

Individual modules will each have a 'shelf life' beyond which the module ceases to be valid for credit transfer or towards an award.

- 2. The Level of a module is determined by the standard of work required to achieve the objectives of the module.**

- 3. The credit weighting of undergraduate awards will be**
  - a. Certificate of Higher Education**      **120 credits at Level 4 or above**
  - b. Diploma of Higher Education**      **240 credits, of which at least 120 are at Level 5 or above**
  - c. Ordinary Degree**      **320 credits of which 80 are at Level 6 and a further 120 at Level 5 or above**
  - d. Honours Degree**      **360 credits of which at least 120 are at Level 6, and a further 120 at Level 5 or above**

A student registered for an Ordinary Degree may not take more than 80 credits at Level 6.

The title(s) of the award(s) available within an undergraduate programme are specified in the appropriate programme definitive document.

**4. New students are required to complete their module choices by the end of the first teaching week of the semester.**

**Continuing students will normally complete module choices before the end of the previous University teaching year.**

Students should inform the Faculty of any changes to module choices by the end of the first week of each semester. Enrolment on a new module will be approved only if:

- there are no timetables clashes; and
- the new module has capacity.

## **C2 Work-based placement**

**1. A period of work-based placement is an essential part of a programme for a sandwich honours degree award.**

A period of work-based placement may be an optional element for a non-sandwich honours degree award.

**2. While on placement, students are required to follow the University regulations, policies and procedures, and are also bound by the contract of the employer.**

In the unlikely event of a conflict between the University regulations and the employer's requirements, students should seek immediate advice from the Faculty about how to proceed.

Students should be aware that they remain bound by the Student Code of Conduct and Disciplinary Procedures while on placement.

**3. The required length of a work placement for any named award will be set out in the definitive programme documentation.**

**4. If the placement lasts at least 26 full-time weeks (or the equivalent industry standard, as set out in the Programme Handbook), in uninterrupted blocks of at least 12 full-time weeks, students who**

**successfully complete the placement will be awarded a Certificate with one of the following titles:**

**Certificate of Professional Experience  
Certificate of International Professional Experience  
Certificate of Work Experience**

**The Certificate may be awarded to a student who has ~~or has not~~ successfully completed the Placement Project Module.**

The Certificate may not be awarded in respect of placements of under 12 uninterrupted weeks.

**5. A student will be expected to have completed successfully the taught credits from their previous year's study before undertaking a placement.**

Students must have successfully completed all Level 4 credits and 40 Level 5 credits before progressing to a placement which takes place during or after their Level 6 studies.

Students should be able to return to the University to take any referred examinations at the next available opportunity, and employers should be made aware of this requirement. Placements should not normally commence before students are fully aware of any resit/repeat requirements. This gives students the opportunity to carefully consider whether or not to withdraw from a placement if they are required to resit/repeat modules.

A student who has passed all modules but who has nevertheless expressed an intention to opt to resit modules in up to 40 credits which were affected by valid extenuating circumstances could meanwhile proceed to placement. The student would be essentially repeating without attendance and could retake any or all elements of the module, but should be warned that retaking modules contained an element of risk and be given a deadline for confirming their intention to retake.

**6. The method of assessment of the student's performance on placement must be specified in the definitive document for the appropriate named award. The placement may be a prerequisite for entry into the subsequent Level but it is not assigned any formal credits.**

**7. Where the placement is an essential part of the programme, students who do not successfully complete the placement may be required by the Award Assessment Board to:-**

- 7.1 repeat the placement with another employer, or,**
- 7.2 transfer to a non-sandwich honours degree course, if available, or,**
- 7.3 withdraw from the programme.**

## Section D: Assessment

- 1. Students will be assessed according to the assessment specified for each module on which they are registered, irrespective of their programme of study.**

### D1: Extenuating Circumstances

This regulation should be read alongside the University's Extenuating Circumstances Policy and Procedures, which sets out detailed guidance for students on what may and may not be considered as extenuating circumstances. The document also sets out the procedures that a student must follow when they believe they have extenuating circumstances relating to assessment.

- 2. Extenuating circumstances are unexpected circumstances which:**
  - **Affect a student's ability to attend or complete an assessment or a number of assessments;**
  - **Are exceptional;**
  - **Are outside a student's control; and**
  - **Can be supported by independent evidence (unless self-certifiable).**

- 3. The University operates a 'fit-to-sit' policy. If a student believes that their academic performance will be affected by personal or health circumstances, they must submit an extenuating circumstances form, and must not sit the exam or complete / submit the assessment. If a student sits an exam or complete / submit an assessment, this will be taken as a declaration that they consider themselves fit to do so, and will count as an attempt.**

- 4. If a student has failed (or failed to sit/submit) all or part of an assessment due to valid extenuating circumstances, the student has a right to sit/submit the assessment as a same attempt, in a form and by a date to be determined by the Board.**

If a student submits an extenuating circumstance based on a diagnosis of non-physical disability made in the second term but from which the evidence shows the student was

also suffering in the first term, that extenuating circumstance should be taken into account also in relation to relevant first term assessments.

#### **D2: Successful completion of a module**

**5. Students cannot re-take modules that they have already completed successfully.**

**6. The pass mark for an undergraduate module (Levels 0 and 4-6) is 40%.**

Normally, where a module is approved with the requirement that a student achieve a mark of over 30% in each of the coursework/examination elements, this will require a pass (40%) in either or both elements of assessment. Non-standard requirements will be approved only where an accrediting professional body requires an alternative minimum achievement.

#### **D3: Successful completion of Level 4 and Level 5**

**7. A student must pass the requisite number of credits included in the programme specification to complete a Level.**

An Award Assessment Board will meet as appropriate to consider Level and interim progression, and to make decisions on referrals. The Faculties will make local arrangements to review the provisional marks of the immersive module in order to identify those students requiring an in-year referral.

A student who has failed up to 40 credits of a Level and has a resit opportunity will normally be permitted to continue on to the next Level, i.e. Level 4 to Level 5 or Level 5 to Level 6, and to take the resit(s) at the next available opportunity (see regulation D4.2, paragraph 10, below).

**8. If a student studies more than the number of credits required in the Level, the Award Assessment Board will consider the marks of the best credits falling within the programme specification and up to the number required for completion of the Level (subject to any core/prerequisite requirements) in considering decisions on progression.**



## D4: Procedure in the event of failure

### 4.1 Compensation

**9. Where a student fails a compensatable module, the Award Assessment Board will compensate for the failure, provided that the student has failed in no more than 20 credits, and the module mark is within 10 marks of the pass mark.**

The Award Assessment Board may offer compensation to a student who has valid extenuating circumstances. The student may opt to take a referral instead.

The Award Assessment Board may offer compensation to a final year undergraduate student. The student may opt to take a referral instead, if this will allow the student to achieve a higher classification on successful referral.

If the original module mark achieved was below the pass mark, the original mark will remain after compensation. If the original module mark was above the pass mark (e.g. where failure is due to failing to meet minimum required standards in one element), the mark will be reduced to the pass mark.

Compensation will only be considered at the Award Assessment Board when the full module profile is known.

A part-time student may be awarded a compensated only at the point when the student has attempted 120 credits of the Level and the Award Board believes it has sufficient evidence to determine their capability. A compensated pass may not be awarded in more than 20 credits over the entire Level.

Students must successfully complete all of their Level 4 modules before commencing Level 6.

Compensation cannot be applied in the case of any programme where assessments are marked on a pass/fail basis, i.e. no marks are awarded. Compensation cannot be applied to the in-year referral for the immersive module.

### 4.2 Referral and repeat

**10. Where a student fails one or more taught modules, the Award Assessment Board may:**

- **Award compensation in a maximum number of credits, if permitted in 4.1 (9) above, and make an award based on the aggregate mark achieved.**

- where a student has not completed up to 40 credits satisfactorily at the time of the Award Assessment Board, allow the student to continue on the accelerated programme and to be referred in the module, in whole or in part of each element of assessment, at the next available opportunity.
- where a student has not completed up to 60 credits satisfactorily at the time of the Award Assessment Board, but has valid extenuating circumstances in all 60 credits, allow the student to continue on the accelerated programme and to be referred in the module, in whole or in part of each element of assessment, at the next available opportunity. To be eligible for such a referral, students should normally have demonstrated sufficient academic progress during the year to suggest that they have the potential to achieve all the credits in which they have been referred.
- Where a student has not completed 60 credits satisfactorily at the time of the Award Assessment Board, they must transfer off the accelerated programme, onto the three-year programme. The student can undertake referrals in up to 60 credits to complete their current stage, and progress to the next stage of the three-year programme.
- Require a student to withdraw from the programme and award any intermediate qualification for which the student has achieved the credit requirements.
- Require a student whose extenuating circumstances will prevent the completion of the award during the normal period of registration, or have prevented them from making academic progress in the previous session, to interrupt studies, or withdraw from the programme.
- Require a student whose extenuating circumstances will prevent them from meeting the learning outcomes of their programme to transfer to an alternative programme, or withdraw from the programme and be granted the appropriate exit or aegrotat award.

Referred work will be capped at the element level.

A student who fails the immersive modules in the first semester, and is required to take a referral, is required to refer only those components which they failed.

A student who fails any other module and is required to take a referral will normally be required to refer only the element(s) of the module in which they achieved a mark below the pass mark (40% for Level 0-6 modules; 50% for Level 7 modules). A student will be deemed to have passed the module after referral / repeat if they have achieved an overall module mark of 40% (Level 0-6) / 50% (Level 7). The referred module will be calculated using the weightings set out in the Module Record, carrying forward the marks from the original element(s) of assessment that were at or above the module pass

mark, and using the uncapped marks achieved for any referral work undertaken. Where a student has carried out referral or repeat work as a next attempt, the overall module mark will then be capped at the pass mark.

A student being assessed in a module, who fails and is required to repeat a module will normally be required to repeat all elements unless there is, for example, a substantial laboratory / fieldwork element which has been completed to a good standard, where timetabling or other logistical problems may otherwise occur. In such cases, the Award Assessment Board will set out what is to be re-taken.

A student taking an extended referral for a module originally attempted before the 2018-19 academic year will normally be required to refer only the element(s) of the module which they failed.

Where a student has failed in up to 40 credits, but has been allowed to continue with their studies with a resubmission opportunity, they will undertake their resits alongside their new modules. Students will be counselled to ensure that they are aware of the workload that is required. If a student's circumstances are such that they cannot complete the required workload in the requisite time period, then the Board may offer them the opportunity not to continue, and to resit or repeat.

Where a student fails more than 60 credits at the time of the Award Assessment Board, but has valid extenuating circumstances, the Board may allow the student to take referrals in the appropriate assessments at the next available opportunity. To be eligible for such a referral, students should normally have demonstrated sufficient academic progress during the year to suggest that they have the potential to achieve all the credits in which they have been referred.

The Award Assessment Board should make its decision on whether to compensate or refer an undergraduate student at the final stage based on the student's potential to achieve a higher classification on referral.

A student who fails to submit referred assessment or fails to attend a referral examination will be awarded a mark of zero for that element.

The form of the referred assessment does not have to be the same as the form of assessment which was originally failed. It is the responsibility of the Award Assessment Board to specify the form of the reassessment. However, if the form of reassessment is different (including cases where the nature of the examination or coursework has changed), students should be told in writing, via the student transcript and accompanying information.

Students may only be referred in a co-curricular module (e.g. Learning Through Volunteering/Student Ambassador modules) if their overall level of failure is no more than the maximum 40/60 credits. If a student failed 40/60 programme credits in addition to a failure in the co-curricular module(s) they would be referred in the programme credits only and would be required to retake the co-curricular module(s) during the next academic year.

The Award Assessment Board is most likely to decide that students who have failed more than 60 credits at the first attempt should repeat the failed module(s) with attendance. A student may choose to take an alternative module to the one taken at the

first attempt, as long as they take all required core/essential modules. The student may choose not to retake a module for up to two years, with all the consequences for delay of progression which such a decision implies. A student who wants to take advantage of this provision must tell the Faculty Office in writing of their intention. It is within the discretion of an Award Assessment Board to agree, as a general guideline, that any student who had, because of the level of failure, taken a year twice with attendance, should not be allowed a third repeat year. However, since this is a matter for the discretion of the Board, it is important that the Board consider each individual case rather than apply its guidelines automatically.

If a student has extenuating circumstances that will prevent them from completing the award during the normal period of registration, or has prevented them from making academic progress in the previous session, the Board decision will be subject to a case conference being held in line with the Study and Wellbeing Policy and Procedures.

The decision to withdraw a student should be an exceptional decision, taken only when it is clearly in the student's best interests, and usually after the opportunity to repeat the failed modules has been applied (unless there are associated Fitness to Practise issues for those students on programmes leading to professional registration).

**11. Where a student on an undergraduate award is required to take a reassessment, the original rule for passing the module will apply for any student, unless the Award Assessment Board has specified a single module assessment in substitution for both elements, in which case the student must achieve 40% in that assessment.**

A student being assessed in a module for the first time in 2018-19, who fails the referral or repeat because they have not achieved the overall pass mark in the module, will still be eligible for compensation, as set out in D4.1 above.

A student taking an extended referral for a module originally attempted before the 2018-19 academic year, who fails the referral or repeat because they have not achieved the pass mark in the reassessed element (even if they achieve the overall aggregate module pass mark) will still be eligible for compensation, as set out in D4.1, above.

If the Award Assessment Board requires a final stage student to repeat failed modules under regulation D4.2 (9), that student can ask for referrals only in the number of credits required to achieve an Ordinary degree (rather than an Honours degree).

If the student wants to return to the University to 'top up' to Honours, they will have to re-apply for admission, normally no less than two years after the award of the Degree. The University's decision on readmission will be final.

**12. A student starting Level 0 or Level 4 for the first time from 2018-19 will be allowed a maximum of two attempts at a module. A failed module may not be referred or repeated on more than one occasion.**

**A student who completed Level 4 in its entirety before the 2018-19 academic year, or who is repeating any part of Level 4 as a next attempt in 2018-19, will normally be permitted a maximum of three attempts at a module. A failed module may therefore not normally be referred or repeated on more than two occasions.**

Where a student has valid extenuating circumstances, a referral or repeat will be offered as a same attempt and will not, therefore, count as an additional attempt towards the maximum number of attempts allowed.

**13. If a student chooses to study a different module instead of the failed module the number of attempts at the original module will count towards the maximum number of attempts at the new module.**

**14. Where a failed module is successfully passed after referral or repeat, any element retaken will be capped at 40%.**

**If a student has repeated the module, with or without attendance, all elements will be capped at 40%.**

**Marks will not be capped if the referral or repeat is taken as a first attempt.**

If a student chooses to study a different module instead of the failed module, the capping at 40% will still apply.

Where students are transferring to a new programme and/or subject area and taking a large number of new modules (perhaps 60 credits) Award Assessment Boards may allow students to be credited with whatever mark is achieved at the second or final attempt. The reasons for any exception must be discussed with the External Examiner and carefully argued and minuted.

## **D5 Level 6 modules**

**1. If a student studies more credits than are required for the award for which s/he is registered, the Award Assessment Board will take account only of modules falling within the programme specification. Where the credits falling within this definition exceed those required for the award, the Board will consider the best of those credits, subject to any core/co-requisite requirements, in calculating the aggregate percentage mark.**

## Section E: Awards

### E1: Awards (including calculation of degree classification for taught programmes)

#### 1. Certificate of Higher Education

A Certificate of Higher Education may be awarded to:

- a student who is registered for the award of a Certificate of Higher Education and has successfully completed 120 credits at Level 4 or above; or
- a student who has successfully completed 120 credits at Level 4 or above in an undergraduate programme on which they are not continuing, provided the credits successfully completed fall within the programme specification for the award.

If the aggregate of the student's best 120 credits falling within the programme specification (subject to any core or co-requisite requirements) is 70% or above, the CertHE will be awarded with Distinction.

#### 2 Diploma of Higher Education

A Diploma of Higher Education may be awarded to:

- a student who is registered for the award of a Diploma of Higher Education and has successfully completed 240 credits, including at least 120 credits at Level 5 or above; or
- a student who has successfully completed 240 credits, including at least 120 credits at Level 5 or above, in a Degree or Honours Degree programme on which they are not continuing, provided that the credits passed fall within the programme specification.

If the aggregate of the best 120 credits at Level 5 or above falling within the programme specification (subject to any core/pre-requisite requirements) is 70% or above, the DipHE will be awarded with Distinction.

#### 3. Award of the Degree (without Honours)

A student registered for a Degree is required successfully to complete 320 credits, including 80 credits at Level 6 and 120 further credits at Level 5 or above.

The degree is not classified but a Degree with Commendation will be awarded to a student who achieves an aggregate percentage mark of 60% or above, and a Degree with Distinction will be awarded to a student who achieves an aggregate percentage mark of 70% or above.

Students who completed Level 4 in its entirety before the 2014-15 academic year, or are repeating any part of Level 4 as a next attempt in 2014-15, should refer to [Appendix A](#) of this document for information on how the classification of the degree is calculated.

The award of Commendation or Distinction for students entering Level 4 from 2014/15 (or who are required to repeat Level 4 in its entirety as a first attempt from 2014/15) will be based initially on the aggregate percentage mark. The aggregate percentage mark will be calculated using the weightings:

Levels 4 : 5 : 6 will be weighted 1 : 3 : 6

The Level 4 aggregate mark is calculated using the highest module marks totalling 80 credits. Where modules are arranged in such a way that the 80 credits of 'highest module marks' cannot be identified unequivocally, the level 4 aggregate mark calculation should take into account as close to 80 credits as possible, depending on the module structure.

The Level 4 aggregate mark will contribute to the aggregate for the calculation of the classification of the degree only.

A student who is awarded a degree having followed an ordinary degree route may apply to 'top-up' to an Honours Degree. (See SRE1, regulation 6).

#### **4. Award of the Honours Degree**

An Honours Degree will be awarded to a student who has passed 360 credits, including at least 120 credits at Level 6, and a further 120 credits at Level 5 or above, and met any subject specific requirements for the award.

Classification will be based initially on the aggregate percentage mark.

Students who completed Level 4 in its entirety before the 2014-15 academic year, or are repeating any part of Level 4 as a next attempt in 2014-15, should refer to [Appendix A](#) of this document for information on how the classification of the degree is calculated.

The aggregate percentage mark for students entering Level 4 from 2014/15 (or who are required to repeat Level 4 in its entirety from 2014/15) will be calculated as follows:

**Honours degree: Levels 4 : 5 : 6 will be weighted 1 : 3 : 6.**

**The Level 4 aggregate mark is calculated using the highest module marks totalling 80 credits. Where modules are arranged in such a way that the 80 credits of 'highest module marks' cannot be identified unequivocally, the level 4 aggregate mark calculation should take into account as close to 80 credits as possible, depending on the module structure.**

**If the student's aggregate percentage mark falls within the boundaries of the classifications defined below, s/he is entitled to that award.**

**First Class Honours 70% or above**

**Second Class Honours, Upper Division 60%-69%**

**Second Class Honours, Lower Division 50%-59%**

**Third Class Honours 40%-49%**

If the aggregate percentage achieved by a candidate is not more than 3.0 percentage points below a classification band, the Board **must** invoke the following alternative classification methods:

- Level 6 aggregate: The Award Assessment Board will award an Honours Degree with the higher classification to a student whose aggregate percentage is not more than 3.0 percentage points below the next classification band provided that the student's aggregate percentage at Level 6 is in the higher classification band.
- Module profile: The Award Assessment Board will award an Honours Degree with the higher classification to a student whose aggregate percentage is not more than 3.0 percentage points below the next classification band, provided that more than half of the student's Level 5 and 6 credits are in the higher classification band. Each Level 6 credit is double weighted (compared with a Level 5 credit) for this purpose.

The Level 4 aggregate mark will contribute to the aggregate for the calculation of the classification of the degree only. It will not contribute to the module profile

Where the module profile is based on Level 6 performance only, a student whose aggregate percentage is not more than 3.0 percentage points below the next classification band will be required to have achieved more than half of the Level 6 credits in the higher classification band in order to be awarded an Honours Degree with the higher classification.

Where a student has gained credits from another approved institution of higher education, in the UK or overseas, or through other APEL routes, the degree calculation will follow the agreement made at the time at which those credits were accepted. This will be either to award actual marks from such credits, or to assign credit without marks. Where marks are permitted on entry, they will be used to calculate the final aggregate percentage in the proportions shown in these regulations. Where marks are not permitted on entry, then the proportion of the degree calculation assigned to the level of study for which marks are absent will be assigned to the next highest level of study.



## E2 Posthumous and Aegrotat Awards

- 1. An aegrotat award for incomplete study may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness, and the Board is satisfied that the student would have qualified for an award had the circumstances not existed.**

**All taught awards are available as aegrotat awards, unless prohibited by professional body.**

An aegrotat award is a final exit award, and will be regarded as the conclusion of a student's study on a particular course. A student will not be able to re-enrol on later stages of a programme once an Aegrotat award in that programme has been agreed.

Formally the student must confirm in writing his/her acceptance of the award but it is understood that there may be circumstances in which this is not possible (e.g. in the case of students whose medical circumstances make it impossible for them to give informed consent). In such cases the written authorisation of the Award Assessment Board Chair, confirming the circumstances in which the award is made, will be sufficient for the granting of the award.

- 2. Aegrotat awards are not granted with Commendation, Distinction or classification.**

Where an 'aegrotat' award is made, the term 'aegrotat' will appear on the award document e.g. Aegrotat Bachelor of Arts.

- 3. The University, on the recommendation of the Award Assessment Board, may award and/or cause to be conferred, a taught degree, diploma or certificate posthumously, provided that the Award Assessment Board has considered the student's academic record including performance in previous assessments in the University, and is satisfied that the student had passed or, if the student had not yet completed all assessments, that had the student taken the remaining assessments, the student would have passed.**

***The following are governed by separate Regulations: Student appeals; Extenuating circumstances; late coursework; Examination and Assessment Offences; Accreditation of Prior Learning; Subject Assessment Panels/Award Assessment Boards.***

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APPENDIX A: CALCULATION OF DEGREE CLASSIFICATION FOR STUDENTS WHO COMPLETED LEVEL 4 IN ITS ENTIRETY BEFORE THE 2014-15 ACADEMIC YEAR.

Each module is either awarded a mark out of 100<sup>1</sup> or designated pass/fail. The aggregate percentage mark will be calculated using the weightings:

Levels 4 : 5 : 6 will be weighted 0 : 3 : 7<sup>2</sup>

If the student's aggregate percentage mark falls within the boundaries of the classifications defined below, s/he is entitled to that award.

First Class Honours 70% or above  
Second Class Honours, Upper Division 60%-69%  
Second Class Honours, Lower Division 50%-59%  
Third Class Honours 40%-49%

If the aggregate percentage achieved by a candidate is not more than 3.0 percentage points below a classification band, the Board must invoke the following alternative classification methods:

- Level 6 aggregate: The Award Assessment Board will award an Honours Degree with the higher classification to a student whose aggregate percentage is not more than 3.0 percentage points below the next classification band provided that the student's aggregate percentage at Level 6 is in the higher classification band.
- Module profile: The Award Assessment Board will award an Honours Degree with the higher classification to a student whose aggregate percentage is not more than 3.0 percentage points below the next classification band, provided that more than half of the student's Level 5 and 6 credits are in the higher classification band. Each Level 6 credit is double weighted (compared with a Level 5 credit) for this purpose.

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<sup>1</sup> The student record system holds marks to two decimal places and these are the marks used in calculating the aggregate mark.

<sup>2</sup> Some programmes have been approved with other weightings, e.g. Levels 4:5:6 weighted 0:2:8.