Plymouth University

Regulatory Framework for Undergraduate Awards Held in Conjunction with Hong Kong University School of Professional and Continuing Education (SPACE) (including Level 5 Undergraduate modules)

(Changes since 2018-19 in bold and underlined).

These Regulations apply only to the final year top-up undergraduate awards delivered in Hong Kong with the Hong Kong University (SPACE), encompassing Level 5 modules and Level 6 modules.

Students on the BSc (Hons) Computer & Information Security programme delivered in Hong Kong with the Hong Kong University (SPACE) should refer to the standard Plymouth University academic regulations.

Unless specific mention is made, these regulations make no distinction, for assessment purposes, between students on different modes of attendance.

Section A: Admissions

1. The students entering the top-up awards will have achieved a Professional Diploma, Higher Diploma or Associate Degree in a relevant subject awarded by Hong Kong University (SPACE) or equivalent.

Section B: Student registration/withdrawal

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

2. The maximum period of registration for programmes is five 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.
4. Students who wish to withdraw from a module must tell the Hong Kong University (SPACE) Student Office of their intention in writing before 50% of the teaching on the module has been completed.

If a student does not tell the Hong Kong University (SPACE) Student 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 be deemed to have failed the module.

Students who withdraw from a module at this stage will not be allowed to commence another module in the same semester.

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

In this case the date for resumption must be agreed when the original suspension is agreed. A student who does not return by the agreed date will be deemed to have withdrawn.

6. A student has the right to withdraw from a 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 successfully completed prior to the date of withdrawal, but will not be permitted to complete any module assessment after the date of withdrawal.

7. A student who has withdrawn from a programme and subsequently wishes to re-join the programme will be required to re-apply.

Section C: Programme/scheme structure

1. Academic study will be organised into modules, set out in terms of credits. Module sizes may vary from 20 to 60 credits.

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 (see information on level descriptors).

3. In order to be eligible for the award of a Plymouth University degree, students must achieve the following credits:

   Undergraduate Programme: 60 credits at Level 5
   PLUS
   Ordinary Degree       80 credits at Level 6
   Honours Degree       120 credits at Level 6

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

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 semester but from which the evidence shows the student was also suffering in the first semester, that extenuating circumstance should be taken into account also in relation to relevant first semester assessments.

D2: Successful completion of a module

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

6. The pass mark for Level 5 and Level 6 modules is 40%.

   Where module assessment involves coursework and examination, a student is also required to achieve a minimum of 30% in each element.

An element is not necessarily one piece of work, but the weighted marks obtained for one type of assessment.

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: Procedure in the event of failure

3.1 Compensation

7. 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.

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

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 cannot be applied for any module where assessments are marked on a pass/fail basis, i.e. no marks are awarded.

A part time student may be awarded a compensated pass only at the point when the student has attempted all credits in a Level.

3.2 Referral and repeat

A student who fails a Level 5 or Level 6 module and is required to resit will normally be required to resit only the element(s) of the module which they failed.

A student who fails and is required to repeat a module will normally be required to repeat all elements.

8. A student will normally be permitted a maximum of three attempts at any Level 5 or Level 6 module. A failed module may therefore not normally be resat or repeated on more than two occasions.
9. In the case of a student who fails to meet the requirements for the award for which they are registered, the Award Assessment Board may:

- allow the student’s overall performance in the Level 5 or 6 modules to compensate for failure in a maximum of 20 credits, if permitted in D3.1 above, and make an award based on the aggregate mark achieved; or
- allow the student to be referred in the module(s), in whole or in part, at the next available opportunity; a student may be referred in up to 60 credits; or
- Allow a student to repeat the module(s), with or without attendance, by a date to be determined by the Board; or
- where the student is registered for an Honours Degree but has met the learning outcomes and credit requirements for a Degree, award the Degree; or
- 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 who has developed a health or other problem which prevents 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.
- require the student to withdraw from the programme and award any intermediate qualification for which the student has achieved the credit requirements.

The Board has the discretion to require a student who has failed 60 credits or fewer to repeat a module with attendance if it is deemed to be in the student’s best interests. This action must be formally recorded by the Award Assessment Board.

The ‘next available opportunity’ will normally be in the referral period which is scheduled in the following semester. A student who fails to resubmit work or attend a resit examination will be awarded a mark of zero for that element.

The form of the retake 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 the reassessment is different (including cases where the nature of the examination or coursework has changed) students should be informed in writing.
Where the student is registered for an Honours Degree but has met the learning outcomes and credit requirements for a Degree, it is for the Award Assessment Board to determine whether to offer the student the choice to retake failed assessments, within the limits outlined above or accept the Degree, or whether to require the award of the Degree. There is no top up route from a Degree to an Honours Degree for these programmes.

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 Review 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.

10. 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.

Where a failed module is successfully passed after referral or repeat, any element retaken will be capped at 40%. In the case of repeated modules this would normally apply to all elements. Marks will not be capped where the referral or repeat is as a first attempt.

Section E: Award of the Honours Degree

E1: Awards (including calculation of degree classification)

1. An Honours Degree will be awarded to a student who has passed 60 Level 5 Undergraduate credits, plus 120 credits at Level 6, and who has met any subject specific requirements for the award.

Classification will be based solely on the Level 6 aggregate percentage mark.

Students are required to achieve a pass in the Level 5 Undergraduate modules (in addition to the achievement of Level 6 credits, as detailed below) in order to be considered for a Plymouth University award.

If a student fails to achieve all Level 5 modules, the University will reserve the right to withhold the final award.
Level 5 Undergraduate modules are not included in the calculation of the aggregate percentage mark (see 7.1. below).

2. If a student studies more credits than are required for the award for which they are registered, the Award Assessment Board will take account only of modules falling within the programme specification.

3. If the student’s Level 6 aggregate percentage mark falls within the boundaries of the classifications defined below, they are entitled to that award.

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<th>Percentage</th>
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<tr>
<td>First Class Honours</td>
<td>70% or above</td>
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<tr>
<td>Second Class Honours, Upper Division</td>
<td>60%-69%</td>
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<td>Second Class Honours, Lower Division</td>
<td>50%-59%</td>
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<tr>
<td>Third Class Honours</td>
<td>40%-49%</td>
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If the aggregate percentage achieved by a candidate is not more than 3.0 percentage points below a classification band, the Award Assessment Board will award an Honours Degree with the higher classification, provided that more than half of the student’s Level 6 credits are in the higher classification band.

**E2: Aegrotat awards**

This regulation should be read alongside section AWD2 of the main University regulations.

4. An Aegrotat award for incomplete study may be conferred in exceptional circumstance, 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 has been agreed.

Formally, the student must confirm in writing their 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
Board Chair, confirming the circumstances in which the award is made, will be sufficient for the granting of the award.

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

Approved by Academic Regulations Sub-Committee
Final Version: 21.6.08;

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**Summary of any amendments:**

**Document objectives:**
To describe the University’s regulations governing the award of undergraduate degrees at HKU SPACE for 2019-20

**Intended Recipients:**
Students and staff

**Approving Body and Date Approved:**
ARSC – March 2014 (Chair’s action)

**Date of Issue:**
This version – September 2019

**Review Date:**
Summer 2020

**Contact for review:**
Job title: Academic Regulations Co-ordinator

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