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 2015-16 in bold and underlined).

1. Introduction

1.1 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.

1.2 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.

1.3 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.

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

2. Programme/scheme structure

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

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

2.3 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).

2.4 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

2.6 The title(s) of the award(s) available within an undergraduate programme are specified in the appropriate programme definitive document.
3 Student registration/withdrawal

3.1 All students must register at the beginning of their programme of study and subsequently as required. The maximum period of registration for programmes is five years.

3.2 Students who wish to withdraw from a module must notify the Hong Kong University (SPACE) Student Office of their intention in writing before 50% of the teaching on the module has been completed. A student who does not do so and subsequently does not complete the module 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.

4 Assessment

4.1 The purposes of assessment are:
- objectively to measure a student’s achievements against the learning outcomes of the module
- to assist student learning by providing appropriate feedback on performance
- to provide a reliable and consistent basis for the recommendation of an appropriate award

4.2 The assessment for each module will be detailed in the Module Record (the student programme handbook for the award(s) will identify where students may access the MR). This will specify the elements contributing to summative assessment (e.g. whether coursework or examination or a combination of both). Where assessment is by a combination of coursework and examination, the weightings of each element must be stated.

4.3 Coursework assessment will be set during the module. Formal examinations, where part of a module assessment, will be scheduled at the end of each semester.

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

5. Successful completion of a module

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

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1 This does not affect the right of a student to withdraw from a programme of study at any point during the academic year. Where a student does so, s/he 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. A student who has withdrawn from a programme and subsequently wishes to rejoin the programme will be required to reapply. A student may agree with the Faculty that rather than withdraw they will suspend their registration for a period 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.

2 A full list of the various elements, together with definitions, is included elsewhere in the Academic Regulations. Note: in-module tests are classified as part of the coursework assessment of a module.
5.2 Where module assessment involves coursework and examination, a student is also required to achieve a minimum of 30% in each element. A module may be validated with the requirement that a student achieve a mark of over 30% in each of the coursework/examination elements.

5.1 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.

5.4 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.

5.5 Modules which have been successfully completed cannot be reassessed.

6 Level 5 Undergraduate modules

6.1 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.

6.2 Level 5 Undergraduate modules are not included in the calculation of the aggregate percentage mark (see 7.1. below).

7 Level 6 modules

7.1 Aggregate percentage mark. Each Level 6 module is awarded an overall mark out of 100. The marks for each module are added together and aggregated. The resulting aggregate mark is converted to a percentage of the maximum mark obtainable – the final aggregate percentage mark. Level 5 Undergraduate modules are not included in the calculation of the aggregate mark.

7.2 Additional credits. 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.

8 Award of the Honours Degree

8.1 Top-Up Award

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3 An element is not necessarily one piece of work, but the weighted marks obtained for one type of assessment.
4 Normally, this will require a pass (40%) in either or both elements of assessment. Exceptions will be validated only where an accrediting professional body requires an alternative minimum achievement.
5 The student record system holds marks to two decimal places and these are the marks used in calculating the aggregate mark.
8.1.1 An Honours Degree will be awarded to a student who has passed 60 Level 5 Undergraduate credits plus 120 credits at Level 6 and met any subject specific requirements for the award.  

8.1.2 Classification will be based solely on the aggregate percentage mark for Level 6 modules. If the student's Level 6 aggregate percentage mark falls within the boundaries of the classifications defined below, they are entitled to that award.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Percentage</th>
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<tbody>
<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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<tr>
<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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8.1.3 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.

9 Procedure in the event of failure

9.1 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 at its discretion:

9.1.1 allow the student's overall performance in the Level 5 or 6 modules to compensate for failure in a maximum of 20 credits and make an award based on the aggregate mark achieved. A part time student may be awarded a compensated pass only at the point when the student has attempted all credits in a Level; or

9.1.2 allow the student to resit/resubmit the appropriate assessments(s) (as specified by the Award Assessment Board) in up to 60 credits for a student registered on an Honours Degree at the next available opportunity. (The Board has the discretion to require a student to repeat a module with attendance if it is deemed to be in the

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6 If a student fails to achieve all Level 5 modules the University will reserve the right to withhold the final award.

7 Compensation may be applied only where failed module aggregate marks are between 30-39% and where the credits are not specified in the programme handbook as non-compensatable. If the original module mark was below 40, it will stand; if above 40, eg where failure is due to failing to meet minimum required standards in one element, the mark will be reduced to 40.

8 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.

9 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.
student’s best interests. This action must be formally recorded by the Board.) 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 assessment10; or

9.1.3 where the student is registered for an Honours Degree but has met the learning outcomes and credit requirements for a Degree, award the Degree11; or

9.1.4 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 programme12.

9.1.5 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.11

10. Failure after resit

10.1 If a student has passed a minimum of 40 Level 5 credits or 100 Level 6 credits after having completed resits, they may be compensated for failure in up to 20 Level 5 or 6 credits13 with marks of between 30-39% provided that they have achieved an aggregate mark of at least 40% in the Level overall. In such cases a student will be awarded a compensated pass in the module(s).14

10.2 If after resits, and after consideration of compensation, a student has not achieved the requisite number of credits to complete the Stage, the Award Assessment Board may, at its discretion:

10.2.1 require the student to repeat the failed modules with attendance; or

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..

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.

This regulation is subject to the Fitness to Study process being invoked.

Provided those credits are not specified in the programme handbook as non-compensatable

If the original module mark was below 40, it will stand; if above 40, e.g. where failure is due to failing to meet minimum required standards in one element, the mark will be reduced to 40.
10.2.2 exceptionally allow the student to progress and offer a further resit opportunity during the next session, based on a judgement of the student's overall performance and potential. This decision will normally be applied in the case of failure in up to 20 credits (or one 30 credit module)\(^{15}\); or

10.2.3 require the student to withdraw from the programme\(^{16}\); or

10.2.4 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\(^{17}\); or

10.2.5 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.\(^{16}\)

11 Extenuating circumstances\(^{18}\)

11.1 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

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\(^{15}\) The Award Assessment Board may determine the form of the reassessment. Where the resit takes the form of coursework, the submission date should normally be set for two months after the date of the Award Assessment Board and, while marks are provisional, feedback should be given to students within 20 working days (with academic staff consulting with External Examiners over any borderline marks). This would enable students who had failed at their final attempt to be advised of their options and, in particular, to have the opportunity of withdrawing by the end of the first week of the following term and thereby avoiding liability for the full year's fees. Referred examinations/fieldwork will be taken on the next occasion on which the examination/fieldwork is scheduled. Decisions made under this provision should be discussed with the external examiner and carefully minuted.

\(^{16}\) The Board should consider whether it is appropriate to recommend that the student transfer to another programme or from the Honours Degree to the Degree route. Where a student is not transferring, they will be given a Transcript which will specify the modules passed and the credits obtained to date.

\(^{17}\) This regulation is subject to a case conference being held in line with the Regulations for Late Coursework and Extenuating Circumstances

\(^{18}\) 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.
assessment as if for the first time \(^{19}\) \(^{20}\) in a form and by a date to be determined by the Board.

11.2 The circumstances may be such that the student is known to be unable to complete work which has been failed or which s/he has failed to sit/submit. If the Board is satisfied that the student would have qualified for an award had the circumstances not existed, the Board may make an Aegrotat award.\(^{21}\) It should be noted that Aegrotat awards are not permitted on some professional programmes and are not recognised for membership of many external professional institutions. Aegrotat awards are not granted with Commendation, Distinction or classification.

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Final Version: 21.6.08;

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\(^{19}\) Where a student misses an assessment as a result of valid extenuating circumstances, it is possible that the student may be offered the opportunity of a ‘first submission’ prior to the Board. Alternatively the module leader may agree that where the assessment is made up of a number of coursework assignments, and does not test learning outcomes which are not otherwise tested, it may be disregarded in calculating the element mark. These actions should be reported to the Award Assessment Board.

\(^{20}\) The use of the phrase ‘as if for the first time’ should be read as meaning that the student will be offered another attempt without penalty, hence if the assessment affected by the circumstances was a second attempt, the student will be offered a sit/submit as if for the second time.

\(^{21}\) 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 posthumous awards or those made to 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.

Where an ‘aegrotat’ award is made the term ‘aegrotat’ will appear on the award document e.g. Aegrotat Bachelor of Arts.
### Summary of any amendments:

- **Document objectives:** To describe the University’s regulations governing the award of undergraduate degrees at HKU SPACE effective from April 2016 onwards.

### Intended Recipients:
Students and staff

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

### Date of Issue:
This version – September 2016

### Review Date:
Summer 2017

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

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<td>2014/15 v1.0</td>
<td>March 2014</td>
<td>Pat Wilde/Caroline Langmead/Janet Wood</td>
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<td>September 2015</td>
<td>Kate Ellis</td>
<td>2014-15 v1.0</td>
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<tr>
<td>2015-16 v2.0</td>
<td>April 2016</td>
<td>Kate Ellis</td>
<td>2015-16 v1.0</td>
<td>Compensation available in compensatable modules in Level 5, as well as Level 6.</td>
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<td>Updated to reflect University practice on capping at element level, not module level.</td>
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<td>2015-16 v3.0</td>
<td>May 2016</td>
<td>Kate Ellis</td>
<td>2015-16 v2.0</td>
<td>Extended referral now permitted for any student in up to 20 credits.</td>
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<tr>
<td>2016-17 v1</td>
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