

**TAYLOR'S UNIVERSITY AND UNIVERSITY OF THE WEST OF ENGLAND,  
BRISTOL DUAL AWARDS FRAMEWORK**

**ACADEMIC REGULATORY FRAMEWORK**

**A STANDARD OF AWARDS**

*Definition: The academic standard of an award is defined by reference to the threshold knowledge and skills required of a student on entry to an award and by reference to the stated learning outcomes required for successful completion of the prescribed study or supervised research. Such learning outcomes shall be stated in the approved programme outline for each award and are informed by the QAA Academic Infrastructure, [www.qaa.ac.uk](http://www.qaa.ac.uk) and the Malaysian Qualifications Agency (MQA) [www.mqa.gov.my](http://www.mqa.gov.my)*

A.1 The standard of the awards covered by these regulations shall be defined as:

**Degree with Honours** The standard expected of a student with prior knowledge and skills meeting the UWE and Taylor's entrance requirements who has successfully completed prescribed study including having demonstrated the capacity for sustained independent work.

**Diploma of Higher Education** The standard expected of a student with prior knowledge and skills satisfying the UWE and Taylor's entrance requirement who has successfully completed prescribed study.

**Certificate of Higher Education** The standard expected of a student with prior knowledge and skills satisfying the UWE and Taylor's entrance requirements who has successfully completed prescribed study.

**B MINIMUM CREDIT REQUIREMENTS**

B1.1 The following credit requirements are the minimum credit requirements for eligibility for the stated University award.

	Level 0 or above	Level 1 or above	Level 2 or above	Level 3 or above
<b>UWE Degree with Honours</b>	Not less than 360	Not less than 340	Not less than 200	Not less than 100
<b>Taylor's Degree with Honours</b>	Not less than 120 *	Not less than 120*	Not less than 80*	Not less than 36
<b>UWE Dip HE</b>	Not less than 240	Not less than 220	Not less than 100	n/a
<b>UWE Cert HE</b>	Not less than 120	Not less than 100	n/a	n/a

\*Individual programmes may require more than 120 credits. Students should refer to the Programme Guide.

\*Students who has successfully completed one year of study at Taylor's and transfer to UWE at second year will be awarded a UWE Single Award.

B1.2 Students registered for a dual award may enroll for a maximum of 120 UWE credits and a maximum of 50 Taylor's credits in any one year.

B1.3 The Malaysian Ministry of Education has required all Higher Education Institutions in Malaysia to deliver compulsory Mata Pelajaran Pengajian Umum (MPU) modules from 1st September 2013 onwards.

B1.4 All Taylor's students are required to take and pass minimum graduation credits including the Mata Pelajaran Pengajian Umum (MPU, general studies modules as stated in the programme guide). (See also K1.1b below).

B1.5 For students registered for a dual award who undertake a period of approved study which is assessed by another higher education institution other than UWE or Taylor's as part of the student exchange or mobility programme, the outcome of the assessment will be recognised as equivalent to UWE or Taylor's credit. No marks or grades will be transferred. The maximum amount of credit that can be recognised is 30% of the total credits required for the award. For advanced standing students with diploma qualification or students who join Dual Award programme with credit transfer are required to at least fulfil one residential year of study at Taylor's in order to be eligible for TU-UWE Dual Award.

B1.6 The maximum time permitted for a student that opts to complete the requirements of a TU-UWE Dual Award degree entirely at Taylor's (3+0 students) is six years, excluding time required for exceptional studies permitted under regulation C5.19 or time granted for a suspension of study.

B1.7 For students that complete Years 1 and 2 of their TU-UWE Dual Award degree studies at Taylor's and transfer to complete their Level 3 studies at UWE (2+1 students) the maximum time permitted to complete the requirements of Years 1 and 2 at Taylor's is four years, excluding time required for exceptional studies permitted under regulation C5.19 or time granted for a suspension of study.

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## B2 **INTERNSHIP**

*Definition: a period of approved work-based experience or study in a host organisation or institution approved by the universities for this purpose as defined in the Programme Guide.*

B2.1 Completion of an internship is normally a requirement for a Taylor's award.

B2.2 Where the Taylor's award includes a requirement for students to complete an internship in line with respective programme standards, students will be required to comply with this requirement

B2.3 Within the Dual Awards Framework, programme team will ensure that is made absolutely clear whether:

- (a) the internship is subject to B2.2 and must be completed prior to transferring to UWE or upon returning to UWE, or
- (b) the internship has been mapped against a UWE module to enable it to be completed at UWE following transfer to UWE.

B2.4 Students will only be conferred with a Dual Award upon meeting all the graduating requirements of both UWE and Taylor's. See also regulation K below.

## C1 **ASSESSMENT**

C1.1 Assessment is an integral part of the student learning experience. A range of formal assessments will be used to assess whether or not the students have met specific learning outcomes and the standard attained which will contribute to the final mark/grade for a module. UWE and Taylor's will also provide opportunities for students to develop their understanding and skills through assessment which will not contribute to the final mark/grade for a module<sup>1</sup>. UWE and Taylor's will ensure that the student understands which forms of assessment will contribute to the final mark/grade by publishing the details in the Module Information Booklet (at Taylor's) and Module Specification (at UWE).

C1.2 Students will be provided with UWE and Taylor's policies governing the assessment of students, including the principles of assessment and assessment responsibilities, as appropriate.

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<sup>1</sup> At UWE where assessment constitutes a learning experience in its own right and is not included in the formal grading of the work is defined as 'formative assessment'

- C1.3 Responsibility for selecting assessment tasks shall lie with the module teams at Taylor's and UWE in accordance with local procedures.
- C1.4 Assessed activities shall include as wide a range of assessment methods as possible and shall be made explicit in module guides.
- C1.5 The demands of any assessed activities shall take account of the credit level and credit rating of the module in accordance with local procedures.
- C1.6 Both UWE and Taylor's will implement mechanisms to ensure comparability of the assessment demands of modules of the same type and level.
- C1.7 Assessment requirements shall seek to provide a balance between formative and summative assessment at each level of the dual award concerned.
- C1.8 Both UWE and Taylor's will ensure that Draft assignments and examination topics/papers together with assessment criteria and marking schemes are reviewed in accordance with the regulations and procedures in force at the institution where the assessment is to be taken.
- C1.9 All students will be given sufficient advance notice of all assessed activities which will be explained clearly to them when assignments are set. Submission dates and times for each assignment will be specified at the beginning of the module delivery period.
- C1.10 With the exception of unseen examinations, the assignment specifications will include the criteria by which each student's performance will be assessed.

## **C2 ANONYMITY IN ASSESSMENT**

*Definition: anonymous marking is an important element in the quality assurance of the assessment process. The rationale for anonymity is the protection of candidates against the possibility of bias in assessment.*

- C2.1 The majority of summative assessed activities will be marked anonymously. The exceptions are given in C2.2 below.
- C2.2 Examples of summative assessed activities for which anonymous marking does not apply include dissertations, projects and creative artefacts assessed by staff who have acted in a supervisory role; individual and group presentations; oral examinations and interpreting.
- C2.3 Anonymity shall be maintained where the assessor or second marker of a dissertation, project or creative artefact is a member of staff or other recognised authority appointed by UWE or Taylor's who has not supervised the work directly or indirectly.

## **C3 MODERATION OF MARKS**

*Definition: moderation can be defined as a specific process that seeks to ensure consistency, fairness and rigour in the assessment of students. Moderation takes place at two points in the assessment cycle*

- *Pre-assessment moderation happens at the point where assessment is produced*
- *Post-assessment moderation examines a sample of students completed assessment*

- C3.1 Pre-assessment moderation of modular assessment questions will carry out by the appropriate UWE academic.
- C3.2 A sample of modular assessment as determined in the operational manual for the partnership will be made available and completed across levels 1 and 2 of the programmes.
- C3.3 Assessment questions will be made available for each module at level 3 of the programmes.
- C3.4 Post-assessment moderation of modular assessment will be carried out by the appropriate UWE academic

- C3.5 Post-assessment moderation samples (which shall include borderline passes, fail outcomes and should reflect the full range of performance for each cohort) will be made available as follows:
- At Level 1 a minimum of one module will be moderated per intake at this level.
  - At Level 2 a minimum of two modules will be moderated per intake on a rolling schedule to ensure all modules receive regular moderation.
  - At Level 3 all modules will be subject to moderation.
- C3.6 The moderation process will be organised by the School at Taylor's who shall report any action taken to moderate marks as a result of the moderation process.
- C3.7 Sample double marking will be carried out for 10% (ten percent) of the student population for each module at respective institutions
- C3.8 The sampling process shall be organized by the module leader who shall report to the Module Board any action taken to moderate marks as a result of the sampling process.
- C3.9 A sample of not less than 100% of the level 3 projects shall be double marked with no marks or comments from the first marker visible to the second marker.
- C3.10 As part of the award board process, external examiners will review a sample of pass, fail and borderline outcomes.
- C3.11 An overview of Pre and Post Assessment Moderation will be produced and considered by each Quality Assurance Forum. The form will highlight examples of good practice and any issues for discussion/future planning of staff development.

#### **C4 ASSESSMENT FEEDBACK**

- C4.1 Feedback on performance in assessment and the mark or grade awarded will be provided in an appropriate format and within a reasonable period. This period should not normally exceed four working weeks (excluding vacation periods). Where the period is longer than four weeks' students will be informed of the deadline for the provision of feedback and the reason for the extension.
- C4.2 Marks or grades that have not been confirmed by an examining board will be considered as provisional.
- C4.3 Both UWE and Taylor's will ensure that students are informed about the ways in which assessment feedback will be provided at the two institutions.
- C4.4 Feedback to students on coursework will:
- (a) inform students explicitly whether or not they have met the assessment criteria
  - (b) inform students how well they have met the assessment criteria
  - (c) describe how students could have improved the current piece of work and/how they could improve future work
  - (d) be legible
- C4.5 Additionally, where possible, feedback will:
- (a) provide comments on content and technique
  - (b) act as a form of dialogue between student and tutor
  - (c) encourage students to reflect critically on their work
  - (d) improve students' understanding of the topic of the assignment, particularly highlighting areas where misunderstanding is evident
- C4.6 Feedback on examinations will inform students of the mark (at UWE) or the mark and grade (at Taylor's) obtained.
- C4.7 Additionally, students shall have access to feedback on individual examinations. Students

- will be able to obtain this feedback by at least one of the following:
- (a) attending a feedback event at which generic feedback is provided
  - (b) having access to on-line or written generic feedback
  - (c) having a tutorial with a marking tutor

## **C5 MODULE ASSESSMENT, REFERRALS AND REASSESSMENT**

*Definitions of reassessment:*

A **second attempt** (resit): *having failed to reach a pass standard at the first attempt, the opportunity to be assessed for a second time in those components which were failed without attendance. The form of the resit will be specified in the Module Information Booklet. A **third attempt** (repeat): having failed to reach a pass standard at the second attempt (resit) the opportunity to repeat the module with attendance and to undertake all of the assessments again*

A **fourth attempt** (a second resit): *having failed to reach a pass standard at the third attempt (repeat) the opportunity to be assessed in those components which have been failed. The form of the resit will be specified in the Module Information Booklet.*

- C5.1 UWE modules will be assessed and marked in accordance with its own institution's regulations and policies which govern the assessment of modules.
- C5.2 Taylor's modules (including MPU modules) which will be assessed and marked in accordance with its own institution's regulations and policies which govern the assessment of modules.
- C5.3 To pass a UWE module at levels 1 to 3 students must achieve an overall module mark of not less than 40%. Where the module has two components, students must achieve at least 35% in each component in order to pass the module. A mark below 35% in either component means that the module has not been passed, even if the overall module mark is above 40%.
- C5.4 To pass a Taylor's dual award module at levels 1 to 3 students must achieve an overall module mark of not less than 50%. Where the module has two components, students must achieve at least 40% in each component in order to pass the module. A mark below 40% in either component means that the module has not been passed, even if the overall module mark is above 50%. For other Taylor's modules, C5.5 applies.
- C5.5 For any Taylor's modules that contribute to a dual award but which belong to programmes which run outside of these regulations<sup>2</sup> students must achieve an overall module mark of 50%. Regulation C5.4 at component level does not apply.
- C5.6 The outcomes of the assessment of the modules taught and assessed at Taylor's will be submitted and confirmed by the Taylor's Module Board which will be convened and managed in accordance with local procedures. The marks will then be passed to the Partnerships Team at UWE for entry into the UWE system
- C5.7 The outcomes of the assessment of the modules taught and assessed at UWE will be submitted and confirmed by the UWE Field Board which will be convened and managed in accordance with local procedures. The marks will then be passed to the Examinations and Result Unit at Taylor's for entry into the Taylor's system.
- C5.8 All of the module marks/grades will be submitted to the appropriate Award Board which will be governed by these regulations.
- C5.9 These regulations allow for five attempts at a module as follows:  
(a) first attempt  
(b) second attempt (resit)  
(c) third attempt (repeat)  
(d) a fourth attempt (a second resit) the opportunity to be assessed for a fourth time  
(e) an exceptional fifth attempt (see regulation C5.19)
- C5.10 Students who do not pass a module at the first attempt have a right to a second attempt (resit), except where regulation C7.1 applies.

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<sup>2</sup> For example, module that are owned by the school of Hospitality and Tourism

- C5.11 The form of a second attempt (resit) of assessment will be stated in the module outline.
- C5.12 The mark for a second attempt (resit) component or components is capped at 40% for UWE modules.
- C5.13 The mark for a second attempt (resit) component or components is capped at 50% for Taylor's modules.
- C5.14 (a) Students who do not pass a module following a second attempt (resit) will be permitted a third attempt (repeat) with attendance and be required to undertake all of the assessments again. The mark for the third attempt (repeat) will not be capped  
(b) Where a Taylor's module has only one component of assessment which constitutes 100% of the marks for the module and it is not possible to provide a second attempt (resit) opportunity before the next occasion on which the module is run in its entirety, the student may be permitted to go straight to the third attempt (repeat).
- C5.15 Students who do not pass a module at the third attempt (repeat) will be permitted a fourth attempt (second resit).
- C5.16 The mark for the fourth attempt (second resit) will be capped at 40% for UWE modules and 50% for Taylor's modules.
- C5.17 Students failing the module following the fourth attempt (second resit) on a module which is compulsory for the named award for which they are registered will have their registration for that award terminated by UWE and Taylor's unless E1.7 applies.
- C5.18 Students who do not pass a module following the fourth attempt (second resit) on an optional module may take an alternative module if valid alternative modules are available. If students enroll on an alternative module, this module will be treated as a new enrolment and will be subject to the normal rules of assessment.
- C5.19 Students who do not pass a module following the fourth attempt (second resit) may be granted an exceptional fifth attempt. See regulation E1.7 Students failing a module following a fifth exceptional attempt will have their registration terminated by UWE and Taylor's.
- C5.20 Academic Probation 1 and Academic Probation 2 will be included as an indication of students performance and a student will not be excluded for failing to clear AP2. This is only applicable for students who study at Taylor's on the 2+1 or 3+0 option of the TU-UWE dual awards programme. Only failing to clear maximum attempt (4 times) will result in exclusion or as per C5.19.

C6 **LATE SUBMISSION OF WORK FOR ASSESSMENT**

- C6.1 A deadline shall be set for the submission of every piece assessment. UWE and Taylor's will inform students of the deadline by which work should be submitted.
- C6.2 The hand in time for all assessments will be 2:00pm local time. This will apply from Monday to Thursday and applies to all modules at all levels. Deadlines will not be set to fall on public holidays.
- C6.3 Work submitted up to 24 hours after the published deadline will be penalised as follows:

**Level 0-3 UWE modules:**

a mark of more than 40% for the assessed piece of work will be reduced to 40%. The reduced mark for the assessed piece of work will be used in the calculation of the overall module mark;

a mark of 40% or less will stand and be used in the calculation of the overall module mark.

**Level 1-3 Taylor's modules:**

a mark of more than 50% for the assessed piece of work will be reduced to 50%. The reduced mark for the assessed piece of work will be used in the calculation of the overall

module mark;  
a mark of 50% or less will stand and be used in the calculation of the overall module mark.

In the event that extenuating circumstances are submitted and approved for a piece of work that is handed in within the late work period (the 24 hour 'window') this will have an effect on whether the penalty will stand or not.

- C6.4 An Extenuating Circumstances Panel has the discretion to remove a late work penalty in the event that:
- (a) extenuating circumstances are submitted by a student that expressly give reasons for submitting the work within the late work submission 24-hour window;
  - (b) the submitted extenuating circumstances are approved by an Extenuating Circumstances Panel at UWE/ or equivalent body in TU (TU's Extenuating Circumstances Panel includes the Head of School).
- C6.5 In the event that an Extenuating Circumstances Panel makes a discretionary decision to remove the late work penalty the Faculty or School should ensure that:
- (a) the extenuating circumstances reports and minutes reflect the decision;
  - (b) the student record is amended.
- C6.6 Work will not be accepted after the 24-hour window and will be recorded as a non-submission.
- C6.7 The normal expectation is that students will submit their work in person or online where permitted and/or required. However, students who submit their work by post are advised that they should do so using registered post. Irrespective of the form of postage used, students must ensure that posted work reaches UWE or Taylor's on or before the published deadline. Where students do not use registered post and the work goes astray in the post, faculties will deem such work not to have been submitted. Where a student uses registered post and the work goes astray UWE or Taylor's will accept the registered post document as proof of the date the work was posted and the student will be permitted to resubmit the work. It is the responsibility of the students to check that work posted has been received and to ensure that they keep a second copy of their work.

## **C7 ABSENCE FROM OR NON-SUBMISSION FOR ASSESSMENT**

- C7.1 Students will forfeit their right to a second attempt (resit) if they do not submit the final piece of coursework assessment (with highest weightage) for the module or attend an examination for the module as identified in the module guide
- C7.2 Students who forfeit their right to a second attempt (resit) under C7.1 will be required to repeat the module with attendance and undertake all assessments again (third attempt (repeat).

## **C8 TAYLOR'S UNIVERSITY ATTENDANCE REQUIREMENTS**

- C8.1 Regular attendance and punctuality are required of all students in attendance at Taylor's.
- C8.2 All absences must be supported by a medical certificate or letter from a parent/guardian. Parents/guardians will be informed through letters/e-mails should their son/daughter be regularly absent from classes.
- C8.3 Students should be aware that their absences from lectures and tutorials (where applicable) may seriously jeopardise the successful completion of the programme pursued. Students who do not meet a minimum required attendance of 80% of scheduled classes in each module may not be permitted to sit for the final examinations.
- C8.4 Students who do not satisfy the prescribed attendance requirements for a module may be refused permission by the University to be considered for assessment, to attempt an assessment task, or to sit for an examination in that module. Students may appeal with written reasons to justify an opportunity to be eligible for any of the assessments stated. The institution's decision will be final.



- C8.5 In cases of illness, or other circumstances beyond their reasonable control, students may be excused from attendance at classes, on application in writing lodged with the University.
- C8.6 The granting of an exemption from attendance at classes does not carry with it any waiver of terms and conditions or any exemption from payment of any fees or charges, nor does it imply exemption from, or concessions relating to, assessments or examinations.
- C8.7 If a student's attendance falls below 50% without valid reason, his/her name will be automatically taken off the rolls and all fees paid will be forfeited.
- C8.8 If a student is continuously absent for one month without valid reason, his/her name will be taken off the rolls and all fees paid will be forfeited.

## **D1 Award Board**

- D1.1 An award board is responsible for determining for all the awards within its jurisdiction:
- (a) recommendations for named awards within the jurisdiction of the board
  - (b) eligibility of a student for an interim award within the jurisdiction of the board
  - (c) the effect of any extenuating circumstances on the performance of a student in relation to an award or to progression within an award
  - (d) the progression of a student to further study on an award
  - (e) the classification for honours of an award taking account of a student's overall assessment profile.
- D1.2 Award boards are accountable to the Academic Boards of UWE and Senate of TU and shall have a constitution approved by or on behalf of the Academic Boards. Award boards will include external examiner(s) approved by UWE and Taylor's in accordance with the agreed process for nominating and appointing external examiners for the Dual Awards Framework
- D1.3 UWE and Taylor's will provide full administrative support for award boards and will ensure that comprehensive and accurate records of proceedings which comply with any requirements of the Universities. The minutes of all award boards should be submitted to the Academic Registrar of UWE and the Registrar of Taylor's (or nominees) as soon after the award board meeting as is possible.
- D1.4 No student shall be a member of an award board for his or her award or attend an examiners' meeting for such an award other than as a candidate for assessment. No member of staff who is registered for an award under consideration by the award board shall be a member of the award board whilst the award is under discussion.
- D1.5 The quorum for an award board will be two thirds of the members eligible to attend. The quorum must include an external examiner. An award board which does not include an external examiner either in person or via a video, telephone or other link is not authorised to assess students for an award or to recommend the grant of an award to a student.
- D1.6 No other body or person may act on behalf of the Academic Boards of UWE and Senate of TU in granting and award that is governed by these regulations.
- D1.7 Where there is disagreement between the external examiner(s) and the internal examiners which cannot be resolved through discussion, the decision of the external examiner(s) shall normally be accepted as final by the award board. Any unresolved disagreement between external examiners shall be referred to the Chairs of the UWE and Taylor's Academic Boards for determination.
- D1.8 No recommendation for the grant of an award may be made without the written consent of the approved external examiner(s).
- D1.9 An award board may exercise its discretion as is allowed for in regulation D2 below.
- D1.10 An Award Board shall have as its membership:
- (a) The Head of School (Taylor's) and Executive Dean (UWE), or authorised nominee, of the faculty/school holding academic responsibility for the awards under consideration by the board (chair). Responsibility for chairing will rotate on a bi-annual basis
  - (b) The Programme Director(s) at Taylor's and the equivalent at UWE of the faculty/school responsible for the awards under consideration by the board
  - (c) award leaders, or authorised nominees, for the awards under consideration by the board
  - (d) the external examiner(s) one of whom will be designated as the Chief External Examiner
  - (e) for any awards carrying professional recognition or accreditation, such other external examiners as are approved to represent the professional body(ies) for awards under consideration by the board
  - (f) representation from UWE and/or Taylor's, as appropriate

D1.11 The board may have in attendance; such other persons as may be designated by the Head of School (Taylor's) or Executive Dean (UWE) of the faculty/school to assist the board in the exercise of its responsibilities.

D1.12 The secretary to an Award Board shall be the Faculty Office Manager of Taylor's or authorised nominee.

D1.13 The Academic Registrars at UWE and Registrar at Taylor's, or their nominees, may attend any award board.

D1.14 The proceedings of an award board are binding on its members and confidential to it a panel of its members or to a review panel authorised by the Academic Boards or Senate of both UWE and Taylor's respectively, or to such officers as may be authorised by the Vice-Chancellors for the purpose of considering an application for the review of a decision of an award board.

## **D2 Award Board discretion**

D2.1 Where there is a variable outcome as a result of the different methods used to calculate the classification for honours at UWE and Taylor's the final classification is at the discretion of the Award Board which include the need for Taylor's to adjust the module mark and grade.

D2.2 An award board may recommend a single UWE award only to students who have not achieved the credit specified for the award where the board has accepted their extenuating circumstances and they have achieved at least 80% of the credit required for the award and subject to students having met professional body requirements where appropriate.

## **D3 External Examiners**

*Definition: An examiner who is not a member of UWE or Taylor's staff whose primary duty is to ensure that the academic standards of both UWE and Taylor's awards are comparable to similar awards in other UK and Malaysian universities, and that examinations and other assessments are fair and conducted in accordance with these regulations.*

D3.1 An Award Board must have at least one external examiner who will act as the Chief External Examiner.

D3.2 The Academic Boards of UWE and Taylor's shall establish procedures relating to the selection, approval, appointment, roles and responsibilities of external examiners.

D3.3 External examiners shall:

- (a) be sent all necessary information and materials relating to their role and responsibilities and the University's requirements
- (b) as required by their specific responsibilities, judge students impartially for assessment without being influenced by previous association with either UWE or Taylor's, the staff of UWE and Taylor's or any of the students
- (c) as required by the specific responsibilities, compare the performance of students with information available on the assessment of students elsewhere in higher education and/or with the standards expected by the appropriate professions
- (d) be knowledgeable about and competent in assessing student achievement in higher education at levels relevant to the subjects and awards to which their appointments relate
- (e) have broad and current knowledge and relevant expertise in the area of work related to their appointment

D3.4 External examiners shall report at least once a year in writing to the Vice-Chancellors of UWE and Deputy Vice-Chancellor of Taylor's in accordance with procedures agreed by the two institutions on the conduct of the assessments with which they have been involved and on related matters taking account of UWE and Taylor's requirements for such reports as determined by their respective Academic Boards/ Senate.

D3.5 UWE and Taylor's may agree, in writing, to terminate the appointment of an external examiner if the external examiner has not fulfilled his or her duties in a manner consistent

with the standards required by UWE and Taylor's.

**D4 Award Board external examiners**

D4.1 Award Board external examiners shall:

- (f) ensure that all assessments are conducted in accordance with these regulations
- (g) ensure that the responsibilities of the award board relating to a student's eligibility for an award are fully and properly discharged in accordance with the assessment regulations
- (h) attend the meetings of the award board to which they are appointed at which decisions on recommendations for award(s) are made and ensure that those recommendations have been reached by means consistent with UWE and Taylor's requirements and with normal practice in higher education
- (i) participate as required in any reviews of decisions about individual students awards taken during the examiner's period of office
- (e) have access to relevant assessed work where necessary for the discharge of these responsibilities
- (f) submit a report to both UWE and Taylor's on the effectiveness assessment and the conduct of the Award Board and any matters arising in accordance with the University's requirements for such reports
- (g) report to the Vice-Chancellors of UWE and Deputy Vice-Chancellor of Taylor's on any matters of serious concern arising from the assessment which put at risk the standard of the award(s).

D4.2 Exceptionally, an Award Board examiner, assisted as necessary by another examiner of her or his choosing, may conduct a viva voce examination if required to assist an Award Board in determining classification for honours.

**E EXTENUATING CIRCUMSTANCES**

*E1.1 Definition: extenuating circumstances are unforeseen, unexpected, significantly disruptive and beyond a student's control and must relate to a specific piece of assessment or examination rather than being problems of a kind that affect a year as a whole or parts of it.*

E1.2 Circumstances likely to be accepted:

- serious personal accident or injury of self or close family member
- death of a close family member major household problem
- impact of natural disaster, civil disruption or other major hazard relationship breakdown
- major, unplanned and verified changes in work commitments

E1.3 Circumstances unlikely to be accepted:

- personal illness or disability for which special arrangements are already in place
- colds or known conditions such as hay fever
- normal examination stress or anxiety experienced during revision or the assessment period (unless corroborated by medical evidence as a chronic condition and undergoing treatment)
- non serious domestic or personal disruptions
- study related circumstances

E1.4 A student who is of the opinion that his or her performance in an examination or in other assessed work, or his or her ability to attend an examination has been adversely affected within the definition of extenuating circumstances given in E1.1 above should submit an extenuating circumstances form to the faculty/school student adviser (if at UWE) or the Campus Central (if at Taylor's). The form must be accompanied by supporting documentary evidence.

E1.5 Where supporting documentary evidence is not supplied with an extenuating circumstances request, or is deemed by the Award Board to be inadmissible, any subsequent application by the student for a review of the Award Board's decision may be rejected if based on claimed extenuating circumstances.

E1.6 Requests by students for consideration of extenuating circumstances must be submitted in

accordance with local procedures.

E1.7 Requests for extenuating circumstances shall be considered by an Extenuating Circumstances Panel (see C6.4) constituted in accordance with agreed procedures. The Panel may, if appropriate, request and receive reports from tutors and interview students in order to allow it to clarify the extenuating circumstances. The Panel shall make decisions about the acceptability of the extenuating circumstances and the evidence submitted.

E1.8 An Award Board shall judge what effect, if any, the approved extenuating circumstances have had on the student's performance. The discretion available to an Award Board may be limited for certain awards where a professional, accrediting or statutory body has particular requirements. An award board may:

- (a) permit students an exceptional fifth attempt at a module after the fourth attempt (second resit).
- (b) permit the mark from a second attempt (resit) to be uncapped
- (c) permit a student to be assessed as if for the first, second, third or fourth attempt depending on the attempt for which extenuating circumstances have been accepted. No capping will be applied for repeat attempts.
- (d) waive forfeiture of the second attempt (resit) where extenuating circumstances have been accepted
- (e) accept failure to pass module(s) in recommending eligibility for a UWE single award only subject to students obtaining at least 80% of the credit requirements for the award<sup>3</sup>. The 20% of the credit requirements in this case is not condoned. The award is granted on the basis of 80% of the credit requirements having been passed.
- (f) permit a student to continue on an award despite failure in one or more modules subject to the student satisfying any specific requirements, including any pre-requisites, for the award, subject to regulation B1.2 above (maximum enrolment in credit requirements)
- (g) recommend for an award in aegrotat form where it has insufficient evidence of the student's achievements to recommend the award for which the student was a candidate and where an interim award would be inappropriate, but where it is satisfied that but for illness or other valid cause the student would have reached the standard required.<sup>4</sup>

E1.9 Where an award board recommends an award under E1.7g above, and students have not exhausted all the assessment attempts valid for the award, they have the right to decline the award and to exercise the right to decline the award and to exercise the right to take further assessment attempts and/or exceptionally permitted attempts.

E1.10 The decision of an award board to recommend students for awards where students have failed a module does not mean that students are awarded credit for the failed module.

## **F ALTERNATIVE ASSESSMENT ARRANGEMENTS FOR STUDENTS WITH DISABILITIES**

F1.1 Where a student is unable, through disability or specific learning difficulty to be assessed in the way specified in the module outline, the examiners may in advance of offering the module vary the media and way as appropriate, having regard to the objectives of the module and award and the need for fairness and the maintenance of standards.

F1.2 Adapted assessment arrangements shall be provided by UWE and/or Taylor's where necessary for students with physical and sensory disabilities, with specific learning difficulties (including dyslexia), with psychological problems or with chronic medical

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<sup>3</sup> Award Boards should also consider the implications of accepting failure in core or compulsory modules, particularly for awards that lead to professional qualifications or have professional accreditation or recognition, to ensure that the student is not disadvantaged by applying this regulation

<sup>4</sup> Not applicable to TU

conditions.

- F1.3 In cases where there is no clear physical or sensory disability the candidate shall provide a doctor's letter or psychologist's report to support his or her request for adapted arrangements.
- F1.4 Students are required to make early requests for alternative examination arrangements. UWE and Taylor's cannot guarantee to process requests unless made before the end of the term preceding the examinations.
- F1.5 The arrangements may involve extra time, special room arrangements, the use of an amanuensis or computers, question papers in alternative format or other appropriate support
- F1.6 Details of the arrangements for any individual shall be agreed between the faculty and the Disability Resource Centre at UWE and between the school and the Examinations and Results Unit at Taylor's. Existing practice and experiences shall be taken into account, as shall the individual's requirements and precedents in previous educational settings.
- F1.7 Students who have a medical certificate to cover absence from the University with an infectious illness should not be admitted to any examination room. They should be advised to submit Extenuating Circumstances in accordance with E above.
- F1.8 Students who have a medical certificate as above, but which recommends that they should be allowed to sit their examinations in a separate room, should submit the medical evidence as quickly as possible to the faculty Examinations Officer at UWE or the Campus Central at Taylor's. However, neither UWE or Taylor's is obliged to put anything in place at short notice, and staff and other students should not be placed at risk. The standard rules for the conduct of examinations shall apply to all such students.

## G **ASSESSMENT OFFENCES**

*Definition: passing off the work of others as one's own including copying (reproducing or imitating), cheating, collusion (agreement to deceive, using words or ideas of colleagues or other students and passing them off as your own), plagiarism and other breaches of assessment or other examination regulations, breaches of policy provisions on attendance where applicable. Cheating, collusion and plagiarism are the use of unfair means of presenting work for assessment or of aiding another student to do so. Also preventing or attempting to prevent another student from being able to be assessed properly.*

- G1.1 Allegations of and investigations into assessment offences will be dealt with in accordance with the regulations and procedures in force at the institution where the module was taken.
- G1.2 Subject to any specific requirements of external validating or professional bodies, where a student is found to have committed an assessment offence a decision must be taken either to take no further action or to impose an appropriate penalty which may include failing the student and determining whether or not the student will be permitted another assessment attempt.
- G1.3 Where it is decided that further action should be taken under G1.2 and G1.3 above, one of the following penalties may be imposed or recommended to the Module Board:
- (a) to reduce the mark for the relevant piece of assessment; or
  - (b) to reduce the mark awarded for the relevant piece of assessment to zero; or
  - (c) that the student be deemed to have failed the module and to determine whether to permit any further attempts; or
  - (d) to bar the student from the final examination in a module or module with 100% coursework at Taylor's
- G1.4 Any penalties imposed will be reported to the Award Board, including any instances where more than one offence has been committed by the same student.
- G1.5 Where an assessment offence is found to have occurred in relation to two or more modules which contribute to a student's award and taking into account any extenuating circumstances submitted by the student, the Award Board will decide the action to be taken in relation to the recommendation for a particular award. It may decide one of the following:
- (a) to take no further action;
  - (b) to vary the class of award recommended.
- G1.6 In accordance with procedures agreed between UWE and Taylor's, a record will be kept of any allegations of assessment offences and penalties imposed on students and each allegation and its outcome will be reported on an annual basis to the Academic Registrar at UWE and the Examinations and Result Unit at Taylor's. All reports will be shared between UWE and Taylor's.
- G1.7 The Academic Registrar at UWE or the Examinations and Result Unit at Taylor's or the examining board (through the appropriate office at each institution) may decide that a report will be made in order that the Vice-Chancellors of UWE or Taylor's may consider instituting disciplinary action in accordance with the Rules governing the disciplinary procedures for students. Each institution will inform the other of any disciplinary action taken in accordance with the provisions of the Memorandum of Agreement and Supplement to the Memorandum of Agreement.
- G1.8 **Group Work and Assessment Offences:** every student who is part of a group undertaking a piece of assessed work is required to take and will be deemed to have taken, individual as well as joint responsibility, for all the work submitted by the group. In particular, this includes individual as well as joint responsibility for any assessment offence committed whether by the student or any other student in the group. Any penalty applied in the event of an assessment offence will normally be applied to all members of the group. The two exceptions to the application of this penalty to all members of the group are:
- (a) where a member of the group acknowledges, in writing, in accordance with published

- procedures, that s/he has committed an assessment offence;
- (b) where the offence can be shown to have been committed by (a) specific member(s) of the group responsible for those sections of the work that are the subject of an assessment offence.

In the case of these exceptions the penalty will only be applied to the member(s) of the group who have committed the assessment offence.

G1.9 UWE or Taylor's may take copies of students' work as is considered necessary or expedient for the detection of assessment offences.



H **APPLICATION FOR A REVIEW OF A DECISION OF AN MODULE/AWARD BOARD (APPEALS)**

*Definition: a request within specified limited grounds by a student for the outcomes of a module/award board to be reconsidered.*

H1.1 The only grounds for review shall be:

- (a) that there has been material and significant administrative error or other material irregularity such that the assessments were not conducted in accordance with the approved regulations for the module/award;
- (b) that on the basis of a written submission from the student concerned, the student's performance was adversely affected by illness or other factors which he or she was for valid reasons unable to divulge before the meeting of the examining board and which could have a bearing on the board's decision.

H1.2 A request for a review of an examining board on the basis of a disagreement with the academic judgement of the examining board is not permitted.

H1.3 An application for review shall:

- (a) be submitted in accordance with local procedures, depending on where the module was taken;
- (b) be received no later than five (5) working days after the formal date of publication of the results. Local procedures may exceptionally accept the late submission of an appeal, if the reasons for late submission are valid;
- (c) provide the full name, date of birth and student number of the applicant, an address for reply, the programme and award, the decision of the examining board of which a review is requested
- (d) state clearly the grounds on which the application is based, identify the issue(s) about which remedy is sought and where appropriate identify the new decision sought
- (e) enclose all relevant documentary evidence on which the application relies (for example, medical certificates). H1.4 If the application meets the conditions in H1.3 above, in accordance with local procedures, UWE or Taylor's, depending on where the module was taken will undertake such enquiries as necessary to establish the facts of the examining board's decision and the evidence on which it was made in light of the relevant regulations. The outcome of these enquiries will determine:
  - (a) that the case should be referred in accordance with local procedures; or
  - (b) that there is no basis on which the application can proceed.

H1.5 Where the case is referred under H1.4 above, local procedures will:

- (a) decide that grounds for review have been established, and
- (b) agree the action to be taken in relation to the appellant's academic profile in light of the appeal, or
- (c) reject the appeal.

H1.6 If a student is dissatisfied with the final outcome of an appeal, s/he may apply to the relevant Independent Ombudsman (UWE) or the Registrar General, Ministry of Education within the timescales set locally.

H1.7 Through the Quality Assurance Forums, UWE and Taylor's will monitor the number and nature of applications for review received each academic year and the outcomes.

J **RESULTS AND AWARDS**

J1 **Module results**

J1.1 The overall module mark for Taylor's modules will be calculated in accordance the following regulations governing the assessment of modules.

J1.2 Grades and Grade Points for each module completed, based on total marks obtained from all sections of the module evaluation (i.e. coursework as well as examinations) are assigned as in the table in appendix 2. Grades and/or marks awarded for each assessment task and examination undertaken must also be aligned with the table in appendix 2. Total marks obtained from all sections of the module evaluation are calculated by multiplying each section's mark with its assigned weightage, according to what is stated in the module syllabus. The frequency, methods, and criteria of student assessment, including the grading criteria, are communicated to students on the commencement of each module

J1.3 Each semester of study will result in a Grade Point Average (GPA) for each student - this sums up how well a student has done during the entire semester. The GPA is calculated according to the formula below.

GPA = Summation of (credits x grade points) for all modules

Total credits for the semester

Example: student obtain the following grades

Module	Credit load		Grade	Grade Points	Grade Point Total
ARC1114	4		A-	3.67	14.68
ARC1213	3		A	4.00	12.00
ARC1313	3		B+	3.33	9.99
ARC1413	3		B-	2.67	8.01
ARC1513	3		A	4.00	12.00
<b>Total</b>	<b>16</b>				<b>56.68</b>

$$\text{GPA} = 56.68/16 = 3.54$$

J1.4 The Cumulative Grade Point Average (CGPA) gives an overview of how well the student is doing so far over the entire duration of his/her study. It is calculated according to the formula below.

CGPA = Summation of (credits x grade points) for all modules thus far

Total credits for all semester

- J1.5 The final CGPA, after completion of the total number of credits required to graduate from a particular programme, determines the class of degree or award classification to be awarded to the student, as per the bands stipulated under Appendix 3-TU-UWE Dual Awards Classification.
- J1.6 The module mark for students who have completed their Year three (3) study at UWE will be converted using the conversion table stipulated under Appendix 1. This mark will be recorded against each of the equivalent Taylor's modules. The overall modules marks contributed to the CGPA calculation will be in accordance to the requirements stipulated from J1.2 to J1.5 above
- J1.7 TU-UWE Dual Awards students will receive one Dual Award academic transcript in cases where students study solely at Taylor's. In the Academic transcript, student's marks will be captured as grade and grade point. Marks for students transferring to UWE for Year three (3) will be converted based upon the conversion table in Appendix 1 and included in the calculation of Final Dual Award Classification. Those students who transfer to UWE for year 3 will receive a Certificate of Credit from UWE. In the Certificate of Credit, students marks will be captured by percentage points.
- J1.8 UWE and Taylor's will establish a procedure for ensuring that students are made aware of and understand the conversion table given in Appendix 1 to these regulations.
- J1.9 Students will be issued, individually, with provisional marks or grades in accordance with each institution's procedures governing the release of marks or grades.
- J1.10 Both the UWE marks and the Taylor's marks will be presented to the Award Board.

## J2 **Publication of results**

- J2.1 The results of students' assessments and the awards for which they are recommended will be published following the meeting of the appropriate examining board. The results will be published in an approved form and be signed by the Chair of the Award board.
- J2.2 Publication shall normally be no later than five working days after approval of the results by the Award board. Publication on a later date will be subject to the agreement of the Director of Academic Services (at UWE) and the Registrar (at Taylor's) in consultation with the chair of the Module/Award board.
- J2.3 Publication will be solely by an electronic means approved and designated for this purpose.
- J2.4 Students shall be individually responsible for ascertaining their own results.

## J3 **Classification for Honours Degree**

- J3.1 The classification of a TU-UWE Dual Award degree with honours will be determined in accordance with TU-UWE Dual Awards framework and Dual Award Classification stipulated under Appendix 3
- J3.2 Student will be issued with a TU-UWE transcript upon successfully completion of their studies. Those students who transfer to UWE for year 3 will receive a Certificate of Credit from UWE. In the Certificate of Credit, students marks will be captured by percentage points.
- J3.3 Student will be issued with two parchments from Taylor's and UWE upon successfully completion of their studies.

- J.3.4 For students that complete all of their studies at Taylor's (3+0 students) the classification for the Taylor's parchment will be based on an equal weightage of student attainment across years 1, 2 and 3. Therefore:  
 CGPA = 
$$\frac{\text{Summation of (credits x grade points) for all modules attained}}{\text{Total credits for all semesters}}$$
- J3.5 For students that complete 2 years of study at Taylor's and transfer to UWE to complete their level 3 study (2+1 students) the classification for the Taylor's parchment will be based on a 25:75 weightage of the best 100 UWE credits achieved at level 2 and the best 100 UWE credits achieved at level 3. Therefore:  
 CGPA = 
$$\frac{\text{Summation of (credits x grade points x level \% x counting ratio) for year 2 and year 3 modules}}{\text{Total of (credits x level \% x counting ratio) for year 2 + year 3 modules}}$$
- J3.6 For all students the classification for the UWE parchment will be based on student attainment at levels 2 and 3. The classification of a degree with honours is determined by the weighted mean of the module marks obtained for the minimum number of credits required at levels 2 and 3.
- J3.7 The degree classification for the 360 credit honours degree is based upon the best marks achieved for 100 credits at level 3 and the next best marks achieved for 100 credits at level 2 or above (including any remaining level 3 marks). Marks achieved for the best 100 level 3 credits are weighted three times the value of the marks for the 100 credits at level 2 (or any remaining at level 3). Where the credit size of a module which is counted towards the 100 credit set of best marks would give a credit total greater than 100, only the relevant portion of credit needed to complete the 100 credit total is counted. The unused credit may be counted towards the second 100 credit set of best marks.

## **K REQUIREMENTS FOR GRANTING AWARDS**

- K1.1 A dual award may be granted when and only when the following conditions are satisfied:
- the student was registered on a dual award approved by UWE and Taylor's at the time of his or her assessment and has paid the appropriate fees;
  - UWE and Taylor's have confirmed that the student has completed all the requirements of an award, including the MPU units (see B1 above) and an internship (see B2 above), as approved by their respective Academic Boards as leading to the award being recommended;
  - the award has been duly recommended by an examining board convened and constituted in accordance with these regulations;
  - the recommendation for the award has been signed off by the chair of the examining board confirming that the recommendations have received the written consent of the external examiner;
  - the student has no outstanding obligation to either University.
- K1.2 The granting of an award will be administered on behalf of UWE by the Academic Registrar and on behalf of Taylor's by the Registrar.
- K1.3 Where B2.1 applies and a student transferring to UWE opts to complete the internship upon returning to Taylor's from UWE, the UWE award will not be conferred until such time as the student has completed the internship and is eligible to receive the Taylor's award.

**L WITHHOLDING OF AWARDS FROM STUDENTS**

- L1.1 Either University may withhold an award from students in accordance with its own institutions regulations governing the withholding of awards from students.
- L1.2 Each institution will inform the other, prior to the appropriate examining board, if there is any reason for withholding an award from a student.

**M LEVEL OF AWARD TO BE GRANTED**

- M1.1 The award recommended by the Award Board will be that for which the student is registered or a lower, interim, award as specified in the programme specification, for which the student has fulfilled the requirements.
- M1.2 The Award Board will confirm the eligibility of a student for an interim award where he or she has satisfied the requirements for that award whether or not he or she is proceeding directly to a further award. However, the interim award will only be granted if the student requests the award on terminating registration or is subsequently recommended for no higher award.
- M1.3 Any student terminating registration who is eligible for and requests an interim award will receive a single UWE award, not a dual award.

**N**     **DEPRIVATION OF AWARD**

*Definition: the formal removal of an award from a graduate.*

- N1.1 The Academic Board of UWE or Taylor's Senate may, in consultation, deprive any person of a dual award granted to him or her on the recommendation of both Vice-Chancellors where the person has been granted an award and has been found to have been admitted to the award or granted the award under false pretences or on material non-disclosure.

**O**     **CIRCUMSTANCES WHICH MAY AFFECT EXAMINING BOARD DECISIONS**

- O1.1 The Academic Board of UWE or Taylor's Senate may in consultation, formally invoke mitigating processes in response to circumstances where University's business has been significantly disrupted by force majeure. Such action will be reported to the first subsequent meeting of the Academic Board of UWE and Taylor's Senate.

Unless stated otherwise, this will cover all programmes delivered under the Dual Award Framework Regulations. In case of doubt, this regulation takes precedence over other regulations relating to student classification and progression and over the regulations governing the quoracy for meetings of Boards of Examiners. Regulations relating to appeals processes remain in force during periods of disruption caused by force majeure.

**P**     **QUALITY MANAGEMENT AND ENHANCEMENT RESPONSIBILITIES**

- P1.1 UWE and Taylor's will establish and agree terms of reference for a Quality Assurance Forum (QAF) for each School/Faculty that has programmes leading to dual awards.
- P1.2 Student feedback will be gathered through the staff/student consultative committees held at UWE and Taylor's in accordance with local regulations and procedures.

**Appendix 1: Mark Conversion Table for TU-UWE Dual Awards**

UWE Mark	TU Mark	GP	Degree Classification
100	100	4.00	Class 1
99	99		
98	98		
97	97		
96	97		
95	96		
94	95		
93	94		
92	93		
91	92		
90	92		
89	91		
88	90		
87	89		
86	88		
85	87		
84	87		
83	86		
82	85		
81	84		
80	83		
79	83		
78	82		
77	81		
76	80	4.00	
75	79		
74	78		
73	78		
72	77		
71	76		
70	75	3.67	
69	74		Class 2.1
68	73		
67	72		
66	71		
65	70	3.33	
64	69		
63	68		
62	67		
61	66		
60	65	3.00	Class 2.2
59	65		
58	64		
57	64		
56	63		
55	63		
54	62		
53	62		
52	61		
51	61		
50	60	2.67	

UWE Mark	TU Mark	GP	Degree Classification	
49	59		Class 3	
48	58			
47	57			
46	56			
45	55	2.33		
44	54			
43	53			
42	52			
41	51			
40	50	2.00		
39	48			FAIL
38	46			
37	44			
36	42			
35	40	1.00		
34	39			
33	38			
32	37			
31	35			
30	34			
29	33			
28	32			
27	31			
26	30			
25	29			
24	27			
23	26			
22	25			
21	24			
20	23			
19	22			
18	21			
17	19			
16	18			
15	17			
14	16			
13	15			
12	14			
11	13			
10	11			
9	10			
8	9			
7	8			
6	7			
5	6			
4	5			
3	3			
2	2			
1	1			
0	0	0		

## Appendix 2: TU-UWE Dual Awards Grading System

Grade	Marks	Grade Point	Definition	Description
A	80-100	4.00	Excellent	Evidence of original thinking; demonstrated outstanding capacity to apply, analyze synthesize and evaluate information; outstanding grasp of subject matter; evidence of outstanding command of relevant knowledge base.
A-	75-79	3.67	Very Good	Evidence of some original thinking; demonstrated very good capacity to apply, analyze, synthesize and evaluate information; very good grasp of subject matter; and evidence of very good command of relevant knowledge
B+	70-74	3.33	Good	Demonstrate good capacity to apply, analyze, synthesize and evaluate information, good grasp of subject matter, and evidence of good command of relevant knowledge base.
B	65-69	3.00		
B-	60-64	2.67	Pass	Demonstrate adequate capacity to apply, analyze and synthesize information, adequate grasp of subject matter, and evidence of adequate command of relevant knowledge base.
C+	55-59	2.33		
C	50-54	2.00		
D+	47-49	1.67	Marginal Fail	Demonstrate inadequate capacity to apply and analyze information, insufficient grasp of subject matter, and evidence of limited command of relevant knowledge
D	44-46	1.33		
D-	40-43	1.00		
F	0-39	0.00	Fail	Demonstrated very weak capacity to apply and analyse information, very weak grasp of subject matter, and evidence of very weak command of relevant knowledge
WD	-	-	Withdrawn	Withdrawn from a module before census date, typically mid semester. [please refer to Description 1 below]
F(W)	0	0.00	Fail	Withdrawn from a module after census date, typically mid semester. [please refer to Description 2 below]
IN	-	-	Incomplete	An interim notation given for a module where a student has not completed certain requirements with valid reason or it is not possible to finalise the grade by the published
IP	-	-	In Progress	An interim notation used for a module which continued for more than one semester. An "IP" grade carries with it no credit or grade until a regular grade is assigned.
P	-	-	Pass	Given for satisfactory completion of a non-graded module.  Note: Non-graded module is module that is 'graded' with 'pass' or 'fail' without any grades such as Grade A, B C or D
AU	-	-	Audit	Given for a module where attendance is for information only without earning academic credit.

### Description 1 :

1.1 Week 3 to week 7 (inclusive) for long semester, or week 3 to week 5 (inclusive) for short semester. A short semester is less than 12 weeks. Not applicable for audit and internship.

1.2 For module that is to be completed in more than one semester, WD will be awarded if student withdraws the module before the final semester of the module's duration.



1.3 WD will not be counted as an attempt and shall not be included in GPA/CGPA calculation.

Description 2 :

2.1 After week 7 for long semester, or after week 5 for short semester. A short semester is less than 12 weeks. Not applicable for audit and internship.

2.2 For module that is to be completed in more than one semester, F(W) will be awarded if student withdraws during the final semester of the module's duration according to the census date

2.3 F(W) will be counted as attempt and shall be included in GPA/CGPA calculation.

**Appendix 3: T-UWE Dual Awards Classification**

<b>Degree Award</b>	<b>CGPA required</b>
First class honours	3.67 to 4.00
Second class upper honours	3.00 to 3.66
Second class lower honours	2.67 to 2.99
Third class honours	2.00 to 2.66
No award	Below 2.00