

**University of the West of England, Bristol**

**MODULAR ASSESSMENT REGULATIONS**

**(M A R)**

MAR Version 2.3, September 2002

# THE MODULAR SCHEME ASSESSMENT REGULATIONS

(MAR Version 2.3: September 2002)

1	DEFINITIONS	3
2	ASSESSMENT FRAMEWORK	5
2.1	General	5
2.2	Field boards	7
2.3	Award boards	8
2.4	University Award Board	9
2.5	Extenuating circumstances	10
2.6	Relationship of awards to credit	10
2.7	External examiners	10
2.8	Professional awards	11
3	UNDERGRADUATE REGULATIONS	11
3.1	Credit requirements of undergraduate awards	11
3.2	Assessment of standard modules	13
3.3	Assessment of project modules	14
3.4	Assessment of professional practice modules	14
3.5	Reassessment of standard modules	15
3.6	Reassessment of project modules	15
3.7	Reassessment of professional practice modules	16
3.8	Progression	16
3.9	Classification of degree with honours (from 1 October 2002)	16
3.10	Other differential levels of award	17
4	POSTGRADUATE REGULATIONS	18
4.1	Credit requirements for postgraduate awards	18
4.2	Assessment at level M	19
4.3	Assessment of standard modules at level M	19
4.4	Assessment of project modules at level M	20
4.5	Assessment of professional practice modules at level M	20
4.6	Reassessment of standard modules at level M	21
4.7	Reassessment of project modules at level M	21
4.8	Reassessment of professional practice modules at level M	22
4.9	Progression	22
4.10	Differential levels of award	22

## 1 DEFINITIONS

- 1.1 In this document, **the Regulations** means the Modular Scheme Assessment Regulations.
- 1.2 **Under the Regulations** means enrolment with the University on modules within the University Modular Scheme and assessment in accordance with the Regulations.
- 1.3 A **modular programme** is an undergraduate or postgraduate faculty modular programme or an inter-faculty modular programme drawing on fields from within two or more faculty modular programmes.
- 1.4 A **module** is a discrete unit of study under the Regulations leading to 10, 15, 20, 30, 40, 50 or 60 credits at a specified level as defined within the Academic Regulations of the University. Credit below level 1 must be recognised educational credit (eg level 0).
- 1.5 The **module specification** is the definitive record of the module lodged with such central office of the University as may be designated from time to time by the Vice-Chancellor.
- 1.6 A module is defined for assessment purposes as a **standard module** unless it is identified in the module specification as a professional practice module, a project module or a masters dissertation.
- 1.7 A **professional practice module** is a module identified in the module specification as including the assessment of professional competencies by an appropriately qualified practitioner and normally undertaken during a period spent in a professional setting.
- 1.8 A **project module** is a module identified in the module specification as one in which the principal focus of the work undertaken is in the form of a project, dissertation or other form of special study.
- 1.9 A **masters dissertation** is a project module of between 40 and 60 level M credits which is undertaken as the final part of a masters award.
- 1.10 A **placement** is a period of approved work experience or study in a host organisation approved by a faculty, on behalf of the University, for this purpose. It may be of any duration up to 48 weeks, form an integral part of a named award and, if assessed, attract up to 120 placement credits. Placement credit does not have a level. An unassessed placement does not attract any credit.
- 1.11 An **attempt** at a module is enrolment on the module for more than 21 calendar days from the start of the module as defined within the University Calendar and is concluded by a student:
- (a) giving notice in writing of withdrawal from the module after 21 calendar days;  
or
  - (b) passing the module; or
  - (c) failing the module following a referral;
- whichever is the first.

An attempt at a module includes at most one opportunity for referral. A student who gives notice in writing of withdrawal from a module within 21 calendar days from the start of the module is not regarded as having attempted the module.

- 1.12 A **referral** is an opportunity to be reassessed within an attempt in one or two components of assessment of a module on an appropriate occasion determined by the relevant dean of faculty within the University Calendar and without further attendance where the form of reassessment does not require attendance.
- 1.13 A **component of assessment** means all assessment in a particular category relating to a module.
- 1.14 Two components of assessment of standard modules are permitted for the purposes of the Regulations:
- a **assessments under controlled conditions**: the normal method of assessment under controlled conditions is a formal examination conducted in accordance with the requirements of the Ordinances and Academic Regulations of the University but other methods which ensure that the work undertaken is a student's own may be used.
  - b **other assessments** (eg coursework): assessment undertaken outside specific scheduled time.
- 1.15 A component of assessment may be made up of a number of **elements**. An element is an item or set of items of the kind permitted in the component for which a single mark is presented to a field board.
- 1.16 A **specific award** is an award for which the entry conditions, content and other particular requirements are set out in a definitive document as provided for in the Ordinances and Academic Regulations of the University.
- 1.17 A **differential level of an award** is honours classification or the specification of merit or distinction as provided for in the Regulations.
- 1.18 A **generic award of the University** is an award of a type permitted in the Regulations, but without any descriptor, and which is attained by the accumulation of credit without restriction on the selection of modules other than in terms of defined pre-requisites, co-requisites and requirements of professional practice modules. A higher national certificate, higher national diploma, masters titled first degree and masters degree may not be attained as generic awards.
- 1.19 **In good standing** means not being in debt to the University and not subject to any University proceedings in relation to either a disciplinary matter or to expulsion for academic reasons.
- 1.20 **Without attendance** means without a requirement to attend classes except those, if any, during which assessment is conducted.

## 2 ASSESSMENT FRAMEWORK

### 2.1 GENERAL

- 2.1.1 The Regulations apply to all awards within the University Modular Scheme subject to the specific conditions for undergraduate and postgraduate awards as set out in sections 3 and 4 of the Regulations respectively. The Regulations may only be varied for a particular award as a result of a specific written requirement of a professional body which approves the award for professional recognition. In such a case, an alternative award assessed in accordance with the Regulations must be included in the awards offered in the relevant modular programme.
- 2.1.2 A student is entitled to receive only one award as a result of a continuous period of registration on a specific award.
- 2.1.3 The normal minimum and maximum periods of registration for a specific award shall be as set out in the Ordinances and Academic Regulations of the University.
- 2.1.4 A student may only obtain a specific award if he or she satisfies the requirements for the award as set out in the definitive document.
- 2.1.5 A student who satisfies the credit requirements for an award but does not meet the requirements of a specific award, shall, whether or not registered on a specific award, be entitled to receive a generic award of the University.
- 2.1.6 The normal minimum period of registration required before consideration for a generic award shall be as specified in the Ordinances and Academic Regulations of the University. There is no maximum period of registration for a generic award.
- 2.1.7 The rights of a student to tuition, assessment, reassessment, certification and conferment of an award are subject to the student remaining in good standing with the University.
- 2.1.8 A student may not be enrolled for more than 180 credits, including placement credits, at any one time.
- 2.1.9 A student or prospective student may enrol on module(s) only rather than on an award.
- 2.1.10 A student or prospective student may not register on a generic award of the University.
- 2.1.11 A student or prospective student in good standing is entitled to enrol on any standard module or project module for which he or she meets the appropriate entry requirements, prerequisites and co-requisites, subject to: the availability of the module; any limit on the number of students on the module; and remaining within the limit of enrolment on 180 credits.
- 2.1.12 A student or prospective student may not enrol on any professional practice module, masters dissertation or placement unless registered on a specific award to which the module or placement relates.

- 2.1.13 The University reserves the right to require a student to withdraw from a specific award involving professional practice if:
- a the student of his or her own accord withdraws from a compulsory professional practice module for that award, even if the student's withdrawal from the module occurs within 21 calendar days of the start of the module; or
  - b the student is deemed by the relevant dean of faculty and the Vice-Chancellor to be unfit to undertake the professional practice module.
- 2.1.14 A placement, if assessed, shall be assessed separately and as a whole as pass or fail only. The credit value, the form of assessment and the opportunities for reassessment shall be as set out in the definitive document for the relevant award.
- 2.1.15 Each module shall be assessed separately and as a whole. The assessment load of a module shall be proportionate to the credit carried by the module.
- 2.1.16 A student who does not undertake an element of assessment at the designated time shall be deemed to have failed that element and, where relevant, receive a mark of zero in relation to that element.
- 2.1.17 Opportunities for the assessment of students' performance on modules shall, subject to operational constraints, be provided at least twice and at most three times in any academic year in accordance with the University calendar.
- 2.1.18 A student shall be entitled to a Certificate of Credit at the end of a period of registration in respect of each module for which credit has been awarded as specified in the Ordinances and Academic Regulations of the University. For each module, the Certificate of Credit shall include, if applicable, the qualitative level of performance on components of professional practice modules assessing professional competencies.
- 2.1.19 Registration and enrolment shall be subject to the admissions requirements of the University and such additional restrictions in relation to a particular type of award as set out elsewhere in the Regulations or in the definitive document for a specific award.
- 2.1.20 A student will have his or her minimum and maximum periods of registration reduced proportionately in respect of each 60 credits which he or she has already gained or from which he or she is exempt.
- 2.1.21 The outcome associated with credit other than that obtained under the Regulations - ie by accredited learning (AL) or by accredited experiential learning (AEL) - shall not be taken into account in the determination of the differential level of an award.
- 2.1.22 A student making a second or, as may be permitted by an award board, a subsequent attempt at a module is entitled to decide whether to do so with or without attendance, other than in relation to modules where it is not possible to take the assessments without attendance. A module in which a referral is not possible due to the nature of the assessment or which requires attendance for a second or subsequent attempt must be so identified in the module specification. The decision of the student in relation to attendance, where optional, at a second or subsequent attempt must be made at the time of enrolment for the second or subsequent attempt.

2.1.23 A student shall be permitted a maximum of three reassessment opportunities for AEL each of which must be considered at the next opportunity for the assessment of performance on the module(s) against which the AEL is considered.

## 2.2 FIELD BOARDS

2.2.1 There shall be an examining board, termed a field board, responsible, in relation to all modules assigned to the field, for determining:

- a that assignments contributing to the assessment of modules are properly scrutinised and marked.
- b that all assessments are properly conducted.
- c the effect, if any, of circumstances relating to the delivery or assessment of a module adversely affecting the performance of a whole cohort or a particular sub-group of students on a component of assessment or the module as a whole.
- d the mark or other outcome achieved by a student in respect of an assessment or reassessment of his or her performance on each module.
- e the award of credit, including placement credit, to a student in respect of his or her performance on each module in accordance with the Regulations.
- f the action to be taken in relation to the determination of the outcome of assessment of modules, in accordance with the Ordinances and Academic Regulations of the University, in respect of a student who has committed an assessment offence.
- g any relevant matters arising from the work of the board which the board wishes to draw to the attention of the appropriate programme management committee(s).

A field board shall have no other terms of reference.

2.2.2 The composition of a field board shall be:

- a The dean of faculty with responsibility for the field or recognised nominee (chair).
- b The field leader.
- c Each module leader, or nominee, for modules being considered at the meeting of the board.
- d The specialist external examiner(s) appointed to the field responsible for modules being considered at the meeting of the board.
- e The modular programme director(s) of the faculty responsible for the field.
- f *In attendance*, such other persons external to the University associated with the assessment of professional practice modules under consideration at the meeting of the board as may be designated by the dean of faculty to assist the board in the exercise of its responsibilities.

- 2.2.3 The quorum shall be two thirds of the members eligible to attend in categories a to d above.
- 2.2.4 The secretary to the field board shall be the faculty administrator, or recognised nominee.
- 2.2.5 The Academic Secretary of the University, or nominee, may attend any field board.

## 2.3 AWARD BOARDS

- 2.3.1 There shall be an examining board, termed an award board, established for each modular programme responsible, in relation to all awards within the programme, for determining:
  - a the effect of any extenuating circumstances affecting the performance of a student in relation to an award or to progression within an award.
  - b whether a student has complied with the requirements to progress to further study on an award or to receive an award within the relevant modular programme.
  - c the recommendation for a particular award and, if appropriate, the differential level of the award to be made to a student, having regard to the student's overall profile of assessment outcomes under the Regulations and subject to such limitations as set out elsewhere in the Regulations.
  - d the satisfaction of any requirements of a professional body for recognition of the award so far as may be delegated by the professional body.
  - e the action to be taken in relation to the recommendation for a particular award, in accordance with the Ordinances and Academic Regulations of the University, in respect of a student who has committed an assessment offence.
  - f any relevant matters arising from the work of the board which the board wishes to draw to the attention of the appropriate programme management committee(s).

An award board shall have no other terms of reference.

- 2.3.2 The composition of an award board shall be:
  - a The dean of faculty, or recognised nominee, or the member of staff appointed by the University with responsibility for an inter-faculty modular programme, or recognised nominee (chair).
  - b The modular programme director with responsibility for the modular programme containing the awards under consideration at the meeting of the board.
  - c Award leaders, or nominees, for such awards within the modular programme as are under consideration at the meeting of the board.
  - d The chief external examiner appointed to the programme.

- e In the case of awards carrying professional recognition, such other external examiners as may be necessary to meet the requirements of the relevant professional body(ies) for such awards as are under consideration at the meeting of the board.
- f *In attendance*, such other persons associated with the awards under consideration at the meeting of the board as may be designated by the dean of faculty or by the member of staff appointed by the University with responsibility for an inter-faculty modular programme to assist the board in the exercise of its responsibilities.

2.3.3 The quorum shall be two thirds of the members eligible to attend in categories a to e above.

2.3.4 The secretary to the award board shall be the faculty administrator or inter-faculty modular programme administrator, or recognised nominee.

2.3.5 The Academic Secretary of the University, or nominee, may attend any award board.

## 2.4 UNIVERSITY AWARD BOARD

2.4.1 There shall be an examining board, termed the University Award Board, which will be responsible, in the case of a student who satisfies the credit requirements for a generic award and has either elected not to register on a specific award or has not met the conditions for a specific award or alternative award specified within a modular programme on which he or she has registered, for determining:

- a the recommendation for a generic award to be made to a student.
- b if appropriate, the differential level of the award to be recommended.
- c the action to be taken in relation to the recommendation for an award, in accordance with the Ordinances and Academic Regulations of the University, in respect of a student who has committed an assessment offence.

2.4.2 The composition of the University Award Board shall be:

- a the Vice-Chancellor, or nominee (chair).
- b an external examiner, or approved alternate, appointed by the Vice-Chancellor from among the chief external examiners of the modular programmes within the University.
- c an undergraduate modular programme director, or approved alternate, appointed by the Vice-Chancellor.
- d a postgraduate modular programme director, or approved alternate, appointed by the Vice-Chancellor.

2.4.3 The quorum shall be all members of the Board.

2.4.4 The Secretary to the Board shall be the Academic Secretary of the University, or nominee.

## 2.5 EXTENUATING CIRCUMSTANCES

- 2.5.1 If an award board determines that the performance of a student on one or more components of assessment of a module was adversely affected by his or her illness or other valid cause for which acceptable evidence has been submitted to the award board at the proper time, the board may:
- a permit a student a further attempt at a module after the second attempt.
  - b permit the outcome of a referral or a second or further attempt to be without restriction for the purposes of determining the differential level of an award.
  - c accept performance which fails to achieve a pass in module(s) for the purposes of recommending a specific award subject to the student obtaining as a minimum the amount of credit specified in the Ordinances and Academic Regulations of the University and to the achievement of prerequisites.
  - d recommend a differential level of an award higher than would otherwise have been the case.
- 2.5.2 A failure in a module that is accepted by an award board for the purposes of recommending an award does not lead to the award of credit in that module.
- 2.5.3 Extenuating circumstances will not be accepted in relation to the generic awards of the University or in relation to the outcome of AEL.

## 2.6 RELATIONSHIP OF AWARDS TO CREDIT

- 2.6.1 The normal credit requirements for undergraduate and postgraduate awards within the University Modular Scheme are as set out in Sections 3.1 and 4.1 respectively.
- 2.6.2 The discretion of an award board to recommend an award in the case of a student who has not achieved the standard credit tariff specified for the award shall apply if, and only if, the student has extenuating circumstances accepted by the award board. In this event, the student must have achieved at least 80% of the standard credit tariff.

## 2.7 EXTERNAL EXAMINERS

- 2.7.1 A chief external examiner shall be appointed to each modular programme. The chief external examiner shall not have responsibility for work within a field of that or any other modular programme.
- 2.7.2 Other external examiners shall have responsibilities in relation to the field to which their appointment relates.
- 2.7.3 If specifically required by a professional body which approves an award or awards within a modular programme for professional recognition, an external examiner other than the chief external examiner for the programme shall be permitted to have oversight of one or more such awards within the programme in addition to responsibilities relating to a field.
- 2.7.4 The general rights and responsibilities of external examiners are set out in the Ordinances and Academic Regulations of the University.

- 2.7.5 For the purposes of the Regulations, the rights and responsibilities of external examiners other than the chief external examiners will be interpreted to include scrutiny of a sample of work, other than professional competencies assessed by an appropriately qualified practitioner, from each module for which they are responsible within the field to which they are appointed.
- 2.7.6 A viva voce examination to assist an award board in determining a differential level of an award may be conducted by the chief external examiner assisted, if necessary, by another examiner of his or her choosing. If an examiner is appointed to have oversight of professionally recognised awards under the terms of paragraph 2.7.3 above he or she may, at the discretion of the dean of faculty or the member of staff appointed by the University with responsibility for an inter-faculty modular programme, conduct the viva voce examination in place of the chief external examiner.
- 2.7.7 A chief external examiner's report shall cover the operation of the assessment process for the programme as a whole.
- 2.7.8 Other external examiners' reports shall relate to the field and, where applicable under paragraph 2.7.3 above, the award to which they are appointed.

## 2.8 PROFESSIONAL AWARDS

- 2.8.1 In the case of an award leading to accreditation by a professional body and subject to the Ordinances and Academic Regulations of the University, an award board may override the credit outcome determined by field boards and recommend, on the basis of demonstrable and justifiable evidence of professional unsuitability, the withholding of a professionally accredited award otherwise justified in terms of the credit achieved.
- 2.8.2 In such cases, a student shall be entitled to receive an alternative award specified within the modular programme but not carrying professional recognition.

## 3 UNDERGRADUATE REGULATIONS

### 3.1 CREDIT REQUIREMENTS FOR UNDERGRADUATE AWARDS

#### 3.1.1 Foundation Programme

Completion of a foundation programme which is specified in the definitive document for a specific award or group of awards within a modular programme as an integral part of the award(s) for students with defined entry qualifications requires the attainment of 120 credits at level 0 or above.

#### 3.1.2 Certificate

The award of a Certificate requires the attainment of 60 credits of which not less than 50 are at level 1 or above.

#### 3.1.3 Higher National Certificate

The credit requirements for the award of a Higher National Certificate shall be as specified in the definitive document for the relevant award.

#### 3.1.4 Certificate in Professional Development

The award of a Certificate in Professional Development requires the attainment of 120 credits of which not less than 100 are at level 1 or above.

#### 3.1.5 Certificate of Higher Education

The award of a Certificate of Higher Education requires the attainment of 120 credits of which not less than 100 are at level 1 or above.

#### 3.1.6 Diploma

The award of a Diploma requires the attainment of 200 credits of which not less than 80 are at level 2 or above and 100 are at level 1 or above.

#### 3.1.7 Higher National Diploma

The credit requirements for the award of a Higher National Diploma shall be as specified in the definitive document for the relevant award.

#### 3.1.8 Diploma in Professional Studies

The award of a Diploma in Professional Studies requires the attainment of 240 credits of which not less than 100 are at level 2 or above and 120 are at level 1 or above.

#### 3.1.9 Diploma of Higher Education

The award of a Diploma of Higher Education requires the attainment of 240 credits of which not less than 100 are at level 2 or above and 120 are at level 1 or above.

#### 3.1.10 Degree

The award of a Degree requires the attainment of 300 credits of which not less than 60 are at level 3 or above and not less than 100 at level 2 or above and 120 at level 1 or above.

#### 3.1.11 Degree with Honours

The award of a Degree with Honours requires the attainment of 360 credits of which not less than 100 are at level 3 or above and not less than 100 at level 2 or above and 140 at level 1 or above.

#### 3.1.12 Masters titled First Degree

The award of a Masters titled First Degree requires the attainment of 480 credits of which not less than 200 are at level 3 or above and not less than 100 at level 2 or above and 140 at level 1 or above together with such additional criteria for an overall outcome as may be specified in the definitive document for the relevant award.

#### 3.1.13 Awards involving a year abroad

The requirements of a specific award involving a year abroad in respect of the year abroad are as set out in the definitive document for the award. Unless the year abroad constitutes professional practice which is assessed in accordance with the

Regulations, it does not attract credit. The year abroad may attract placement credit, subject to appropriate assessment.

#### 3.1.14 Sandwich awards

A student will be eligible for a sandwich award if, and only if, he or she is deemed to have completed satisfactorily a placement meeting the conditions of a sandwich placement as defined from time to time by national policies. A student who is unable to or elects not to undertake a sandwich placement or who is deemed not to have completed satisfactorily a sandwich placement but who otherwise completes the requirements for a specific award is eligible for an award without reference to a sandwich placement. A student completing a sandwich placement satisfactorily will be awarded placement credit as set out in the definitive document for the award.

#### 3.1.15 Awards involving professional practice modules

A professional practice module attracts an appropriate amount and level of credit.

#### 3.1.16 Awards involving placements

A student who satisfactorily completes an assessed placement will be awarded placement credit in proportion to the length of the placement.

### 3.2 ASSESSMENT OF STANDARD MODULES

3.2.1 The mark for a module is expressed as a percentage which may not be a notional translation of a pass or fail assessment.

3.2.2 A module may have at most two components of assessment. For level 0 and level 1 modules only, one component in a module with two components may be assessed as pass or fail. Such modules may not be passed unless the component assessed as pass or fail is passed.

3.2.3 Each module must have one component involving exclusively assessment taken under controlled conditions.

3.2.4 The mark for a component of assessment is the weighted average of the marks of the individual elements of the component. The weighting of the elements must be provided in the information published to students no later than the start of the module. There is no specified pass mark for any individual element.

3.2.5 The mark for a module as a whole is the weighted average of the mark for the respective components. The weighting of the components must be provided in the module specification and is subject to a minimum weighting of 25% for the component involving assessment under controlled conditions. Where a component of assessment in a level 0 or level 1 module is pass or fail, the percentage mark assigned to the module is that obtained for the other component.

3.2.6 To attain a pass in a module, a mark of not less than 40% must be achieved with at least 35% in an individual component. Where a component in a level 0 or level 1 module is assessed as pass or fail, a mark of not less than 40% must be achieved in the other component.

### 3.3 ASSESSMENT OF PROJECT MODULES

- 3.3.1 The mark for a module is expressed as a percentage which may not be a notional translation of a pass or fail assessment.
- 3.3.2 A module has a single component of assessment, being the project report, dissertation or equivalent piece of work together with any other elements defined in the module specification.
- 3.3.3 The mark for a module is the weighted average of the marks of the individual elements of the component. The weighting of the elements must be provided in the module specification. A requirement to pass an individual element may be specified.
- 3.3.4 The pass mark for a module is 40%.

### 3.4 ASSESSMENT OF PROFESSIONAL PRACTICE MODULES

- 3.4.1 A module may have at most two components of assessment, one of which shall be assessment of professional competencies by an appropriately qualified practitioner. The other component of assessment may be either of the types permitted for standard modules.
- 3.4.2 The form of assessment of the component relating to professional competencies may contain opportunities for students to be reassessed within a module on specific competencies subject to a maximum number of such reassessments as specified within the definitive document for the award.
- 3.4.3 A component of assessment of professional competencies shall be assessed as pass or fail only.
- 3.4.4 The mark for a component of assessment not relating to professional competencies is the weighted average of the marks of the individual elements of the component. The weighting of the elements must be provided in the information published to students no later than the start of the module. There is no specified pass mark for any individual element. The pass mark for the component is 40%.
- 3.4.5 A module may not be passed unless the component of assessment of professional competencies is passed.
- 3.4.6 If the module has two components of assessment both of which are passed, the mark for the module as a whole is expressed as a percentage and is the mark for the component not relating to professional competencies. If either component is failed, the outcome is recorded as fail.
- 3.4.7 If the module assessment is based solely on the assessment of professional competencies, the outcome of assessment of the module is recorded as pass or fail.
- 3.4.8 Subject to a student passing professional practice modules as required for the award of a particular degree with honours, performance on professional practice modules where the outcome of assessment is recorded as pass or fail only is not taken into account in the determination of honours.
- 3.4.9 Subject to appropriate definition in the definitive document relating to a specific award, the qualitative level of performance of professional competencies in a practice setting may be noted on a Certificate of Credit.

### 3.5 REASSESSMENT OF STANDARD MODULES

- 3.5.1 The form of the referral in each component of a module shall be included in the module specification.
- 3.5.2 A student who fails a module on the first occasion within an attempt that his or her performance on the module is assessed has a right to a referral in such components of assessment as he or she has failed.
- 3.5.3 To achieve a pass in a module following a referral, a student must attain a mark of not less than 35% in the referred component(s) of assessment and an overall mark of not less than 40% for the module when the marks for referred components are aggregated or the mark for a single referred component is aggregated with the mark for any component in which the student was not referred.
- 3.5.4 If one component of assessment in a level 0 or level 1 module is assessed as pass or fail only, a mark of not less than 40% or a pass must be obtained in any referred component.
- 3.5.5 A student who has not passed a module at the first attempt has a right to one, and only one, further attempt at the module.
- 3.5.6 A student making a second or, as may be permitted by an award board, a subsequent attempt at a module must undertake all of the assessment for the module and may not carry forward any assessment outcomes from a previous attempt.
- 3.5.7 For any purposes relating to the determination of a differential level of an award, the mark for a module which a student has passed on a referral or a second or subsequent attempt shall be restricted to 40%. The actual mark achieved shall be recorded on the student's Certificate of Credit.

### 3.6 REASSESSMENT OF PROJECT MODULES

- 3.6.1 The form of referral in a project module shall be the resubmission of the project report, dissertation or other requirement as defined in the module specification.
- 3.6.2 A student who fails a module on the first occasion within an attempt that his or her performance on the module is assessed has a right to a referral in the module.
- 3.6.3 To achieve a pass in a module following a referral, a student must achieve a mark of not less than 40%.
- 3.6.4 A student who fails a module following a referral has a right to one further attempt at the module.
- 3.6.5 A student making a second or, as may be permitted by an award board, subsequent attempt at a module must undertake all the assessment of the module and may not carry forward any assessment outcomes from a previous attempt.
- 3.6.6 For any purposes relating to the determination of a differential level of an award, the mark for a module which a student has passed on a referral or a second or subsequent attempt shall be restricted to 40%. The actual mark achieved shall be recorded on the student's Certificate of Credit.

### 3.7 REASSESSMENT OF PROFESSIONAL PRACTICE MODULES

- 3.7.1 Reassessment of professional practice modules is subject to the discretion of the relevant award board. Normally a student will be offered at most one opportunity for reassessment of a professional practice module.
- 3.7.2 The form of reassessment for a component of assessment of a professional practice module not relating to the assessment of professional competencies must be defined in the module specification.
- 3.7.3 The form of and attendance requirements for reassessment of a component of assessment of professional competencies is at the discretion of the relevant award board.
- 3.7.4 For any purposes relating to the determination of a differential level of an award, the mark for a module which is assessed as other than pass or fail which a student has passed on a referral or a second or subsequent attempt shall be restricted to 40%. The actual mark achieved shall be recorded on the student's Certificate of Credit.

### 3.8 PROGRESSION

- 3.8.1 A student may not enrol on any module which has specified prerequisite modules unless he or she has the appropriate credit in the prerequisite modules.
- 3.8.2 Subject to the discretion of an award board to permit a student with extenuating circumstances more than two attempts at a module, a student failing to meet the requirements of a specific award after such reassessment on standard or project modules as provided for in the Regulations will be required to withdraw from that award.
- 3.8.3 A student enrolled on a professional practice module who fails to satisfy the requirements of components of assessment relating to professional competencies after such reassessment, if any, as may be determined by an award board will be required to withdraw from the award to which that module relates.

### 3.9 CLASSIFICATION OF DEGREE WITH HONOURS (FROM 1 OCTOBER 2002)

- 3.9.1 The classification of a degree with honours shall be determined by the aggregate of the best module marks obtained for the minimum number of credits required by the award at levels 2, 3 and M, excluding any modules where the outcome is not expressed as a percentage value.
- 3.9.2 The best marks obtained in modules for the minimum number of credits required at level 3 or above shall be weighted at three times the credit value attaching to the module. Excluding any marks already included, the best marks obtained in the minimum number of credits required at level 2 or above shall be weighted at the credit value attaching to the module.
- 3.9.3 Following the aggregation of marks in accordance with 3.9.1 and 3.9.2 above, the classification of a Degree with Honours shall be based on:

70% or more	First Class
60% to less than 70%	Second Class, Division 1

50% to less than 60%  
40% to less than 50%

Second Class, Division 2  
Third Class

- 3.9.4 An award board or the University Award Board may, at its discretion and having regard to a student's overall profile of assessment outcomes under the Regulations, award one class of degree higher than that determined by the method set out in paragraph 3.9.3. If a student has met the requirements for an award including the achievement of the specified amount of credit, he or she shall not be awarded a class of degree lower than that indicated by the method set out in paragraph 3.9.3.

### 3.10 OTHER DIFFERENTIAL LEVELS OF AWARD

- 3.10.1 Differential levels of undergraduate awards for which there is no classification shall be limited to pass and distinction.

- 3.10.2 A Degree with distinction shall be awarded to a student who achieves an average of 70% or more across any combination of modules taken under the Regulations at level 3 which are valid for the award and total 60 credits or more.

- 3.10.3 The outcome of a Masters titled First Degree may be classified or the differential level may be limited to pass and distinction. In either case the criteria shall be as set out in the definitive document for the relevant award.

- 3.10.4 A student who is registered on a specific award with the possibility of classification but who fails to achieve the requirements for a classification but meets the requirements of 3.10.2 above shall be awarded a Degree with distinction.

- 3.10.5 A Diploma of Higher Education with distinction shall be awarded to a student who achieves an average of 70% or more across any combination of modules taken under the Regulations at level 2 or above which are valid for the award and total 100 credits or more.

- 3.10.6 A Certificate of Higher Education with distinction shall be awarded to a student who achieves an average of 70% or more across any combination of modules taken under the Regulations at level 1 or above which are valid for the award and total 100 credits or more.

- 3.10.7 Differential levels of award are not permitted in the case of the Certificate, the Certificate in Professional Development or the Diploma in Professional Studies.

- 3.10.8 The designation of an award as with merit is permitted only for a Higher National Certificate, a Higher National Diploma or where this designation is a specific written requirement of a professional body.

- 3.10.9 The performance of a student on modules the outcome of which is expressed as a percentage mark and which form part of a Higher National Certificate or Higher National Diploma shall be classified as follows:

70% or more  
55% to less than 70%  
40% to less than 55%  
less than 40%

Distinction  
Merit  
Pass  
Fail

If the module outcome is directly classified, the following spot values shall apply if aggregation of the performance is required for purposes other than determination of a Higher National Certificate or a Higher National Diploma:

Distinction	78%
Merit	63%
Pass	48%
Fail	33%

3.10.10 The determination of an award with merit where required by a professional body shall be as set out in the definitive document for the award.

## 4 POSTGRADUATE REGULATIONS

### 4.1 CREDIT REQUIREMENTS FOR POSTGRADUATE AWARDS

#### 4.1.1 Graduate Certificate

The award of a Graduate Certificate requires the attainment of 60 credits of which not less than 40 credits are at level 3 or above.

#### 4.1.2 Graduate Diploma

The award of a Graduate Diploma requires the attainment of 120 credits of which not less than 80 credits are at level 3 or above.

#### 4.1.3 Postgraduate Certificate

The award of a Postgraduate Certificate requires the attainment of 60 credits of which not less than 40 are at level M.

#### 4.1.4 Postgraduate Diploma

The award of a Postgraduate Diploma requires the attainment of 120 credits of which not less than 80 are at level M.

#### 4.1.5 Masters

The award of a Masters degree requires the attainment of 180 credits of which not less than 120, including a masters dissertation, are at level M. The credit for the masters dissertation and any other credit accumulated beyond the total required for a Postgraduate Diploma must be obtained under the Regulations.

#### 4.1.6 Awards involving professional practice modules

A professional practice module attracts an appropriate amount and level of credit.

#### 4.1.7 Awards involving placements

A student who satisfactorily completes an assessed placement will be awarded placement credit in proportion to the length of the placement.

#### 4.1.8 Consortium Schemes

The credit requirements may be varied for schemes approved as consortium arrangements with other higher education institutions.

#### 4.2 ASSESSMENT AT LEVEL M

4.2.1 The outcome of assessment of a student's performance on all level M modules under the Regulations, other than professional practice modules with a single component of assessment, will be expressed as distinction, pass or fail.

4.2.2 The University's criteria for the attainment of a pass in a level M module apply to all level M modules. Where additional criteria are necessary for a particular module they shall be set out in the module specification.

4.2.3 The University's criteria for the attainment of a distinction in a level M module apply to all level M modules. Where additional criteria are necessary for a particular module they shall be set out in the module specification.

4.2.4 To achieve a pass in a module, a pass must be achieved in each component of assessment.

4.2.5 To achieve a distinction in a standard module, a distinction must be achieved in each component of assessment.

4.2.6 To achieve a distinction in a professional practice module, a pass must be achieved in the component of assessment relating to assessment of professional competencies by an appropriately qualified practitioner and a distinction in a second component of assessment. If the only component of assessment is that relating to the assessment of professional competencies, the module outcome will be expressed as pass or fail only.

4.2.7 Any project module in a postgraduate award must be at level M.

4.2.8 The assessment and reassessment of modules below level M which form part of a postgraduate award must conform to sections 3.2 to 3.7 of the Regulations.

#### 4.3 ASSESSMENT OF STANDARD MODULES AT LEVEL M

4.3.1 A module may have at most two components of assessment. The outcome of each component is expressed as distinction, pass or fail.

4.3.2 Each module must have one component involving exclusively assessment taken under controlled conditions which must account for at least 25% of the assessment load.

4.3.3 A component of assessment may have a number of elements. The method of aggregation and weighting of the elements must be provided in the module specification and must accord with the University's framework. There is no requirement to pass any individual element.

#### 4.4 ASSESSMENT OF PROJECT MODULES AT LEVEL M

- 4.4.1 A module has a single component of assessment, being the project report, dissertation or equivalent piece of work together with any other elements defined in the module specification.
- 4.4.2 A requirement to pass an individual element may be specified.
- 4.4.3 The method of aggregation and weighting of the elements must be provided in the module specification and must accord with the University's framework.
- 4.4.4 The masters dissertation shall be assessed as a project module.

#### 4.5 ASSESSMENT OF PROFESSIONAL PRACTICE MODULES AT LEVEL M

- 4.5.1 A module may have at most two components of assessment, one of which shall be assessment of professional competencies by an appropriately qualified practitioner. The other component of assessment may be either of the types permitted for standard modules.
- 4.5.2 The form of assessment of the component relating to professional competencies may contain opportunities for students to be reassessed within a module on specific competencies subject to a maximum number of such reassessments as specified within the definitive document for the award.
- 4.5.3 A component of assessment of professional competencies is assessed as pass or fail only.
- 4.5.4 A component of assessment may have a number of elements. The method of aggregation and weighting of the elements must be provided in the module specification and must accord with the University's framework. There is no requirement to pass any individual element.
- 4.5.5 A module may not be passed unless the component of assessment of professional competencies is passed.
- 4.5.6 If the module has two components of assessment both of which are passed, the outcome for the module as a whole is expressed as distinction, pass or fail and is the outcome for the component not relating to professional competencies. If either component is failed, the outcome is recorded as fail.
- 4.5.7 If the module assessment is based solely on the assessment of professional competencies, the outcome of assessment of the module is recorded as pass or fail.
- 4.5.8 Subject to a student passing professional practice modules as required for a particular award, performance on professional practice modules where the outcome of assessment is recorded as pass or fail only is not taken into account in the determination any differential level of the award.
- 4.5.9 Subject to appropriate definition in relation to a particular award, the qualitative level of performance of professional competencies in a practice setting may be noted on a Certificate of Credit.

#### 4.6 REASSESSMENT OF STANDARD MODULES AT LEVEL M

- 4.6.1 The form of the referral in each component of a module shall be included in the module specification.
- 4.6.2 A student who fails a module on the first occasion within an attempt that his or her performance on the module is assessed has a right to a referral in such components of assessment as he or she has failed.
- 4.6.3 In order to achieve a pass in a module following a referral, a student must achieve a pass in each referred component.
- 4.6.4 A student who has not passed a module at the first attempt has a right to one further attempt at the module.
- 4.6.5 A student making a second or, as may be permitted by an award board, a subsequent attempt at a module must undertake all of the assessment for the module and may not carry forward any assessment outcomes from a previous attempt.
- 4.6.6 For any purposes relating to the determination of a differential level of an award, the outcome for a module in which a student has passed on a referral or a second or subsequent attempt shall be regarded as pass. The outcome achieved, pass or distinction, shall be recorded on the student's Certificate of Credit.

#### 4.7 REASSESSMENT OF PROJECT MODULES AT LEVEL M

- 4.7.1 The form of referral in a project module shall be the resubmission of the project report, dissertation or other requirement as defined in the module specification.
- 4.7.2 A student who fails a module on the first occasion within an attempt that his or her performance on the module is assessed has a right to a referral in the module.
- 4.7.3 In order to achieve a pass in a module following a referral, a student must achieve a pass in the referred assessment.
- 4.7.4 A student who fails a module following a referral has a right to one further attempt at the module.
- 4.7.5 A student making a second or, as may be permitted by an award board, subsequent attempt at a module must undertake all the assessment of the module and may not carry forward any assessment outcomes from a previous attempt.
- 4.7.6 For any purposes relating to the determination of a differential level of an award, the outcome for a module in which a student has passed on a referral or a second or subsequent attempt shall be regarded as pass. The outcome achieved, pass or distinction, shall be recorded on the student's Certificate of Credit.
- 4.7.7 Subject to the discretion of an award board in the case of a student with extenuating circumstances, a student will be permitted only one attempt at a masters dissertation.

#### 4.8 REASSESSMENT OF PROFESSIONAL PRACTICE MODULES AT LEVEL M

- 4.8.1 Reassessment of professional practice modules is subject to the discretion of the relevant award board. Normally a student will be offered at most one opportunity for reassessment of a professional practice module.
- 4.8.2 The form of reassessment for a component of assessment of a professional practice module not relating to the assessment of professional competencies must be defined in the module specification.
- 4.8.3 The form of and attendance requirements for reassessment of a component of assessment of professional competencies is at the discretion of the relevant award board.
- 4.8.4 For any purposes relating to the determination of a differential level of an award, the outcome for a module in which a student has passed on a referral or a second or subsequent attempt shall be regarded as pass. The outcome achieved, pass or distinction, shall be recorded on the student's Certificate of Credit.

#### 4.9 PROGRESSION

- 4.9.1 A student may not enrol on any module which has specified prerequisite modules unless he or she has the appropriate credit in these prerequisite modules.
- 4.9.2 Subject to the discretion of an award board to permit a student with extenuating circumstances more than two attempts at a module, a student failing to meet the requirements of a specific award after such reassessment on standard or project modules as provided for in the Regulations will be required to withdraw from that award.
- 4.9.3 A student enrolled on a professional practice module who fails to satisfy the requirements of components of assessment relating to professional competencies after such reassessment, if any, as may be determined by an award board will be required to withdraw from the award to which that module relates.

#### 4.10 DIFFERENTIAL LEVELS OF AWARD

- 4.10.1 A graduate certificate with distinction shall be awarded to a student who has achieved credit on all modules at level 3 or above within the first attempt and gained an average of at least 70% (or its equivalent in level M modules) across any combination of modules at level 3 or above, totalling 30 credits or more. Such modules must have been studied and assessed under the Regulations.
- 4.10.2 A graduate diploma with distinction shall be awarded to a student who has achieved credit in all modules at level 3 and above within the first attempt and gained an average of at least 70% (or its equivalent in level M modules) across any combination of modules at level 3 or above totalling 60 credits or more. Such modules must have been studied and assessed under the Regulations.
- 4.10.3 A postgraduate certificate with distinction shall be awarded to a student who has achieved credit in all level M modules within his or her first attempt and who has achieved a distinction in level M modules amounting to at least 40 credits.

- 4.10.4 A postgraduate diploma with distinction shall be awarded to a student who has achieved credit in all level M modules within his or her first attempt and who has achieved a distinction in level M modules amounting to at least 80 credits.
- 4.10.5 A masters degree with distinction shall be awarded to a student who has achieved credit in all level M modules within his or her first attempt and who has achieved a distinction in level M modules, including the masters dissertation, amounting to at least 120 credits.
- 4.10.6 Any other designation of a differential level of an award is permitted only where this designation is a specific written requirement of a professional body. The requirements for the designation shall be as set out in the definitive document for the award.