Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

BA, BSc, BEng, LLB Degree and Honours Degree, BMedSci and BOst Honours Degree, Graduate Diploma, DipHE, CertHE and Foundation Diploma Regulations

These regulations are based on the principles of credit accumulation and transfer. Each module is credit rated and each award carries specified credit. There is a glossary at the end.

B11.1 Registration

1. Registration
A student must be registered for one of the following awards in order to be considered by the Examination Committee.

i. **Foundation Diploma**
A candidate for a Foundation Diploma must register for a Foundation double Field.

ii. **Certificate of Higher Education**
A candidate for a Certificate must register for two single Fields or a double Field.

iii. **Certificate of Associate Study**
A candidate for a Certificate must register for the award.

iv. **Diploma of Higher Education**
A candidate for a DipHE must register for two single Fields, or a double Field.

v. **Diploma in Advanced Study**
A candidate for a Diploma must register for the award.

vi. **BA, BSc, BEng, BMedSci, BOst and LLB**
A candidate for a BA, BSc, BEng and LLB degree or honours degree and BMedSci and BOst honours degree must register for two single Fields, or a double Field which are approved for the particular award.

Where students on two single fields have a choice of a BA or BSc award they must register for one or the other (see Regulation 17(ii)).

vii. **Graduate Diploma**
A Candidate for a Graduate Diploma must register for the award and will not qualify without being so registered.

iv. All awards will be conferred by the Examination Committee at its meeting after the student first satisfies the minimum requirement.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.2 Foundation Diploma

2. Foundation Diploma
   i. To obtain a Foundation Diploma a student must pass, within a period of two years, at least eight acceptable module credits including the Foundation compulsory modules from the appropriate Foundation Field.

   ii. A candidate for a Foundation Diploma is not permitted to include more than four semesters of study within the period of study permitted in 2(i).

   iii. Module credits obtained during the Foundation Stage may not be counted towards the general requirements for any other award. Neither can any modules taken and passed as part of the foundation programme be retaken and count towards Stage I.

   iv. Students must pass the requirements of the Diploma before progressing to Stage I.

   v. This award carries 120 credits at levels 3 and 4 including at least 60 at level 3.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.3 Certificate of Higher Education

3. Certificate of Higher Education
   i. Any student wishing to be a candidate for a Certificate of Higher 
      Education must register for the award before or during the semester in 
      which he or she expects to complete the Programme requirements. The 
      Certificate is not available to students intending to complete a Diploma of 
      Higher Education or a Degree or Honours Degree. It is only available as a 
      final award.
   
   ii. To obtain a Certificate of Higher Education a student must pass, within a 
       period of three years, at least eight module credits of which six must be at 
       level 4.
   
   iii. To obtain a Distinction a student must achieve an average of 70% or more 
       over the best eight level 4 modules passed. To obtain a Merit a student 
       must achieve an average of 60% or more but below 70% over the best 
       eight level 4 modules passed (but also see Regulation 12(iv)). The 
       average will be calculated on the modules passed up to and including the 
       semester in which the regulations for the CertHE are first satisfied.
   
   iv. This award carries 120 credits at level 4 or above including at least 90 at 
       level 4.
Specifìc Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.4 Diplomas of Higher Education

4. Diplomas of Higher Education

i. Any student wishing to be a candidate for a Diploma of Higher Education must register for the award before or during the semester in which he or she expects to complete the Field and Programme requirements. The Diploma is not available to students intending to complete a Degree or Honours Degree. It is only available as a final award. For the purposes of this award credits earned during the year abroad in Languages do not count towards the requirements specified in 4 (iii) and 4 (iv) below.

ii. Diploma of Higher Education
To obtain a Diploma of Higher Education a student shall within six years pass at least sixteen module credits at level 4 and advanced level including at least six advanced acceptable module credits for a double Field, a single Field, or two single Fields.

This award carries 240 credits at level 4 and above including at least 90 at above level 4.

iii. Diploma of Higher Education in named fields
1. Field Requirements
To obtain a Diploma of Higher Education in a named field(s) a student shall within six years have fulfilled the specific requirements for his or her double Field, or two single Fields.

(Where fields require the satisfactory completion of a placement year the above time is extended by one year.)

2. Programme Requirements
To obtain a Diploma in named fields a student must pass at least sixteen module credits including at least eight level 4 module credits and at least eight acceptable module credits for a double Field, or two single Fields including at least three in each of the single Fields. Not more than two level 4 acceptable module credits may be included in the eight acceptable module credits required.

iv. To obtain a Distinction a student must achieve an average of 70% or more over the best eight acceptable modules passed. To obtain a Merit a student must achieve an average of 60% or more but below 70% over the best eight acceptable modules passed. In addition, where a student has achieved an average between 59% and 60% or 68% and 70% and achieved 4 acceptable credits at a higher grade over those semesters in
which the last 8 graded acceptable credits occur, the next higher classification will be awarded.

v. This award carries 240 credits at level 4 and above including at least 120 at level 4.

**Except that**
The award for a 3 year DipHE covering one or more languages fields carries 360 credits at level 4 and above including at least 120 at level 4.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.5 Degree without Honours

5. Degree without Honours

i. Registration
Any student wishing to be a candidate for a degree without honours must register for the award before or during the semester in which he or she expects to complete the Field and Programme requirements. The degree without Honours is not available to students intending to complete an Honours degree. It is only available as a final award. For the purposes of this award credits earned during year abroad in Languages do not count towards the requirements specified in 5 (iii) below.

ii. Field Requirements
To obtain a degree without honours a student must have fulfilled the specific requirements for his or her Field(s).

iii. Programme Requirements
To obtain a BA, BSc, BEng or LLB degree without honours a student must, within eight years, pass at least twenty module credits including at least twelve level 4 modules and at least twelve acceptable module credits for a double Field, or for two single Fields. Not more than three level 4 acceptable module credits may be included in the twelve acceptable module credits required.

For students on two single fields registered for a joint award at least five acceptable module credits must be passed in each field. For those registered for Major/Minor awards at least eight acceptable module credits must be passed in the major field and at least three acceptable module credits must be passed in the minor field. (Where fields require the satisfactory completion of a placement year the above time is extended by one year.)

Except that
For the Double Fields of Physiotherapy and Occupational Therapy the maximum period of registration is six years and in the Fields in Nursing and Midwifery the maximum period of registration is seven years.

iv. A degree without honours award carries 300 credits at level 4 and above including at least 120 at level 4.

Except that
The 4 year degrees in Languages carry 420 credits at level 4 and above including at least 120 at level 4.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.6 Honours Degree

6. Honours Degree
i. Registration and Conferment
   A student is assumed to be a candidate for an award with honours unless he or she registers for another award.

ii. Field Requirements
   To obtain an honours degree a student must fulfil the specific requirements for his or her Field(s).

iii. Compulsory Element of an Honours Degree
   To obtain an honours degree the student must gain at least four acceptable module credits from those designated as Honours Component modules.

iv. Programme Requirements
   To obtain a BA, BSc, BEng, BMedSci, BOst or LLB honours degree a student must pass within eight years at least twenty-four module credits including at least eight level 4 module credits and at least sixteen acceptable module credits for a double or two single Fields. Not more than four level 4 acceptable module credits may be included in the sixteen acceptable module credits required.

For students on two single fields registered for a joint award at least seven acceptable module credits must be passed for each field. For those registered for Major/Minor awards at least ten acceptable module credits must be passed in the Major field and at least four acceptable module credits must be passed in the Minor field. (Where fields require the satisfactory completion of a placement year the above time is extended by one year.)

Except that
   a. For the Double Fields of Physiotherapy and Occupational Therapy the maximum period of registration is six years and in the Fields in Nursing and Midwifery the maximum period of registration seven years.

   b. Students registered for French Studies, Japanese Studies or the Bachelor of Osteopathy degree must pass within ten years at least thirty-two module credits including at least eight level 4 module credits and at least twenty-four acceptable module credits. Not more than four level 4 acceptable module credits may be included in the twenty-four acceptable module credits required.
v. **Classification**
The class of Honours degree shall be decided in accordance with Schedule 1 below on the average of the marks obtained in the best *fourteen* acceptable module credits, which carry the highest marks, provided that not more than *four* level 4 acceptable modules are included in the average.

The marks for the best *four* acceptable Honours Component module credits will always be included in the average. All students must have *four* graded acceptable Honours Component module credits at the University for the purposes of classification.

**Except that**
For the BEng honours degrees all the compulsory Honours Component module credits will be included and will be double weighted in the calculation for degree classification.

**Schedule 1**

<table>
<thead>
<tr>
<th>Class of Honours</th>
<th>Minimum Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>70%</td>
</tr>
<tr>
<td>Upper second</td>
<td>60%</td>
</tr>
<tr>
<td>Lower second</td>
<td>50%</td>
</tr>
<tr>
<td>Third</td>
<td>40%</td>
</tr>
</tbody>
</table>

**NB.** Averages are truncated, not rounded up. In calculating a student’s final average, marks for double modules are counted as two identical single marks. Similarly for triple and larger sized modules.

In addition, where a student has achieved an average between 49.5% and 50%, or between 59% and 60%, or between 68% and 70% and achieved *four* acceptable credits in a higher class over those semesters in which the last *eight* graded acceptable credits occur then the next higher class of degree will be awarded.

vi. **Limitation on Modules taken - "The 22 Rule"**
A candidate for an honours degree, completing their programme in a period longer than *six* semesters shall not be permitted to take more than *twenty two* acceptable module credits.

For the purposes of this regulation where a year's worth of placement is required it does not count in the number of semesters specified nor the credit earned unless the student elects to take other modules at the same time as their placement year module.

vii. An Honours degree award carries 360 credits at level 4 and above including 120 credits at level 4.

**Except that**
The 4 year BA in Languages and BOst carry 480 credits at level 4 and above including 120 at level 4.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.7 Diploma in Advanced Study

7. Diploma in Advanced Study
   i. Candidates must register for a programme which has been approved by the appropriate Field Chair or Exchange Co-ordinator.

   ii. Candidates for the Diploma may not simultaneously register for another University award.

   iii. To obtain a Diploma in Advanced Study a student must pass within a period of six semesters at least eight module credits at level 4 and advanced level including at least six advanced module credits.

   iv. This award carries 120 credits at level 4 and above of which a minimum or 90 must be at above level 4.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.8 Graduate Diploma

8. Graduate Diploma
   i. This Diploma is only available in those Fields named for this purpose in the Undergraduate Modular Handbook.

   ii. To obtain a Graduate Diploma a student must pass within six semesters at least eight acceptable module credits including not more than two level 4 module credits. To obtain a Distinction a student must achieve an average of 70% or more over the best eight acceptable modules passed. To obtain a Merit a student must achieve an average of 60% or more but below 70% over the best eight acceptable modules passed. In addition, where a student has achieved an average of between 59% and 60% or between 68% and 70% and achieved 4 acceptable credits at a higher grade over those semesters in which the last 8 graded acceptable credits occur, then the next higher classification will be awarded.

   iii. Candidates for the Diploma may not simultaneously register for another University award.

   iv. This award carries 120 credits which must all be above level 4.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.9 Certificate of Associate Study

9. Certificate of Associate Study
   i. Candidates must register for a programme which has been approved by a Field Chair.

   ii. To obtain a Certificate of Associate Study a student must pass within a period of six semesters at least six module credits including at least two advanced module credits.

   iii. Candidates for the Certificate may not simultaneously register for another University award.

   iv. This award carries 90 credits at level 4 and above including at least 30 at above level 4.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.10 Oral Distinction In Languages

10. Oral Distinction In Languages
i. Students on the French Fields who achieve a mark of at least 70% in the oral examination the following module:

   U61580 French Core Language III

shall be eligible for the award of a Distinction for Oral Performance.

Native speakers of the language concerned are excluded from the award of Distinction for Oral performance.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.11 Medical and other Evidence

11. Medical and other Evidence

i. All matters relating to mitigating circumstances will be managed in accordance with the University Academic Regulations, Appendix 5 Consideration of Mitigating Circumstances.

ii. A student registered for the award of the Foundation Diploma, the Certificate of Higher Education, the Diploma in Advanced Study, the Graduate Diploma or the Certificate of Associate Study may count only one MS grade to their award. To determine the student’s eligibility for a merit or distinction where appropriate, an average will be calculated on the number of module credits specified in the regulation for the award less one. However, no student may receive a classified award on less than the minimum number stated for the award in Regulation 12(ii).

A student registered for the award of the Diploma of Higher Education, the Diploma of Higher Education in named fields, the Degree or the Honours Degree may count up to two MS grades to their award. For the purpose of honours classification or to determine eligibility for a merit or distinction, an average will be calculated on the number of module credits specified in the appropriate regulation for the award less the number of MS grades awarded. However, no student may receive an award on less than the minimum number stated for the award in Regulation 12(ii) and no student may be awarded an Honours degree with less than eight graded acceptable module credits.

NOTE: Students awarded MS grades before the start of September 2010 may count up to four MS grades. All MC grades awarded before the start of September 2010 will be reviewed by the Examination Committee and resolved to a final grade in the light of subsequent academic performance.

iii. In exceptional circumstances the Examination Committee may allow an extension of a student’s course.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.12 Admission with Credit and Credit Transfer

12. Admission with Credit and Credit Transfer

i. A student granted credit shall be required to complete the requirements for an award according to the conditions specified at the point of admission which shall be in accordance with practices as determined from time to time by the Modular Programme Forum. The accreditation of prior experiential learning (APEL) must be carried out in accordance with the requirements and practices established by the University and by the Modular Programme Forum. The variation to the time allowed, classification and limitation for Honours are summarised in the Appendix to these Regulations.

ii. A student may transfer credits derived from either prior learning and/or concurrent study at another institution. In order to obtain an award from the University the minimum credit earned on the UMP shall be as follows:

<table>
<thead>
<tr>
<th>Award Type</th>
<th>Minimum Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Diploma</td>
<td>6 acceptable module credits</td>
</tr>
<tr>
<td>Certificate of HE:</td>
<td>6 level 4 module credits</td>
</tr>
<tr>
<td>Certificate of Associate Study:</td>
<td>6 module credits; including at least 2 at advanced level</td>
</tr>
<tr>
<td>Diploma in Advanced Study:</td>
<td>6 advanced module credits</td>
</tr>
<tr>
<td>Graduate Diploma:</td>
<td>6 acceptable module credits</td>
</tr>
<tr>
<td>Diploma of HE:</td>
<td>6 acceptable module credits; including at least 4 at advanced level</td>
</tr>
<tr>
<td>Degree without Honours:</td>
<td>6 advanced acceptable module credits or 4 if prior credit was earned on a Brookes award</td>
</tr>
<tr>
<td>Honours degree:</td>
<td>8 advanced acceptable module credits including 4 Honours module credits</td>
</tr>
</tbody>
</table>

Not withstanding the above, at least 2 acceptable module credits must be passed at the University in each field of study for combined named awards.

iii. A student transferring credit towards an award shall have the class of degree or distinction determined either by the average of the marks on the
minimum number of acceptable module credits that must be passed by study on the UMP or, if marks as well as credits are transferred, by the average of any marks on the modules credited together with those on the modules specified above.

No student will be classified for Honours on less than the eight, graded acceptable module credits taken on the UMP. For a distinction or merit on a DipHE or Graduate Diploma the minimum is six graded acceptable module credits and for a Cert HE the minimum is six graded level 4 module credits.

iv. For students transferring in from KDU Malaysia on the Oxford Brookes Degree in Law (LLK), marks will be transferred where they are associated with specific credit and will be counted towards the degree classification, in accordance with credit schedule table 6.2.

v. A student who claims credit for part of the course may not count in the additional module credits required for a degree, honours degree or diploma any module for which credit has been recognised or exemption given by virtue of equivalent qualifications or prior learning.

vi. Where credit was achieved more than ten years previously it shall only be transferred where the student can show that it has been kept up to date specifically or generally as appropriate through identifiable activity for which evidence can be produced.

vii. For students awarded concurrent credit without marks (i.e. CR or CE grades) the calculation of the average mark for the purposes of Honours or the determination of a Distinction or Merit will be on the number of modules specified in the appropriate regulations less the number of concurrent credits awarded. Note also Regulation 12 (ii) which also specifies the minimum of module credits which must be passed on the UMP.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.13 Grades

13. Grades

i. As an indication of student achievement for inclusion in the final transcript, the Examination Committee shall award grades for modules according to the following scheme:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Pass grades</td>
<td>70 - 100</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>60 - 69</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>50 - 59</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>41 – 49</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>S</td>
<td>An Ungraded pass when assessment based on pass/fail only. On acceptable modules Honours classification will be taken over fewer modules.</td>
<td>Ungraded</td>
</tr>
<tr>
<td>EX</td>
<td>Exemption, the module does not have to be passed to satisfy the requirements of an award but neither will it count towards the requirements of an award if taken.</td>
<td>Ungraded</td>
</tr>
<tr>
<td>CR</td>
<td>Transferred certificated credit. Equivalent learning has been achieved elsewhere. The module (and marks if any) may be used to satisfy the requirements of an award. A CR grade without marks is an ungraded credit.</td>
<td>0 – 100 or null</td>
</tr>
<tr>
<td>CF</td>
<td>Transferred certificated credit failed. Equivalent learning has been failed elsewhere. The credit will count against total number of modules taken.</td>
<td>0 – 39 or null</td>
</tr>
<tr>
<td>CE</td>
<td>Credit for experiential learning which has been assessed. The module may be used to satisfy the requirements of an award. A CE grade without marks is an ungraded credit.</td>
<td>0 – 100 or null</td>
</tr>
<tr>
<td>MS</td>
<td>An Ungraded pass arising from mitigating circumstances. This grade can only be awarded in the final semester of a graduating programme.</td>
<td>Ungraded</td>
</tr>
<tr>
<td>F</td>
<td>Fail. Not entitled to re-assessment without retaking the module.</td>
<td>0 - 29</td>
</tr>
<tr>
<td>P</td>
<td>Pass at resit (capped)</td>
<td>40</td>
</tr>
<tr>
<td>FR</td>
<td>Fail at resit. (Where the marks at the initial assessment and at resit differ, the higher mark will be awarded).</td>
<td>0 - 39</td>
</tr>
<tr>
<td>FW</td>
<td>Fail grade showing that either the student was withdrawn from the programme and thereby not entitled to resit or the student did not attempt the resit.</td>
<td>0 - 39</td>
</tr>
</tbody>
</table>
ii. The following are provisional grades that must be resolved within the limit specified to one of the summative grades listed in 13 (i).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>% mark</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC</td>
<td>Resit of coursework only: if passed at resit, the mark obtained will be capped.</td>
<td>30 - 39</td>
<td>Examination Committee following resit</td>
</tr>
<tr>
<td>RE</td>
<td>Resit of examination only: if passed at resit, the mark obtained will be capped.</td>
<td>30 - 39</td>
<td></td>
</tr>
<tr>
<td>RB</td>
<td>Resit of both coursework and examination: if passed, the mark obtained will be capped.</td>
<td>30 - 39</td>
<td></td>
</tr>
<tr>
<td>DC</td>
<td>Resit through mitigation of coursework only: the mark obtained at resit will be un-capped.</td>
<td>0 - 99</td>
<td>Examination Committee following resit</td>
</tr>
<tr>
<td>DE</td>
<td>Resit through mitigation of examination only: the mark obtained at resit will be un-capped.</td>
<td>0 - 99</td>
<td></td>
</tr>
<tr>
<td>DB</td>
<td>Resit through mitigation of coursework and examination: the mark obtained at resit will be un-capped.</td>
<td>0 - 99</td>
<td></td>
</tr>
<tr>
<td>DD</td>
<td>Deferred disciplinary: the module grade and all further Examination Committee decisions are deferred pending the outcome of the disciplinary process.</td>
<td>Un-graded</td>
<td>Normally by the next Examination Committee</td>
</tr>
<tr>
<td>DF</td>
<td>Deferred administrative: a grade showing that the Examination Committee has yet to finalise the grade/mark for technical/procedural reasons. This grade is not used in relation to mitigating circumstances.</td>
<td>Un-graded</td>
<td>As specified by the Examination Committee</td>
</tr>
</tbody>
</table>

iii. A student awarded one of the resit or resit through mitigation grades will be entitled to reassessment only once in each run of a module and only at the specific times as agreed annually by the University. Currently these are in the Easter vacation following Semester 1 modules, July following Semester 2 modules and November following the Summer Session modules.

iv. Re-assessment implies either re-examination or the submission of further coursework for assessment or a combination of both. Where the original assessment involved both examination and coursework components, a pass mark must normally be achieved on the combination of the re-assessed component and the original mark of the other component. When a specified mark must be achieved in one or more individual components these marks must be achieved to pass at re-assessment.
the Examination Committee decides that other criteria for a pass mark are to be used the student must be informed immediately.

v. At a resit arising from grades RE, RE or RB only grade P or grade FR shall be awarded. At a resit arising from grades DC, DE or DB all the marks achieved shall be awarded unless this is less than the original mark in which case the original mark shall stand. When a student chooses not to take a resit that has been offered, the resit grade will be resolved to grade FW.

vi. When a European transfer is agreed the other institution should provide a transcript in which the study is specified as ECTS credits. These units are twice the size of the units used in the UK so that 7.5 ECTS credits correspond to one module credit at Brookes. If the results are reported as ECTS grades (A, B, C, D, E) then a mark should also be transferred as specified on form M8 Euro using Schedule 4 below. Institutional grades may only be transferred with marks if a complete schedule has been recommended by the relevant School Board and approved by the Combined Studies Examination Committee.

### Schedule 4

<table>
<thead>
<tr>
<th>Boundary mark %</th>
<th>ECTS Grade</th>
<th>Brookes Grade</th>
<th>Brookes mark %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note 1</td>
<td>Note 2</td>
<td>Note 1</td>
<td>Note 2</td>
</tr>
<tr>
<td>70</td>
<td>A</td>
<td>A</td>
<td>74</td>
</tr>
<tr>
<td>60</td>
<td>B</td>
<td>B+</td>
<td>65</td>
</tr>
<tr>
<td>55</td>
<td>C</td>
<td>B (upper)</td>
<td>58</td>
</tr>
<tr>
<td>47</td>
<td>D</td>
<td>C (upper) - B (lower)</td>
<td>51</td>
</tr>
<tr>
<td>40</td>
<td>E</td>
<td>C (lower) D or P</td>
<td>44</td>
</tr>
<tr>
<td>30 – 39</td>
<td>FX</td>
<td>RE, RC, RB, DE, DC, DB</td>
<td>30 – 39</td>
</tr>
<tr>
<td>0 – 29</td>
<td>F</td>
<td>F</td>
<td>0 – 29</td>
</tr>
</tbody>
</table>

**Note 1** This column shows the minimum mark that must be achieved at Brookes for the award of the specified ECTS grade.

**Note 2** This column shows the mark that will be awarded at Brookes when a student has been awarded the specified ECTS grade at another institution.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.14 Progression

14. Progression

i. The Examinations Committee may require a student to withdraw who does not pass at least three module credits in any two successive semesters of study.

ii. When reporting to an LEA or similar sponsor whether a student’s progress is satisfactory, the following criteria will be used.

1. Each award has a normal length of full-time study as follows:

<table>
<thead>
<tr>
<th>Award</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>CertHE</td>
<td>1 year</td>
</tr>
<tr>
<td>DipHE</td>
<td>2 or 3 years*</td>
</tr>
<tr>
<td>Degree &amp; Honours</td>
<td>3 or 4 years*</td>
</tr>
<tr>
<td>Degree</td>
<td></td>
</tr>
</tbody>
</table>

* The awards requiring the longer period are those with a year's placement. The normal full-time length for courses with a Foundation Stage is one year in addition to the above.

2. In order to complete satisfactorily a year of full-time study, a student:-
   a. must either pass at least 6 module credits during the year, or, if on placement, complete specific requirements set for the placement;
   b. must by the end of the year normally be in a position to proceed with a programme which, if passed, would satisfy the requirements for an award within the remaining period of normal full-time study for that award. Such a programme should not normally require more than 10 modules to be passed during any full-time year and normal prerequisite requirements should be met. (but see Regulations 15 (vi))

3. The year is presumed to start from the point at which the LEA award commenced or, if previously suspended under regulations i and/or ii above, was re-instated.

iii. A student may be required to withdraw from a module, which has prerequisite modules if she/he did not achieve at least 30% on the assessment of each prerequisite.
iv. A student may be required to withdraw from an advanced module, which has level 4 prerequisite modules if she/he did not pass these modules.

v. A student who has failed to satisfy a specific field requirement which is normally taken during a particular semester or stage of the course, may be required by the Examination Committee to satisfy that requirement before proceeding in this field.

vi. A student who has not satisfactorily completed, after taking 3 times, a module which is a specific field requirement may be required to withdraw from the course.

vii. No practice based module may be failed more than once and a student may not fail more than one such module. A student who does so will be required to withdraw from the course.

viii. Any module once passed cannot be retaken except when it has been awarded grade DR.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.15 Fee Assessment

15. Fee Assessment

i. For the purpose of assessing the tuition fees payable a student will be classified as full-time or part-time.

ii. A student is classed as part-time in any academic year if she/he takes not more than five module credits in that year.

iii. A student whose complete programme of modules for an academic year extends for only one semester, will be classified as part-time if the total of module credits taken is not more than three.

iv. To be eligible for full-time Student Support over just one semester the total of module credits taken must be at least four.

v. A student who, being in receipt of Student Support has had the award suspended either voluntarily or through failure, will normally be allowed to pay part-time fees for a semester provided that the total of module credits taken over this period does not exceed 3. This is notwithstanding the fact that whilst in receipt of the award for the remainder of that year he/she will be classed as full-time.

vi. A placement may normally only be taken by a full-time student. A student who has been part-time may, exceptionally, on the recommendation of the Field Chair and with the agreement of the Head of Finance, continue as a part-time student during a placement.

vii. A full-time student who takes more than eight and a part-time student who takes more than four module credits in a year will be charged for the excess number. For programmes of only one semester in a year, the excess number will be over four module credits for students with a full-time programme and over three modules credits for a part-time programme.

viii. A module taken and awarded a DR grade will normally count to the number of module credits taken for the purposes of fees. A module that is retaken because the previous take was awarded DR, will not count to the number of module credits taken for the purposes of fees.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.16 Transcript

16. Transcript
Upon completion of his or her studies the student will receive a transcript stating (a) the award, if any, made, (b) the modules taken and grades obtained, and the Fields studied if appropriate.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.17 Award Titles

17. Award Titles

i. BA, BSc, BEng, BMedSci, BOst and LLB Candidates Registered for Double Fields

The title of the degree awarded to a successful candidate will be dependent on the Fields studied and either:

a. Bachelor of Arts or Bachelor of Science in (double Field name), or
b. for a candidate registered for the double Field in Law: Bachelor of Laws, or
c. Bachelor of Engineering in (double field name), or
d. for a candidate registered for the double field in Medical Science: Bachelor of Medical Science, or
e. for a candidate registered for the double Field in Osteopathy: Bachelor of Osteopathy, or
f. for each student in the Combined Studies Field, the Combined Studies Programme Approvals Board will determine the classification of the Field as either BA or BSc.

ii. BA and BSc Candidates Registered for Single Fields

The title of the degree awarded to a successful candidate on a joint degree will be:

a. Bachelor of Arts or Bachelor of Science in (name of first Field) and (name of second Field).

The title of the degree awarded to a successful major/minor candidate will be:

b. Bachelor of Arts or Bachelor of Science in (name of the major Field) with (name of the minor Field).

c. For the purpose of determining the award as BA or BSc each Field is classified as Arts (A), Science (S) or Neutral (N). The following rules will apply for Joint award candidates:

| A + A = BA | S + S = BSc |
| A + N = BA | S + N = BSc |
| N + N = BA or BSc | to be decided by the student |

The following rules will apply for the major/minor award candidates:
<table>
<thead>
<tr>
<th>A in the Major = BA</th>
<th>S in the Major = BSc</th>
</tr>
</thead>
<tbody>
<tr>
<td>N in the Major and A in the Minor = BA</td>
<td>N in the Major and S in the Minor = BSc</td>
</tr>
<tr>
<td>N in both Major and Minor</td>
<td>to be decided by the student</td>
</tr>
</tbody>
</table>
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.18 Specific Field Requirements

18. Specific Field Requirements
All references in these Regulations to specific Field requirements are to the approved requirements of individual Fields. The field requirements for a particular stage of the course, which apply to an individual student, are those in force when the student first enters that stage.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.19 Plagiarism and Collusion

19. Plagiarism and Collusion
Candidates must ensure that coursework submitted for assessment in fulfilment of course requirements is genuinely their own and is not plagiarised (borrowed, without specific acknowledgement, or stolen from other published or unpublished work).

Quotations should be clearly identified and attributed, preferably by the use of one of the standard conventions for referencing. Assessed work should not be produced jointly unless the written instructions specify this. Such co-operation is cheating and any commonality of text is plagiarism.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.20 Compensation for failure to meet the requirements

20. Compensation for failure to meet the requirements
   The Examination Committee may, having due regard to the standard of the award, the course objectives and regulations, exceptionally and at its discretion, allow a student's overall performance to compensate for failure to meet all the requirements for an award. Compensation will be in accordance with guidelines as determined from time to time by the Modular Examination Committee.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.21 Interpretation

21. Interpretation
   These regulations should be interpreted using the GLOSSARY, which is attached.
   
   In cases of dispute these regulations shall be interpreted by the Academic Board in accordance with the University's Academic Regulations.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.22 Regulations for Associate Students

22. Regulations for Associate Students

i. Associate Students
   Associate Students are those studying a module or a selection of modules for personal enrichment or for the purpose of qualifying for a higher level course or for credit to transfer to an award or for the demonstration of learning already achieved.

Exchange students are normally classified as Associate students except where other arrangements have been agreed by the Head of the Academic Management Office.

ii. Awards
   The programme of study for an associate student leads to a certificate of credit but does not lead directly to an award of any other certificate, diploma, degree or honours degree.

iii. Admission
   An associate student may be admitted only with the approval of the Modular Admissions Co-ordinator.

iv. Programmes
   Students must normally possess the module prerequisites although these may be waived at the discretion of the module leader.

   Both level 4 and advanced modules are available to suitably qualified associate students.

   If a limit to the number of students on a module has to be imposed then students registered for an award will take precedence over associate students.

   Failure in three successive or concurrent modules will normally preclude associate students from registration for any subsequent modules.

   See also Regulation 15 (Fee Assessment).

v. Mitigating Circumstances
   Regulation 11 and its sub-paragraphs shall apply to Associate Students.

vi. Grades
   As an indication of student achievement for inclusion in the final transcript the Examinations Committee shall award grades for modules according to the scheme in Regulation 13 (Grades) sub-paragraphs (i)-(iv).

vii. Transcript
Upon completion of his or her studies an associate student may apply to the Academic Management Office for a transcript stating the modules passed and grades obtained.
Specific Regulations

B11. Undergraduate Modular Programme (UMP) Regulations

B11.i Appendix to the UMP Regulations

Appendix to the Regulations

BA, BSc, BEng and LLB Degree and Honours Degree, BMedSci and BOst Honours Degree, DipHE, CertHE, Foundation Diploma, Graduate Diploma and Diploma in Advanced Study.

Additional Regulations for Students Admitted with Credit

This appendix should be read in conjunction with the Modular Course Regulations and is specifically referred to in Regulation 12.

A1 A student admitted with credit should normally have a specific number of module credits recognised as credited at the commencement of the course of study. The total amount that may be credited is limited by the provisions of the Regulation 12 (ii).

A2 The total requirements for awards shall apply. The requirement to pass any specified modules or any specific number of modules, may be met by including those modules which have been recognised as credited.

A3 Foundation Diploma
Regulation 2 applies with the following addition.

The time allowed to complete the award is dependent on the time used to gain the credit awarded on admission and is specified in Schedule 6.3.

A4 CertHE, DipHE, Diploma in Advanced Study
Regulations 3, 4 or 8 or 9 apply as appropriate with the following addition:
The time allowed to complete the award is dependent on the time used to gain the credit awarded on admission and is specified in Schedule 6.3 below for Cert. HE and Graduate Diploma and Schedule 6.0a for Dip HE.

A5 Degree without Honours
Regulation 5 applies with the following addition:
The time allowed to complete the award is dependent on the time used to gain the credit awarded on admission and is specified in Schedules 6.0a below for 3 year degrees and 6.0b for 4 year degrees.

A6 Honours Degree
Regulation 6 applies with the following additions and modifications:
iv. Course Requirements
The time allowed to complete the award is dependent on the time used to gain the credit awarded on admission and is specified in Schedules 6.0a below for 3 year degrees and 6.0b for 4 year degrees.

v. Classification
The number of acceptable module credits included in the average will be based on the minimum number of acceptable module credits awarded at entry as specified in Schedule 6.2.

The number of level 4 acceptable modules which may be included in the average is a maximum of four but is reduced by the number of ungraded level 4 acceptable module credits (if any) which have been awarded or recognised. Except that Regulation 12(ii) applies.

vi. Limitation on Modules taken
The normal period of full-time study is dependent on the time used to gain the credit awarded on admission and is specified in schedules 6.0a below for 3 year degrees and 6.0b for four year degrees. A candidate for an honours degree completing the Course in a period longer than this who at entry must pass the number of acceptable modules specified in Schedule 6.2 below, shall not be permitted to take more than the total number of acceptable module credits also specified in Schedule 6.2.

*For the purposes of this regulation where a placement year is required it does not count in the number of semesters specified under Schedule 6.0a

Credit Schedule 6.0a

<table>
<thead>
<tr>
<th>Number of credits being transferred</th>
<th>Schedule for 3 year degree programmes</th>
<th>Schedule for Dip. HE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Semesters Used of 'normal time'</td>
<td>Semesters remaining of 'normal time'</td>
</tr>
<tr>
<td>1</td>
<td>6 0 10 6 6</td>
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<tr>
<td>To</td>
<td>5 1 11 5 7</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>4 2 12 4 8</td>
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<tr>
<td></td>
<td>3 3 13 3 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 4 14 2 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 5 15 1 11</td>
<td></td>
</tr>
</tbody>
</table>
### Credit Schedule 6.0b

#### Schedule for 4 year degree programmes

<table>
<thead>
<tr>
<th>Number of credits being transferred</th>
<th>Semesters Used of ‘normal time’</th>
<th>Semesters remaining of ‘normal time’</th>
<th>Maximum number of semesters remaining of Maximum 20</th>
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<tr>
<td>1</td>
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<tr>
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<td>1</td>
<td>13</td>
</tr>
<tr>
<td>To 24</td>
<td>6</td>
<td>2</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td>16</td>
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<tr>
<td></td>
<td>3</td>
<td>5</td>
<td>17</td>
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<tr>
<td></td>
<td>2</td>
<td>6</td>
<td>18</td>
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<td></td>
<td>1</td>
<td>7</td>
<td>19</td>
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</table>

### Credit Schedule 6.2

#### Maximum number of ‘acceptable’ credits permitted with the following number of transferred failed credit

<table>
<thead>
<tr>
<th>Number of ‘acceptable’ credits</th>
<th>Honours on Best</th>
<th>Maximum number of ‘acceptable’ credits if longer than ‘normal’</th>
<th>1 failed credit</th>
<th>2 failed credit</th>
<th>3 failed credit</th>
<th>4 failed credit</th>
<th>5 failed credit</th>
<th>6 failed credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
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<td>22</td>
<td>21</td>
<td>20</td>
<td>19</td>
<td>18</td>
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<td>10</td>
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<tr>
<td>7</td>
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<td>10</td>
<td>9</td>
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<tr>
<td>8</td>
<td>8</td>
<td>14</td>
<td>13</td>
<td>12</td>
<td>11</td>
<td>10</td>
<td>9</td>
<td>8</td>
</tr>
</tbody>
</table>

If a full Transcript is not available or credit is more than 8 years old, Schedule 6.2 as printed in the September 2003 Undergraduate Modular Programme Handbook will apply.

All students must still normally pass 3 modules in each year of study to be allowed to continue.

NB The maximum time specified includes any temporary withdrawal that is approved.
See regulations 5 (iii) and 6 (iv) for the maximum periods of registration for the double fields in Health & Social Care.

### Credit Schedule 6.3

<table>
<thead>
<tr>
<th>Semesters Used of ‘Normal Time’</th>
<th>Semesters remaining of Maximum time</th>
<th>Semesters Used of ‘Normal Time’</th>
<th>Semesters remaining of Maximum time</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
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<td>5</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>5</td>
</tr>
</tbody>
</table>
Key Terms

A *Single Field* is a group of educationally associated modules, normally including two compulsory level 4 and fifteen or more acceptable advanced module credits. It must be combined with only one other single field to meet the requirements for the award of CertHE, DipHE, degree or Honours degree. With the exception of some single fields specifically designated as *minor only*, all other single fields can be studied as part of a major/minor or joint combination.

A *Double Field* is a group of educationally associated modules normally equivalent to two single fields. It cannot be combined with another field.

A *Programme* consists of the modules taken by a student over one or more semesters.

A *Foundation Stage* provides a route to awards in specified fields for which students have not met specific requirements for entry to Stage I.

*Stage I* is the introductory part of a course, consisting of level 4 modules.

*Stage II* is the final part of a course and consists mainly of advanced modules.

C.A.T. Credit Accumulation and Transfer.

A *Placement* is a period, normally one year in length spent in a location in which experience appropriate for (a) particular field(s) may be gained. It cannot be counted towards the module credits required for an award unless it has a number of modules credits specified in the module description.

*Taken*: A student will be deemed to have taken a module if he or she has registered for it and not officially withdrawn by the end of Week 2 of the semester in which the assessment takes place.

*Exemption*: Students may be granted an exemption from a module when learning equivalent to that shown by passing the module has been achieved. Such a module does not have to be taken to satisfy the requirements of an award. If a formal exemption grade is awarded (see Regulation 13 (i)) such a module does not count towards any award requirements.
Specific Field Requirements include passing any compulsory modules and completing satisfactorily any field trips or placement or work experience or other specialist activity. Overall, the specific field requirements for a stage of the course for an individual student are those in force when s/he commenced that stage.

Resit
i. A Resit (see grades RC, RE, RB) is offered where the initial outcome is between 30% and 39% for a particular module. A resit involves only the resubmission of coursework and/or resitting the examination. A maximum of 40P is awarded at resit - i.e. the mark is ‘capped’. A pass at resit counts as if the module is taken only once and does not in itself lead to the student being deemed to have entered another semester. If a resit is offered and not taken, the module is deemed a fail.

ii. A Resit through mitigation (see grades DC, DE, DB) is offered where an assessment is deemed to have been affected adversely by mitigating circumstances. The resit may be offered when a pass has already been achieved. The resit involves only the resubmission of the affected coursework and/or resitting the affected examination. All marks achieved at a resit of an assessment offered arising from mitigating circumstances will be treated as if awarded at the original sitting. If the module is capped because of performance on other assessments, the cap will stand. A pass at resit counts as if the module is taken only once and does not in itself lead to the student being deemed to have entered another semester. A module not passed at resit or not taken is deemed a fail.

Retake
i. A Retake can be taken when a student re-registers for a module after having previously been given a Fail grade or not passed the resit. The student is expected to attend all classes and to take all of the assessments involved as any other student of the module. All the marks awarded will be recorded but the module counts as 1 module credit each time it is taken when calculating the total of modules taken for an Honours degree. Students who pass a module are not allowed to retake it except when it has been awarded grade DR.

(ii) A Retake authorised by the Examination Committee arising from the award of a DR grade will require the student to re-register the module. Students will normally attend all classes and take all of the assessments involved as any other student of the module and all the marks achieved will be awarded. The higher of the 2 marks achieved over the 2 registrations will count towards the requirements of the award and the lower will be disregarded and will not count.

Modules
A Single Module is a discrete, self-contained unit of study with its own learning outcomes, prerequisites (if any), syllabus and scheme of assessment. It usually lasts one semester and one module carries 15 C.A.T. credits (7.5 ECTS credits). A single module normally requires 150 hours of student study time for its successful completion.
Credit is gained when a student has passed the module by satisfying the relevant Subject Examination Committee with respect to the assessment requirements for the module concerned. A single module cannot be divided. Each module is set at a particular level of study appropriate to its learning outcomes and is assessed against appropriate criteria.

A **Double Module** is one for which the academic content is twice that of a single module and for which twice the credit is given. The credit rating of other sized modules are defined in relation to single modules. Double or larger sized modules cannot be divided into single modules and must be taken and assessed as a whole.

A **Level 4 Module** is one normally taken in the initial part of the course (Stage I), and represents approximately one-eighth of the effort of a full-time Honours candidate (including private study) in one year. A single module carries 15 C.A.T. credits (7.5 ECTS credits) at level 4.

An **Advanced Module** is one normally taken in the final part of the course (Stage II), and represents approximately one-eighth of the effort of a full-time Honours candidate (including private study) in one year. A single module carries 15 C.A.T. credits (7.5 ECTS credits) at level 6.

A **Foundation Module** is one, which may only be taken in the Foundation Stage. A single module carries 15 C.A.T. credits (7.5 ECTS credits) at level 3.

An **Acceptable Module** is a module that has been specified (listed) as part of a field in addition to compulsory level 4 or required level 4 modules. The learning outcomes achieved will be appropriate for the aims of the field or award. A minimum number of acceptable modules must be passed to meet the requirements for an award other than a Certificate. The marks obtained may be used in the determination of Honours classification or a distinction. For a student registered for two single fields a level 4 module which is compulsory for one field may not count that module as acceptable for the other field even though it is in the acceptable list for that field.

A **Compulsory Module** is one that must be passed. It may be a compulsory level 4 module normally taken in Stage I or a compulsory acceptable module normally taken in Stage II.

A **Required Module** must be taken and at least 30% obtained. Required acceptable modules are only allowed where it can be clearly shown that they are necessary to meet the hours regulations of a professional body.

A **Recommended Module** is a level 4 module which the student is advised to take in Stage I.

A **Prerequisite Module** is one in which a minimum of 30% must normally be obtained before taking a subsequent specified module (but see regulations 14 (iii) and (iv)).
A Co-requisite module is one, which must be taken no later than at the same time as another specified module.

A Practice-Based Module in health and related subjects is one in which much of the student's time is spent working with clients or in client care areas, and building competence required for professional practice.

A Project/Dissertation is a detailed study of a topic of particular interest to the student, usually carried out over two semesters and assessed in their last semester. A project will usually involve some original research either in the laboratory or in the field whilst a dissertation will usually involve library based research. The word length for a double project or dissertation is 8,000-10,000 words or equivalent. It is also an Honours component module, defined below.

A Synoptic Module is an end of course broad based study using the theoretical methods from a range of acceptable modules within a specific field. It is compulsory for Honours in some fields instead of or in addition to a project or dissertation module. It is also an Honours component module, defined below.

An Independent Study Module is an individual learning and assessment package agreed between the student and the Field Committee according to the practices determined by that Field.

An Honours Component Module is one taken towards the end of an honours degree programme where students are able to demonstrate a systematic understanding of key aspects of their field of study and an ability to manage their learning. Successful students will be able to critically evaluate arguments and have the skills necessary for decision-making in complex and unpredictable contexts An Honours module will have other advanced modules as prerequisites in order to demonstrate it is of the highest undergraduate level and can only be taken towards the end of an Honours programme. Students cannot transfer credit for Honours component modules to their Brookes programme.