**FORM M39**

**MODULAR PROGRAMME**



**Student Number** (enter all 8 digits)



**Surname** …………………………………………………………… **Forenames** ……………………………………...



**Subject codes**

**Final award Degree type Subject order**

Use this form if you are one of the following:

🞎 a BEd/BA/BSc/LLB/BEng student not wishing to take honours

🞎 a BA/BSc Honours stage II taking neutral subjects or one arts and one science subject

🞎 intending to leave the course after completing a DipHE, CertHE or Foundation Diploma programme

**Final award**

Applies to those who are NOT candidates for the award of a degree with Honours. Tick the appropriate box below and enter **year** and **semester** you expect to be eligible for the award.

🞎 Foundation Diploma 🞎 CertHE 🞎 DipHE 🞎 Named DipHE 🞎 BEng Degree only

🞎 BA Degree only 🞎 BSc Degreeonly 🞎 BEd Degree only 🞎 LLB Degree Only

Completion date (eg May 15) ………………………………….

**Degree Type**

Applies to candidates taking either two neutral subjects or one science and one arts subject (see Modular Programme Handbook). Tick appropriate box below.

🞎 BA Degree with Honours 🞎 BSc Degree/with Honours

Signed……………………………………………………………………………….. Date ……………………………………………………………

Please take completed forms to studentrecords@brookes.ac.uk as early as possibly and no later than the end of the semester before the award (otherwise conferment of your award may be delayed)

**PTO**

**FORM M39**

**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 Subject.

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 (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.

**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 13(iii)). 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.

**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 Subject 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 5 (iii) and 5 (iv) below.

ii. **Diploma of Higher Education**

To obtain a Diploma of Higher Education a student shall, within six years, pass at least sixteen credits at level 4 and above including at least six acceptable module credits at level 5 or above for a double Subject, a single Subject or two single Subjects. This award carries 240 credits at level 4 and above including at least 90 at level 5 or above.

iii**. Diploma of Higher Education in named subjects**

1. **Subject Requirements**

To obtain a Diploma of Higher Education in a named subject(s) a student shall within six years have fulfilled the specific requirements for his or her double Subject, or two single Subjects. (Where Subjects 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 subjects 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 Subject, or two single Subjects including at least three in each of the single Subjects.

Not more than two level 4 acceptable module credits may be included in the eight acceptable module credits required.

iv. The classification will be determined using the average of all module credits passed at level 5 or above, up to the best eight and no fewer than six acceptable module credits passed at level 5 or above. A student must obtain a minimum of six acceptable credits at level 5 or above to be eligible for an award. To obtain a Distinction a student must achieve an average of 70% or more over the best acceptable modules passed at level

5 or above, to obtain a Merit a student must achieve an average of 60% or more but below 70% over the best acceptable modules passed at level 5 or above (but also see Regulation 13(iii)). 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 and 90 at level 5 or above.

**Except that**

The award for a 3 year DipHE covering one or more language subjects carries 360 credits at level 4 and above including at least 120 at level 4 and 240 at level 5 or above

**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 Subject 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 6 (iii) below.

ii. Subject Requirements

To obtain a degree without honours a student must have fulfilled the specific requirements for his or her Subject(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 eight level 4 module credits and at least twelve acceptable module credits for a double Subject, or for two single Subjects. Not more than two level 4 acceptable module credits may be included in the twelve acceptable module credits required.

For students on two single subjects registered for a joint award at least five acceptable module credits must be passed in each subject. For those registered for Major/Minor awards at least eight acceptable module credits must be passed in the major Subject and at least three acceptable module credits must be passed in the minor Subject.

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

**Except that**

For the Double Subjects of Physiotherapy and Occupational Therapy the maximum period of registration is six years and in the Subjects 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 and 180 at level 5 or above

**Except that**

The 4 year degrees in Languages carry 420 credits at level 4 and above including at least 120 at level 4 and 300 at level 5 or above.