

**PERSON-SPECIFIC FIELD RULE**

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

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**Family Name First Name(s)**

**Decision of SEC for: (name of subject)**

**On (date)**

The student has **not** met the following field rule: (tick only one category)



passed level 4 compulsory module



achieved at least 30% in basic required module



passed relevant number of level 4 modules



passed relevant number of acceptable modules



achieved at least 30% in acceptable required module



passed compulsory acceptable module

***Either***

It is proposed that the student is allowed to graduate in spite of the above because

***Or***

It is proposed that the student is given exemption (i.e. EX grade) from module   
because

Signed: Name:

Date: SEC Chair ONLY

Agreed for action by the Clerk to MEC.

Signed: Date:

Annotation “M30 mon-yy to be added by Student Central to Exam letters field of student record and corresponding error message suppressed.

**Guidelines for Compensation by an SEC**

Under these Guidelines MEC allows an SEC to have the discretion to recommend compensation or substitution in relation to subject content or field specific rules. MEC would then accept, without further discussion, any recommendation of an SEC which meets these Guidelines. These Guidelines are not specifying action which an SEC must take. They are permissive and conditional. They also formalise the procedure by which exemption   
(EX grade) may be awarded to a student during her/his course.

Recommendations for cases of exemption or substitution or compensation which fall outside these Guidelines must be raised with the Chiefs.

The principles and conditions set out in these Guidelines apply to all awards unless specifically stated otherwise. Unless otherwise stated, numbers of modules given in these Guidelines refer to the award of BA/ BSc Hons; these numbers need to be re-calibrated for students admitted with credit and for awards which require more or less than 16 acceptable modules.

**The following conditions apply to all cases:**

1. All students moderated by these Guidelines must **without exception** have achieved the minimum total credit for their awards including six level 4 module credits.
2. All decisions should be based on the student’s overall profile and performance and its relationship to the graduate profile specified for the award for which the student is registered.
3. The substitution or compensation must be recommended by an SEC and in the case of joint honours degrees not opposed by the other SEC.
4. A module regarded as “Appropriate” in the paragraphs below must be one which, either alone or in appropriate combination, could fulfil a similar role in the graduate profile to the modules for which it is/they are substituted or for which it/they compensate. It should not imply either broadening or narrowing of the profile outside that normally achieved by students.
5. All decisions must be recorded on form M30, which will be used for audit purposes and sent to Student Central. Annotation on a student record will show when an M30 has been implemented.
6. These Guidelines should not be used as a mechanism for avoiding the operation of the “22 rule” to which other Guidelines apply.
7. Under these Guidelines, students should not be considered for compensation with respect to more than one problem with the number or type of modules.

**Compensation for a Level 4 module that is compulsory or required at Stage I:**A student who has not passed a level 4 compulsory module or who has not achieved a mark of at least 30% in a required level 4 module may be given **exemption** from it if s/he has passed modules which are underpinned by the missing level 4 compulsory. Underpinning will usually be clear if the missing level 4 module is a prerequisite of the module which is passed.

**Compensation for insufficient Level 4 modules at Stage I:**A student who has passed at least 6 level 4 modules including all compulsory/required modules and more than 16 acceptables or 16 acceptables plus level 5/6 non-acceptables, may be allowed to use the ‘surplus’ higher level modules to substitute for the missing level 4 modules.

**Compensation for a required acceptable module at Stage II:**A student who has not achieved a mark of at least 30% in a required acceptable module may be given exemption from it if s/he has passed at least 17 acceptable modules or 16 acceptable modules and an appropriate level 5/6module.

**Compensation for insufficient acceptable modules at Stage II:**A student who has passed only 15 acceptable modules but has also passed at least 2 level 5/6non acceptable modules may be allowed by the SEC to count one appropriate level 5/6non-acceptable module in place of a non-compulsory acceptable module. The mark obtained in this non-acceptable module may not be used in the average mark used for honours classification nor in recommending a higher class of degree than is determined by the average and the module will not be designated as “acceptable” on the record or transcript.

**Compensation for a missing compulsory acceptable module at Stage II:**A student who has passed 16 acceptable modules and 1 level 5/6 non acceptable module **or** 17 acceptable modules but has not passed a particular compulsory acceptable module, may be allowed by the SEC to compensate for the missing compulsory module by an appropriate combination of acceptable and/or advanced modules. The mark obtained in the non-acceptable module may not be used in the average mark used for honours classification nor in recommending a higher class of degree than is determined by the average and the module will not be designated as “acceptable” on the record or transcript.