

# REGULATIONS

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## **BA, BSc, BEng, LLB Degree and Honours Degree, BMedSci and BOst Honours Degree, MEng, MPlan, MMath, MSci and MBiol, 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.

### **1. Registration**

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

- i. **Certificate in University English**  
A candidate for the Certificate must register for the award.
- ii. **Foundation Diploma**  
A candidate for a Foundation Diploma must register for a Foundation double Subject.
- iii. **Certificate of Higher Education**  
A candidate for a Certificate must register for two single Subjects or a double Subject.
- iv. **Certificate of Associate Study**  
A candidate for a Certificate must register for the award.
- v. **Diploma of Higher Education**  
A candidate for a DipHE must register for two single Subjects, or a double Subject.
- vi. **Diploma in Advanced Study**  
A candidate for a Diploma must register for the award.
- vii. **BA, BSc, BEng, BMedSci, BOst and LLB**  
A candidate for a BA, BSc, BEng or LLB degree or honours degree, or a BMedSci or BOst honours degree, must register for two single Subjects, or a double Subject, approved for the particular award.

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

- viii. **MEng, MPlan, MMath, MSci and MBiol**  
A candidate for an MEng, MPlan, MMath, MSci or MBiol must register for the award.
- ix. **Graduate Diploma**  
A Candidate for a Graduate Diploma must register for the award and will not qualify without being so registered.

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

### **2. Certificate in University English**

- i. To obtain a Certificate in University English a student must pass, within a period of one year, at least four acceptable module credits including all of the compulsory modules for the course.
- ii. A candidate for a Certificate in University English is not permitted to include more than two semesters of study within the period of study permitted in i.
- iii. This award carries 60 credits at levels 3 or above.

### **3. 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 3(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.

#### **4. 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. A student's average will be calculated over the best *eight* level 4 modules passed, or over all level 4 modules if fewer than eight have been passed. 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. To obtain a Distinction, a student must achieve an average of 70% or more. To obtain a Merit, a student must achieve an average of 60% or more but below 70% (but also see Regulation 14(iii)).
- iv. This award carries 120 credits at level 4 or above including at least 90 at level 4.

#### **5. 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 must pass, within a period of six years, at least sixteen module credits of which six must be at level 5 or above.

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.

##### ***Except that:***

In the Subject of Nursing, students must also demonstrate in the 12 months preceding completion, the ability to meet the requirements of the programme specific professional practice module.

- 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 14(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.

## 6. 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. Compulsory Element of an Honours Degree

To obtain a degree without Honours a student must gain at least *four* acceptable module credits from those designated as Level 6 Honours modules.

### iv. 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:**

In the Subjects of Nursing and Midwifery, students must additionally demonstrate in the 12 months preceding completion, the ability to meet the requirements of the programme specific professional practice module.

- v. 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:**

- a. 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.
- b. The 4 year BSc in Adult and Mental Health Nursing and BSc in Children's and Mental Health Nursing carry 450 credits at level 4 and above including at least 120 at level 4 and 330 at level 5 or above.

## **7. 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. Subject Requirements**

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

### **iii. Compulsory Element of an Honours Degree**

To obtain an honours degree a student must gain at least *six* acceptable module credits from those designated as level 6 honours modules, including at least one double (30 credit) level 6 honours module, or *two* 15 credit level 6 honours interdisciplinary project/dissertation modules.

### **iv. Programme Requirements**

To obtain a BA, BSc, BEng, BMedSci 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 Subjects. Not more than *two* level 4 acceptable module credits may be included in the *sixteen* acceptable module credits required.

For students on *two* single subjects registered for a joint award at least *seven* acceptable module credits including at least *two* level 6 honours credits must be passed for each Subject. For those registered for Major/Minor awards at least *ten* acceptable module credits including at least *two* level 6 honours credits must be passed in the Major Subject, and at least *four* 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:**

- a. For the Double Subjects of Physiotherapy and Occupational Therapy the maximum period of registration is *six* years.
- b. In the Subjects of Nursing and Midwifery, students must additionally demonstrate in the 12 months preceding completion, the ability to meet the requirements of the programme specific professional practice module.
- c. Students registered for the Double Subjects of Adult and Mental Health Nursing and Children's and Mental Health Nursing must pass within *eight* 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 *two* level 4 acceptable module credits may be included in the *twenty-four* acceptable module credits required.
- d. Students registered for the Double Subject of Osteopathy must pass within *eight*

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 *two* level 4 acceptable module credits may be included in the *twenty-four* acceptable module credits required.

- e. Students registered for French Studies or Japanese Studies 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 *two* 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* level 5 or above acceptable module credits, which carry the highest marks.

The marks for the best *six* acceptable level 6 honours module credits will always be included in the average. All students must have *four* graded acceptable level 6 honours module credits at the University for the purposes of classification.

**Except that**

- a. For the BEng honours degrees **all** the compulsory level 6 honours module credits will be included, and will be double weighted in the calculation for degree classification.
- b. For the BA honours degree in Architecture the compulsory level 6 honours modules U30074 and U30092 will be included in the calculation for degree classification.
- c. For the BA honours degree in Interior Architecture the compulsory level 6 honours modules U30070 and U30091 will be included in the calculation for degree classification.

**Schedule 1**

<b>Class of Honours</b>	<b>Minimum Average</b>
First	70%
Upper second	60%
Lower second	50%
Third	40%
<b>NB.</b> Averages are truncated, <b>not</b> 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 (330 credits).

For the purposes of the 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.

**Except that**

Candidates registered for the double subjects of Adult and Mental Health Nursing, Children's and Mental Health Nursing or Osteopathy completing their programme in a period longer than *eight* semesters shall not be permitted to take more than *thirty* acceptable module credits (450 credits).

- vii. An Honours degree award carries 360 credits at level 4 and above including 120 credits at level 4 and 240 credits at level 5 or above (including 90 credits at level 6).

**Except that**

The 4 year BA in Languages, BOst, BSc in Adult and Mental Health Nursing and BSc in Children's and Mental Health Nursing carry 480 credits at level 4 and above including 120 at level 4 and 360 credits at levels 5 or above (including 90 credits at level 6).

## **8. Integrated Master's Degree**

- i. **Scope**

Integrated Master's degrees are only available in those Subjects named for this purpose in section 1.viii of these Regulations

- ii. **Registration and conferment**

Candidates for an Integrated Master's award must register for the award. A student who registers for an Integrated Master's award is assumed to be a candidate for that award unless he or she registers for another award.

- iii. **Subject requirements**

To obtain an Integrated Master's degree a student must fulfill the specific requirements for his or her Subject(s).

- iv. **Compulsory elements of an Integrated Master's Degree**

To obtain an Integrated Master's degree a student must gain at least *six* acceptable module credits from those designated as level 6 honours modules, including at least one double (30 credit) level 6 honours module and *six* acceptable module credits from those designated as level 7 modules.

- v. **Programme requirements**

To obtain an MEng, MPlan, MMath, MSci, or MBiol award, a student must pass within *eight* years at least *thirty* module credits including at least *eight* level 4 module credits, at least *sixteen* acceptable module credits at levels 5 and 6 (not more than *two* level 4 acceptable module credits may be included in the *sixteen* acceptable module credits required), and at least *six* acceptable module credits at level 7.

Please note, students who entered Stage II prior to September 2017 need to meet the above programme requirements within ten years.

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

- vi. **Classification**

***Applicable to students entering Stage II prior to September 2017***

The class of Integrated Master's degree shall be decided in accordance with Schedule 2

below based on the average of the marks obtained in all *six* level 7 module credits.

## Schedule 2

Class of Integrated Master's Degree	Minimum Average
Distinction	70%
Merit	60%
Pass	50%
<b>NB.</b> Averages are truncated, <b>not</b> 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.	

\* Please note that students entering Stage II prior to September 2017 will not have a GPA.

### ***Applicable to students entering Stage II from September 2017***

The class of Integrated Master's degree shall be decided in accordance with Schedule 2 below on an equal weighting of:

- the average of the marks obtained in fourteen level 5 or above acceptable module credits, which carry the highest marks. The marks for the best six acceptable level 6 honours module credits will always be included in the average. All students must have four graded acceptable level 6 honours module credits at the University for the purposes of classification. For the MEng degrees, all the compulsory level 6 honours module credits will be included, and will be double weighted in the calculation for degree classification.

And

- the average of the marks obtained in all six level 7 module credits.

## Schedule 2

Class of Honours for Integrated Master's Degree	Minimum Average
First	70%
Upper Second	60%
Lower Second	50%
<b>NB.</b> Averages are truncated, <b>not</b> 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.	

\* Please note that students entering Stage II from September 2017 will have a GPA.

### vi. **Limitations on modules taken**

A candidate for an Integrated Master's degree, completing their programme in a period longer than *eight* semesters shall not be permitted to take more than *twenty two* acceptable module credits at levels 5 and 6 (330 credits) and not more than *eight* acceptable module credits at level 7 (160 credits).

For the purposes of the 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. **Credit**

An Integrated Master's degree carries 480 credits at level 4 and above including 120 credits at level 4, and 360 credits at level 5 or above (including 90 credits at level 6 and 120 credits at level 7).

**9. Diploma in Advanced Study**

- i. Candidates must register for a programme which, has been approved by the appropriate Programme Lead 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 above, including at least *six* module credits at level 5 or above.
- iv. This award carries 120 credits at level 4 and above of which a minimum of 90 must be at level 5 or above.

**10. Graduate Diploma**

- i. This Diploma is only available in those Subjects named for this purpose in the Undergraduate Modular Handbook.

To obtain a Graduate Diploma a student must pass within *six* semesters at least *eight* acceptable module credits.

- ii. To obtain a Distinction a student must achieve an average of 70% or more over the best *eight* acceptable module credits passed.  
To obtain a Merit a student must achieve an average of 60% or more but below 70% over the best *eight* acceptable module credits 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 at level 5 and above including at least 90 at level 6.

**12. Oral Distinction in Languages**

- i. Students on the French or Spanish Subjects who achieve a mark of at least 70% in the oral examination in one of the following modules:

U61580 French 6  
U63580 Spanish 6

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

Native speakers of the language concerned are excluded from the award of Distinction for Oral Performance.

**13. Medical and other evidence**

- i. All matters relating to exceptional circumstances will be managed in accordance with the University Academic Regulations, Appendix 5 *Consideration of*

### *Exceptional 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 14(ii).

A student registered for the award of the Diploma of Higher Education, the Diploma of Higher Education in named subjects, the Degree, the Honours Degree or the Integrated Master's 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 14(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.

## **14. 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:

Foundation Diploma:	Six acceptable module credits
Certificate of HE:	Six level 4 module credits
Certificate of Associate Study:	Six module credits; including at least <i>two</i> at level 5 or level 6 honours
Diploma in Advanced Study:	Six level 5 or level 6 module credits
Graduate Diploma:	Six acceptable level 5 or level 6 module credits
Diploma of HE:	Six acceptable module credits; including at least <i>four</i> at level 5 or above
Degree without Honours:	Six level 5 or above acceptable module credits or <i>four</i> if prior credit was earned on a Brookes award.

	At least <i>four</i> of the acceptable module credits must be taken at Level 6 Honours (or <i>two</i> , if <i>two</i> acceptable level 6 honours module credits are awarded as prior credit).
Honours degree:	<i>Eight</i> level 5 or above acceptable module credits including <i>six</i> level 6 honours module credits (or <i>four</i> if <i>two</i> acceptable level 6 honours module credits awarded as prior credit)
Integrated Master's degree	<i>Eight</i> level 5 or above acceptable module credits including <i>six</i> level 6 honours module credits (or <i>four</i> if <i>two</i> acceptable level 6 honours module credits awarded as prior credit), and <i>six</i> level 7 modules.

Notwithstanding the above, at least *two* acceptable module credits must be passed at the University in each subject 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, i.e. from previous study on the UMP, 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 credit from an Oxford Brookes Graduate Diploma in Law to an LLB, the minimum amount of credit that must be earned on the UMP to attain the LLB is *five* acceptable module credits, including at least *three* at level 6. A student's class of degree will be determined by the average of the marks on the five modules completed on the LLB.
- v. 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.
- vi. 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.
- vii. 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.
- viii. 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 14 (ii) which also specifies the minimum of module credits which must be passed on the UMP.

## 15. Grades

- i. The assessment regulations and grading schemes used in the Undergraduate Modular Programme are set out in the University Core Regulations Section A3.14. The grading scheme applying to Foundation degrees delivered at partner organisations, i.e. those currently outside the Grade Point Average scheme, is set out in A3.14.2(i).
- ii. The pass mark for the award, each module and each element of assessment is 40%.
- iii. If a module has more than one assessment element, the marks awarded for each element will be calculated in line with the weightings stated in the module descriptor to calculate the overall module mark.
- iv. A module assessment strategy may state that, in order to obtain an overall pass, a minimum (stated) mark must be obtained in all elements of assessment, with an overall module minimum mark of no less than 40%. Where this is the case, it must be approved through the normal approval process, as set out in the Quality Standards handbook and should be clearly stated in the module descriptors and information provided to students in module handbooks.
- v. Additional regulations which supersede the University's regulations may apply on some programmes which lead to professional accreditation. In such cases any additional regulations must be approved through the normal approval process, as set out in the Quality Standards handbook and should be clearly stated in the module descriptors and information provided to students in module handbooks.

### Re-assessment

- vi. A student who attempts an element of assessment and achieves less than 40% in that element of assessment, will be permitted one opportunity to resit the failed element, unless their performance on other elements of assessment within the module means they have passed the module overall. Some modules may specify that all assessment components must be passed, in which case a resit will be required.
- vii. Resits will normally take place in the resit period. The mark awarded at resit will be capped at 40% unless the student has made a successful claim for consideration of exceptional circumstances.
- viii. The reassessment task will normally take the same form as the original assessment.
- ix. Students may be required to confirm their intention to attend a resit examination. Any student who does not attend a resit examination will not be offered an alternative assessment opportunity except where the student has made a successful claim for consideration of exceptional circumstances.
- x. The full mark for any element of assessment passed at first sit will go forward to be combined with any capped marks achieved at resit in accordance with weightings specified in the module specification.
- xi. Where a specified mark must be achieved in one or more individual elements of assessment, these marks must be achieved to pass at re-assessment. If the Examination Committee decides that other criteria for a pass mark are to be used, the student must be informed immediately.
- xii. Where student has made a successful claim for exceptional circumstances, they will normally take the assessment, as if for the first time, during the resit period. In this situation, the student will have access to the full range of marks.
- xiii. A student who does not pass a module at resit will be eligible to retake the module. When retaking the module, the student is required to register to take the entire module again, for which a fee is payable. The student is expected to attend all classes and to take all elements of assessment listed in the module descriptor. A student will have two opportunities to demonstrate that they have met the learning outcomes of the module at retake, a first sit and a resit. Students may only retake a module once, i.e. a module can be attempted a maximum of twice.

## 16. 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 Student Finance England 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:

CertHE	1 year
DipHE	2 or 3 years*
Degree & Honours Degree	3 or 4 years*
Integrated Master's	4 or 5 years*

\* 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 16 (vi)

3. The year is presumed to start from the point at which the Student Finance England 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 level 5 or level 6 honours module that has level 4 prerequisite modules if she/he did not pass these modules.
- iv. A student who has failed to satisfy a specific subject 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 subject.
- v. A student who has not satisfactorily completed, after taking twice, a module which is a specific subject requirement may be required to withdraw from the course. This includes mandatory activities that are specific requirements of professional programmes.
- vi. 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.
- vii. Any module once passed cannot be retaken except when it has been awarded grade DR or ZR.

## 17. 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 Programme Lead and with the agreement of the Head of Student Central, continue as a part-time student during a placement.
- vii. A full-time student who takes more than eight 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.
- 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.

## 18. 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 Subjects studied if appropriate.

## 19. Award Titles

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

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

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

### ii. BA and BSc Candidates Registered for Single Subjects

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 Subject) and (name of second Subject)*.

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 Subject) with (name of the minor Subject).*
- b. For the purpose of determining the award as BA or BSc each Subject 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
A + S = BA or BSc }	to be decided by the student

The following rules will apply for the major/minor award candidates:

A in the Major = BA	S in the Major = BSc
N in the Major and A in the Minor = BA	N in the Major and S in the Minor = BSc
N in both Major and Minor	to be decided by the student

## 20. **Specific Subject Requirements**

All references in these Regulations to specific Subject requirements are to the approved requirements of individual Subjects. The subject 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.

## 21. **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.

## 22. **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.

## 23. **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.

## 24. **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 Student Central.

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 Head of Admissions.

iv. Programmes

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

Level 4, level 5 and level 6 honours 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 16 (Fee Assessment).

v. Exceptional Circumstances

Regulation 12 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 14 (Grades) sub-paragraphs (i)-(iv).

vii. Transcript

Upon completion of his or her studies an associate student may apply to Student Central for a transcript stating the modules passed and grades obtained.



## **Appendix to the UMP Regulations**

**MEng, MPlan, MMath, MBiol, MSci, 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 14 (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 3 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**, Graduate Diploma Regulations 4,5,8 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, Diploma in Advanced Study and Graduate Diploma and Schedule 6.0a for Dip HE.

### **A5 Degree without Honours**

Regulation 6 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 and Integrated Master's Degree**

Regulation 7 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.

#### **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**

Schedule for 3 year degree						Schedule for Dip.	
Number of credits being transferred	Semester Used of 'normal time'	Semester remaining of 'normal time' "22 Rule"	Maximum number of semesters remaining of	Maximum number of semesters remaining of Maximum	Maximum number of semesters remaining of	Semester Used of 'normal time'	Maximum number of semesters remaining of
1 To 16	6	0	6	8	10	6	6
	5	1	7	9	11	5	7
	4	2	8	10	12	4	8
	3	3	9	11	13	3	9
	2	4	10	12	14	2	10
	1	5	11	13	15	1	11

**Credit Schedule 6.0b**

Schedule for 4 year degree and Integrated Master's programmes					
Number of credits being transferred	Semester Used of 'normal time'	Semesters remaining of 'normal time' "22 Rule" and "30 Rule" Applies	Maximum number of semesters remaining of Maximum 14	Maximum number of semesters remaining of Maximum 16	Maximum number of semesters remaining of Maximum 20
1 To 24	8	0	6	8	12
	7	1	7	9	13
	6	2	8	10	14
	5	3	9	11	15
	4	4	10	12	16
	3	5	11	13	17
	2	6	12	14	18
	1	7	13	15	19

## Credit Schedule 6.2

			Maximum number of 'acceptable' credits permitted with the following number of transferred failed credit					
Number of 'acceptable' credits	Honours on Best	Maximum number of 'acceptable' credits if longer than	1 failed credit	2 failed credits	3 failed credits	4 failed credits	5 failed credits	6 failed credits
<b>0</b>	<b>14</b>	<b>22</b>	<b>21</b>	<b>20</b>	<b>19</b>	<b>18</b>	<b>17</b>	<b>16</b>
1	14	21	20	19	18	17	16	15
2	14	20	19	18	17	16	15	14
3	13	19	18	17	16	15	14	13
4	12	18	17	16	15	14	13	12
5	11	17	16	15	14	13	12	11
6	10	16	15	14	13	12	11	10
7	9	15	14	13	12	11	10	9
<b>8</b>	<b>8</b>	<b>14</b>	<b>13</b>	<b>12</b>	<b>11</b>	<b>10</b>	<b>9</b>	<b>8</b>

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 6 (iii) and 7 (iv) for the maximum periods of registration for the double subjects in Health & Social Care.

## Credit Schedule 6.3

Schedule for Foundation Courses		Schedule for Cert. HE, Diploma in Advanced Study and Graduate Diploma	
Semesters Used of 'Normal	Semesters remaining of	Semesters Used of 'Normal	Semesters remaining of
3	1	5	1
2	2	4	2
1	3	3	3
		2	4
		1	5

## Glossary of Terms

### Key Terms

A *Single Subject* is a group of educationally associated modules, normally including two compulsory level 4 and fifteen or more acceptable level 5 or level 6 honours module credits. It must be combined with only one other single subject to meet the requirements for the award of CertHE, DipHE, degree or Honours degree. With the exception of some single subjects specifically designated as **minor only**, all other single subjects can be studied as part of a major/minor or joint combination.

A *Double Subject* is a group of educationally associated modules normally equivalent to two single subjects. It cannot be combined with another subject.

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 subjects 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 an Honours Degree course and consists mainly of level 5 and level 6 honours modules.

An *Integrated Master's Stage* is the final part of an Integrated Master's course and consists of level 7 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 subject(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 14 (i)) such a module does not count towards any award requirements.

*Specific Subject Requirements* include passing any compulsory modules and completing satisfactorily any field trips or placement or work experience or other specialist activity. Overall, the specific subject 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 less than 40% for a particular module at levels 4, 5, and 6, and less than 50% for a particular module at level 7. A resit involves only the resubmission of coursework and/or resitting the examination. A maximum of 40P for modules and levels 4, 5, and 6, or 50P at level 7, is awarded at resit for the element of assessment which was reassessed- i.e. the mark is 'capped' for that element. The full mark for any element of assessment passed at first

sit will go forward to be combined with any capped marks achieved at resit in accordance with weightings specified in the module specification. 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 exception (see grades DC, DE, DB) is offered where an assessment is deemed to have been affected adversely by exceptional circumstances. All marks achieved at a resit of an assessment offered as a result of a successful claim for consideration of exceptional circumstances will be treated as if awarded at the original sitting. If one or more elements of the module were capped because of performance on other assessments, the cap will stand on that element. The full mark for any element of assessment passed at resit as a result of a successful claim for consideration of exceptional circumstances will be combined with any capped marks achieved previously in accordance with weightings specified in the module specification. 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.
- 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.

A *Level 5 Module* is one normally taken in the second year of the course (Stage II), and represents approximately one-eighth of the effort of a full-time degree candidate (including

private study) in one year. A single module carries 15 C.A.T. credits (7.5 ECTS credits) at level 5.

A *Level 6 Honours 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 subject 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. A level 6 honours module will have other level 5 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.

A *Level 7 Module* is one taken during the final stage of an Integrated Master's programme where students are able to demonstrate learning of a higher standard than at level 6. Entry to modules at this level as part of an Integrated Master's programme is dependent on students successfully completing all course and subject requirements at levels 4, 5, and 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 subject in addition to compulsory level 4 or required level 4 modules. The learning outcomes achieved will be appropriate for the aims of the subject 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 subjects a level 4 module which is compulsory for one subject may not count that module as acceptable for the other subject even though it is in the acceptable list for that subject.

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 15 (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 a level 6 honours module.

A *Synoptic Module* is an end of course broad based study using the theoretical methods from a range of acceptable modules within a specific subject. It is compulsory for Honours in some subjects instead of or in addition to a project or dissertation module. It is also a level 6

honours module.

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

For further information about these regulations, please contact the Taught Programmes Team in Student Central.

**Last updated:**

- Academic Enhancement & Standards Committee, 21 May 2014 (change to credit rules in B2.7vi Limitation on Modules taken - "The 22 Rule")
- Academic Enhancement & Standards Committee, 4 December 2014 (change to B2.14ii Grades)
- Academic Board, 11 February 2015 (change to B2.6 and B2.13)
- Academic Enhancement & Standards Committee, 17 June 2015 (variation to B2.5, 2.6, 2.7)
- Academic Board, 13 July 2016 (inclusion of B2.8 Integrated Master's regulations)
- Academic Enhancement & Standards Committee, 14 September 2016 (amendment to B2.14)
- Academic Enhancement & Standards Committee, 5<sup>th</sup> April 2017 (change to B2.4.iii Certificate of Higher Education)
- Academic Enhancement & Standards Committee, 7 March 2018 (addition of variation B2.14.iv)
- Quality and Learning Infrastructure Committee, 20 September 2018, by Chair's Action (amendment to B2.5ii)
- Academic Board, 10 April 2019 (removal of B2.11 Certificate of Associate Study and addition to B2.16vi)
- Academic Board, 11 July 2018 (changes to resit and retake policy effective from 1 September 2019)
- July 2019 (changes to B2.15 on re-assessment arising from Academic Board approval of paper AB190410/08)