Academic Regulations (Taught Programmes)

Effective from September 2025 to present

Student Regulations and Policies

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PREFACE

The application of the Academic Regulations is underpinned by University policies and procedures, to which reference is made at appropriate points within the Regulations.

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A: The Academic Regulations
A1: The University

These Academic Regulations apply to all taught courses of the University of Central Lancashire hereafter referred to as "the University".

Changes to these regulations may only be approved through processes approved by the Academic Board.

These regulations apply to all students registered with the University during the academic year 2025/26 onwards. They supersede any previous regulations.

The following definitions apply:

- **Working days** are a day that is not a Saturday or Sunday, Christmas Day, Good Friday or any day that is a bank holiday under the Banking and Financial Dealings Act 1971. In addition, days which the University is closed are not classed as working days.
- **Calendar days** are any days of the week.

A2: Powers of the University to Grant Awards

The following powers (A2.1 to A2.6) derive from Section 76 of the Further and Higher Education Act 1992:

A2.1 The University is empowered to grant awards to persons who complete an appropriate course of study and satisfy an appropriate assessment and to grant awards to persons who complete an appropriate programme of supervised research and satisfy an appropriate assessment.

A2.2 Awards which may be granted by the University include degrees, diplomas, certificates, or other academic awards or distinctions, and Honorary Awards.

A2.3 The University may exercise its power to grant awards by granting awards jointly with another institution(s).

A2.4 The University may, for good reason, deprive any person of any award granted to them by the University (or, in the case of an award granted to them by the University and another institution jointly, may do so jointly with the other institution). Good reason will include academic fraud.

A2.5 The University, where empowered to make awards on behalf of Pearson or professional bodies, does so subject to the regulations of those bodies.

A2.6 The University, in accordance with the relevant provisions of its Instrument and its Articles, determines:

  i.   the courses of study;
  ii.   the programmes of research;
  iii. the assessment appropriate for the grant of any award; and,
  iv.   the terms and conditions on which the powers to grant awards are to be exercised.

A3: Approval of Courses and Awards by the Academic Board of the University

A3.1 In fulfilling its responsibilities under the Articles, the Academic Board authorises Committees, Boards and Panels to act on its behalf. These Committees, Boards and Panels are responsible to the Academic Board of the University. In all cases such Committees, Boards and Panels are required to act in accordance with the Articles of the University and these Academic Regulations.

A3.2 The University may agree to offer provision leading solely to awards by external bodies. In such cases the academic regulations of the external body take precedence over University regulations in relation to the requirements for conferment of the award. Where courses are subject to the regulations of professional, statutory and regulatory bodies and those regulations are different from the Academic Regulations of the University, the regulations of the professional, statutory and regulatory bodies will take precedence, subject to approval through the University's course approval and review processes.

A3.3 In extraordinary circumstances, caused by external factors beyond the control of the University, the Academic Board will be responsible for approving special arrangements, if necessary, for the determination of awards and progression (see Section K). In the case of apprenticeship programmes, the requirements of the end point assessment plan (EPA) associated with the apprenticeship standard will be followed and will take precedence over University regulations, subject to approval through the University's course approval and review processes.

B: Awards of the University
B1: Principles

B1.1 All awards conferred by the University are defined by a series of benchmarks relating to the general level of knowledge and skills required to register for the award, the highest level of study required to achieve the

award and the standard time taken to complete the award as expressed in terms of full-time study.

B1.2   All awards conferred by the University are benchmarked against the Framework for Higher Education Qualifications for England, Wales and Northern Ireland issued by the Quality Assurance Agency for Higher Education. Individual disciplines may also refer to relevant subject benchmarks.

B1.3   Awards can only be gained by following and successfully completing a course of study leading to an approved award which has been approved by the University.

B1.4   University awards are designed to incorporate exit point awards where appropriate aims and learning outcomes have been specified. Exit point awards may only be given where the learning outcomes for the lower award have been met.

B1.5   Certificates, transcripts and Diploma Supplements follow an approved style and format.

B1.6   All courses will be taught and assessed in English with the following exceptions:

   i.   where the learning outcomes are explicitly related to competence in Languages other than English;
   ii. where the acquisition of competence in English is a declared learning outcome, support work may be in the student's native language.
   iii. under exceptional circumstances where specific approval has been given and gone through relevant approval for delivery in another language.

B2: List of Awards

B2.1   The Awards conferred by the University are shown in table B3.10.

B2.2   *Posthumous and Aegrotat awards*

These may apply in the event of (a) the death of a candidate prior to the completion of their degree (*posthumous degrees*) or (b) a candidate being prevented from completing their degree due to a diagnosis of terminal or debilitating illness (*aegrotat degrees*).

Posthumous awards: The University may confer any of its awards posthumously provided there is evidence of work successfully completed at the appropriate level. The classification will be determined by the Assessment Board on the basis of the overall academic profile. The award

can be accepted on the student's behalf by a parent, spouse or other appropriate individual.

Aegrotat awards: The University may confer any of its awards as an Aegrotat award provided there is evidence of work successfully completed at the appropriate level. The aegrotat award will be considered as the conclusion of a student's registration on a programme; the student must be offered the opportunity to accept the *aegrotat award*, or continue on the programme of study in order to achieve the intended programme outcome. If the student agrees to accept the *aegrotat award*, they will agree that they waive the right to any further assessment/reassessment. The award can be accepted by the student or on the student's behalf by a parent, spouse or other appropriate individual.

B2.3   *Research Awards*
The Academic Regulations for research awards are published in the Academic Regulations for Postgraduate Research Degrees.

B2.4   *Professional Doctorate Awards*
The Academic Regulations for Professional Doctorates are published in the Academic Regulations for Professional Doctorates. Guidance on the framework for Professional Doctorates can be found in Appendix 12 of the Academic Quality Assurance Manual.

B2.5   *Honorary Awards*

There are three categories of Honorary Award:

i.   an ***Honorary Doctorate (D.Univ.),*** *appropriate for those who have made a significant contribution to the development of the University and/or have made a major contribution to the development of education at the national and/or international level;*

ii.   an ***Honorary Fellowship****, appropriate for those who have achieved distinction in their profession or area of activity, and/or made a significant contribution to society in general;*

iii. a ***Corporate Award****, appropriate for those organisations, institutions of corporations which have demonstrated significant charitable work s, community enhancement, or through their collective endeavour have advanced education or academic research regionally, nationally or internationally.*

B2.6   The Honorary Awards Committee considers nominations for the award of Honorary Doctorate, Honorary Fellow or Corporate Awards and recommends conferment of any award. The Committee will take account of past, current or planned future links between a student and the University in determining whether an award should be conferred.

B3: Title of Awards

B3.1 *Certificate in Education [Cert Ed] [post-compulsory]*

The Certificate in Education is a teaching qualification awarded to students who have successfully completed a specialist teaching course in post-compulsory education.

 B3.2 *Foundation Degrees*

Foundation degree programmes will lead either to the award of FdA, FdSc or FdEng.

i. The award of FdA is generally used in art and design, the arts and humanities and areas of social or business studies.
ii. The award of FdSc is generally used in technology, science or mathematics and their applications.
iii. The award of FdEng is reserved for courses which provide a technologically broad education with an emphasis on engineering applications.

 B3.3 *Bachelor Degrees*

First degree programmes will lead either to the award of a BA or a BSc or to a more closely defined award restricted to certain subjects and types of course.

i. The award of Bachelor of Arts (BA) is generally used in art and design, the arts and humanities and areas of social or business studies.
ii. The award of Bachelor of Science (BSc) is generally used in technology, science or mathematics and their applications. In areas where either title may be used, the title will be based on the curricular focus of the course and prevailing norms across the relevant higher education sector.
iii. The title Bachelor of Engineering (BEng) is reserved for courses which provide a technologically broad education with an emphasis on engineering applications.
iv. The title Bachelor of Laws (LLB) is reserved for courses of specialized study in law.

 B3.4 *Graduate Certificate/Diploma*

Courses at undergraduate level (Level 6) which are taken by those who are already graduates.

 B3.5 *Integrated Masters*

Integrated Masters courses represent extended first degree programmes which include a significant element of level 7study.

i. The titles MEng/MPhys/MChem/MLaw/MSci/MMath/MComp/MHRM/MComSC/MPAS

/MChiro are reserved for courses of specialised undergraduate study in a specific subject area which provide the skills and knowledge required in the subject for professional development in industry or research and as such are recognised by industry, professional bodies and research councils.

ii. The title Bachelor of Dental Surgery (BDS) is reserved for courses which form the primary qualification registerable with the General Dental Council that enables dentists to practice in the UK (following appropriate Foundation Training).

iii. The title MPharm is reserved for courses accredited by the General Pharmaceutical Council (GPhC).

iv. The title Bachelor of Medicine and Bachelor of Surgery [MB BS] is reserved for courses which form the primary qualification registerable with the General Medical Council that enables doctors to practice within the UK.

v. The title of Bachelor of Veterinary Sciences and Medicine (BVMS) is reserved for a course which is to be registered with the Royal College of Veterinary Sciences as a qualification that enables veterinary surgeons to practice in the UK.

B3.6 *Postgraduate Certificate in Education [PGCE] [post-compulsory]*

The Postgraduate Certificate in Education is a teaching qualification awarded to graduate students who have successfully completed a specialist teaching course in post-compulsory education.

B3.7 *Taught Master's Degrees*

Courses at Master's level may lead to the award of either the MA or MSc or to a more closely defined award restricted to certain specific areas of study.

i. The title Master of Architecture (MArch) is reserved for courses in an area of specialised study in the specific subject area of Architecture which provides the skills and knowledge required in the subject for professional development in industry or research and as such is recognised by industry, professional bodies and research councils.

ii. The title Master of Arts (MA) is generally used in Art and Design, the arts and humanities and areas of social or business studies. The title Master of Science (MSc) is generally used in technology, science or mathematics and their applications. The rationale for the use of MA or MSc in other fields will take account of curricular focus and sectoral practice.

iii. The title Master of Business Administration (MBA) is reserved for courses which focus on the general principles and functions of management and the development of management skills.

iv. The title of Master of Clinical Dentistry (MClinDent) is reserved for courses of specialist study and training in Clinical Dentistry.

v. The title of Master of Clinical Medicine (MClinMed) is reserved for courses of specialist study and training in Clinical Medicine.

vi.   The title Master of Education [MEd] is reserved for courses in which the focus of study is the reflection and professional development of education practitioners.

vii.   The title Master of Laws (LLM) is reserved for courses of specialised study in law.

viii.   The title Master of Research [MRes] is reserved for advanced postgraduate degrees that focus upon research through individual research project work and the development of academic research skills and techniques. Such courses will normally prepare students for PhD study or a career in research.

ix.   The title Master of Optometry (MOptom) is reserved for courses in Optometry.

B3.8 *Professional Masters Awards*

These awards are reserved for courses which make a contribution to both theory and practice in their field and to develop professional practice.

B3.9 *Professional Doctorates*

Courses at Professional Doctorate level are restricted to certain, specific areas of study and lead to a specifically titled award at doctoral level. They will entail a combination of taught and research components.

i.   A Professional Doctorate [DProf] programme will be conducted in an area of professional competence.

ii.   The title of Doctorate of Business Administration [DBA] is reserved for courses concerned with researching business and management issues via the critical review and systematic application of appropriate theories and research to professional practice.

iii.   The title of Doctorate in Education [EdD] is reserved for courses concerned with researching educational practice, contexts and roles via the critical review and systematic application of appropriate theories and research to the education profession and to the practice of it.

B3.10: The Awards of the University

FHEQ level	Title of Award	Classifications available	General Minimum Entry Requirement (equivalent qualifications or experience accepted. For course specific requirements see course documents)	Standard Course Duration Full Time mode	Highest Level of study required for the Award
	Foundation and General Awards				
	Certificate of Achievement+	Distinction, Merit	varies	n/a	n/a
3	Foundation Year Certificate (note: exit award only)	Distinction, Merit		1 year	3
	Undergraduate Certificates, Diplomas and Degrees				
4 or above **	Certificate	Distinction, Merit	As appropriate for the level of module concerned.	Variable	In accordance with level of module
4	Certificate of Higher Education *(CertHE)*; *Cert in Education [CertEd*]*	Distinction, Merit	general UG entrance	1 year	4 (5 for Cert Ed)
4	Higher National Certificate (HNC)***	Distinction, Merit	1 'A' level/1 BTEC National	1.3 years	4
5	Advanced Certificate	Distinction, Merit	successful level 4 study	1 semester	5
5	Diploma of Higher Education (DipHE)*	Distinction, Merit	general UG entrance	2 years	5

FHEQ level	Title of Award	Classifications available	General Minimum Entry Requirement (equivalent qualifications or experience accepted. For course specific requirements see course documents)	Standard Course Duration Full Time mode	Highest Level of study required for the Award
5	Foundation Degrees: *(Foundation Degree in Arts [FdA]; Foundation Degree in Science [FdSc], Foundation Degree in Engineering [FdEng])*	Distinction, Merit	Applicants must have GCSE passes at Grade C or 4/5 or above in Maths and English or equivalent) 'A' level/1 BTEC National	2 years	5
5	Higher National Diploma (HND) ***	Distinction, Merit	1 'A' level/1 BTEC National	2 years	5
5	Advanced Diploma	Distinction, Merit	general UG entrance	3 years	6
Bachelor's Degrees, Integrated Masters and Graduate Diplomas					
6	Bachelor's Degrees: *(Bachelor of Arts [BA]; Bachelor of Engineering [BEng]; Bachelor of Laws [LLB]; Bachelor of Science [BSc])*	Distinction, Merit	Applicants must have GCSE passes at Grade C or 4/5 or above in Maths and English or equivalent) plus a 12 unit profile the equivalent of two subjects at Advanced Level (A2).	3 years (4 years sandwich) (4 years Cyprus Campus)	6
6	Graduate Certificate	Distinction, Merit	successful level 6 study	1 semester	6
6	Graduate Diploma	Distinction, Merit	successful level 6 study	2 semesters	6

FHEQ level	Title of Award	Classifications available	General Minimum Entry Requirement (equivalent qualifications or experience accepted. For course specific requirements see course documents)	Standard Course Duration Full Time mode	Highest Level of study required for the Award
7	Integrated Masters Honours: *(Master of Physics [MPhys])* *(Master of Pharmacy With [MPharm])* *(Master of Engineering [MEng])* *(Master of Chemistry [MChem])* *(Bachelor of Dental Surgery [BDS])* *(Master of Law [MLaw])* *(Master of Science [MSci])* *(Master of Mathematics [MMath])* *(Master of Computing [MComp])* *(Bachelor of Medicine and Bachelor of Surgery [MB BS])* *Master of Human Resource Management (MHRM)* *Master of Community and Social Care (MComSC)* *Master of Physician Associate Studies (MPAS)* *Master of Chiropractic (MChiro)*	First Class, Upper Second Class, Lower Second Class, Third Class ^ [for BDS and MB BS no classification is awarded other than BDS or MB BS with Honours when an APM of 70% or more is achieved]	Applicants must have GCSE passes at Grade C or 4/5 or above in Maths and English or equivalent plus a 12 unit profile the equivalent of two subjects at Advanced Level (A2). [Applicants with advanced standing to year 2 of the BDS must have previous graduate achievement in biomedical sciences or related subject]	4 years (5 years for the BDS and MB BS)	7

FHEQ level	Title of Award	Classifications available	General Minimum Entry Requirement (equivalent qualifications or experience accepted. For course specific requirements see course documents)	Standard Course Duration Full Time mode	Highest Level of study required for the Award
7	Bachelor of Veterinary Sciences and Medicine (BVMS)	Pass, Merit, Distinction	Applicants must have GCSE passes at Grade C or 4/5 or above in Maths and English or equivalent plus AAB A-levels (or equivalent)	5 years	7
7	Master of Optometry (MOptom)	Pass, Merit, Distinction	Registered Dispensing optician (DO) with one-year post-registration experience. Pass: entrance examination.	3 years	7
Postgraduate Certificates and Diplomas					
7	Postgraduate Certificate (PGCert) *Certificate in Management [CM]; Post Graduate Certificate in Education [PGCE*]*	Distinction, Merit	Bachelor degree with Honours *[Mgt experience for CM]*	1 semester	7
7	Postgraduate Diploma (PGDip) *Diploma in Management Studies[DMS]*	Distinction, Merit	Bachelor degree with Honours *[2 years management experience for DMS]*	2 semesters	7
Taught Masters					

FHEQ level	Title of Award	Classifications available	General Minimum Entry Requirement (equivalent qualifications or experience accepted. For course specific requirements see course documents)	Standard Course Duration Full Time mode	Highest Level of study required for the Award
7	Master's Degrees: *Master of Architecture [MArch];* *Master of Arts [MA]; Master of Business Administration [MBA]; Master of Clinical Dentistry [MClinDent]; Master of Clinical Medicine (MCLinMed); Master of Laws [LLM];* *Master of Science [MSc]; Master of Education [MEd]); Master of Research [MRes]*	Distinction, Merit	Bachelor Degree with Honours at lower second class or above [*Bachelor Degree in Architecture that carries RIBA Pt1 recognition at upper second or above or lower second with relevant work experience for MArch*] [*Primary Dental Qualification (eg BDS or BChD) and be on the GDC Dentist Register for MClinDent*] [*Mgt experience and age 23 for MBA*]	Calendar year [*2 calendar years for MArch, MClinDent and MClinMed*]	7
	Professional Masters				
7	Professional Masters	Distinction, Merit	Bachelor Degree with Honours at lower second class or above and evidence of a significant experiential	1 calendar year FT 2 calendar years PT	7

FHEQ level	Title of Award	Classifications available	General Minimum Entry Requirement (equivalent qualifications or experience accepted. For course specific requirements see course documents)	Standard Course Duration Full Time mode	Highest Level of study required for the Award
			profile		
Research Degrees					
7	Master of Arts MA; Master of Science MSc; Master of Laws LLM (by Research)		Bachelor Degree with Hons at lower second class or above	1 year	thesis
7	Master of Philosophy (MPhil)		Bachelor Degree with Hons at lower second class or above	2 years	thesis
7	Master of Surgery (MCh [Res])		Bachelor Degree with Hons at lower second class or above	3 years	thesis
8	Doctor of Medicine (MD [Res])		Bachelor Degree with Hons at lower second class or above	3 years	thesis
8	Doctor of Philosophy (PhD)		Bachelor Degree with Hons at lower second class or above †	3 years	thesis

FHEQ level	Title of Award	Classifications available	General Minimum Entry Requirement (equivalent qualifications or experience accepted. For course specific requirements see course documents)	Standard Course Duration Full Time mode	Highest Level of study required for the Award
8	Professional Doctorate (DProf)		Bachelor Degree with Hons at lower second class or above plus professional experience¥	3 years	8 + thesis
8	Doctor of Business Administration (DBA)		Bachelor Degree with Hons at lower second class or above plus professional experience †	3 years	8 + thesis
8	Doctor of Education (EdD))		Bachelor Degree with Hons at lower second class or above plus professional experience †	3 years	8 + thesis
8	Doctor of Clinical Dentistry (DClinDent)		Bachelor Degree; registered with GDC and Licence to Practice Dentistry	3 years	8 + thesis
	Higher Doctorates				
8	Doctor of Letters (DLitt)		leading authority in field	n/a	n/a

FHEQ level	Title of Award	Classifications available	General Minimum Entry Requirement (equivalent qualifications or experience accepted. For course specific requirements see course documents)	Standard Course Duration Full Time mode	Highest Level of study required for the Award
8	Doctor of Science (DSc)		leading authority in field	n/a	n/a
	Honorary Doctorate (D.Univ)		Criteria determined by Honorary Awards Committee		
	Integrated PhD		Bachelor Degree with Hons at lower second or above	4 years	7+thesis

+Used for non-credit bearing courses and CPD only

*Standard course duration may be longer where elements of professional practice are integrated within modules.

** the level of the award corresponds to the level of the module for which the Certificate is awarded.

*** under licence from Pearson

† Masters Degree for direct entry to doctoral stage of programme

¥ Masters or Professional Masters degree for direct entry to professional doctoral stage of programme

B4: Approval of New Awards

B4.1   The Academic Board has power to approve new awards on advice from the Academic Quality and Standards Committee

B4.2   In considering proposals for new awards, the Academic Board will pay particular regard to:

1. the characteristics and level of the proposed award that would both distinguish it from existing awards and relate it to them;
2. the suitability of existing awards for the proposed programme of study;
3. the likely demand for, and recognition of, the proposed award by institutions, students and employers.

B4.3   Course proposals may not be submitted for course approval prior to Academic Board approval of an appropriate award type and its definition.

B5: Certification of Awards

B5.1   Academic Board awards and official transcripts follow a prescribed style.

B5.2   The use of the University crest on certificates is restricted to Academic Board awards and Honorary awards.

C: Modular Framework

C1: Modular Framework

C1.1   All taught awards of the University are governed by the regulations that apply to the University's modular scheme as set out below, unless otherwise specified. This includes taught elements of Professional Doctorates awards and Integrated PhD awards.

C2: Modules

C2.1   Each module is a self-contained block of learning with defined aims, learning outcomes and assessment.

C2.2   The number of learning outcomes specified for a 20-credit module is normally limited to a maximum of 5.

C2.3   All modules are assigned to Academic Schools. The development, delivery and assessment of modules is the responsibility of the Dean of School[1] operating through the academic staff in the school.

C2.4   Module descriptions will specify pre- requisites and/or co-requisites where these apply.

C2.5   Modules within a programme will be designated as one of the following:

   1. Compulsory
   2. Optional
   3. Core

C2.6   Modules designated as 'Compulsory' or 'Optional' must be attempted but may be compensated. Modules designated as 'core' may not be compensated.

C2.7   Modules will normally only be designated as 'Core' where this a professional /statutory body requirement.

C2.8   A student-initiated module is a scheme of directed study with assessment. Up to 20 credits may be awarded, at an appropriate level and contribute to a student's overall programme of study.

C2.9   The maximum module assessment workload for a 20-credit module is as follows:

Assessment weighting	Maximum workload: Coursework	Maximum duration: Exam
100%	4,000 words or equivalent	3 hours

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[1] Or those acting in this capacity with an equivalent role title

Assessment weighting	Maximum workload: Coursework	Maximum duration: Exam
50% or less	2,000 words or equivalent	1.5 hours

C2.10 Module level

C2.10.1 each module will specify a level which indicates the intellectual standard required for successful completion of the module.

Level 3:	A/AS Level equivalent (used for Foundation Year only)
Level 4:	Certificate level which prepares students for further study (approximating to year 1 of a three-year honours degree programme).
Level 5:	Diploma level (approximating to year 2 of a three-year honours degree programme).
Level 6:	Degree level (approximating to year 3 of a three-year honours degree programme).
Level 7:	Postgraduate level.
Level 8:	Doctorate level.

C2.11 Module size

C2.11.1 A standard module is worth 20 credits. It equates to the learning activity expected from one sixth of a full- time undergraduate year.

C2.11.2 For Undergraduate and Postgraduate taught courses module size must comply with the following guidelines:

Level	Module Size Options
3	20, 40, 60
4	20, 40, 60, 120
5	20, 40, 60, 120
6	20, 40, 60, 120
7	20, 40, 60, 120

C3: Courses

C3.1   Courses lead to named awards (e.g. BSc Psychology).

Courses consist of specified combinations of modules approved by the University as appropriate for that named award and which allow students to meet the overall award requirements in terms of module number and level. A table of module requirements is shown in C10.

  i. For undergraduate awards there must be some differentiation in the module composition of the award in comparison to other named awards to justify a distinctive named degree award although, where justified at validation, this may be varied for professional programmes in which award specificity resides largely in practice (placement).
  ii. Where justified at validation, the distinctiveness of Masters degree awards may be determined by discipline-specific research or a dissertation.

C3.2   Courses are assigned to Academic Schools. Their development, operation and assessment are the responsibility of the Dean of School.

C4: Placements

C4.1: Sandwich Courses

Sandwich courses are developed with an extensive period of supervised work experience. This must be a minimum of 30 weeks in total to be eligible to be defined as a sandwich course. Awards are appropriately endorsed with merit/distinction. The period of work experience has aims and learning outcomes and is assessed but does not contribute to the minimum module requirement for the award nor the award classification calculation.

C4.2: Work Experience

Periods of work experience leading to the achievement of specified learning outcomes may take the form of individual modules or may be integrated with academic study within a module.

C5: Study Abroad

C5.1: Language courses

Language courses will normally include an extensive period of study abroad (usually 35 weeks). The period of study abroad has aims and learning outcomes and is assessed but does not contribute to the minimum module requirement for the award nor to the award classification calculation.

C5.2: Exchange Schemes

Exchange schemes may include study abroad and should satisfy the relevant learning outcomes of the course but do not necessarily need to match the content of any specific modules as set out in the Programme specification.

C6: Stage

C6.1 Bachelor Degrees are divided into stages:

1. Stage 0 is equivalent to a full-time foundation year and prepares a student for the degree or diploma course (Level 3)
2. Stage 1 is equivalent to a first year of a full-time degree course and forms the basis of progression to stage 2 (Level 4)
3. Stage 2 is equivalent to the subsequent years of a full-time degree course (Level 5/6).

C6.2 For the Integrated Masters course, Stage 2 is equivalent to the second and third year of a full-time degree course. Stage 3 is equivalent to the final year of a full-time Integrated Masters course.

C6.3 For the integrated PhD, Stage 2 is equivalent to a three-year PhD course.

C7: Mode of Study

C7.1 The modular framework is designed to accommodate the movement of students between full-time and part- time mode of study. Changes to mode of study require prior approval.

C7.2 A full-time undergraduate student is defined as any student undertaking modules equating to at least 100 credits during a standard (two semester) academic session. The maximum number of credits that may be taken during an academic session is normally 120. Exceptionally, a full-time student may undertake 140 credits where they are required to retake a 20-credit module.

C7.3 A full-time student undertaking an approved accelerated degree programme will normally complete 180 credits within a standard (three semester) academic session.

C7.4 A full-time postgraduate student is defined as any student undertaking modules equating to at least 180 credits during a standard (two semester) academic session. The maximum number of credits that may be taken during an academic session is normally 180.

C8: Duration of Study

C8.1 The standard duration of full-time study towards specified awards is shown in the table in section B3.10. The standard duration for part-time undergraduate provision will normally exceed the full- time duration by two years and for postgraduate taught provision will normally exceed the full-time duration by one year.

C8.2 **Maximum duration of study**

(a) Full-time undergraduate students must complete a three-year honours degree within six years of first registration. This period includes any periods of suspension or interruption.
(b) Maximum durations are pro-rata for other awards or part-time study.

C9: Interruption of Study

C9.1   A student is permitted to interrupt the continuous registration on their programme of study but must seek authorisation to do so from the Dean of School (or nominee) prior to the commencement of that interruption of study. The application should be in writing and set out the reasons for interruption and the period of time requested for such interruption. Retrospective interruptions to study are not permitted. The period of authorised interruption shall normally be up to one year and exceptionally up to two years. A period of authorised interruption shall normally be no less than one month. Such periods of time would normally be considered as authorised absence. If an interruption is not authorised but a student does not attend their course, the University may determine that a student's studies be terminated and apply its withdrawal procedures under section G13 of these regulations.

C9.2   Students who wish to interrupt their studies for longer than the period which can be authorised, or who fail to enrol for an academic year without authorised interruption, must seek readmission if they wish to resume their studies.

C9.3   An authorised interruption of study would normally require an adjustment to the expected end date of the programme by the equivalent period of time.

C10: Attendance and Engagement

C10.1 Student attendance and engagement at timetabled learning activities of courses and modules is required. Notification of illness or exceptional requests for leave of absence must be made to the Dean of School or nominee (usually the Course Leader).

C10.2 Students with continuous unauthorised absence may be deemed to have withdrawn from the course and the University may apply its withdrawal procedures. Students should be formally withdrawn as soon as possible so as not to incur unnecessary fees or other costs.

C10.3 Individual modules and/or courses may incorporate a specific attendance requirement as part of the assessment criteria for successful completion of a module.

C11: Concurrent Study

C11.1 Concurrent study is where a student is studying one level of study, without formally completing the previous level of study.

C11.2 Where concurrent study has been approved as an inherent or necessary feature of a programme, a student shall be permitted to progress to the next level of the programme without having accumulated all the credits at the previous level if all the following conditions have been met:

(a) the student has accumulated at least 60 credits at the previous level; and
(b) the modules studied concurrently are at two adjacent levels (i.e. Level 4 and 5 or Level 5 and 6).

C12: Standard Credit Requirements for Awards

Award title	Minimum module requirement	Stage 2	Stage 3	minimum at:					
				Level 3 or above	Level 4 or above	Level 5 or above	Level 6 or above	Level 7 or above	Level 8
Certificate of Achievement*	20 (at Level 3 or above)			20					
Foundation Year Certificate	120			120					
Certificate*	20				20				
Certificate of Higher Education	120				120				
Advanced Certificate*	40					40			
Higher National Certificate*	120				120				
Higher National Diploma	240				240	100			
Diploma of Higher Education	240	120			240	100			
Foundation Degree	240				240	100			

	minimum at:								
Degree	320	200			320	180	60		
Honours degree	360	240			360	220	100		
Senior Status LLB	240	240				240	100		
Honours degree for Overseas Provision with 4 Years Study Cycle (3 years at Stage 2)	480	360			480	280	140		
Honours degree for Cyprus Campus Provision with 4 Years Study Cycle	480	240			480	220	100		
Top-up Degree (Honours)	120	120				120	100		
Graduate Certificate	60					60	40		
Graduate Diploma	120					120	100		
Integrated Masters	480	120	240		480	360	220	120	
Bachelor of Dental Surgery	720*****	120	240		720	360	200	120	
Bachelor of Veterinary Sciences and Medicine	600	120	240		600	480	360	240	

				minimum at:					
(BVMS)									
Master of Optometry (MOptom)	360	120	240				120	240	
Postgraduate Certificate	60						60	40	
Postgraduate Diploma	120						120	100	
(Taught) Masters Degree	180						180	160***	
Master of Architecture	240							240	
Master of Clinical Dentistry	240							240***	
Master of Clinical Medicine	240							240***	
Master of Research	180						180	160****	
Professional Masters	180						180	160***	
Professional Doctorate	540							540	360

*	*The credit requirement for students on these awards may exceed the minimum stated.*
**	*This award is only offered overseas.*
***	*To include a dissertation or equivalent that is a compulsory element of independent learning with a credit value between 20 and 60 credits at Level 7 or for the MProf: a credit value of 60 credits*
****	*Master of Research to include a dissertation or equivalent that is a compulsory element of independent learning with a minimum credit value of 80 credits at Level 7.*
*****	*Including 120 credits of clinical practice, which will be graded S/U, and which will not contribute to the APM calculation.*

C12.1 Credit gained at Stage 0 does not contribute to the credit requirement for an award.

C12.2 A sandwich placement element is not credit-rated and does not contribute to the credit requirement for an award.

C12.4 Programme Structure for Professional Doctorates

Stage 1		Taught components to be a minimum of 120 credits at level 7 or above to a maximum of 220 credits at Level 7 or above, with a minimum of 80 credits at level 8
Stage 2		Research components to be within a minimum of 280 credits at level 8 to include a thesis of at least 200 credits at level 8 to a maximum of 420 credits at level 8
Predicated on a notional 540 credits for a 3-year doctorate programme Full time 3 years or 6 years part time equivalent for the doctorate.		

C12.5 Programme Structure for the Professional Awards of Doctor of Medicine (MD)

Stage 1	Year 1 or part time Equivalent	180 credits, of which at least 160 must be at level 7 or above and 20 at Level 6 or above
Stage 2	Year 2 or part Time equivalent	180 credits at Level 8 (approved research project)

C12.6 Programme Structure for Integrated PhD

Stage 1	Year 1 or part time equivalent	120 credits of research skills modules at Level 7 or above.
Stage 2	Year 2 or part time equivalent	A research thesis at Level 8.

D: Approval and Review of Courses

D1: Course closure

D1.1   Sometimes, circumstances beyond the control of the University may mean that it has to close a course. In these circumstances, the University will take all reasonable steps to minimise the resultant disruption to affected students, by, for example, offering affected students the chance to move to another course or institution, or by delivering a modified version of the same course. The University will ensure that adequate standards are maintained for any students remaining on the course.

D2: Course Approval, Credit Recognition and Periodic Review of courses offered in collaboration with other institutions or other organisations

D2.1: Forms of relationship

D2.1.1 The University may form a relationship with other bodies in the UK or overseas to offer courses. Such courses may lead to the awards of the related bodies as well as to awards of the University.

D2.1.2 Whatever form the relationship takes, the University will satisfy itself, through its Course Approval and Periodic Review procedures, that a course or learning programme complies with the Academic Regulations and that the related establishment provides a suitable learning environment for students on courses leading to awards of the University.

D2.2: Formal Agreement

D2.2.1 All collaborative courses, including franchised courses, validated courses, credit recognition and articulation, will be covered by an agreed formal statement of the arrangements (normally in the form of an Institutional Agreement and Memorandum of Co-operation).

E: The Admission of Students

E1: Principles

E1.1   The selection of students for admission is based on the ability to benefit as demonstrated through prior educational achievement, motivation and commitment.

E1.2   Responsibility for the selection of students lies with Admissions Tutors, nominated by Deans of School, operating within the general entry requirements for the award specified by the University and any specific course- based requirements.

E1.3   The University will not admit applicants unless there is a reasonable expectation that the applicant can fulfil the learning outcomes of the course and reach the required standard for the award.

E1.4   The admission of students with disabilities and/or learning difficulties is based on the academic judgement that the student can, with reasonable adjustments by the University, be reasonably expected to fulfil the learning outcomes of the course to achieve the award.

E1.5   The admission of individual applicants is at the discretion of the University having regard to the safety and welfare of the University community and the general principles above.

E1.6 Misrepresentation in the application process

E1.6.1 Offers to applicants whom the University believes have willfully or negligently misrepresented information in their application may be withdrawn and the applicant's contract with, and membership of, the University may be terminated. In the case of UCAS applicants, the Head of Admissions will inform UCAS of the findings. The applicant will be entitled to bring a complaint as detailed in the Admissions Policy and Applicant Complaints Procedure where they believe the decision is unreasonable.

E1.6.2 Where the University believes that a student has willfully or negligently misrepresented information in their application, a nominee of the Vice-Chancellor may terminate the University's contract with the student and membership of the University will

cease. The student will be given an opportunity to make representations to a nominee of the Vice- Chancellor before such a decision is taken.

E2: General Entry Requirements

E2.1   The University's general minimum entry requirement is specified in terms of the standard current qualification operating in England and Wales (see B3.10). Equivalent learning from other study or experience will also meet this requirement.

E2.2   In addition to the general entry requirement, individual courses may specify particular subjects of study, areas of learning or experience or levels of performance in relation to admission. Course specific requirements are determined by the Dean of School and approved at Course Approval.

E2.3   All students must have sufficient competency in English language to study successfully for the proposed award. Competency may be demonstrated by qualification, recognition of prior learning or separate University test.

E2.4 General Entry requirement for admission to undergraduate courses

E2.4.1 The minimum level of attainment required for entry to the start of standard courses leading to awards at first degree level is expressed in terms of UCAS Tariff Points. Qualifications and/or experience at an equivalent level are welcomed and will be equally considered. See B3.10.

E2.4.3 Students applying for undergraduate courses must have a minimum proficiency in English equivalent to IELTS 6* before being offered a place.

*Note: where the medium of instruction and assessment of a student's previous study was English then they may be deemed to have demonstrated English competency at the levels specified above without a separate test. The University reserves the right, however, to request evidence of proficiency through testing.

E2.5 Minimum entry requirement for admission to taught postgraduate courses

E2.5.1 For details of the minimum requirements, see B3.10. Equivalent learning from other study or experience will also serve to meet this requirement.

E2.5.2 Students applying for postgraduate programmes must have a minimum level of proficiency equal to a minimum of IELTS (or SELT equivalent) of 6.0 or higher as determined by course specific requirements.

E3: The admission of students with criminal convictions

E3.1 For some courses (especially those involving contact with children or vulnerable adults) applicants must declare any criminal conviction (spent and/or unspent) and a check through the Disclosure and Barring Service (DBS) may be additionally required for admission. In such cases the Dean of School is responsible for ensuring that procedures are in place for the consideration of convictions in line with University and/or professional body requirements and for notifying applicants of the outcome.

E4: Admission with credit (including Recognition of Prior Learning)

E4.1 The University operates procedures to formally recognise prior learning gained elsewhere both for admission to a course and, where appropriate, for admission with credit (the award of credit which can be counted towards the requirements for an identified University award).

E4.2 Credit for non-University learning towards the requirements for a University award may be gained through articulation agreements, tariff arrangements or the Recognition of Prior Learning (RPL). A student can make an application to apply credit from prior learning to a University course through the Admissions Office when applying for that course.

E4.3 Articulation agreements are a form of transfer agreement whereby a specific course delivered in a specific institution elsewhere has been mapped against and is recognised as giving advanced standing onto a named University course.

E4.4 Tariff arrangements are a form of credit recognition where the prior

learning is such that it is frequently presented for recognition by a number of applicants to a specific course. This is approved and recorded within a programme specification and avoids the need for individual students to apply for recognition of prior learning.

E4.5 RPL is the identification and formal acknowledgement of an individual student's prior learning in order to gain credit towards a specified University award. It may be certificated (from another institution/awarding body) or experiential (drawn from life/work experience).

E4.5.1 The types of credit awarded for RPL are:

i. **Specific Module Credit**: where credit is awarded for prior learning which matches the learning outcomes of identified UCLan validated modules.
ii. **Elective Credit**: where the Programme Specification identifies free choice elective module(s), and it is established that the prior learning can be mapped to the required volume and academic level.
iii. **Course or Subject Credit**: where credit is awarded for prior learning which lies within a particular course or subject discipline and permits the achievement of the relevant course learning outcomes but does not necessarily match the content of any specific modules as set out in the Programme Specification.

E4.5.2 RPL is determined in relation to a specific course. Where a student changes course, the Course Leader must review the appropriateness of the original RPL claim to the new course. This may result in the need for a new application by the student.

E4.6 Qualifications which are at the level of the University's general requirements for admission to a course cannot be used to claim admission with credit, with the exception of students who meet the specific requirements for exemptions under Evaluation Committee for Private Universities (ECPU) regulations that apply to courses offered at UCLan CYPRUS.

E4.7 The smallest amount of learning which can contribute to any award is a module, irrespective of the credit value.

E4.8 Undergraduate study which has already contributed to credit for an undergraduate award may not be counted towards postgraduate awards.

E4.9 With the exception noted in 4.11 below, the maximum credit for prior learning towards both <u>undergraduate and postgraduate awards is two thirds of the total credit requirement for the award. In the case</u> of a 480-credit undergraduate award (e.g. integrated masters) the maximum credit for prior learning is 360 credits.

E4.10 Applicants wishing to use a previously awarded higher level or equivalent level qualification towards either undergraduate or postgraduate awards may not be credited with more than one third of the total module requirement for that award. This regulation applies equally to UCLan transfer credit and to credit accumulated outside the University.

E4.11 The BDS (International Conversion) is exempt from regulation E4.11.

E4.12 Credit for prior learning is not available in relation to entry to the final year of Honours degrees, including Top- up degrees. Exceptions up to a maximum of 20 credits will only be considered in the case of recognised awards within a national/regional framework, for example meeting requirements set by the Nursing and Midwifery Council and may not apply to the dissertation/honours project module.

E4.13 Prior learning from outside the University will not be graded.

E4.14 Students who leave the University with an exit award and subsequently seek re-admission to the University will be considered under the RPL rules as detailed in these regulations. All Prior learning will not be graded.

F: Students Registration for Awards

F1: Registration

F1.1 All students are required to register for a valid award of the University or otherwise register as one of the following:
1. an Exchange student
2. a student undertaking bridging modules
3. a student undertaking module on a defined learning framework (e.g. Nursing)
4. an Associate student.

F1.2 It is a student's responsibility through the enrolment process to

register for the course and award to which they have been admitted and for a valid programme of modules according to the administrative procedures and deadlines which pertain at the time.

F1.3   Students will normally only register for up to one full-time award (or equivalent). Exceptionally, students may register for more than the equivalent of one full-time award, however the total credits being undertaken during the academic year would not exceed 180 credits (with the exception of a student intercalating see F2 below)

F1.4   A student may not register for more modules than is required to achieve the target award.

F1.5   An individual module cannot be simultaneously registered by a student for two or more awards.

F2: Intercalation

F2.1   Intercalation is defined as the circumstance in which a student takes up the opportunity to pause their study on a registered programme to study for a degree in a different programme of study. The student resumes, as normal, on their registered programme following the intercalation.

F2.2   Only students registered on the following programmes are eligible to intercalate: MBBS, BDS.

F2.3   Only those taught programmes that have been specifically designated and approved as such can accept intercalating students. A register of these designate d and approved programmes is held by Academic Quality Unit.

F2.4   Intercalation is normally undertaken subsequent to completion of year 2 (for degree entry) or year 3 (for postgraduate entry) and is for a maximum period of one academic year.

F2.5   The degree classification of the intercalated degree programme will be calculated purely on the module marks achieved during the year of intercalated study subject to the relevant regulations for that programme.

F2.6   The award of the intercalated bachelor's degree will be conferred at the next graduation ceremony following successful completion of the programme, except in the case of an intercalated taught

postgraduate degree programme where the award will be conferred at the same time as completion of the registered programme.

G: Assessment

G1: Purposes and Design of Assessment

G1.1   The overall purpose of summative assessment is for each student to fulfil the intended learning outcomes and achieve the standard required for the award they seek.

G1.2 Assessment methods should be inclusive and non discriminatory

G2: Module Assessment and Feedback on Assessed Work

G2.1   All modules will be assessed. Students are expected to attempt all required assessments for each module for which they are registered, and to do so at the times scheduled unless special arrangements for students with a disability, or mitigating circumstances allowing deferral or an authorised extension have been granted.

G2.2   Each module will specify an assessment strategy by which students can achieve the intended learning outcomes for that module.

G2.3 The maximum number of summative assessment elements in each 20-credit module is not more than 2. All modules should be passed on aggregate.

G2.4 For all coursework assessments, students will be provided with individual feedback within 15 working days of the scheduled submission date.

G2.5 Students are required to self-submit their written assignments on Turnitin.

G3: Late Submissions

G3.1The University requires students to adhere to submission deadlines for any form of assessment. Students should ensure they are aware of all required assessment submission deadlines. A penalty will be applied in relation to unauthorised late submission of work.

G3.2   Students who submit work within 7 calendar days after the published submission date without an authorised extension granted through the Mitigating Circumstances process will be

awarded the minimum pass mark (see H2.2) for that element of assessment (including work graded pass/fail, where the minimum grade would be 'pass').

G3.3 Assessment submitted outside of the late submission window (7 calendar days) after the published deadline without an authorized extension granted through the Mitigating Circumstances process will be awarded a mark of zero. This work should be marked and where it achieves the pass threshold, will be considered as the re-assessment submission and capped at the minimum pass mark. In this instance, students will not be required to undertake re-assessment. If the work does not achieve the pass threshold, the students will be required to undertake re-assessment at the next re-assessment point.

G3.4 Unauthorised late submission at resubmission will automatically be awarded a mark of 0% for that element of assessment.

G4: Examination Arrangements

G4.1 An examination is defined as a formal, timed assessment of any duration which is subject to continuous invigilation.

G4.2 The University operates Examination Procedures in relation to the behaviour of examination students. Students must obey the instructions of the invigilator in any examination.

G4.3   Entering the examination venue

a) Candidates should arrive at an examination room no later than 15 minutes before the start of an examination and wait quietly outside until admitted by an invigilator. Do not communicate with other candidates after entering the examination room.
b) Candidates must leave all personal belongings including electronic devices (e.g. phones) in the area defined by the invigilator.
c) Candidates may only take to your desk the equipment required to complete the examination which must be clearly visible to the invigilators. If you wish to use a pencil case or small bag, it must be made of clear plastic.
d) Candidates may take one drink to your desk which must be contained within a clear bottle.
e) No-one will be allowed to enter the examination room after the first 30 minutes of the examination.

G4.4   Before the examination commences

a) Candidates must place their UCLan Card on the corner of your desk with the photograph side upwards to assist the invigilators in checking your identity. You may provide an alternative form of evidence as proof of identity including a valid passport or driving licence. If you fail to bring any proof of identity with you to an examination

you will be asked to remain behind at the end of the examination until your identity can be verified.

b) Candidates should check that the correct examination paper is in front of you and complete all the details on the front of the answer book and the attendance slip when asked to do so by the invigilator;

G4.5   During the examination

a) Candidates should start each answer at the top of a page unless told otherwise in the examination paper. Question numbers must be written in the left-hand margin and the rest of the left and right margins left blank. If additional answer books are needed please raise your hand. You should number any additional books used, and clearly label them with your student number.
b) If you have a question regarding the accuracy of the examination paper, please raise your hand.
c) If you wish to visit the toilet, please raise your hand and you will be accompanied by an invigilator.
d) Candidates may not leave the examination room during the first 30 minutes or last 30 minutes of the examination unless the reason relates to visiting the toilet, illness or emergency.

G4.6   Conduct

a) Candidates must not speak to or communicate in any way with anyone other than invigilators during the examination.
b) Candidates must not behave in any manner which may disturb other candidates.
c) Candidates must behave in a reasonable manner at all times or you may be expelled from the examination room and not allowed to return. Further disciplinary action may also be taken.
d) If you are suspected of using unfair means in an examination, you will be cautioned and the matter will be investigated in accordance with the Academic Regulations.

G4.7   At the end of the examination

a) If you finish the examination early (before the last 30 minutes), please raise your hand and wait for your examination script to be collected before leaving the room quietly. See also G4.5d above.
b) You must remain seated and silent until all the answer books have

been collected and you are told by an invigilator that you can leave the room.

G5: Students with Disabilities and/or Learning Difficulties

G5.1 Reasonable adjustments to assessment processes for students with disabilities and/or learning difficulties will be made providing the requirement has been established by an assessment of need undertaken by Inclusive Support.

G6: Assessment Practice

G6.1 The assurance and maintenance of academic standards is a key pillar of the University's academic delivery. Verification and Moderation of Assessment is a key tool the University deploys to underpin this. The University requires verification and moderation of assessment for all modules.

G6.2 Comments made by the first marker on the student's work or performance must be available to the moderator for all assessments other than projects/dissertations.

G6.3 The University requires all summative assessments to be anonymised where possible. Modules delivered at Level 4 (and, where applicable, Level 3) are not subject to this requirement.

G6.4 All postgraduate and final year undergraduate projects/dissertations must be clean double marked except where this is precluded because of the method of presentation for students with a disability or learning difficulty.

G6.5 Oral presentations or examinations which contribute more than 25% of the overall module mark require at least two members of academic staff to witness the presentation and to agree the mark awarded. Note: where the presentation is recorded and available for moderation purposes, there is no requirement to have at least two members of academic staff present to witness the presentation and agree the mark awarded.

G6.6 The University may add 'mandatory training' to programmes to meet internal and external requirements. Whilst it is a requirement for students to engage in them, there is normally no cap on the number of attempts students may have at passing the training. At the Assessment

Boards discretion, failure of this element of a module's assessment strategy may not preclude a student from progressing on their programme of study.

G7: Academic Misconduct

G7.1 Academic misconduct applies to summative assessment only and includes all forms of cheating, plagiarism, collusion and re-presentation as defined in the Academic Misconduct Policy and Procedure for Academic Misconduct.

G7.2 All instances or allegations of the use of academic misconduct within summative assessment will be investigated in line with the procedure set out in the Academic Misconduct Policy and Procedure for Academic Misconduct. If the allegation is found to be proven the Academic Integrity Lead or Academic Misconduct Committee acting on behalf of the Assessment Board will implement the appropriate academic penalty in the module and report it to the Assessment Board. Categories of academic misconduct and related penalties are specified in the Academic Misconduct Policy.

G7.3 An Assessment Board will not come to a decision on a student's result where an instance or allegation of the use of academic misconduct has not been resolved.

G7.4 Where evidence of academic misconduct becomes available subsequent to the recommendation of the Assessment Board, the matter will be re-opened at a subsequent meeting of the Board and the original recommendation may be set aside if appropriate.

G7.5 Any appeal against the decision of the Academic Integrity Lead or Academic Misconduct Committee will be heard under Stage 1 of the Procedure for Appeals against Assessment Board decisions, as set out in the Academic Appeals Policy. An appeal will only be valid if it is based on the following grounds:

a) that the original decision was not conducted fairly and/or in accordance with the published procedure;
b) that the original decision was unreasonable in all the circumstances.

Where a decision on a category 4 academic misconduct case has been made by an Academic Misconduct Committee, any appeal will be referred to be considered by an Appeal Panel at the second stage of this process.

G8.3: Course Assessment Boards

G8.3.1 Each School will operate a Course Assessment board which covers each Course for which the School is responsible. Membership will normally comprise the Dean of School (Chair), and relevant Course Leader(s). Attendance of External examiner is ONLY required where final awards are being made and may be attendance remotely.

G8.3.2 The Chair of the Course Assessment Board must have undertaken the required training and be on the University's 'List of Approved Chairs'.

G8.3.3 The quorum for the Course Assessment Board (with the exception of those instances at L3/4 indicated in G8.3.4) shall be the attendance of the Dean of School or nominee (Chair), Course Leaders as appropriate for each course under consideration within the school and where final awards are being made only and the External Examiner(s). In exceptional circumstances, the Dean of School may nominate an appropriate deputy for a Course Leader who is unavoidably absent.

G8.3.4 Course Assessment Boards should normally only consider student profiles where academic consideration is necessary. Progression Boards for Level 3 and 4 should normally be administered and convened via a Chairs Action meeting comprising the Chair of the relevant board and relevant administrative staff, discussing only those students without an automatic progression recommendation.

G8.3.5 If in exceptional circumstances no External Examiner(s) is able to be present (either in person or remotely) when final awards are being made, the External Examiner(s) will be required to confirm the recommendations of the Course Assessment Board and communicate their views by written correspondence to the Chair of the Course Assessment Board.

G8.3.6 It is the responsibility of the Course Assessment Boards to determine, based on the overall student profile any applicable compensation and reassessments and to determine results for each student in relation to their progression or award.

G8.3.7 Results determined by Course Assessment Boards shall not be subject to revision by other Boards.

G9: Mitigating circumstances

G9.1 The University operates standard procedures for the submission of mitigating circumstances as detailed in the Policy and Procedure for Mitigating Circumstances for taught programmes.

G9.2 In determining assessment recommendations, Course Assessment Boards will take into account approved claims from students for mitigating circumstances.

G9.3 Mitigating circumstances are something unexpected, likely to be outside of your control, which you could not have planned for, which happens at or around the time of an assessment, and which may have adversely affected your performance in an assessment or prevented you from attended or completing the assessment. A disability or learning difficulty does not constitute a mitigating circumstance and should be covered by reasonable adjustments.

G9.4 Requests for mitigation must be submitted as soon as possible, but at the latest within 3 days of the due date for any assessment which the student wishes to be considered in light of their mitigating circumstances. If a request for mitigation is submitted more than 3 days after the assessment submission date it will not be considered without a credible and compelling explanation as to why the circumstances were not known before the beginning of the assessment period or why the student was unable to complete or submit an application prior to the published date.

G9.5 Course Assessment Boards are not permitted to alter individual assessment marks to take account of mitigating circumstances.

G9.6 Where performance or incomplete assessment in a module is due to mitigating circumstances the Course Assessment Board will make a decision as to whether the student should be assessed at the next opportunity as if for the first time (or first reassessment if the poor performance relates to a second sit), or may agree a module mark if sufficient evidence is available for the determination of such a mark.

G9.7 Mitigating circumstances will be taken into consideration by a Course Assessment Board as appropriate in the determination of the application of compensation provisions, opportunity for re-assessment and in overall progression/award classification decisions. A Course Assessment Board, using its academic judgement, may take account of mitigating circumstances where the student's overall performance is borderline, provided that there is good reason to believe that the student's performance has been compromised by mitigating circumstances to an extent which has not been fully reflected in

adjustments made to assessment at the module level (such as deadline extensions and variations in assessment method).

G9.8 Where poor performance or non-completion arising from mitigating circumstances is associated with a placement module the Course Assessment Board may, at its discretion and taking account of the extent to which, the learning outcomes of the module have been met, either (i) deem the placement completed satisfactorily, (ii) specify arrangements for completion or (iii) require a repeat of the placement.

G9.9 In exceptional circumstances, where the performance of a group of students has been adversely affected by external factors outside the University's control, reference should be made to the policy on Extraordinary Circumstances Governing the Assessment Process.

G9.10 Where the original assessment cannot be replicated, the Course Assessment Board may permit a variation in the deferred assessment pattern provided that this is appropriate to demonstrate the achievement of the required learning outcomes.

G10: Compensation

G10.1 Compensation describes the process by which a student who fails to satisfy some element of assessment is nevertheless recommended for progression/award on the grounds that the failure is marginal or is offset by good performance in other components of their study programme.

G10.2 A Course Assessment Board will compensate failure in a module where, in its considered academic judgement, the compensation is fair and reasonable in relation to the learning outcomes of the course and the standard of the student's performance as a whole.

G10.3 Compensation must not be applied where the module mark falls below the threshold mark of 30% for undergraduate modules (Levels 3, 4, 5 and 6) or 40% for modules at Level 7 or above and modules utilised solely on the undergraduate professional programmes in Medicine and Dentistry (BDS, MBBS). A higher threshold may be set where there are sound academic reasons such as professional body requirements.

G10.3 The number of credits which can be compensated within an award is limited according to the maxima shown in the following table. Course regulations may specify less than the maximum where this is appropriate or where professional body requirements so dictate.

	Type of Award	Maximum credits				
		Level 3	Level 4	Level 5	Level 6	Level 7
1	Foundation Year Certificate	40				
2	Certificate of Achievement	Not applicable				
3	Certificate		0			
4	Advanced Certificate		0			
6	Higher National Certificate and Higher Certificate		40			
7	Higher National Diploma		40	20		
8	Cert HE		40			
9	Dip HE		40	40		
10	Foundation Degree		40	40		
11	Degree and Advanced Diploma		40	40	20	
12	Honours Degree		40	40	20	
13	Top-Up Degree (Hons) and				20	
14	Integrated Masters		40	40	20	20
15	Graduate/Postgraduate Diploma					20
16	Graduate/Postgraduate Certificate					Not applicable
17	Taught /Professional Masters Degree					20 credit taught module
18	Professional Awards in the fields of Medicine					20 credit taught module Stage 1
19	Professional Doctorate					20 credit module at Stage 1

G10.4 Where a Course Assessment Board applies compensation to a module the original mark or grade shall not be altered, and that original mark will be used in any award classification.

G10.5 Performance in core modules cannot be compensated.

G10.6 Compensation should only be considered and applied once students have undertaken all assessment and re-assessment opportunities to try and achieve a pass mark in each module.

G10.7 Compensation cannot be applied to modules which have been failed as a result of Academic Misconduct.

G10.8 Compensation will apply to exit awards, with the number of credits being consistent with the relevant level of study.

G11: Module Reassessment

G11.1 The decision to offer reassessment normally lies with the Course Assessment Board taking account of the recommendations from Module Boards and the student's overall profile. However, in-module reassessment is permitted and recommended where appropriate.

G11.2 The University approach to assessment and re-assessment is as follows:

  a) **Rework** means reworking the original submitted assessment. changes made to the assessment need to be clear.
  b) **Same** assessment means students can complete and submit the same assessment as originally set. They are not required to complete a new assessment.
  c) **New** assessment means students will be required to complete a new assessment. Re-work is not appropriate.

This will apply for all assessments/re-assessment. The only exceptions to this will be where for Accreditation body (PSRB) reasons this is not allowed.

Assessment Type	Re-assessment	Mitigating circumstances	Re-assessment as a result of Academic Misconduct
Written work (inc report, coursework)	Re-work	Same assessment	New
Written work - Exam	New	New	New
Practical work – lab	Re-work	Same assessment	New
Performance (Dance, drama, music, production)	Re-work	Same assessment	New
Oral (Presentation, Vivas, Moots)	Re-work	Same assessment	New
Physical Artifact	Re-work	Same assessment	New
Digital Media	Re-work	Same assessment	New
Observation (clinical, sport practicals, OSCE)	New	New	New

Continuous Assessment (inc. placements)	Re-work	Same assessment	

G11.3 Where a student has failed a component and is required to be reassessed in that component, the maximum mark which may be awarded for any reassessed component will be the minimum pass mark (i.e. 40 for Level 3, 4, 5 and 6 modules and 50 for Level 7 modules and all modules with registerable qualifications). This mark will contribute to the overall aggregate mark for the module.

G11.4 Students must attempt re-assessment for any or all failed assessment components.

G11.5 All components will be marked using the full mark range. This is to determine whether or not the student has passed the module and met the learning outcomes. The capping will then be applied.

G11.6 A module, or a component within it, may be reassessed only once.

G11.7 In-module reassessment is permitted and if marked numerically is subject to the requirements of G11.2 and G11.4 (i.e. that the assessment is capped, and a further attempt is treated as the reassessment opportunity). In-module skills tests which are graded pass/fail are not subject to G11.3 and G11.5.

G11.8 If upon reassessment the original mark and the reassessed mark are both under the minimum pass mark, the higher of the two marks will be used in any subsequent averaging calculation.

G12: Module Attempts

G12.1 The definition of 'attempt' is a student's first 'sit' and any 'resit' (of any component of assessment) within a module. A retake of the same or an alternative module in a subsequent year or semester is considered to be a separate second attempt. The following are not considered to be 'separate attempts':

1. where a student is reassessed for a module;
2. re-enrolment for the module in a subsequent semester where a module grade is 'deferred'.
3. Where, because of mitigating circumstances, a student is permitted to repeat a year, all module results from the original year will be invalidated and such modules will not count towards the total number of attempts.

G12.2 Except in the case of Certificate and Advanced Certificate Awards, or where Pearson regulations apply, there shall be a limit to the number of module attempts permitted within each award.

G12.3 The number of credits which may be attempted within certain awards is stipulated as follows:

Award	Minimum credit Requirement	Permitted Additional credit Attempts as defined in G12 above
Certificate	20	Not applicable
Advanced Certificate	40	Not applicable
Certificate of Higher Education	120	120
Diploma of Higher Education	240	120
Foundation Certificate	120	120
Foundation Degree	240	120
Higher National Diploma	240	Not applicable
Higher National Certificate	160	Not applicable
Graduate Certificate	60	40
Graduate Diploma	120	120
Postgraduate Certificate	60	40
Degree and Advanced Diploma	320	120 at Stage 1* 120 at Stage 2
Honours Degree	360	120 at Stage 1* 120 at Stage 2
Honours Degree – direct entrant to Year 3	120	120
Top-up Degree (Honours)	120	120
Integrated Masters	480	120 at Stage 1* 120 at Stage 2 120 at Stage 3
Postgraduate Diploma	120	120
(Taught and Professional) Masters Degree	180	120
Professional Doctorate	540	120

*Additional module attempts at Year 1 of the same full-time programme shall be permitted only exceptionally, where the Board is satisfied that the student would benefit from a further attempt, and that they have a reasonable prospect of success notwithstanding their previous performance.

G12.4 In order to retake a failed module or to attempt an equivalent module to a failed module, a Course Assessment Board may allow a full-time student to register for 20 additional credits in the following year. This will apply to Levels 3,4,5,6 and is only permitted in exceptional circumstances and when the following circumstances apply (all of which must be met):

   a) Must have passed all other credits (100) at pass

threshold
b) Must have an APM of 40+
c) Must not have been compensated for any modules
(credits) at that level of study.

For these credits only, any passed elements from the previous attempt can be carried over and do not need to be re-assessed.

G12.5 With the exception of modules retaken under G12.4 above, Retaken modules must be studied and completed in full. Any passed elements from the previous attempt cannot be carried over.

G12.6 At the discretion of the Course Assessment Board and subject to any specific course requirements a student may be allowed to nominate an alternative module as the retaken module. The alternative module will be capped at the minimum pass mark.

G12.7 No student is permitted to retake a module that has been passed, subject to the following exceptions:

    i.   where a student, because of mitigating circumstances, is permitted to repeat a year in full, all module grades in that year will be invalidated and passed modules may be newly attempted;

    ii.   where a student, because of mitigating circumstances, is permitted to retake an assessment as a result of an appeal, the student will be able to rely on the higher of the original and the reattempted mark;

    iii.   where a student cannot retake modules on a part-time basis because of documented circumstances beyond their control (e.g. international bursary or registration conditions), that student may exceptionally be permitted to retake one or more modules which have been passed, in order to constitute a full-time year. However, the marks awarded for those modules at the original attempt will stand.

G12.8 Approval of additional module attempts on all programmes shall be at the discretion of the appropriate Course Assessment Board, which will not withhold such approval unless, in its academic judgement, the student lacks any reasonable prospect of success in subsequent attempts. In the latter case, the student will be obliged to withdraw from the programme, and any future re-admission will be at the discretion of the relevant Dean of School.

G13: Repeat Credits

G13.1 Undergraduate students who have failed credits and are unable to proceed to the next academic year, will receive 'Repeat credits – uncapped recommendation'. This is allowable up to the following levels:

- a) 120 credits at Stage Zero/One (Level 3/4)
- b) 120 credits at Stage 2 (Level 5/6) during the duration of their studies.

G13.2 Exceptionally where students have passed 40 credits or less, they may opt to retake all 120 credits from that level of study.

G13.3 All assessments will be marked on the full mark range i.e. not capped at minimum pass mark.

G13.4 This does not apply at Level 7 or 8.

G13.5 This uncapped repeat credits is only available once per module and must not exceed the limits detailed in G13.1.

G13.6 Any repeat credits exceeding the limits detailed in G13.1 will be capped at the minimum pass mark.

G14: Exclusion from a course during an academic session for academic reasons

G13.1 Where it becomes clear that a student will not meet the academic or other course specific progression requirements, or if the student fails to fulfil module/course attendance requirements which means that their academic progress is deemed unsatisfactory, the appropriate Course Assessment Board may determine that a student's studies be terminated.

G13.2 Students on professionally regulated courses which lead directly to or which satisfy the conditions of a professional qualification, or which confer a direct licence to practise, are also subject to the University' s Fitness to Practise Procedure.

G15: Interim Progression

G15.1 Students studying on the following awards will be subject to interim progression consideration:
- a) Post-graduate taught awards of 2 year duration
- b) Accelerated (2-year) honours degrees
- c) Part-time students

G15.2 Students studying on the following awards will be subject to tracking at the end of each trimester to ensure students are 'on track' to complete.

G16: Progression

G16.1 In order to progress to the next level of study, students

are required to have passed credits required and achieved an APM of 40+.

G16.2   The table below provides summary:

	L3	**L4**	**L5**	**L6**
L3 to L4	120			
L4 to L5	120	120		
L5 to L6	120	120	120	
L6 to L7	120	120	120	120

G16.3 Undergraduate Assessment Board Recommendations

Credits	**APM**	**L3**	**L4**	**L5**	**Recommendations**
Passed 120 credits (including compensation)	40+	✓	✓	✓	Progress to next level of study
Passed 100 credits (no modules compensated)	40+	✓	✓	✓	Progress to next level of study (in exceptional circumstances may be eligible to re-take 20 credits from previous level of study)
Passed 80 credits, fail 40 credits	N/A	✓	✓	✓	Repeat credits failed. If pass, progress to next level of study.
Passed 60 credits, fail 60 credits	N/A	✓	✓	✓	Repeat credits failed. If pass, progress to next level of study.
Passed 40 credits, fail 80 credits	N/A	✓	✓	✓	Repeat credits failed. If pass, progress to next level of study.
Passed 20 credits, fail 100 credits	N/A	✓	✓	✓	Repeat credits failed. If pass, progress to next level of study.

H: Course Awards and Results

H1: Principles

H1.1   Awards are recommended by Course Assessment Boards acting with delegated authority from the Academic Board.

H1.2   Course Assessment Boards will make recommendations for awards through the application of the academic and relevant course regulations using academic judgement to operate discretion within the limits defined in these Regulations.

H2: Marking and Grading

H2.1   The University uses a grade band marking scale as detailed in Appendix 1. This marking scale contains a fixed number of percentage points in each class band which is assigned by a marker for a piece of assessed work.

H2.2   For modules at Levels 3, 4, 5 and 6, the term pass refers to a mark >=40. Ungraded credit is a pass. Compensated modules are treated as passes for the purposes of determining that the module requirement has been met. For modules at Level 7 and above, the term pass refers to a mark >=50.

Modules utilised solely on the undergraduate professional programmes in Medicine, Dentistry, Veterinary Science (BDS, MBBS, BVMS), and Master of Optometry (MOptom) have a pass mark of 50.

H2.3   In addition to grading bands, the University uses a system of grades and codes to denote study performance.

Description	Grade
Distinction in placement	D
Merit in placement	M
Pass	P
Satisfactory	S
Unsatisfactory	U
Fail (where aggregate module mark is at or above the minimum pass mark but a core element is failed)	F
Decision deferred	I
Decision deferred at reassessment	IR
Not graded	NG
Associate/Exchange student: not assessed	Z
Compensated failed module	C
Fail: reassessment recommended	R

Description	Grade
Fail: reassessment not taken up	X
Fail: retake module	K

H3: Recommendation for Award

H3.1 Students are assessed for the registered award on completion of the appropriate module minima. To be recommended for an award a student must have:

1. achieved passes in the module requirement specified for the award;
2. passed any additional requirements specified by a Course associated with the award including core modules, defined combinations of modules and placements;

H3.2 Compensated modules are treated as passes for the purposes of determining that the module requirement has been met**.**

H4: Classification of Awards

H4.1 The classification of awards is based on the Average Percentage Mark (APM) - a calculation derived from the marks achieved in specified modules. Classifications are subject to other conditions as detailed below.

H4.2 The APM for the Honours Degree is a weighted average which recognises higher level study through the ratio 2:8 for Level 5: Level 6. See H4.5 below for the application of each ratio.

H4.3 The APM for all other awards is a weighted average which recognises higher level study through the ratio 1:2:3:4 for Level 4: Level 5: Level 6: Level 7.

H4.4 A minimum APM of X9.5 will be rounded up to the next classification for all awards.

H4.5 **Honours Degree**

The classification of awards for **Honours Degrees** will be based on the highest classification outcome from one of the following:

1 The APM based on a weighted average of the best 100 credits at Level 6 and the best 100 credits at Level 5

using the ratio 2:8 for Level 5: Level 6.

2　　The APM based on the best 100 credits at Level 6.

3　　The classification is determined by reference to the overall profile and performance with the minimum requirement that:

    i.   a minimum of 60 credits at Level 6 are in the classification band. And

    ii.   the highest APM is no lower than 2 percentage points below that required for the classification For Honours Degrees the following scale will be used to determine the award classification:

APM

70 - 100%　　First Class Honours

60 - 69%　　Upper Second Class Honours

50 - 59%　　Lower Second Class Honours

40 - 49%　　Third Class Honours

H4.6　Degree without Honours/Advanced Diploma

The classification of awards for the **Degree without Honours/Advanced Diploma** will be based on an APM derived from a weighted average of all Level 5 and Level 6 modules.

For the **Degree without Honours/Advanced Diploma** the following classifications are available:

APM

70 - 100%　　Distinction

60 - 69%　　Merit

40 - 59%　　Pass

H4.7　Integrated Masters Degree/Bachelor in Medicine and Bachelor of Surgery (MBBS)/Bachelor of Dental Surgery (BDS)/ Bachelor of Veterinary Medicine and Surgery (BVMS)

The classification of awards will be based on the highest classification outcome from one of the following:

1   The APM based on a weighted average of 12 modules at Stage 3.

2   The APM based on a weighted average of 18 modules at Stage2/3

3   The classification is determined by reference to the overall profile and performance with the minimum requirement that:

> i.   a minimum of 60 credits at Level 7 are in the classification band and
> ii.   the highest APM is no lower than 2 percentage points below that required for the classification

For **Integrated Masters Degrees** the following scale will be

used to determine the award classification:

APM

70 - 100%   First Class Honours

60 - 69%   Upper Second Class Honours

50 - 59%   Lower Second Class Honours

40 - 49%   Third Class Honours

For the Bachelor of Dental Surgery (BDS), Bachelor of Medicine and Bachelor of Surgery (MB BS) and Bachelor of Veterinary Medicine and Surgery (BVMS)

an APM of 70% or above may be recognised by the award of BDS with Honours or the award of MBBS with Honours.

H4.8   Taught/Professional Masters Degree

The classification of awards for **Taught/Professional Masters Degree and Master of Optometry (MOptom)** will be based on an APM derived from all Level 7 modules. Any Level 6 modules must be passed but will be excluded from the calculation of the APM.

For **Taught/Professional Masters Degree** awards the following scale will be used to determine the classification:

APM

70 - 100%	Distinction
60 - 69%	Merit
50 - 59%	Pass

H4.9 Postgraduate Diploma/Certificate

The classification of awards for the **Postgraduate Diploma/Certificate** will be based on an APM derived from all Level 7 modules. Any Level 6 modules must be passed but will be excluded from the calculation of the APM.

For **Postgraduate Diploma/Certificate** awards the following scale will be used to determine the award classification:

APM

70 - 100%	Distinction
60 - 69%	Merit
50 - 59%	Pass

H4.10 Other Classified Awards

The APM for other classified awards as listed below is based on a calculation derived from the marks achieved in all specified modules for the awards:

i. Foundation Year Certificate
ii. Certificate
iii. Advanced Certificate
iv. Certificate of Higher Education
v. Diploma of Higher Education
vi. Higher National Certificate
vii. Higher National Diploma
viii. ~~Foundation Certificate~~
ix. Foundation Degree
x. Graduate Certificate

xi.   Graduate Diploma

The following scale will be used to determine the classification:
    APM

70 - 100%	Distinction
60 - 69%	Merit
40 - 59%	Pass

H4.11 Exceptionally where a programme specifies more than the standard module minima for an award, the additional modules are included in the counting modules for the APM.

H4.12 Sandwich placements may be endorsed as merit/distinction. See C4.

H5: Alternative Awards

H8.1 **Alternative Awards**: Course Assessment Boards may recommend an approved alternatively named award to a student who has failed the registered award, provided the minimum requirements for the alternative award have been achieved. Such awards are commonly approved for courses containing elements of professional practice.

H6: Exit Awards

H6.1 Course Assessment Boards will recommend an exit award to a student who has failed the registered award or who leaves at an interim progression point provided the minimum requirements for the exit award have been achieved.

H6.2 Exit awards will only be recommended where a student's study for their registered award has been completed or terminated.

H6.3 In calculating the APM for Exit Awards:

1. the credit requirement used in the calculation of the APM is as specified for the exit award concerned;
2. fail grades do not contribute to the APM calculation;
3. modules are included in the chronological order in which they were completed. Surplus modules are disregarded from the calculation.
4. any grades awarded as part of a final target award which has

then been used as an entry qualification to either a one-year Top-up Degree or Direct Entry will not be included in the APM calculation for Honours Award.

5. Compensation will be applied in line with the regulations for the relevant level of study.

H6.4 Table of exit awards

Registered Award	Exit award/s	Minimum credit requirement for Exit Award	Level
Advanced Certificate	Certificate	20	
Diploma of Higher Education	Certificate of Higher Education	120	at Level 4 or above
	Foundation Year Certificate	120	at Level 3 or above
Foundation Degree	Certificate of Higher Education	120	at Level 4 or above
	Foundation Year Certificate	120	at Level 3 or above
HND	HNC	120	At Level 4 or above
Graduate Diploma	Graduate Certificate	60	at Level 5 or above with minimum of 40 credits at Level 6 or above.
Degree	Diploma of Higher Education	240	at Level 4 or above with minimum of 100 credits at Level 5 or above.
	Certificate of Higher Education	120	at Level 4 or above
	Foundation Year Certificate	120	at Level 3 or above
Honours Degree (360 credits)	Degree	320	At Level 4 or above with minimum of 180 credits at Level 5 or above and a minimum of 60 credits at Level 6

Registered Award	Exit award/s	Minimum credit requirement for Exit Award	Level
	Diploma of Higher Education	240	at Level 4 or above with minimum of 100 credits at Level 5 or above.
	Certificate of Higher Education	120	at Level 4 or above
	Foundation Year Certificate	120	at Level 3 or above
Honours Degree – direct entrant to Year 3*	Degree	100	
Top-up Degree (Honours)*	Degree	100	
Integrated Masters	Honours Degree	360	at Level 4 or above with a minimum of 220 credits at Level 5 or above and a minimum of 100 credits at Level 6
	Degree	320	At Level 4 or above with minimum of 180 credits at Level 5 or above and a minimum of 60 credits at Level 6
	Diploma of Higher Education	240	at Level 4 or above with minimum of 100 credits at Level 5 or above.
	Certificate of Higher Education	120	at Level 4 or above
Postgraduate Diploma	Postgraduate Certificate	60	at Level 6 or above with a minimum of 40 credits at Level 7 or above.

Registered Award	Exit award/s	Minimum credit requirement for Exit Award	Level
(Taught) Masters Degree/Professional Masters	Postgraduate Diploma	120	at Level 6 or above with a minimum of 100 credits at Level 7 or above
	Postgraduate Certificate	60	at Level 6 or above with a minimum of 40 credits at Level 7 or above.
Professional Doctorate	Masters/Professional Masters	180	at level 7 or above
	Postgraduate Diploma	120	at level 7 or above
	Postgraduate Certificate	60	at level 7 or above

* Students are required to attempt 120 credits and may only be awarded a degree following failure in one or two modules.

I: Appeals against Assessment Board Decisions

I1: Principles

I1.1 An appeal cannot be made against the academic judgement of the examiner(s), properly exercised. Appeals on this basis will be ruled invalid.

I1.2 Details of the rules and procedures for **Appeals** can be found in the **Academic Appeals Procedure.**

I2: Grounds for Appeal against Assessment Board decisions

I2.1 A request for an appeal against an Assessment Board decision (other than a decision relating to academic misconduct – see I2.2 below) shall be valid only if it is based on one or more of the following grounds:

   i.   that an Assessment Board has given insufficient weight to mitigating circumstances;

   ii.   that the student's academic performance has been adversely affected by mitigating circumstances which the student has, **for good reason**, been unable to make known to the Assessment Board;

   iii.   that there has been a material administrative error at a stage of the process, or that some material irregularities have occurred;

   iv.   that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations (this fourth ground will not be relevant to an appeal against a decision relating to an interruption or discontinuance of study. Such an appeal should be based on one or more of the three grounds above).

I2.2 Where a student is seeking to appeal a decision of the Assessment Board relating to academic misconduct, the appeal will only be valid if it is based on the following grounds:

   i.   that the original hearing was not conducted fairly and/or in accordance with the published procedure;

   ii.   that the original decision was unreasonable in all the circumstances;

   iii.   Where a decision on a category 4 academic misconduct case has been made by an Academic Misconduct Committee, any appeal will

be referred to be considered by an Appeal Panel at the second stage of this process.

The full procedure is set out in the **Academic Appeals Procedure**.

J: External Examiners

J1: Principles

J1.1 The external examining process is fundamental to ensuring that the University's standards of awards are comparable with those across the HE sector in the United Kingdom.

J1.2 Every award bearing course will have an External Examiner appointed to it.

J2: Appointment of External Examiners

J2.1 External examiners are appointed by the University (subject to any required approval from external validating bodies) using criteria and procedures agreed by the Academic Board.

J2.2 The University reserves the right to terminate appointments where the role is not fully or properly discharged.

J2.3 The standard appointment period is 5 years.

K: Extraordinary Circumstances Governing the Assessment Process

K1: Principles

K1.1   The guiding principle of the University's response to extraordinary circumstances will be to maintain the academic standards of its programmes, the credibility of its awards and its own reputation. Subject to the maintenance of this principle, and to professional body requirements, every reasonable step will be taken to expedite the determination of awards and the progression of students.

K1.2   Extraordinary circumstances may be caused by external factors

beyond the control of the University, which interfere with normal assessment processes or procedures and create a risk that the determination of awards or the progression of students will be delayed, though the functioning of the University is not radically or lastingly affected. Episodes of industrial action, or disruptive natural events such as epidemics or flooding, are examples.

K2: Process

K2.1   There will be a formal declaration by the Vice-Chancellor of the beginning, anticipated duration (where this can be estimated) and end of any episode of extraordinary circumstances.

K2.2   The body responsible for approving special arrangements for the determination of awards and progression in the light of K1.1 above will be the Academic Board.

K2.3   The decisions open to the Academic Board are:

(i)   to delay recommendations until full information is available;

(ii)   to allow recommendations to be made on a basis of less than complete profiles of marks. These recommendations must be decisive but may be partial, e.g. the award of a qualification but with the award of merit/distinction delayed; progression to the next year/stage but with the possibility of one or more modules required to be reassessed or retaken.

K2.4   Where the operation of the approved modes of assessment within a module or course has been disrupted by extraordinary circumstances, the Academic Board may authorise the use of modes of assessment different from those set out in approved course documentation, provided that:

(i)   such alternative modes of assessment provide evidence sufficient for a judgement that specified learning outcomes have or have not been achieved; and

(ii)   such alternative modes of assessment are approved by relevant External Examiners and professional bodies, where appropriate.

K2.5 Operation of Assessment Boards

To support the effective operation of Assessment Boards, the following mitigations will typically be deployed

(i) Appointment of a School Chief External Examiner (where this is not already in place)

(ii) Appointment of a School Internal Examiner to provide oversight of the Assessment Boards and provide assurance of standards of the awards being granted. The criteria for the appointment of the Internal Examiner is as follows, with all criteria to be met:

      1. Eligible to chair Assessment Boards
      2. Will have completed Assessment Board training
      3. Be from another Academic School

(iii) Schools to provide an Assurance report to the University Academic Quality and Standards Committee (AQSC) on how they will mitigate and assure standards in the event of resignation of any School or Course Level External Examiners.

K2.6 Assessment Board decisions relating to progression of students (non-finalists):

(i)	Component grades missing against modules – up to a maximum of 40 credits.	Where there is a component grade available against the module, the school to use a pre-determined formula to predict the missing component grade to give an overall pass mark. Where the available component is below the minimum pass threshold, compensation will be applied. Students must have 80 credits passed to enable progression. There is no requirement for the student to submit the work on the missing component if the programme outcomes have been met and no professional body requirements prohibit this.
(ii)	No component grades available – up to a maximum of 40 credits	Where teaching has taken place and the assessment has been submitted and all avenues have been exhausted to get it marked the student is allowed to progress as long as there are 80 credits passed and have an APM of >40%. The 40 credits

		where there are no grades available will be left blank until the work has been marked.
		Once the work is marked and providing it is done in the first semester of the next academic term if any of the components have been failed reassessment to be undertaken. If this continues beyond the students first semester of the new term, then no reassessment will be required. Only applicable to students at Level 3 and Level 4.
		Level 5 or Level 6 students will be required to undertake all their reassessments, and flexibility will be exercised in allowing them to carry these outstanding reassessments up until the point of them completing their award.
(iii)	More than 40 credits missing and up to a maximum of 60 credits.	If component grades are available, then use the pre-determined formula to predict the missing component. If no component grades are available, then leave blank. Students will be allowed to 'Conditionally Progress'.
		Once the work is marked and providing it is done in the first semester of the next academic term if any of the components have been failed reassessment to be undertaken. If this continues beyond the students first semester of the new term, then no reassessment will be required for up to a maximum of 40 credits Only applicable to students at Level 3 and Level 4
		Level 5 or Level 6 students will be required to undertake all their reassessments, and flexibility will be exercised in allowing them to carry these outstanding reassessments up until the point of them completing their award.

K2.7   Assessment Board decisions relating to award of students (finalists)

(i)   Students with less than 120 credits at Level 6 but with a minimum of 80 credits:

1. Award additional APM calculation – all 80 credits at level 6 (L6) and best 20 credits at Level 5 (L5) (ratio 2:8 L5:6). This to be only used for impacted students.

2. Once all results were known, the award would be re-calculated and if students award was higher based on standard regulations, this would be given, providing:

- The outstanding 40 credits have been attempted.
- The student has an APM of 40% or more.
- All programme learning outcomes have been met.

In circumstances where students haven't had the opportunity to submit and there are 40 credits of work outstanding the student will receive a 'Pass Degree' until the work has been completed and marked.

(ii)   Students with less than 80 credits: Defer status

Appendix 1: Gradeband Marking Bands

- The University uses a grade band marking scale. This marking scale contains a fixed number of percentage points in each class band which might be assigned by a marker for a piece of assessed work. For certain modules, such as those subject to professional body requirements or those assessed solely numerically (e.g. multiple choice tests), the nature of the assessment will mean the mark should be recorded as a mark out of 100 and these marks would fall outside of the fixed percentage point bands.
- An appropriate method of conversion to the University's grade banding scale may therefore be employed (for example - Angoff methodology, Borderline Regression, and other well-supported best-practice methods used nationally and internationally).
- The use of grade band marking is intended to encourage markers to assign grades on the basis of the band/classification of the work submitted. The use of the minimum pass mark is reserved for assessments passed at resubmission or passed for a capped mark.

** For undergraduate programmes (levels 3-6): A marginal fail would receive a mark of 35 and a marginal pass would receive 42.

** for Integrated Masters, Postgraduate programmes (level 7): A marginal fail would receive a mark of 45 and a marginal pass would receive 52.

* results can be compensated within compensation boundaries.

The grading bands used by the University are set out below:

Level 3 assessments (e.g. HNC/HND) and Level 4 and 5 Foundation Degrees

Band	Numerical equivalent
Exceptional Distinction	100
Very High Distinction	94
High Distinction	87
Mid Distinction	80
Low Distinction	74
High Merit	68
Mid Merit	65
Low Merit	62
High Pass	58
Mid+ Pass	55
Mid Pass	52
Low+ Pass	48
Low Pass	45
Low- Pass	42
(Minimum Pass/Capped Mark)	40**
Marginal Fail	35*
Mid Fail	30*
Low Fail	25
Fail	10
Non-submission/Penalty/No Academic Merit	0

* can be compensated

Level 4, 5 and 6 assessments (e.g. Undergraduate programmes)

Band	Numerical equivalent
Exceptional 1st	100
Very High 1st	94
High	87
Mid 1st	80
Low 1st	74
High 2.1	68
Mid 2.1	65
Low 2.1	62
High 2.2	58
Mid 2.2	55
Low 2.2	52
High 3rd	48
Mid 3rd	45
Low 3rd	42
Marginal Fail	35*
Mid Fail	30*
Low Fail	25
Fail	10
Non-submission/Penalty/No Academic Merit	0

*can be compensated

(Minimum Pass/Capped Mark)	40**

Level 7 assessments - Integrated Masters only

Band	Numerical equivalent
Exceptional 1st	100
Very High 1st	94
High 1st	87
Mid 1st	80
Low 1st	74
High 2.1	68
Mid 2.1	65
Low 2.1	62
High 2.2	58
Mid 2.2	55
Low 2.2	52
Marginal Fail	45*
Mid+ Fail	42
Mid Fail	40
Fail	35
Fail	30
Fail	25
Fail	10
Non-submission/Penalty/No Academic Merit	0

*can be compensated

(Minimum Pass/Capped Mark)	50**

Level 7 assessments (e.g. Postgraduate taught programmes)

Band	Numerical equivalent
Exceptional Distinction	100
Very High Distinction	94
High Distinction	87
Mid Distinction	80
Low Distinction	74
High Merit	68
Mid Merit	65
Low Merit	62
High Pass	58
Mid Pass	55
Low Pass	52
Marginal Fail	45*
Mid+ Fail	42
Mid Fail	40
Fail	35
	30
	25
Fail	10
Non-submission/Penalty/No Academic Merit	0

*can be compensated

(Minimum Pass/Capped Mark)	50**

Appendix 2: Academic Regulations specific to awards delivered by overseas partners

UCLAN Standard academic regulations apply for all UCLAN Awards, with the exception of the following:

2.1 Overseas Collaborative Provision: entry and exit requirements (see also E2.5.1).

For undergraduate overseas collaborative programmes which include a structured language programme and related study skills support, an IELTS level equivalent to 4.5 is the minimum entry requirement to level 4 of the collaborative programme. Students must achieve a minimum IELTS score of 6.0, or equivalent, before progressing to level 6 of their course and/or transferring to UCLan.

2.2 Standard Credit Requirements for Awards (see also C10)

Award title	Minimum module requirement	minimum at:						
		Stage 2	Stage 3	Level 3 or above	Level 4 or above	Level 5 or above	Level 6 or above
Advanced Diploma[2]	320	200			320	180	60
Honours degree for Overseas Provision with 4 Years Study Cycle (3 years at Stage 2)	480	360			480	280	140
Honours degree for Cyprus Campus Provision with 4 Years Study Cycle	480	240			480	220	100
Honours degree for AASTMT	360	240			360	240	120

2.3 Programme Structure for the award of Honours Degree for Overseas Provision with 4 years study cycle

The following structure will be adopted for all Honours degrees delivered overseas

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[2] This award is only offered overseas.

which require a four-year study cycle.

Minimum Duration	Minimum Credit Requirement	Level 4 or above	Level 5 or above	Level 6 or above	Award Title
Year 1	120	120			Cert HE
Year 2	240	240	100		Diploma of HE
Year 3	320	320	180	60	Advanced Diploma
Year 3	360	360	180	60	Degree[3]
Year 4	480	480	280	140	Honours Degree[4]

2.4 Compensation (see also G10.3)

Type of Award	Maximum credits				
	Level 3	Level 4	Level 5	Level 6	Level 7
Honours Degree for overseas provision with 4 years study		40	40	20	
Honours degree for AASTMT		0	0	0	n/a
Honours Degree for Cyprus Campus provision with 4 years Study cycle		Yr 1 40 / Yr 2 40	20	20	

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[3] These awards are normally only offered in this structure on a franchise basis overseas.
[4] These awards are normally only offered in this structure on a franchise basis overseas.

2.5 Table of Exit Awards (see also H6.4)

Registered Award	Exit award/s	Minimum credit requirement for Exit Award	Level
Honours Degree for overseas provision with 4 years study			
Honours Degree (480 credits) for Cyprus Campus	Diploma of Higher Education	360	240 at Level 4 or above with minimum of 100 credits at Level 5 or above.
	Certificate of Higher Education	240	at Level 4 or above
	Certificate of Achievement	120	at Level 4 or above

2.6 Dual Awards

2.6.1 Dual awards are an arrangement where a single programme of study leads to two awards of the same level, one awarded by the university, the other by a partner institution represented by separate certificates and transcripts, each referring to the other, and both awarded at the end of the full period of study concerned.

2.6.2 For both Dual awards, students who successfully achieve each set of criteria (learning outcomes or other requirements) receive separate institutional or national certificates and/or transcript or record of achievement, one for each of the separate qualifications being granted by each of the degree-awarding bodies involved, referring to the existence of the other.

2.6.4 The University has Dual awards approved for delivery with the following International providers:

a) UCLan Cyprus
b) Arab Academy of Science, Technology and Maritime Transport (AASTMT), Egypt
c) Shanghai University of International Business and Economics (SUIBE), China
d) Hunan Normal University (HNU), China
e) Hebei University (HBU-UCLan), China
f) SEGi University, Malaysia

2.7 Academic Regulations specific to UCLAN Cyprus

2.7.1 Recognition of Prior Learning

a) Qualifications which are at the level of the University's general requirements for admission to a course cannot be used to claim admission with credit, with the exception of students who meet the specific requirements for exemptions under Evaluation Committee for Private Universities (ECPU) regulations that apply to courses offered at UCLan CYPRUS (see also E4.6).

b) In line with CyQAA regulations for courses operating at UCLan Cyprus, the maximum credit for prior learning towards all undergraduate awards is 50% of total credit of the prior award, and for all postgraduate awards is one third of total credit of the prior award.

2.7.2 Dual Awards

a) UCLan Cyprus is successfully registered as one of the 8 Universities of the Republic of Cyprus and all of our programmes of study are evaluated and recognised by the Ministry of Education & Culture in Cyprus through the Evaluation Committee of Private Universities, (ECPU).

b) UCLan Cyprus awards are therefore classed as dual awards under our definition and lead to the award of two separate certificates and transcripts.

2.8 Academic Regulations specific to ICEM, Oman

2.8.1 **Module Attempts:** The number of credits which may be attempted within certain awards is stipulated as follows (see also G12):

Award	Minimum credit Requirement	Permitted Additional credit attempts as defined in G12 above
Honours Degree for ICEM Oman provision with 480 credit programme structure	480	120 at Stage 1 and 360 at Stage 2

2.9 Academic Regulations specific to Arab Academy of Science, Technology and Maritime Transport (AASTMT) Egypt

2.9.1 AASTMT do not follow the University grade band marking scheme (see appendix 1. The following marking/conversion scheme is used at AASTMT:

AASTMT Grading System			
Letter Grades	**Points Numbers**	**Percentage**	**UCLan range**
A+	4	A+ >= 97	90-100
A	3.85	93 <= A < 97	80-89
A-	3.7	89 <= A -< 93	70-79
B+	3.3	84 <= B+ < 89	67-69
B	3	80 <= B < 84	63-66
B-	2.7	76 <= B- < 80	60-62
C+	2.3	73 <= C+ < 76	57-59
C	2	70 <= C < 73	53-56
C-	1.7	67<= C- < 70	50-52
D+	1.3	64 <= D+ < 67	46-49
D	1	60 <= D < 64	40-45
F	0	F<60	Fail

AASTMT to UCLan grades		
	AASTMT	UCLan
Fail Lowest	0	0
Fail	59	39
PASS	60	40
Lower Second	67	50
Upper Second	76	60
First	89	70
HIGHEST	100	100

2.9.2 Assessment: AASTMT adopt the following standard approach to module assessment.

Type	%	Wordcount/duration
Portfolio	60%	3,000 words equivalent
Exam	40%	2 hours

Appendix 3: Award types allocation to Schools

Title of Award		School Ownership
Foundation Degrees	FdA	ALL SCHOOLS CAN USE
	FdSc	ALL SCHOOLS CAN USE
	FdEng	School of Engineering & Computing
Bachelor Degrees	BA	ALL SCHOOLS CAN USE
	BSc	ALL SCHOOLS CAN USE
	BEng	School of Engineering & Computing
	BDS	School of Medicine & Dentistry
	LLB	School of Law & Policing
Graduate Certificate/Diploma	Cert/Dip	ALL SCHOOLS CAN USE
Integrated Masters	MEng	School of Engineering & Computing
	MPhys	School of Engineering & Computing
	MChem	School of Pharmacy & Biomedical Science
	MLaw	School of Law & Policing
	MSci	ALL SCHOOLS CAN USE
	MMath	School of Engineering & Computing
	MComp	School of Engineering & Computing
	MHRM	School of Business
	MComSC	School of Health, Social Work & Sport
	MPAS	School of Medicine & Dentistry
	MChiro	School of Health, Social Work & Sport
		School of Medicine & Dentistry
	MPharm	School of Pharmacy & Biomedical Science
	MBBS	School of Medicine & Dentistry
	BVMS	School of Veterinary Medicine
Postgraduate Certificate in Education	PGCE	School of Psychology & Humanities
Taught Masters	MA	ALL SCHOOLS CAN USE
	MSc	ALL SCHOOLS CAN USE

	MArch	School of Engineering & Computing
	MBA	School of Business
	MClinDent	School of Medicine & Dentistry
	MClinMed	School of Medicine & Dentistry
	MEd	School of Psychology & Humanities
	LLM	School of Law & Policing
	MRes	ALL SCHOOLS CAN USE
	MOptom	School of Medicine & Dentistry
Professional Masters	MProf	ALL SCHOOLS CAN USE
Professional Doctorates	DProf	ALL SCHOOLS CAN USE
	DBA	School of Business
	EdD	School of Psychology & Humanities