

**BISHOP GROSSETESTE UNIVERSITY**

**Document Administration**

<b>Document Title:</b>	Regulations for the Award of Honours Degrees and Foundation Degrees for Students (for students starting in September 2015)
<b>Document Category:</b>	Regulation
<b>Version Number:</b>	1.3
<b>Status:</b>	Approved
<b>Reason for development:</b>	To ensure clear and transparent guidance on the Regulations for the Award of Honours Degrees and Foundation Degrees for Students (for students starting in September 2015)
<b>Scope:</b>	These Regulations apply to all staff and students of the University and collaborative partners.
<b>Author / developer:</b>	Regulatory Compliance Manager
<b>Owner</b>	Regulatory Compliance Manager
<b>Assessment:</b> (where relevant)	<input type="checkbox"/> Equality Assessment <input checked="" type="checkbox"/> Information Governance <input type="checkbox"/> Legal <input type="checkbox"/> Academic Governance
<b>Consultation:</b> (where relevant)	<input type="checkbox"/> Staff Trade Unions via HR <input type="checkbox"/> Bishop Grosseteste University Students' Union <input type="checkbox"/> Any relevant external statutory bodies
<b>Authorised by (Board):</b>	Senate
<b>Date Authorised:</b>	July 2016
<b>Effective from:</b>	July 2016
<b>Review due:</b>	July 2017
<b>Document location:</b>	University website
<b>Document dissemination / communications plan</b>	University website link emailed to Student Advice, the International Office and the Students' Union.
<b>Document control:</b>	All printed versions of this document are classified as uncontrolled. A controlled version is available from the University Website.

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## Introduction

1. The Regulations for the award of Honours degrees and Foundation degrees of the University (hereinafter referred to as the Undergraduate Regulations) set out the rules and procedures which ensure that successful students progress through the stages of each programme, that awards are made reliably and fairly, and that the classifications of awards are clear, carefully considered, and well founded.
2. These Regulations are designed to ensure that the institution meets the requirements of the QAA *UK Quality Code for Higher Education*, specifically *Chapters B4 – Enabling student development and achievement (2015)* and *B6 – Assessment of students and accreditation of prior learning (2015)*, which states that institutions should ‘publicise and implement clear rules and regulations for progressing from one stage of a programme to another and for qualifying for an award’ (Indicator 8).
3. The Regulations are applied by Boards of Examiners and set out the requirements which students must meet in order to progress through their programme and to receive the award to which it leads. They also set out the circumstances in which failure in any component may be compensated, condoned or retrieved and the rules governing the calculation of degree classifications.
4. The Undergraduate Regulations are approved by Senate and are subject to periodic review and may be amended at any time.
5. The University will make every effort to ensure that the published programme (course) details are complete and up-to-date. However, the University will be entitled to make reasonable changes to the course (including to the content and syllabus of the course, or the location of the course or the method of delivery or assessment of the course) where that will enable the University to deliver a better quality of educational experience to students enrolled on the course. In making such changes, the University will aim to keep the changes to the minimum necessary to achieve the required quality of experience and will notify and consult with affected students as appropriate.
6. In the exceptional situation of a programme being closed, students will be notified in a timely manner and appropriate support provided for them successfully to complete their studies. Monitoring of students’ progress will be the responsibility of the Portfolio Management Group (PMG); where the PMG has identified at risk students, additional support, monitoring and review will be put in place.

## Regulations for undergraduate modules and awards, accumulation and transfer of credits

7. Module. A module is an assessed unit of learning normally studied, taught and assessed within a semester. All students on the same module must be assessed by the same method(s) of assessment unless an alternative is agreed for reasons of practicality (in the case of retrieval) or disability (where reasonable adjustments are required). When an assessment is modified for one of these reasons, it must require the student to demonstrate the same set of learning outcomes as the original assessment.
8. Credits. A credit value is assigned to each module which indicates the total learning, teaching and assessment time which students will spend in achieving the learning outcomes of the module. A standard module taught in one semester is normally 20 credits where each credit represents 10 hours of learning, teaching and assessment. Modules should normally be in multiples of 10 credits.
9. Awarding Credits. To be awarded credits for a module, a candidate must have passed the assessment for that module. Credit for any particular module may be awarded only once.
10. Module Marks. The performance of a candidate in meeting the assessment requirements of a module is indicated by a numerical mark recorded on the following scale:
 

100% – 40%	Pass
39% – 35%	Compensatable Fail
34% – 0%	Fail
11. Students must achieve a minimum of 30% in all items of assessment for a module in order to pass the module. This ensures that the student has engaged with all elements of assessment and the learning outcomes which they are designed to demonstrate and that non-submission in any component is penalised. Students who achieve an overall pass (40% or above) for the module as a whole but have **failed to achieve 30% in each component** will be recorded as referred and required to be reassessed in that component.
12. Where a candidate fails to submit an assignment or complete another type of assessment by the agreed deadline, or attend an examination, a mark of zero will be recorded. The right of re-assessment is retained.

## Reassessment

13. Students who have failed any modules following the meeting of the Board of Examiners at the end of any level or stage will normally be offered the opportunity to be reassessed before the commencement of the next stage or level. Modules that have been reassessed will be capped at 40% unless extenuating circumstances have been approved. Students will not normally be offered the opportunity to be reassessed before that meeting; however, exception to allow in-course retrieval may be made following consultation between the Academic Co-ordinator and the Chair of the Board of Examiners and with the formal approval of the Chair. Students may be reassessed in all or part of a module; the method of reassessment will be as stated in the approved module specification.
14. Students will normally be permitted two reassessment opportunities only in each module.
15. Following the meeting of the Retrieval Board of Examiners students who have failed to meet first retrieval assessment requirements may be offered the opportunity to continue to the following stage of the programme with one module in referral (to a maximum value of 30 credits). The formal recognition that the student has progressed from the former stage is ratified by the next available Examination Board, subject to the successful completion of the assessment.
16. Students who fail to meet the assessment requirements of multiple modules following the meeting of the Retrieval Board of Examiners will be awarded one further retrieval opportunity. Students will be required to submit assessments at the next available submission point for that component or module during the next academic year. The Board will recommend whether the retrieval opportunity should be offered with or without attendance. (Attendance will be subject to the payment of the relevant fee). Students who are successful at this final reassessment opportunity will resume their programme at the next appropriate registration for the level. Students who fail the final retrieval will have their registration terminated and may not re-enrol on the programme or retake modules which they have irretrievably failed.
17. Treatment of module failure at levels 4 and 5. Failure in one module may be compensated where the overall mark for the module is between 35% and 39% provided that the average of the marks for all modules taken at that level is at least 40%. Failure where the overall mark is below 35%, or the average mark is less than 40%, will result in the student being reassessed in all or part of the module.
18. Failure in two or more modules where the overall marks are below 40% will result in the student being reassessed in all or part of the modules. Where applicable, compensation will be applied by the Board of Examiners following retrieval without reference to a previous referral.

### Assessment Extension

19. A candidate may be granted an extension to course work on the grounds of medical or exceptional personal circumstances. The candidate must make the request prior to the day on which the assessment deadline falls. The request should be made to the member of academic staff responsible for the assessment. Such requests must be supported by corroborating evidence. Extensions may only be authorised by the Academic Co-ordinator (Code of Practice for Assessment of Students).

### Extenuating Circumstances

20. It is the responsibility of students to inform their Academic Co-ordinator of any matters (whether of an academic, personal, medical or other nature) which may be relevant to their academic performance, and to supply substantiating evidence, for example, a medical certificate. Such information should be submitted before any University deadline and in any event before the meeting of the relevant Board of Examiners.
21. The claim for extenuating circumstances and the supporting evidence will be considered by a panel convened for that purpose. The panel will make a recommendation to the Board of Examiners and, if the claim is supported, the Board will consider the results achieved by that student in the module for which the claim is made.
22. Where a student's performance is found to have been adversely affected by circumstances, the student shall be allowed to be assessed in the assessment(s) concerned as if for the first time (or as if for the second time if the assessment affected is a reassessment) in such a manner as the Board deems appropriate in the circumstances.

Note: Special arrangements may apply to school placements or teaching practice. Extenuating circumstances presented for these elements will result in each case being considered individually and arrangements made to allow the student to attempt to fulfill the requirements of the programme.

23. In the event of marks being unavailable due to circumstances at University level that are beyond the student's control, an alternate Examination Board will normally be arranged upon marks becoming available. If key Board members, including the External Examiner, are not available to attend in person, special arrangements will be made to ensure that valid decisions are made with regard to confirmation of the final award in accordance with the Regulations. Exceptionally, if marks are still unavailable, the Board may award the qualification on the basis of those marks that are available. In such a case, the student will be advised of the situation and may choose either to accept the decision of the Board based on those marks that are available, or opt for a decision by the Board pending the availability of the full set of marks.

## Credits required for Qualifications

24. The total credit value of qualifications awarded by the University is as follows:

Honours Degree	360 credits
Ordinary Degree	300 credits
Foundation Degree	240 credits
Undergraduate Diploma	240 credits
Undergraduate Certificate	120 credits.

## Registration

25. A full-time student registered for an Honours degree will normally register for modules having a total value of 120 credits over two consecutive semesters, with no fewer than 40 credits and no more than 80 credits in any one semester. The imbalance in credits is normally caused by the assessment for modules falling more into one semester than another. The contact hours are expected to be delivered evenly across the academic year.
26. Any student registered for fewer than 120 credits (including those awarded through APL) over one academic session is classed as a part-time student.

## Period of Study

27. The period of study specified for each programme may be extended for a student with the approval of the appropriate Head of School and the relevant Board of Examiners. See also the Code of Practice for Intercalation. The maximum period of study for an undergraduate programme is twice the length of the programme i.e. six years for a three year honours programme, four years for a Foundation degree. Part-time students may be allowed up to two years in addition to the normal length of the programme in which to achieve the award.

## Validity and Currency of Credit

28. Credits may not normally be used towards a full-time award after five years have elapsed from the date of first registration. For part time programmes see definitive documentation.
29. The same credits cannot be counted towards two separate qualifications unless one qualification is a stage in the normal progression to another, higher level, qualification.

## Use of Accredited Prior Learning (APL)

30. The University will admit students for entry to an undergraduate programme with advanced standing, i.e. entry directly to Level 5 or Level 6, based on relevant credit



achieved at the University or another HE institution, or credit awarded for experiential learning. Full details of the rules and procedures are found in the Code of Practice for the Accreditation of Prior Learning. Modules awarded by APL will be recorded as achieving credit but no mark or grade will be awarded and they will not be used in the calculation of the classification.

### Programmes

31. The University will make every effort to ensure that the published programme (course) details are complete and up-to-date, but reserves the right to make changes at any time on the recommendation of Senate.
32. Potential Awards covered by these regulations
  - (a) Honours degree in one or more subject(s);
  - (b) Ordinary degree;
  - (c) Honours or Ordinary degree with Recommendation for QTS;
  - (d) Foundation Degree.
  - (e) Diploma in Education and Training (DET)

### Admission to a Programme of Study

33. To be admitted to any programme of study, an applicant must have satisfied:
  - (a) the University entry requirements for admission as specified in the programme specification;
  - (b) such entry requirements as may be required to meet University and external accreditation regulations.

### Qualification for an Honours/Foundation Degree

34. To qualify for an Honours/Foundation degree, a candidate shall have:
  - (a) pursued an approved programme of study;
  - (b) satisfied the attendance and other requirements of the programme;
  - (c) satisfied the programme requirements of the regulations for progression to the award;
  - (d) been awarded APL credits and a minimum of 120 credits awarded in either level 5 for the Foundation degree or level 6 of an honours degree programme at Bishop Grosseteste University.

### Qualification for an Ordinary Degree

35. To qualify for the award of an Ordinary degree, a candidate shall have:





- (a) pursued a programme of study corresponding to that of the honours degree;
- (b) satisfied the attendance and other requirements of the programme;
- (c) satisfied the requirements of the regulations for progression to the award (see paragraphs 36 and 37).

#### Qualification for a Diploma in Education and Training (DET)

36. To qualify for the award of Diploma in Education and Training, a candidate shall have:
- (a) satisfied the attendance and other requirements of the programme;
  - (b) satisfied the requirements of the regulations for progression to the award (see paragraphs 36 and 37);
  - (c) accrued 60 credits at level 4 and 60 credits at level 5.

#### Termination of Programme.

37. A student who fails to meet the requirements of a module or programme will be subject to the Board of Examiners which may terminate that student's registration.

#### All Programmes: Progression from Level 4 to Level 5 and Level 5 to Level 6

38. Progression from Level 4 to Level 5

A student must achieve 120 credits at level 4 in order to progress to level 5 of any undergraduate award. The marks awarded will not be taken into calculation for the classification of the final award. Students must achieve 40% overall in each module or achieve an average of 40% in all modules in that level and a mark between 35% and 39% in not more than one module with at least 40% in all remaining modules (see paragraphs 15 and 16).

39. Progression from Level 5 to Level 6

A student must achieve 120 credits at level 5 in order to progress to level 6 of an undergraduate honours award. The marks awarded will be taken into calculation for the classification of the final award (see paragraphs 40-42). Students must achieve 40% overall in each module or achieve an average of 40% in all modules in that level and a mark between 35% and 39% in not more than one module with at least 40% in all remaining modules (see paragraph 15 and 16).

#### **Award of Certificate of Higher Education and Diploma of Higher Education**

40. A student who fails to progress from level 5 to level 6 - i.e. has failed to achieve 120 credits at level 5 - may opt to claim the award of Certificate of Higher Education (minimum 120 credits at level 4 and above). A student who fails to achieve the award of an honours degree - i.e. has failed to achieve 120 credits at level 6 - may opt to claim the award of Diploma of Higher Education (minimum 240 credits 120 of which must be at level 5 or above.) It should be noted that these are exit awards and a

student who receives one of these awards will not be able subsequently to recommence the programme.

### **Recommendation for Qualified Teacher Status (QTS or EYTS)**

41. The award of QTS or EYTS is subject to students satisfying the requirements of the Department for Education (DfE). Students who fail the award cannot be recommended for QTS or EYTS.

### **Rules for Classification**

42. The following degree classification mark bands apply to all honours degrees awarded at Bishop Grosseteste University.

First Class Honours	70% or above
Upper Second Class Honours	60% - 69%
Lower Second Class Honours	50% - 59%
Third Class Honours	40% - 49%
Ordinary	35% - 39%

43. Students will receive the classification of their degree according to the above mark bands based on the average mark of the modules at level 5 and level 6 for three-year programmes. For one-year programmes leading to an honours award following the successful completion of a Foundation degree, or where they have been admitted directly onto level 6 of a degree programme, level 6 modules only will be considered.
44. If the average mark for a student falls within 3% of the upper limit for any band (i.e. 47%, 57%, 67% or better) the classification will be considered by the Board of Examiners to be raised to the level above provided that a minimum mark of 40% has been achieved in all modules used in the degree classification and:

(for First Class honours) at least half the credits used to calculate the degree classification are at 70% or better;

(for Upper Second Class honours) at least half the credits used to calculate the degree classification are at 60% or better;

(for Lower Second Class honours) at least half the credits used to calculate the degree classification are at 50% or better.

### **The Award of Foundation Degrees with Merit or Distinction**

45. The Foundation Degree will be awarded with Distinction if the average mark of modules at level 5 is 70% or better. The Foundation degree will be awarded with Merit if the average mark of level 5 modules is between 60% and 69%.



46. If the average mark for a student falls within 3% of the upper limit for either band (i.e. 57%, 67% or better) and the student has achieved a minimum mark of 40% in all level 5 modules and:

(for Distinction) at least half the credits used to calculate the degree classification are at 70% or better;

(for Merit) at least half the credits used to calculate the degree classification are at 60% or better.

### **Treatment of failures in the final year of programmes**

47. To achieve an Honours degree a student must achieve 120 credits at level 6.
48. Boards of Examiners have the power to compensate marginal failure in one module providing the mark is between 35% and 39% and provided that the average mark for the level is at least 40%. The mark awarded for a compensated module will be used in determining the degree classification. If a student wishes they may elect to retrieve a module which is eligible for compensation. In such a case the mark awarded for the work completed for retrieval will be adopted even if it is lower than that awarded on the first occasion.
49. Students who have not achieved 360 credits will be required to retrieve those modules which they have failed and will normally be given two opportunities to do so for a maximum mark of 40%. The degree classification will be calculated on the basis of the average marks gained at levels 5 and 6 including those which have been awarded after retrieval.
50. Students on a Foundation Degree must achieve 120 credits at level 5. Boards of Examiners have the power to compensate marginal failure in one module providing the mark is between 35% and 39% and provided that the average mark for the level is at least 40%. The mark awarded will be retained. If a student wishes they may elect to retrieve a module which is eligible for compensation. In such a case the mark awarded for the work completed for retrieval will be adopted even if it is lower than that awarded on the first occasion. The award of the Foundation degree with Merit or Distinction will be based on the marks achieved following the re-assessment. Students who fail any modules at the second retrieval opportunity will have their registration terminated.

### **Aegrotat awards**

51. If, owing to illness or some other sufficient cause, a student will not in the foreseeable future be able to complete the assessment leading to an award, Senate may upon the recommendation of the Board of Examiners confer an aegrotat degree, diploma or



certificate. An aegrotat degree may be awarded with honours but the student shall not be placed in a class or division. An aegrotat award shall not be made with merit or distinction.

52. Applications for an aegrotat award must be made in writing to the Registrar and Secretary by the student or by his or her Head of School. Applications must be received before the meeting of the Board of Examiners and must be accompanied by medical or other evidence. Applicants for an aegrotat award must submit a medical report or other sufficient evidence of their inability to complete the required assessment. Any costs associated with the medical report or other evidence shall be borne by the student.
53. The Board of Examiners should recommend an aegrotat award only where members are satisfied that there is evidence that the student has demonstrated the same level of knowledge, skill and understanding that would under normal circumstances be required for the conferral of the award. It would be expected, therefore, that the applicant will have completed a substantial proportion of his or her final year of study. Candidates for postgraduate degrees may not be exempted from completing a thesis or dissertation.
54. The certificate issued to the student shall indicate that they have received an aegrotat award and the transcript shall indicate those elements that they have completed and those in which the assessment has not been undertaken or only partially undertaken.

### **Posthumous awards**

55. If a student dies before completing the assessment leading to an award, the Senate may upon the recommendation of the Board of Examiners confer an aegrotat degree, diploma or certificate. A posthumous aegrotat degree may be awarded with honours but the student shall not be placed in a class or division. A posthumous aegrotat award shall not be made with merit or distinction.
56. Applications for the posthumous conferral of an aegrotat award must be made in writing to the Registrar and Secretary by the student's Head of School. The permission of the student's family or next of kin must be obtained. Applications must be received before the meeting of the Board of Examiners.
57. The Board of Examiners should recommend a posthumous aegrotat award only where members are satisfied that there is evidence that the student has demonstrated the same level of knowledge, skill and understanding that would under normal circumstances be required for the conferral of the award. It would be expected, therefore, that the applicant will have completed a substantial proportion of his or her final year of study. Candidates for postgraduate degrees may not be exempted from completing a thesis or dissertation.