

## Regulations and Definitions Applying to Progression for all Credit Bearing Programmes

### 1. Introduction

- 1.1 The following regulations apply to all programmes at levels 6 and 7 (see [Credit Accumulation and Transfer Scheme](#)). They should be read in conjunction with the [Progression, Determination and Classification of Results: Undergraduate and Integrated Masters Programmes](#) or the [Progression, Determination and Classification of Results: Standalone Masters Programmes](#) as applicable to the programme of study.

### 2. Definitions

- 2.1 **Average Mark contribution to a Part of a Programme:** The Average Mark is the mark obtained by taking the average of all individual Module marks, weighted according to their respective credit point weightings, that contribute to the assessment of a single Part of a programme. The Average Mark is recorded truncated to 1 decimal place in the assessment grid.
- 2.2 **Capped Mark:** The Capped Mark will be less than or equal to the Module Pass Mark. When a mark is "Capped" the mark used to calculate the Average Mark carried forward to determine the final degree classification is: the Module Pass Mark, when the actual mark achieved for the Module is equal or greater than the Module Pass Mark and is the actual mark if the actual mark achieved is lower than the Module Pass Mark. The circumstances in which Capped Marks are used are set out in paragraphs 4, 5 and 6 of the Progression, Determination and Classification of Results: Undergraduate and Integrated Masters Programmes or paragraphs 3.1 and 3.2 of the Progression, Determination and Classification of Results: Standalone Masters Programmes.
- 2.3 **Compensation:** Pass by Compensation is the award of credit for a Failed Module on the basis that performance elsewhere in the Part is sufficient to ensure the learning outcomes of the programme tested in that Part have been met, or will be met following successful Referral. The detailed rules for allowing compensation are given in University progression regulations and programme regulations.
- 2.4 **Compulsory Module:** A Compulsory Module is a Module which must be taken by all students on a particular programme. Compulsory Modules may be Passed by Compensation.
- 2.5 **Core Module:** A Core Module is a module which must be taken and Passed. Core Modules may not be Passed by Compensation. Where programme regulations specify, a student may be required to select a Module from within a group of Modules, which, once selected, becomes Core.
- 2.6 **Fail:** A Fail may apply to a Module, a Part or a programme. A Failed Module is one in which no credit is awarded. A Failed Part is one in which either insufficient credit is awarded or any required Average Mark for the Part is not achieved. A Failed programme is one in which insufficient credit is awarded or the minimum required Final Average Mark is not attained.
- 2.7 **Final Average Mark:** The Final Average Mark is the mark obtained by taking the average of all individual Module marks, weighted according to their respective credit point weightings and Part weightings and is used for degree classification purposes. The Final Average Mark is recorded truncated to 1 decimal place in the assessment grid.
- 2.8 **Module:** A Module is a specified element of learning material with its own learning outcomes, assessment procedures and credit point rating. A module must be assigned credit points at one level only. (The terms 'Unit' and, in the context of the Student Records System, 'Course' are synonymous with 'Module'.)

- 2.9 **Module Mark:** The Module Mark is the weighted sum of all the components of summative assessment for a given module. The average is rounded to the nearest integer for insertion into the assessment grid. The Module Mark is based on the 100-point Mark Scheme.
- 2.10 **Non-Compensatable Fail:** A Non-Compensatable Fail is a Failed Module which cannot be Passed by Compensation. A Failed Module is Non-Compensatable if the mark achieved for the Module is lower than the Qualifying Mark, or if the Failed Module is a Core Module for the programme.
- 2.11 **Option Module:** An Option Module is a Module selected from a group of available Modules which does not become Core or Compulsory on selection. Option Modules may be Passed by Compensation.
- 2.12 **Part:** A Part is a collection of Modules which is assessed as a group to determine Progression. (The term 'Part' is preferred to 'Year' which can be imprecise in the context of part-time students or students who Repeat or suspend registration, and also preferred to 'Level' since not all material will necessarily be at the same academic level.) For full time undergraduate students a Part normally corresponds to two semesters of study A Part will predominantly be at one academic level with successive Parts at successively higher levels. However, some study within a Part may be at other levels as permitted by the [Credit Accumulation and Transfer \(CAT\) Scheme](#). The total credit rating for the Modules in a Part will be as specified in the CAT Scheme.
- 2.13 **Pass:** A Pass may be achieved in a Module and Part or a programme. For a Module, a Pass is the award of Credit for that module and may result from attaining at least the Module Pass Mark in the assessment or through Compensation. For a Part, a Pass is achieved through attaining sufficient credit and any required Average Mark. For a programme, a Pass is achieved by attaining sufficient credit and at least the minimum required Final Average Mark.
- 2.14 **Pass Mark:** The Pass Mark is the minimum mark that must be achieved in order to pass. It may be applied to a Module to an Average Mark or to a Final Average Mark. Information about the relevant Pass Marks may be found in the regulations for Progression, Determination and Classification of Results: Undergraduate and Integrated Masters Programmes and the regulations for Progression, Determination and Classification of Results: Standalone Masters Programmes.
- 2.15 **Professional, Statutory and Regulatory Bodies (PSRBs):** External bodies which accredit programmes that lead to a professional or vocational qualification or exemption from a professional examination.
- 2.16 **Progression:** A student who Passes a Part of a programme Progresses to the next Part, or in the case of the final Part of their programme, progresses to Classification of their degree.
- 2.17 **Qualifying Mark:** The Qualifying Mark is the minimum mark that must be achieved in a Module in order for a Pass by Compensation to be awarded (subject to paragraph 3.3 for the Progression, Determination and Classification of Results: Undergraduate and Integrated Masters Programmes or paragraph 3.2 for the Progression, Determination and Classification of Results: Standalone Masters Programmes).
- 2.18 **Referral:** Referral is the re-taking of all or part of the assessment or an alternative assessment for a Failed Module in order to achieve the Pass Mark. Referral assessments are usually taken in August/September at the end of the academic year in which the Module was Failed, but may be taken at other times, including earlier, as specified by the School in which the Module is taught. The arrangements for Referral are specified in paragraphs 4 and 6.1 of the regulations for Progression, Determination and Classification of Results: Undergraduate and Integrated Masters Programmes and paragraphs 4.1 to 4.6 of the regulations for Progression, Determination and Classification of Results: Standalone Masters Programmes.
- 2.19 **Repeat:** Repeat is the re-taking of assessments during the academic year following the first attempt, or following an unsuccessful Referral. Normally students may choose whether to Repeat Internally or Externally, following academic counselling from the School in which they are registered. However, some Modules have specific practical or placement requirements that necessitate attendance; students needing to Repeat such Modules will be required to undertake a full Internal Repeat. Where this applies it will be stated in the Module Profile. Should a Module

which is to be Repeated not be available in the following year, the Board of Examiners will specify what alternative assessment should be taken. The Arrangements for Repeat are specified in sections 5 and 6.2 of the Regulations for Progression, Determination and Classification of Results: Undergraduate and Integrated Masters Programmes and paragraphs 5.1 to 5.6. of the Regulations for Progression, Determination and Classification of Results: Standalone Masters Programmes.

- 2.20 **Internal Repeat:** A student choosing an Internal Repeat will be required to Repeat all Modules, including those passed at the first attempt. The student is entitled to attend all taught sessions, and required to submit all coursework and to take all examinations. The full tuition fee is charged for an Internal Repeat. A student choosing an Internal Repeat is not permitted to transfer to an External Repeat part way through the year.
- 2.21 **External Repeat:** A student choosing an External Repeat will be permitted to Repeat only those Modules which were Failed at the first attempt and not passed at Referral. The student is not required to pay tuition fees and hence is not entitled to access taught sessions or academic or pastoral support services. He/she will have an enrolment status of 'Repeat non attending' which allows access to the Library and to IT services only, A student Repeating Externally may be required to pay fees for examinations and other assessments. Programme regulations will specify the mode of assessment which will be used. A student choosing an External Repeat is not permitted to transfer to an Internal Repeat part way through the year.
- 2.22 **Year In Employment:** The Year in Employment module is an assessed placement opportunity that can be integrated with any eligible three or four year degree programme. A student who wishes to take this opportunity must transfer to a programme with Year in Employment in the title.

### 3. Implications for Students Sponsored by the University under Tier 4 of the Points Based System

- 3.1 The University is licensed by the UK Visas and Immigration (UKVI) to act as a sponsor for visa purposes under Tier 4 of the Points Based System to Eligible Students admitted to Relevant Programmes of Study at the University. As a licensed Sponsor, the University must comply with certain specified obligations to the UK Visas and Immigration. A student sponsored by the University to enter the UK under the points-based visa scheme who is unable by the terms of their Visa to remain in the UK to undertake an Internal Repeat will retain the right to an External Repeat provided this is permitted by the regulations applicable to their programme of study. Where an External Repeat is not permitted the student's programme will of necessity be terminated. Regulation 7.3 of the Regulations Governing Students Sponsored by the University under Tier 4 of the Points Based System will apply. On successful completion of an External Repeat, the student will need to re-apply for entry into the UK.
- 3.2 The UKVI places limits on the total period of time a student on a Tier 4 Visa can spend studying at or above degree level in his/her lifetime; time spent undertaking an Internal Repeat will count towards this total period.
- 3.3 A student who is concerned about his/her entitlement to remain in the UK following a failure to progress should seek urgent advice from the Visa and Immigration Student Advice Service.
- 3.4 A student who wishes to transfer to another programme of study or to a different level of study in the same discipline (eg: Integrated Masters to Bachelors) should seek urgent advice from the Visa and Immigration Student Advice Service (VISAS Team, Registry). The UKVI has strict regulations governing programme transfers and these are only allowed under certain circumstances.