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## Senate Regulation 5: Regulations governing undergraduate programmes of study

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- 5.1 Variation from this scheme will normally only be permitted where there is a requirement from a professional or statutory legal body, and must be approved by the Academic Policy Committee. Any such variations shall be specified in the programme specification.

### Programmes of Study

- 5.2 The honours degrees awarded by the University are:

Master of Biology (M.Biol), Master of Chemistry (M.Chem), Master of Computing (M.Comp), Master of Engineering (M.Eng), Master of Geology (M.Geol), Master of Mathematics (M.Math), Master of Physics (M.Phys), Bachelor of Arts (B.A.), Bachelor of Engineering (B.Eng), Bachelor of Laws (LL.B.), Bachelor of Medicine and Bachelor of Surgery (M.B.,Ch.B.), Bachelor of Medical Science (B.Med.Sci.), Bachelor of Science (B.Sc.)

- 5.3 A first degree may be awarded with honours, as a pass degree, without honours (in the case of the M.B.,Ch.B. degree), as an Ordinary degree (in the case of the B.Med.Sci. degree), or as a Foundation Degree.

### Composition of Degree Programmes

- 5.4 For all full-time undergraduate programmes of study except the degrees of M.B.,Ch.B., students are required to register each year for modules totalling 120 credits. This is deemed to be the equivalent of 900 hours of study, including private study time. Programme specifications specify those modules which are core and optional for each level of each programme of study. A similar modular structure applies to Phase I of the M.B.,Ch.B programmes of study and is described in the Programme Handbook for those degrees.
- 5.5 Modules may be examined by written examination, continuous assessment, the completion of a project or dissertation, or through a combination of assessment methods. Details are provided in module specifications which can be accessed via the module database and in departmental literature.

### Consideration of Results for Non-Finalists at the First Attempt

- 5.6 Students are credited with a module when they have completed the requirements of that module. These requirements include the submission, by the due date, of written assignments, the completion of any field work activities, or of any study abroad requirements and the attainment of a pass mark in the assessment associated with the module.
- 5.7 Subject to the achievement of an overall average of 40 per cent, modules may be passed at a level sufficient for the award of credit (35 to 39 per cent) or at honours level (40% or above). Exceptionally, for the purposes of satisfying the demands of professional bodies, or for some other significant academic reason specifically approved by the Academic Policy Committee, some modules may be designated as having to be passed at Honours Level (40 per cent or above).
- 5.8 Students who have not satisfied the module requirements set out above will have their performance reviewed by the relevant Board of Examiners in the light of the results obtained at the end of each level of the programme. Boards of Examiners will apply the following rules relating to the determination of pass or fail in individual modules.
- Students with a credit-weighted average of less than 40 per cent overall across the level will be deemed to have failed all modules in which a mark of less than 40 per cent has been obtained;
  - Students with a credit-weighted average of 40 per cent or more overall across the level will be deemed to have failed all modules in which a mark of less than 35 percent has been obtained unless the University has determined that a specific module must be passed at 40 percent (see above), in which case in that module a mark of 39 per cent or less will be deemed to be a fail mark.

- 5.9 In order to be credited with the modules applying to any one level and therefore to be able to progress to the next level of a programme, a student must:
- a) have satisfied the relevant requirements for each module as set out above
- and
- b) have achieved a credit-weighted average mark of 40 per cent or more across all the modules taken in the level
- and
- c) have achieved a pass mark in each module complying with the designations of pass/fail set out in 5.8 above.
- 5.10 Students who are declared at the end of the level to have failed any modules taken during the level may be allowed to present themselves for re-assessment in any written assessments associated with those failed modules. Students who have failed or have not completed any elements of assessed course work may be provided with the opportunity of (re) submitting the work by a date specified by their department. In certain modules there may be provision for alternative methods of re-assessment. Laboratory work, however, must normally be completed within the time allotted for it in the relevant semester. In most laboratory-based subjects, the opportunity for repeating practical work cannot be provided, and any failure in practical elements of the course may lead to termination of course.
- 5.11 The maximum mark which can be obtained in an assessment component deemed to be a resit or resubmission is 40% overall.
- 5.12 Students with a module mark in the range 35 – 39 who nevertheless meet the criteria for passing the level as set out in 5.7 and 5.8 above will not be permitted to retake the assessments for the module in an attempt to improve their performance.
- 5.13 Where a 4 year programme is approved with a threshold mark, this should be specified in the programme specification. A student who does not achieve the threshold level will normally be required to transfer to the equivalent three-year degree. If at the end of the third year a student does not meet the threshold requirement for progression to the final year, they will be considered as a finalist for the three-year degree.

#### **Treatment of Failures at Resit, following re-assessment opportunity**

- 5.14 Students who have not passed all their assessments, following the application of the criteria set out in 5.7 and 5.8 above, will be considered by the relevant Board of Examiners. In the light of their overall performance, the Board may determine an outcome for such students by applying the options below in descending order:
- (a) The normal expectation is that a student who, without mitigating circumstances, achieves a mark below a pass for credit in more than 40 credits at resit will have their course terminated;
  - (b) A student may be permitted to proceed to the next year of the course taking, in addition to the standard 120 credits for the year, new modules in place of those failed. In order to be permitted to proceed and substitute modules, students will normally have failed no more than 30 credits (i.e. with marks below 35%) and have gained a credit weighted average mark for the year of at least 40%.
  - (c) Where modules are involved which cannot be substituted a student may be permitted to proceed to the next year of the course repeating the assessments for the failed modules alongside the standard 120 credits for the year. In order to be permitted to proceed and resit modules, students should normally have failed no more than 30 credits, have failed marks no lower than 30% and have a credit weighted average for the year of at least 40%.

- (d) A student may be permitted to have one final attempt to resit failed modules. Such students will have their studies suspended in the meantime.
  - (e) A student may be permitted, in exceptional circumstances, to repeat the level as if for the first time (see paragraph 5.16 below).
- 5.15 Normally only two attempts at a module will be permitted, a first sit and one resit, except in cases where (b), (c) or (d) above apply. The award of further attempts under these criteria is at the discretion of the Board of Examiners. In such cases three attempts at a module is the maximum that a student will be permitted.

#### **Granting of Repeat Periods of Study on the basis of mitigating circumstances**

- 5.16 In reaching decisions on students who have failed assessments, Boards of Examiners will comply with the definition of mitigating circumstances laid out in Senate Regulation 7.100, and will take account of medical evidence or other special circumstances. Repeat periods of study will be granted only where evidence exists which demonstrates that such special circumstances have significantly interrupted, through no fault of the student's own, the opportunity to benefit from the teaching programme in a particular year. The scale of the interruption must be such that it would be unreasonable to expect a student to take the assessment relating to that part of the programme without repeat attendance.

#### **Progression into the Final year with outstanding modules**

- 5.17 Students who have outstanding level 1 modules at the end of the penultimate level of their programme of study will not be permitted to proceed into the final level.
- 5.18 Students at the end of their penultimate level of study who have failed modules which contribute towards the classification of their award, and who have exhausted their re-sit opportunities for these modules, may proceed to the final year of the programme carrying a maximum of 30 credits of failed modules. The Board of Examiners may prevent a student from progressing while carrying failed modules, if those modules are deemed as being essential pre-requisites for final level study. In such cases the student's programme of study shall be terminated.

#### **Final Assessment for undergraduate programmes of study (excluding M.B.Ch.B)**

- 5.19 The Board of Examiners will consider the marks of each final level student in accordance with the scheme of assessment (below)
- 5.20 Students who fail to satisfy the examiners in the Final Examinations may be allowed to present themselves for re-examination on one subsequent occasion only, and they will be considered for the award of a classified degree. The relevant Board of Examiners will recommend whether such students are required to resit all final modules or only those failed. Where a student has failed final modules however has still met the criteria for the award of a degree as set out below, an opportunity to re-sit or re-sit those failed assessments shall normally only be offered where successful re-assessment could potentially result in the student becoming eligible for a higher classification.
- 5.21 Any students may, at the discretion of the examiners, be required to attend an oral examination.

Where additional general regulations apply (e.g. LL.B. degree, the degrees of M.B.,Ch.B.) these will be detailed in the relevant programme specification.

*Programme Regulations for each programme of study can be found in the relevant programme specification, accessible via the following web page: <http://www2.le.ac.uk/offices/sas2/courses/documentation>*

#### **Aegrotat Awards**

- 5.22 An aegrotat award may be considered in certain circumstances where a student is prevented through illness or other sufficient cause from completing the final assessment for the award. Exemption may not be granted from completing the dissertation or research project.

### Classification of Awards

5.23 The following descriptors relate to a student's performance across all the modules which contribute to the final degree classification. An undergraduate programme of study may be awarded first, upper second, lower second or third class honours, or without honours (Pass) using the following descriptors:

First Class Honours	Overall has achieved the specified learning outcomes to an excellent or very high standard; has demonstrated a very high level of command of the subject matter and of technical and analytical skills; has demonstrated a high level of achievement in the development of intellectual and personal skills.
Upper Second Class Honours	Overall has achieved the specified learning outcomes to a good standard; has demonstrated a high level of command of the subject matter and of technical and analytical skills; has demonstrated a good level of achievement in the development of intellectual and personal skills.
Lower Second Class Honours	Overall has achieved the specified learning outcomes to a competent standard; has demonstrated a moderate level of command of the subject matter and of technical and analytical skills; has demonstrated a satisfactory level of achievement in the development of intellectual and personal skills.
Third Class Honours	Overall has achieved the specified learning outcomes to the minimum acceptable honours level; has demonstrated an adequate level of command of the subject matter and of technical and analytical skills; has demonstrated a satisfactory level of achievement in the development of intellectual and personal skills.
Pass	Overall has achieved the specified learning outcomes to the minimum acceptable level; has demonstrated a limited level of command of the subject matter and of technical and analytical skills; has demonstrated some achievement in the development of intellectual and personal skills.

5.24 There are two approved variations of the mechanism to classify honours degrees: the version given here applies to all new students and students who entered their second year in, or after the 2010/11 academic year.

5.25 The previous version which applies to students who entered their second year before the 2010/11 academic year; is available on the Student and Academic Services website:

### Calculating the credit weighted average

5.26 **For three year programmes** the weighted average is to be calculated on the basis of all level 2 and level 3 marks. In order to calculate the weighted average, the scheme fixes the relative weighting of the third-year and second-year marks in all three-year programmes at 60:40. An exception to this is the School of Biological Sciences where for all new students and students who entered their second year in 2010/11 the relative weighting will be 70:30. The second year and third year averages are calculated first, and then combined with a weighting of 60:40 in favour of the final year average. If the modules in a year have different credit values (e.g. some 10 and some 20) then they are weighted by their credit value in calculating the year average. If all modules in a year have the same credit value then the average for the year is a simple average.

5.27 For the purposes of identifying students' best performances on a module-by-module basis in order to meet the 120 credit threshold for a particular class, all second and third year modules are equal (only differentiated by their credit value where applicable). Differential weighting is only for the purposes of calculating the average mark between the two years.

5.28 **For integrated four year programmes** the same general principles apply to the calculation of the weighted average as for three-year programmes, but the second, third and fourth years are included, with a relative weighing of 20:30:50. For the purposes of identifying students' best performance on a

module-by-module basis, all second, third and fourth year modules are equal, but the credit threshold for a particular class is 180 rather than 120 credits.

5.29 **In the case of four-year programmes in which the year out does not count towards the final classification**, the second and fourth years are used in determining the degree class, according to the standard scheme for three-year programmes.

5.30 The following rules shall be applied in descending order, starting at the Pass/Fail threshold, so that fail students are excluded from further consideration.

<b>Rule 1</b>	<b>Pass/Fail threshold for the programme</b>	
	i)	Students who fail at less than 35% modules to the value of 45 credits or less may be considered for the award of a degree under the rules below, unless the department has specifically required a pass in a given module, in which case the student will fail the programme.
	ii)	Students who fail modules to the value of 50 credits, or have a weighted average mark of less than 35%, will fail the programme.
<b>Rule 2</b>	<b>First Class Honours</b>	
		Modules to the value of at least 120 credits at 70% or better, a weighted average mark greater than or equal to 67%, and failed modules worth less than 40 credits
	OR	Weighted average mark greater than or equal to 70%
<b>Rule 3</b>	<b>Upper Second Class Honours</b>	
		Modules to the value of at least 120 credits at 60% or better, a weighted average mark greater than or equal to 57%, and failed modules worth less than 40 credits
	OR	Weighted average mark greater than or equal to 60%
	OR	Weighted average mark greater than or equal to 67% <i>and</i> modules to the value of at least 120 credits at 70% or better, and modules to the value of 40 or 45 failed credits <i>(Dropped class from 1st because of failures)</i>
<b>Rule 4</b>	<b>Lower Second Class Honours</b>	
		Modules to the value of at least 120 credits at 50% or better, a weighted average mark greater than or equal to 47%, and failed modules worth less than 40 credits
	OR	Weighted average mark greater than or equal to 50%
	OR	Weighted average mark greater than or equal to 57%, modules to the value of at least 120 credits at 60% or better, and modules to the value of 40 or 45 failed credits <i>(Dropped class from 2.1 because of failures)</i>
<b>Rule 5</b>	<b>Third Class Honours</b>	
		Weighted average mark greater than or equal to 40%
	OR	Modules to the value of at least 120 credits at 50% or better, a weighted average mark greater than or equal to 47%, and 40 or 45 failed credits <i>(Dropped class from 2.2 because of failures)</i>
<b>Rule 6</b>	<b>Pass</b>	
		Weighted average mark greater than or equal to 35%

**Integrated Four Year Degree programmes**

<b>Rule 1</b>	<b>Pass/Fail threshold for the programme</b>	
	i)	Students who fail at less than 35% modules to the value of 45 credits or less may be considered for the award of a degree under the rules below, unless the department has specifically required a pass in a given module, in which case the student will fail the programme.
	ii)	Students who fail modules to the value of 50 credits, or have a weighted average mark of less than 35%, will fail the programme.
<b>Rule 2</b>	<b>First Class Honours</b>	
		Modules to the value of at least 180 credits at 70% or better, a weighted average mark greater than or equal to 67%, and failed modules worth less than 40 credits
	OR	Weighted average mark greater than or equal to 70%
<b>Rule 3</b>	<b>Upper Second Class Honours</b>	
		Modules to the value of at least 180 credits at 60% or better, a weighted average mark greater than or equal to 57%, and failed modules worth less than 40 credits
	OR	Weighted average mark greater than or equal to 60%
	OR	Weighted average mark greater than or equal to 67% <i>and</i> modules to the value of at least 180 credits at 70% or better, and modules to the value of 40 or 45 failed credits ( <i>Dropped class from 1st because of failures</i> )
<b>Rule 4</b>	<b>Lower Second Class Honours</b>	
		Modules to the value of at least 180 credits at 50% or better, a weighted average mark greater than or equal to 47%, and failed modules worth less than 40 credits
	OR	Weighted average mark greater than or equal to 50%
	OR	Weighted average mark greater than or equal to 57%, modules to the value of at least 180 credits at 60% or better, and modules to the value of 40 or 45 failed credits ( <i>Dropped class from 2.1 because of failures</i> )
<b>Rule 5</b>	<b>Third Class Honours</b>	
		Weighted average mark greater than or equal to 40%
	OR	Modules to the value of at least 180 credits at 50% or better, a weighted average mark greater than or equal to 47%, and 40 or 45 failed credits ( <i>Dropped class from 2.2 because of failures</i> )
<b>Rule 6</b>	<b>Pass</b>	
		Weighted average mark greater than or equal to 35%

**Borderline Candidates**

5.31 Students who fall into a borderline, as defined below, and those just below the borderline with special/mitigating circumstances will be considered by the Board of Examiners. *Viva voce* examinations may still be permitted where there is a genuine need to substantiate the information available to a Board of Examiners.

5.32 The consideration of borderline students should be undertaken with a view to arriving at a positive outcome wherever this is commensurate with the application of appropriate academic standards. In reaching a judgement, Boards of Examiners are permitted to take account of whichever of the following are applicable to the discipline or to the circumstances of the student:

- a) the design of the curriculum and any special features
- b) the year in which the results were achieved
- c) the profile of marks, and in particular any distorting elements
- d) performance in substantial pieces of work (dissertations, projects)
- e) the outcome of vivas, where these are held
- f) mitigating circumstances
- g) the impact of marks obtained elsewhere (for example, from a year abroad).

5.33 Candidates shall be considered for promotion to the next higher degree class on the following basis:

<b>First Class Honours</b>	
Three year programmes	Modules to the value of at least 120 credits at 68% or better, including modules to the value of at least 90 credits at 70% or better, a weighted average mark greater than or equal to 67%, and failed modules worth less than 40 credits.
Four year integrated programmes	Modules to the value of at least 180 credits at 68% or better, including modules to the value of at least 150 credits at 70% or better, a weighted average mark greater than or equal to 67%, and failed modules worth less than 40 credits.
<b>Upper Second Class Honours</b>	
Three year programmes	Modules to the value of at least 120 credits at 58% or better, including modules to the value of at least 90 credits at 60% or better, a weighted average mark greater than or equal to 57%, and failed modules worth less than 40 credits
Four year integrated programmes	Modules to the value of at least 180 credits at 58% or better, including modules to the value of at least 150 credits at 60% or better, a weighted average mark greater than or equal to 57%, and failed modules worth less than 40 credits
<b>Lower Second Class Honours</b>	
Three year programmes	Modules to the value of at least 120 credits at 48% or better, including modules to the value of at least 90 credits at 50% or better, a weighted average mark greater than or equal to 47%, and failed modules worth less than 40 credits
Four year integrated programmes	Modules to the value of at least 180 credits at 48% or better, including modules to the value of at least 150 credits at 50% or better, a weighted average mark greater than or equal to 47%, and failed modules worth less than 40 credits

#### **BA/BSc Top up degrees**

5.34 BA or BSc Top up degrees shall consist of 120 credits at level 6 of the FHEQ.

5.35 The scheme of classification and award for BA or BSc Top Up degrees shall be based upon the 120 final year (level 6) credits studied at the University and classified in accordance with the proportionate thresholds listed below. The following rules should be applied in descending order, starting at the Pass/Fail threshold, to ensure that students are excluded from further consideration.

<b>Rule 1</b>	<b>Pass/Fail threshold for the programme</b>	
	Students may be considered for an award if they meet the following criteria: i) A credit weighted average of 35% or higher from all level 6 modules AND ii) Failed at less than 35% modules to the value of 20 credits or less	
	Students who fail to meet the requirement above will not be eligible for an award and may be permitted to re-sit failed modules or, if they have exhausted the available re-sit attempts, will fail the programme.	
<b>Rule 2</b>	<b>First Class Honours</b>	
		Modules to the value of at least 60 credits at 70% or better, a weighted average mark greater than or equal to 67%, and failed modules worth 20 credits or less
	OR	Weighted average mark greater than or equal to 70%
<b>Rule 3</b>	<b>Upper Second Class Honours</b>	
		Modules to the value of at least 60 credits at 60% or better, a weighted average mark greater than or equal to 57%, and failed modules worth 20 credits or less
	OR	Weighted average mark greater than or equal to 60%
<b>Rule 4</b>	<b>Upper Second Class Honours</b>	
		Modules to the value of at least 60 credits at 50% or better, a weighted average mark greater than or equal to 57%, and failed modules worth 20 credits or less
	OR	Weighted average mark greater than or equal to 50%
<b>Rule 5</b>	<b>Third Class Honours</b>	
		Weighted average mark greater than or equal to 40%
<b>Rule 6</b>	<b>Pass</b>	
		Weighted average mark greater than or equal to 35%

**Borderline rules for BA/BSc Top-up degrees**

5.36 Students who fall into a borderline, as defined below will be considered by the Board of Examiners. Students may only be considered for promotion to a higher degree classification where they meet the criteria below from the 120 credits of level 6 modules studied at the University, and have presented evidence of mitigating circumstances which has been accepted by the relevant Mitigating Circumstances Panel.

<b>First Class Honours</b>	Modules to the value of at least 60 credits at 68% or better, including modules to the value of at least 45 credits at 70% or better, a weighted average mark greater than or equal to 67%, and failed modules worth less than 20 credits.
<b>Upper Second Class Honours</b>	Modules to the value of at least 60 credits at 58% or better, including modules to the value of at least 45 credits at 60% or better, a weighted average mark greater than or equal to 57%, and failed modules worth less than 20 credits.
<b>Lower Second Class Honours</b>	Modules to the value of at least 60 credits at 48% or better, including modules to the value of at least 45 credits at 50% or better, a weighted average mark greater than or equal to 47%, and failed modules worth less than 20 credits.



**Foundation Degrees (FDA/FDSc)**

- 5.37 Foundation degrees shall consist of a total of 240 credits, 120 of which shall be at level 4 of the FHEQ and 120 of which shall be at level 5 of the FHEQ.
- 5.38 Foundation degrees are awarded on a Pass, Merit or Distinction basis. The following rules should be applied in descending order, starting at the Pass/Fail threshold, to ensure that students are excluded from further consideration.

<b>Rule 1</b>	<b>Pass/Fail threshold for the programme</b>
	Students may be considered for an award if they meet the following criteria: i) A credit weighted average of 40% from all modules AND ii) A mark of 35% or higher in all modules
	Students who fail to meet the requirement above will not be eligible for an award and may be permitted to re-sit failed modules or, if they have exhausted the available re-sit attempts, will fail the programme.
<b>Rule 2</b>	<b>Distinction</b>
	Credit Weighted Average mark greater than or equal to 70%
<b>Rule 3</b>	<b>Merit</b>
	Credit Weighted Average mark greater than or equal to 60%
<b>Rule 4</b>	<b>Pass</b>
	Credit Weighted Average mark greater than or equal to 40%

**Borderline rules for Foundation Degrees**

- 5.39 Students who fall into a borderline, as defined below will be considered by the Board of Examiners. Students may only be considered for promotion to a higher degree classification where they meet the criteria below and have presented evidence of mitigating circumstances which has been accepted by the relevant Mitigating Circumstances Panel.

<b>Distinction</b>	A Credit Weighted Average of greater than or equal to 67% and less than 70%
<b>Merit</b>	A Credit Weighted Average of greater than or equal to 57% and less than 60%

**Diplomas of Higher Education**

- 5.40 Diplomas of Higher Education shall consist of a total of 240 credits, 120 of which shall be at level 4 of the FHEQ and 120 of which shall be at level 5 of the FHEQ. The specific requirements for the award and classification of Diplomas of Higher Education shall be scrutinised by the Programme Approval Panel considering the introduction of the programme and approved by the Academic Policy Committee.

**Certificates of Higher Education**

- 5.41 Certificates of Higher Education shall consist of 120 credits at level 4 of the FHEQ. The specific requirements for the award and classification of Certificates of Higher Education shall be scrutinised by the Programme Approval Panel considering the introduction of the programme and approved by the Academic Policy Committee.