

Regulation XIV: General Regulations for First Degrees

Scope of these Regulations

1. These Regulations apply to all Certificates, Diplomas, Bachelor's Degrees and Integrated Master's Degrees, and to Foundation Years and Foundations Degrees unless there are additional and/or alternative requirements for external accreditation. These requirements will be clearly laid out within programme regulations. Where a programme of study is designated as a non-modular programme, Regulation 14 and subsequent Regulations will not apply to that programme.
2. The Senate will on the recommendation of the Faculty make Regulations providing for one or more programmes of study leading to the award of the Degree.

Content of Programmes of Study

3. The Regulations for each programme of study will specify the units required of or available to students in each Year, and may specify other requirements (which may include requirements assigned no value in terms of credits) to be met by a student before successful completion of the programme of study. The availability of units specified in the Regulations for a programme of study is subject to the conditions as to pre-requisites and unacceptable combinations of units published on the authority of the Senate. Where a student is required to register for a unit, that registration may only be amended with the permission of the Faculty, on the recommendation of the Head of Department/School.
4. A reference in a Regulation to a particular programme of study or unit does not mean that the programme or unit will necessarily be available in any particular session. The availability of any unit may be subject to conditions as to the minimum or maximum size of classes, the availability of accommodation, timetabling restraints, and, where the Regulations for a programme of study contain requirements satisfaction of which depends upon the provision of facilities by another institution or body, the agreement of that institution or body.
5. Where a Regulation enables or requires a student to make a choice, the student's choice requires approval. The approval of the Head of the Department/School responsible for the programme of study is required for the subject of a special topic, special study, dissertation, extended essay or project and, where the Regulations require a student to make a choice between units, for the student's choice of units. Where the programme of study is the responsibility of more than one Department/School, the Heads of those Departments/Schools will agree on the procedure for giving such approval and publish it to students.

Attendance other than for University Qualifications

6. A person, whether or not registered for a programme of study leading to the award of a Degree or other qualification of the University, may be permitted by a Head of Department/School on payment of the appropriate fee to attend a programme of study in respect of one or more units and take the examination in respect of those units on the basis that any grades and credits awarded may not be taken into account for the purposes of the award of any qualification of the University.
7. A student attending the University under an international exchange programme will enrol for

up to 60 credits in each semester attended. Such a student wishing to study fewer than 60 credits per semester must provide a supporting letter from their home university and will not be permitted to enrol for fewer than 40 credits in any semester or 100 credits in a full year of study. Such a student will normally enrol for credits at the appropriate Level and in the agreed departments/schools.

Degrees with Study Abroad Year

8. As part of the University's institutional study abroad year model, undergraduate students have the opportunity to undertake optional study abroad as part of their programme of study where there is no existing study abroad provision within a programme. An optional study abroad year is not guaranteed and there will be a number of undergraduate programmes of study where a study abroad year is unfeasible. Optional study abroad years will be non-credit bearing and will be assessed on a pass/fail basis. Optional study abroad will extend the length of a programme by one year on a pass/fail basis and will take place in the penultimate year of study. In order to progress to an optional study abroad year, students must have achieved the credit requirements as outlined in paragraph 31 of the General Regulations for First Degrees.
9. Students who successfully complete an optional study abroad year and pass the associated assessment will graduate "with Study Abroad" in their award title. Students who fail the optional study abroad year and any associated assessment shall revert to their original degree title. In exceptional circumstances students may be permitted to undertake both an optional study abroad year and optional placement year on approval of the Faculty Director for Education.

Degrees with Placement Year or Industrial Placement Year

10. As part of the University's institutional placement year model, undergraduate students have the opportunity to undertake an optional placement year as part of their programme of study where there is no existing placement provision within a programme. An optional placement year is not guaranteed and there will be a number of undergraduate programmes of study where a placement year is unfeasible. Optional placement years will be non-credit bearing and will be assessed on a pass/fail basis. Optional placement years will extend the length of a programme by one year and will take place in the penultimate year of study. In order to progress to an optional placement year students must have achieved the credit requirements as outlined in paragraph 31 of the General Regulations for First Degrees.
11. Students who successfully complete the optional placement year and pass the associated assessment will graduate "with a Placement Year" in their award title. Students who fail the optional placement and any associated assessment shall revert to their original degree title. For programmes that are professionally accredited and require the placement to be aligned with the content of the degree, students who successfully complete the placement will graduate 'with Industrial Placement Year' in their award title. In exceptional circumstances students may be permitted to undertake both an optional study abroad year and optional placement year on approval of the Faculty Director for Education.

Transfer between Programmes of Study and Faculties

12. A student may, with the permission of the Faculty, transfer to another programme of study. The Faculty will determine in each case the extent to which parts of the original programme already completed by a student will be treated as forming part of the new programme. Where parts of the original programme are so treated the credits and grades (including any fail

grades) already obtained by the student will be counted in respect of the new programme. Where parts of the original programme are not so treated, the fact that the student has previously taken the relevant units and the grades and credits (if any) awarded will be disregarded for the purposes of these Regulations except those dealing with time-limits and transcripts. A transfer from one Faculty to another requires the permission of both Faculties concerned. Permission to transfer will not imply the waiver of any requirements as to prerequisites.

Time-Limits

13. Except with the permission of the Faculty:

- (a) a full-time student must complete the Final Examination for a Degree within a period two years greater than the minimum required to complete the programme of study;
- (b) a part-time student must complete the Final Examination for a Degree within a period of nine years from the date of initial registration.

Any period during which the Faculty has granted a student leave of absence will be ignored in calculating the time-limit.

Recognition of Credits and Examinations

14. The Faculty may recognise credits awarded or examinations passed in other institutions as equivalent to credits awarded at FHEQ Level 4, FHEQ Level 5 or FHEQ Level 6 under the Regulations of this University, provided that:

- (a) the work attracting the credits has not been and will not be submitted for any other Degree; *and that*
- (b) a Bachelor's Degree or the First Degree of MBiolSci, MBiomedSci, MChem, MComp, MEng, MEnvSci, MGeog, MGeogSci, MMath, MPlan or MPhys may not, without the special permission of the Senate, be awarded to any student who has not been awarded at least 180 credits at FHEQ Level 4, FHEQ Level 5 or FHEQ Level 6 under the Regulations of this University, at least 100 of which were at FHEQ Level 6. "Credits awarded under the Regulations of this University" includes credits awarded in respect of a part of a programme of study which a candidate registered in this University is permitted or required by the Regulations to complete away from the University. Credits awarded in other institutions may contribute to an exit award of Certificate of Higher Education or Diploma of Higher Education where a student has achieved the minimum credit requirement.

15. Permitted exceptions to 14 are as follows:

- (a) exceptions to 14 (a) and (b) are permitted in the case of apprenticeship-related and pre-registration nursing programmes in accordance with the relevant professional body and/or other external requirements.
- (b) exceptions to 14 (a) are permitted in the case of collaborative dual/double award programmes with the permission of Senate.
- (c) exceptions to 14 (b) are permitted in the case of non-modular programmes.

Aegrotat Cases

16. Where the Examiners are satisfied by appropriate medical evidence that a student was prevented by illness from completing an examination but are satisfied that the work done by

the student shows beyond reasonable doubt that the student would have passed the examination, they may recommend that the student be deemed to have passed the examination and that the student be awarded the credits assigned to relevant units but without the award of a grade. The credits awarded in respect of such units will not be taken into account in determining the class of Degree to be awarded.

17. Where the Examiners are satisfied by appropriate medical evidence that a student was prevented by illness from completing a substantial part of the final assessment for a Degree, and are satisfied that the work done by the student shows beyond reasonable doubt that the student would have passed the assessment but that it is impossible to determine the appropriate class in which the student should be placed, they may recommend that the student be awarded an Aegrotat Degree.

Registration for Programmes and Units

18. A student will register for a particular programme of study and for the units the student proposes to complete. The programme of study of a full-time student, other than one repeating part of the programme of study in a particular Year, must be to the value of not fewer than 120 credits in a session and of not fewer than 40 credits in any semester. A full-time student may register for more than 120 credits in any one session only with the permission of the Faculty. Where a unit is available at more than one point in the Regulations for a programme of study, a student may only register for the unit at one such point.
19. A Bachelor's Degree student will register for units to the value of not fewer than 120 credits in both Year 2 and Year 3, of which not fewer than 90 credits will be at FHEQ Level 6 or above. An Integrated Master's student will register for units to the value of not fewer than 120 credits in Year 4. Not fewer than 120 credits of those taken in Years 3 and 4 will be at FHEQ Level 7.
20. FHEQ Level 4 units will be taken in Year 1 of a programme of study and may not be taken by any student in a subsequent Year, with the exception of language units, or where special permission is given under arrangements approved by the Vice-President of the Faculty.
21. A student may amend the registration in respect of any semester with the consent of the Head of Department/School but not after the end of the third week of the relevant semester. Amendment to registration after the end of the third week of the relevant semester will be made only with the permission of the Faculty.

Examinations

22. Where a unit is taken in the Autumn or the Spring Semester, an examination will be held for that unit in the relevant semester. Where a unit is taught over both semesters, an examination will be held for that unit in the Spring Semester.
23. In Year 1, a resit examination in respect of each unit will be held in August or September following the date of the first sit examination. Except with the permission of the Faculty, entry for the resit examination is open only to students who have failed in the first sit examination.
24. In Year 2 in certain programmes of study determined by the Faculty, a second examination in respect of each unit will be held in August or September following the date of the first examination. Except with the permission of the Faculty, entry for the second examination is open only to students who have failed in the first examination.
25. Where some part of the programme of study carrying a value in terms of credits is not in the form of a unit, the Regulations will specify the time or times at which the examination is to be

held.

Award of Credits

26. Subject to the requirements of these Regulations as to attendance, a student who satisfies the Examiners in the assessment for a unit will be awarded the credits assigned to that unit.
27. A student who has achieved the pass grade and met all other pass criteria in any unit may not resit that unit.

Foundation Year

28. A student must complete units totalling at least 120 credits in Year 0. For the purposes of this Regulation 'completed units' are those for which a student has obtained any of the following:
 - (a) a pass grade or pass outcome;
 - (b) a fail grade; *or*
 - (c) formal exemption as a result of previous study.
29. A student who is awarded 120 credits in Year 0 will pass the Foundation Year.
30. A student who fails any unit in Year 0 may apply to resit on two occasions. Where the grade achieved following a resit is lower than a previous attempt, the higher grade will be awarded.

Progression between Years

31. A student must complete units totalling at least 120 credits in each Year of study. For the purposes of this Regulation 'completed units' are those for which a student has obtained any of the following:
 - (a) a pass outcome;
 - (b) a fail outcome; *or*
 - (c) formal exemption as a result of previous study.
32. A student who is awarded 120 credits will pass the Year and may progress.
33. Where the Regulations for a particular programme of study provide for a phase of the programme to be intercalated (for example a session spent abroad in a programme of study in a modern language), a student will in addition complete the requirements of that.

For students commencing Year 1 of a programme of study before September 2022

34. A student with failed credit may be permitted to progress to the next Year or complete their award. The recommendation to progress with failed credit will take into account the performance of the student in the failed units and the extent to which the student's performance in other units provides compensation for failure in those units. The recommendation to progress will not imply the waiver of any prerequisites involving the award of credit.

Year 1

35. The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 1 and who achieves a grade of 30 or above in failed units is deemed to have passed the Year and may progress to Year 2.

Year 2

36. **Foundation Degree:** The Examiners may, in their discretion, recommend that a student

studying for a Foundation Degree who has passed at least 100 credits in Year 2 is deemed to have passed the Year and has satisfied the requirements for the award of Foundation Degree.

Bachelor's Degree: The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 2 is deemed to have passed the Year and may progress to Year 3.

A student who has passed fewer than 120 credits at Year 2 may only proceed to Year 3 with the permission of the Faculty.

Integrated Master's Degree: The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 2 and who achieves a weighted mean grade in Year 2 of 49.5 or above is deemed to have passed the Year and may progress to Year 3.

A student who has passed fewer than 120 credits or who has achieved a weighted mean grade of less than 54.5 may only proceed to Year 3 with the permission of the Faculty.

Year 3

37. **Bachelor's Degree:** The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 3 is deemed to have passed the Year and satisfied the requirements for the award of Degree.

Integrated Master's Degree: The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 3 and who achieves a weighted mean grade in Year 3 of 49.5 or above is deemed to have passed the Year and may progress to Year 4.

Year 4

38. **Integrated Master's Degree:** The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 4 is deemed to have passed the Year and satisfied the requirements for the award of Integrated Master's Degree.

For students commencing Year 1 of a programme of study in or after September 2022

39. A student with failed credit may be permitted to progress to the next Year or complete their award. In such cases, a compensated pass will be recommended in the failed units and credit will be awarded. The grade achieved for compensated units will remain unchanged. The award of compensation will not prevent the student from applying to resit the failed unit.

40. The recommendation to progress with compensated credits will take into account the performance of the student in the failed units and the extent to which the student's performance in other units provides compensation for failure in those units. The recommendation to progress will not imply the waiver of any prerequisites involving the award of credit.

Year 1

41. The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 1 and who achieves a grade of 30 or above in failed units is deemed to have passed the Year and may progress to Year 2.

Year 2

42. **Foundation Degree:** The Examiners may, in their discretion, recommend that a student studying for a Foundation Degree who has passed at least 100 credits in Year 2 is awarded a compensated pass in failed units and has satisfied the requirements for the award of

Foundation Degree.

Bachelor's Degree: The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 2 is awarded a compensated pass in failed units and may progress to Year 3.

A student who has been recommended for a compensated pass in Year 2 may only proceed to Year 3 with the permission of the Faculty.

Integrated Master's Degree: The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 2 and who achieves a weighted mean grade in Year 2 of 49.5 or above is awarded a compensated pass in failed units and may progress to Year 3.

A student who has been recommended for a compensated pass in Year 2, or who has achieved a weighted mean grade of less than 54.5, may only proceed to Year 3 with the permission of the Faculty.

Year 3

43. **Bachelor's Degree:** The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 3 is awarded a compensated pass in failed units and has satisfied the requirements for the award of Degree.

Integrated Master's Degree: The Examiners may, in their discretion, recommend that a student who has passed at least 100 credits in Year 3 and who achieves a weighted mean grade in Year 3 of 49.5 or above is awarded a compensated pass in failed units and may progress to Year 4.

Year 4

44. **Integrated Master's Degree:** The Examiners may in their discretion recommend that a student who has passed at least 100 credits in Year 4 is awarded a compensated pass in failed units and has satisfied the requirements for the award of Integrated Master's Degree.

Reassessment

45. A student who fails any unit may apply to resit:

- (a) on two occasions for a FHEQ Level 4 unit;
- (b) on one occasion for a FHEQ Level 5 or 6 unit, or for any units on a non-modular programme of study.

46. A student may apply to resit failed units even where they are deemed eligible to progress to the next Year of study. Units that are passed following resit will be capped at the pass mark. Where the grade achieved following resit is lower than a previous attempt, the higher grade will be awarded.

47. The Faculty may allow a student who has failed to meet progression requirements in Year 1 following reassessment to retake the Year. All grades and credits awarded will be disregarded for the purposes of progression and award, and the units will be taken as if for the first time.

Reassessment during the Final Year of Study

48. **Foundation Degree:** A student on a Foundation Degree programme who fails any units in Year 2 and who has not been recommended for the award of Foundation Degree may apply to resit any failed units taken in Year 1 where a resit has not already been attempted, in addition to any failed units taken in Year 2. The student will not be recommended for merit or distinction.

Bachelor's Degree: A student who fails any units in Year 3 and who has not been recommended for the award of a Degree may apply to resit any failed units taken in Year 2 where a resit has not already been attempted, in addition to any failed units taken in Year 3. The student will not be recommended for the award of Honours.

Integrated Master's Degree: A student who fails any unit in Year 4 is not permitted to resit.

Grades for Units

49. In respect of units in Year 0 or FHEQ Levels 4, 5 and 6

(a) The Examiners will award in respect of each unit a grade expressed as a whole number of the following numerical scale:

70-100	work to a standard appropriate to Class I
60-69	work to a standard appropriate to Class II - Division 1
50-59	work to a standard appropriate to Class II - Division 2
45-49	work to a standard appropriate to Class III
40-44	work of a Pass standard
0-39	work in respect of which the student fails

Work not submitted, or work submitted but deemed to be of no academic merit, or work submitted in respect of which credit is refused or denied may not normally be awarded a grade.

In respect of units at FHEQ Level 7

(b) The Examiners will award in respect of each unit a grade expressed as a whole number of the following numerical scale:

70-100	work to a standard appropriate to Class I
60-69	work to a standard appropriate to Class II - Division 1
50-59	work to a standard appropriate to Class II - Division 2
0-49	work in respect of which the student fails

Work not submitted, or work submitted but deemed to be of no academic merit, or work submitted in respect of which credit is refused or denied may not normally be awarded a grade.

Classification of Students

Credit Requirements

For students commencing Year 1 of a programme of study before September 2022

50. A student may be recommended for an award of Degree with Honours where:

- (a) at least 200 credits have been awarded in Years 2 and 3 (at least 230 credits for language programmes in the School of Languages and Cultures, or at least 100 credits in Year 3 for apprenticeship top-up programmes); *and*
- (b) at least 90 of the credits awarded are at FHEQ Level 6 or above; *and*
- (c) a weighted mean grade of 39.5 has been achieved.

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A student who has been awarded at least 200 credits in Years 2 and 3 (at least 230 credits for language programmes in the School of Languages and Cultures, or 100 credits in Year 3 for apprenticeship top-up programmes) but who fails to meet any other criteria may be recommended for the award of a Pass Degree.

51. A student may be recommended for an Integrated Master's Degree where:

- (a) at least 320 credits have been awarded in Years 2, 3 and 4; *and*
- (b) at least 90 of the credits awarded are at FHEQ Level 7 or above; *and*
- (c) a weighted mean grade of 49.5 has been achieved.

A student who has been awarded at least 320 credits in Years 2, 3 and 4 but who fails to meet any other criteria may be recommended for the award of Bachelor's Degree, with or without Honours.

52. The Examiners may, in their discretion, recommend that a student has passed their programme of study but without the award of Honours where:

- (a) at least 180 credits have been awarded in Years 2 and 3; *or*
- (b) at least 210 credits have been awarded in Years 2 and 3 for language programmes in the School of Languages and Cultures; *or*
- (c) at least 100 credits have been awarded in Year 3 for apprenticeship top-up programmes.

This recommendation may only be made with the specific concurrence of the External Examiner.

For students commencing Year 1 of a programme of study in or after September 2022

53. A student may be recommended for an award of Degree with Honours where:

- (a) at least 240 credits have been awarded in Years 2 and 3 (or 120 credits in Year 3 for apprenticeship top-up programmes); *and*
- (b) at least 90 of the credits awarded are at FHEQ Level 6 or above; *and*
- (c) a weighted mean grade of 39.5 has been achieved.

A student who has been awarded at least 240 credits in Years 2 and 3 (or at least 120 credits in Year 3 for apprenticeship top-up programmes) but who fails to meet any other criteria may be recommended for the award of a Pass Degree.

54. A student may be recommended for an Integrated Master's Degree where:

- (a) at least 360 credits have been awarded in Years 2, 3 and 4; *and*
- (b) at least 120 of the credits awarded are at FHEQ Level 7 or above; *and*
- (c) a weighted mean grade of 49.5 has been achieved.

A student who has been awarded at least 360 credits in Years 2, 3 and 4 but who fails to meet any other criteria may be recommended for the award of Bachelor's Degree, with or without Honours.

55. The Examiners may, in their discretion, recommend that a student has passed their programme of study but without the award of Honours where:

- (a) at least 220 credits have been awarded in Years 2 and 3; *or*
- (b) at least 100 credits have been awarded in Year 3 for apprenticeship top-up programmes.

This recommendation may only be made with the specific concurrence of the External Examiner.

Classification

Calculation of Bachelor's Degrees

56. The Class of Degree to be awarded to each student will be recommended to the Faculty by the Examiners. The recommendations will take into account the performance of the student at FHEQ Levels 5, 6 and, where applicable, 7, except in the cases of apprenticeship top-up programmes, where the recommendations will normally take into account the performance of the student at FHEQ Level 6 only.
57. The class will be determined using a weighted mean calculation as follows: units taken at FHEQ Levels 5 and 6 using weightings of 33.3% (FHEQ Level 5) and 66.7% (FHEQ Level 6 and, where applicable, FHEQ Level 7), unless an alternative calculation is required for external accreditation. The weighted mean grade will be calculated to one decimal place. To receive an award the weighted mean grade must be above 39.5.

Calculation of Integrated Master's Degrees

58. The class will be determined using a weighted mean calculation as follows: units taken at FHEQ Levels 5, 6 and 7 using weightings of 20% (FHEQ Level 5), 40% (FHEQ Level 6) and 40% (FHEQ Level 7), unless an alternative calculation is required for external accreditation. To receive an Integrated Master's Degree the weighted mean grade must be above 49.5. If the weighted mean grade is below 49.5 the student may be considered for the award of Bachelor's Degree.

Calculations

59. The following thresholds and borderlines will be used to inform the degree class when the weighted mean grade calculation in paragraphs 57 or 58 is applied.

Class	Classification Threshold	Borderline Range
Class I	69.5 or higher	68.0 – 69.4
Class II – Division I	59.5 or higher	58.0 – 59.4
Class II – Division II	49.5 or higher	48.0 – 49.4
Class III	44.5 or higher	43.5 – 44.4
Pass	39.5 or higher	38.0 – 39.4

Where the Calculation places the student in the borderline range to a higher class this class will be recommended by the Examiners where at least 50% of the credits taken at FHEQ Levels 5, 6 and 7 meet the threshold for the higher class.

60. In every case, the Examiners will recommend the classification which, having regard to all the evidence before them, best reflects the overall performance of the student.

Merits and Distinctions for Foundation Degrees

61. A student who has achieved a mean grade of 60 or above in respect of all units in at FHEQ Levels 4 and 5 or who has achieved a grade of 60 or above in respect of units to the value of 160 credits, of which not fewer than 100 credits must be at FHEQ Level 5, will be eligible for the award of a Foundation Degree with Merit.

A student who has achieved a mean grade of 70 or above in respect of all units in at FHEQ Levels 4 and 5 or who has achieved a grade of 70 or above in respect of units to the value of 160 credits, of which not fewer than 100 credits must be at FHEQ Level 5, will be eligible for the

award of a Foundation Degree with Distinction.

Substitution of Units

62. A student entitled under the above Regulations to enter for a subsequent examination in any Year may, with the permission of the Faculty, substitute another unit for that in respect of which the student has failed to satisfy the Examiners. Permission to make a substitution under this Regulation will not increase the number of occasions on which a student may enter an examination.
63. A student who has satisfied the Examiners in the examination for the substituted unit or other part will be awarded a bare pass grade in that examination.

Exit Awards

64. A student who has exhausted all opportunities to retrieve failed assessments, or who otherwise exits prior to completion of the programme on which they registered and has achieved the minimum credit will be eligible for an exit award of Certificate of Higher Education or Diploma of Higher Education.

A student who is awarded 240 credits or more, with at least 120 credits at FHEQ Level 5 or above, will be eligible for the award of the Diploma of Higher Education. A student who does not meet the requirements for the Diploma of Higher Education and has been awarded 120 credits or more will be eligible for the award of Certificate of Higher Education.

Merits and Distinctions for Exit Awards

65. An award of Certificate of Higher Education is not classified.
66. A student will be eligible for the award of Diploma of Higher Education with Merit where:
 - (a) a mean grade of 60 or above has been obtained in all units at FHEQ Levels 4 and 5; *or*
 - (b) a grade of 60 or above in at least 160 credits has been obtained, of which 100 credits or more are at FHEQ Level 5 or above.
67. A student will be eligible for the award of Diploma of Higher Education with Distinction where:
 - (a) a mean grade of 70 or above has been obtained in all units at FHEQ Levels 4 and 5; *or*
 - (b) a grade of 70 or above in at least 160 credits has been obtained, of which 100 credits or more are at FHEQ Level 5 or above.