



UNIVERSITY
OF HULL

Honours Degrees

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Honours Degrees

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Honours Degrees

Introduction

The following University Regulations apply to Honours Degrees including Integrated Masters Degrees awarded by the University. Candidates for the award of a qualification of the University **must** satisfy both the University Regulations and the Regulations embodied in the published programme of study.

The following Regulations apply to all programmes leading to University of Hull awards unless the Education Committee (EC) has approved alternative Regulations for a specified Partner Institution responsible for the delivery of collaborative provision.

UNIVERSITY QUALIFICATIONS

1. Permitted Bachelor Degrees

1.1 The Bachelor degree may be awarded as either:

- a) the Single Honours degree in one main subject, or
- b) the Combined Honours degree in two or more main subjects (the proportionality of credits between disciplines need not be equal), or
- c) the Ordinary degree in one or more main subjects.

*b. The specific use of 'and' to denote a combined programme, in a degree title, **should** reflect an equal disciplinary weighting. The specific use of 'with' to denote a combined programme, in a degree title, **should** reflect at least 25% in the secondary disciplinary area).*

c. there is no direct entry to the Ordinary degree.

2. Permitted integrated masters degrees

2.1 The Integrated Masters degree shall be awarded as the Single Honours degree in one main subject.

2.2 For the purposes of these Regulations, any reference to Honours degrees includes Integrated Masters degrees unless the context indicates otherwise.

- *The essential element of the Integrated Masters is that the final 120 credits are all at level 7 – see reg. 7.*
- *The degree is classified in the same way as the Honours degree.*
- *2.2: Added to avoid repeatedly stating Honours and Integrated Masters. In reg 32 the term 'Bachelors' is used to indicate that the provision does not in that case include the Integrated Masters.*
- *Note that both the Honours (i.e. Bachelors' degrees) and the Integrated Masters have an Honours level (reg. 7).*

MODULES AND CREDITS

3. Modules

3.1 For the purposes of these Regulations, a module is defined as being an assessed unit of learning.

3.2 A single level is assigned to each module, indicating the academic standard of that module:

Level 3 Preliminary Certificate

Level 4	Certificate
Level 5	Diploma
Level 6	Honours
Level 7	Masters (to be used only in integrated masters programmes).

3.3 Modules **must** be designated by the programme as core, compulsory, optional or elective, according to their importance in enabling students to achieve the learning outcomes/competencies for the programme as a whole and, where applicable, to meet professional body requirements.

4. Credit values

4.1 A credit value is assigned to each module indicating the total learning time, including assessment, which a candidate might expect to spend in achieving the learning outcomes/demonstrating the competencies associated with the module.

4.2 Learning includes private study, revision and assessment in addition to formal teaching time.

5. Valid life of credits

5.1 Modules credited to a candidate may not be used towards an award after nine years have elapsed from the end of the candidate's enrolment for the module.

5.2 For specific programmes leading to an award a lower 'shelf life' may be set for example to reflect the requirements of professional bodies.

6. Duplication of awards

6.1 With the exception of programmes designated as Dual Awards, the same credits cannot be counted towards two separate qualifications unless one qualification is a level in the normal progression to the other qualification.

6.2 Where a candidate has already achieved an Honours degree and another level 6 qualification is desired, reference **should** be made to the Graduate Certificate Regulations (Graduate = level 6, rather than Postgraduate = level 7).

PROGRAMME STRUCTURES

7. Programme levels

7.1 For the purposes of progression each degree programme is divided into levels, where each level **must** consist of 120 credits as follows:

a) For 360 credit Honours degree programmes:

Certificate	first 120 credits at level 4
Diploma	second 120 credits, with at least 100 credits at level 5
Honours	final 120 credits, normally at levels 5 or 6 with at least 100 credits at level 6.

b) For 480 credit Honours degree programmes involving a Preliminary Certificate level:

Preliminary Certificate	first 120 credits at levels 3 and 4, with at least 100 credits at level 3
Certificate	second 120 credits at level 4
Diploma	third 120 credits with at least 100 credits at level 5
Honours	final 120 credits normally at levels 5 and 6 with at least 100

credits at level 6.

- c) For 480 credit Honours degree programmes involving a Post-Diploma level (for example a year abroad or in industry / on placement):

Certificate	first 120 credits at level 4
Diploma	second 120 credits, with at least 100 credits at level 5
Post-Diploma *	third 120 credits, at level 5
Honours	final 120 credits on campus, normally at levels 5 and 6 with at least 100 credits at level 6.

** The placement year is normally conducted at the the Post-Diploma level but may be undertaken after the Honours level (but prior to classification).*

- d) For 480 credit integrated Masters degrees:

Certificate	first 120 credits at level 4
Diploma	second 120 credits, with at least 100 credits at level 5
Honours	third 120 credits normally at levels 5 and 6 with at least 100 credits at level 6
Masters	final 120 credits at level 7.

- e) For 600 credit integrated Masters degrees involving a Post-Diploma level (for example a year abroad or a placement year):

Certificate	first 120 credits at level 4
Diploma	second 120 credits, with at least 100 credits at level 5
Post-Diploma	third 120 credits at level 5
Honours	fourth 120 credits normally at levels 5 and 6 with at least 100 credits at level 6
Masters	final 120 credits at level 7.

- f) For 300 credit Ordinary degree programmes each level shall be as follows:

Intermediate	first 180 credits, normally at levels 4 and 5, including credits transferred from the Certificate and Diploma level of an Honours degree programme
Final	final 120 credits, normally at levels 5 or 6, including credits transferred from the Diploma level of an Honours degree programme, with at least 60 credits at level 6.

- *Each programme is divided into levels, with the requirement for a Programme Board to determine progression from one level to the next in accordance with reg. 27.*
- *Note that both the Honours (i.e. Bachelors' degrees) and the Integrated Masters have an Honours level.*
- *(d): note that academic units can publish a weighted average requirement for progression from the Honours level to the Masters level in addition to the credit accumulation requirements – reg. 28.2.*

8. Pass/Fail assessment components

- 8.1 The use of pass/fail for individual assessment components is only applicable for those modules with PSRB requirements for assessing professional competency.

- 8.2 Where a programme of study includes modules with pass/fail assessment components, these components/modules shall be disregarded in calculating any weighted average required under these Regulations.

The use of pass/fail within assessment grants exemption from having to attach a numerical mark where this would be inappropriate, for example because the assessment component for the module is concerned with demonstrating competency; this is applicable only where competency is being judged against professional standards set by the relevant PSRB.

ADMISSION

9. Admission to an Honours Degree

9.1 To be admitted to an Honours degree programme a candidate **must** have satisfied:

- a) the University's requirement for admission as specified in the University Admissions Policy or in any applicable Progression Agreement;
and
- b) such entry requirements as may be specified for the degree programme generally or in any applicable Progression Agreement.

- *Progression agreements are as approved by the University (partnerships are approved by PVC (edu) after consulting with Deans and resulting collaborative activities are approved by PVC (edu) on the advice of EPC) and published in the Collaborative Provision Register.*
- *Progression Agreements **must** specify entry requirements, especially for international students, as visa applications may depend on demonstrating adherence to requirements such as English language skills.*
- *Recognition of prior learning (for individual cases) is governed by reg. 11.*

10. Admission to an Ordinary Degree

- 10.1 A candidate **must** not be admitted directly to an Ordinary degree programme or offer for the Ordinary degree a subject in which the candidate has already been awarded an Honours degree.
- 10.2 Candidates ineligible to proceed on an Honours degree will be transferred to an Ordinary degree provided sufficient credits are achieved – see regs. 35–41 below.
- 10.3 A candidate can also voluntarily opt to transfer to a related Ordinary degree having started on an Honours with the approval of the relevant academic unit.

11. Recognition of Prior Learning

- 11.1 The University will accept credits for general transfer, awarded by other Universities, or awarded by this University, in recognition of prior learning (RPL).
- 11.2 The University will also consider applications for recognition of prior experiential learning.
- 11.3 The acceptance of applications for recognition of prior learning relating to a specific programme shall be subject to the approval of the Dean of the relevant faculty in accordance with the relevant University code of practice.
- 11.4 Any award of an Honours or Integrated Masters degree shall be subject to a minimum of 120 credits from the final level – as defined in Regulation 7 - of the award sought, having been awarded by this University.

- 11.5 Any award of an Ordinary Degree shall be subject to a minimum of 60 credits from the final level of the award, having been awarded by this University.

- *Credit awarded other than by the University of Hull is not counted towards weighted averages for purposes of determining progression (reg. 26.3) or degree classification (reg. 34.2). There is therefore no need to record marks awarded or a mark 'equivalence' for such credit.*
- *RPL as above is used in the case of individual applicants; a defined category of candidates may be admitted to a programme collectively through a Progression Agreement – reg. 9 above.*
- *'This University' – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions.*

ENROLMENT FOR PROGRAMMES AND MODULES

12. Programme of study requirements

- 12.1 Candidates shall select modules for each trimester in accordance with the instructions specified in the programme for which they are enrolled.
- 12.2 Academic Units shall be responsible for ensuring that each candidate's choice of modules, after a period of study at an overseas University, is appropriate and does not duplicate modules taken whilst abroad. In these circumstances, each candidate's choice of modules is subject to the approval of the Head of Academic Unit.

13. Module enrolment by full-time candidates

- 13.1 A candidate shall not be permitted to undertake more than 120 credits in a single level other than with the express approval of the Student Cases Committee. Where such approval is granted the candidate shall be required to pass all credits attempted to proceed to the next level or to the award and credits achieved over and above the 120 credits required for the level shall not be carried over and counted towards the next level of the programme.
- 13.2 All University of Hull programmes are premised on the need to pass all credits undertaken except where condonement is applied.
- 13.3 All credits achieved over and above the 120 credits are used in calculating any weighted average.

SUSPENSION OF STUDY AND REPEAT PERIODS

14. Permitted duration for the accumulation of credits

- 14.1 Where a candidate is permitted to extend their period of study through the grant of an extension or for a suspension of study or similar circumstances, such extension is subject to the overriding requirement that each level of the programme of study – as defined in Regulation 7 - **must** be completed within a period of three years.

15. Suspension of study requested by a candidate

- 15.1 Subject to Regulation 14 above, a candidate may suspend their studies by making a written application to their personal supervisor and subject to the approval of the Head of Academic Unit for periods not exceeding 12 months, and approval of the Student Cases Committee for periods of more than 12 months.
- 15.2 A suspension of study may be permitted for personal/medical reasons and for other circumstances, for example a candidate wishing to spend a period abroad or in industry, which is not part of the programme of study they are following.

15.3 Where a candidate is due to return to study in the next academic year, and does not re-enrol or request an extension to their period of suspended study, then they shall be deemed to have withdrawn. Candidates will be contacted immediately after the latest start date to confirm their intentions. Where a candidate does not respond by the stated deadline or indicates they will not be returning, then they will be awarded based on the number of credits accumulated.

16. Suspension of study on grounds of risk

16.1 A candidate on any University of Hull module or programme, wheresoever located, who is judged, on substantial evidence, to be unfit to study by reason of posing a risk to themselves or others may be required to suspend those studies even in the absence of the candidate's consent provided the procedures defined below are followed.

16.2 Where such evidence is deemed to exist, this shall be reported in writing to the Head of Student Support and Experience, and the candidate shall be required to undertake such 'risk assessment' as the Head of Student Support and Experience determines appropriate. Refusal to undertake such assessment shall be deemed justification in itself for the candidate being required to suspend their studies.

16.3 The Head of Student Support and Experience shall report their findings of the risk assessment, in writing, to the Student Cases Committee (undergraduate and taught postgraduate students) or the Research Degrees Committee (research students), and the relevant Committee shall determine whether, in the light of the assessment, suspension of study shall be required.

16.4 A candidate who is required to suspend studies in accordance with this Regulation shall have the right to appeal in accordance with the University's Code of Practice: Academic Appeals. The said Code shall be modified to the extent that a member of the University's Health sub-committee shall be invited to submit such advice or evidence as the parties and/or those involved in determining the appeal deem useful, and attend any hearing on the same basis.

16.5 The decision to require suspension of study shall be effective once made, and notified to the candidate in writing by recorded delivery to such addresses as recorded on the University Student Information System at the time, and unless and until any appeal is heard and allowed.

16.6 A candidate who is required to suspend studies in accordance with this Regulation shall not be regarded as a student of the University during the period of suspension and shall not be entitled to use University facilities and services or be present on the University campuses.

16.7 A candidate who is required to suspend studies in accordance with this Regulation shall not be permitted to resume their studies until they have provided evidence to Student Support and Experience agreed by them to be relevant and appropriate that they are fit to resume their studies. Where a candidate has ongoing support needs these **should** be documented along with an agreement as to who will be responsible for providing this support. This agreement may be made with Student Support and Experience or with external agencies and seen by Student Support and Experience. This evidence **should** be submitted to the candidate's Head of Academic Unit and forwarded for the chair of the Student Cases Committee or Research Degrees Committee. The chair shall determine whether the candidate is permitted to resume their studies taking such advice as they deem necessary in making the decision.

16.8 Any decision to require suspension of study, the outcome of any appeal, and the decision to allow the candidate to resume their studies shall be communicated to the candidate in writing by recorded delivery within three working days of the decision being made.

17. Repeating a year

- 17.1 A candidate shall not be permitted to repeat a year of the degree, or enrol for the programme as new other than with the approval of the Student Cases Committee.
- 17.2 Where a repeat is permitted, all credits gained during the original attempt shall cease to count towards the programme, and the entire year shall be repeated. Any marks awarded during the original attempt shall not appear on the candidate's official transcript.
- 17.3 A candidate may apply to repeat a year due to exceptional personal/medical reasons and/or academic failure.

18. Interim awards following withdrawal

- 18.1 Subject to regulation 18.2 below and regulation 34 a candidate may withdraw from a programme of study and be awarded:
- a) An Honours Degree with at least 360 credits
 - b) An Ordinary Degree with at least 300 credits
 - c) A Diploma in Higher Education with at least 240 credits
 - d) A Certificate in Higher Education with at least 120 credits
 - e) A Foundation Certificate in Higher Education with at least 120 credits from the Preliminary Certificate.
- 18.2 Any award under 18.1 above shall be subject to a minimum of 60 credits having been awarded by this University. The 60 credits will be in the final level of the award.
- 18.3 Any award under this Regulation shall be made provided that Certificates and Diplomas in Higher Education for professional programmes shall not be awarded in a named* subject which implies that the candidate is entitled to practise that profession.
- 18.4 Where a candidate fails to re-enrol by the latest start date set by the University then they will be immediately contacted to confirm their intentions. Where a candidate does not respond by the stated deadline or indicates they will not be returning, then they will be awarded based on the number of credits accumulated.

** Designed to ensure that a candidate is not awarded a certificate/diploma which implies they are entitled to practise a particular profession (such as Social Work) where this is not the case. The Programme Board of Examiners is responsible for recommending the title of the award for approval by SCC.*

ASSESSMENT

19. Awarding Credit

- 19.1 To be awarded the credits for a module, a candidate **must** have passed the assessment requirements for that module. The credits for a particular module cannot be awarded to a candidate more than once.

20. Written examinations

- 20.1 The default length for all formal University examinations is 2 hours. Faculty Education and Student Experience Committees have the authority to permit variations where there are professional body requirements, or where the form of assessment does not require 2 hours, (for example where the examination takes the form of a multiple choice test), or where there are other sound academic reasons.

21. Non-attendance/submission

- 21.1 Where a candidate fails to attend an examination, or submit a piece of assessed work without receiving the approval of the Additional Consideration Committee or Student Cases Committee, a mark of zero **must** be recorded for that examination/piece of assessed work.

22. Module marks

- 22.1 The performance of a candidate in meeting the assessment requirements of a module is determined by the Module Board of Examiners, and is indicated by a numerical mark recorded on the following University scale:

	Levels 3, 4, 5, 6	Level 7
Pass	40-100	50-100
Compensatable	35-39	45-49
Fail	0-34	0-44

- 22.2 A candidate cannot be awarded the credit for a module where the module specification stipulates that to pass the module a candidate **must** achieve a pass in one or more module components, and the candidate does not pass such components, irrespective of the overall module mark.
- 22.3 The mark for any component of assessment in which a student is reassessed shall be capped at the pass mark.
- 22.4 Module marks **must** be recorded to, and rounded to, the nearest whole number.
- 22.5 In all but one case rounding is carried out as soon as the average has been calculated. The one case is degree classification (reg. 34.2 below) where each level is left unrounded (albeit to one decimal) until the final classification is determined using each of the levels relevant to classification.

23. Reassessment

- 23.1 Students shall always be given the opportunity to undertake reassessment in modules in which they have not achieved the pass mark. Reassessment shall be by:
- resubmission of the same, amended, piece of work (where appropriate)
 - resit of an examination, or
 - submission and assessment of a new piece of work.
- 23.2 Where a student has failed a module, they have the right to reassessment on one occasion only.
- 23.3 Where a student has not achieved the pass mark for the module, reassessment shall be in the failed component(s) only.
- 23.4 Where reassessment is by the submission and assessment of a new piece of work, the reassessment task shall follow the same method of assessment as the original format where possible. Where this is not possible it **must** be made explicit what form the reassessment will take.
- 23.5 Information about reassessment methods **must** be included within the module specification and approved through University approval processes.
- 23.6 The mark recorded for module components passed after reassessment/resubmission and used to calculate the mark for the module **must** be the relevant pass mark for the level of the module.

ACADEMIC/PROFESSIONAL DISCIPLINE

24. Academic Misconduct

- 24.1 Allegations of academic misconduct, shall be subject to the Regulations governing Academic Misconduct, and no penalty shall be imposed other than in accordance with the said Regulations.
- 24.2 Academic misconduct shall be defined to exclude conduct, which may amount to either professional misconduct or professional unsuitability as defined in Regulation 25 below.

25. Professional Standards of Conduct (Fitness to Practise)

- 25.1 'Fitness to practise' is the ability to meet professional standards; it is about character, professional competence and health. 'Fitness to practise' indicates that a student is capable of safe and effective practice without supervision, or can do their job safely and effectively.
- 25.2 For information regarding professional standards of conduct (fitness to practise), please refer to the University Regulations Governing the Investigation and Determination of Concerns about Fitness to Practise.

PROGRESSION

26. Calculation of weighted averages

- 26.1 In calculating the weighted average mark for each level of a degree programme each individual mark shall be weighted by the credit value of the corresponding module and the average recorded to one decimal place. Modules with pass/fail assessment components shall be disregarded in calculating any weighted average (see Reg. 8).
- 26.2 Where a candidate enrolls for more than 120 credits for any level under Regulation 13.1, the weighted average mark for the level shall be taken over the marks achieved for all modules on which the candidate is enrolled.
- 26.3 Credit which has been accepted towards the programme of study in accordance with Regulation 11 is disregarded for the purposes of calculating level weighted averages under this Regulation unless that credit was awarded by the University of Hull as a result of a module or modules delivered by the University or one of its Partner Institutions.
- 26.4 For the purposes of calculating progression and achievement, all averages marks **must** be recorded to, and rounded to, the nearest whole number.

- *Weighted averages are required for determining eligibility for compensation, referral and condonement, and, in the case of Honours/Integrated Masters, for determining degree classification.*
- *26.3 - credit awarded other than by the University (including on programmes/modules delivered by University partner institutions) is disregarded for purposes of calculating weighted averages and for determining degree classification.*

27. Compensation, referral and condonement maxima

- 27.1 Condonement and module referral are not applicable at the Preliminary Certificate level. The maxima with respect to compensation in the Preliminary Certificate is 20 credits. Any compulsory or optional module in the Preliminary Certificate level with a mark in the range of 35-39 will be compensated provided that the weighted average of all marks in the level is 40 or greater (see reg. 31.1).
- 27.2 Subject to 27.1 above the following maxima apply to the exercise of any combination of compensation, referral or condonement - whether individually or in combination - as

specified in the following Regulations:

- a) no more than 40 credits per level
- b) no more than 60 credits per Honours Degree (including Integrated Masters degree).

27.3 Where a referred module is passed and the candidate allowed to proceed to the next level, the referral ceases to be included in the maxima defined above.

27.4 Maxima indicated in 27.2b above shall not include compensation exercised during the Preliminary Certificate level.

- *The maxima are designed to achieve an appropriate balance between providing a safety net in the event of modules being failed (usually after reassessment) and ensuring that sufficient credits are passed to merit the award.*
- *'Compensation' – allows a module to be treated as a pass and the credits to be awarded in defined circumstances; the raw mark – in the range 35-39 – is not changed – see reg. 30 below.*
- *'Referral' – allows a failed module to be retaken in its entirety simultaneously with the next level of the programme – reg. 41.*
- *'Condonement' – allows a failed module in the Honours/Masters level only to be disregarded in determining eligibility for the award – reg. 33 below.*

HONOURS DEGREES: PROGRESSION AND CLASSIFICATION

28. Honours degrees: progression and continuation

28.1 A candidate who is awarded a pass in all modules in the level shall proceed to the following level of an Honours Degree, or to the Award.

28.2 Academic units offering programmes leading to an Integrated Masters degree may specify a minimum weighted average required to proceed to the Honours level or the Masters level of a named Integrated Masters degree provided that this requirement is approved as part of the programme and published in the programme specification and student handbook.

29. Honours degrees: weighting

29.1 For the purposes of progression and award each degree programme **must** have specific weightings at each level:

- a) For 360 credit Honours degree programmes the following weightings **must** be applied at each level:

Level 4: 0

Level 5: 30

Level 6: 70

- b) For 480 credit Integrated Masters Programmes the following weightings **must** be applied at each level:

Level 4: 0

Level 5: 20

Level 6: 30

Level 7: 50

- c) For 480 credit Honours degree programmes involving a Post Diploma level (for example; with a year abroad or a year in industry element) one of the following weightings **must** be applied at each level:

Level 4: 0

Level 5: 10

Level 5 (Year Abroad / Placement Year): 20
Level 6: 70

OR

Level 4: 0
Level 5: 20
Level 5 (Year Abroad / Placement Year): 10
Level 6: 70

- d) For 600 credit Integrated Masters Programmes involving a Post Diploma level (for example; with a year abroad or a year in industry element) one of the following weightings **must** be applied at each level:

Level 4: 0
Level 5: 10
Level 5 (Year Abroad / Placement Year): 10
Level 6: 30
Level 7: 50

OR

Level 4: 0
Level 5: 20
Level 5 (Year Abroad / Placement Year): 10
Level 6: 20
Level 7: 50

- 29.2 The choice of weighting will be made according to the nature of the programme. The approved weightings **must** be clearly indicated on all programme literature.

30. Honours degrees: compensation

- 30.1 At Levels 3-6, any compulsory or optional module awarded a mark of 35-39, shall (subject to Regulation 28) be passed by compensation, with no change being made to the mark awarded, provided that the weighted average of all the marks for the level is 40 or greater.
- 30.2 At Level 7, any compulsory or optional module awarded a mark of 45-49, shall (subject to Regulation 28) be passed by compensation, with no change being made to the mark awarded, provided that the weighted average of all the marks for the level is 50 or greater.
- 30.3 A candidate may waive the right to pass a module or modules by compensation and choose instead to be reassessed. If the reassessment is subsequently failed, then the original pass by compensation shall be reinstated.

- *Note that provided the conditions in 30.1 and 30.2 are satisfied compensation is automatic; it is not a matter of discretion for the Programme Board (cf referral and condonement below).*
- *'Waive the right' – following the Programme Board the candidate **should** be advised (at least in writing) of the option and implications of either choice (bearing in mind the compensation maxima in reg. 27 above), and be provided with the opportunity to exercise the waiver. The decision to waive **must** be confirmed by the candidate in writing; silence would not constitute waiver.*

31. Honours degrees: referral and compensation

- 31.1 A candidate at the Certificate, Diploma, Post-Diploma level of a Bachelors degree, or additionally the Honours level of an Integrated Masters degree who has not achieved a pass

mark in all modules after reassessment may, at the discretion of the Programme Board of Examiners, be referred in any module or modules with a mark of less than 35 provided that:

- a) the weighted average of all the marks for the level is 40 or greater, and
- b) the total number of credits to be referred is not greater than 20.

- 31.2 A candidate who is referred under 31.1 above, shall proceed to the following level of the programme and be required to complete the full process of attendance (subject to timetabling constraints) and assessment for the module referred or another module selected from within the programme by the candidate by way of substitution. Such a module shall be taken concurrently with the following level of the programme, but shall be subject to the availability of the module in the light of timetabling and other constraints.
- 31.3 The mark achieved for the referred or substituted module shall be substituted for the original failed mark after which the candidate **must** be reconsidered for progression from the former level under Regulation 28 above. The mark obtained for a referred module does not form part of the assessment of the level of the programme taken at the same time as the referred or substituted module.
- 31.4 A candidate who fails a referred or substituted module shall have the right to be reassessed and thereafter re-considered for progression from the former level under Regulation 28 above. A candidate who fails a referred or substituted module following reassessment may not be further referred in that module.

- *Candidates at the Honours and Masters levels are eligible for condonement rather than referral.*
- *'Bachelors' – this explicitly distinguishes the levels of the (level 6) Honours degree from the (level 7) Integrated Masters so that candidates are only eligible for referral when on a level which is not the final level of the award being sought.*
- *Note that even where a module has been declared core and/or elective it can be referred (because ultimately the candidate still has to pass the module).*
- *The selection of another module by 'substitution' resolves the case where the candidate made an inappropriate choice of optional module.*
- *31.4 - a module failed when taken as a referred module can be reassessed.*

32. Honours degrees: condonement

- 32.1 A candidate at the Honours level of a Bachelors degree who has completed the assessments for all modules in the level and who has not achieved a pass mark in all modules within that level may (subject to Regulations 11.4 and 28), at the discretion of the Programme Board of Examiners, be condoned in any module or modules with a mark of less than 35 provided that:
- a) the weighted average of all the marks for the level is 40 or greater, and
 - b) the total number of credits to be condoned is no greater than 20, and
 - c) the module (or modules) in question is not declared in the programme of study to be core and/or elective.
- 32.2 Boards of Examiners **should** only exercise condonement in cases where all programme learning outcomes/competencies have been achieved.
- 32.3 A candidate at the Masters level of an Integrated Masters degree who has completed the assessments for all modules in the level and who has not achieved a pass mark in all modules within that level may (subject to Regulations 11.4 and 28), at the discretion of the Programme Board of Examiners, be condoned in any module or modules with a mark of less than 45 provided that:
- a) the weighted average of all the marks for the masters level is 50 or greater, and
 - b) the total number of credits to be condoned is no greater than 20, and

- c) the module (or modules) in question is not declared in the programme of study to be core and/or elective.

- 32.4 Boards of Examiners **should** only exercise condonement in cases where all programme learning outcomes/competencies have been achieved.
- 32.5 A candidate who has previously completed and been awarded an Undergraduate Diploma by the University and subsequently uses that Diploma as recognition of prior learning for admission to an Honours degree programme under Regulation 11, and who benefited from condonement on that Diploma programme, shall not be eligible for condonement under this Regulation.
- 32.6 A candidate condoned under one of the above paragraphs may reject the condonement and exercise any right of re-assessment provided by Regulation 23 above.
- 32.7 Where the discretion to condone is exercised under this Regulation, any other module - excluding any module declared in the programme of study to be core and/or elective - awarded a mark of 35-39 for a Level 4, 5 or 6 module and awarded a mark of 45-49 at Level 7 shall (subject to Regulation 28) be compensated with no change being made to the mark awarded.
- 32.8 A candidate who is condoned under 32.1 above or who is so condoned and awarded compensation under 32.7 shall proceed to the Award.

- *‘Completed the assessments’ – condonement is not permitted prior to a first attempt (e.g. where a candidate is allowed a fresh first attempt as a result of an additional consideration); in such cases the progression decision **should** be deferred until the fresh attempt has been completed.*
- *32.1 - ‘within that level’ – makes explicit that modules from a previous level (i.e. a previously referred module) cannot be condoned.*
- *‘Bachelors’ - this explicitly distinguishes the levels of the (level 6) Honours degree from the (level 7) Integrated Masters so that candidates are only eligible for condonement when on a level which is the final level of the award being sought (see also referral under reg. 31 above).*
- *32.1 and 32.3:– the requirement that 120 credits from the final level of the Honours or Integrated Masters be passed, where a candidate is admitted directly into that level, and therefore they cannot benefit from condonement.*
- *32.6: a candidate is normally offered condonement after first attempt obviating the need to be reassessed. However, in the case of the Honours/Masters level, because the fail mark contributes to degree classification it may result in bringing down that classification. The ability to achieve (a maximum of 40 for modules at Level 4, 5 and 6 and a maximum of 50 for modules at Level 7) in the reassessment may make a difference therefore and the candidate may prefer to defer graduation to undertake the reassessment. Following notification of the results, the candidate **should** be advised of the options and their decision be communicated in writing.*
- *32.7: provided the compensation etc maxima will not be exceeded any module eligible for compensation **must** be compensated (i.e. no discretion not to allow it).*

33. Honours degrees: Consequences of ineligibility to proceed

- 33.1 A candidate ineligible to progress from the Preliminary Certificate to the Certificate level of an Honours degree will be awarded the credits for the modules passed.
- 33.2 A candidate ineligible to proceed from the Certificate to the Diploma level of an Honours degree:
- a) with at least 80 credits gained at the certificate level will be transferred to the Ordinary degree (at the Diploma level), or
 - b) with at least 120 credits will be awarded a Foundation Certificate in Higher Education (see reg. 18) if on a programme involving a Preliminary Certificate level, or
 - c) with less than 80 credits is entitled to the credits for the modules passed.

- 33.3 A candidate ineligible to proceed from the Diploma to the Honours or Post-Diploma level of an Honours degree, as appropriate:
- a) with at least 180 credits (RPL or otherwise) will be transferred to the Ordinary degree (at the Honours level). Such candidates are not immediately eligible for the award of an Ordinary degree, or
 - b) with less than 180 credits but at least 120 credits at the certificate level or above will be awarded a Certificate in Higher Education, or
 - c) with at least 120 credits will be awarded a Foundation Certificate in Higher Education (see reg. 18) if on a programme involving a Preliminary Certificate level, or
 - d) with less than 120 credits is entitled to the credits for the modules passed.
- 33.4 A candidate ineligible to proceed from the Post-Diploma to the Honours level of an Honours degree or from the Honours level to the classification, as appropriate:
- a) with at least 300 credits and 60 credits at level 6 will be awarded an Ordinary degree, or
 - b) with less than 300 credits but at least 240 will be awarded a Diploma in Higher Education.
- 33.5 A candidate ineligible to proceed from the Post-Diploma to the Honours level of an Honours degree with a year abroad/placement year, as appropriate:
- a) with 240 credits at diploma level the candidate will be permitted to transfer to the relevant named bachelors award (non study abroad/placement version)
 - b) with a total 360 credits the candidate will be permitted to transfer to the relevant named bachelors award (study abroad/non placement version).
- 33.6 A candidate for an Integrated Masters degree who is ineligible to proceed to the Honours level from the Diploma or Post-Diploma level, as appropriate:
- a) with 240 credits, shall be allowed to proceed to the Honours level of a named single honours Bachelors degree for which the necessary credits have been accumulated, or
 - b) with at least 180 credits will be allowed to proceed to the final level of an Ordinary Degree.
- 33.7 A candidate for an Integrated Masters degree who is ineligible to proceed to the Masters level from the Honours level, as appropriate:
- a) with 360 credits, failing to satisfy Regulation 30.3, shall be allowed to proceed to the classification of a named single honours Bachelors degree for which the necessary credits have been accumulated providing that the programme learning outcomes/competencies have been achieved, or
 - b) with at least 320 credits and 60 credits at Level 6 **must** be considered as a finalist for the award of a named single honours Bachelors degree, subject to having attained the credits for all core (and/or elective) modules from the Certificate and Diploma levels, and providing that the programme learning outcomes/competencies have been achieved or
 - c) with 300 credits and 60 credits at Level 6 will be awarded an Ordinary Degree or
 - d) with less than 300 credits but at least 240 will be awarded a Diploma in Higher Education.
- 33.8 A candidate for an integrated Masters degree who is ineligible to proceed to the classification, subject to regulation 23 being satisfied, shall be allowed to proceed to the

classification of a named single honours Bachelors degree, for which the necessary credits have been accumulated, subject to having attained the credits for all core (and/or elective) modules from the Certificate and Diploma levels and providing that the programme learning outcomes/competencies have been achieved.

- 33.9 Any award of a Certificate, Diploma or Ordinary degree under this Regulation shall be subject to a minimum of 60 credits having been awarded by this University.
- 33.10 Any award under this Regulation shall be made provided that Certificates and Diplomas in Higher Education for professional programmes shall not be awarded in a named subject which implies that the candidate is entitled to practise that profession.

- *Awards of Certificates, Diplomas and Ordinary degrees are subject to the minimum number of credits awarded by the University (60).*
- *33.1 - a candidate who successfully completes the Preliminary Certificate but then withdraws from the programme is entitled to the Foundation Certificate in Higher Education*
- *33.4 - 'or from the Honours level' – i.e. when seeking to move from the Honours level to the Masters level of an Integrated Masters.*
- *33.5 - new, introduced to ensure clarity in respect of the Integrated Masters; (a) assumes that the candidate has not achieved the published weighted average required to proceed to the Masters level, see reg. 28.2above.*
- *33.6 and 33.7 - Students who have attained sufficient credits for an honours degree (including condonement/compensation) but not in the necessary modules, and the Board of Examiners judge the programme requirements for a related programme have been met, then a case **should** be submitted to SCC to recommend the award of an honours degree. In the case where students have attained sufficient credits for a bachelors honours degree (including condonement/compensation) but Boards of Examiners judge that the award of a degree is not appropriate on the grounds of the requirements of the programme not having been satisfied, then a case **should** be submitted to SCC to seek permission for the student to undertake any modules not already studied in order to meet the programme's requirements.*
- *33.8 - designed to ensure that a candidate is not awarded a certificate/diploma which implies they are entitled to practise a particular profession (such as Social Work) where this is not the case. The Programme Board of Examiners is responsible for recommending the title of the award for approval by SCC.*

34. Honours classification

- 34.1 Honours degrees shall be awarded with Honours in the first class, second class (division 1), second class (division 2), or third class, according to the following scale:

70-100	First class
60-69	Upper second class
50-59	Lower second class
40-49	Third class

- 34.2 The class awarded shall be determined by the Programme Board of Examiners subject to the following Regulations:

- a) A candidate's performance in the Preliminary Certificate level of a degree programme shall not count towards the classification.
- b) A candidate's performance in the Certificate level of a degree programme shall not count towards the classification unless explicitly approved by the University Education Committee.
- c) A candidate's performance in achieving credit which is accepted towards the programme of study in accordance with Regulation 11 shall be disregarded for the purposes of the classification unless that credit was awarded by the University of Hull as a result of a module or modules delivered by the University or one of its Partner Institutions. Decisions regarding the classification of candidates who have progressed from Foundation degrees **must** be considered

under the Foundation degree Regulations.

- d) The weighted average for a candidate for an Integrated Masters degree will use the marks recorded at each level of the degree, irrespective of the pass mark that applies to that level, and marks will not be 'scaled down' as part of that calculation.
- e) The weighted average for a candidate for an Integrated Masters degree is 50.

34.3 Candidates who have not met the weighted average requirement but whose weighted average (expressed as the arithmetic mean) is no greater than two below the classification threshold (after rounding) **must** be considered as 'borderline'. A candidate who is borderline **must** be awarded the higher classification in the following cases:

- a) For all awards of the University of Hull (subject to 34.2(c)) where more than 50% of the credits counting towards classification are in the higher classification (or above);
- b) For Bachelor's degrees:
 - i. where more than 50% of the credits in the Diploma and Honours levels are in the higher classification (or above);
 - or
 - ii. where exactly 50% of the total credits in the Diploma and Honours levels counting towards classification are in the higher classification (or above) and more than 50% of credits in the final level are in the higher classification (or above);
 - or
- c) For Integrated Masters degrees:
 - i. where more than 50% of the credits in the Honours and Masters levels are in the higher classification (or above);
 - or
 - ii. where exactly 50% of the total credits in the Honours and Masters levels counting towards classification are in the higher classification (or above) and more than 50% of the credits in the final level are in the higher classification (or above).

34.4 Candidates not meeting one of these requirement cases **must** not be awarded the higher classification.

34.5 Candidates who have not met the weighted average requirement but who have submitted an application for a request for additional consideration where supported by valid evidence, may, on the recommendation of the Additional Consideration Committee, be considered for the higher classification provided that the same circumstances have not already been considered by one or more module boards. Recommendations for a higher classification **must** be referred to the Student Cases Committee for confirmation.

34.6 The Programme Board of Examiners may also recommend the award of a mark of distinction in the oral components of the assessments in modern language subjects.

ORDINARY DEGREES: PROGRESSION

35. Transfer to an Ordinary Degree

35.1 Candidates who are required to transfer to an Ordinary degree may, with the approval of the Programme Board of Examiners, transfer either to the appropriate Ordinary degree associated with their original Honours degree or to the appropriate Ordinary degree associated with a related Single Honours degree.

35.2 The Ordinary degree has two levels – the Intermediate (including credits transferred from the Honours degree) and the Final level.

36. Ordinary degrees: Compensation and condonement maxima

36.1 The following maxima shall apply to the exercise of any combination of compensation and condonement – whether individually or in combination – for candidates transferred to the Ordinary degree:

- a) No more than 40 credits per level
- b) No more than 60 credits for the Ordinary degree as a whole, including any credits passed by compensation, and referred but not thereafter passed, while enrolled for the Honours degree.

36.2 There is no referral on the Ordinary degree.

37. Ordinary degrees: Intermediate level – progression and continuation

37.1 Subject to Regulation 36, a candidate on the Intermediate Level of an Ordinary Degree who has achieved a pass (including pass by compensation) in at least 180 credits shall proceed to the Final level of the Ordinary degree.

38. Ordinary degrees: Final level – progression to the Award

38.1 Subject to Regulation 36, a candidate on the Final level of an Ordinary Degree who has achieved a pass (including pass by compensation) in at least 300 credits for the degree shall proceed to the Award.

39. Ordinary degrees: Compensation

39.1 Any compulsory or optional module awarded a mark of 35-39, shall (subject to Regulation 36) be passed by compensation, with no change being made to the mark awarded, provided that the weighted average of all the marks for the level is 40 or greater.

39.2 A candidate may waive the right to pass a module or modules by compensation and choose instead to be reassessed. If the reassessment is subsequently failed then the original pass by compensation shall be reinstated.

- *‘Waive the right’ – following the Programme Board the candidate **should** be advised (at least in writing) of the option and implications of either choice (bearing in mind the compensation maxima in reg. 27 above), and be provided with the opportunity to exercise the waiver. The decision to waive **must** be confirmed by the candidate in writing; silence would not constitute waiver.*
- *The use of the waiver could, probably unusually, be important at the Final level where the candidate is seeking to achieve a weighted average of 60+ to permit transfer back to Honours (under reg. 42); however, in such cases the Programme Board may prefer to exercise its discretion in favour of the candidate under reg. 42.1.*

40. Ordinary degrees: condonement

40.1 A candidate at the Final Level of an Ordinary degree who has completed the assessments for all modules in the level and who has not achieved a pass mark in 300 credits may (subject to Regulation 36), at the discretion of the Programme Board of Examiners, be condoned in any module or modules with a mark of less than 35 provided that:

- a) the weighted average of all the marks for the level is 40 or greater, and
- b) the total number of credits to be condoned is no greater than 20, and

- c) the module (or modules) in question is not declared in the programme of study to be core and/or elective.
- 40.2 A candidate so condoned may reject the condonement and exercise any right of re-assessment provided by Regulation 23.
- 40.3 Where such discretion to condone is exercised, any module - excluding any module declared in the programme of study to be core and/or elective - awarded a mark of 35-39 shall (subject to Regulation 36) be compensated with no change being made to the mark awarded.
- 40.4 A candidate who is condoned under 40.1 above or who is so condoned and awarded compensation under 40.3 shall proceed to the Award.

- *'Completed the assessments' – condonement is not permitted prior to a first attempt (e.g. where a candidate is allowed a fresh first attempt as a result of an additional consideration); in such cases the progression decision **should** be deferred until the fresh attempt has been completed.*
- *40.2 - a candidate is normally offered condonement after first attempt obviating the need to be reassessed, although this may affect the Final level weighted average. Following notification of the results, the candidate **should** be advised of the options and their decision be communicated in writing.*
- *40.4 - provided the compensation etc maxima will not be exceeded any module eligible for compensation **must** be compensated (i.e. no discretion not to allow it).*

41. Consequences of ineligibility to proceed to an Ordinary degree

- 41.1 A candidate ineligible to proceed to the Final level of an Ordinary degree:
- a) with at least 120 credits will be awarded a Certificate in Higher Education, or
 - b) with at least 120 credits will be awarded a Foundation Certificate in Higher Education (see reg. 18) if on a programme involving a Preliminary Certificate level, or
 - c) with less than 120 credits is entitled to the credits for the modules passed.
- 41.2 A candidate ineligible to proceed to the award of an Ordinary degree:
- a) with at least 240 credits will be awarded a Diploma in Higher Education, or
 - b) with at least 120 credits will be awarded a Certificate in Higher Education, or
 - c) with at least 120 credits will be awarded a Foundation Certificate in Higher Education (see reg. 18) if on a programme involving a Preliminary Certificate level.
- 41.3 Any award under this Regulation shall be subject to a minimum of 60 credits having been awarded by this University.
- 41.4 Any award under this Regulation shall be made provided that Certificates and Diplomas in Higher Education for professional programmes shall not be awarded in a named subject

- *41.1 - 'awarded the credits' – the transcript will detail all modules taken within the level, the marks awarded (pass and fail) and the total number of credits – see further reg. 45 below.*
- *Note that a candidate who withdraws without completing the Ordinary degree will be eligible for an 'interim award' based on the number of credits gained at that point – see reg. 186.*
- *41.4 - designed to ensure that a candidate is not awarded a certificate/diploma which implies they are entitled to practise a particular profession (such as Social Work) where this is not the case.*
- *The Programme Board of Examiners is responsible for recommending the title of the award for approval by SCC.*

which implies that the candidate is entitled to practise that profession.

42. Transfer from an Ordinary degree to the Honours level of a Bachelors degree

- 42.1 A candidate who is eligible for the award of an Ordinary degree may waive the right to the award of the Ordinary degree and proceed to the Honours level of the appropriate Honours degree providing that the programme learning outcomes/competencies can be achieved on completion of the award.
- 42.2 The Honours classification of a candidate under paragraph (a) above shall be calculated in accordance with Regulation 36 subject to the following:
- a) the highest level 120 credits shall form the Honours level of the Honours degree
 - b) the next highest level 120 credits of the Ordinary degree shall form the Diploma level of the Honours degree.

- *Under Tier 4 rules, in existence as at September 2016, a Tier 4 student may not be able to take advantage of this option, the advice of the Visa Compliance team **should** be sought first.*
- *Bachelors introduced in place of 'Honours' to make clear that such a transfer can only take place to a Bachelors degree and not an Integrated Masters degree.*
- *42.1 - 'waive the right' – the Board **should** determine the candidate's eligibility and, following notification of the results, advise the candidate of the options. Waiver **must** be confirmed in writing by the candidate.*

43. Aegrotat Awards

- 43.1 An Aegrotat award is an award without classification that may be conferred upon a candidate on the presumption that the candidate, who is unable to continue their studies, would have satisfied the standard required for the award had they been able to continue.
- 43.2 The Student Cases Committee shall consider applications from Programme Boards for the award of an Aegrotat degree, diploma or certificate.
- 43.3 Aegrotat awards may be made in accordance with the Regulations for the award listed below.
- 43.4 For undergraduate and postgraduate taught students, the Aegrotat award will normally correspond to the level of study which is interrupted. Such an award is contingent on there being sufficient evidence that had the study not been interrupted, the student would have completed the level in question. In the absence of such evidence, the Aegrotat award will be the relevant exit award for the body of study completed.
- 43.5 An Aegrotat degree, diploma or certificate shall be unclassified and, in all other respects, ungraded. An Aegrotat award does not necessarily entitle the holder to registration with a professional body, or be exempt from the requirements of any professional qualification which might otherwise be associated with the programme of study concerned.
- 43.6 Candidates pursuing programmes that may lead to a professional registration who are subsequently awarded an Aegrotat degree, diploma or certificate may not be eligible for such a registration. This would be confirmed by the Programme Board in making their recommendation to the Student Cases Committee.
- 43.7 An Aegrotat degree shall normally be a named award except in those cases where professional body requirements dictate that a named award is not appropriate. The full degree title of an Aegrotat award shall be considered as part of the procedures for considering the award and shall be made known to the candidate prior to their acceptance of the award.

- 43.8 The request for the award of an Aegrotat award may be made by the candidate or where a candidate is unable to prepare or submit a request, by the Programme Board. All requests shall be submitted to the Secretary to the Student Cases Committee or for Research Degrees to the Secretary to the Research Degrees Committee.
- 43.9 The candidate shall be required to indicate that they are willing to accept an Aegrotat award. Where a candidate is unwilling to accept an Aegrotat award, they shall be permitted to complete the examination or assessment in question by the approved subsequent date.
- 43.10 The Programme Board shall consider relevant evidence which shall include satisfactory medical certification in the case of illness or appropriate documentation in other cases and establish the facts of the candidate's case.
- 43.11 The Programme Board **must** be satisfied that:
- a) the candidate is unlikely to be able to return to complete their study at a later date, and
 - b) that the candidate's prior performance demonstrates that they would have passed but for the illness/event which occurred.
- 43.12 All cases shall be considered, in the first instance, by the Programme Board. The Programme Board shall be charged with obtaining as much information as possible on the causes which prevented the candidate from attempting the whole or part of the assessment(s), together with evidence of the prospects of the candidate completing the assessment(s) in a subsequent year within the time-limit prescribed by the appropriate regulations.
- 43.13 When supporting evidence is received from a medical practitioner outside the University, it is desirable that the Occupational Health Department and/or suitably qualified practitioner, as specified by the University, be asked to undertake full consultation with the practitioner concerned before any recommendation is made on behalf of a candidate.
- 43.14 The Programme Board shall make a recommendation to the Student Cases Committee on each case. The recommendation shall include:
- a) details of the academic standing of the candidate
 - b) details on the causes which prevented the candidate from attempting the whole or part of the assessment(s)
 - c) details of medical evidence or other appropriate documentation
 - d) recommendation from the Occupational Health Department and/or suitably qualified practitioner, as specified by the University (if appropriate)
 - e) evidence on the prospects of the candidate completing the assessment(s) in a subsequent year within the time-limit
 - f) a recommendation on the title of the Aegrotat Award if it is not considered appropriate for the award to be named
 - g) a signed statement from the candidate indicating that they are willing to accept an Aegrotat degree.
- 43.15 The Student Cases Committee shall approve or not approve the award. The decision shall be conveyed to the candidate and reported to the appropriate academic unit.

44. Posthumous Awards

- 44.1 A posthumous qualification may be awarded to a deceased student who has completed sufficient study for the award
- 44.2 A Programme Board may recommend to the Student Cases Committee that a posthumous

undergraduate or postgraduate taught award be conferred where there is sufficient evidence of the candidate's performance to demonstrate that the candidate would have reached the standard required for the award in question. Requests for a posthumous award for a Research student **should** be made by the Faculty to the Research Degrees Committee

- 44.3 A posthumous degree shall normally be a named award, as appropriate, except in those cases where professional body requirements dictate otherwise.
- 44.4 If the candidate had completed all the assessment requirements for the award, the case **should** be considered by the appropriate Programme Board.
- 44.5 Application for consideration for a posthumous award **must** be made by the candidate's Academic unit.
- 44.6 The application shall be considered by the Student Cases Committee with reference to the recommendation of the Programme Board
- 44.7 The Student Cases Committee shall approve or not approve the award.
- 44.8 If the Student Cases Committee approves the award, the candidate's family or next of kin **must** be allowed to decide whether they would like the award to be made.

RESULTS AND AWARDS

45. Notifications of Results and Transcripts

- 45.1 All candidates shall be given access to their own marks after the completion of each assessment process and - provided they are not in debt to the University for payment of tuition fees - to a full transcript of all credits awarded and marks obtained on completion of their period of enrolment at the University.
- 45.2 Note that modules attempted during a year subsequently repeated are not included on the transcript.

Version Control

Version	Author	Date approved	Relevant sections
4 05	Lisa Tees	NA	Migrated to new template
4 06	Lisa Tees	17 March 2022, Senate	<ul style="list-style-type: none"> • Non regulatory detail removed and included within UoH Academic Framework. • Accreditation of Prior Learning replaced with Recognition of Prior Learning to reflect sector. • Level 7 compensation boundary changed to 45-49 to align to Levels 3-6. • Condonement is not applicable at the Preliminary Certificate level. • Compensation is applicable at the Preliminary Certificate level. • Changes to 'referral'. A candidate may only be referred in a module once. • Replaces Mitigating Circumstances with Requests for Extensions and Additional Consideration. • Reference to the timeframes for resubmission is removed.