

BISHOP GROSSETESTE UNIVERSITY

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Version Control Table

Version Number	Date Authorised	Summary of Key Changes
2.0	23 July 2018	
2.1	22 July 2019	To change the review date



Introduction

1. The Regulations for Undergraduate Awards (hereinafter referred to as the Undergraduate Regulations) set out the rules and procedures which ensure that successful students progress through the stages of each programme, that awards are made reliably and fairly, and that the classifications of awards are clear, carefully considered, and well founded.
2. These Regulations are designed to ensure that the institution meets the requirements of the *QAA UK Quality Code for Higher Education*, specifically the core practice: The provider ensures that the threshold standards for its qualifications are consistent with the relevant national qualifications frameworks.
3. The Regulations are applied by Boards of Examiners and set out the requirements which students must meet in order to progress through their programme and to receive the award to which it leads. They also set out the circumstances in which failure in any component may be compensated, condoned or retrieved and the rules governing the calculation of degree classifications.
4. The Regulations for Undergraduate Awards are approved by Senate and are subject to periodic review and may be amended at any time.
5. The University will make every effort to ensure that the published programme(course) details are complete and up-to-date. However, the University will be entitled to make reasonable changes to the programme (including to the content and syllabus of the programme, or the location of the programme or the method of delivery or assessment of the programme) where that will enable the University to deliver a better quality of educational experience to students enrolled on the programme. In making such changes, the University will aim to keep the changes to the minimum necessary to achieve the required quality of experience and will notify and consult with affected students as appropriate.
6. In the exceptional situation of a programme (course) being suspended or closed, students will be notified in a timely manner in accordance with our Student Protection Plan and appropriate support provided for them successfully to complete their studies. Monitoring of the programme portfolio will be the responsibility of the Portfolio Management Group (PMG). PMG will ensure where programmes are closed this will be managed in a way to support students and maintain the quality of the programme.



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

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

100% – 40%	Pass
39% – 35%	Compensatable Fail
34% – 0%	Fail
11. Students must achieve a minimum of 30% in all items of assessment for a module in order to pass the module. This ensures that the student has engaged with all elements of assessment and the learning outcomes which they are designed to demonstrate and that non-submission in any component is penalised. Students who achieve an overall pass (40% or above) for the module as a whole but have **failed to achieve 30% in each component** will be recorded as referred and required to be reassessed in that component. If one or more component(s) are reassessed (whether through a re-sit or a re-take) the overall result that the student receives for that module will be capped to 40% unless there are extenuating circumstances approved by the University in accordance with the [Code of Practice for Extenuating Circumstances](#).
12. Where a candidate fails to submit an assignment or complete another type of assessment 24 hours or more after the agreed deadline, or attend an



examination, a mark of zero will be recorded. The right of re-assessment is retained.

Reassessment

13. Students who have failed any modules following the meeting of the Board of Examiners at the end of any level or stage will normally be offered the opportunity to be reassessed before the commencement of the next stage or level. Modules that have been reassessed in full or in part (in all or some of the components) will be capped at 40% for that module overall unless extenuating circumstances have been approved. Students will not normally be offered the opportunity to be re-assessed before that meeting; however, exception to allow in-course retrieval may be made following consultation between the Programme Leader and the Chair of the Board of Examiners and with the formal approval of the Chair. Students may be reassessed in all or part of a module; the method of reassessment will be as stated in the approved module specification and the relevant assignment brief.
14. Students will normally be permitted two reassessment opportunities only per assessment submission, for further information please see *Code of Practice for the Assessment of Students*.
15. Following the meeting of the Retrieval Board of Examiners students who have failed to meet first retrieval assessment requirements may be offered the opportunity to continue to the following stage of the programme with one or more module(s) in referral (to a maximum total value of 30 credits to be carried). The formal recognition that the student has progressed from the former stage is ratified by the next available Examination Board, subject to the successful completion of the assessment.
16. Students who fail to meet the assessment requirements of multiple modules following the meeting of the Retrieval Board of Examiners will be awarded one further retrieval opportunity. Students will be required to submit assessments at the next available submission point for that component or module during the next academic year. The Board will recommend whether the retrieval opportunity should be offered with or without attendance. (Attendance will be subject to the payment of the relevant fee as stipulated by the University.) Students who are successful at this final reassessment opportunity will resume their programme at the next appropriate registration for the level. Students who fail the final retrieval may not retake modules which they have irretrievably failed; if they have thereby failed the whole programme of study,



they will have their registration terminated and may not re-enrol on the programme.

17. Treatment of module failure at levels 4 and 5. Failure in one module may be compensated where the overall mark for the module is between 35% and 39% provided that the average of the marks for all modules taken at that level is at least 40%. Failure where the overall mark for the module is below 35%, or the average mark for all modules taken at that level is less than 40%, will result in the student being reassessed in all or part of the module.
18. Failure in two or more modules where the overall marks are below 40% will result in the student being reassessed in all or part of the modules. Where applicable, compensation (as per above) may be applied by the Board of Examiners following retrieval without reference to a previous referral.

Assessment Extension

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

Extenuating Circumstances

20. It is the responsibility of students to inform their Programme Leader of any matters (whether of an academic, personal, medical or other nature) which may be relevant to their academic performance, and to supply substantiating evidence, for example, a medical certificate. Such information should be submitted before any University deadline and in any event before the meeting of the relevant Board of Examiners.
21. The claim for extenuating circumstances and the supporting evidence will be considered by a panel convened for that purpose. The panel will make a recommendation to the Board of Examiners and, if the claim is supported, the Board will consider the results achieved by that student in the module for which the claim is made.



22. Where a student's performance is found to have been adversely affected by circumstances, the student may be allowed to be assessed in the assessment(s) concerned as if for the first time (or as if for the second time if the assessment affected is a reassessment) in such a manner as the Board deems appropriate in the circumstances.

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

23. In the event of marks being unavailable due to circumstances at University level that are beyond the student's control, an alternative Examination Board will normally be arranged.

Credits required for Qualifications

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

Honours Degree	360 credits
Ordinary Degree	300 credits
Foundation Degree	240 credits
Undergraduate Diploma of HE	240 credits
Undergraduate Certificate of HE	120 credits
Certificate in Education, Training and Skills	120 credits
Certificate in Teaching and Learning	60 credits
University Award of Credit	60 credits

Registration

25. A full-time student registered for an Honours degree will normally register for modules having a total value of 120 credits over two consecutive semesters, normally with no fewer than 40 credits and normally no more than 90 credits in any one semester. The imbalance in credits is normally caused by specific features in the design or delivery of the course or programme of study, such as the assessment for modules falling more into one semester than another, or because of a student's carrying one or more module(s) to be re-assessed (in total



up to 30 credits). The contact hours are normally expected to be delivered evenly across the academic year.

26. For financial purposes, any student registered for fewer than 120 credits (including those awarded through APL) over one academic session is normally classed as a part-time student.

Period of Study

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

Validity and Currency of Credit

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

Use of Accredited Prior Learning (APL)

30. The University may admit students for entry to an undergraduate programme with advanced standing, i.e. entry directly to Level 5 or Level 6, based on relevant credit achieved at the University or another HE institution, or credit awarded for experiential learning. Full details of the rules and procedures are found in the Code of Practice for the Accreditation of Prior Learning. Modules awarded by APL will be recorded as achieving credit but no mark or grade will be awarded and they will not be used in the calculation of the classification.

Programmes



31. The University will make every effort to ensure that the published programme (course) details are complete and up-to-date, but reserves the right to make changes at any time on the recommendation of Senate.

32. Potential Awards covered by these regulations

- (a) Honours degree in one or more subject(s);
- (b) Ordinary degree;
- (c) Honours or Ordinary degree with Recommendation for QTS;
- (d) Foundation Degree;
- (e) Certificate In Education, Training and Skills (equivalent to a Level 5 Diploma in Education and Training); and
- (f) Level 4 Certificate in Teaching and Learning.

Admission to a Programme of Study

33. To be admitted to any programme of study, an applicant must have satisfied:

- (a) the University entry requirements for admission as specified in the programme specification; and
- (b) such entry requirements as may be required to meet University and external accreditation regulations.

Qualification for an Honours/Foundation Degree

34. To qualify for an Honours/Foundation degree, a candidate shall have:

- (a) pursued an approved programme of study;
- (b) satisfied the attendance and other requirements of the programme;
- (c) satisfied the programme requirements of the regulations for progression to the award (see paragraphs 39 and 40); and
- (d) in the case of APL: been awarded APL credits and in addition achieved a minimum of 120 credits awarded in either level 5 for the Foundation degree or level 6 of an honours degree programme at Bishop Grosseteste University.

Qualification for an Ordinary Degree

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

- (a) pursued a programme of study corresponding to that of the honours degree;
- (b) satisfied the attendance and other requirements of the programme;



- (c) satisfied the requirements of the regulations for progression to the award (see paragraphs 38, 39 and 40); and
- (d) have achieved at least 300 credits in total, with at least 60 credits at Level 6.

Qualification for a Certificate in Education, Training and Skills (equivalent to a Level 5 Diploma in Education and Training)

36. To qualify for the award of Certificate in Education, Training and Skills (equivalent to a Level 5 Diploma in Education and Training), a candidate shall have:

- (a) satisfied the attendance and other requirements of the programme; and (b) accrued 30 credits at level 4 and 90 credits at level 5.

Qualification for a Level 4 Certificate in Teaching and Learning

37. To qualify for the award of Certificate in Education, Training and Skills (equivalent to a Level 5 Diploma in Education and Training), a candidate shall have:

- (a) satisfied the attendance and other requirements of the programme; and
- (b) accrued 60 credits at least half of which are at level 4.

Termination of Programme.

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

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

39. Progression from Level 4 to Level 5

A student must achieve 120 credits at level 4 in order to progress to level 5 of any undergraduate award. The marks awarded will not be taken into calculation for the classification of the final award. Students must achieve 40% overall in each module or achieve an average of 40% in all modules on that level and a mark between 35% and 39% in not more than one module with at least 40% in all remaining modules (see paragraphs 17 and 18).

40. Progression from Level 5 to Level 6



A student must achieve 120 credits at level 5 in order to progress to level 6 of an undergraduate honours award. The marks awarded will be taken into calculation for the classification of the final award (see paragraphs 42-44). Students must achieve 40% overall in each module or achieve an average of 40% in all modules on that level subject to carrying in referral a maximum total value of 30 credits, see paragraph 15..

Award of Certificate of Higher Education and Diploma of Higher Education

41. A student who fails to progress from level 5 to level 6 - i.e. has failed to achieve 120 credits at level 5 - may opt to claim the award of Certificate of Higher Education (minimum 120 credits at level 4 and above). A student who fails to achieve the award of an honours degree - i.e. has failed to achieve 120 credits at level 6 - may opt to claim the award of Diploma of Higher Education (minimum 240 credits 120 of which must be at level 5 or above). It should be noted that these are exit awards and a student who receives one of these awards will not be able subsequently to recommence the programme.

Recommendation for Qualified Teacher Status (QTS or EYTS)

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

Rules for Classification

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

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

44. Students will receive the classification of their degree according to the above mark bands based on the average mark of the modules at level 5 and level 6 for three-year programmes.. For one-year programmes leading to an honours award following the successful completion of a Foundation degree, or where they have been admitted directly onto level 6 of a degree programme, level 6 modules only will be considered. Students



must achieve a minimum average of 40% or above across all levels used in ascertaining a degree classification in order to receive an honours degree

45. If the average mark for a student falls within 3% of the upper limit for any band (i.e. 47%, 57%, 67% or better) the classification will be considered by the Board of Examiners to be raised to the level above provided that a minimum mark of 40% has been achieved in all modules used in the degree classification and:
- (for First Class honours) at least half the credits used to calculate the degree classification are at 70% or better;
 - (for Upper Second Class honours) at least half the credits used to calculate the degree classification are at 60% or better; and
 - (for Lower Second Class honours) at least half the credits used to calculate the degree classification are at 50% or better.

The Award of Foundation Degrees with Merit or Distinction

46. The Foundation Degree will be awarded with Distinction if the average mark of modules at level 5 is 70% or better. The Foundation degree will be awarded with Merit if the average mark of level 5 modules is between 60% and 69%.
47. If the average mark for a student falls within 3% of the upper limit for either band (i.e. 57%, 67% or better) and the student has achieved a minimum mark of 40% in all level 5 modules and:
- (for Distinction) at least half the credits used to calculate the degree classification are at 70% or better; and
 - (for Merit) at least half the credits used to calculate the degree classification are at 60% or better.

Treatment of failures in the final year of programmes

48. To achieve an Honours degree a student must achieve 120 credits at level 6.
49. Boards of Examiners have the power to compensate marginal failure in one module provided the mark is between 35% and 39% and provided that the average mark for the level across all modules is at least 40%. The mark awarded for a compensated module will be used in determining the degree classification. If



a student wishes they may elect to retrieve a module which is eligible for compensation. In such a case the mark awarded for the work completed for retrieval will be adopted even if it is lower than that awarded on the first occasion.

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

Aegrotat awards

52. If, owing to illness or some other sufficient cause, a student will not in the foreseeable future be able to complete the assessment leading to an award, Senate may upon the recommendation of the Board of Examiners confer an aegrotat degree, diploma or certificate. An aegrotat degree may be awarded with honours but the student shall not be placed in a class or division. An aegrotat award shall not be made with merit or distinction.
53. Applications for an aegrotat award must be made in writing to the Registrar by the student or by his or her Head of School. Applications must be received before the meeting of the Board of Examiners and must be accompanied by medical or other evidence. Applicants for an aegrotat award must submit a medical report or other sufficient evidence of their inability to complete the required assessment. Any costs associated with the medical report or other evidence shall be borne by the student.



54. The Board of Examiners should recommend an aegrotat award only where members are satisfied that there is evidence that the student has demonstrated the same level of knowledge, skill and understanding that would under normal circumstances be required for the conferral of the award. It would be expected, therefore, that the applicant will have completed a substantial proportion of his or her final year of study..
55. The certificate issued to the student shall indicate that they have received an aegrotat award and the transcript shall indicate those elements that they have completed and those in which the assessment has not been undertaken or only partially undertaken.

Posthumous awards

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