

ACADEMIC REGULATIONS 2016/17

Introduction

This document provides information on how the University's awards relate to national frameworks and standards, how the courses are structured, expectations in relation to student engagement, and the regulations through which the awards are assessed and classified.

Much of the information is common to all awards, irrespective of level or size. However, for each set of awards (for example bachelors degrees; masters degrees; smaller, flexible learning awards), there is a different set of regulations governing the final classification of awards. The document is therefore structured as follows:

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Academic Regulations

Part 1 General Information

1 The standard of the Awards of the University

1.1 Standards and Academic Levels

The standard of an award is defined by the learning outcomes required for successful completion of the prescribed study or research which indicates the knowledge and skills the award holder will be able to demonstrate. These are stated in the approved programme specification for each award.

All courses offered by the University comply with the requirements of the national frameworks which identify and articulate the characteristics of typical awards at HE and other qualification levels. 'The Framework for Higher Education Qualifications in England, Wales and Northern Ireland' 2008 (FHEQ) is the key external reference for the University's first and higher degree, HE diploma and HE certificate level awards.

The University also offers pre HE courses at Level 3 within the FHEQ.

For taught courses and the Professional Research Doctorate reference should also be made to the minimum number of credits which students must obtain at various academic levels from assessed learning. The University's awards satisfy or exceed the minimum credit level requirements set out in the 'Credit and HE Qualifications: Credit Guidelines for HE Qualifications in England, Wales and Northern Ireland' (EWN credit levels) published in November 2008.

The University's Master of Philosophy and Doctor of Philosophy by supervised research and its Higher Doctorates are not credit rated.

Statements of outcomes for the University's honours degrees are consistent with the subject benchmark statements published by the QAA.

1.2 Awards of the University: Levels and Volume of Credit

i) Awards Located at Particular Levels in the Framework for Higher Education Qualifications

Tables 1 and 2 provide information about the minimum number of credits required at various academic levels for categories of award offered by the University. Within the terms of the University's Undergraduate and Postgraduate frameworks, credit requirements for particular undergraduate and postgraduate awards may exceed or otherwise differ from those set out in Table 1 or 2. Undergraduate courses may for example define patterns of credit which require students to study more than 90 credits at Levels 6, 5 or 4, and patterns of credit may vary from the minima for particular courses in order to meet professional requirements. For top up courses the credit and level requirements take account of the level and volume of credit already undertaken and specify the level and credit volume requirements for the additional study which must be completed for a student to qualify for the top up award.

The programme specification for each course provides definitive information about its credit requirements

Table 1		
FHEQ Level	Award Title	Credits and credit level
UNDERGRADUATE LEVELS		
L4		
	Certificate of Higher Education (CertHE)	120 credits overall minimum of 90 credits at Level 4 and maximum of 30 credits at Level 3
	Higher National Certificate (HNC)	120 credits overall, minimum of 90 credits at Level 4, maximum of 30 credits at Level 3
L5		
	HND (Higher National Diploma)	240 credits overall, minimum of 90 credits at Level 5, maximum of 30 credits at Level 3
	Diploma in Higher Education (DipHE)	240 credits overall, minimum of 90 credits at Levels 5 and 4, maximum 30 credits at Level 3
	Foundation Degree (FD)	240 credits overall, minimum of 90 credits at Levels 5 and 4, maximum of 30 credits at Level 3
	Bachelor's Degree (Ordinary) Bachelor of Arts (BA) Bachelor of Science (BSc) Bachelor of Engineering (BEng) Bachelor of Laws (LLB)	300 credits overall, minimum of 60 credits at Level 6, minimum of 90 credits at Levels 5 and 4 and maximum 30 credits at Level 3
L6		
	Graduate Certificate	60 credits overall at a minimum of Level 6. Up to 15 credits of Level 7 study may be included
	University Professional Certificate	60 credits overall at a minimum of Level 6. Up to 15 credits of Level 7 study may be included.
	Graduate Diploma	120 credits overall at a minimum of Level 6. Up to 30 credits of Level 7 study may be included
	University Professional Diploma	120 credits overall at a minimum of Level 6. Up to 30 credits of Level 7 study may be included.
	Bachelor Degree with Honours: Bachelor of Arts with Honours BA (Hons)	360 credits, overall, minimum of 90 credits at each of Levels 6,5 and 4 and maximum of 30 credits at Level 3

	Bachelor of Science with Honours BSc (Hons) Bachelor of Engineering with Honours) BEng (Hons)	
	Bachelor of Laws with Honours LLB (Hons)	360 credits of which 120 must be at Level 6 and 120 must be at Level 5
Integrated Masters Levels 6 & 7		
	Master of Engineering (MEng) Master of Science (MSci) Master of Osteopathy (M.Ost)	480 credits overall. This is an integrated Masters award including 360 undergraduate credits plus 120 credits at Level 7
POSTGRADUATE - Masters Level L7		
	Postgraduate Certificate (PgCert)	60 credits overall, normally minimum of 45 credits at Level 7 and a maximum of 15 credits at Level 6
	Postgraduate Diploma (PgDip)	120 credits overall, normally minimum of 90 credits at Level 7 and a maximum of 30 credits at Level 6
	Master of Arts (MA) Master of Science (MSc) Master of Laws (LLM) Masters by Research (M.Res)	180 credits overall, normally minimum of 150 credits at Level 7 and a maximum of 30 credits at Level 6
	Master of Business Administration (MBA)	180 credits at Level 7
	Master of Fine Arts (MFA)	360 credits at Level 7

POSTGRADUATE - Doctoral Level L8		
	Professional Research Doctorate	540 credits including a maximum of 180 credits at Level 7 (see section 4 below for further detail on the standard of this award)

Table 2 Flexible Learning Courses

The University also offers Flexible Learning Courses with the following level and credit requirements:

FHEQ Level (not specified)	Award	Credits and credit level
	University Foundation Certificate	30 credits at Level 3
	University Foundation Diploma	60 credits at Level 3
	University Certificate	60 credits at Level 4
	University Learning Award	60 credits at any level or combination of Levels
	University Diploma	60 credits at Level 5
	Advanced University Diploma	60 credits overall at Level 6
	Certificate in Lifelong Learning	30 or 45 credits at any one of Levels 3-8 or combination of adjacent Levels.
	Certificate in Continuous Professional Development	30 or 45 credits at any one of Levels 3-8 or combination of adjacent Levels.
	Certificate of Credit	15 credits at any Level
	Certificate of Competence	Not credit rated Any one of Levels 3-7

The title of a specific award (eg BA Hons in Fine Art; MSc in Forensic Science; University Professional Certificate in Management Skills), its learning outcomes and the designated modules are approved at validation of the award.

Research Degrees

Master of Philosophy

The standard of the Master of Philosophy (MPhil) shall be that expected of a good Honours graduate who has satisfactorily completed a research training and has investigated and evaluated or critically studied an appropriate topic over normally not less than eighteen months of full-time study and has presented a satisfactory thesis. The MPhil award is located in Level 7 of the FHEQ and is not credit-rated.

Doctor of Philosophy

The standard of the Doctor of Philosophy (PhD) shall be that expected of a good Honours graduate who has satisfactorily completed a research training and has investigated and evaluated or critically studied an appropriate topic over normally not less than thirty three months of full-time study resulting in a significant contribution to knowledge, and has presented a satisfactory thesis. The PhD is located in Level 8 of the FHEQ and is not credit-rated.

Professional Research Doctorate

The standard of a Professional Research Doctorate is that expected of a candidate who has satisfactorily completed an approved programme of approved research training and professional contextual study. The candidate shall have investigated or critically studied an approved topic or topics which result in a significant contribution to professional practice and has presented a satisfactory portfolio of research including two or more substantial research outputs. The Professional Research Doctorate is located in Level 8 of the FHEQ and is credit-rated – see table 1 above.

Higher Doctorates

The standard of the awards of Higher Doctorates (DLitt, DSc, DTech or LLD) shall be that expected of an applicant who is a holder of at least seven years' standing of a first degree or a holder of at least four years' standing of a higher degree, who is a leading authority in the field of study concerned and has made an original and significant contribution to the advancement or application of knowledge in that field. Higher Doctorates are located in Level 8 of the FHEQ and are not credit-rated.

ii) Standards Definitions for Other Higher Education Awards

The University offers other awards for which standards are not defined in terms of FHEQ level or conventional credit volume requirements:

Postgraduate Certificate in Education (PGCE)

The standard of the Postgraduate Certificate in Education (PGCE) shall be that expected of a graduate who has successfully completed the study of the theory and practice of teaching on a programme suitable for the fulfilment of the University's general aims who has demonstrated practical competence in teaching; the normal length of the programme shall be one full-time academic year or its equivalent

Graduate Diploma in Law

The standard of the Graduate Diploma in Law shall be that expected of a graduate completing a programme of study at Level 6 prescribed by the Law professional bodies. This may be achieved on a one year full time programme of study or two years part time. This course is not credit rated.

1.3 Award Titles and Specific Areas of Study

Award titles eg BA or BSc, BEng, MA, MSc, LLB, LLM are restricted to certain specific areas of study. Bachelor of Arts and Master of Arts titles are used in art and design, the arts and humanities; Bachelor of Laws and Master of Laws (LLB and LLM) titles are used in Law; the titles Bachelor of Science and Master of Science are used where studies are substantially based on science or mathematics; and the titles Bachelor of Engineering and Master of Engineering are used where studies are substantially based in engineering. Specialist titles are also used where awards have a closely defined focus and are restricted to particular areas of study. The focus of these awards is set out in programme specifications and the designation will be agreed at validation.

1.4 Level Descriptors

The University uses a typology of award outcomes and indicative descriptions of levels which interprets the FHEQ for the University's HE awards at Levels 4 to 8 Award outcomes incorporate and are defined by this classification.

Outcomes are categorised under the following common learning headings:

Knowledge and Understanding

Learning

Enquiry

Analysis

Problem Solving

Communication

Application

Reflection

Awards may also incorporate up to two award specific outcomes at each award Level.

1.4.1 Typology of award outcomes and indicative descriptions of levels four to six (undergraduate)

On completion of each level of study, a Staffordshire University student will be able to:-

OUTCOME HEADINGS	LEVEL 4	LEVEL 5	LEVEL 6
Knowledge and Understanding	Demonstrate knowledge of the underlying concepts and principles.	Demonstrate knowledge and critical understanding of the well-established concepts, principles and their development.	Demonstrate a systematic understanding of key aspects, including acquisition of coherent and detailed knowledge, at least some of which is at or informed by, the forefront of defined aspects of a discipline.
Learning	Develop lines of argument and make sound judgements in accordance with basic theories and concepts.	Understand the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge.	Demonstrate an understanding of the uncertainty, ambiguity and limits of knowledge.
Enquiry	Present, evaluate and interpret qualitative and quantitative data showing an awareness of the key principles of Information Literacy.	Demonstrate knowledge of the main methods of enquiry in (<i>the field of study</i>) and demonstrate application of the key principles of Information Literacy.	Deploy accurately established techniques of analysis and enquiry and initiate and carry out projects within (<i>the field of study</i>). Evaluate use of Information Literacy, including the ethical use of information in (<i>the field of study</i>).
Analysis	Evaluate and interpret concepts and principles.	Use a range of established techniques to initiate and undertake critical analysis of information.	Describe and comment upon current research, or equivalent advanced scholarship and critically evaluate arguments, assumptions, abstract

			concepts and data (that may be incomplete), to make judgements.
Problem Solving	Evaluate the appropriateness of different approaches to solving problems.	Evaluate critically the appropriateness of different approaches to solving problems and propose solutions to problems arising from analysis.	Develop appropriate questions to achieve a solution - or identify a range of solutions – to a problem and use decision-making in complex and unpredictable contexts.
Communication	Communicate the results of study/work accurately, reliably, and with structured and coherent arguments.	Communicate effectively information and arguments in a variety of forms, to specialist and non-specialist audiences, and deploy key techniques of the discipline effectively.	Communicate and analyse information, ideas, problems, and solutions to both specialist and non-specialist audiences.
Application	Undertake further training and develop new skills within a structured and managed environment.	Apply underlying concepts and principles outside the context in which they were first studied.	Apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding and devise and sustain arguments, using ideas and techniques, some of which are at the forefront of a discipline.
Reflection	Demonstrate qualities and transferable skills necessary for employment and/or further study requiring the exercise of some personal responsibility.	Demonstrate qualities and transferable skills necessary for employment or further training including the development of existing skills, and acquisition of new competencies that will require the exercise of personal responsibility and decision-making and will enable students to assume	Manage their own learning, exercise initiative, personal responsibility and demonstrate the learning ability, qualities and transferable skills necessary for employment or further training of a professional or equivalent nature.

		significant responsibility within organisations.	
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1.4.2 Typology of award outcomes and indicative descriptions at levels 7 and 8 (postgraduate)

On completion of each level of study, a Staffordshire University student will be able to:-

OUTCOME HEADINGS	LEVEL 7	LEVEL 8
Knowledge and Understanding	Demonstrate a systematic understanding of knowledge which is at the forefront of an academic discipline or area of professional practice.	Demonstrate a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice
Learning	Demonstrate the independent learning ability required to advance their knowledge and understanding, and to develop new skills to a high level for continuing professional development.	Make informed judgements on complex issues in specialist fields, often in the absence of complete data
Enquiry	Demonstrate a comprehensive understanding and critical evaluation of methodologies and techniques, including Information Literacy, applicable to their own research or advanced scholarship and, where appropriate, propose new hypotheses.	Undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas, approaches, and the creation and interpretation of new knowledge (<i>through original research or other advanced scholarship, of a quality to satisfy peer review, merit publication and extend the forefront of the discipline</i>)

Analysis	Demonstrate a critical awareness and evaluation of current research, advanced scholarship, contemporary problems and/or new insights, much of which is at, or informed by, the forefront of the discipline.	Conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline
Problem Solving	Evaluate complex issues both systematically and creatively, make sound judgements in the absence of complete data, and employ appropriate decision-making in complex and unpredictable situations.	Adjust the project design in the light of unforeseen problems
Communication	Communicate their conclusions clearly to specialist and non-specialist audiences.	Communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences
Application	Demonstrate originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline.	Demonstrate a detailed understanding of applicable techniques for research and advanced academic enquiry
Reflection	Demonstrate the qualities and transferable skills necessary for employment requiring the exercise of initiative and personal responsibility self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level.	Demonstrate the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

1.4.3 Pre-HE (Level 3)

The University offers a number of foundation years at Level 3 of the Qualifications and Credit Framework (ie equivalent to A-level), which provide an entry route to bachelor's degrees and other higher education awards. On completion of Level 3, a Staffordshire University student will be able to:

Outcome headings	Level 3
Knowledge and Understanding	Demonstrate knowledge of some fundamental theories and concepts in the subject area
Learning	Formulate judgements in accordance with simple theories and concepts within the subject area.
Enquiry	Demonstrate basic skills of enquiry and method appropriate to the subject area and an appreciation of some key aspects of information literacy
Analysis	Undertake straightforward analysis and interpretation of information in the context of the subject area.
Problem Solving	Demonstrate a basic understanding of different approaches to solving problems within the subject area
Communication	Communicate information accurately and reliably in oral and written forms
Application	Apply basic subject-based knowledge and skills in different contexts.
Reflection	Demonstrate an elementary understanding of the process of reflection as an aid to learning and skills development.

Awards at a particular level which do not satisfy the credit volume requirements for completion of that level of study will have module outcomes which demonstrate the achievement of a subset of the University's common learning outcomes for that level.

2 Modules and Credits

The majority of courses at Levels 3, 4, 5, 6, 7 & 8 within the University comply with the credit requirements as stated in Section 1 above and are delivered in a modular form. The credit rating of undergraduate and postgraduate modules is normally either 15 credits or a multiple thereof. A high proportion of the credits within undergraduate degrees is delivered through modules of 30 credits, whilst those at postgraduate level include more 15 credit modules. The programme specification and course handbook for each course contain details of the specific structure.

Every module is allocated to a credit level and is worth a specified number of credits at that level, normally associated with the total learning time required for successful completion of that module. The delivery pattern of multiple modules over the academic year will vary according to the module. Some are delivered during one semester, others are year-long. You must make sure that you know the delivery pattern of all multiple modules for which you enrol. You should read the glossary items on modules and credit for more details.

Every module is identified by a unique code comprising a mix of letters and numbers in the following pattern:

Subject indicator eg ENGL (English)
(first four characters) MATH (Maths)

Level indicator ie 3,4,5,6,7or8
(one number)

Numeric code eg 0528
(four numbers)

So: ENGL40123 is an English module at level 4
 MATH71398 is a Maths module at level 7

Each module has a coherent set of formally identified learning outcomes. In order to earn credit for the module, you must normally satisfy the assessment criteria for all of the designated learning outcomes for the module.

Academic Regulations

Part 2 Regulations Common to All Taught Awards

1 Registration – how long do I have to complete an award/level?

You have a maximum length of time from when you first register for your award to complete that award and there is also a maximum length of time in which to complete each intermediate level or stage of the award, where appropriate. These times are given in the following table:

Award on which you are enrolled	Maximum overall registration period	Maximum registration period for any one award level (UG) or stage (PG)
UNDERGRADUATE AWARDS		
Cert HE (120 credits)	3 years	N/A
Dip HE (240 credits)	5 years	3 years
Ordinary Degree (300 credits)	7 years	3 years
Honours Degree (360 credits)	8 years	3 years
Integrated Masters (480 credits)	9 years	3 years
Foundation Degree (240 credits)	5 years	3 years
HND (240 credits)	6 years	4 years
HNC (120 credits)	6 years	N/A
POSTGRADUATE AWARDS		
Postgraduate Certificate (60 credits)	2 years	N/A
Postgraduate Diploma (120 credits)	4 years	2years
Masters (180 credits)	5 years	2 years
Professional Doctorates (540 credits)	7 years for graduate entry route 6 years for masters entry route (See Professional Doctorate Framework for details)	
GRADUATE AWARDS		
Graduate Certificate (60 credits)	3 years	N/A
Graduate Diploma (120 credits)	4 years	N/A
PROFESSIONAL AWARDS		
University Professional Certificate (60credits)	3 years	N/A

University Professional Diploma (120 credits)	4 years	N/A
FLEXIBLE LEARNING AWARDS		
University Learning Award (60 credits); Certificate in Lifelong Learning; Certificate in Continuous Professional Development (30 or 45 credits)	3 years	
Certificate of Credit (15 credits)	1 year	

These time scales apply equally to full-time and part-time students and any periods of intermission from your course will count towards the period of registration. If you find that you need to take longer than these time limits allow, you must apply to the Director of Student and Academic Services for permission. You will need to clearly state your grounds for such a request and provide evidence to substantiate it. Your request will only be supported in the event that there is clear evidence of extenuation which has delayed your progress on an award. An extension will normally be offered for one year only. Please note that some professional bodies require completion of courses they accredit in a shorter time than those given above or there may be course specific regulations which override this. Your course documentation will indicate where this is the case.

In addition, your course structure will specify how long you have to complete each module. The majority of modules run over one or two semesters, though some (mainly 60 credit dissertation/project modules) will be longer than this. However, all modules must be completed (ie all elements of assessment submitted) within six consecutive semesters (noting that there are three semesters in each academic year).

The University regularly reviews and updates the range of courses and modules it offers. If as a result of extenuating circumstances or for other personal reasons you choose to intermit from your studies, the University cannot guarantee that, upon returning, you will be able to follow the same award or course of study for which you were originally enrolled. In such circumstances, you would be counselled given the study you had already completed.

You will only be awarded the award for which you have registered. For example, if you have registered on a Bachelors Degree you should, in the course of your studies, find that you have met the requirements for the CertHE and then for the DipHE, or, if you are enrolled on a Masters Degree you should, in the course of your studies, find that you have met the requirements for a Postgraduate Certificate (PgC) and then for a Postgraduate Diploma (PgD). At these points the Examination Board will confirm your eligibility to receive these awards, but it will not automatically award you either a CertHE, PgD etc at that point.

However, if you subsequently leave your studies before completing your degree, the highest award for which you are eligible will automatically be made to you and your certificate sent to you.

If you are not studying on a full-time basis, it may be possible to choose your own rate of progression through your course, taking modules as and when they are offered for

study. However, you should bear in mind the overall maximum period of registration for your type of award and should be aware that the modules that are available to you may change over the duration of your study.

2 Your Course

2.1 Course of Study

A course is a defined pathway of modular study leading to a pre-defined award title. Every designated course comprises a set of modules determined in advance by the Course Team as supporting the learning outcomes of the award, and ratified by the University's Academic Board. You will normally receive a course structure upon enrolment and this will tell you which modules you will need to study. In order to complete the course for which you have registered you must complete the modules specified. The set of modules specific to each award is called an Course Structure.

2.2 Single, Joint and Major/Minor Courses

If you have enrolled for an **Honours Degree** Programme your award will have been designated as either **Single Honours** or **Joint Honours**. Ordinary Degree courses will also be designated as Single or Joint but they are not available with Honours. A single award concentrates largely on one subject area or on one integrated set of subject areas. Joint awards give equal weighting to two main subject areas. Once you have completed Level 4 of a Joint award you may decide that you wish to give more emphasis to one of your chosen subject areas than to the other. In order to do this you must transfer to the **Major/Minor route**.

If you do not meet the specific credit requirements for your Single, Joint or Major/Minor award you will not be eligible for consideration for that award. The numbers of credits required for Single, Joint and Major/Minor Honours awards are as indicated in Appendix 1.

2.3 Module Enrolment – how do I know which modules to enrol on?

The course structure for your award will normally specify some modules as “**Core**”. These are **compulsory** modules and must be taken in order to complete your chosen award. You may also find that some modules are listed as **Options**. Option modules are those which you select from within a prescribed set for a particular named award. If you are required to study some option modules, you must choose modules attracting the specified number of credits.

Some awards also include **Conditional Core** modules. The reasons for inclusion of these modules vary. In some cases your previous level of achievement in a particular subject may determine which module you take. For example, all students in Level 4 of a particular award may be required to take a module in mathematics. This is a core requirement of the award, but there may be two different modules available – one for students with GCSE mathematics and one for those who have A-Level mathematics. The module taken will therefore be conditional on the level of previous qualification obtained. In other awards the choice between two conditional core modules at one level will determine the range of modules to which you have access at subsequent levels and will enable you to specialise. Guidance on such requirements and choices will be provided in your Course Handbook.

All students following Modular courses must comply with current module enrolment procedures. **It is your responsibility to make sure that your choice of modules match the course structure at each and every Level of study.**

2.4 Student Workload – how much work am I expected to do?

Each module attracts a number of credits based on the time required to successfully complete the module. For every 15 credits you are normally expected to put in 150 hours of work (including tutor-led activities, independent study and assessment), 30 credit modules equate to 300 hours, etc.

(i) To be registered by the University as a full-time student you must normally be studying more than 90 undergraduate level credits or more than 105 postgraduate credits over two of the three semesters during the academic year or be studying at least 135 undergraduate or postgraduate level credits over all three semesters during the academic year.

(ii) To be registered as a part-time student you must normally be studying a maximum of 90 undergraduate level credits or 105 postgraduate level credits over two semesters during the academic year or be studying a maximum of 120 undergraduate or postgraduate level credits over three semesters during the academic year.

(iii) Undergraduate students in attendance for one semester only will be registered as full-time if they are studying 60 credits.

(iv) Continuing full-time postgraduate students on their dissertation module (normally 60 credits) will be registered as full-time.

Tuition fees for full time awards cover the maximum number of credits required for your award in an academic year. Additional modules which are entirely separate from your course may be taken for personal interest, but they **cannot** be used to count towards your award nor to count towards progression to the next level. They may also incur additional costs. It is important therefore, that additional modules are identified as such.

2.5 Changing modules - can I change my modules?

Exceptionally you may be allowed to change your choice of option modules. This will only be allowed in cases where there is a sound academic justification for the change and after consultation with the appropriate course or module leader. Core modules may not be changed. Any change you make to your choice of option modules must be made **within three weeks** of the start of the module. If you change modules subsequent to registration you must complete a module amendment form. It is very important that both our and your records are correct. If you are recorded as studying for a module you will be eligible for assessment in that module. If we do not know that you have withdrawn from a module you could be recorded as having failed it [and for part-time students charged for the whole module]. Alternatively, if we do not know that you are studying a new module, any assessment undertaken may not be entered onto your records.

3

3 Assessment – how will I be assessed?

3.1 Module Assessment

You will be assessed in every module for which you enrol. You may be required to undertake more than one element of assessment for a module, and you will be given information on what is expected of you at the start of the module. The assessment will be linked to the teaching and learning methods of the module and will be designed to test your achievement of the module's learning outcomes. A range of assessment methods may be used including formal examinations, class tests, essays, projects and

case studies. All assessment must be treated with equal gravity and you must attempt all elements.

3.2 Breaches of Assessment Regulations - Academic Misconduct

Academic misconduct (cheating and/or plagiarism) of any kind will not be tolerated at Staffordshire University and will be dealt with very seriously. Academic misconduct is defined as an attempt by a student to gain an unfair advantage in any assessment. One aspect of Academic Misconduct is plagiarism which is defined as the representation of another person's work, without acknowledgement of the source, as the student's own for the purposes of satisfying assessment requirements. Plagiarism also includes allowing your work to be copied by another student.

The University's "**Procedure for Dealing with Breaches of Assessment Regulations: Academic Misconduct**" will give you more detail about what constitutes cheating and plagiarism and about what happens if you are suspected of cheating or plagiarism. This Procedure is included as Appendix III of the Regulations for the Academic Awards of Staffordshire University and the web link is shown below. It is your responsibility to make sure you read, understand and comply with it

http://www.staffs.ac.uk/assets/Procedure%20for%20Dealing%20with%20Breaches%20of%20Assessment%20Regulations-Academic%20Misconduct%202016-17%20v1_tcm44-91272.pdf

3.3 Submission and Late Submission of Coursework – what happens if I submit my work late?

You must submit all pieces of assessment required for each module on or before the submission date for each piece of assessment. Failure to do so is likely to result in failure of the module overall. The submission date will be specified for each piece of assessment for each module. It is your responsibility to make sure you know when your submission dates are and to comply with them. Failure to meet this deadline will be treated as a non-submission and 0% will be recorded for that component and you will only be allowed a referral in that element(s) of the module at the discretion of the appropriate Board.

The **only exceptions** to these rules apply where a valid **claim for extenuating circumstances** can be made. For further details you should read the **Procedures for Making a Claim for Extenuating Circumstances**.

3.4 Module Results/Assessment Referencing Criteria – what do my marks mean?

You will be given a result for your performance in each module. Your result will be determined by considering your performance in relation to the relevant assessment criteria. The assessment criteria will be closely linked to the learning outcomes of the module and will be included within the handbook for each module.

Where there are two or more elements of assessment within a module, the overall result for the module will be determined according to the weighting of each assessment. However, you will be required to achieve a specified minimum mark in each element of assessment in order to achieve an overall pass in the module. If you fail to achieve the specified minimum in an element of assessment you will be required to undertake further assessment.

The University uses a **percentage marking scale** to record your overall module results. This is slightly different for undergraduate and postgraduate awards, as detailed below:

Undergraduate	
Percentage range	Associated honours classification
70-100%	First class
60-69%	Second class (upper division)
50-59%	Second class (lower division)
40-49%	Third Class
30-39%	Fail which may be compensated (see section 4.5.2)
0-29%	Fail which cannot be compensated. A minimum mark of 20% must be achieved in each element of assessment in order for a module to be passed overall.*
N	Fail due to non-submission which cannot be compensated (See Section 4.5.1ii). No further attempt allowed

*Some modules may specify that a higher minimum percentage is required in each element of assessment in order for a module to be passed overall. Where this is the case, it will be stated on the module descriptor.

*The assessment pattern for some modules may include groups of assessment tasks (for example a series of class tests or short essays) which address a particular learning outcome. For the purposes of these regulations, such groups of tasks are counted as one element of assessment. The minimum mark per element will, in such cases, be the average across the specified group of assessments based on their weighting. Where such groupings are used, details will be provided in your module handbook.

Postgraduate	
Percentage range	Associated masters outcome
70-100%	Distinction
60-69%	Merit
50-59%	Pass
40-49%	Fail which may be compensated (see section 4.5.2 and subject to award specific regulations). A minimum mark of 40% must be achieved in each element of assessment in order for a module to be passed overall.*
0-39%	Fail which cannot be compensated
N	Fail due to non-submission which cannot be compensated (See Section 4.5.1ii). No further attempt allowed

NB Prior to 2013-14, module grades were issued according to a Grade Point Scale. Appendix 2 indicates how grade points relate to the above percentage bands and shows how modules with Grade Points attached to them will be incorporated within classification of degrees and other awards.

Some awards within the modular frameworks may have more rigorous requirements in relation to compensation or passing modules due to Professional Body accreditation. Information on this will be provided in the Course Handbook for such awards.

For some awards, modules will be graded Pass or Fail only. Where this is the case, details will be provided in your Course Handbook.

In the subsequent sections of these regulations, the undergraduate marks will be referred to first, with the postgraduate equivalents appearing in brackets afterwards. (Eg 40[50] = 40% undergraduate, 50% postgraduate.)

The results of your modules will be considered by the University and arrangements put in place to confirm the results of passed modules and allocate credit, and determine what you need to do to retrieve any modules which you have not passed.

In determining the outcome of the assessment of your modules, these Boards will consider your performance in relation to the assessment criteria of the modules and the contribution those modules make to the outcomes of the award.

If you are judged to have satisfied the module assessment criteria at threshold level, you will be awarded at least 40% [50%] (pass) for the module. You will not be permitted a further attempt at any element of assessment for which you have been awarded a pass in order to improve your mark, unless a claim for extenuating circumstances is upheld.

3.5 Module Failure - what happens if I fail a module?

If you have failed to satisfy the assessment criteria of the module, you will be awarded a **fail** (0-39%) [0-49%]. If you have failed to submit any assessment for the module, you will be given **N** (Fail due to non-submission) for the element(s) of that module and you will only be allowed a further attempt at that element(s) of the module at the discretion of the appropriate Board.

You will also be required to achieve a minimum mark in each element of assessment in order to pass the module overall. This is 20% for undergraduate modules and 40% for postgraduate modules. However, some modules may require you to pass or to achieve a higher minimum in each element of assessment and details of this will be provided in the appropriate module or course handbook. If you fail to achieve the minimum required for each element, the maximum overall mark for the module will be 19%.

The credits for all modules, including failed modules, must be obtained in order for you to qualify for your chosen award and this can be done in one of the ways described below, which will be decided by the Award Board, acting on recommendations from the Assessment Boards.

3.5.1 Referral, Replacement and Retake

If the Assessment Board has reported a **Non-Compensatable Fail**, or if the Award Board decides not to award you credits by compensation (see 4.5.2 below) then you will be required to undergo further assessment on the subject matter covered by the module. This is in order to satisfy the Boards that you are capable of meeting the

appropriate learning outcomes and is known as “**referral**”. The form of assessment will be determined by the Award Board, on the recommendation of the Assessment Board, as will the deadline for submission/period of the examination.

The Award Board may decide that along with a form of assessment you need to attend the classes for the module again. This may be because the module is laboratory based, or requires specialist equipment or because your performance indicates that you would benefit from attendance. In such cases, where your timetable does not prevent you from attending, attendance is compulsory. If you are not required to attend, you will normally be required to attempt the re-assessment before the beginning of the next academic year. You must make yourself available to undertake such assessment as the Award Board requires at this time. If you do not meet the referral requirements determined by the Award Board at the time prescribed by the Award Board you will be deemed to have failed the module at that attempt.

The maximum mark awarded for a successfully completed referred element of assessment is 40% [50%]. If your module comprises more than one element of assessment and the Award Board refers you in one or more elements, the referred element(s) will be recorded at a maximum of 40% [50%]; those elements not subject to referral will retain their original mark. **The overall module mark will be suffixed R.**

If you have **failed an Option module**, you may choose not to undertake the further assessment required by the Award Board, but to **replace** the failed module with another of the same or greater credits. Specific Option modules can only be replaced with modules from within the same option group and which make the same contribution to the award level outcomes. You can only replace up to 30 credits of option modules on one occasion at each level of study. You cannot replace a Core module.

The suffix + will be used to indicate that it is a replacement module and for classification purposes the maximum mark awarded for a successfully completed replacement module is 40% [50%]. You should also read the glossary item on Replacement.

If I fail a module, can I resit it?

- (i) If you made an attempt at your assessments at the first attempt:** You will only be guaranteed an opportunity to attempt a referral(s) **once IF, and only if**, you have made an attempt at the assessment(s) on the first occasion unless a claim for Extenuating Circumstances has been successful. If you fail to achieve a satisfactory performance in your referral attempt and are not awarded a compensated pass (see 1.4.5.2 below), then the module result will be deemed a Fail. You may, however, at the discretion of the Examination Board, be able to retake the module (ie have a third attempt). If a non-submission is recorded for the referral, the Award Board will decide whether or not to allow you to retake the module. In making its decision, the Board will take account of your overall academic performance and engagement with your studies. Retaking a module means that you will have to undertake any failed elements of assessment attached to the module. The maximum mark for a retaken module is 40% [50%]. The suffix K will be used to indicate that it is a retaken module. If you fail one or more elements, your results will be treated as indicated in Section 3.5, except that retaken modules carry no reassessment

entitlement. A module may be retaken on one occasion only. Award Boards will not normally grant retakes for more than 30 credits (or one module greater than 30 credits) in a level. However, the Award Board may offer you retakes if you have failed up to 60 credits after referral and the volume of assessment (as determined by the weighting of the failed elements of assessment) amounts to no more than the assessment load normally associated with 30 credits of study. The Award Board will determine whether you will be required to retake the module(s) with or without attendance.

(ii) If you did not make an attempt at your assessments at the first attempt:

If you do not submit work or attend assessments at the first attempt, that guarantee of a referral is lost and the appropriate Board will decide whether or not to allow you a referral. In making its decision, the Board may take account of your engagement with that module.

Option modules which have been awarded a Fail (i.e. where no reassessment entitlement remains) may be replaced or retaken as previously described where this is possible. However, if you have exhausted all referral/retake opportunities for all modules in a specific option group, then you will not be able to meet the requirements of your chosen award and will not be permitted to continue on that award.

Core modules cannot be replaced. If you are awarded a Fail for a Core module then you will not be able to meet the requirements of your chosen award and will not be permitted to continue on that course. If you pass the core modules but fail the overall award, these modules may be used towards a different award for which they are core or option modules.

Providing that professional body or award specific regulations do not preclude it, you may be allowed to reapply to study on an award on which you have previously failed a core module, or an alternative award on which the failed module is core. You may apply to re-study an award in full, or may apply to recognise certificated prior learning, in accordance with the provisions of the Staffordshire University Recognition of Prior Learning (RPL) Policy. The maximum volume of RPL, as noted in the procedure, will apply. Normal course fees will apply. The University will consider your application in the context of your overall academic performance and passage of time from the previous study. However, the University reserves the right to reject such an application on the grounds that you have failed to succeed on a previous occasion.

When can I take my referral(s)

In all cases, if you are allowed a referral(s), the referral(s) must be taken at the next referral opportunity, as determined by the Award Board. It is your responsibility to make sure that you know when you are required to resit.

3.5.2 Compensation

In certain circumstances, the Assessment Board may recommend to the Award Board that you should not be required to undertake further assessment of a failed element of assessment, but that the failure should be compensated.

What is Compensation?

Compensation is the awarding of credits for a failed module if you have demonstrated elsewhere in your modules your ability to satisfy the learning outcomes of your award level.

Action of the Assessment Board

The Assessment Board will confirm a pass in the module if the overall mark achieved is a pass and the required minimum has been achieved in each element (see Section 4.4). Any failed element will retain its original mark and the overall mark will be based on the weightings of the different elements will be used for classification purposes. This will be reported to the Award Board.

Action of the Award Board

The Award Board has discretion to award the credits for a module in which a compensatable fail (ie 30-39% [40-49%]) has been reported. The result will be recorded as 40 [50]C, but the original mark will be used in calculating classification.

An overall mark of 0-29% or N (a non-submission) for an undergraduate module may not be compensated. An overall mark of 0-39% or N (a non-submission) for a postgraduate module may not be compensated.

It should be noted that some courses within the University are accredited by a professional body. These professional bodies may have regulations which supersede those of the University in terms of compensation and, where appropriate, this will be specified in the Course Handbook. The Award Board will take account of any such regulations in considering whether to compensate a failed module.

Where no Award Boards have met at the end of a Semester, provisional results may be issued but these are subject to confirmation by the Award Board when it next meets. Consequently provisional results may be altered as a result of confirmation by the Award Board process.

How many credits can be compensated?

The number of credits that may be compensated within a course award will vary depending on type of course. Full details will be found in Part 3 of the regulations relating to specific kinds of award.

Reference to previous attempts

The Award Board will refer to your previous attempt(s) and your highest mark(s) from any failed module(s) will be used to determine the operation of compensation.

3.6 Extenuating Circumstances – what happens next if my claim is upheld?

If, having submitted a claim for extenuating circumstances, your claim is upheld, the Assessment Board will note where Extenuating Circumstances have been upheld and, where appropriate, recommend to the Award Board a date for (re)submission of the assessment.

If you are given a pass mark for the assessment component(s) for which extenuating circumstances have been upheld, you will be given the opportunity **either to accept the mark achieved or submit for further assessment in that module (or components of that module)** which you had claimed had been affected by extenuating circumstances.

If you decide to submit for further assessment in the module (or components of that module) which were upheld to have been affected by extenuating circumstances, and you obtain a **higher** mark than the original mark, the **higher** mark will be recorded. If you obtain a **lower** mark than the original mark, the **original** mark will be recorded.

If you have had your claim for extenuating circumstances upheld against a number of modules (or components of modules) you must decide which modules (or components on modules), if any, you wish to submit for further assessment.

You must make that decision by informing your home Faculty/School, within ten working days of the decision of the relevant examination board being notified to you, in writing, which module(s) (or components of module(s)) you have decided to submit for further assessment.

If you do not reply within the ten working days specified, your home Faculty/School will assume that you do not wish to submit for further assessment. It is therefore your responsibility to abide by this deadline.

If you are a final year student and the extenuating circumstances affected your performance in the first teaching block of the year, and if your claim is upheld, you will be given the choice of taking further assessment during the second teaching block of the year in order that you can graduate that year, or taking it at the next available opportunity.

4 The Conferment of Awards

4.1 Eligibility for your Award

Once you reach the end of your course, the relevant Award Board will consider whether you have met all the learning outcomes and the credit requirements for successful completion of the award (see also sections on module enrolment and student workload). If you have met the requirements the Award Board will grant you that award. At the same time they will also consider whether you should be awarded a Merit or Distinction or an Honours classification if this is appropriate to your award. Your overall weighted score will be expressed to two decimal places and will not be rounded up or down.

If an Assessment Board has recommended a failure in any of your modules the Award Board will determine the course of action for retrieval of those modules, as previously described. If you are to retrieve a failure by referral (or retake or replacement where applicable) you will not be considered for the award until that referral (or retake or replacement) is successfully completed.

If you have exhausted all referral, replacement or retake entitlements for a module and compensation is not applied, your module failure will be confirmed. This will render you ineligible for the award on which you are enrolled at this stage and the Award Board will consider your eligibility for a lower or an intermediate award.

Full details of how specific awards are classified can be found in the appropriate Section of Part 3 of these Regulations:

Part 3a Undergraduate awards

- Honours degrees (ie BA Hons, BSc Hons, LLB Hons, BEng Hons)
- Ordinary degrees (ie BA, BSc, BEng)
- Foundation Degrees
- Diploma in HE
- HND
- Certificate in HE
- HNC

Part 3b Integrated Masters Awards (ie MEng, MSci)

Part 3c Postgraduate Awards

- Postgraduate Certificate
- Postgraduate Diploma
- Masters (ie MA, MSc, MRes, MBA)

Part 3d Graduate Awards

- Graduate Certificate
- Graduate Diploma

Part 3e Professional Awards

- University Professional Certificate
- University Professional Diploma

Part 3f Flexible Learning Awards

- University Foundation Certificate
- University Foundation Diploma
- University Certificate
- University Diploma
- Advanced University Diploma
- Certificate in Lifelong Learning and/or Certificate in Continuous Professional Development
- Certificate of Credit
- Certificate of Competence

Part 3g Taught Level 8 modules

Academic Award Regulations

Part 3a

Undergraduate Modular Framework Regulations

This section contains information specific to the following types of award:

- Honours degrees (ie BA Hons, BSc Hons, LLB Hons, BEng Hons)
- Ordinary degrees (ie BA, BSc, BEng)
- Foundation Degrees (ie FdA, FdSc, FD)
- Diploma in HE
- HND
- Certificate in HE
- HNC

and should be read in conjunction with Parts 1 and 2 of the Academic Regulations.

Some specific awards may have more rigorous regulations applied by accrediting Professional, Statutory and Regulatory Bodies. If this is the case, information will be provided in the Course Handbook.

1 Progression – how do I progress from one Level to another?

In order to study some modules at Levels 4, 5 and 6 you may be required to have completed certain other modules at the previous Level. These are known as pre-requisite modules. Even if you have been allowed to progress to the next Level of your course, you will not be allowed to study any of the modules at that Level for which you have not met the pre-requisites.

If you are a full-time student you will normally study modules related to the Level of study on which you have registered. You will not normally be allowed to study modules related to a Level to which you have not yet progressed and you will not normally be required to do so at the outset of your award. Where extenuating circumstances have meant that you have not met the conditions for progression your Award Board may, at its discretion, allow you to progress despite not having yet met those conditions.

The University regularly reviews and updates the range of awards and modules it offers. If as a result of extenuating circumstances or for other personal reasons you have to intermit from your studies, the University cannot guarantee that, upon returning, you will be able to follow the same course of study for which you were originally enrolled. In such circumstances, you would be counselled, taking into account the study you had already completed.

If as a result of significant numbers of failures you are required to repeat an entire year or a number of modules, the University will make every effort to ensure, but cannot guarantee, that you are able to take the same modules again.

Progression between Award Levels and Placements – full-time students

To progress from Award Level 3 to Award Level 4	At least 105 credits . Some awards specify that you must pass all 120 credits at Level 3 before progressing to Level 4.
To progress from Award Level 4 to Award Level 5 you need	At least 60 credits
To progress from Award Level 4 to a placement you need	At least 60 credits
To progress from Award Level 5 to Award Level 6 you need	At least 180 credits , including all Level 4 credits and at least 60 Level 5 credits
To progress from Award Level 5 to a placement you need	At least 180 credits including all Level 4 credits and at least 60 credits at Level 5
To progress from the placement to Award Level 6 you need	At least 210 credits , including all Level 4 credits and at least 90 Level 5 credits (ie if you progressed to placement with only 180 credits, you need to retrieve at least 30 credits during the placement)

In order to be permitted to progress to the next level of your studies with up to 60 credits of failure still outstanding, the volume of assessment (as determined by the weighting of the failed elements of assessment) must amount to no more than the assessment load normally associated with 30 credits of study. You will not be permitted to progress with any more than 60 credits of failure.

If the placement is a mandatory part of your award, you must normally have passed the placement before progressing to the next level of your course.

If you have failed to meet these requirements for progression, you may be allowed to enrol as a part-time student on your course and attempt retrieval of the failed modules during the following year.

Some awards accredited by professional bodies may have more stringent progression regulations, which will be detailed in the relevant Course Handbook.

Progression for Part-time Students

If you are a part-time student you may need to study modules at a mix of Levels depending on the structure of your course and on the availability of modules. In such cases, progression between levels may not always be in line with the above table. However, the Award Board will determine your eligibility to enrol on further modules, taking into account any credits you may be trailing to ensure that your workload does not become unmanageable.

Progression within Fast-Track Honours Degrees

If you are studying the fast-track route of an Honours Degree, you will be allowed to progress to Level 5 (i.e. the third semester) trailing up to 60 Level 4 credits, but these must be successfully retrieved before the start of your fourth semester.

The structures of fast-track degrees at Levels 5 and 6 vary in terms of the order in which modules are taken and the overlap of levels. Each course therefore has its own specific progression regulations for Levels 5 and 6 which can be found in the appropriate Course Handbook.

2 Compensation (please see Part 2 of the Academic Regulations for general information on compensation)

How many credits can be compensated?

A maximum of 30 credits may be awarded a compensated pass at each of Award Levels 4, 5 and 6 (except in the final level of an Ordinary Degree – see below). Partial compensation of a module (ie awarding some, but not all, of the credits associated with a module) is not allowed. Where more than 30 credits have been failed, no compensation may be applied.

In operating this compensation, you must have passed a minimum of 90 Level 6 credits if you are registered for an Honours Degree or 90 Level 5 credits if you are registered for a DipHE, HND or Foundation Degree or 90 Level 4 or higher credits if you are registered for an Cert HE or HNC.

The Award Board has the discretion to determine whether or not to award a Compensated Pass using the criteria outlined in this section. No more than 30 credits at any one award Level can be awarded a Compensated Pass. The Level 6 Award Board may award a Compensated Pass to module failures remaining at lower levels, provided that the total number of credits compensated in the award overall does not exceed 90 and the original mark was 30% or above.

Ordinary Degree – final level

If you are enrolled on the final level of an Ordinary Degree, or you are registered on an Honours Degree but eligible for an Ordinary Degree, a maximum of 15 Level 6 credits may be awarded a compensated pass, provided you have passed a minimum of 45 credits at Level 6.

Reference to previous attempts

The Award Board will refer to your previous attempt(s) and your highest mark(s) from any failed module(s) will be used to determine the operation of compensation..

Professional, Statutory and Regulatory Body accreditation requirements

If your award is accredited by a professional or statutory body, it may have compensation regulations that restrict the amount of compensation that is possible. You should refer to your Course Handbook for details.

3 The Conferment of Awards

3.1 Eligibility for your Award

Once you reach the end of your course of study, the Award Board will consider whether you have met all the learning outcomes and the credit requirements for successful completion of the award (see also sections on module enrolment and student workload). If you have met the requirements the Award Board will grant you that award. At the same time they will also consider whether you should be awarded a Merit or Distinction or an Honours classification if this is appropriate to your award.

If an Assessment Board has recommended a failure in any of your modules the Award Board will determine the course of action for retrieval of those modules, as previously described. If you are to retrieve a failure by referral (or retake or replacement where applicable) you will not be considered for the award until that referral (or retake or replacement) is successfully completed.

If you have exhausted all referral, replacement or retake entitlements for a module and compensation is not applied, your module failure will be confirmed. This will render you ineligible for the award on which you are enrolled at this stage and the Award Board will consider your eligibility for a lower or an intermediate award (HNC, CertHE, DipHE or Ordinary Degree).

3.2 Honours Degrees

If you have enrolled for an Honours Degree course and met the requirements for completion of your course of study then the Award Board will consider awarding your degree with Honours. Honours are classified as follows:

First Class Honours
Second Class Honours (Upper Division)
Second Class Honours (Lower Division)
Third Class Honours

If you have not met the conditions for Honours you may be referred in some of your modules. At this point the Award Board may decide to set a ceiling on the maximum Honours classification available to you, once you have completed successfully those referrals and any retakes or replacements. The maximum degree classification you receive will not be lower than the base class as calculated once referrals have been completed successfully. The Award Board may also wish to consider you for the award of an **Ordinary Degree**. You should read the section on the Ordinary Degree for more details.

If you have no referral, retake or replacement module opportunities remaining, the Award Board will consider your eligibility for the award of an Ordinary Degree.

3.3 The Determination of Honours Classification – how do I work out which classification I will receive?

Stage 1 - Your Overall Score

In determining your degree classification the Award Board will consider your performance in **all modules at both Levels 5 and 6** (excluding any Additional modules) studied at any stage of your award. Please note that this refers to the level of the **modules** and not the year/level of the award you are studying. Consequently, any modules at Levels 3 or 4 which you study during Levels 5 and 6 of your award will not count for classification purposes.

Having checked that you have passed all the modules and satisfied all the requirements of your award the **Award Board will consider your overall score in Level 5 and 6 modules.**

This overall score will be determined by taking into account **all your Level 5 module results** and giving them a **30% weighting**, and **all your Level 6 module results** and giving them a **70% weighting**. The size of multiple modules

will also be taken into account by counting the mark achieved in a 15 credit module once, in a 30 credit module twice, in a 45 credit module three times and so on.

The overall number of credits studied at each of Levels 5 and 6 can vary between students. All awards will be designed to ensure that students are able to meet the minimum requirements specified by the FHEQ (See Table 1 under paragraph 1.2 of Part 1 of the regulations). However, within the total credits required for an honours degree (360), some awards will require a minimum of 90 credits at Level 6, some may specify 105 and others 120. **You must ensure that you have completed at least the minimum number of Level 6 credits required by your award and 360 credits overall.** Any Additional modules you have taken (above 360) must be recorded as "Additional" rather than Core or Option modules. This must be done at the point of module enrolment - it cannot be done once you have completed the module. You should note that additional modules will not be taken into account when determining your degree classification. You should read the sections on Module Enrolment and Student Workload very carefully for more details on this issue.

Where compensation is awarded by a Level 6 Award Board (to either Level 5 or Level 6 modules) the original mark achieved will contribute to the overall score.

In summary then:

Overall Score = 30% of average mark per 15 credits at Level 5 + 70% of average mark per 15 credits at Level 6.

For students who have been admitted to the University at Award Level 6 (and have not studied any credits at Level 5 at this University) the overall score will normally be 100% of the average mark per 15 credits at Level 6. Any available academic history may, at the discretion of the Award Board, be considered where appropriate.

For students who have progressed on to an Honours degree from another award of this University (for example a Foundation Degree, HNC, HND) carrying credit at Levels 4 and/or 5 approved through the Recognition of Prior Learning Scheme (RPLS), marks achieved in modules at Level 5 on that earlier award will be included within the calculation of the honours classification.

If you have been awarded credit through the Recognition of Prior Learning scheme (RPLS), these modules will be recorded on your profile as 40%E and this mark will not be taken into account when calculating your average mark for classification purposes.

Your overall score will determine your "base" classification as follows:

Overall Score	Base Classification
70% or higher	First Class Honours
60%-69.99%	Upper Second Class Honours
50%-59.99%	Lower Second Class Honours
40%-49.99%	Third Class Honours
39.99% or below	See section on Ordinary Degrees

If you have met the requirements for your award you will be awarded at least your "base" classification.

NB Prior to 2013-14, a Grade Point Scale was used to determine module results and thus classification of degrees. Appendix 2 indicates how grade points relate to the above percentage bands and shows how modules with Grade Points attached to them will be incorporated within classification of degrees and other awards.

Stage 2 - Consideration of your Level 6 Results

Finally the Award Board will consider whether your performance in modules at Level 6 (your profile) suggests that you should be awarded a higher classification than the "base" indicated by your overall score.

If you have achieved at least 90 Level 6 credits in a class higher than the base and have had no more than 15 Level 6 credits compensated, the Award Board **will** award you one classification higher than the base.

OR

If you have:

Achieved an overall score within three percentage points of the boundary between classifications (ie 47%, 57%, 67%)

And Achieved at least 40% in all Level 6 modules;

And Achieved at least 60 Level 6 Credits in a class higher than the base the Award Board will award you one classification higher than your base classification.

If any Level 6 credits have been compensated then **you will be awarded your base classification only**, except where at least 90 L6 credits are in the higher class (see above)

3.4 Award of a Degree where Extenuating Circumstances have been upheld

Where a claim for extenuating circumstances has been upheld, the Award Board may determine an appropriate Honours degree classification based on sufficient evidence of your ability at Level 6 (ie assessment results). The Board has discretion to award the appropriate degree classification based on that evidence. In such cases you will be given the opportunity to accept the classification of the award or retake any of the assessments "as if for the first time" (if the assessment was your first attempt) or "as if for the second time" (if the assessment was a referral).

3.5 Award of an Ordinary Degree

If you are enrolled on, but have not met the requirements for an Honours Degree, the Award Board may, at its discretion, decide to offer you an Ordinary Degree **if:**

- i) you have **successfully completed** (i.e. been awarded **at least 40%**) **in a total of 300 credits, of which at least 45 are at Level 6 and an additional 15 credits is awarded a compensated pass and there are a minimum of 90 at each of Levels 4 and 5;**

and:

ii) **You have met the learning outcomes of Level 5 of your award**

If you still have available referral, replacement or retake opportunities you may choose to decline the Ordinary Degree and to attempt these at the time specified by the Award Board. Where the Award Board offers you an Ordinary Degree and/or there are referral, replacement or retake opportunities remaining, it may, at the same time, determine the maximum Honours classification you can be awarded upon successful completion of your referrals/replacements/retakes. This will not be lower than the base classification calculated at that time. You will be told what that maximum is when you are asked whether or not you wish to accept the Ordinary Degree.

If you decide to accept the Ordinary Degree, this will be awarded. If you decide to attempt your referrals/replacements/retakes at the time specified by the Award Board, then that Award Board will consider your case anew at the next available opportunity once you have attempted your referrals/replacements/retakes.

If you have **exhausted your referral, replacement or retake opportunities** and still meet the two criteria for the award of an Ordinary Degree (criteria i) and ii) above), then the **Ordinary Degree** will be **awarded rather than offered**. If you have not met the criteria for the award of an Ordinary Degree then the Award Board will consider your eligibility for an intermediate award of a Dip HE or a Cert HE.

3.6 “Top-up” from Ordinary Degree to Honours

If you were enrolled for an Ordinary Degree and have been successful in achieving that award, you may apply to be admitted to the University to “top-up” this qualification to honours, where an Honours Degree exists. Such admission will be at the discretion of the University and will involve you in undertaking a programme of study which will enable you to satisfy the learning outcomes of a specified Honours Degree at the University.

This opportunity is NOT available to students who have achieved an Ordinary Degree having been enrolled for, but having failed to meet the requirements for, an Honours Degree.

3.7 Awards other than Degrees – calculation of outcome

If you have enrolled for a Certificate in Higher Education, have completed the requirements of your award and have achieved an average of between 40% and 59.99% in your modules at Level 4 or above, you will be awarded a Certificate in Higher Education.

If you have enrolled for a Higher National Certificate, have completed the requirements of your award and have achieved an average of between 40% and 59.99% in your modules at Level 4 or above, you will be awarded a Higher National Certificate.

If you have enrolled for a Diploma in Higher Education, have completed the requirements of your award and have achieved an overall average of between 40% and 59.99% in your modules calculated using 30% of your average mark per 15

credits in Level 4 modules plus 70% of your average mark per 15 credits in Level 5 modules, you will be awarded a Diploma in Higher Education. If you have achieved at least 90 level 5 credits in a class higher than the base and you have no more than 15 level 5 credits compensated, the Award Board **will** award you one classification higher than the base.

If you have enrolled for a Higher National Diploma, have completed the requirements of your award and have achieved an overall average of between 40% and 59.99% in your modules calculated using 30% of your average mark per 15 credits in Level 4 modules plus 70% of your average mark per 15 credits in Level 5 modules, you will be awarded a Higher National Diploma. If you have achieved at least 90 level 5 credits in a class higher than the base and you have no more than 15 level 5 credits compensated, the Award Board **will** award you one classification higher than the base.

If you have enrolled for a Foundation Degree, have completed the requirements of your award and have achieved an overall average of between 40% and 59.99% in your modules calculated using 30% of your average mark per 15 credits in Level 4 modules plus 70% of your average mark per 15 credits in Level 5 module, you will be awarded at Foundation Degree. If you have achieved at least 90 level 5 credits in a class higher than the base and you have no more than 15 level 5 credits compensated, the Award Board **will** award you one classification higher than the base.

3.8 Criteria for Awards with Merit

If you have enrolled for a **Certificate in Higher Education**, have completed the requirements of your award and have achieved an average of at least 60% in your modules at Level 4 or above, you will be awarded a **Certificate in Higher Education with Merit**.

OR

If you have:

Achieved an average of at least 57% in your modules at Level 4 or above

And Achieved at least 40% in all modules at Level 4 or above

And Achieved at least 60 Level 4 (or above) Credits at 60% or above

the Award Board will award you a Certificate in Higher Education with Merit

If you have enrolled for a **Higher National Certificate**, have completed the requirements of your award and have achieved an average of at least 60% in your modules at Level 4 or above, you will be awarded a **Higher National Certificate with Merit**.

OR

If you have:

Achieved an average of at least 57% in your modules at Level 4 or above

And Achieved at least 40% in all modules at Level 4 or above

And Achieved at least 60 Level 4 (or above) Credits at 60% or above

the Award Board will award you a Higher National Certificate with Merit

If you have enrolled for a **Diploma in Higher Education**, have completed the requirements for your award and have achieved an overall average of at least 60%, calculated using 30% of your average mark per 15 credits in Level 4 modules plus 70% of your average mark per 15 credits in Level 5 modules then you will be awarded a **Diploma in Higher Education with Merit**.

OR

If you have:

Achieved an overall average of at least 57% using 30% of your average mark per 15 credits in Level 4 modules plus 70% of your average mark per 15 credits in Level 5 modules

And Achieved at least 40% in all modules at Level 5

And Achieved at least 60 Level 5 Credits at 60% or above

the Award Board will award you a Diploma in Higher Education with Merit

If you have enrolled for a **Higher National Diploma**, have completed the requirements for your award and have achieved an overall average of at least 60%, calculated using 30% of your average mark per 15 credits in Level 4 modules plus 70% of your average mark per 15 credits in Level 5 modules then you will be awarded a **Higher National Diploma with Merit**.

OR

If you have:

Achieved an overall average of at least 57% using 30% of your average mark per 15 credits in Level 4 modules plus 70% of your average mark per 15 credits in Level 5 modules

And Achieved at least 40% in all modules at Level 5

And Achieved at least 60 Level 5 Credits at 60% or above

the Award Board will award you a Higher National Diploma with Merit

If you have enrolled for a **Foundation Degree**, have completed the requirements for your award and have achieved an overall average of at least 60%, calculated using 30% of your average mark per 15 credits in Level 4 modules plus 70% of your average mark per 15 credits in Level 5 modules then you will be awarded a **Foundation Degree with Merit**.

OR

If you have:

Achieved an overall average of at least 57% using 30% of your average mark per 15 credits in Level 4 modules plus 70% of your average mark per 15 credits in Level 5 modules

And Achieved at least 40% in all modules at Level 5

And Achieved at least 60 Level 5 Credits at 60% or above

the Award Board will award you a Foundation Degree with Merit

If you have enrolled for an **Ordinary Degree**, have completed the requirements for your award and have achieved an overall average of at least 60%, calculated using 30% of your average mark per 15 credits in Level 5 modules plus 70% of your average mark per 15 credits in Level 6 modules then you will be awarded an **Ordinary Degree with Merit**.

OR

If you have:

Achieved an overall average of at least 57% using 30% of your average mark per 15 credits in Level 5 modules plus 70% of your average mark per 15 credits in Level 6 modules

And Achieved at least 40% in all modules at Level 6

And Achieved at least 30 Level 6 Credits at 60% or above

the Award Board will award you an Ordinary Degree with Merit

Degrees with merit are not available to students who are awarded an Ordinary Degree having been enrolled for, but having failed to meet the requirements for, an Honours Degree.

No other awards may be granted with merit.

3.9 Criteria for Awards with Distinction

If you have enrolled for a **Certificate in Higher Education**, have completed the requirements of your award and have achieved an average of at least 70% in your modules at Level 4 or above, you will be awarded a **Certificate in Higher Education with Distinction**.

OR

If you have:

Achieved an average of at least 67% in your modules at Level 4 or above

And Achieved at least 40% in all modules at Level 4 or above

And Achieved at least 60 Level 4 (or above) Credits at 70% or above

the Award Board will award you a Certificate in Higher Education with Distinction

If you have enrolled for a **Higher National Certificate**, have completed the requirements of your award and have achieved an average of at least 70% in your modules at Level 4 or above, you will be awarded a **Higher National Certificate with Distinction**.

OR

If you have:

Achieved an average of at least 67% in your modules at Level 4 or above

And Achieved at least 40% in all modules at Level 4 or above

And Achieved at least 60 Level 4 (or above) Credits at 70% or above

the Award Board will award you a Higher National Certificate with Distinction

If you have enrolled for a **Diploma in Higher Education**, have completed the requirements for your award and have achieved an overall average of at least 70%, calculated using 30% of your average mark per 15 credits in Level 4 modules plus 70% of your average mark per 15 credits in Level 5 modules then you will be awarded a **Diploma in Higher Education with Distinction**.

OR

If you have:

Achieved an overall average of at least 67% using 30% of your average mark per 15 credits in Level 4 modules plus 70% of your average mark per 15 credits in Level 5 modules

And Achieved at least 40% in all modules at Level 5

And Achieved at least 60 Level 5 Credits at 70% or above

the Award Board will award you a Diploma in Higher Education with Distinction

If you have enrolled for a **Higher National Diploma**, have completed the requirements for your award and have achieved an overall average of at least 70%, calculated using 30% of your average mark per 15 credits in Level 4 modules plus 70% of your average mark per 15 credits in Level 5 modules then you will be awarded a **Higher National Diploma with Distinction**.

OR

If you have:

Achieved an overall average of at least 67% using 30% of your average mark per 15 credits in Level 4 modules plus 70% of your average mark per 15 credits in Level 5 modules

And Achieved at least 40% in all modules at Level 5

And Achieved at least 60 Level 5 Credits at 70% or above

the Award Board will award you a Higher National Diploma with Distinction

If you have enrolled for a **Foundation Degree**, have completed the requirements for your award and have achieved an overall average of at least 70%, calculated using 30% of your average mark per 15 credits in Level 4 modules plus 70% of your average mark per 15 credits in Level 5 modules then you will be awarded a **Foundation Degree with Distinction**.

OR

If you have:

Achieved an overall average of at least 67% using 30% of your average mark per 15 credits in Level 4 modules plus 70% of your average mark per 15 credits in Level 5 modules

And Achieved at least 40% in all modules at Level 5

And Achieved at least 60 Level 5 Credits at 70% or above

the Award Board will award you a Foundation Degree with Distinction

If you have enrolled for an **Ordinary Degree**, have completed the requirements for your award and achieved an overall average of at least 70%, calculated using 30% of your average mark per 15 credits in Level 5 modules plus 70% of your average mark per 15 credits in Level 6 modules, with no compensated fails at Level 6 then you will be awarded a **Degree with Distinction**.

OR

If you have:

Achieved an overall average of at least 67% using 30% of your average mark per 15 credits in Level 5 modules plus 70% of your average mark per 15 credits in Level 6 modules

And Achieved at least 40% in all modules at Level 6

And Achieved at least 30 Level 6 Credits at 70% or above

the Award Board will award you an Ordinary Degree with Distinction

Degrees with distinction are not available to students who are awarded an Ordinary Degree having been enrolled for, but having failed to meet the requirements for, an Honours Degree.

No other awards may be granted with Distinction.

3.10 Intermediate awards

There may be cases where a student has to withdraw from their studies at the end of the first two years of an Honours Degree, or the first year of an Honours Degree, Foundation Degree or HND. In such cases, students can be awarded an intermediate award, named in the subject where their modules map exactly on to the award structure of Level 4 and 5 or Level 4 as appropriate.

A Certificate of Higher Education will be awarded in a named area (i.e. including the name of the subject area) only if the modules studied map exactly on to the award structure of Level 4 of a Single, Joint or Major/Minor Honours Award or of a Foundation Degree. A Diploma in Higher Education will be awarded in a named area only if the modules studied map exactly onto the award structure of Levels 4 and 5 of a Single, Joint or Major/Minor Honours award.

An HNC will be awarded in a named area only if the modules studied map exactly on to the award structure of Level 4 of an HND.

Where a named intermediate award is available to the student, they will also be entitled to a Merit or Distinction where their profile meets the requirements set out in the regulations, even though they are not formally enrolled on the Cert HE or Dip HE or HNC.

Where the intermediate award is unnamed (usually because a student has a history of failure) no awards with Merit or Distinction may be made.

3.11 Discretion of the Board

If an individual student is not eligible for an increase in classification or for an award with merit or distinction under Sections 3.3, 3.8 and 3.9 and the Board believes that not to award the higher classification or merit or distinction would be an injustice to that student in the context of the results of the whole award cohort, the Board may raise the classification or award the merit or distinction. However, such discretion will only be used in exceptional circumstances and the justification for its use will be minuted in detail by the Award Board.

4 Aegrotat Awards

Where a claim for extenuating circumstances due to **ill health** has been upheld and you have **not been able to meet fully the learning outcomes** of the award, the Award Board may decide to confer an **Aegrotat award**.

In instances where such awards are conferred, the Award Board must offer you the choice to accept the award or attempt assessment in the normal way in order to try to achieve a Degree with Honours if this is the award on which you are enrolled.

5 Review of an Assessment or Award Board Decision – how do I ask for the Assessment or Award Board’s decision to be reviewed?

Students who wish to request a review of an Assessment or Award Board decision may do so in accordance with the appropriate University’s Procedures for Review of an Examination Board Decision as detailed in the University’s Academic Awards Regulations. See web link below:

http://www.staffs.ac.uk/assets/Procedure%20for%20a%20student%20to%20appeal%20against%20a%20decision%20of%20an%20Assessment%20Award%20Board%202016.17_tcm44-92967.pdf

Academic Award Regulations

Part 3b

Integrated Masters Awards Regulations

This section contains information specific to the award of integrated masters degrees and should be read in conjunction with Parts 1 and 2 of the Academic Regulations.

An integrated masters award comprises 120 credits at level 4, 120 credits at level 5, 120 credits at level 6 and 120 credits at level 7. For levels 4-6, the marking and pass criteria are the same as for other undergraduate provision, with a pass mark of 40%. At level 7, the pass mark is 50%.

Some specific awards may have more rigorous regulations applied by accrediting Professional, Statutory and Regulatory Bodies. If this is the case, information will be provided in the Course Handbook.

1 Progression – how do I progress from one Level to another?

Progression from level 4 to 5 is dependent on you having passed at least 60 credits of study. If you have failed 60 credits of study at level 4, you will only be permitted to progress to level 5 if the volume of assessment (as determined by the weighting of the failed elements of assessment) amounts to no more than the assessment load normally associated with 30 credits of study. If you do not pass all level 4 modules after any referral opportunities have been attempted, you will be transferred to an appropriate honours degree course.

Progression from level 5 to 6 is dependent on you having passed all level 4 modules, at least 60 credits at level 5 and achieving an overall average of at least 50% from your level 5 modules. If you have failed 60 credits of study at level 5, you will only be permitted to progress to level 6 if the volume of assessment (as determined by the weighting of the failed elements of assessment) amount to no more than the assessment load normally associated with 30 credits of study. If you do not pass all level 5 modules and/or achieve an overall average of least 50% after any referral opportunities have been attempted, you will be transferred to an appropriate honours degree course.

Progression from level 6 to 7 is dependent on you having passed all level 6 modules and achieving an overall average of at least 50% from your level 6 modules. If you do not pass all level 6 modules and/or achieve an overall average of least 50% after any referral opportunities have been attempted, you will be considered for any repeat study opportunities as permitted by the Undergraduate Modular framework Regulations (Part 3a) but will no longer be eligible to progress to level 7 of your ward and you will be considered for the award of an Ordinary or Honours degree.

The University regularly reviews and updates the range of awards and modules it offers. If as a result of extenuating circumstances or for other personal reasons you have to intermit from your studies, the University cannot guarantee that, upon returning, you will be able to follow the same course of study for which you were originally enrolled. In such circumstances, you would be counselled, taking into account the study you had already completed.

If as a result of significant numbers of failures you are required to repeat an entire year or a number of modules, the University will make every effort to ensure, but cannot guarantee, that you are able to take the same modules again.

2 Compensation (please see Part 2 of the Academic Regulations for general information on compensation)

How many credits can be compensated?

A maximum of 30 credits may be awarded a compensated pass at each of Award Levels 4, 5, 6 and 7. Partial compensation of a module (ie awarding some, but not all, of the credits associated with a module) is not allowed. Where more than 30 credits have been failed, no compensation may be applied. At levels 4-6 modules with an overall mark of 30-39% can be considered for compensation. At level 7, modules with a mark of 40-49% can be considered for compensation.

The Award Board has the discretion to determine whether or not to award a Compensated Pass using the criteria outlined in this section. No more than 30 credits at any one award Level can be awarded a Compensated Pass. The Level 6 Award Board may award a Compensated Pass to module failures remaining at lower levels, provided that the total number of credits compensated in the award overall does not exceed 90 and the original mark was 30% or above.

Reference to previous attempts

The Award Board will refer to your previous attempt(s) and your highest mark(s) from any failed module(s) will be used to determine the operation of compensation..

Professional, Statutory and Regulatory Body accreditation requirements

If your award is accredited by a professional or statutory body, it may have compensation regulations that restrict the amount of compensation that is possible. You should refer to your Course Handbook for details.

3 The Conferment of Awards

3.1 Eligibility for your Award

Once you reach the end of your course of study, the Award Board will consider whether you have met all the learning outcomes and the credit requirements for successful completion of the award (see also sections on module enrolment and student workload). If you have met the requirements the Award Board will grant you that award. At the same time they will also consider your degree classification.

If an Assessment Board has recommended a failure in any of your modules the Award Board will determine the course of action for retrieval of those modules, as previously described. If you are to retrieve a failure by referral (or retake or replacement where applicable) you will not be considered for the award until that referral (or retake or replacement) is successfully completed.

If you have exhausted all referral, replacement or retake entitlements for a module and compensation is not applied, your module failure will be confirmed. This will render you ineligible for the award on which you are enrolled at this stage and the Award Board will consider your eligibility for a lower or an intermediate award (CertHE, DipHE, Ordinary or Honours Degree).

3.2 Classification

Integrated masters degrees are classified as follows:

First Class

Second Class (Upper Division)

Second Class (Lower Division)

If you have not met the conditions for an award, you may be referred in some of your modules. At this point the Award Board may decide to set a ceiling on the maximum classification available to you, once you have completed successfully those referrals and any retakes or replacements. The maximum degree classification you receive will not be lower than the base class as calculated once referrals have been completed successfully.

If you have no referral, retake or replacement module opportunities remaining, the Award Board will consider your eligibility for the award of an Ordinary Degree.

3.3 The Determination of Honours Classification – how do I work out which classification I will receive?

Stage 1 - Your Overall Score

In determining your degree classification the Award Board will consider your performance in **all modules at Levels 5, 6 and 7** (excluding any additional modules) studied at any stage of your award. Please note that this refers to the level of the **modules** and not the year/level of the award you are studying. Consequently, any modules at Levels 3 or 4 which you study during Levels 5 and 6 of your award will not count for classification purposes.

Having checked that you have passed all the modules and satisfied all the requirements of your award the **Award Board will consider your overall score in Level 5, 6 and 7 modules.**

This overall score will be determined by taking into account **all your Level 5 module results** and giving them a **20% weighting**, **all your Level 6 module results** and giving them a **30% weighting** and **all your Level 7 module results** and giving them a **50% weighting**. The size of multiple modules will also be taken into account by counting the mark achieved in a 15 credit module once, in a 30 credit module twice, in a 45 credit module three times and so on.

The overall number of credits studied at each of Levels 5, 6 and 7 can vary between students. All awards will be designed to ensure that students are able to meet the minimum requirements specified by the FHEQ (See Table 1 under paragraph 1.2 of Part 1 of the regulations). **You must ensure that you have completed at least the minimum number of Level 5,6 and 7 credits required by your award and 480 credits overall.** Any Additional modules you have taken (above 480) must be recorded as "Additional" rather than Core or Option modules. This must be done at the point of module enrolment - it cannot be done once you have completed the module. You should note that additional modules will not be taken into account when determining your degree classification. You should read the sections on Module Enrolment and Student Workload very carefully for more details on this issue.

Where compensation is awarded by a Level 7 Award Board (to either Level 5 or Level 6 modules), the original mark achieved will contribute to the overall score.

In summary then:

Overall Score = 20% of average mark per 15 credits at Level 5, 30% of average mark per 15 credits at Level 6 + 50% of average mark per 15 credits at Level 7.

For students who have been admitted to the University at Award Level 6 (and have not studied any credits at Level 5 at this University) the overall score will normally be 50% of the average mark per 15 credits at both Levels 6 and 7. Any available academic history may, at the discretion of the Award Board, be considered where appropriate.

For students who have progressed on to an integrated masters degree from another award of this University (for example a Foundation Degree, HNC, HND) carrying credit at Levels 4 and/or 5 approved through the Recognition of Prior Learning Scheme (RPLS), marks achieved in modules at Level 5 on that earlier award will be included within the calculation of the integrated masters degree classification.

If you have been awarded credit through the Recognition of Prior Learning scheme (RPLS), these modules will be recorded on your profile as 40%E and this mark will not be taken into account when calculating your average mark for classification purposes.

Your overall score will determine your "base" classification as follows:

Overall Score	Base Classification
70% or higher	First Class
60%-69.99%	Upper Second Class
50%-59.99%	Lower Second Class
40%-49.99%	Fail

If you have met the requirements for your award you will be awarded at least your "base" classification.

NB Prior to 2013-14, a Grade Point Scale was used to determine module results and thus classification of degrees. Appendix 2 indicates how grade points relate to the above percentage bands and shows how modules with Grade Points attached to them will be incorporated within classification of degrees and other awards.

Stage 2 - Consideration of your Level 7 Results

Finally the Award Board will consider whether your performance in modules at Level 7 (your profile) suggests that you should be awarded a higher classification than the "base" indicated by your overall score.

If you have achieved at least 90 Level 7 credits in a class higher than the base and have had no more than 15 Level 7 credits compensated, the Award Board **will** award you one classification higher than the base.

OR

If you have:

Achieved an overall score within three percentage points of the boundary between classifications (ie 57% or 67%)

And Achieved at least 50% in all Level 7 modules;

And Achieved at least 60 Level 7 Credits in a class higher than the base the Award Board will award you one classification higher than your base classification.

If any Level 7 credits have been compensated then **you will be awarded your base classification only**, except where at least 90 level 7 credits are in the higher class (see above)

3.4 Award of a Degree where Extenuating Circumstances have been upheld

Where a claim for extenuating circumstances has been upheld, the Award Board may determine an appropriate degree classification based on sufficient evidence of your ability at Level 7 (ie assessment results). The Board has discretion to award the appropriate degree classification based on that evidence. In such cases you will be given the opportunity to accept the classification of the award or retake any of the assessments "as if for the first time" (if the assessment was your first attempt) or "as if for the second time" (if the assessment was a referral).

3.5 Intermediate awards

There may be cases where a student has to withdraw at some point during their studies on an integrated masters degree. In such cases, students can be awarded an intermediate award, named in the subject where the student has met the learning outcomes at the appropriate levels of study as determined by the Award Board. The available intermediate awards are:

- Certificate of Higher Education
- Diploma in Higher Education
- A Ordinary degree
- A Honours degree.

Where a named intermediate award is available to the student, they will also be entitled to a classified award where their profile meets the requirements set out in the regulations, even though they are not formally enrolled on the Cert HE, Dip HE, ordinary or Honours degree.

Where a student has achieved the total number of credits at the level(s) of study required, but not passed the specified modules at that level(s), an unnamed intermediate award may be made. Such unnamed awards are not classified.

3.6 Discretion of the Board

If an individual student is not eligible for an increase in classification under Section 3.3 and the Board believes that not to award the higher classification or merit or distinction would be an injustice to that student in the context of the results of the whole award cohort, the Board may raise the classification. However, such discretion will only be used in exceptional circumstances and the justification for its use will be minuted in detail by the Award Board.

4 **Aegrotat Awards**

Where a claim for extenuating circumstances due to **ill health** has been upheld and you have **not been able to meet fully the learning outcomes** of the award, the Award Board may decide to confer an **Aegrotat award**.

In instances where such awards are conferred, the Award Board must offer you the choice to accept the award or attempt assessment in the normal way in order to try to achieve an integrated masters degree.

5 **Review of an Assessment or Award Board Decision – how do I ask for the Assessment or Award Board’s decision to be reviewed?**

Students who wish to request a review of an Assessment or Award Board decision may do so in accordance with the appropriate University’s Procedures for Review of an Examination Board Decision as detailed in the University’s Academic Awards Regulations. See web link below:

http://www.staffs.ac.uk/assets/Procedure%20for%20a%20student%20to%20appeal%20against%20a%20decision%20of%20an%20Assessment%20Award%20Board%202016.17_tcm44-92967.pdf

Academic Award Regulations

Part 3c - Postgraduate Certificate, Diploma and Masters Awards

This section contains information specific to the following types of award:

- Postgraduate Certificate
- Postgraduate Diploma
- Masters (ie MA, MSc, MRes, MBA)

and should be read in conjunction with Parts 1 and 2 of the Academic Regulations.

Some specific courses may have more rigorous regulations applied by accrediting Professional, Statutory and Regulatory Bodies. If this is the case, information will be provided in the award handbook.

1 Progression – how do I progress from one Stage to another?

In order to progress from the PgD stage of a masters award to the final (dissertation/project) stage, you must normally have obtained a Pass in 90 credits.

If you have failed to meet these requirements for progression, you may be allowed to enrol as a part-time student on your course and attempt retrieval of the failed modules during the following year.

Some awards accredited by professional bodies may have more stringent progression regulations, which will be detailed in the relevant course handbook.

2 Compensation (please see Part 2 of the Academic Regulations for general information on compensation)

2.1 How many credits can be compensated?

Subject to award specific regulations, a maximum of 15 Level 7 credits may be awarded a compensated pass at the PgC stage and 30 Level 7 credits overall at the Diploma stage. No compensation is permitted at the Masters stage. Partial compensation of a module (ie awarding some, but not all, of the credits associated with a module) is not allowed.

No compensation may be applied at the PgC stage until at least 45 credits have been passed (i.e. at least 50% in Level 7 modules [40% in Level 6 modules] achieved). For students enrolled at the Diploma stage of an award, a maximum of 30 credits only may be compensated – provided 120 credits have been studied and at least 90 credits have been passed (not including compensated modules).

Subject to course specific regulations, a maximum of 30 Level 7 credits studied as part of an Integrated Masters award may be awarded a compensated pass.

Reference to previous attempts

The Award Board will refer to your previous attempt(s) and your highest mark(s) from any failed module(s) will be used to determine the operation of compensation.

Professional, Statutory and Regulatory Body accreditation requirements

If your course is accredited by a professional or statutory body, it may have compensation regulations that restrict the amount of compensation that is possible. You should refer to your course handbook for details.

3 The Conferment of Awards

3.1 Eligibility for your Award

Once you reach the end of your course, the Award Board will consider whether you have met all the learning outcomes and the credit requirements for successful completion of the award (see also sections on module enrolment and student workload). If you have met the requirements the Award Board will grant you that award. At the same time they will also consider whether you should be awarded a Merit or Distinction.

The Award Board will determine the course of action for retrieval of any failed modules, as previously described. If you are to retrieve a failure by referral (or retake or replacement where applicable) you will not be considered for the award until that referral (or retake or replacement) is successfully completed.

If you have exhausted all referral, replacement or retake entitlements for a module and compensation is not applied, your module failure will be confirmed. This will render you ineligible for the award on which you are enrolled at this stage and the Award Board will consider your eligibility for a lower or an intermediate award (PgC or PgD).

3.2 Classification of Awards

Award Boards have the discretion to make awards at Pass, Merit and Distinction at the Certificate, Diploma and Masters stages.

Your eligibility for awards with Merit or Distinction will be determined using the average grade point per 15 credits studied.

Where you have studied a Masters course by stages (ie enrolling on Postgraduate Certificate, Postgraduate Diploma and then Masters), the grades from the modules studied in all three stages (ie 180 credits) will be used to calculate the classification of your Masters award. Similarly, if you have studied a Postgraduate Diploma in two stages (ie Postgraduate Certificate and then Postgraduate Diploma), the grades from the modules in both stages (ie 120 credits) will be used in the calculation.

NB Prior to 2013-14, a Grade Point Scale was used to determine module results and thus classification of degrees. Appendix 2 indicates how grade points relate to the above percentage bands and shows how modules with Grade Points attached to them will be incorporated within classification of degrees and other awards.

3.2.1 Criteria for Pass

If you have enrolled for a **Postgraduate Certificate**, have completed the requirements of your award and have achieved an overall average mark of 50% to 59.99%, you will be awarded a **Pass** in your Postgraduate Certificate.

If you have enrolled for a **Postgraduate Diploma**, have completed the requirements for your award and have achieved an overall average mark of 50% to 59.99% you will be awarded a **Pass** in your Postgraduate Diploma.

If you have enrolled for a **Masters award**, have completed the requirements for your award and have achieved an overall average mark 50% to 59.99%, you will be awarded a **Pass** in your Masters Degree.

No award can be given if your Average Mark is below 50%.

3.2.2 Criteria for awards with Merit

Postgraduate Certificate

If you have enrolled for a **Postgraduate Certificate**, have completed the requirements of your award, have achieved 50%[40%] or above in all your modules or been compensated in no more than 15 credits, **and** have achieved an Average mark of 60% to 69.99%, you **will** be awarded a **Postgraduate Certificate with Merit**

OR

If you have:

Achieved an overall average of at least 57%

And Achieved at least 50% [40%] in all modules

And Achieved at least 30 Level 7 Credits at 60% or above

the Award Board will award you a Postgraduate Certificate with Merit

Postgraduate Diploma

If you have enrolled for a **Postgraduate Diploma**, have completed the requirements of your award, have achieved 50%[40%] or above in all your modules or been compensated in no more than 30 credits **and** have achieved an Average mark of 60%-69.99%, you **will** be awarded a **Postgraduate Diploma with Merit**

OR

If you have:

Achieved an overall average of at least 57%

And Achieved at least 50% [40%] in all modules

And Achieved at least 60 Level 7 Credits at 60% or above

the Award Board will award you a Postgraduate Diploma with Merit

Masters

If you have enrolled for a **Masters award**, have completed the requirements of your award, have achieved 50%[40%] or above in all your modules or been compensated in no more than 30 credits **and** have achieved an Average Mark of 60% to 69.99%, you **will** be awarded a **Masters Degree with Merit**.

OR

If you have:

Achieved an overall average of at least 57%

And Achieved at least 50% [40%] in all modules

And Achieved at least 90 Level 7 Credits, including the Dissertation or Project, at 60% or above

the Award Board will award you a Masters Degree with Merit

3.2.3 Criteria for awards with Distinction

Postgraduate Certificate

If you have enrolled for a **Postgraduate Certificate**, have completed the requirements of your award, have achieved 50%[40%] or above in all your modules or been compensated in no more than 15 credits, **and** have achieved an Average mark of 70% or above, you **will** be awarded a **Postgraduate Certificate with Distinction**.

OR

If you have:

Achieved an overall average of at least 67%

And Achieved at least 50% [40%] in all modules

And Achieved at least 30 Level 7 Credits at 70% or above

the Award Board will award you a Postgraduate Certificate with Distinction

Postgraduate Diploma

If you have enrolled for a **Postgraduate Diploma**, have completed the requirements of your award, have achieved 50%[40%] or above in all your modules or been compensated in no more than 30 credits **and** have achieved an Average mark of 70%, you **will** be awarded a **Postgraduate Diploma with Diploma**

OR

If you have:

Achieved an overall average of at least 67%

And Achieved at least 50% [40%] in all modules

And Achieved at least 60 Level 7 Credits at 70% or above

the Award Board will award you a Postgraduate Diploma with Distinction

Masters

If you have enrolled for a **Masters award**, have completed the requirements of your award, have achieved 50%[40%] or above in all your modules or been compensated in no more than 30 credits **and** have achieved an Average Mark of 70% or above, you **will** be awarded a **Masters Degree with Distinction**.

OR

If you have:

Achieved an overall average of at least 67%

And Achieved at least 50% [40%] in all modules

And Achieved at least 90 Level 7 Credits, including the Dissertation or Project, at 70% or above,

the Award Board will award you a Masters Degree with Distinction.

3.3 Award of a Degree where Extenuating Circumstances have been upheld

Where a claim for extenuating circumstances has been upheld, the Award Board may determine an appropriate degree classification based on sufficient evidence of your ability at Level 7 (ie assessment results). The Board has discretion to award the appropriate degree classification based on that evidence. In such cases you will be given the opportunity to accept the classification of the award or retake any of the assessments 'as if for the first time' (if the assessment was your first attempt) or 'as if for the second time' (if the assessment was a referral).

3.4 Awarding of credit through the Recognition of Prior Learning Scheme (RPLS)

If you have been awarded credit through the RPLS, you will have been exempted from taking certain modules. These modules will be recorded on your profile 50%E and this grade will not be taken into account when calculating your average grade point for classification purposes. See the University's Policy at: http://www.staffs.ac.uk/assets/Recognition%20of%20Prior%20Learning%20Policy%202016-17_tcm44-91407.pdf

4 Aegrotat Awards

Where a claim for extenuating circumstances due to **ill health** has been upheld and you have **not been able to meet fully the learning outcomes** of the award, the Award Board may decide to confer an **Aegrotat award**. In instances where such awards are conferred, the Award Board must offer you the choice to accept the award or attempt assessment in the normal way in order to try to achieve a Masters Degree if this is the award on which you are enrolled.

5 Review of an Assessment or Award Board Decision – how do I ask for the Assessment or Award Board's decision to be reviewed?

Students who wish to request a review of an Assessment or Award Board decision may do so in accordance with the appropriate University's Procedures for Review of an Examination Board Decision as detailed in the University's Academic Awards Regulations. See web link below:

http://www.staffs.ac.uk/assets/Procedure%20for%20a%20student%20to%20appeal%20against%20a%20decision%20of%20an%20Assessment%20Award%20Board%202016.17_tcm44-92967.pdf

Academic Award Regulations

Part 3d

Graduate Award Regulations

This section contains information specific to the following types of award:

- Graduate Certificate
- Graduate Diploma

and should be read in conjunction with Parts 1 and 2 of the Academic Regulations.

Some specific courses may have more rigorous regulations applied by accrediting Professional, Statutory and Regulatory Bodies. If this is the case, information will be provided in the course handbook.

1 Compensation (please see Part 2 of the Academic Regulations for general information on compensation)

How many credits can be compensated?

A maximum of **15 credits** may be compensated within a **Graduate Certificate**. A maximum of **30 credits** may be compensated within a **Graduate Diploma**. Partial compensation of a module (ie awarding some, but not all, of the credits associated with a module) is not allowed. Where more than 15 credits (Graduate Certificate) or 30 credits (Graduate Diploma) have been failed, no compensation may be applied. The Board may only award a compensated pass for a module once you have achieved 45 credits (Graduate Certificate) or 90 credits (Graduate Diploma).

The Award Board has the discretion to determine whether or not to award a Compensated Pass using the criteria outlined in this section.

Reference to previous attempts

The Award Board will refer to your previous attempt(s) and your highest mark(s) from any failed module(s) will be used to determine the operation of compensation.

Professional, Statutory and Regulatory Body accreditation requirements

If your course is accredited by a professional or statutory body, it may have compensation regulations that restrict the amount of compensation that is possible. You should refer to your award handbook for details.

2 The Conferment of Awards

2.1 Eligibility for your Award

Once you reach the end of your course, the Award Board will consider whether you have met all the learning outcomes and the credit requirements for successful completion of the award. If you have met the requirements the Award Board will grant you that award. At the same time they will also consider whether you should be awarded a Merit or Distinction.

If the Board has recommended a failure in any of your modules, the Award Board will determine the course of action for retrieval of those modules, as previously

described. If you are to retrieve a failure by referral (or retake or replacement where applicable) you will not be considered for the award until that referral (or retake or replacement) is successfully completed.

If you have exhausted all referral, replacement or retake entitlements for a module, your module failure will be confirmed. This will render you ineligible for the award on which you are enrolled at this stage. The credits associated with successfully completed modules will be awarded to you.

NB Prior to 2013-14, a Grade Point Scale was used to determine module results and thus classification of degrees and other awards. Appendix 2 indicates how grade points relate to the above percentage bands and shows how modules with Grade Points attached to them will be incorporated within classification of degrees and other awards.

2.2 Awards with Merit or Distinction

The Award Board will award you a **Graduate Certificate with Merit** if you have achieved the following:

An average mark of 60% to 69.99% and a compensated pass in no more than 15 credits

OR

If you have:

Achieved an overall average of at least 57% in your modules

And Achieved at least 40[50]% in all modules

And Achieved at least 30 Credits at 60% or above

the Award Board will award you a Graduate Certificate with Merit

The Award Board will award you a **Graduate Certificate with Distinction** if you have achieved the following:

An average mark of at least 70% and a compensated pass in no more than 15 credits

OR

If you have:

Achieved an average of at least 67% in your modules

And Achieved at least 40% (Level 6) [50% Level 7] in all modules

And Achieved at least 30 Credits at 70% or above

the Award Board will award you a Graduate Certificate with Distinction

The Award Board will award you a **Graduate Diploma with Merit** if you have achieved the following:

An average mark of 60% to 69.99% and a compensated pass in no more than 30 credits

OR

If you have:

Achieved an overall average of at least 57% in your modules

And Achieved at least 40[50]% in all modules

And Achieved at least 60 Credits at 60% or above

the Award Board will award you a Graduate Diploma with Merit

The Award Board will award you a **Graduate Diploma with Distinction** if you have achieved the following:

An average mark of at least 70% and a compensated pass in no more than 30 credits

OR

If you have:

Achieved an average of at least 67% in your modules

And Achieved at least 40[50]% in all modules

And Achieved at least 60 Credits at 70% or above

the Award Board will award you a Graduate Diploma with Distinction

3 Review of an Assessment or Award Board Decision – how do I ask for the Assessment or Award Board’s decision to be reviewed?

Students who wish to request a review of an Assessment or Award Board decision may do so in accordance with the appropriate University’s Procedures for Review of an Examination Board Decision as detailed in the University’s Academic Awards Regulations. See web link below:

http://www.staffs.ac.uk/assets/Procedure%20for%20a%20student%20to%20appeal%20against%20a%20decision%20of%20an%20Assessment%20Award%20Board%202016.17_tcm44-92967.pdf

Academic Award Regulations

Part 3e

Professional Award Regulations

This section contains information specific to the following types of award:

- University Professional Certificate
- University Professional Diploma

and should be read in conjunction with Parts 1 and 2 of the Academic Regulations.

Some specific courses may have more rigorous regulations applied by accrediting Professional, Statutory and Regulatory Bodies. If this is the case, information will be provided in the course handbook.

1 Compensation

How many credits can be compensated? (please see Part 2 of the Academic Regulations for general information on compensation)

A maximum of **15 credits** may be compensated within a **University Professional Certificate**. A maximum of **30 credits** may be compensated within a **University Professional Diploma**. Partial compensation of a module (ie awarding some, but not all, of the credits associated with a module) is not allowed. Where more than 15 credits (University Professional Certificate) or 30 credits (University Professional Diploma) have been failed, no compensation may be applied. The Board may only award a compensated pass for a module once you have achieved 45 credits (University Professional Certificate) or 90 credits (University Professional Diploma).

The Award Board has the discretion to determine whether or not to award a Compensated Pass using the criteria outlined in this section.

Reference to previous attempts

The Award Board will refer to your previous attempt(s) and your highest mark(s) from any failed module(s) will be used to determine the operation of compensation.

Professional, Statutory and Regulatory Body accreditation requirements

If your award is accredited by a professional or statutory body, it may have compensation regulations that restrict the amount of compensation that is possible. You should refer to your course handbook for details.

2 The Conferment of Awards

2.1 Eligibility for your Award

Once you reach the end of your Award, the Award Board will consider whether you have met all the learning outcomes and the credit requirements for successful completion of the award. If you have met the requirements the Award Board will grant you that award. At the same time they will also consider whether you should be awarded a Merit or Distinction.

If the Board has recommended a failure in any of your modules, the Award Board will determine the course of action for retrieval of those modules, as previously

described. If you are to retrieve a failure by referral (or retake or replacement where applicable) you will not be considered for the award until that referral (or retake or replacement) is successfully completed.

If you have exhausted all referral, replacement or retake entitlements for a module, your module failure will be confirmed. This will render you ineligible for the award on which you are enrolled at this stage. The credits associated with successfully completed modules will be awarded to you.

NB Prior to 2013-14, a Grade Point Scale was used to determine module results and thus classification of degrees and other awards. Appendix 2 indicates how grade points relate to the above percentage bands and shows how modules with Grade Points attached to them will be incorporated within classification of degrees and other awards.

2.2 Awards with Merit or Distinction

The Award Board will award you a **University Professional Certificate with Merit** if you have achieved the following:

An average mark of 60% to 69.99% and a compensated pass in no more than 15 credits

OR

If you have:

Achieved an overall average of at least 57% in your modules

And Achieved at least 40[50]% in all modules

And Achieved at least 30 Credits at 60% or above

the Award Board will award you a University Professional Certificate with Merit

The Award Board will award you a **University Professional Certificate with Distinction** if you have achieved the following:

An average mark of at least 70% and a compensated pass in no more than 15 credits

OR

If you have:

Achieved an average of at least 67% in your modules

And Achieved at least 40[50]% in all modules

And Achieved at least 30 Credits at 70% or above

the Award Board will award you a University Professional Certificate with Distinction

The Award Board will award you a **University Professional Diploma with Merit** if you have achieved the following:

An average mark of 60% to 69.99% and a compensated pass in no more than 30 credits

OR

If you have:

Achieved an average of at least 57% in your modules

And Achieved at least 40[50]% in all modules

And Achieved at least 60 Credits at 60% or above

the Award Board will award you a University Professional Diploma with Merit

The Award Board will award you a **University Professional Diploma with Distinction** if you have achieved the following:

An average mark of at least 70% and a compensated pass in no more than 30 credits

OR

If you have:

Achieved an average of at least 67% in your modules

And Achieved at least 40[50]% in all modules

And Achieved at least 60 Credits at 70% or above

the Award Board will award you a University Professional Diploma with Distinction

3 Review of an Assessment or Award Board Decision – how do I ask for the Assessment or Award Board’s decision to be reviewed?

Students who wish to request a review of an Assessment or Award Board decision may do so in accordance with the appropriate University’s Procedures for Review of an Examination Board Decision as detailed in the University’s Academic Awards Regulations. See web link below:

http://www.staffs.ac.uk/assets/Procedure%20for%20a%20student%20to%20appeal%20against%20a%20decision%20of%20an%20Assessment%20Award%20Board%202016.17_tcm44-92967.pdf

Academic Award Regulations

Part 3f

Flexible Learning Awards Regulations

This section contains information specific to the following types of award:

- University Foundation Certificate
- University Foundation Diploma
- University Certificate
- University Diploma
- Advanced University Diploma
- University Learning Award
- Certificate in Lifelong Learning and/or Certificate in Continuous Professional Development
- Certificate of Credit
- Certificate of Competence

and should be read in conjunction with Parts 1 and 2 of the Academic Regulations.

Some specific courses may have more rigorous regulations applied by accrediting Professional, Statutory and Regulatory Bodies. If this is the case, information will be provided in the course handbook.

1 Compensation

How many credits can be compensated? (please see Part 2 of the Academic Regulations for general information on compensation)

Within a course comprising 60 credits (i.e. University Foundation Diploma; University Certificate; University Diploma, Advanced University Diploma and University Learning Award) a maximum of 15 credits may be compensated. Partial compensation of a module (i.e. awarding some, but not all, of the credits associated with a module) is not allowed. Where more than 15 credits have been failed, no compensation may be applied. The Board may only award a compensated pass for a module once you have achieved 45 credits.

The Award Board has the discretion to determine whether or not to award a Compensated Pass using the criteria outlined in this section.

Reference to previous attempts

The Award Board will refer to your previous attempt(s) and your highest mark(s) from any failed module(s) will be used to determine the operation of compensation.

No compensation is permitted for awards comprising 15, 30 or 45 credits.

2 The Conferment of Awards

2.1 Eligibility for your Award

Once you reach the end of your Award, the Award Board will consider whether you have met all the learning outcomes and the credit requirements for successful completion of the award. If you have met the requirements the Award Board will

grant you that award. If you are enrolled on a 60 credit award, at the same time they will also consider whether you should be awarded a Distinction.

If the Board has recommended a failure in any of your modules, the Award Board will determine the course of action for retrieval of those modules, as previously described. If you are to retrieve a failure by referral (or retake or replacement where applicable) you will not be considered for the award until that referral (or retake or replacement) is successfully completed.

If you have exhausted all referral, replacement or retake entitlements for a module, your module failure will be confirmed. This will render you ineligible for the award on which you are enrolled at this stage. The credits associated with successfully completed modules will be awarded to you.

NB Prior to 2013-14, a Grade Point Scale was used to determine module results and thus classification of degrees. Appendix 2 indicates how grade points relate to the above percentage bands and shows how modules with Grade Points attached to them will be incorporated within classification of degrees and other awards.

2.2 Awards with Merit and Distinction – 60 credit awards only

The Award Board will award you a University Foundation Diploma/University Certificate/University Diploma/Advanced University Diploma/University Learning Award in X with **Merit** if you have achieved the following:

An average mark of 60% to 69.99% and a compensated pass in no more than 15 credits

OR

If you have:

Achieved an average of at least 57% in your modules

And Achieved at least 40[50]% in all modules

And Achieved at least 30 Credits at 60% or above

the Award Board will award you a University Foundation Diploma/University Certificate/University Diploma/Advanced University Diploma/University Learning Award in X with Merit.

The Award Board will award you a University Foundation Diploma/University Certificate/University Diploma/Advanced University Diploma/University Learning Award in X with **Distinction** if you have achieved the following:

An average mark of at least 70% and a compensated pass in no more than 15 credits

OR

If you have:

Achieved an average of at least 67% in your modules

And Achieved at least 40[50]% in all modules

And Achieved at least 30 Credits at 70% or above

the Award Board will award you a University Foundation Diploma/University Certificate/University Diploma/Advanced University Diploma/University Learning Award in X with Distinction

3 Review of an Assessment or Award Board Decision – how do I ask for the Assessment or Award Board’s decision to be reviewed?

Students who wish to request a review of an Assessment or Award Board decision may do so in accordance with the appropriate University’s Procedures for Review of an Examination Board Decision as detailed in the University’s Academic Awards Regulations. See web link below:

http://www.staffs.ac.uk/assets/Procedure%20for%20a%20student%20to%20appeal%20against%20a%20decision%20of%20an%20Assessment%20Award%20Board%202016.17_tcm44-92967.pdf

Academic Award Regulations

Part 3g

Regulations for Taught Doctorate Modules

Context

Within the University, taught modules at doctorate level exist only as part of Professional Doctorate Programmes. These regulations therefore relate only to the assessment of modules and not of complete awards. The University's Framework and Regulations for Professional Doctorates provides the necessary information on how the course as a whole is structured and assessed.

Credit Rating

Taught doctorate modules are credit rated and carry a specified number of credits, associated with the total learning time required to complete the module, at Credit Level 8 (EWNI Credit Guidelines). The credit rating of taught doctorate modules is normally 15 or a multiple of 15.

Each module has a coherent set of formally identified learning outcomes. Credit for the module will be awarded once a student has demonstrated through the approved assessment that they have achieved these outcomes.

Module Assessment

You will be assessed in every module for which you enrol. You may be required to undertake more than one element of assessment for a module, and you will be given information on what is expected of you at the start of the module. The assessment will be linked to the teaching and learning methods of the module and will be designed to test your achievement of the module's learning outcomes. A range of assessment methods may be used including formal examinations, class tests, essays, projects and case studies. All assessment must be treated with equal gravity and you are expected to attempt all elements.

Breaches of Assessment Regulations - Academic Misconduct

Academic misconduct (cheating and/or plagiarism) of any kind will not be tolerated at Staffordshire University and will be dealt with very seriously. Academic misconduct is defined as an attempt by a student to gain an unfair advantage in any assessment. One aspect of Academic Misconduct is plagiarism which is defined as the representation of another person's work, without acknowledgement of the source, as the student's own for the purposes of satisfying assessment requirements. Plagiarism also includes allowing your work to be copied by another student.

The University's "**Procedure for Dealing with Breaches of Assessment Regulations: Academic Misconduct**" will give you more detail about what constitutes cheating and plagiarism and about what happens if you are suspected of cheating or plagiarism. This Procedure is included as Appendix III of the Regulations for the Academic Awards of Staffordshire University and the web link is shown below. It is your responsibility to make sure you read, understand and comply with it.

[http://www.staffs.ac.uk/assets/Procedure%20for%20Dealing%20with%20Breaches%20of%](http://www.staffs.ac.uk/assets/Procedure%20for%20Dealing%20with%20Breaches%20of%20)

[20Assessment%20Regulations-Academic%20Misconduct%202016-17%20v1_tcm44-91272.pdf](#)

Submission and Late Submission of Coursework – what happens if I submit my work late?

You must submit all pieces of assessment required for each module on or before the submission date for each piece of assessment. Failure to do so will result in failure of the module overall. The submission date will be specified for each piece of assessment for each module. It is your responsibility to make sure you know when your submission dates are and to comply with them. Failure to meet this deadline will be treated as a non-submission and 0% will be awarded for that component.

The **only exceptions** to these rules apply where a valid **claim for extenuating circumstances** can be made. For further details you should read the **Procedures for Making a Claim for Extenuating Circumstances**.

http://www.staffs.ac.uk/assets/Extenuating%20Circumstances%202016-17_tcm44-92975.pdf

Module Results and Assessment Referencing Criteria

You will be given a result for your performance in each module. Your result will be determined by considering your performance in relation to the relevant assessment criteria. The assessment criteria will be closely linked to the learning outcomes of the module and will be included within the handbook for each module.

Where there are two or more elements of assessment within a module, your course or module handbook will provide information on what you need to do to pass the module overall.

Module Results

Module results for taught doctorate modules will be given as:

P Pass

F Fail

N Non-submission (fail)

The results of your modules will be considered by an Award Board, the membership of which will include all internal and external examiners appointed for taught elements of the award. In addition, the Award Board is responsible for determining any referral or retake requirements in modules for which a fail mark has been recorded. In determining the outcome of the assessment of your modules, this Board will consider your performance in relation to the assessment criteria of the modules and the contribution those modules make to the outcomes of the award.

If you are judged to have satisfied the module assessment criteria, the outcome will be recorded as P (pass) for the module.

If you have failed to satisfy the assessment criteria of the module, the outcome will be recorded as F (fail). If you have failed to submit any assessment for the module, the outcome will be recorded as N (fail through non-submission).

The credits for all modules, including failed modules, must be obtained in order for you to qualify for your chosen award. If the Award Board has confirmed an F outcome for a module, you will be required to undergo further assessment on the subject matter of the module. This is in order to satisfy the Board that you are capable of meeting the appropriate

learning outcomes and is known as “**referral**”. The form of assessment will be determined by the Award Board, as will the deadline for submission/period of the examination.

If the Award Board has confirmed an N outcome for a module, you are not guaranteed a referral opportunity, but the Board will decide whether or not to allow you a referral. In making its decision, the Board may take account of your engagement with that module.

The Award Board may decide that along with a form of assessment you need to attend the classes for the module again. This may be because the module is laboratory based, or requires specialist equipment or because your performance indicates that you would benefit from attendance. In such cases, where your timetable does not prevent you from attending, attendance is compulsory.

If you do not meet the referral requirements determined by the Award Board at the time prescribed by the Award Board you will be deemed to have failed the module at that attempt.

If you successfully complete a referred element of assessment, you will be awarded a Pass for that assessment.

You will only be allowed to attempt referrals once. If you fail to achieve a satisfactory performance in your referral attempt then the module result will be deemed a Fail.

Extenuating Circumstances – what happens next if my claim is upheld?

If, having submitted a claim for extenuating circumstances, your claim is upheld, the Award Board may take one of the following actions:

- confirm the mark achieved
- exceptionally, raise the mark based on sufficient evidence of your performance elsewhere

Where appropriate, the Board will determine the nature and timing of any further assessment required.

Review of an Assessment or Award Board Decision – how do I ask for the Assessment or Award Board’s decision to be reviewed?

Students who wish to request a review of an Assessment or Award Board decision may do so in accordance with the appropriate University’s Procedures for Review of an Award Board Decision as detailed in the University’s Academic Awards Regulations. See web link below:
http://www.staffs.ac.uk/assets/Procedure%20for%20a%20student%20to%20appeal%20against%20a%20decision%20of%20an%20Assessment%20Award%20Board%202016.17_tcm44-92967.pdf

GLOSSARY OF TERMS

RECOGNITION OF PRIOR LEARNING SCHEME (RPLS)

The recognition of prior learning is the term used when a student uses his or her previous experiences to gain admission to a programme of study; admission to a module; admission at an intermediate stage in a programme (advanced standing); or to be granted credit for part of a programme of study. These previous experiences may be work-based learning, general learning experiences (experiential) or certificated qualifications.

See the University's Policy at http://www.staffs.ac.uk/assets/apel_policy_tcm44-26828.pdf for full details.

Where there is a very close match between your prior (experiential) learning and the content of the module you will normally be awarded credit for that module. This means that your prior learning takes the place of the module in your programme of study. The "result" recorded shall be Pass/40% (undergraduate) or 50% (postgraduate). The suffix E will be used to indicate that credits for the module have been awarded through the RPLS. The result will be recorded as 4E.

A mechanism has been developed in order to ensure that if you have been granted credit at Levels contributing to classification through the RPLS you will not be disadvantaged when the Award Board determines your classification. The credits attached to Modules awarded a 40%E or 50%E will count towards the overall credits required for your award, but will not be used in calculating the averages which form the basis of the classification of an honours degree or other qualification.

Where there is regular accreditation of particular qualifications/experiences for particular awards, the award team must specify the number of credits which can be accredited for those qualifications/experiences.

AEGROTAT DEGREE

An Aegrotat Degree is an Award of Staffordshire University which is awarded in cases where illness or other due cause has prevented a student from providing the Award Board with sufficient evidence (assessment results) upon which to determine an appropriate Honours classification.

ASSESSMENT BOARD

The Assessment Board of each subject area will consider all assessment marks of all modules available within that subject area, irrespective of which named awards the students may have registered for. It is bound to operate within these Regulations.

Assessment Boards meet at least once in each academic year normally at the end of the second semester. Faculties which wish to do so may also hold an Assessment Board at the end of the first semester. Where the Assessment Board has approved reassessment in one or more modules before the beginning of the next academic year, the Assessment Board will be required to meet before the start of the next academic year to determine results.

Constitution

Each subject area shall have an associated Assessment Board, which is empowered to act on behalf of the Academic Board, following procedures laid down by the Board. The membership shall be as follows:

- Head of School or nominee (Chair)
- Module Leaders for those modules under consideration
- Module external examiners
- Administrative Officer (results recorder and guidance on regulations)

Terms of Reference

Assessment Boards are empowered to:

- a) moderate and agree results for each module to ensure that standards are comparable to those of cognate subjects both within the University and in other higher education institutions;
- b) confirm or scale the marks of all students taking the modules;
- c) approve the nature of the reassessment proposed for each module, including methods and timing;
- d) receive the outcomes of the decisions of Extenuating Circumstances Panels.

Students who wish to request a review of an Assessment Board decision may do so in accordance with the appropriate University's Procedures for Review of an Examination Board Decision as detailed in the University's Academic Awards Regulations.

AWARD BOARD

Each named award will have an Award Board which will determine the final outcomes of the students registered for that award. The Award Board will receive the results of the module assessments agreed by all contributing Assessment Boards. Award Boards will normally meet at the end of the second semester of an Academic Year. Where necessary they may also meet at other times of the year - notably after Assessment Boards have met to consider referral assessments and when awards are completed at the end of Semester 1. Award Boards are bound to operate within these Regulations.

Constitution

Each course has an associated Award Board that is empowered to act on behalf of Academic Board, following procedures laid down by the Board. The membership shall be as follows:

- Dean of Faculty or nominee (Chair)
- The Course Leader(s)
- A representative of each subject area contributing core or option modules to the Awards under consideration
- Procedural external examiners
- Administrative Officer (results recorder and guidance on regulations)

Terms of Reference

Award Boards are empowered to:

- a) make decisions on the progression and awards for all students registered on the awards for which the Board is responsible and in accordance with the approved assessment scheme and regulations;
- b) agree results for any course-wide components, such as sandwich placements;
- c) approve, for release to students, the agreed recommendations on the results of assessments;
- d) agree any specific advice to be given to students who have failed modules or the award;
- e) approve the timing of any reassessments, whether reassessment would take place with or without attendance, and to agree the timing of the completion of the reassessment;
- f) receive the outcomes of Academic Misconduct Panels and to implement the agreed course of action;
- g) ratify the recommendations of Assessment Boards with respect to the outcomes of Extenuating Circumstances claims.

Students who wish to request a review of an Award Board decision may do so in accordance with the appropriate University's Procedures for Review of an Examination Board Decision as detailed in the University's Academic Awards Regulations.

COURSE STRUCTURE

Course Structure is the set of modules which comprise a named award. It is the specification of Core and Option modules which define that course and which is approved at validation.

CO-REQUISITE

A co-requisite is a module which must be studied in addition to and normally at the same time as a particular module.

CREDIT

Credits are the number of points earned by a student for completion of modules. Each module will be worth a specified number of credits, normally associated with the total learning time required for successful completion of that module. The credit rating of all undergraduate and postgraduate modules is normally either 15 or a multiple of 15.

One full-time academic year (over two semesters) of study is worth 120 credits at the appropriate Level (normally Level 4, 5, 6 or 7). The tables in Section 1.2 of Part 1 of these regulations specify the amount and level of credit required for each type of award.

LEVEL

Undergraduate award and module Levels are described as 4, 5 and 6 and are broadly equivalent to the first, second and third years respectively of full-time undergraduate study. Postgraduate levels are 7 (Masters) and 8 (Doctorate).

The Course Structure will specify the level of modules to be studied in each award level.

There is normally an element of progression between Levels in terms of challenge and learning outcomes. Thus a module will normally be available at one credit Level only, exceptions to this requiring justification at validation. Where a module is available at more than one credit Level, a separate module specification form will be required for each credit Level in order to demonstrate the differential learning outcomes. They will be coded differently to ensure that it is obvious at which credit Level the module is to be studied.

MAJOR/MINOR AWARDS

See **SINGLE, JOINT AND MAJOR/MINOR AWARDS**

MODULE

A module is a unit of study attracting a given number of credits at a particular level in direct proportion to its total learning time. The total learning time per credit is 10 hours, which includes student/staff contact time (lectures, practical classes, seminars, tutorials etc.), independent study and assessment. No module can attract fewer than 15 credits, and therefore the minimum total learning time for a module is 150 hours. Multiple modules are sized in multiples of 15 credits. Each module shall be assigned to a credit Level or Levels when approved.

Some modules which are larger than 15 credits are delivered over two semesters. These are often referred to as serial or "long-thin" modules. Some modules which are larger than 15 credits are delivered wholly within one semester. These are often referred to as parallel or "short-fat" modules. It is your responsibility to make sure you know the delivery pattern of all multiple modules for which you enrol.

CORE MODULES

Core modules are those which must be studied in order to gain a particular named award. They are specified as part of the course structure and form the central pillar of the course.

OPTION MODULES

Option modules are those which you must select from within a prescribed set for your award.

NAMED AWARD

A named award is a validated award identified by a specific Award Structure and ratified by the University's Academic Board.

PRE-REQUISITE

There are some modules within the University which you will not be allowed to study unless you have met certain conditions. In some cases the conditions will be that you have first achieved pass marks in certain other modules at a lower Level. These other modules are known as pre-requisites for the module in question. In some cases a pre-requisite may be one out of a group of specified modules. You will not be allowed to study any modules for which you have not met the pre-requisites, even if you have been allowed to progress to the Level of that module.

PROGRESSION

The concept of progression stems from academic development. It is expected that during the course of your studies you will acquire certain skills, understanding and knowledge and that as you continue your studies these will develop to enable you to "move on" to more advanced academic activities. This concept is manifested in the requirement that you must achieve pass marks in a certain proportion of your course of study at any one award Level before your academic capabilities are deemed to be sufficiently developed for you to move on, or "progress" to the next award Level. Successful completion of assessment within modules is used as the measure of your academic development. The proportions of your course of study which must be successfully completed for progression to the next award Level are detailed under Progression in each section of Part 3 of these regulations. Even if you have been allowed to progress to the next Level of your award you will not be allowed to study any module at that Level for which you have not met the pre-requisites.

PROHIBITED COMBINATIONS

Where two (or more) modules contain content which is similar in nature or where there is a significant overlap in curriculum you will not normally be allowed to study them both. They will therefore be designated a prohibited combination.

REFERRAL

When your performance in assessment for a module has been unsatisfactory the Award Board may require you to undergo further assessment on the subject matter covered by the module. This further assessment is known as a referral. The purpose of a referral is to satisfy the Board that you are capable of a satisfactory performance in the module. You must make yourself available to undertake such assessment as the Award Board requires at this time. If you do not meet the referral requirements determined by the Award Board at the date prescribed by the Award Board you will be deemed to have failed the module at that attempt. The maximum mark awarded for a successfully completed referred module is 40%[50%]. The suffix R is used to indicate that the module was successfully completed only at the second attempt. The result will be recorded as 40%R[50%R].

If a module comprises more than one element of assessment and the Award Board refers you in one or more elements, the referred element(s) will be recorded at a maximum of 40%R[50%R]; those elements not subject to referral will retain their original mark. The overall module mark will be suffixed R.

REPLACEMENT

If you have not been awarded a pass mark in any Option module you may choose to replace that module with another. This is known as replacement, and the module which takes the place of the failed module is a replacement module.

Replacement Option modules must be taken from within the same option group within your award structure as the failed module. Core modules cannot normally be replaced.

You may opt to replace a failed module after the first or second failed attempt. If you opt to replace a module you forfeit any remaining referral entitlement on the original failed module. You will be granted the full retake entitlement appropriate to the replacement module (i.e. two attempts).

The number of times a module can be replaced is limited where the replacement must be taken from a specific group or set of groups. Once all the modules within that group or groups have been exhausted no more replacement can take place. The number of replacements which can be made is also restricted in that you have only a specified amount of time in which to complete a level or stage of your award (see tables in Section 1 of Part 2 of these regulations).

The maximum mark awarded for a successfully completed replacement module is 40%[50%]. The suffix + will be used to indicate that the original module was not successfully completed. The result will be recorded as 40%+[50%+]. You may not opt to replace a module which you have passed in order to try to improve upon your result.

RESULTS PROFILE

Once an Award Board has confirmed your results you will receive a results profile. It will show, for each module, the module code and title, the associated credits, the Level of the module and the mark/result achieved.

RETAKE

Where your performance in assessment for a module has been unsatisfactory on two occasions (ie in the original attempt and the referral attempt), the Award Board has the discretion to allow you to Retake the module. Award Boards will not normally grant retakes for more than 30 credits (or one module greater than 30 credits) in a level. However, the Award Board may offer you retakes if you have failed up to 60 credits after referral and the volume of assessment (as determined by the weighting of the failed elements of assessment) amounts to no more than the assessment load normally associated with 30 credits of study.

If the Board allows you a Retake, you will be required to undertake any failed elements of assessment in the module. The maximum mark for a retaken module is 40%[50%] and the suffix K will be used to indicate that it is a retaken module.

The Board will determine whether you will be required to retake the module with or without further attendance.

SEMESTER

The academic year is divided into three periods known as semesters each of which will normally include periods of both teaching and assessment.

SINGLE, JOINT AND MAJOR/MINOR AWARDS

If you have enrolled for an Honours Degree Programme your award will have been designated either a Single Honours award or a Joint Honours award. Unclassified (ordinary) Degree Programmes will also be designated as Single or Joint awards. Single awards concentrate largely on one subject area or on one integrated set of subject areas. Joint awards give equal weighting to two main subject areas. Once you have completed Level 4 of a Joint award you may decide that you wish to give more emphasis to one of your chosen subject areas than to the other. In order to do this you must transfer to the Major/Minor route within your joint award.

In order to meet the requirements for a Single Joint or Major/Minor award you must complete a given number of credits at each Level from your chosen subject areas. These are detailed in Appendix 1 of these regulations.

SPECIAL ADMISSIONS REQUIREMENTS

There are some modules within the University which you will not be allowed to study unless you have met certain conditions. One of these conditions may be that you have first studied (not necessarily successfully completed) certain other modules. These conditions are known as special admissions requirements for the module in question.

Special Admissions Requirements are not always related to the study of specific modules. In some cases you will be required to have completed certain other qualifications outside the University or have undergone particular experiences. In some cases a special admissions requirement may be one out of a group of specified requirements. There may also be some award specific admissions requirements for particular awards.

SUBJECT AREA

A subject area is defined as the staff with academic expertise in that subject and the modules for which those staff take responsibility. Every module is owned by a subject area and which takes full responsibility for the delivery, assessment and management of modules within its remit. Assessment Boards consider the results of students' performance in all the modules within a given subject area; the membership of an Assessment Board will therefore be largely subject area based.

APPENDIX 1

Award Design Principles – Undergraduate Awards

Single, joint and major/minor awards within the Undergraduate Modular Framework are designed to meet the following structures and credit requirements:

Single Honours - total of 360 credits		
<i>Award Level</i>	<i>Main Subject Area</i>	<i>Total Credits</i>
4	120	120
5	120	120
6	120	120
TOTAL	360	360

Ordinary Degree (Single Subject) - total of 300 credits		
<i>Award Level</i>	<i>Main Subject Area (designated specific credits)</i>	<i>Total Credits</i>
4	120	120
5	120	120
6	60	60
TOTAL	300	300

Joint Honours - total of 360 credits			
<i>Award Level</i>	<i>Subject Area A</i>	<i>Subject Area B</i>	<i>Total Credits</i>
4	60	60	120
5	60	60	120
6	60	60	120
TOTAL	180	180	360
Major/Minor Honours - total of 360 credits			

<i>Award Level</i>	<i>Major Subject</i>	<i>Minor Subject</i>	<i>Total Credits</i>
4	60	60	120
5	90	30	120
6	90	30	120
TOTAL	240	120	360

Joint Ordinary Degree - total of 300 credits			
<i>Award Level</i>	<i>Subject Area A</i>	<i>Subject Area B</i>	<i>Total Credits</i>
4	60	60	120
5	60	60	120
6	30	30	60
TOTAL	150	150	300

Major/Minor Ordinary Degree - total of 300 credits			
<i>Award Level</i>	<i>Major Subject</i>	<i>Minor Subject</i>	<i>Total Credits</i>
4	60	60	120
5	90	30	120
6	45	15	60
TOTAL	195	105	300

APPENDIX 2

Transitional Arrangements for Classification of Awards

Prior to the 2013-14 academic year, overall module results were issued in Grade Points in accordance with an agreed scale that associated each Grade Point with a range of percentages and a classification band, as follows:

Grade Point	Percentage Range	Classification Band Undergraduate degrees (and other undergraduate awards)	Postgraduate awards
15	77-100	1 st Class (Distinction)	Distinction
14	74-76		
13	70-73		
12	67-69	2.1 (Merit)	Merit
11	63-66		
10	60-62		
9	57-59	2.2 (Pass)	Pass
8	53-56		
7	50-52		
6	47-49	3 rd (Pass)	Fail
5	43-46		
4	40-42		
3	30-39	Fail	
2	20-29		
1	1-19		
0	0	Non-submission	Non-Submission

Classification of honours degrees and merits and distinctions for postgraduate and other types of awards were based on average grade points achieved at appropriate levels.

From 2013-14 onwards, all module results will be issued in percentages and classification and merit/distinction calculations will be based on average percentages, in accordance with Parts 3a-e of the regulations.

Where your profile includes module results in the form of Grade Points in the levels that are used in classifying awards (ie Levels 5 and 6 for honours degrees; levels 4 and 5 for HND, Diplomas of HE and Foundation Degrees; Level 4 for HNCs and Certificates of HE; Levels 7 and 6 for postgraduate awards), the following conversion will be used:

Original Module Result – Grade Point	Percentage used in classification calculation
15	89
14	75
13	72
12	68
11	65
10	61
9	58
8	55
7	51
6	48
5	45
4	41
3	35

2	25
1	10
0	0

Equality issues have been taken into account during the development of this policy and all protected characteristics have been considered as part of the Equality Analysis undertaken.