

## Policy Coversheet

<b>Name of Policy:</b>	<b>Academic Award Regulations</b>
<b>Purpose of Policy:</b>	<b>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.</b>
<b>Intended audience(s):</b>	<b>All students registered on taught courses at Staffordshire University awards and staff</b>
<b>Approval for this policy given by:</b>	<b>Academic Board</b>
<b>Last Review Date:</b>	<b>01/07/2017</b>
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<b>Individual responsible for review:</b>	<b>Registrar</b>
<b>Authorising department:</b>	<b>Student &amp; Academic Services</b>





# Staffordshire University Academic Award Regulations (Taught)

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## 1. Regulation 1 Awards of the University

- 1.1 All courses offered by Staffordshire University comply with the provisions of the Framework for Higher Education Qualifications in England Wales and Northern Ireland 2014.
- 1.2 The table below sets out the award and credit required at each level, to complete a course.

FHEQ Level	Award Title	Credits and credit level
Undergraduate		
Level 3	University Foundation Diploma	60 credits overall at level 3
	International Foundation Programme	120 credits overall at level 3
Level 4	University Certificate	60 credits overall at level 4
	Certificate of Higher Education (CertHE)	120 credits overall, minimum of 90 credits at level 4 or above, and maximum of 30 credits at level 3
	Higher National Certificate (HNC)	120 credits overall, minimum of 90 credits at level 4 or above, maximum of 30 credits at level 3
Level 5	Certificate in Education (PCET)	60 credits overall at level 5
	University Diploma University Learning Award	60 credits overall at level 5
	Higher National Diploma (HND)	240 credits overall, minimum of 90 credits at level 5 or above, maximum of 30 credits at level 3
	Diploma of Higher Education (DipHE)	240 credits overall, minimum of 90 credits at levels 5 and 4 or above, maximum 30 credits at level 3
	Foundation Degree: Arts (FdA) Science FdSc) Engineering (FdEng)	240 credits overall, minimum of 90 credits at levels 5 and 4 or above, maximum of 30 credits at level 3

Level 6	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 or above and maximum 30 credits at level 3
	Graduate Certificate	60 credits overall at level 6 or above with a maximum of 15 credits at level 7
	Advanced University Diploma	60 credits overall at level 6
	University Professional Certificate	60 credits overall at level 6 or above with a maximum of 15 credits at level 7
	Graduate Diploma	120 credits overall at level 6 or above with a maximum of 30 credits at level 7
	University Professional Diploma	120 credits overall at level 6 or above with a maximum of 30 credits at level 7
	Bachelor Degree with Honours: Bachelor of Arts with Honours BA (Hons) Bachelor in Banking & Finance (Hons) Bachelor of Science with Honours BSc (Hons) Bachelor of Engineering with Honours BEng (Hons) Bachelor of Osteopathy BOst (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 Laws with Honours LLB (Hons)	360 credits of which 120 must be at level 6 and 120 must be at level 5
Levels 6 and 7	Master of Engineering (MEng) Master of Science (MSci) Master of Osteopathy (MOst)	480 credits overall including 360 undergraduate credits, comprised of a minimum of 90 credits at levels 4,5 and 6, with no more than 30 credits at level 3. At postgraduate credits comprised of 120 credits at level 7
	Postgraduate Certificate in Education (PGCE)	120 credits overall including 30 credits at level 7
Level 7	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 Banking & Finance Master of Science (MSc) Master of Laws (LLM) Masters by Research (MRes) Master of Chemistry (MChem)	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

\*

Staffordshire University offers doctoral awards which are regulated by the Professional Doctorates Framework and the Regulations for the Award of MPhil and PhD.

## Regulation 2 Registration on Courses

- 2.1. A full time undergraduate student will study 60 credits in one semester, or in excess of 90 credits over two semesters. Over three semesters, they will study no fewer than 135 credits. If the credit loading falls short of this, the student is considered to be part time.
- 2.2. A full time postgraduate student will study 60 credits on one semester or in excess of 105 credits over two semesters. Over three semesters they will study no fewer than 135 credits. If the credit loading falls short of this, the student is considered to be part time. Continuing full-time postgraduate students on their dissertation module (normally 60 credits) will be registered as full-time.
- 2.3. The tables below set out the maximum periods of registration permitted on a course, and on a level or stage of a course.

### Full Time Study

Award	Maximum period of registration	Maximum registration period for any one award level (UG) or stage (PG)	Credits
Cert HE	2 years	N/A	120
Dip HE	4 years	2 years	240
HNC	2 years	N/A	120
HND	4 years	2 years	240
Foundation Degree	4 years	2 years	240
Ordinary Degree	5 years	2 years	300
Honours Degree	5 years	2 years	360
Honours Degree (with FY)	6 years	2 years	480
Honours Degree (Sandwich)	6 years	2 years	360
Integrated Masters	6 years	2 years	480
Postgraduate Certificate	1 year	N/A	60
Postgraduate Diploma	2 years	1 year	120
Masters	3 years	1 year	180
Graduate Certificate	1 year	N/A	60
Graduate Diploma	2 years	1 year	120
University Foundation Diploma University Certificate University Diploma Advanced University Diploma University Learning Award	1 year	N/A	60
University Professional Diploma (120 credits)	2 years	1 year	120

## Part Time Study

Award	Maximum period of registration	Level or Stage	Credits
Cert HE	3 years	N/A	120
Dip HE	5 years	3 years	240
HNC	3 years	N/A	120
HND	5 years	3 years	240
Foundation Degree	5 years	3 years	240
Ordinary Degree	8 years	3 years	300
Honours Degree	8 years	3 years	360
Honours Degree (with FY)	9 years	3 years	480
Honours Degree (Sandwich)	9 years	3 years	360
Integrated Masters	9 years	3 years	480
Postgraduate Certificate	2 years	N/A	60
Postgraduate Diploma	4 years	2 years	120
Masters	5 years	2 years	180
Graduate Certificate	2 years	N/A	60
Graduate Diploma	4 years	2 years	120
University Professional Certificate	2 years	N/A	60
University Professional Diploma	4 years	2 years	120
University Learning Award University Foundation Diploma University Certificate University Diploma Advanced University Diploma University Learning Award	2 years	N/A	60
Certificate in Continuous Professional Development Certificate of Credit, University Foundation Certificate	2 years	N/A	15-30

- 2.4. Any periods of intermission will count towards the period of registration.
- 2.5. Any requests for an extension to registration must be made to the Director of Student & Academic Services. Extensions will normally only be permitted for one academic year and will be considered in accordance with the provisions of the Procedure for a Student to Appeal Against an Award Board Decision.
- 2.6. Some professional bodies require completion of the courses they accredit in a shorter time than those given above. Alternatively, there may be course specific regulations which take precedence. Course documentation will indicate where this is the case.

### **3. Regulation 3 Modules and Credits**

- 3.1. Courses comply with the credit requirements indicated in Regulation 1 and are delivered in a modular form. Every module is allocated to a level.
- 3.2. The programme specification for each course contains details of the course structure, including module descriptors, and the course handbook describes delivery arrangements.
- 3.3. Module credit is awarded where the student has achieved an overall pass mark in a module. Credit may also be awarded for a compensated pass in accordance with the provisions of Regulation 5.
- 3.4. All modules must normally be fully completed within six consecutive terms or two calendar years from commencement.
- 3.5. The Staffordshire University Student Charter sets out the student's responsibility for module attendance and guidance as to how this is applied is contained within the Academic Award Regulations Guidance.

### **4. Regulation 4 Module Assessment and Reassessment**

#### **Module Assessment**

- 4.1. Each module will be assessed in accordance with the set assessment criteria as defined within the Module Descriptor.
- 4.2. The principles, standards and procedures relating to module assessment and feedback are explained within the Staffordshire University Assessment Policy and Procedure.
- 4.3. Coursework assessments must be submitted on or before the stipulated deadline, or where a Learning Support Agreement provides, by the negotiated deadline. It is the student's responsibility to be aware of and comply with submission deadlines. Provisions relating to examinations are contained within the Examination Regulations.
- 4.4. If the student submits late, the assessment will be given a mark of zero for that assessment opportunity. However, providing the submission is made prior to the release of unratified marks, the assessment will be marked as if for the next assessment opportunity. The submission will be capped at 40% for undergraduate courses and 50% for postgraduate courses. If no reassessment opportunity exists, the student will have failed the assessment.
- 4.5. The provisions of paragraph 4.4 do not apply where a valid claim for extenuating circumstances (Late Submission) has been upheld. The rules for extenuating circumstances claims are contained within the Extenuating Circumstances Procedure.
- 4.6. Students must comply with the regulations relating to academic misconduct in all forms of assessment including examinations. Academic misconduct is defined as an attempt by a student to gain an unfair advantage in any assessment. Further information is set out in the Procedure for Dealing with Breaches of Assessment Regulations: Academic Misconduct.



- 4.7. The module pass mark is 40% for an undergraduate module and 50% for a postgraduate 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. There is no minimum pass mark associated with each element of assessment, except in circumstances where professional body regulations require.
- 4.8. All elements of assessment must be attempted in order to pass a module. An attempt is considered to be a submission of coursework or attendance at an examination.
- 4.9. The University uses a percentage marking scale to record overall module results and this is set out below:

Undergraduate	
Percentage	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 subject to course specific regulations.
0-29%	Fail which cannot be compensated.
N	Fail due to non-submission.
Postgraduate	
Percentage	Associated masters outcome
70-100%	Distinction
60-69%	Merit
50-59%	Pass
40-49%	Fail which may be compensated subject to course specific regulations.
0-39%	Fail which cannot be compensated
N	Fail due to non-submission.

- 4.10. For some courses, modules will be graded Pass or Fail only. Where this is the case, details will be provided in the course handbook.
- 4.11. If the module is not passed at the first attempt, the student will be required to resit any elements of assessment in which a pass mark was not achieved.
- 4.12. A student will not be reassessed in a module they have already passed.

#### Module Resits and Re-study

- 4.13. If the student is required to resit any failed elements of assessment within a module, the resit assessment will be scheduled for the next assessment retrieval point.
- 4.14. The resit assessment may be a re-work of the original assessment or, where this is not possible, for example in assessments such as group work, an alternative assessment will be set.

- 4.15. Notification of resit opportunities will be contained within the results notification. It is the student's responsibility to be aware of and comply with any resit assessments. Failure to do so will mean that the student is ineligible for a re-study opportunity should it be required.
- 4.16. Any elements of assessment subject to a resit will be capped at a maximum of 40% for an undergraduate module and 50% for a postgraduate module. Those elements passed at the first attempt will retain their original mark.
- 4.17. The module outcome at the resit attempt will be the aggregated mark of any capped and non-capped elements of assessment. The module will be suffixed R. The Award Board can review assessment element scores from differing attempts to determine whether a module has been passed. The highest mark will stand.
- 4.18. If the student does not achieve an overall module pass at the resit attempt, eligibility for a compensated pass (Regulation 5) will be determined. If the student is not eligible for a compensated pass, eligibility for a re-study opportunity will be determined.
- 4.19. Re-study requires that the student undertakes the module assessment again with attendance, or exceptionally, without attendance.
- 4.20. Any module passed at the re-study attempt will be capped in its entirety at 40% for an undergraduate module or 50% for a postgraduate module. The module will be suffixed K.
- 4.21. The student may choose to replace the module, rather than re-study it unless the module is a core module of the course. The module mark for a replacement module is capped at 40% for an undergraduate module and 50% for a postgraduate module, The student will be permitted the requisite number of assessment opportunities for that module.
- 4.22. If the student has failed a module following re-study, and is not eligible for a compensated pass, the module overall is failed. If the module is core to the course, the course is also failed.
- 4.23. The student may apply to return to a failed award after a period of one year. The student's academic profile will be taken into account and the Recognition of Prior Learning Policy will apply.

## **5. Regulation 5 Module Compensation**

- 5.1. Compensation is the awarding of credits for a marginally failed module.
- 5.2. Eligibility for a compensated pass in a module will normally be determined following the resit attempt, in order to facilitate the student's progression through the course.
- 5.3. In order to be eligible for a compensated pass, the student must have achieved an overall module mark of 30-39% for an undergraduate module and 40-49% for a postgraduate module.

<b>Award</b>	<b>Credits</b>	<b>Credits to be achieved before compensation</b>	<b>Volume of credit which can be compensated</b>
Level 4	120	90	30
Level 5	120	90	30
Level 6 Ordinary	60	45	15
Level 6 Honours	120	90	30
Graduate Certificate	60	45	15
Graduate Diploma	120	90	30
University Professional Certificate	60	45	15
University Professional Diploma	120	90	30
Flexible Learning Award	60	45	15
Level 7 Integrated Masters	120	90	30
Postgraduate Certificate	60	45	15
Postgraduate Diploma	60	45	15 or 30 if no compensation at PgC
Masters	60	N/A	N/A

5.4. The amount of credit which must have been achieved, and the maximum amount of compensation which can be applied, to each level or stage of a course, is indicated in the above table:

5.5. Partial compensation of a module, for example awarding some but not all of the credits associated with a module, is not allowed.

5.6. Following reassessment, and in circumstances where multiple elements of assessment have been reassessed, it is possible to mix marks achieved at different assessment opportunities to determine whether a module has achieved a mark which is compensatable.

5.7. When classifying a degree, a compensated pass is considered to be the minimum pass mark associated with the level of study.

## **6. Regulation 6: Progression**

6.1. In order to progress to the next level or stage of study, the student will normally be required to achieve a specified number of credits at the current and previous levels. The requirements for progression are detailed in the following table:

Progression from level 3 to level 4	At least 105 credits at level 3
Progression from level 4 to level 5	At least 90 credits at level 4 or outstanding a single module
Progression from level 4 to a placement	At least 90 credits at level 4 or outstanding a single module
Progression from level 5 to level 6	120 credits at level 4 and at least 90 credits at level 5 or outstanding a single level 5 module
Progression from level 5 to a placement	At least 180 credits, comprised of 120 level 4 credits and at least 60 level 5 credits
Progression from level 5 to level 6	120 credits at level 4 and at least 90 credits at level 5 or outstanding a single level 5 module.
Progression from a placement to level 6	120 credits at level 4 and at least 90 credits at level 5 or outstanding a single module. Successful completion of placement or transfer to non sandwich course.
Progression from level 6 to level 7 for Integrated Masters courses	At least 360 credits including 90 at level 6 with an overall average module mark of at least 50% in your level 5 and level 6 study.
Postgraduate Certificate stage to Postgraduate Diploma stage	N/A
Postgraduate Diploma stage to Masters stage	At least 90 credits

6.2. Some courses which are accredited by professional bodies may have course specific regulations on progression. These will be detailed in the course handbook.

6.3. The Award Board will determine one of the following progression outcomes:

- A) Progress to the next level or stage of study because all modules have been passed and the student has achieved the full number of required credits.
- B) Progress to the next level or stage of study because the student has achieved the full number of required credits, based on the total of modules passed and up to 30 credits awarded as a 'compensated pass'.
- C) Progress to the next level of study, with trailing failed modules because the minimum number of credits has been achieved as prescribed in Regulation 6.2. The failed modules must be resat and passed at the next reassessment period.
- D) Offer an opportunity to re-study all failed modules on a part-time basis with attendance (or exceptionally without attendance), for students who have passed 60 credits or more for that level or stage of study.
- E) Repeat the level or stage of study in its entirety, for students who have achieved fewer than 60 credits at the level or stage of study. All prior marks and credits achieved will be wiped clean and therefore, the student will start afresh. Normal fees will be charged.
- F) Withdraw the student on the grounds of academic failure if the Award Board agrees that, in its academic judgement, the student has not demonstrated sufficient competency or engagement to be offered option E.

NB: Regulation 6.3 takes precedence where regulation 4.15 will have a significant impact on a progression decision.

- 6.4. If the student is registered on a part time or top up bridging course they may need to study modules at multiple levels in accordance with the structure of the course. In such cases progression requirements may vary from the above table but will be outlined in the course handbook.
- 6.5. Students registered on a fast track course will be required to achieve 90 credits at level 4 in order to progress to level 5. All outstanding level 4 credit must be successfully completed prior to commencement of semester 4. Progression from level 5 to level 6 will vary and be specified in the course handbook.
- 6.6. In order to study some modules at Levels 4, 5 and 6 the student may be required to have passed certain other modules at a previous level. These are known as pre-requisite modules .

## **7. Regulation 7 Award Conferment and Classification**

### **General**

- 7.1. In order to successfully complete a course the student will need to achieve the requisite number and type of credits set out in Regulation 1, along with any professional requirements. If the award is comprised of 60 credits or more, the resulting award may also be classified.
- 7.2. The calculation of the classification will be in accordance with these regulations, and will vary dependent on the type of course.
- 7.3. The calculation of the base classification will be expressed to two decimal places and will not be rounded up or down. Additionally, the differing credit ratings of each module will be taken into account by counting the mark achieved in a 15 credit module once, a 30 credit module twice and a 45 credit module three times and so on.
- 7.4. If the student fails to achieve the credit associated with the course and has no further assessment opportunities available, or if the student chooses to withdraw before completing, they will be offered the highest award for which they are eligible, in accordance with the provisions of Regulation 8.

### **Undergraduate Courses - Other Awards**

- 7.5. For a Certificate of Higher Education or Higher National Certificate the student is required to complete 120 credits at level 4. The award classification is determined as follows:

Calculation	Overall average percentage mark	Award outcome	Criterion for the conferment of the higher classification
Average level 4	70% or higher	Distinction	N/A
	60%-69.9%	Merit	Overall average percentage mark 67% or above and with 60 credits in the higher classification.

percentage mark	40%-59.9%	Pass	Overall average percentage mark 57% or above and with 60 credits in the higher classification.
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7.6. For a Diploma in Higher Education, Higher National Diploma or Foundation Degree the student is required to complete 240 credits with a minimum of 90 credits at level 4 and 5 and a maximum of 30 credits at level 3. The award classification is as follows:

Calculation	Overall average percentage mark	Award classification	Criterion for the conferment of the higher classification
Average level 4 percentage mark at a 30% weighting combined with the average level 5 percentage mark at a 70% weighting.	70% or higher	Distinction	N/A
	60%-69.9%	Merit	Overall average percentage mark 67% or above, passed all level 5 credit with 60 level 5 credits in the higher classification.
	40%-59.9%	Pass	Overall average percentage mark 57% or above, passed all level 5 credit with 60 level 5 credits in the higher classification

7.7. For an Ordinary Degree the student is required to complete 300 credits with a minimum of 60 credits at level 6, 90 at level 4 and 5 and a maximum of 30 credits at level 3. The award classification is determined as follows:

Calculation	Overall average percentage mark	Award classification	Criterion for the conferment of the higher classification
Average level 5 percentage mark at a 30% weighting combined with the average level 6 percentage mark at a 70% weighting.	70% or higher	Distinction	N/A
	60%-69.9%	Merit	Overall average percentage mark 67% or above and with 30 level 6 credits in the higher classification.
	40%-59.9%	Pass	Overall average percentage mark 57% or above and with 30 level 6 credits in the higher classification.

## Undergraduate Courses - Honours Degrees

- 7.8. For an Honours degree the student is required to complete 360 credits with a minimum of 90 credits at levels 4, 5 and 6 and a maximum of 30 credits at level 3. Honours degrees are classified in accordance with the below table:

<b>Overall Average Percentage Mark</b>	<b>Classification</b>
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	Fail

- 7.9. Additional modules will not contribute to the classification of an Honours degree. Module credit achieved through the Recognition of Prior Learning Scheme will also not contribute to the calculation of the degree classification except where the previous study took place at Staffordshire University.
- 7.10. If the student has been admitted to the University at level 6, and has therefore not studied any level 5 credits at Staffordshire University, the base classification will be determined using the level 6 modules only.
- 7.11. The Honours degree will be classified as determined by the base classification except where the student is eligible for the award of the higher classification. The calculation of the base classification and the criteria for the award of one classification higher is set out in the following table:

## 7.12.

Calculation	Overall percentage mark	Base classification	Criterion for the conferment of the higher class
Average level 5 percentage mark at a 30% weighting combined with the average level 6 percentage mark at a 70% weighting.	70% or higher	First Class Honours	N/A
	60%-69.99%	Upper Second Class Honours	Achieved 90 level 6 credits at 70% or above or the base classification is 67% or above and with 60 level 6 credits in the higher classification.
	50%-59.99%	Lower Second Class Honours	Achieved 90 level 6 credits at 60% or above or the base classification is 57% and with 60 level 6 credits in the higher classification.
	40%-49.99%	Third Class Honours	Achieved 90 level 6 credits at 50% or above or the base classification is 47% and with 60 level 6 credits in the higher classification.



## Integrated Masters Courses

- 7.13. For an Integrated Masters degree the student is required to complete 360 credits at undergraduate level with a minimum of 90 credits at levels 4, 5 and 6 and a maximum of 30 credits at level 3. The student is also required to complete 120 credits at postgraduate level. Integrated Masters degrees are classified as follows:

<b>Overall Average Percentage Mark</b>	<b>Classification</b>
70% or higher	First Class
60%-69.99%	Upper Second Class
50%-59.99%	Lower Second Class
49.99% or below	Fail

- 7.14. Additional modules will not contribute to the classification of an Integrated Masters degree. Module credit achieved through the Recognition of Prior Learning Scheme will also not contribute to the calculation of the degree classification except where the previous study took place at Staffordshire University

- 7.15. If the student has been admitted to the University at level 6, and has therefore not studied any level 5 credits at Staffordshire University, the base classification will be determined using the level 6 and 7 modules only.

- 7.16. The Integrated Masters will be classified as determined by the base classification except where the student is eligible for the award of the higher classification. The calculation of the base classification and the criteria for the award of one classification higher is set out in the following table:

Calculation	Overall percentage mark	Base classification	Criterion for the conferment of the higher class
Average level 5 percentage mark at a 20% weighting, the average level 6 percentage mark at a 30% weighting combined with the average level 7 percentage mark given a 50% weighting.	70% or higher	First Class	N/A
	60%-69.99%	Upper Second Class	Achieved 90 level 7 credits at 70% or above or the base classification is 67% and with 60 level 7 credits in the higher classification.
	50%-59.99%	Lower Second Class	Achieved 90 level 7 credits at 60% or above or the base classification is 57% and with 60 level 7 credits in the higher classification

#### Postgraduate Certificate, Diploma and Masters Courses

- 7.17. The credit requirements for the completion of a Postgraduate Certificate, Postgraduate Diploma and Masters course are set out in Regulation 1.
- 7.18. Whether the student has registered from the outset on a Masters course, or completed a Masters course by stages, first enrolling on a Postgraduate Certificate then a Postgraduate Diploma and finally a Masters, the module marks for all modules studied will be used to calculate the classification of the Masters award.
- 7.19. Additional modules will not contribute to the classification of the Masters degree. Module credit achieved through the Recognition of Prior Learning Scheme will also not contribute to the calculation of the degree classification except where the previous study took place at Staffordshire University.
- 7.20. For a Postgraduate Certificate the award classification will be determined as follows:

Means of calculating overall percentage	Overall average percentage mark	Award classification	Criterion for the conferment of the higher classification
Average percentage mark (60 credits)	70% or higher	Distinction	N/A
	60%-69.9%	Merit	Overall average percentage mark is 67% or above and with 30 level 7 credits in the higher classification.
	50%-59.9%	Pass	Overall average percentage mark is 57% or above and with 30 level 7 credits in the higher classification.

7.21. For a Postgraduate Diploma the award classification will be determined as follows

Means of calculating overall percentage	Overall average percentage mark	Award classification	Criterion for the conferment of the higher classification
Average percentage mark (120 credits)	70% or higher	Distinction	N/A
	60%-69.9%	Merit	Overall average percentage mark is 67% or above and with 60 level 7 credits in the higher classification.
	50%-59.9%	Pass	Overall average percentage mark is 57% or above and with 60 level 7 credits in the higher classification.

7.22. For a Masters degree the award classification will be determined as follows

Means of calculating overall percentage	Overall average percentage mark	Award classification	Criterion for the conferment of the higher classification
Average percentage mark (180 credits)	70% or higher	Distinction	N/A
	60%-69.9%	Merit	Overall average percentage mark is 67% or above and with 90 level 7 credits in the higher classification including the dissertation or project.
	50%-59.9%	Pass	Overall average percentage mark is 57% or above and with 90 level 7 credits in the higher classification including the dissertation or project.

## Graduate and Professional Courses

7.23. For a Graduate Certificate or a University Professional Certificate the student is required to complete 60 credits at level 6. Up to 15 credits at level 7 may be included. The award classification will be determined as follows:

Means of calculating overall percentage	Overall average percentage mark	Award classification	Criterion for the conferment of the higher classification
Average percentage mark (60 credits)	70% or higher	Distinction	N/A
	60%-69.9%	Merit	Overall average percentage mark is 67% or above and with 30 credits in the higher classification.
	50%-59.9%	Pass	Overall average percentage mark is 57% or above and with 30 in the higher classification.

7.24. For a Graduate Diploma\* or a University Professional Diploma the student is required to complete 120 credits at level 6. Up to 30 credits at level 7 may be included. The award classification will be determined as follows:

\*Graduate Diploma in Law is subject to course specific regulations

Means of calculating overall percentage	Overall average percentage mark	Award classification	Criterion for the conferment of the higher classification
Average percentage mark (120 credits)	70% or higher	Distinction	N/A
	60%-69.9%	Merit	Overall average percentage mark is 67% or above and with 60 credits in the higher classification.
	50%-59.9%	Pass	Overall average percentage mark is 57% or above and with 60 in the higher classification.

## Flexible Learning Courses

7.25. Flexible Learning Courses are defined as follows:

- University Foundation Diploma
- International Foundation Diploma
- University Certificate
- University Diploma
- Advanced University Diploma
- University Learning Award

- 7.26. If a student is registered on one of the above Flexible Learning Course for which they are required to complete 60 credits or more, their award may be classified. The award classification will be determined as follows:

Means of calculating overall percentage	Overall average percentage mark	Award classification	Criterion for the conferment of the higher classification
Average percentage mark (60 credits)	70% or higher	Distinction	N/A
	60%-69.9%	Merit	Overall average percentage mark is 67% or above and with 30 credits in the higher classification.
	50%-59.9%	Pass	Overall average percentage mark is 57% or above and with 30 in the higher classification.

- 7.27. The following courses require that the student completes less than 60 credits and therefore will not be classified. The student will receive a transcript.

- University Foundation Certificate
- Certificate of Continuous Professional Development
- Certificate of Credit

## 8. Intermediate Awards

- 8.1. If the student fails or withdraws from the course, they may be eligible for an intermediate award. If the modules which have been successfully completed map directly on to the course structure, the intermediate award will be in the named subject.
- 8.2. If the student has been conferred with an intermediate award in the named subject, the award will be classified.
- 8.3. Where the student has achieved the total number of credits at the level of study required, but this does not map directly on to the course structure on which they have enrolled, they will be awarded an unnamed intermediate award. Unnamed awards will not be classified.
- 8.4. The following table sets out the intermediate awards available for each course of study.

<b>Registered Course</b>	<b>Intermediate Award</b>
Foundation Degree	Certificate in Higher Education
Higher National Diploma	Higher National Certificate
Diploma in Higher Education	Certificate in Higher Education
Ordinary Degree	Certificate in Higher Education
	Diploma in Higher Education
Honours Degree	Certificate in Higher Education
	Diploma in Higher Education
	Ordinary Degree
Integrated Masters	Certificate in Higher Education
	Diploma in Higher Education
	Ordinary Degree
	Honours Degree
Postgraduate Diploma	Postgraduate Certificate
Masters	Postgraduate Certificate
	Postgraduate Diploma

## **9. Awards in Exceptional Circumstances – Aegrotat and Posthumous Awards**

- 9.1. These provisions apply to Honours degrees, Integrated Masters degrees or Masters degrees.
- 9.2. Where a claim for Extenuating Circumstances has been upheld due to ill health, which has prevented the student from fully meeting the learning outcomes of the award, the Award Board may decide to confer an Aegrotat award.
- 9.3. The Award Board must offer the student the opportunity to accept the Aegrotat award, or continue on the course of study in order to achieve the intended course outcome.
- 9.4. Recommendations for posthumous awards will be considered by the Vice Chancellor or nominee.

- 9.5. A School may recommend a posthumous award, which is higher than the student's entitlement, but does not exceed the course level (3,4,5,6,7) on which the student last studied. Such applications should be supported by evidence of academic achievement, at the level of the requested award.
- 9.6. Posthumous awards may be classified, subject to the approval of the Vice Chancellor or nominee. It is not required that the resulting certificate is marked Posthumous.

## **10. Appeal Against an Award Board Decision**

- 10.1. The Staffordshire University Procedure for a Student to Appeal Against an Award Board Decision sets out the grounds on which appeals can be heard.

## **Academic Award Regulations Appendix 1**

### **Single-Tier Award Board**

Each named course will have a single-tier Award Board to receive module results and confirm progression and award decisions. The Award Board will normally meet at points of progression and completion within a course, and will operate within the Staffordshire University Academic Award Regulations.

#### Constitution

The constitution of the Award Board comprises:

Dean of School or nominated Associate Dean for the courses under consideration (Chair)

The Course Leader(s) for the courses under consideration

A representative of each subject area contributing core or option modules to the courses under consideration

The Award External Examiner(s) for the courses under consideration

The Student & Course Administrator (Secretary)

#### Terms of Reference

The Award Board is empowered to:

- a) receive confirmation of module results, following moderation, to ensure that standards are comparable to those of cognate subjects both within the University and in other higher education institutions;
- b) confirm decisions on progression and awards;
- c) confirm decisions on termination of registration, along with any intermediate awards,
- d) approve, for release to students, results and any associated recommendations on the retrieval of assessments;
- e) confirm the application of compensation;
- f) receive the outcomes of Academic Misconduct Panels and to confirm the agreed recommendation;
- g) receive the outcomes of Extenuating Circumstances claims and confirm the recommendation;
- h) inform the External Examiner Annual Report regarding the health and standards of the courses under consideration.