

MODULAR ASSESSMENT REGULATIONS (MAR)

What is MAR?

The Modular Assessment Regulations (MAR) are the common assessment regulations applying to all modules and awards offered within the University's Modular Framework. They are commonly referred to in the University by the abbreviation MAR.

MAR and Academic Regulations

The Modular Assessment Regulations derive their authority from and are formally a sub-set of the Academic Regulations. For convenience and because they apply to the majority of undergraduate and postgraduate taught modules and awards, they are published as a separate document. The current version of MAR is denoted by its numerical suffix. This version is MAR 3.0.

MAR and assessment

MAR provides a common framework for the assessment of modules and awards and the award of credit by all examining boards for undergraduate and postgraduate modules and awards within the University Modular Framework. The Framework covers a very wide range of subjects, disciplines and award structures. MAR has been designed to promote consistency and fairness in assessment across all subjects, ensuring that students are assessed fairly in accordance with University regulations wherever, whatever and however they study.

Format

The format of these Regulations reflects the credit and modular principles espoused by the University. They begin with modules - the building block for programmes and credit - and end with examining board and related processes for determining eligibility for awards. There is some duplication in parts of the Regulations. This is deliberate in order to minimise the need for reference back to earlier sections. Readers should note that sections 1, 2, 5 and 6 and sections 11-15 apply to all levels, section 3 applies to modules at levels 0-3 only; section 4 applies to modules at level M only.

There is a Glossary of terms used in MAR at the end of the Regulations.

Part one (sections 1-4) covers module definitions and types, module assessment and award of credit.

Part two (sections 5-10) covers awards, credit requirements and award eligibility.

Part three (sections 11-15) covers examiners, examining board responsibilities and procedures.

When does MAR 3.0 come into operation?

MAR 3.0 applies to all awards and all modules within the University's Modular Framework from the 2003/4 academic session. This includes:

- a continuing registration and new registration on all awards after 20 June 2003 (i.e. after the end of the last assessment period of the session 2002/03);
- b enrolment on all modules which commence after 20 June 2003;
- c and all second or further attempts started after 20 June 2003.

The previous version of MAR (MAR 2.3) will continue to apply to:

- a all modules where all the teaching and assessment has been completed before the 2003/4 session, but the examining boards take place after the start of the session;
- b second assessment opportunities within an attempt where the first assessment opportunity was taken under MAR 2.3.

Note: Merit on Postgraduate Awards (Section 10.5)

Students who commenced postgraduate awards under MAR 2.3 before the start of the 2003/4 session will not be eligible for the awards with Merit, other than those postgraduate awards for which Merit is possible under MAR 2.3.

The Modular Assessment Regulations are available on the University Intranet (accessible from the Academic Secretariat's web-page) and in printed form. Printed copies are available in the main Libraries on all sites, in faculty offices and in the Students' Union. MAR is also reproduced in full in the University Student Handbook.

Further information is available on the Academic Secretariat web-page.

Table of contents

Part 1 Module definitions and types, module assessment and award of credit

- 1 Types of modules
- 2 All modules
 - 2.1 Levels and credit
 - 2.2 Module enrolment
 - 2.3 Module assessment
 - 2.4 Referral and reassessment
 - 2.5 Late submission of work for assessment
 - 2.6 Absence from or non-submission for assessment
- 3 Module assessment, referral and reassessment at levels 0-3
 - 3.1 Standard module: assessment
 - 3.2 Standard module: referral and reassessment
 - 3.3 Project module: assessment
 - 3.4 Project module: referral and reassessment
 - 3.5 Professional practice module: assessment
 - 3.6 Professional practice module: referral and reassessment
- 4 Module assessment, referral and reassessment (level M)
 - 4.1 Level M standard module: assessment
 - 4.2 Level M standard module: referral and reassessment
 - 4.3 Level M project module: assessment
 - 4.4 Level M project module: referral and reassessment
 - 4.5 Masters dissertation module: assessment and referral
 - 4.6 Level M professional practice module: assessment
 - 4.7 Level M professional practice module: referral and reassessment

Part 2 Awards, credit requirements and award eligibility

- 5 Awards
 - 5.1 Award registration
 - 5.2 Award eligibility
 - 5.3 Awards involving professional practice, study or placement outside the UK
 - 5.4 Sandwich awards
 - 5.5 Accredited learning and accredited experiential learning
 - 5.6 Named awards
 - 5.7 Professionally recognised or accredited named awards
 - 5.8 Unnamed awards

- 6 Undergraduate awards: credit requirements
 - 6.1 Minimum credit requirements
 - 6.2 Foundation programme (level 0)
 - 6.3 Certificate
 - 6.4 Higher National Certificate
 - 6.5 Certificate in Professional Development
 - 6.6 Certificate of Higher Education
 - 6.7 Diploma
 - 6.8 Higher National Diploma
 - 6.9 Diploma in Professional Studies
 - 6.10 Diploma of Higher Education
 - 6.11 Foundation Degree
 - 6.12 Degree
 - 6.13 Degree with Honours
 - 6.14 Integrated Bachelor/Masters Degree
- 7 Undergraduate awards: classification for honours
- 8 Undergraduate awards: pass and distinction
- 9 Graduate entry awards: credit requirements
 - 9.1 Graduate Certificate
 - 9.2 Graduate Diploma
 - 9.3 Distinction
- 10 Postgraduate awards: credit requirements
 - 10.1 Minimum credit requirements
 - 10.2 Postgraduate Certificate
 - 10.3 Postgraduate Diploma
 - 10.4 Masters
 - 10.5 Pass, merit and distinction

Part 3 Examining boards and external examiners

- 11 Field and award boards
 - 11.1 Field Boards
 - 11.2 Award Boards
- 12 Award board discretion
- 13 Extenuating circumstances
- 14 University award board
- 15 External examiners

Glossary of MAR terms

MODULES

1 TYPES OF MODULES

- 1.1 Modules are the academic building blocks of programmes in the University modular framework. They form the basis for assessment and the award of credit. All modules are classified as one of four types: standard, professional practice, project or masters dissertation.
- 1.2 A standard module is usually classroom- or laboratory-based, although it need not be. Some assessment is under controlled conditions (see paragraph 2.3.5) and some may be by other means.
- 1.3 A professional practice module is normally undertaken outside the University in a professional setting, combining practice with related study. Assessment of competence in professional practice will always involve an appropriately qualified practitioner.
- 1.4 A project module requires the completion of a project, dissertation or similar piece of extended, individual or group work.
- 1.5 A masters dissertation is a particular form of project module. It is only available at level M and is undertaken as the final part of a masters award.

2 ALL MODULES

2.1 Levels and credit

- 2.1.1 Modules are offered at specified academic levels and lead to specified amounts of credit.
- 2.1.2 Academic levels are represented by levels 0, 1, 2, 3 and M.
- 2.1.3 Modules may lead to 10, 15, 20, 30, 40, 50 or 60 credits. A masters dissertation module may lead to 40, 50 or 60 credits at level M.
- 2.1.4 All modules have specified assessment requirements. These are set out in the module specification. Successful completion of assessment leads to the award of credit.
- 2.1.5 Placements can lead to credit or placement credit depending on how they are assessed. Placement credit is awarded where students are required only to complete the placement or where it is assessed as passed/not passed. Placement credit does not specify an academic level.
- 2.1.6 The amount of credit carried by a module is linked to the notional study time expected of students in order to succeed at the stated level. The ratio of credit to notional study time at all levels is one credit to ten notional study hours. Notional study hours include teaching contact, directed learning and assessment. This ratio does not apply to professional practice modules or placement credit.
- 2.1.7 All credit achieved is recorded on a student's Certificate of Credit. This is issued to a student on completion of the award or at the point at which a student's award registration or module enrolment with the University ceases.

2.2 Module enrolment

- 2.2.1 Students may enrol for a maximum of 180 credits, including placement credits, at any

one time. Except on postgraduate awards, students who have not passed more than 50% of the credits presented for assessment to an award board, will normally have their next enrolment restricted by the board to a maximum of 150 credits at any one time.

- 2.2.2 Students may enrol on a module or module(s) without registering for an award or on modules additional to those valid for their award, subject to the maximum permitted enrolment of 180 credits.
- 2.2.3 Students may enrol on any standard module or project module subject to:
- a meeting the stated entry requirements of the University; and
 - b meeting any stated prerequisites and/or co-requisites for the module; and
 - c meeting any stated requirements of particular awards as specified in the relevant approved programme specification; and
 - d availability of the module; and
 - e availability of places on the module where a limit is set for module enrolment.
- 2.2.4 Enrolment on a professional practice module, a masters dissertation, a placement, or a module involving a placement is permitted only where students are also registered for a named award for which the module, dissertation or placement is valid.
- 2.2.5 Students are not permitted to enrol on a module after the latest enrolment point specified by the faculty responsible for the module.
- 2.2.6 Irrespective of any fee liability, students may withdraw from a module without academic penalty (e.g. loss of the first attempt on that module) if withdrawal occurs within one quarter of the module's delivery period or before the deadline for submission of the first assessed element, whichever is the sooner. The exact date will be specified to students by the faculty responsible for the module.

2.3 **Module assessment**

- 2.3.1 Each module is assessed separately and as a whole. The assessment requirements of a module are stated in the module specification. The assessment requirements shall be proportionate to the credit value and level of the module.
- 2.3.2 All modules shall have one or two components of assessment. Where there are two components they shall be referred to as component A and component B. Each component has a specified weighting, which determines its contribution to the overall module mark. Students who do not pass one or both components are referred or reassessed in the component(s) which have not been passed.
- 2.3.3 Irrespective of the level of award, the pass mark for modules at levels 0 to 3 is 40%, and for level M modules is 50%. The overall module mark is the mark for component A or the weighted average of components A and B where there is more than one component. For professional practice modules with a single component of assessment the module outcome is expressed as passed or not passed only.
- 2.3.4 Irrespective of the level of award, assessment of modules at levels 0 to 3 must conform to section 3 of the Regulations, and assessment of modules at level M must conform to section 4 of the Regulations.
- 2.3.5 Subject to any operational constraints, module assessment opportunities shall be provided at least twice and at most three times in any academic year in accordance with the University Modular Framework calendar.
- 2.3.6 All standard modules have a component A which is assessed under controlled

conditions. This component must count for at least 25% of the overall module mark. The module specification will state which is the component A assessment.

- 2.3.7 Assessment under controlled conditions normally means assessment at a prescribed time and in prescribed conditions involving University-controlled invigilation or supervision. Other forms of assessment under controlled conditions may be permitted, providing that the control exerted is sufficient to provide certainty that the work submitted for assessment is the student's own work and that there is parity of treatment between all students taking the assessment.
- 2.3.8 Component B may be assessed under controlled conditions and/or by other means.
- 2.3.9 Assessment 'by other means' normally means by work undertaken outside the classroom or laboratory in the students' own time.
- 2.3.10 Components of assessment may contain one or more elements of assessment. Marks from all elements are recorded and the overall mark for the component is the weighted average of all elements. Where assessed group work is specified in a module, students will receive individual assessment marks and may receive group work marks.
- 2.3.11 A project module has a single component of assessment, component A, being the project report, dissertation or equivalent piece of work. This may include one or more elements as defined in the module specification. Students may be required to pass those elements which include the project.

2.4 Referral and reassessment

- 2.4.1 Referral is the opportunity to take a second assessment opportunity within an attempt at the next scheduled assessment opportunity with or without further class attendance.
- 2.4.2 Reassessment is the opportunity to be assessed in a module again if not successful at the first or permitted further attempt.
- 2.4.3 Referral and reassessment requirements for a module shall be stated in the module specification. The requirements and standard of attainment expected from referral or reassessment shall be as demanding as the first assessment opportunity.
- 2.4.4 Irrespective of the level of award, referral and reassessment of modules at levels 0 to 3 must conform to section 3 of the Regulations, and referral and reassessment of modules at level M must conform to section 4 of the Regulations.
- 2.4.5 The module specification will state where class attendance is mandatory for a second assessment opportunity within an attempt or for a further attempt. Otherwise students may choose to attend taught classes in preparation for a second or further attempt at a module. Where class attendance is optional, students must, on enrolling on modules for the second assessment opportunity or for the second or further attempt, indicate whether they will attend classes.
- 2.4.6 It may not be possible to provide an opportunity for referral for some modules before the next occasion on which the module is run in its entirety. This will not affect student rights to a second assessment opportunity or second attempt, but it will affect the timing of that referral.
- 2.4.7 Students have the right to two attempts at a module, other than for professional practice modules (see paragraph 3.6.1) and masters dissertations (see paragraph 4.5.3). For each attempt there are two assessment opportunities. These are normally taken within the same academic session. Each attempt is self-contained. No marks are carried over from the first to the second attempt.

- 2.4.8 Once a module has been passed, no further assessment opportunities are permitted.
- 2.4.9 If students do not pass at the first assessment opportunity, they are referred to the second assessment opportunity within the first attempt. If the module is not passed at the second assessment opportunity, the first attempt is not passed.
- 2.4.10 Where students have the right to a second attempt at a module, and the module is not passed at the first assessment opportunity within the second attempt, they are referred to the second assessment opportunity within the second attempt. If the module is not passed at the second assessment opportunity within the second attempt, the second attempt and the module are failed.
- 2.4.11 No further reassessment is permitted on a failed module even where students wish to retake the module for a different award at a later date.
- 2.4.12 An award board shall only permit students a third or further attempt(s) at a module where it has accepted their extenuating circumstances already submitted in relation to a previous attempt where that module was not passed. (For extenuating circumstances see section 13 below).
- 2.4.13 Students submitting evidence for assessment under accredited experiential learning in accordance with the Academic Regulations shall be permitted up to four assessment opportunities and no further attempts. The timing of assessment opportunities shall normally coincide with the assessment opportunities on the module(s) for which the experiential learning is being considered.

2.5 **Late submission of work for assessment**

- 2.5.1 Students who submit work for assessment no later than 24 hours after the stated deadline will not incur any penalty.
- 2.5.2 Work submitted for assessment more than 24 hours after the stated deadline but within ten working days of the deadline shall be subject to an automatic mark penalty. The penalty shall be:
- a for modules at levels 0-3 inclusive, a deduction of one third of the mark given for the work;
 - b for level M modules, a deduction of one quarter of the mark given for the work.
- 2.5.3 Work submitted later than ten working days after the stated deadline will not be marked for assessment. The work will be marked and returned to students for learning purposes only.
- 2.5.4 Students submitting work more than 24 hours after but within ten working days from a stated deadline who wish to be considered for waiver of the automatic mark penalty must submit reasons for lateness with their submitted work. The reasons will be considered by the designated board or panel which may decide not to impose the mark penalty.
- 2.5.5 Requests for late work to be marked for assessment will not be accepted where the reasons given refer to events occurring after the published submission deadline.
- 2.5.6 The provisions of paragraphs 2.5.1 to 2.5.5 will not apply to assessments which are time sensitive such as presentations or assessments of professional competencies. Such assessments and their timing will be specified to students by the faculty

responsible for the module in writing at the start of each relevant module delivery period.

2.6 **Absence from or non-submission for assessment**

2.6.1 Students who do not attend an assessment under controlled conditions or who submit no work for assessment and for whom no extenuating circumstances have been accepted shall be deemed have achieved zero marks for that assessment or piece of work. This will be recorded as non-submission.

2.6.2 Students will forfeit a second assessment opportunity within an attempt if they do not undertake the assessment under controlled conditions or otherwise do not complete the assessment for component A and submit no elements of assessment for component B at the first assessment opportunity. An award board may only waive forfeiture if it approves a request from students for extenuating circumstances relating to their first assessment opportunity.

2.6.3 Paragraph 2.6.2 shall not apply to a module with a single component of assessment nor to professional practice modules.

3 **MODULE ASSESSMENT, REFERRAL AND REASSESSMENT AT LEVELS 0-3**

3.1 **Standard module: assessment**

3.1.1 A standard module may have at most two components of assessment.

3.1.2 Component marks and the overall module mark are expressed as percentages. This may not be a notional translation of passed/not passed.

3.1.3 In standard modules at level 0 and level 1, a component may be assessed as passed or not passed only. Where this is the case, students must pass this component and obtain a pass mark in the other component in order to pass the module.

3.1.4 In standard modules with two components, where one component of assessment at level 0 or 1 is marked as passed/not passed only, the overall mark for the module is the mark awarded for the other component.

3.1.5 The mark for a component of assessment is calculated as the weighted average of the marks for the individual elements of the component. The weighting of elements is set out in the module specification and shall be given to students no later than the start of the module delivery period. Students cannot be required to pass individual elements.

3.1.6 The overall module mark for modules with more than one component is calculated as the weighted average of the marks for both components. The component assessed under controlled conditions must carry a minimum weighting of 25%. The weighting of the components is set out in the module specification and shall be given to students no later than the start of the module delivery period.

3.1.7 To pass a module students must achieve an overall module mark of not less than 40%. Where the module assessment has two components, students must achieve at least 35% in each component in order to pass the module. A mark below 35% in either component means that the module has not been passed. In order to pass a module at level 0 or 1 with two components, one of which is assessed as passed/not passed, students must achieve not less than 40% in the other component.

3.2 Standard module: referral and reassessment

- 3.2.1 The form of referral or reassessment for a component is stated in the module specification.
- 3.2.2 Students who do not pass a module at the first assessment opportunity have a right to referral in the component(s) which have not been passed, except as provided for in paragraph 2.6.2.
- 3.2.3 If the minimum mark of 35% is not achieved in both or one of two required components of assessment (and the other is passed) at the first assessment opportunity the mark for the referred component is limited to 40%. This is described as a capped mark. The mark for the other component is not capped nor is the overall module mark. Where a component of assessment is not passed at the second assessment opportunity and students make another attempt at the module, the overall module mark achieved at the second attempt is capped at 40%.
- 3.2.4 Capping of marks does not apply at levels 0 and 1.
- 3.2.5 To pass a module on referral or reassessment students must achieve not less than 35% in the referred or reassessed component(s) of assessment and an overall module mark of not less than 40%.
- 3.2.6 If one component of assessment in a level 0 or level 1 module is assessed as passed or not passed only, a pass must be achieved in any referred or reassessed component.
- 3.2.7 Students who do not pass a module at the first attempt have a right to a second attempt at the module. Students are only permitted further attempts after the second attempt if an award board has accepted their extenuating circumstances and permitted another attempt.
- 3.2.8 For the purpose of classification for honours or other differential award level, the overall module mark passed at a second attempt is capped at 40%. The actual mark achieved for the capped module shall be recorded on a student's Certificate of Credit.
- 3.2.9 Students who do not pass the first attempt may take an alternative module if valid alternative modules for the award are available. If students enrol on an alternative module, this module will be treated as a new enrolment and subject to the normal rules for assessment.

3.3 Project module: assessment

- 3.3.1 A project module has a single component of assessment, component A, being the project report, dissertation or equivalent piece of work. This may include one or more elements as defined in the module specification. Students may be required to pass those elements which include the project.
- 3.3.2 The mark for a project module is expressed as a percentage.
- 3.3.3 The mark for a project module is the weighted average of the marks of the individual elements of the component. The weighting of the elements is stated in the module specification and shall be provided to students no later than the start of the module delivery period.
- 3.3.4 The pass mark for a project module is 40%.

3.4 Project module: referral and reassessment

- 3.4.1 The form of referral or reassessment in a project module shall be the resubmission of the project report, dissertation or other requirement as defined in the module specification.
- 3.4.2 Students who do not pass a project module at the first assessment opportunity have a right to a second assessment opportunity in the module.
- 3.4.3 To pass a project module on referral, students must achieve a mark of not less than 40%. Where the component includes element(s) which must be passed, a mark of 40% must be achieved in those element(s).
- 3.4.4 Students who do not pass a project module at the first attempt have a right to a second attempt at the module. Students are only permitted further attempts after the second attempt if an award board has accepted their extenuating circumstances and permitted another attempt.
- 3.4.5 For the purposes of classification of honours or other differential level of an award, the mark for a project module achieved on referral to a second assessment opportunity or reassessment at a second or further attempt where no extenuating circumstances have been accepted shall be capped at 40%. The actual mark achieved shall be recorded on the student's Certificate of Credit.
- 3.4.6 Capping of marks does not apply at levels 0 and 1.

3.5 Professional practice module: assessment

- 3.5.1 A professional practice module may have specified entry and assessment requirements as required by a professional or statutory body where the module contributes to an award which is recognised or accredited.
- 3.5.2 A professional practice module shall have at most two components of assessment. Component A shall be the assessment of professional competencies by an appropriately qualified practitioner.
- 3.5.3 Professional competencies shall be assessed as passed or not passed only. If the module assessment is based solely on the assessment of professional competencies, the assessment outcome is recorded as passed or not passed only and is not taken into account in determining eligibility for an award with classification for honours or other differential level of award.
- 3.5.4 If additional means of differentiating performance in professional competencies have been agreed by the University at the request of a professional body, these shall be recorded on the Certificate of Credit.
- 3.5.5 Assessment of professional competencies may include referral or reassessment of specific competencies subject to a maximum number of such referrals or reassessments as stated in the approved programme specification.
- 3.5.6 Where there is a component B, the overall mark for the component is the weighted average of the marks of the individual elements of the component. The pass mark for the component is 40%. The weighting and the requirements for completion of the elements are described in the module specification and shall be given to students no later than the start of the module delivery period.
- 3.5.7 A professional practice module can only be passed if the component of assessment of professional competencies is passed.

- 3.5.8 If a professional practice module assessment requires a single component of assessment of professional competencies, the outcome is recorded as passed or not passed.
- 3.5.9 If a professional practice module has two components of assessment, the overall module mark is expressed as a percentage. The percentage mark is awarded for the component not relating to professional competencies. If either component is not passed, the module is not passed.
- 3.5.10 Where the outcome of a professional practice module is expressed as passed or not passed only it does not contribute to an honours classification or other form of differential level of award. If a professional practice module includes a second component, the mark for the second component is the mark for the module and, if it is at level 2 or above, this will contribute to classification for honours or other differential level of award.

3.6 Professional practice module: referral and reassessment

- 3.6.1 In a professional practice module students do not have a right to automatic referral after the first assessment opportunity. Referral is subject to the discretion of the award board. Where a practice component has not been passed students are normally offered at most one further opportunity for referral.
- 3.6.2 If an award board permits a second attempt, the professional component assessment must be retaken in addition to the non-professional component.
- 3.6.3 The method of referral or reassessment for the component not involving assessment of professional competencies is defined in the module specification.
- 3.6.4 The method and attendance requirements for referral and reassessment of the professional competencies component are at the discretion of the award board.
- 3.6.5 Any overall pass mark obtained at a second or permitted further attempt for a professional practice module shall be capped at 40% for classification for honours or other differential level of award. The actual mark achieved shall be recorded on the student's Certificate of Credit.
- 3.6.6 Capping of marks does not apply at levels 0 and 1.

4 MODULE ASSESSMENT, REFERRAL AND REASSESSMENT AT LEVEL M

4.1 Level M standard module: assessment

- 4.1.1 A standard module may have at most two components of assessment.
- 4.1.2 Component marks and overall module marks are expressed as percentages. This may not be a notional translation of passed or not passed.
- 4.1.3 The mark for a component of assessment is calculated as the weighted average of the marks for the individual elements of the component. The weighting of elements is set out in the module specification and shall be given to students no later than the start of the module delivery period. Students cannot be required to pass individual elements.
- 4.1.4 The overall module mark for modules with more than one component is calculated as the weighted average of the marks for both components. The component assessed under controlled conditions must carry a minimum weighting of 25%. The weighting of the components is set out in the module specification and shall be given to students no

later than the start of the module delivery period.

- 4.1.5 To pass a module students must achieve an overall module mark of not less than 50%. Where a module assessment has two components, students must achieve at least 40% in each component. A mark below 40% in either component means that the module has not been passed.

4.2 **Level M standard module: referral and reassessment**

- 4.2.1 The form of referral or reassessment in each component of a standard module is set out in the module specification.
- 4.2.2 Students who do not pass a standard module at the first assessment opportunity have a right to referral or reassessment in the component(s) which have not been passed, except as provided for in paragraph 2.6.2.
- 4.2.3 If the minimum mark of 40% is not achieved in both or one of two required components of assessment is not passed (and the other is passed) at the first assessment opportunity, the mark for the referred or reassessed component is limited to 50%. This is described as a capped mark. The mark for the other component is not capped nor is the overall module mark. Where a component of assessment is not passed at the second assessment opportunity and students make another attempt at the module, the overall module mark achieved at the second attempt is capped at 50%.
- 4.2.4 To pass a module on referral or reassessment students must achieve not less than 40% in the referred or reassessed component(s) of assessment and an overall module mark of not less than 50%.
- 4.2.5 Students who do not pass a standard module at the first attempt have a right to one second attempt at the module. Students are only permitted further attempts after the second attempt if an award board has accepted their extenuating circumstances and permitted another attempt.
- 4.2.6 For the purpose of determining a postgraduate award with merit or distinction, or classification of an honours degree if applicable, the overall module pass mark achieved at a second or further attempt shall be held at 50%. The actual mark achieved shall be recorded on the student's Certificate of Credit.
- 4.2.7 Students who do not pass the first attempt may take an alternative module if valid alternative modules for the award are available. If students enrol on an alternative module, this module will be treated as a new enrolment and subject to the normal rules for assessment.

4.3 **Level M project module: assessment**

- 4.3.1 A project module has a single component of assessment, component A, being the project report, dissertation or equivalent piece of work. This may include one or more elements as defined in the module specification. Students may be required to pass those elements which include the project. The masters dissertation is a particular form of project module. It is described separately in 4.5 below.
- 4.3.2 The mark for a project module is expressed as a percentage.
- 4.3.3 The mark for a project module is the weighted average of the marks of the individual elements of the component. The weighting of the elements is stated in the module specification and shall be provided to students no later than the start of the module delivery period.

4.3.4 The pass mark for a project module is 50%.

4.4 **Level M project module: referral and reassessment**

4.4.1 The form of referral and reassessment for a project module shall be the resubmission of the project report or other requirement as defined in the module specification.

4.4.2 Students who do not pass a project module at the first assessment opportunity have a right to a second assessment opportunity in the module.

4.4.3 To pass a project module on referral or reassessment, students must achieve a mark of not less than 50%. Where the component includes element(s) which must be passed, a mark of 50% must be achieved in those element(s).

4.4.4 Students who do not pass a project module at the first attempt have a right to a second attempt at the module (other than for a masters dissertation, see 4.5.3 below). Students are only permitted further attempts after the second attempt if an award board has accepted their extenuating circumstances and permitted another attempt.

4.4.5 For the purpose of determining a postgraduate award with merit or distinction, or classification for honours on an undergraduate award, a project module mark achieved on referral or reassessment at a second attempt or further attempt where no extenuating circumstances have been accepted shall be capped at 50%. The actual mark achieved shall be recorded on the student's Certificate of Credit.

4.5 **Masters dissertation module: assessment and referral**

4.5.1 A masters dissertation shall be assessed as a project module.

4.5.2 A masters dissertation module is undertaken as the final part of a masters award.

4.5.3 Students are permitted only one attempt at a masters dissertation module, unless the award board accepts their extenuating circumstances and permits another attempt.

4.5.4 Where students are referred to the second assessment opportunity, a maximum period of twelve months is permitted for the resubmission of the dissertation.

4.6 **Level M professional practice module: assessment**

4.6.1 A professional practice module may have specified entry and assessment requirements as required by a professional or statutory body where the module contributes to an award which is recognised or accredited.

4.6.2 A professional practice module may have at most two components of assessment. Component A shall be the assessment of professional competencies by an appropriately qualified practitioner.

4.6.3 Professional competencies shall be assessed as passed or not passed only. If the module assessment is based solely on the assessment of professional competencies, the assessment outcome is recorded as passed or not passed only and is not taken into account in determining a student's eligibility for an award with merit or distinction.

4.6.4 If additional means of differentiating performance in professional competencies have been agreed by the University at the request of a professional body, these shall be recorded on the Certificate of Credit.

4.6.5 Assessment of professional competencies may include referral or reassessment of specific competencies subject to a maximum number of such referrals or

reassessments as stated in the approved programme specification.

- 4.6.6 Where there is a component B, the overall mark for the component is the weighted average of the marks of the individual elements of the component. The pass mark for the component is 50%. The weighting and the requirements for completion of the elements are described in the module specification and shall be given to students no later than the start of the module delivery period.
- 4.6.7 A professional practice module can only be passed if the component of assessment of professional competencies is passed.
- 4.6.8 If a professional practice module assessment requires a single component of assessment of professional competencies, the outcome is recorded as passed or not passed.
- 4.6.9 If a professional practice module has two components of assessment, the overall module mark is expressed as a percentage. The percentage mark is that awarded for the component not relating to professional competencies. If either component is not passed, the module is not passed.
- 4.6.10 A professional practice module outcome which is expressed as passed or not passed only does not contribute to classification for honours or other form of differential level of award. If a professional practice module includes a second component, the mark for the second component is the mark for the module and this will contribute to classification for honours or other differential level of award.

4.7 **Level M professional practice module: referral and reassessment**

- 4.7.1 In a professional practice module students do not have a right to automatic referral after the first assessment opportunity. Referral is subject to the discretion of the award board. Where a practice component is not passed students are normally offered at most one further opportunity for referral.
- 4.7.2 If an award board permits a second attempt, the professional component assessment must be retaken in addition to the non-professional component.
- 4.7.3 The method of referral or reassessment for the component not involving assessment of professional competencies is defined in the module specification.
- 4.7.4 The method and attendance requirement for referral or reassessment of professional competencies are at the discretion of the award board.
- 4.7.5 Any overall pass mark obtained at a second or permitted further attempt for a professional practice module shall be capped at 50% for the purpose of determining eligibility for a postgraduate award with merit or distinction. The actual mark achieved shall be recorded on the student's Certificate of Credit.

AWARDS

5.1 AWARD REGISTRATION

- 5.1.1 These Regulations apply to all awards offered under the University Modular Framework.
- 5.1.2 The Regulations may only be varied for a particular award following approval by the University as a result of a written request by the professional body which approves the award for professional recognition.
- 5.1.3 Minimum periods of registration for awards shall be as stated in Academic Regulations and, where applicable, maximum periods of registration for named awards shall be as stated in the approved programme specification for the named award.
- 5.1.4 Students who are permitted to transfer credit awarded by another institution towards a University award shall have the minimum period for their registration reduced proportionately in respect of each block of 60 recognised credits.
- 5.1.5 Registration for an award shall be subject to students satisfying the general entry requirements of the University and such other requirements as may be set out in the approved programme specification for an award.

5.2 AWARD ELIGIBILITY

- 5.2.1 When students achieve the credits required for the award on which they are registered, that award will be made and their registration terminated.
- 5.2.2 Where an award board accepts extenuating circumstances and recommends an award for students who have achieved at least 80% of the credit required for the award, they may decline to accept the award and may enrol on a module or modules in order to achieve the credit required. This is possible only where they have not already exhausted the assessment opportunities for modules valid for the award.
- 5.2.3 Where an award board recommends a lower award than that for which students are registered, they may decline the lower award and enrol on further modules to gain the necessary credits. This is possible only where students have not already exhausted the assessment opportunities for modules valid for the award and, where relevant, that they have not failed a professional practice module.
- 5.2.4 The rights of students to tuition, assessment, referral, reassessment, certification and conferment of an award are subject to students remaining in good standing with the University.

5.3 AWARDS INVOLVING PROFESSIONAL PRACTICE, STUDY OR PLACEMENT OUTSIDE THE UK

- 5.3.1 If an award requires professional practice, study or a placement outside the UK, this shall be set out in the approved programme specification together with any assessment requirements for the study or placement.
- 5.3.2 A period of study or professional practice undertaken outside the UK which is assessed under these Regulations leads to University credit.
- 5.3.3 Placements involving work or study outside the UK may lead to either credit or placement credit depending on how they are assessed.

5.3.4 Students registered for a University award who undertake a period of approved study outside the UK which is assessed by another institution may in accordance with Academic Regulations for accredited learning transfer the credit achieved towards the University award.

5.3.5 Marks or grades awarded by another institution may not be transferred to contribute towards a classification for honours or to the granting of an award with merit or distinction.

5.4 **SANDWICH AWARDS**

5.4.1 An award designated as a sandwich award requires the satisfactory completion of a sandwich placement. The assessment, referral possibilities and other requirements, conditions and credit value of placements are defined in the approved programme specification.

5.4.2 Satisfactory completion of a sandwich placement is recognised by the award of placement credit.

5.4.3 The award certificate will state that the award has been achieved in the sandwich mode.

5.4.4 Students who are unable or elect not to undertake a sandwich placement or who are deemed not to have completed satisfactorily a sandwich placement are not eligible for a sandwich award. If students complete the requirements for the named award, and do not complete the sandwich placement, they shall be eligible for a named award without the sandwich descriptor.

5.5 **ACCREDITED LEARNING AND ACCREDITED EXPERIENTIAL LEARNING**

5.5.1 Students may be permitted to transfer credit up to the maximum permitted by the Academic Regulations from another institution or be awarded University credit for assessed experiential learning achieved outside the University. In neither case shall any marks or grades awarded be used to determine classification for honours or other differential level of award. The conditions for accredited learning and accredited experiential learning are described in the Academic Regulations.

5.6 **NAMED AWARDS**

5.6.1 Students may obtain a named award only by satisfying the requirements for that award as set out in the approved programme specification.

5.6.2 Only modules which are approved for a named award may contribute towards the credit requirements for that award. Credits transferred as accredited learning from another institution are deemed to be approved for the named award when the transfer has been approved. Students may not substitute credit achieved in other modules for failure to achieve credit in modules valid for the named award.

5.6.3 Students who enrol on more than the required minimum of credit for modules valid for a named award must declare at the point of enrolment on the additional modules which modules they wish to be included and assessed for the named award. Any additional credit obtained will be recorded separately, including on the Certificate of Credit.

5.6.4 Students registered for a named award who fail to meet the requirements of that award after exhausting the referral and reassessment opportunities on standard, project or professional practice modules have failed that award and their registration for it will be terminated by the University.

5.6.5 Unless an award board permits a further attempt at a module, students failing the last permitted referral or reassessment on a standard or project module which is compulsory for a named award will have their registration for that award terminated by the University.

5.6.6 Students enrolled on a professional practice module who fail to satisfy assessment of professional competencies after any referral or reassessment as may be permitted by an award board will have their registration for that award terminated by the University.

5.7 PROFESSIONALLY RECOGNISED OR ACCREDITED NAMED AWARDS

5.7.1 The Regulations apply to awards recognised or accredited by professional or statutory bodies and may only be varied with the agreement of the University to conform to specific professional body requirements. Any such variations are documented in approved programme specifications.

5.7.2 If a professionally accredited award includes requirements in excess of the minimum credit requirements under these Regulations, a default award conforming to the University's minimum credit requirements for an award at the same level will be available. Students who do not meet the additional requirements for the professionally accredited award but who satisfy the minimum credit requirement for an award at the same level shall be eligible for the default award.

5.7.3 Students enrolled on a professional practice module who fail to satisfy the assessment of professional competencies will have their registration for the award for which that module is approved terminated by the University and may not register for another award for which that module is compulsory.

5.7.4 The University reserves the right to terminate a student's registration for a named award incorporating professional practice where:

- a the student voluntarily withdraws from a compulsory professional practice module whether or not the withdrawal from the module occurs within one quarter of the module delivery period or before the deadline for the submission of the first assessment; or
- b the student is deemed by the dean and the Vice-Chancellor to be unfit to undertake the professional practice module.

5.8 UNNAMED AWARDS

5.8.1 Students who satisfy the minimum credit requirements for a University award but do not meet the requirements of the named award for which they are registered shall be entitled to receive an unnamed award.

5.8.2 Students are not permitted to register for an unnamed award.

5.8.3 Students may become eligible for an unnamed award solely by credit accumulation. The University Award Board determines eligibility for an unnamed award.

6 UNDERGRADUATE AWARDS: CREDIT REQUIREMENTS

6.1 Minimum credit requirements

The following credit requirements are the minimum credit requirements for eligibility for the stated University award. Awards which are recognised or accredited by a professional body may require more than the minimum credit requirements. Where

an approved award exceeds the minimum credit requirements a default named award not exceeding the minimum credit requirements for a University award at the same level shall be available.

6.2 **Foundation Programme (Level 0)**

Successful completion of a foundation programme which is defined as an integral part of a named award or group of named awards requires the attainment of 120 credits at level 0 or above.

6.3 **Certificate**

A Certificate is an undergraduate award requiring attainment of 60 credits at level 0 or above, of which not less than 50 are at level 1 or above.

6.4 **Higher National Certificate**

A Higher National Certificate requires the attainment of 120 credits at level 0 or above of which not less than 100 are at level 1 or above and not less than 40 are at level 2 or above.

6.5 **Certificate in Professional Development**

A Certificate in Professional Development requires the attainment of 120 credits at level 0 or above of which not less than 100 are at level 1 or above.

6.6 **Certificate of Higher Education**

A Certificate of Higher Education requires the attainment of 120 credits at level 0 or above of which not less than 100 are at level 1 or above.

6.7 **Diploma**

A Diploma requires the attainment of 200 credits at level 0 or above of which not less than 180 are at level 1 or above and not less than 80 are at level 2 or above.

6.8 **Higher National Diploma**

A Higher National Diploma requires the attainment of 200 credits at level 0 or above of which not less than 180 are at level 1 or above and not less than 60 are at level 2 or above.

6.9 **Diploma in Professional Studies**

A Diploma in Professional Studies requires the attainment of 240 credits at level 0 or above of which not less than 220 are at level 1 or above and not less than 100 are at level 2 or above.

6.10 **Diploma of Higher Education**

A Diploma of Higher Education requires the attainment of 240 credits at level 0 or above of which not less than 220 are at level 1 or above and not less than 100 are at level 2 or above.

6.11 **Foundation Degree**

A Foundation Degree requires the attainment of 240 credits at level 0 or above of which not less than 220 are at level 1 or above, and not less than 100 are at level 2 or above. The 240 credits must include 40 credits for assessed work based learning of which not less than 20 credits are at level 1 or above and not less than 20 credits are at level 2 or above.

6.12 **Degree**

A Degree requires the attainment of 300 credits at level 0 or above of which not less than 280 are at level 1 or above, not less than 160 are at level 2 or above and not less than 60 are at level 3 or above.

6.13 **Degree with Honours**

A Degree with Honours requires the attainment of 360 credits at level 0 or above of which not less than 340 are at level 1 or above, not less than 200 are at level 2 or above and not less than 100 at level 3 or above.

6.14 **Integrated Bachelor/Masters Degree**

An Integrated Bachelor/Masters Degree requires the attainment of 480 credits at level 0 or above of which not less than 460 are at level 1 or above, not less than 320 are at level 2 or above, not less than 220 are at level 3 or above and not less than 120 are at level M together with any additional performance criteria as are set out in the approved programme specification.

7 **UNDERGRADUATE AWARDS: CLASSIFICATION FOR HONOURS**

- 7.1 The classification of a degree with honours is determined by the weighted mean of the best module marks obtained for the minimum number of credits required at levels 2 and 3 (and level M where specified) excluding any modules where the assessed module outcome is not expressed as a percentage.
- 7.2 The degree classification for the 360 credit honours degree is based upon the best marks achieved for 100 credits at level 3 and the next best marks achieved for 100 credits at level 2 or above (including any remaining level 3 marks). Marks achieved for the best 100 level 3 credits are weighted three times the value of the marks for the 100 credits at level 2 (or any remaining at level 3). Where the credit size of a module which is counted towards the 100 credit set of best marks would give a credit total greater than 100, only the relevant portion of credit needed to complete the 100 credit total is counted. The unused credit may be counted towards the second 100 credit set of best marks.
- 7.3 Classification may be based on less than 100 credits at level 3 and level 2 and above where some of the qualifying credits have been achieved on modules assessed as passed/not passed only.
- 7.4 The honours degree classification for students who have commenced level 3 study at the University after transferring credit from another institution shall be based exclusively on marks achieved under the Regulations.
- 7.5 Where undergraduate awards require 480 credits, excluding placement credit, to meet professional body requirements, the honours degree classification is based upon the best marks achieved for the 200 credits required at level 3 or above, and the best marks achieved for 100 credits at level 2 or above. The marks for credits achieved for the 200 credits at level 3 are weighted three times the value of those for

the 100 credits at level 2 or above (including any remaining level 3 marks).

7.6 Degree classifications are:

70% or more	First Class
60% to less than 70%	Second Class, Division 1
50% to less than 60%	Second Class, Division 2
40% to less than 50%	Third Class

7.7 An award board or the University Award Board may at its discretion and having regard to a student's overall profile of assessment under the Regulations award one class of degree higher than that determined by the method set out above. Students who meet the requirements for an award including the specified amount and level of credit shall not be awarded a class of degree lower than that indicated by the method set out above.

8 UNDERGRADUATE AWARDS: PASS AND DISTINCTION

8.1 Differential levels of undergraduate awards other than honours degrees are limited to pass and distinction.

8.2 An Integrated Bachelor/Masters degree is not classified. It is awarded with distinction for performance across 220 credits at level 3 or above, such that (i) an average of 75% is achieved on all level M modules to at least the minimum required for the award, and (ii) an average of 70% or more is achieved across level 3 modules required to make up the remaining credits to a total of 220.

8.3 A Degree with distinction shall be awarded where an average of 70% or more is achieved across any combination of modules at level 3 which are valid for the award and which total 60 credits or more.

8.4 Students registered for a named honours award who fail to meet the requirements for an honours award but meet the requirements of 8.3 shall be eligible for a Degree with distinction.

8.5 A Diploma of Higher Education with distinction shall be awarded where an average of 70% or more is achieved across any combination of modules at level 2 or above which are valid for the award and total 100 credits or more.

8.6 A Certificate of Higher Education with distinction shall be awarded where an average of 70% or more is achieved across any combination of modules at level 1 or above which are valid for the award and total 100 credits or more.

8.7 For a Certificate of Higher Education or a Diploma of Higher Education an award board or the University Award Board may at its discretion and having regard to a student's overall profile of assessment under the Regulations award one level of differential award higher than that determined by the method set out above (i.e. a distinction).

8.8 Students who meet the requirements for an award including the specified amount and level of credit shall not be awarded a differential level of award lower than that indicated by the methods set out above.

8.9 The Certificate, Certificate in Professional Development, Diploma in Professional Studies, Higher National Certificate and the Higher National Diploma are not awarded with distinction.

8.10 Differential levels of award other than distinction that are agreed by the University upon request by a professional or validating body shall be set out in the approved

programme specification.

- 8.11 For the awards of Higher National Certificate or Higher National Diploma, module marks expressed as percentages shall be designated as:

70% or more	Distinction
55% to less than 70%	Merit
40% to less than 55%	Pass
less than 40%	Fail

9 GRADUATE ENTRY AWARDS: CREDIT REQUIREMENTS

9.1 Graduate Certificate

A Graduate Certificate requires the attainment of 60 credits at level 1 or above of which not less than 40 are at level 3 or above.

9.2 Graduate Diploma

A Graduate Diploma requires the attainment of 120 credits at level 1 or above of which not less than 80 are at level 3 or above.

9.3 Distinction

- 9.3.1 A Graduate Certificate with distinction is awarded where credit in all modules at level 3 or above is achieved within the first attempt and where an average of at least 70% is achieved across any combination of modules at level 3 or above totalling 40 credits or more. Such modules must have been studied and assessed under the Regulations.

- 9.3.2 A Graduate Diploma with distinction is awarded where credit in all modules at level 3 or above is achieved within the first attempt and where an average of at least 70% is achieved across any combination of modules at level 3 or above totalling 80 credits or more. Such modules must have been studied and assessed under the Regulations.

10 POSTGRADUATE AWARDS: CREDIT REQUIREMENTS

10.1 Minimum credit requirements

The following credit requirements are the minimum credit requirements for eligibility for the stated University award. Awards which are recognised or accredited by a professional body may require more than the minimum credit requirements. Where an approved award exceeds the minimum credit requirements a default named award not exceeding the minimum credit requirements for a University award at the same level shall be available.

10.2 Postgraduate Certificate

A Postgraduate Certificate requires the attainment of 60 credits at level 3 or above of which not less than 40 are at level M.

10.3 Postgraduate Diploma

A Postgraduate Diploma requires the attainment of 120 credits at level 3 or above of which not less than 80 are at level M.

10.4 **Masters**

A Masters Degree requires the attainment of 180 credits at level 3 or above of which not less than 120, including the masters dissertation, are at level M. The credit for the masters dissertation and any other credit accumulated beyond the total required for a Postgraduate Diploma must be obtained under the Regulations.

10.5 **Pass, merit and distinction**

- 10.5.1 Differential achievement on postgraduate awards shall be expressed as pass, merit and distinction, other than where specific designations are requested by a professional or statutory body and are approved by the University. Such other designations shall be as set out in the approved programme specification.
- 10.5.2 A Postgraduate Certificate with merit shall be awarded where credit has been achieved in all level M modules within the first attempt and not less than 65% has been achieved as a weighted average of level M modules amounting to at least 40 credits.
- 10.5.3 A Postgraduate Certificate with distinction shall be awarded where credit has been achieved in all level M modules within the first attempt and not less than 75% has been achieved as a weighted average of level M modules amounting to at least 40 credits.
- 10.5.4 A Postgraduate Diploma with merit shall be awarded where credit has been achieved in all level M modules within the first attempt and not less than 65% has been achieved as a weighted average of level M modules amounting to at least 80 credits.
- 10.5.5 A Postgraduate Diploma with distinction shall be awarded where credit has been achieved in all level M modules within the first attempt and not less than 75% has been achieved as a weighted average of level M modules amounting to at least 80 credits.
- 10.5.6 A Masters Degree with merit shall be awarded where credit has been achieved in all level M modules within the first attempt and where not less than 65% has been achieved in the masters dissertation and not less than 65% as a weighted average of level M modules, amounting to at least 120 credits.
- 10.5.7 A Masters Degree with distinction shall be awarded where credit has been achieved in all level M modules within the first attempt and where not less than 75% has been achieved in the masters dissertation and not less than 75% as a weighted average of level M modules, amounting to at least 120 credits.

EXAMINING BOARDS AND EXTERNAL EXAMINERS

11 FIELD AND AWARD BOARDS

There are two types of examining boards under MAR: field boards and award boards. Each has a separate function and terms of reference. Responsibilities of field and award boards do not overlap. Field boards consider and approve module marks and award credit. Award boards decide the eligibility of students for awards, including intermediate and default awards, within their jurisdiction and whether or not to accept extenuating circumstances relating to individual student performance on modules and awards.

11.1 Field boards

11.1.1 A field board is responsible for determining in relation to all modules within the field(s) assigned to the board:

- a that all assessments undertaken for modules are properly scrutinised and marked;
- b that all assessments are properly conducted;
- c the impact, if any, of adverse circumstances affecting the delivery or assessment of a module on the performance of an identifiable cohort or an identifiable sub-group within a cohort on a component of assessment or a module as a whole;
- d the mark or decision to pass/not pass made in respect of each student for assessment, referral or reassessment on each module;
- e the award of credit, including placement credit, to a student where assessed performance meets the minimum threshold required for a pass in each module in accordance with the Regulations;
- f action, including imposition of a penalty affecting the assessment decision as permitted by Academic Regulations, where a student has committed an assessment offence;
- g any matters arising from analysis of assessment data for modules within the board's jurisdiction which it wishes to draw to the attention of appropriate bodies.

11.1.2 A field board shall have no other terms of reference.

11.1.3 A field board shall have as its membership:

- a the dean, or authorised nominee, of the faculty having academic responsibility for the field (chair);
- b the field leader;
- c the module leader, or nominee, for all modules within the jurisdiction of the board under consideration at the meeting;
- d the field external examiner(s) responsible for modules within the jurisdiction of the board under consideration at the meeting;

- e the modular scheme director(s) or equivalent(s) from the faculty having academic responsibility for the field.

11.1.4 The board may have in attendance such other persons external to the University as may be designated by the dean of faculty to assist the board with assessment of professional practice modules under the jurisdiction of the board and such other persons as may be designated by the dean of faculty to assist the board in the exercise of its responsibilities.

11.1.5 The quorum shall be two thirds of the members eligible to attend in categories a to d above.

11.1.6 The secretary to the field board shall be the faculty administrator, or designated nominee.

11.1.7 The Academic Secretary of the University, or nominee, may attend any field board.

11.2 Award boards

11.2.1 An award board is responsible for determining for all awards within a faculty's modular scheme:

- a recommendations for named awards within the jurisdiction of the board;
- b eligibility of a student for an intermediate, default or other award within the jurisdiction of the board;
- c the effect of any extenuating circumstances on the performance of a student in relation to an award or to progression within an award;
- d the progression of a student to further study on an award;
- e the classification for honours or any other differential level of an award as provided for in the Regulations taking account of a student's overall assessment profile;
- f whether a student has satisfied any additional requirements as specified for awards carrying professional recognition or accreditation for employment or practice;
- g action, including imposition of any penalty as permitted by Academic Regulations, where a student has committed an assessment offence;
- h whether, in the case of students who have not passed more than 50% of the credits presented to the board, to permit them to enrol on more than 150 credits at any one time at their next enrolment;
- i any matters arising from consideration of assessment practice and data within the board's jurisdiction which it wishes to draw to the attention of appropriate bodies.

11.2.2 An award board shall have no other terms of reference.

11.2.3 An award board shall have as its membership:

- a the dean, or authorised nominee, of the faculty holding academic responsibility for the modular scheme (chair);

- b the modular scheme director(s) responsible for the group of awards under consideration by the board;
- c award leaders, or authorised nominees, for awards within the modular scheme as are under consideration by the board;
- d the chief external examiner to the modular scheme;
- e for awards carrying professional recognition or accreditation, such other external examiners as are approved to represent the relevant professional body(ies) for awards under consideration by the board.

11.2.4 The board may have in attendance, such other persons as may be designated by the dean of faculty to assist the board in the exercise of its responsibilities.

11.2.5 The quorum shall be two thirds of the members eligible to attend in categories a to e above.

11.2.6 The secretary to the award board shall be the faculty administrator or authorised nominee.

11.2.7 The Academic Secretary, or nominee, may attend any award board.

12 AWARD BOARD DISCRETION

12.1 An award board may recommend an award to students who have not achieved the credit specified for the award where the board has accepted their extenuating circumstances and they have achieved at least 80% of the credit required for the award.

12.2 Having regard to a student's overall profile of assessment outcomes an award board may award one class or other differential level of award higher than that resulting from the methods for determining classification for honours or other differential level of award. Students who meet the requirements for an award including the specified amount and level of credit shall not be awarded a class or other differential level of award lower than that resulting from the approved method for the award.

12.3 An award board may not override a student's credit total as determined by field boards except where it decides on the basis of demonstrable and valid evidence of professional unsuitability to recommend that the student is not eligible for a professionally accredited or recognised award.

12.4 Where an award board recommends that an award is not made to students on grounds of professional unsuitability, and providing the credit requirements have been met in full, students shall be entitled to receive a default named award as stated in the approved programme specification.

13 EXTENUATING CIRCUMSTANCES

13.1 Award boards are responsible for consideration of requests submitted by students for extenuating circumstances relating to performance in or work submitted for assessment. An award board may determine that a student's performance on one or more components of assessment of a module was adversely affected by illness or other valid cause for which acceptable evidence has been submitted to the award board at the required time.

13.2 An award board may:

- a permit students a further attempt at a module after the second attempt;
 - b permit the mark from a referral or a second or further attempt to be uncapped in determining the classification of a degree with honours or any other form of differential level of an award;
 - c waive forfeiture of the second assessment opportunity where component A has not been completed and no assessment for component B has been submitted;
 - d accept failure to pass module(s) in recommending eligibility for a named award subject to students obtaining at least 80% of the credit requirements for the award and to the achievement of any compulsory modules;
 - e recommend a differential level of an award higher than would otherwise have been achieved.
- 13.3 Where an award board recommends an award under 13.2d, and students have not exhausted all the assessment opportunities and/or attempts for the module(s) valid for the award, they have the right to decline the award and to exercise the right to take the further assessment opportunities and/or attempts.
- 13.4 The decision of an award board to recommend students for awards where students have failed a module does not mean that students are awarded credit for the failed module.
- 13.5 Students may not submit extenuating circumstances for consideration for an unnamed award of the University nor for the award of credit by a field board for assessed experiential learning.
- 14 UNIVERSITY AWARD BOARD**
- 14.1 A University Award Board is responsible for determining eligibility for unnamed awards. Students are eligible for consideration where they have accumulated credit having followed a non-prescribed programme of study, or have failed to meet the credit or other requirements for a named award or any default award within a defined modular scheme.
- 14.2 The University Award Board is responsible for determining:
- a recommendations for unnamed awards;
 - b where appropriate, the differential level of the award to be recommended;
 - c action, including imposition of a penalty affecting the assessment decision as permitted by Academic Regulations, where students have committed an assessment offence.
- 14.3 The University Award Board shall have as its membership:
- a the Vice-Chancellor, or nominee (chair);
 - b a chief external examiner, or approved alternate, appointed by the Vice-Chancellor from among chief external examiners of modular schemes within the University;
 - c two modular scheme directors or equivalent, or approved alternate, appointed by the Vice-Chancellor.

14.4 The quorum shall be all members of the Board.

14.5 The Secretary to the Board shall be the Academic Secretary, or nominee.

15 **EXTERNAL EXAMINERS**

15.1 The general duties, rights and responsibilities of external examiners are set out in the Academic Regulations.

15.2 A chief external examiner shall be appointed to each named modular scheme. A chief external examiner shall not have responsibility for any field in that modular scheme or in any other modular scheme.

15.3 Field external examiners shall be appointed with responsibility for a module or specified group of modules within a named field.

15.4 Only as required by a professional body and as agreed by the University, a field external examiner shall exceptionally be permitted oversight of one or more awards carrying professional accreditation or recognition within a modular scheme in addition to responsibilities relating to a field.

15.5 Rights and responsibilities of field external examiners shall be interpreted to include scrutiny of a sample of work, other than professional competencies assessed by an appropriately qualified practitioner, from each module for which they are responsible within the field to which they are appointed.

15.6 Exceptionally, a chief external examiner, assisted as necessary by another examiner of her or his choosing, may conduct a viva voce examination to assist an award board in determining classification for honours or other differential level of an award. At the discretion of the dean of faculty, a field examiner approved by a professional body to have oversight of standards of a professionally recognised or accredited award may be present at the examination.

15.7 A chief external examiner's report shall refer to the operation of the assessment process for the modular scheme as a whole.

15.8 Field external examiners' reports shall refer to the specified field and modules for which the examiner is responsible. Where such examiners are approved to exercise oversight of a professionally accredited or recognised award they may comment on the academic standards achieved in the professionally accredited or recognised award as a whole.

GLOSSARY OF MAR TERMS

Academic Regulations

the Academic Regulations of the University. The Modular Assessment Regulations are a sub-set of the Academic Regulations of the University.

Accredited experiential learning

experiential learning undertaken outside the University which is assessed and confirmed by the University for the award of University credit.

Accredited learning

learning which is accredited or otherwise certificated by an institution of higher education, including the University, or other external body and is recognised by the University as contributing to a student's credit total for a University award.

Assessment attempt

completion of the required assessment for a module. An attempt consists of two assessment opportunities. Students have a right to two attempts at a module (with the exception of professional practice modules and masters dissertations).

Assessment opportunity

an assessment opportunity is provision for assessment of a module. There are two opportunities within each attempt to pass a module.

Capping

the restriction of the mark gained on referral or reassessment to the minimum pass mark.

Credit

a means of quantifying and recording the achievement of assessed learning and of specifying academic level.

Component of assessment:

the required assessment (one or a maximum of two components) for a module.

Controlled conditions

completion of work for assessment under conditions prescribed by the University to guarantee that the work is that of the student alone and that there is parity of treatment between all students undertaking the assessment.

Default award

a named award available only on a programme leading to a professionally recognised or accredited award and awarded where the credit requirements of the University are met but where the additional requirements of a professional body are not met.

Differential level of award

indicates a particular level of achievement on an award. For honours degrees this is expressed as classification.

Element

an assessment requirement within a component.

In good standing

is not being in financial debt to the University or not being subject to any University disciplinary proceedings or proceedings relating to expulsion for academic reasons at the point specified.

Inter-faculty modular scheme

an approved undergraduate or postgraduate scheme which is managed by a named faculty but which draws on fields from two or more faculty modular schemes.

Intermediate award

a lower level award available to students who decide not to complete their award or who fail to achieve it, but who have achieved the credit requirement for the intermediate award.

Integrated bachelor/masters degree

an extended programme, normally lasting four years, where a three year undergraduate curriculum leads directly into an integrated level M programme. Students are normally required to meet specified performance criteria as stated in the approved programme specification in order to progress to level M study.

Latest enrolment point

the last date on which a student may enrol for a module. It is notified to students by the faculty responsible for the module and is always before the deadline for the first assessment on the module.

Masters dissertation

a particular form of project module at level M undertaken as the final part of a masters award.

Modular programme

an approved programme of study leading to an award within a named faculty's modular scheme.

Modular scheme

an approved undergraduate or postgraduate modular scheme managed by a named faculty which leads to one or more awards.

Module

the smallest sub-division of teaching and assessment for which credit is awarded within the University's Modular Framework. Modules are of different sizes and have correspondingly different credit values.

Module delivery period

the dates between which a module runs as specified in the University Calendar. Where the dates do not correspond to the University Calendar they will be specified by the faculty responsible for the module.

Module specification

the approved and authoritative statement of the teaching, learning and assessment requirements for a module. Module specifications are published on the University Intranet.

Named award

an award with a descriptor which has specified entry, curriculum and assessment requirements (e.g. BA (Hons) Historical Studies). It may have other requirements as described in the approved programme specification.

Ordinances

the Ordinances of the University.

Other conditions/other means (of assessment)

the completion of work for an assessment other than under controlled conditions subject to meeting any stated deadline for submission of the work for assessment.

Placement

a period of approved work, work experience or study in a host organisation approved by a faculty for this purpose. The duration of the placement may be up to 48 weeks and may be a requirement for a named award.

Placement credit

credit awarded for a successfully completed placement which is not assessed under these Regulations. Placement credit does not specify an academic level.

Professional practice module

a module which includes a requirement for assessment of professional competencies by an appropriately qualified practitioner and is normally undertaken by study and practice in a professional setting.

Programme specification

the authoritative statement of the teaching, learning and assessment requirements for a programme leading to a University award. Approved programme specifications are published on the University Intranet.

Project module

a module which has as its principal focus a project, dissertation or other form of individual or group study.

Reassessment

the opportunity to be assessed in a module again if not successful at the first or permitted further attempt.

Referral

the opportunity to take a second assessment opportunity within an attempt at the next scheduled assessment opportunity with or without further class attendance.

Regulations

the Regulations are the Modular Assessment Regulations (commonly abbreviated to MAR).

Sandwich placement

A period away from the University involving work experience which is a requirement for a sandwich award.

Standard Module

the default type of module. Unless otherwise stated in the module specification, a module is classed as a standard module.

Under the Regulations

registration, enrolment and assessment on modules and awards offered within the University Modular Framework and in accordance with these Regulations.

Unnamed award

is an award without a descriptor (e.g. Bachelor of Arts). It may be achieved by the accumulation of credit outside a prescribed programme or curriculum or where a student has failed to meet the specified curriculum requirements for a named award but has achieved the minimum credit total for a University award. The higher national certificate and higher national diploma, the integrated masters degree (e.g. MEng) and a masters degree are not available as unnamed awards.

University Modular Framework

the University-wide modular and credit framework.

Viva voce examination

an oral examination normally involving the chief external examiner solely to determine a borderline degree classification or differential level of an award.

Without attendance

means not being required to attend classes prior to reassessment other than where attendance in class is required for the reassessment itself.