

# **The 2017/18 UWE Bristol academic regulations for undergraduate / postgraduate taught students – what you need to know**

**Student and Academic Services July 2017**

This information does not replace the academic regulations and must be read in conjunction with the 2017/18 publication. If you require a full copy of the regulations you can save and print a PDF version from the following webpage:

<http://www1.uwe.ac.uk/about/departmentsandservices/professionalservices/academicservices/regulationsandquality/regulationsandprocedures.aspx>

## The academic regulations

When you register at UWE Bristol you are also agreeing to abide by the academic regulations and related policies and procedures. The regulations are the framework in which all the University's learning, teaching and assessment activities take place. This document sets out the key things you need to know about the academic regulations and also what will be required of you when you are a student at UWE Bristol.

The academic regulations are reviewed and re-issued each year. They may be updated in the light of External Examiner comments, external legislation, professional body requirements, internal reviews and student feedback.

## Variations to the regulations

Due to the requirements of the professional bodies who accredit UWE awards, sometimes regulations need to be varied to meet the conditions of accreditation. For example you may be required to achieve a higher pass mark for a component or module, or the method of calculation for your award may be different from that set out in the regulations. If this is the case for your award you will be advised of the details by your faculty and the details of the variation will be set out in the programme specification.

## Modules and assessments

Details of all assessments should be made available at the start of teaching for each module that you are taking. This information should make it clear what type of assessment you will be required to take and in the case of coursework, when and how it should be submitted. These details will be available via Blackboard, or in module handbooks.

Each piece of assessment for a module, an essay for example, is known as an 'element' of assessment. Whilst you do not have to pass each element in its own right (unless there is a professional body requirement to do so) elements are grouped together into 'components' and you **are** required to reach a particular standard in a component. All modules have one or two components and the overall mark for each component is calculated from the weighted average of all elements associated with it.

You must get **40%** (levels 0-3) or **50%** (level M) overall to pass the entire module **as well as** at least 35% to pass a component at levels 0-3 and at least 40% to pass a component at level M. If there is just one component, the mark for it is also the mark for the whole module, if there are two components, the mark for the module is calculated from the weighted average of both. Component weightings are set out in the module specification.

Some modules are designated as 'professional practice', this means one of the components will be an assessment of practical competence in a professional setting (e.g. a hospital ward or a school classroom). The outcome of this assessment is normally expressed as pass or fail. If there is a second component, this

will be marked as a percentage. In order to pass a professional practice module you must achieve the pass marks as set out above **and** get a pass in the professional practice component.

If you have registered on a module for the very first time after the 1st September 2014 you will have a first 'attempt' at it followed by a second 'attempt' (or 'retake') if you do not pass at the first attempt. **Please note:** this does not apply to Masters Dissertation modules which only allow one attempt by right.

Within each attempt there are two 'sits', a first sit then a resit. If you do not pass a module at the sit, you will normally have a resit in which you will be assessed in the component/s you did not pass at the sit. If you do not pass after this, that is the end of your first attempt. You may then enrol on your second attempt ('retake') to study the whole module for a second time. So, normally, this gives you a total of four opportunities to pass the module. If you do not attend assessments or submit work for a sit this still counts as one of your four opportunities.

If you do not pass a module and it is an elective, you may be able to choose another module to replace the failed one if an alternative is available.

If you do not pass a module and it is one you **must** pass in order to get the award you are registered on, you will fail that award. You may be allowed to transfer to a different award or you may be required to withdraw from the University.

Once a module has been passed you cannot take it again in order to try and improve your mark.

Some modules require you to have particular knowledge or experience before you are permitted to enrol on them. In many cases this means passing another module or modules at a lower level. Such modules are called 'pre-requisites' and if you have not achieved them you will not be permitted to enrol on the subsequent module.

Undergraduates in a full time mode of study may take no more than 150 credits worth of modules a year.

## **Submission of work for assessment**

The deadline for the submission of all assessed work is 2.00pm (14:00) normally on a Tuesday, Wednesday or Thursday and on a date specified at the start of each module.

Work submitted up to 24 hours after the deadline will incur a mark penalty. If you achieve a mark of more than 40% (levels 0-3), the penalised mark will be reduced to 40%, if you achieve a mark of more than 50% (level M), the penalised mark will be reduced to 50%.

Work cannot be submitted after this 24 hour 'window' has passed and a non-submission will be recorded.

If your coursework is not received by the deadline or within 24 hours of that time you will see a non-submission on your record. Similarly if you do not attend an exam or are more than half an hour late for an exam and are therefore not permitted to take it, you will see a non-submission on your record for that assessment.

## Online submission

Some modules may require you to submit your coursework online. If this is the case you will receive detailed instruction at the start of your module. Information about your coursework and submission methods are also given in the myUWE Coursework subtab. myUWE is the University's student portal which is your entry point into a range of online University services including access to your academic records and personal details.

Where coursework is submitted online this will normally be through the Blackboard virtual learning environment which is also accessed via myUWE. It is important that you read and follow the instructions you are given about this as it is your responsibility to submit files that staff can read and mark, and to submit them before the submission deadline. If you do not, your marks may suffer.

- You may submit online as many times as you wish prior to the deadline, but only the last submission you make will be assessed.
- If your last submission is after the deadline but within the 24 hour late submission period, this submission will be the one marked and not any earlier versions submitted before the deadline. The mark penalty will apply.
- The date and time of your submission is taken from the Blackboard server and is recorded when your submission is complete, not when you click submit.

## Five working day extensions for coursework

If you apply for a five working day extension for an individual piece of coursework you must do so no later than 2 working days before the original deadline.

You cannot apply for a five working day extension for resit coursework.

If you submit work once an extension has been granted (or an adjustment to a deadline because of Reasonable Adjustments) you will not receive your mark until after the rest of your cohort.

## Missed assessments due to personal circumstances

If you are affected by significantly disruptive personal difficulties or circumstances which are outside of your control you may use the missed assessments process if you **do not submit** an assignment or **do not attend** an examination or other controlled conditions assessment such as a presentation.

If you apply under the missed assessments process but then go on to do the assessment/s afterwards your application will be rejected.

## Exceptional applications for removal of a mark due to your personal circumstances

Exceptionally, you may apply for the removal of a mark **after** attempting an assessment but this is permitted on only two grounds:

- 1. Your circumstances affected your judgement to the extent that you were unable to determine that you should not have done the assessment.**

Circumstances could include but are not limited to: chronic medical condition of self or close family member (including mental health), death of close family member or significant other, acute personal crisis at the time of the assessment.

### **Acceptable evidence**

The only form of evidence which can be considered is that from a registered practitioner (e.g. doctor, health professional, mental health professional).

The evidence must cover the period of assessment and explain the impact on your judgement at that time. It must relate directly to you and not to a family member or friend. **No other form of evidence will be admissible.**

A doctor's note for a seriously ill relative, or evidence of an existing medical condition with hospital appointment letters, prescriptions or medicine boxes is not sufficient to show that your decision making was affected and will not be accepted.

## **2. You attended an examination or other controlled conditions assessment but were taken ill during the event and were unable to complete the assessment.**

- Your application must be supported by written, verifiable, and independent evidence of the medical condition. Your medical evidence must be corroborated by a University record of you leaving the assessment (for example, a report of the examination invigilator or academic staff responsible for supervising the assessment).

### **Outcome if an exceptional application is accepted**

If you apply under one of the two exceptional grounds **after** the assessment and the application is accepted, **the mark for it will be removed and will be replaced by a non-submission.**

## **Self-certification**

Students are expected to plan their work so that they can complete their assessments, even if they lose a day or two through illness or other disruption. However, in exceptional circumstances where they have been prevented from submitting or attending an assessment, students may use self-certification for a missed assessment/s application if they cannot provide any other form of evidence. **Self-certification may only be used once during each academic year** (a period determined by the programme start date). It may be used to cover one or more assessments which are due to be submitted or taken **on the same day.**

### **Please note:**

Self-certification will **not** be accepted as evidence for the following:

- a five working day extension request;
- as evidence to support any personal circumstances application made on the grounds of affected judgement;
- a practice placement;
- withdrawing from a module;

- a **late** application for a missed assessment on the grounds of personal circumstances;
- as evidence for absence from a group assessment.

## Evidence for missed assessments and five working day extension requests

It is **exceptionally important** to provide evidence with your missed assessments or five working day extension application.

All medical certificates or statements must be in English. You must organise and arrange payment for any translation of supporting documentation and it needs to be undertaken by an authorised translator for example, a local authority translation service.

## Adjustments to assessments (e.g. for disabilities, medical conditions or for pregnancy)

The University is required to make reasonable adjustments for students with recognised disabilities and those with serious medical conditions. For example, an extra time allowance may be given for examinations. If you have queries about these procedures, you should contact an Information Point in the first instance. They will be able to help you book an appointment with an Assistant Disability Adviser (ADA). If you have additional support needs for an examination there will be a deadline by which time you should notify an ADA of them. If you notify us of your support requirements *after* these deadlines, the University cannot guarantee that reasonable adjustments can be made.

Whilst there is no legal requirement for applicants or students to inform the University if they are pregnant or become pregnant whilst registered on a programme of study, you are strongly encouraged to disclose a pregnancy at the earliest opportunity (and preferably at least 15 weeks before the baby is due) as this will enable the University to put in place appropriate support measures. To do this you should contact Disability Services via an Information Point.

## Capping of marks

If you need to resit a component/s or retake a module and you then pass it, the mark is capped at 40% (levels 0-3) or 50% (level M), unless you have personal circumstances accepted which have enabled the exam board to uncapped your mark. However, if a piece of work or a module has *previously* been capped due to an earlier failure, the marks of the resit or retake cannot be uncapped even if you have personal circumstances accepted for the latest resit or retake.

## Resits and retakes

If you need to resit a module, you will be assessed again for the entire component/s you have not passed, even if you passed some of the work at the first sit. You do not need to pay for a resit. If you need to use a further attempt (retake), you will have to redo **all** assessments and pay for the whole module again. No marks can be carried over from one attempt to the next, even if personal circumstances have been accepted.

If you have a resit, this is shown in your academic record using a code. For example:

**1RA** - This is your first attempt at the module and you need to resit component A.

**1RB** - This is your first attempt at the module and you need to resit component B.

**1RALL** - This is your first attempt at the module and you need to resit all components

If the code starts with a '2', that means it is your second attempt at the module. A '3' would mean your third attempt and so on.

Module Leaders are responsible for providing you with details of resit coursework. They may inform you directly of what you need to do, or the information may be posted in Blackboard. However, if you haven't received details of your referred coursework within 14 days of the publication of your results for the first sit you must contact your Student Administration Team (SAT) immediately.

If you do not pass all of your resits, you will need to attend an Advice and Guidance session prior to registration. Details of the times and dates of these are published prior to the start of each academic year on the returning students webpages.

## Recognition of prior learning

**Prior Experiential Learning / Accredited Experiential Learning (AEL).** If you are registered for a UWE programme and you think that you have work experience which covers everything you will learn on one or more modules, you can apply to your faculty to have your experience assessed. If you pass the assessment, you will be awarded UWE credit. The assessment may require you to collect and present evidence of your learning in a 'portfolio' or, where appropriate, you may be assessed by formal examination.

**Prior Certificated Learning / Accredited Learning (AL).** If you have already gained some credit or have successfully completed some assessed learning at another institution, you can seek to have this recognised by the University. This process involves the faculty matching your learning against the learning outcomes of modules or groups of modules for which the credit will be recognised within certain limits. For example, the maximum amount of prior certificated or prior experiential learning **or** a combination of the two that can be used is two-thirds of the total credit requirements for the award.

If you have gained some credit previously at UWE and are seeking to enter a higher level of award or transfer to another programme you may also apply to have your credit recognised. However, this credit may not be used to gain an award in its entirety.

If the new programme is at the **same** level as the previous one, you are permitted to use a maximum of 20% of the credit required for that award towards the new one, at the discretion of the faculty (this applies only to transfers between programmes which are at non honours degree level or above).

Marks or grades used in the recognition of prior learning process will not be used in the calculation of your degree or other award.

If you have been awarded a foundation degree following study with a UWE academic partner and are proceeding to the final year of the associated degree, you are not able to bring in your marks with you (only the credit).

If you enter onto a Masters award with a PG Dip, because of the regulations on recognised prior learning you may bring in credit but not your marks from the Diploma. This means you will only be able to achieve a pass award, not a merit or a distinction because you will not be able to acquire enough marks to meet the criteria for achieving a merit or distinction.

## Condoned credit

If you attempt a module but marginally fail it with an overall mark of 37% or more, at levels 0-3 or 47% or more, at level M, the credit **may** be condoned. This is a decision made at the discretion of an examining board and if granted means you will not need to resit or retake the module. Whilst you receive the credit as if you have passed, this is not recorded as a pass and you will continue to see a resit or failure outcome on your profile within myUWE.

Please note that condonation may not be applied retrospectively and some professional bodies do not allow it at all because the module has not been passed.

## Awards

Honours degree classifications are worked out on the basis of the best 100 credits at level 3 and the best 100 credits at level 2. If the total credit value of your modules at each level adds up to more than is required in the calculation, the calculation will still be based on the minimum number of credits required at each level. For example, if 100 credits are required, but you have 4 x 30 credit modules at level 3 giving 120 credits in total, the mark for the lowest ranked 30 credit module will be split between the level 3 and level 2 calculations ensuring only 100 credits worth of marks are used at level 3 (i.e. only 10 credits of the module will be used at level 3).

The calculation method for any other type of award where the minimum credit needed for the calculation is exceeded is different as it **will** include the next full module mark in the calculation. For example, if 100 credits are required, but the student has 4 x 30 credit modules giving 120 credits in total, the marks for the full 120 credits will be used.

There are two criteria for determining the final outcome of a Masters award, your best marks for 120 credits **and** the mark for your project / dissertation. If the two are in different classification boundaries, your final award will be based upon the lowest of the two.

If you have an application on the grounds of personal circumstances accepted for a particular module which you have not passed, the '80% rule' may be applied (also known as 'excused credit'). This means you do not have to pass the module to gain your award. However, if you return later to take another award towards which the same module contributes, you *will* need to take it again otherwise you will not have enough credit for the new award.

## Marks and results

Unconfirmed marks are normally included on coursework when it is returned to you. Coursework should be returned with feedback within 20 working days (excluding vacation periods) unless you are notified otherwise.

All unconfirmed coursework **and** exam marks will be published in myUWE.

The marks you are given during the year are unconfirmed as they remain subject to moderation by the examining board and as such may go up or down before they are finally confirmed. However, If you think your mark has been recorded incorrectly, you should immediately contact your faculty student administration team and where appropriate produce the piece of work which you believe shows the correct mark.



Final results of both modules and awards are published on the official publication date via the myUWE portal. You will be able to view details of module outcomes, but also (where applicable) the outcome of decisions on classification of awards, on personal circumstances, consideration of condoned credit and assessment offences etc. Until such time as the exam board process is complete and the results are published, module enrolments will show in myUWE with a credit status of 'enrolled'.

## Appeals

You can submit an application for an appeal on the grounds that there has been material and significant administrative error or other material irregularity such that assessments were not conducted in accordance with the approved regulations for the module/award. You must submit your appeal within ten working days of the official publication of results but you should not submit an application before the results are published.

## Transferring

If you transfer between modules or programmes this may have financial implications, including being liable for fees even if you withdraw. Whilst the regulations may allow you to transfer you may find your funding does not cover any additional costs. There may also be academic consequences for the modules you are enrolled on if you transfer, depending on the point in the year at which you do it.

## Withdrawing permanently or temporarily

If you withdraw from a module or a programme of study, you **must** let us know in writing, otherwise you will remain registered on your module/s or programmes and may lose an attempt.

## Suspension of studies

A suspension of studies is a break from study and is usually for one academic year. If you have experienced serious but temporary circumstances which have impaired your learning you may request this.

You cannot suspend your studies after the deadline - which will be 28 weeks after your programme start date. But if you are experiencing significant personal difficulties or circumstances after this deadline, you should refer to the personal circumstances regulations. Please note that withdrawing temporarily may have financial implications.

## Withdrawing from a module

Irrespective of any fee liability, you may withdraw from a module without losing an attempt 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. Students **may not** withdraw from an individual module after the module completion date.

Module withdrawal scenario	Outcome
Withdrawal before one quarter of the delivery period or the date of the first assessment	Module is removed from the student's record – the attempt is not lost
Withdrawal after one quarter of the delivery period or the date of the first assessment	Module remains on the student's record and its status is 'withdrawn' – an attempt is lost unless another is granted on the basis of accepted personal circumstances.

## Where do I go for help with any of these matters?

For queries about...	Contact...
Module and assessments / Personal circumstances / five working day extensions / awards / transferring / suspension of studies and permanent withdrawals / adjustments to assessments	<p><b>Student Support Advisers:</b>  <a href="mailto:infopoint@uwe.ac.uk">infopoint@uwe.ac.uk</a> : 0117 328 5678</p> <p><b>The Students' Union Advice Team:</b>  <a href="mailto:advice@uwe.ac.uk">advice@uwe.ac.uk</a>: 0117 328 2676</p> <p><b>Information Points</b></p> <p>Telephone: +44 (0)117 32 85678            E-mail: <a href="mailto:infopoint@uwe.ac.uk">infopoint@uwe.ac.uk</a></p>
Appeals	<p><b>Complaints and Appeals Team</b>  <a href="mailto:academicappeals@uwe.ac.uk">academicappeals@uwe.ac.uk</a>: 0117 328 3371</p>
Resit coursework	<p><b>Faculty Student Administration Teams</b>  <a href="mailto:ACE.SAT@uwe.ac.uk">ACE.SAT@uwe.ac.uk</a>  <a href="mailto:FET.SAT@uwe.ac.uk">FET.SAT@uwe.ac.uk</a>  <a href="mailto:FBL.SAT@uwe.ac.uk">FBL.SAT@uwe.ac.uk</a>  <a href="mailto:HLS.SAT@uwe.ac.uk">HLS.SAT@uwe.ac.uk</a></p>