

# Academic Regulations

2023/24

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# General Academic Regulations

## A: Context

### 1. Purpose of the Academic Regulations

- (i) The Academic Regulations (the Regulations) constitute the framework of rules for academic provision that leads to credit or awards made in the name of Wrexham University (the University).
- (ii) The University's Academic Board is responsible for overseeing these Regulations.
- (iii) There are two parts to the Academic Regulations:
  - General Regulations that provide information for all students.
  - Regulations that provide information about the specific award for which you are studying.
- (iv) The Regulations are designed to ensure fairness and consistency in the way in which decisions are made about your academic progress and award.
- (v) The Regulations uphold the academic standards of the University's awards and:
  - Align with the [Credit and Qualifications Framework for Wales](#).
  - Meet the University's responsibilities to the [Quality Assurance Agency](#) which oversees the quality and standards of Higher Education in Wales, including qualification specific [Characteristics Statements](#).
  - Safeguard the academic standards of your award.
- (vi) In upholding the academic standards of the University's awards, these Regulations work in conjunction with:
  - University Policies and Procedures published on the Student Facing Intranet.
  - The Regulations specific to your award.
  - The definitive Programme Specification which is provided to you as part of your Programme Handbook, and which sets out the content and delivery of your programme as approved by the University.
- (vii) Many of the University's programmes have Professional, Statutory and Regulatory Body (PSRB) accreditation. This means that a programme is designed to meet professional requirements set out by the respective body, as well as the academic requirements of the University. Incorporating these professional requirements into the programme design can sometimes mean that specific regulations need to be different to those set out in these General Regulations and/or in the Regulations specific to your award (often referred to as derogations). Information about any differences that apply to your programme will be published in the Programme Specification.

## **2. Equality Act 2010**

- (i) These Regulations and the Regulations specific to your award operate in accordance with the University's responsibility to comply with the Equality Act 2010.
- (ii) These Regulations and the Regulations specific to your award will be made available in accessible formats.

## **3. Variations to, or Suspension of the Regulations**

- (i) Regulations may be varied or suspended if the assessment process is, or will be, compromised due to emergency local, national, or global circumstances.
- (ii) Any variation to the Regulations will be considered carefully to ensure fairness to all students and to uphold academic standards.
- (iii) The Academic Board has responsibility for approving any variations or suspension and you will be informed in writing (electronically) of any changes.

## **4. Language of Delivery and Assessment**

- (i) The University's Welsh Language policy is published on the [University website](#).
- (ii) You may choose to submit your assessment in Welsh or English. Further information about this process will be published in your Programme Handbook.
- (iii) The University will ensure that appropriate arrangements are in place so that academic work can be assessed in the original language wherever possible. Exceptionally arrangements will be in place for staff and External Examiners who may require assessments to be translated into English or Welsh. If your work is subject to translation, you will be permitted to comment on the accuracy of the translation before it is formally assessed.
- (iv) Programmes delivered by partner institutions in countries outside the UK may deliver and/or assess students in a language other than English if arrangements have been approved in the validation process as comparable with UK requirements.

## **5. Responsibilities of Students**

- (i) You should ensure that you are familiar with these Regulations, the Regulations specific to your award, student facing policies and procedures, and with the more detailed information about your studies provided in your Programme Specification and Programme Handbook.
- (ii) You should seek advice from your personal tutor, member of the programme team or Students' Union if you are unclear about any Regulation/s, policies, procedures, or any other programme information provided to you.

## 6. Review of these Regulations

- (i) The Academic Board is responsible for regular periodic review of these Regulations to ensure they remain fit for purpose. Such review may be informed by matters raised by students, staff, External Examiners, sector bodies or other relevant individuals.
- (ii) Students will be involved in any review of these Regulations through representation on the Academic Board and/or representation on any committees, sub-committees or working groups set up to undertake a review.
- (iii) Any changes to these Regulations will normally take effect from the start of the following academic year. Only exceptionally, including in emergency circumstances (see Regulation A3(i)) will changes take effect in-year.
- (iv) You will be informed in writing (electronically) of any changes to the Regulations.

## 7. Programmes and awards

- (i) All programmes and modules are assigned to a level within the [QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies](#). The awards made by the University are as follows:

Award title	Level of award	Credit value	Requirements
Certificate of Higher Education	4	120	120 credits at level 4
Diploma of Higher Education	5	240	A minimum of 120 credits at level 5
Foundation Degree	5	240	A minimum of 120 credits at level 5
Bachelor's Degree (Ordinary)	5	300	A minimum of 60 credits at level 6
Graduate Certificate	6	60	60 credits at level 6
Graduate Diploma	6	120	120 credits at level 6
Bachelor's Degree (Honours)	6	360	A minimum of 120 credits at level 6
Bachelor's Degree (Honours) with Industry Placement Year	6	480	240 credits at level 5 and a minimum of 120 credits at level 6
Bachelor's Degree (Honours) with Foundation Year	6	480	A minimum of 120 credits at level 6
Integrated Master's Degree (Honours)	7	480	A minimum of 120 credits at level 6 and 120 credits at level 7
Postgraduate Certificate	7	60	60 credits at level 7
Postgraduate Diploma	7	120	120 credits at level 7
Master's Degree	7	180	180 credits at level 7
Master's Degree with Advanced Practice	7	240	240 credits at level 7

- (ii) The University offers a diverse range of study options for students, including home programmes delivered on campus, online programmes, flexible entry points and programmes delivered through partner organisations. Specific information on the delivery of your programme can be found on your programme specification.
- (iii) The University operates a credit framework for all taught programmes based on:
  - A 20 credit tariff for home programmes
  - A 15 credit tariff for Wrexham Online programmes
- (iv) Credit tariffs for programmes delivered with a partner organisation may differ from the above, further information can be found within your programme specification.
- (v) One credit equates to ten hours of notional learning, this includes active learning and teaching hours and independent learning hours. Modules can be 20/15 credits or multiples thereof.

## 8. Modules

- (i) Modules that make up your programme are classed as core or optional:
  - a. **Core modules** are modules that you are required to study. Compensation (see Regulation E10) may be applied to failure of a core module unless there are restrictions on compensation imposed by a Professional, Statutory or Regulatory Body (PSRB).
  - b. **Optional modules** are modules that you choose to study. Compensation (see Regulation E10) may be applied to failure of an optional module unless there are restrictions on compensation imposed by a Professional, Statutory or Regulatory Body (PSRB).

## B: Admissions, Enrolment and Registration of Students

### 1. Admission

- (i) The University [Admissions Policy](#) sets out the University's approach to admissions, including how you can appeal an admissions decision and how you can make a complaint.
- (ii) The University website sets out the approved entry requirements for each programme, including minimum qualifications and English Language requirements.

### 2. Recognition of Prior Learning and Recognition of Prior Experiential Learning

- (i) Where you can demonstrate your prior experience or previous study meets some of the learning outcomes of the programme you intend to study, we may exempt you from parts of your intended programme.
- (ii) Applications for recognition of prior learning will be assessed on an individual basis. Further information is published in the University Recognition of Prior Learning Policy.



- (iii) We will not normally exempt you from more than two-thirds of the programme you intend to study, and the Programme Specification will set out the maximum level permitted for your programme.
- (iv) Only the marks that you achieve when studying with us will count towards your award classification.

### 3. Enrolment

- (i) Admission to a programme will require you to:
  - Enrol with the University for the programme for which you have been accepted. All new students are expected to complete enrolment within two weeks of the start of their teaching timetable. Any new student who is not enrolled within two weeks of this date will be withdrawn from their studies.
  - Re-enrol when you start a subsequent Level of study. All returning students are expected to complete re-enrolment within four weeks of the start of their teaching timetable. Any students who is not enrolled within four weeks of this date will be withdrawn from their studies.

Further information on these points can be found within the [Admissions Policy](#).

- (ii) Once registered on a programme you may choose to:
  - Suspend your registration as set out in Regulation C4.
  - Transfer to another provider as set out in Regulation C5.
  - Leave your programme and withdraw your registration (see Regulation C6). Your voluntary withdrawal will not be recorded as a failure on your transcript.
- (iii) The University may suspend your registration due to:
  - You being deemed unfit to study in accordance with the Fitness to Study.
  - Precautionary actions the University may need to take if it is investigating your alleged misconduct in accordance with the Student Disciplinary or the Sexual Misconduct and Violence Policy.
  - Precautionary actions the University may need to take if it is investigating your Suitability for Practice.
- (iv) The University may terminate your registration due to:
  - Your lack of engagement with your studies in accordance with the Student Academic Engagement Policy.
  - Not meeting additional engagement requirements set out in your Programme Handbook, such as requirements of the professional body.
  - Not meeting engagement requirements of your study visa (see Regulation C1(i)).
  - Your non-payment of fees due to the University in accordance with Terms and Conditions at enrolment.
  - Failing a module/s and exhausting all resit attempts (see Regulations specific to your award)
  - Your misconduct, where a disciplinary case against you is upheld in accordance with the Student Disciplinary Procedure or the Sexual Misconduct and Violence Policy.



- Your academic misconduct where a case against you is upheld in accordance with the Academic Integrity Procedure.
- You being deemed unfit to study in accordance with the Fitness to Study Policy.
- You being deemed unfit to practice in accordance with the Suitability for Practice Policy.
- The Assessment Board withdrawing a student due to academic failure.

#### 4. Expected and Maximum Periods of Study

- (i) The University has an expected period of study which you are required to complete to ensure that the necessary content and learning outcomes have been covered. We also have a maximum registration period to ensure that your learning remains current at the point at which you receive your award. The periods are as follows:

Award title	Maximum period of registration
Foundation Degree (Full-time)	4 years
Higher National Certificate/Diploma	5 years
Graduate Certificate (Full-time)	2 years
Graduate Certificate (Part-time)	4 years
Graduate Diploma (Full-time)	2 years
Graduate Diploma (Part-time)	4 years
Bachelor's Degree (Honours) (Full-time)	Five years
Bachelor's Degree (Honours) (Part-time)	Seven years
Bachelor's Degree (Honours) with Industry Placement Year (Full-time)	Six years
Bachelor's Degree (Honours) with Industry Placement Year (Part-time)	Eight years
Integrated Master's Degree (Full-time)	Six years
Integrated Master's Degree (Part-time)	Eight years
Postgraduate Certificate (Full-time)	18 months
Postgraduate Certificate (Part-time)	24 months
Postgraduate Diploma (Full-time)	24 months
Postgraduate Diploma (Part-time)	48 months
Master's Degree (Full-time)	24 months
Master's Degree (Part-time)	60 months
Master's Degree with Advanced Practice (Full-time)	24 months

- (ii) The expected period of registration for your programme can be found within the programme specification.
- (iii) There may be exemptions to the periods of registration set out within the table above, this may be due to Professional, Statutory or Regulatory Body requirements, for example. Any exemptions specific to your programme can be found within your programme specification. If there is a requirement to exceed the maximum period of registration students should discuss this with their programme leader in the first instance, each request will be dealt with on an individual basis.
- (iv) The registration period continues to countdown during periods of suspension or absence from the programme.

## C: Supporting Your Learning

### 1. Your Engagement Requirements

- (i) The University has a Student Academic Engagement Policy that sets out our overall expectations. Your programme may also have additional specific engagement and attendance requirements which will be set out in your Programme Handbook.

If you are studying at the University on a visa, you will need to meet specific engagement requirements to ensure your visa remains valid. These requirements are set out in the Confirmation of Acceptance for Studies (CAS) Policy.

### 2. Individual Requirements

- (i) It is your responsibility to disclose any disability or related needs. Disclosure should ideally take place during the admissions or enrolment process. Where this has not been possible, or where a need develops while you are studying with the University, you should discuss this with the Inclusion Services team.
- (ii) If you disclose a disability or related need, the University will meet its obligations under the [Equality Act 2010](#). The Inclusion Services team will discuss and identify appropriate reasonable adjustments and with your consent, share these securely with relevant University staff including your programme team. Any Reasonable Adjustments will ensure that the academic standards and any professional body competency standards of your programme are maintained.
- (iii) Reasonable adjustments within placement environments should be discussed with placement providers/relevant academic links.
- (iv) The University will consider the availability of alternative modes or intensities of study and/or a learning plan if this would best support your individual circumstances. This process will be undertaken by the partner institution if you are studying with a University partner.
- (v) If you have a temporary illness or challenging personal circumstances and you are due to undertake a programme assessment, you may need to apply for Extenuating Circumstances. Information about this process is provided in Regulation E3 and the Extenuating Circumstances Procedure. If you have challenging circumstances that will affect your engagement for a longer period, you may need to apply for an authorised absence or suspension of studies (see Regulation C4).
- (vi) The University recognises the different religions of people within our community, including in relation to religious observance. The University Equality, Diversity and Inclusion Policy provides further information in relation to both student and staff matters.

### 3. Fitness to Study

- (i) The University has a Fitness to Study Policy that we will use if your wellbeing and/or related behaviour raises concerns about your capacity to study well.

#### **4. Choosing to Suspend Your Studies**

- (i) The University has a Suspension of Studies Policy that sets out the circumstances in which you may decide to suspend your studies for an agreed period of time.
- (ii) If you are studying at the University on a visa, the Suspension of Studies Policy sets out additional circumstances that will need to be addressed in seeking to suspend your studies.

#### **5. Choosing to Transfer to Another Programme in the University or in a partner provider**

- (i) If you wish to transfer to another programme within the University you should first discuss the matter with your Programme Leader or Personal Tutor to determine if this is the best course of action. A transfer of programme can only be agreed if the Change of Programme or Module form is approved by both an existing Programme Leader and the Programme Leader for the "new" programme to which you are seeking entry and if appropriate, the Immigration Compliance team. Any additional entry requirements of the new programme e.g. DBS checks, must also be met.
- (ii) If you are an international student, the new course must be completed within the timespan of your existing visa and the new course must relate to the previous course, or the previous course and new course in combination must support your genuine career aspirations. If none of the above apply you must first apply to the UKVI for a new visa.
- (iii) If the transfer has resulted from the expiry of a validated programme, you will be advised of your options and any additional requirements.
- (iv) If you are transferring from a partner institution to the University or from one partner institution to another but are remaining on the same University programme attempting the same modules, any assessment attempts at the original institution will continue to be taken into account. You will only be permitted the same number of attempts as if you had studied the entire programme with the original institution and any assessment outcomes will continue to be taken into account.
- (v) The above regulation will also apply if you are transferring between study sites. The University will adhere to the legal requirements provided by the UKVI regarding the transfer of study sites.

#### **6. Choosing to Leave and Withdraw from your Programme**

- (i) If you are thinking of withdrawing from your programme, you should meet with a member of the Programme Team or Personal Tutor to discuss your circumstances and to consider options. More information is published in the Student Academic Engagement Policy.
- (ii) If you make a final decision to withdraw from your programme, it will be necessary to:
  - Complete a University Withdrawal Form
  - Pay outstanding fees owing to the University or partner provider

- Engage with the Student Loans Company and any other authority that is supporting your studies financially where applicable
  - Complete any other withdrawal requirements relevant to your programme.
- (iii) If you withdraw voluntarily and your circumstances subsequently change, you may be permitted to reregister onto the programme if this action is within the maximum registration period as set out in the Regulations specific to your award. Any reregistration may also be subject to other requirements such as visas or professional body requirements.
- (iv) Any decision that you take to leave your programme is different to the decision that an Assessment Board can take to withdraw you from your programme on academic grounds where you have a failed module/s and exhausted all resit opportunities. Information about the requirements to pass and resit opportunities available to you are published in the Regulations specific to your award.

## D: Student Conduct

### 1. Student Charter

- (i) The Student Charter is published on the University's website and confirms the values and behaviours expected of you as part of the University community.

### 2. Student Misconduct

- (i) The Student Disciplinary Procedure and the Sexual Misconduct and Violence Policy provides the University's definition of all types of misconduct, the actions that will be taken to investigate alleged behaviours and the possible penalties that may be given where allegations are upheld.

### 3. Academic Integrity and Misconduct

- (i) It is your responsibility to ensure that your work adheres with principles of good academic integrity as set out in the Academic Integrity Procedure.
- (ii) The Academic Integrity Procedure provides the University's definition of good academic integrity, what constitutes academic misconduct, and the resulting actions that will be taken to investigate misconduct allegations and the possible penalties that may be given where allegations are upheld.

### 4. Suitability to Practice

- (i) If you are studying on a professional programme, you have a responsibility to ensure that you meet the professional behaviours required of that programme.
- (ii) A professional programme is recognised by a Professional, Statutory or Regulatory Body. The Body will specify professional requirements that you must meet as part of your programme alongside the academic requirements. All requirements will be included in your Programme Handbook.

- (iii) The Suitability for Practice Procedure sets out the actions the University will take to investigate allegations of inappropriate behaviours and the possible penalties that may be given where allegations are upheld.
- (iv) The Suitability to Practice Procedure may also be used where a specific allegation has been made or upheld in the Student Disciplinary Procedure, the Academic Integrity Procedure, the Fitness to Study Procedure or where a vexatious complaint is submitted.

## E: Assessment

### 1. Assessment Overview

- (i) Assessments are designed to test if you have successfully met the required learning outcomes set out in your Programme Specification.
- (ii) The University has an Assessment Policy that sets out its overall approach to the delivery and management of assessment.
- (iii) Each programme is divided into modules which have specific learning outcomes, and for each module there will be one or more assessments.
- (iv) The Regulations specific to your award will set out the level at which you need to complete your assessments to progress on your programme and/or be considered for the award.

### 2. Assessment Tasks

- (i) The University (or partner provider) will provide you with written information (available electronically) about assessment tasks you are required to complete. An assessment timetable that will set out dates for all assessments will also be provided. It is your responsibility to engage with the date, time, location and mode of your assessment and any associated requirements. Any mistakes or oversights will not normally be considered as valid Extenuating Circumstances (see Regulation E3).
- (ii) You will be advised of the marking/grading criteria for each assessment.
- (iii) Before and during any assessment, you are required to conduct yourself with integrity and honesty. Failure to do this will result in your behaviour being considered through the Academic Integrity Procedure. Any upheld case will normally result in your being issued a penalty, up to and including exclusion from the University or partner institution.
- (iv) You may be entitled to submit an extension request to the submission of assessed coursework. Further information on this can be found within the Assessment Policy.

### 3. Extenuating Circumstances

- (i) You may apply for an extension to an assessment submission deadline or deferral of an examination, test or practice-based assessment if you have Extenuating Circumstances.



- (ii) Extenuating Circumstances are those situations which are unforeseen and beyond your control and which may have an impact on your academic performance. Guidance on what is and what is not considered to be an Extenuating Circumstance is set out in the Extenuating Circumstances Procedure.
- (iii) Information on how to make an Extenuating Circumstances claim is provided in the Extenuating Circumstances Procedure. Claims are considered by an Extenuating Circumstances Panel and you will be informed of the Panel's decision.
- (iv) If you are taken ill during an examinations or class test, this will be noted by the member of staff or invigilator present, and you will be eligible to submit an Extenuating Circumstances claim as set out in the Extenuating Circumstances Procedure.
- (v) If you do not participate in an assessment and/or do not have approved extenuating circumstances, the University will consider that assessment failed. Opportunities to resit are published in the Regulations specific to your award.

#### **4. Coursework**

- (i) You must submit coursework via the Virtual Learning Environment (VLE) of the University or the partner institution at which you are studying. If your coursework is not viable to be submitted via the VLE, you will be provided with guidance on how this should be submitted.
- (ii) Unless you have approved Extenuating Circumstances or an approved short-term extension to a submission deadline, a late submission penalty will be applied if you submit an assessment beyond the published deadline. The penalties are as follows:
  - The minimum pass mark if the submission is up to five working days late and if it meets the pass requirements.
  - A mark of zero (fail) if the work is submitted more than five days late. You may be permitted to resit the failed assessment.
- (iii) It is your responsibility to ensure that you submit the correct version of any assessments in the specified format and via the agreed platform. If you do not submit the correct version the University will request that the assessment is resubmitted in the specified format, if the submission occurs after the deadline regulation E4(ii) will apply.
- (iv) You must comply with the word ranges set for written assignments. You will be provided with guidance in your Programme Handbook or assignment brief about what is and is not included in the word count (e.g. references). Information about any penalties that will be applied for non-compliance are set out within the programme handbook or assessment brief.

#### **5. Examinations**

- (i) Examination is a general term that includes any time limited, summative test that occurs during the course of your study.
- (ii) Depending on your mode of study, examinations will take place on University premises, on partner institution premises or remotely on-line.



- (iii) On-campus examinations require you to access and complete the examination in an examination room. On-line examinations require you to access and complete the examination via the Virtual Learning Environment (Moodle or Canvas). The delivery mode of your examination will be stated by the University.
- (iv) Exceptionally, and subject to the approval of the University, you may be able to participate in an examination in another approved centre which shall normally be another University or British Council Office. As part of this process, the University will need to assess if:
- Comparable arrangements for the security of the assessment process can be made.
  - An alternative location can address any Reasonable Adjustment/s needs that you may have and which have been agreed with the University.
- (v) If you are unable to participate in an examination due to Extenuating Circumstances (see Regulation E3), you may apply to be granted the opportunity to sit the assessment on a later date set by the University or partner institution.
- (vi) Unless you have approved Extenuating Circumstances, you must participate in the examination. A fit to sit statement will be provided with each examination. By attempting the examination, it will be assumed that you have read, understood and agreed to this statement. If you do not participate, you will fail the examination. Resit opportunities available to you are published in the Regulations specific to your award.
- (vii) The University (or partner provider) is responsible for the security of examination material (including if conducted online). If there is evidence that the security of an examination has been compromised, alternative arrangements will be put in place, and you will be advised accordingly.
- (viii) Before each examination, the University (or partner provider) will provide you with information about what you may and may not have present in the examination setting.
- (ix) When participating in an examination you will:
- Be required to confirm your identity (including secure login if online).
  - Need to engage with the examination within the start and finish timescales prescribed by the University (including the time window for on-line submissions).
  - Read the instructions and the Fit to Sit statement.
  - Not be permitted extra time if you arrive at an examination late.
  - Need to ensure that you have reliable technical equipment and a sufficient internet connection if you are participating in an online examination.
  - Be accompanied by a member of staff if you need to leave an on-campus examination room temporarily for a valid reason.
  - Not be readmitted to the examination setting if you leave early other than in the temporary circumstances above.
  - Be advised how to alert a member of staff to any mistakes in the examination paper, if you feel unwell during the examination or if you have any technical difficulties when completing an on-line examination.
  - Be supported by the University to implement any Reasonable Adjustments that need to be made for you in relation to the [Equality Act 2010](#) (see Regulation C2).

- Be required to complete your examination in a legible format.
- Be advised of procedures should there be a fire alarm or other disturbance during the examination.

## **6. Tests and Practice-Based Assessments**

- A test or practice-based assessment may be set during or at the end of a module as part of the assessment schedule. The delivery mode of your tests or practice-based assessments will be stated by the University.
- The regulations set out for examinations above will also apply to tests and practice-based assessments.

## **7. Receiving Assessment Marks**

- Each assessment you take will be reviewed by a member of staff and you will receive a provisional grade or mark. You will normally receive your provisional mark within three weeks of taking the assessment.
- The University operates a moderation process whereby a sample of the module assessments completed by your cohort is reviewed by another member of staff. If there is any significant discrepancy between the view of the first marker and the moderator, they will review a larger sample of work to ensure that the marks are fair and accurate. If the discrepancy still cannot be resolved, a further marker will be used.
- If you are undertaking a presentation or practice-based assessment, or if the module is a dissertation/major project at the final stage of your award, it will normally be reviewed by two markers.
- The marks that you receive during your level of study are provisional until they are confirmed by an Assessment Board.
- For definitions of roles related to the marking process please refer to the Assessment Policy.

## **8. Feedback**

- Feedback is provided on all assessments. For coursework it will be provided in a permanent format either written or digitally recorded. It may also include comments on your actual work or other communications or discussion, as appropriate. Examination scripts are not returned to students, but you are entitled to have feedback on your examinations. The feedback provided will be appropriate and constructive qualitative comments normally on a separate feedback sheet. The feedback will indicate how marks were arrived at. In all cases, the format of feedback will be made clear in assignment briefs.

## **9. External Examiners**

- Independent and informative guidance and advice from External Examiners is a highly valued part of the University's processes for assuring the standards of academic provision, promoting student attainment, identifying examples of good practice and



opportunities for enhancement. The University will ensure that External Examiners are in place for all programmes and modules delivered. Further information can be found within the External Examiners Procedure.

- (ii) External Examiner appointments will be approved by Learning and Teaching Quality Committee (LTQC)
- (iii) The External Examiner(s) will be an academic and/or practitioner in your programme discipline not employed by the University. They will provide an external view of the fairness of the marks awarded and the overall academic standards of your programme in accordance with national guidance. They will have suitable qualifications and current academic experience. Further details can be found in the External Examiners Procedure.
- (iv) The External Examiner will review a sample of work reflecting the full range of achievements of students and the full range of markers, to ensure that each student is fairly placed in relation to the rest of the cohort. The extent of and method for determining such sampling shall be agreed between the programme leader and External Examiner, but the minimum size of any sample shall be 10% or five individual pieces of work, whichever is the larger. However, The External Examiner has the right to see all work.
- (v) The External Examiner/s will be a member of the Module Assessment Board (see Regulation F(ii)). They will also provide an annual report to the University on matters relating to the academic standards of your modules and programme. This report will be considered and responded to by the appropriate Programme Team. Issues raised and feedback will be further identified within the programme's Continuous Monitoring Enhancement (see the Continuous Monitoring and Enhancement Procedure, Academic Quality Handbook section x for more information on this procedure) and the External Examiner Overview report presented to the Learning and Teaching Quality Committee (LTQC).
- (vi) Further information regarding the role and remit of External Examiners is available in the External Examiners Procedure.

## **10. Passing and Failing Your Assessments - compensation**

- (i) The Regulations specific to your award set out the minimum mark that you need to obtain to pass an assessment and the actions that will follow if you fail an assessment.
- (ii) Under specific criteria (see regulation E10(iii)) you may be eligible for compensation. This means that at the point of compensation the failure will be accepted, you will not have to resit the assessment and you will progress to the next Level of study. If all levels have been completed you will be considered for the award, or alternatively if the relevant levels have been completed you will be considered for an exit award. Where a failure is compensated, you will be given the credit for the failed module, but the mark you obtained will remain and will contribute to your overall mark profile.
- (iii) For all programmes, compensation will be applied for a maximum of 20 credits, with the exception of the Foundation Year where a maximum of 40 credits can be compensated. For programmes delivered by a partner organisation this may differ, please refer to your programme handbook.

(iv) The specific criteria you need to meet for the Assessment Board to apply compensation to the failed module/s are:

- You have obtained an overall average mark for the Level of study of at least 40%
- You have achieved at least 35% for the failed module/s
- You have participated in all assessments within the failed module/s

Even if you meet the criteria above, compensation will not apply where:

- Your programme or module is exempt from compensation due to professional body reasons. Your Programme Specification will provide this information.
- The failed module is a pre-requisite for study at the next programme level. This means that it has been deemed necessary in the programme design for you to show that you meet the learning outcomes of the assessment/s you have failed.
- The failed module is assessed on a pass/fail basis rather than by a numerical score.
- You have entered the programme Level with more than 60 credits of Recognition of Prior Learning/Experiential Learning.

(v) Where you have a mark compensated, you have the right to a further attempt at an assessment which will be capped at the minimum pass mark. If you wish to be reassessed, then you must notify [assessmentandawards@glyndwr.ac.uk](mailto:assessmentandawards@glyndwr.ac.uk) within 7 days of results publication.

(vi) Where your programme comprises more than one level of study, the Regulations specific to your award will confirm what you need to achieve to progress to the next level.

## F: Assessment Boards

- (i) The University has formal meetings to consider students' marks. These are the Module Assessment Boards and the Award/Progression Assessment Boards. Further information on the Terms of Reference for these Boards can be found within the Academic Governance Policy.
- (ii) The *Module Assessment Boards* will meet throughout the academic year to cater to the diverse range of intakes Wrexham University has. Further information can be found within the Assessment Policy.
- (iii) The *Award/Progression Assessment Boards* are the body responsible for considering if you can proceed to the next level of study (where this is relevant to your programme) or be considered for the award for which you are registered.

## G: Procedural Irregularity

- (i) A Procedural Irregularity is a procedural or administrative error that has a negative impact on your assessment results or those of a group of students. Such situations are



exceptional, and the University has procedures in place to address these circumstances so that you are not disadvantaged.

- (ii) Where a Procedural Irregularity in the assessment process is identified by a member of staff, this will be reported to the Quality and Regulation team and an investigation will take place.
- (iii) The investigation will consider how the irregularity took place, the nature of the impact and the number of student/s affected. An investigation report will be provided to the Chair of the Assessment Board.
- (iv) The Assessment Board will consider the report and will agree one or more of the following actions to ensure that student/s are not disadvantaged and that academic standards and any professional requirements are maintained:
  - Providing the opportunity for you to take the assessment again as a first attempt.
  - Excluding the assessment from the overall Level or Award calculation.
  - Making a recommendation to the Chair of the Academic Board that Regulations are suspended and proposing an alternative way of recognising the achievement of student/s
- (v) In no circumstances will student/s be awarded extra marks to compensate for an irregularity.
- (vi) When a Procedural Irregularity occurs at an Assessment Board and where results or awards have already been issued to student/s, an investigation will be commissioned by the Chair of the Academic Board. Where the investigation shows evidence that it is necessary to overturn one or more of the original decisions, the Chair of the Academic Board will request that the Assessment Board reconvenes to address the irregularity. Actions to address the irregularity will be taken in consultation with the External Examiner/s and the Deputy Vice-Chancellor. The rationale for the action must be documented clearly by the Assessment Board and the incident will be reported to the Academic Board. If your results are affected by the Procedural Irregularity, the University will inform you about what has happened, the action it has taken and the implications for your results or award.
- (vii) A student can report a Procedural Irregularity. During the assessment process (e.g. during an examination), you should make a report to the nominated member of staff and an investigation will follow. The Academic Appeals process (see Regulation I) should be used to report a Procedural Irregularity after the issue of results.

## H: Awards

### 1. Awards

- (i) The University will award you with the qualification for which you registered if you meet all the requirements set out in the Programme Specification and the Regulations.



## 2. Exit Awards

- (i) The University may confer an exit award where you have not met the academic requirements for the qualification upon which you originally registered but have completed the academic requirements to obtain a lower-level award. Exit awards are not available for all programmes. The availability of an exit award is set out in the Regulations specific to your award and your programme specification.

## 3. Aegrotat Awards

- (i) An aegrotat award is where the University uses the marks from fewer modules to determine your award because of your specific circumstances.
- (ii) The University may make an aegrotat award in the following circumstances:
  - If you are prevented by significant illness from completing the final assessments of your programme
  - Where there is medical or other relevant evidence to show that making an aegrotat award is an appropriate course of action. This includes evidence that shows it would be unlikely or highly challenging for you to complete your assessments
  - That the Progression/Award Board is satisfied that your assessment performance on the programme to date shows that you would likely have passed your remaining assessments
  - Where the remaining assessment is not the dissertation or equivalent component of a Masters programme or the thesis or equivalent component of a research degree
  - That you wish to accept an aegrotat award rather than complete the remaining assessment/s at a time agreed with the University and within the time limits of the maximum registration period.
- (ii) An aegrotat degree is unclassified. Consideration should therefore be given as to whether an unclassified degree will impact on any professional body or other requirements after graduation.
- (iii) Aegrotat Awards are confirmed by the Academic Board following recommendation from an Assessment Board.

## 4. Posthumous Awards

- (i) In the unfortunate event that you die during your time registered with the University, we will consider the most appropriate way to recognise your academic achievements.
- (ii) If you had completed all the assessment requirements for the programme, you will be considered for the award (with classification) for which you were registered.
- (iii) If you were still to complete part of the programme, the University will sensitively consider the most appropriate course of action based on the following principles:

- Where you had passed assessments that would entitle you to a lower-level qualification (e.g. a Certificate or Diploma of Higher Education if you were studying on a Bachelors Degree), this award will normally be made.
  - If you had partially completed your final level or stage of assessments for the award (i.e. you had undertaken work beyond the lower level qualification), we will consider the award of the degree with or without classification. Any use of classification will be dependent on the performance you had achieved to date in earlier assessments or in work that had been drafted for assessment.
  - For doctoral level degrees, consideration will be given to the extent of research you had undertaken in relation to the intended thesis and the standard of work that had been achieved (e.g. draft chapters, presentations) to date. The validating university would take the final decision on any posthumous award.
  - Any other merits that the Assessment Board wishes to put forward in making the case for a posthumous award.
- (iv) Posthumous awards are confirmed by the Academic Board following recommendation from an Assessment Board.

## 5. Revoking Awards

- (i) The University reserves the right to revoke an award that has been conferred upon you in the following circumstances:
- Where there is evidence of major academic misconduct relating to your studies in accordance with the definitions set out in the Academic Integrity Procedure and that is reported, investigated, and upheld following graduation.
  - Where there is evidence of major misconduct in accordance with the definitions set out in the Student Disciplinary Procedure that occurred during your time registered with the University and that is reported, investigated, and upheld after graduation.
  - Where you are found guilty of a serious criminal offence under UK or international law that occurred before, during or after your studies with the University, and where the University considers that the specific nature of the offence means that your award should be revoked.
  - Any unreasonable action that you take after graduation that brings the University into disrepute.
  - A combination of any of the above.

## I: Academic Appeals

### Academic Appeals Procedure

- (i) The University has an Academic Appeals Procedure through which you can appeal the academic decision of an Assessment Board.
- (ii) More information about the process, including the grounds upon which you may appeal, is published in the Academic Appeals Procedure.

## J: Complaints

### **Complaints**

- (i) The University has a Student Complaints Procedure through which you can complain about any broader aspect of your experience at the University. If you are studying at a Partner Provider, you should use the complaints procedure of the partner in the first instance.
- (ii) More information about the complaints process, including the grounds upon which you may complain, is published in the Student Complaints Procedure.

# Regulations for Undergraduate Foundation Years

## UFY-A: Introduction

1. These are the Regulations specific to the University's undergraduate Foundation Years, and you should read these alongside the General Academic Regulations.
2. The purpose of these Regulations is to set out what will be required of you to pass your modules, obtain credit, and progress to the next level of study. They also set out the actions that will follow if you do not pass your assessments.

## UFY-B: Admission

1. The requirements that you need to meet to be admitted to a programme will be published on the University's website.

## UFY-C: Assessment and Award of Credit

1. You must attempt all assessment components in all your modules.
2. The minimum mark you need achieve to pass a module will be either:
  - (i) 40%, unless your programme has an exception to that regulation and is listed as an appendix to these regulations  
  
Or, exceptionally
  - (ii) A pass grade (normally only in place where an assessment is competency-based)
3. If a module contains more than one assessment component, the overall pass mark will be the weighted average of all assessment marks in that module. Assessment weightings will be set out in the Module Specification.
4. You will be awarded credit for the module when you achieve the pass requirements.
5. If you achieve the module pass mark or higher, you will not be permitted to take that module assessment/s again with a view to improving your mark. This includes where you have failed a specific assessment component within the module but passed the module overall.

## UFY-D: Module Failure

1. If you do not achieve the requirements to pass a module or modules, it/they will be failed.

2. Failure will need to be addressed for you to be permitted to progress to the next level of study.
3. How the failure can be addressed is dependent on the extent to which you have met the required learning outcomes, and what the University needs you to demonstrate to show that you are eligible to progress to the next Level of study.
4. The following sections of these Regulations sets out the alternative actions that will follow where you fail a module.

### **Compensation**

5. If your overall assessment performance for a programme Level meets specific criteria, the Assessment Board will compensate a failure. Refer to the General Regulation E10 for details of compensation.

### **Resit**

6. Where compensation does not apply, the Assessment Board may allow you to resit the failed assessment/s.
7. You will be able to resit failed module/s if the failures do not exceed 80 credits at that Level of study. If you have failed more than 80 credits, you will need to repeat the year (see Regulation UFY-D12).
8. On passing the assessment, you will be given the credit for that module and awarded the minimum pass mark of 40%.
9. If you do not pass a resit, you will be allowed one final resit attempt unless the module or programme is exempt from this process as set out in your Programme Specification.
10. The timing of first or second resits will be as follows:
  - Dates for resits (including resubmission dates) will be prescribed by the University.
  - The Assessment Board has the right to permit you to take a resit at the next available opportunity, and where it does not impact negatively on your overall University workload.
  - If you have completed the Level and achieved 90 of the 120 credits required, the Assessment Board may permit you to progress to the next Level of study and undertake the resit while you are studying at that next Level. This process will only occur if it is permitted for your programme and if it does not impact negatively on your overall University workload. You will need to pass the resit from that lower Level as well as pass the requirements of the next Level of study to be permitted to progress further on the programme and/or be considered for the award.
11. If your programme is accredited by a Professional, Statutory or Regulatory Body (PSRB) it may not be possible to access compensation or the number of re-sit opportunities set out within this section. Further details can be found within your programme specification.



## Repeat Year

12. If the module failures comprise or exceed 80 credits of assessment for that Level of study, you will normally be required to repeat that Level, including attendance at the module or modules that you have failed.
13. If you pass the failed module/s in your repeat year, you will be awarded the minimum pass mark of 40% for each module you pass and the Assessment Board will permit you to progress to the next Level of study.
14. If you fail a module assessment/s in your repeat year, you will be allowed one final attempt to resit the failures in accordance with the resit Regulation UFY-D9.

## Withdrawal Due to Academic Failure

15. The Assessment Board will normally withdraw you from their programme in the following circumstances [to be completed once the points above are confirmed]:
  - (i) If your module failures comprise or exceed 80 credits of assessment and you choose not to repeat the year as set out in Regulation UFY-D12, or where a repeat year is not permitted.
  - (ii) If you have repeated a year, failed an assessment/s and then exhausted all compensation and/or resit opportunities to redeem that failure/s.
  - (iii) If you have failed to show satisfactory engagement and/or progression on your programme.

## UFY-E: Progress to the next level of study

1. To progress to the next level of study you need to achieve the following:
  - (i) Pass all assessments and achieve 120 Level 3 credits (unless there are different requirements as set out in your Programme Specification).

# Regulations for Undergraduate Degrees and Foundation Degrees

## UG-A: Introduction

1. These are the Regulations specific to the University's Undergraduate Degrees and Foundation Degrees, and you should read these alongside the General Academic Regulations.
2. The purpose of these Regulations is to set out what will be required of you to pass your modules, obtain credit, progress between levels of study and be eligible for an award. They also state the actions that will follow if you do not pass your assessments.
3. Many of the University's programmes have Professional, Statutory and Regulatory Body accreditation. This means that a programme is designed to meet professional requirements set out by the respective body, as well as the academic requirements of the University. Incorporating these professional requirements into the programme design can sometimes mean that specific regulations need to be different to those set out in these General Regulations and/or in these specific Regulations (often referred to as derogations). Information about any differences that apply to your programme will be published in your Programme Specification
4. We may confer the following Undergraduate and Foundation Degree awards on successful completion of study:
  - Bachelor of Arts with Honours – BA (Hons)
  - Bachelor of Science with Honours – BSc (Hons)
  - Bachelor of Engineering with Honours – BEng (Hons)
  - Bachelor of Nursing with Honours – BN (Hons)
  - Bachelor of Theology with Honours – BTh (Hons)
  - Bachelor of Divinity with Honours – BD (Hons)
  - Bachelor of Laws with Honours – LLB (Hons)
  - Bachelor of Business Administration with Honours – BBA (Hons)
  - Foundation Degree of Arts – FdA
  - Foundation Degree of Science – FdSc
  - Foundation Degree of Engineering – FdEng
  - Higher National Diploma – HND
  - Higher National Certificate – HNC
5. The University may confer the following awards if you complete the requisite study and pass the assessments but do not meet the requirements for your target award. These are known as exit awards:
  - Bachelor of Arts – BA
  - Bachelor of Science – BSc
  - Bachelor of Engineering – BEng
  - Diploma of Higher Education
  - Certificate of Higher Education

## UG-B: Admission, Recognition of Prior Learning and Recognition of Prior Experiential Learning

1. The requirements that you need to meet to be admitted to a programme will be published on the University's website.
2. The University will allow you to apply for Recognition of Prior Learning (RPL) or Recognition of Prior Experiential Learning (RPEL) as part of your admission to the programme. RPL and RPEL is the way in which your previous academic or other learning experience at the level of the programme to which you are applying is recognised and may mean you are exempt from studying certain modules on your intended programme.
3. Applications for recognition of prior learning will be assessed on an individual basis. Further information is published in the University Recognition of Prior Learning Policy.
4. We will not normally exempt you from more than two-thirds of the programme you intend to study, and the Programme Specification will set out the maximum level permitted for your programme.

## UG-C: Programme Structure

1. Each Bachelors Honours Degree programme will comprise:
  - (i) 120 credits at Level 4 or above
  - (ii) 120 credits at Level 5 or above
  - (iii) 120 credits at Level 6 or above
2. Each Bachelor Honours Degree programme with a foundation year will include 120 credits at Level 3 in addition to those credits listed in UG-C\_1. Each Bachelor Honours Degree programme with an Industrial Placement Year will include an additional 120 credits at level 5 in addition to those credits listed in UG-C\_1.
3. Each Foundation Degree programme will comprise:
  - (i) 120 credits at Level 4 or above
  - (ii) 120 credits at Level 5 or above
4. Each Bachelors Ordinary Degree (Bachelors without Honours) will comprise:
  - (i) 120 credits at Level 4 or above
  - (ii) 120 credits at Level 5 or above
  - (iii) 60 credits at Level 6 or above

## UG-D: Assessment and Award of Credit

1. You must attempt all assessment components in all your modules.
2. The minimum mark you need to achieve to pass a module will be either:



- (i) 40% for Undergraduate Degree programmes and Foundation Degrees programmes
  - Or,
  - (ii) A pass grade (normally only in place where an assessment is competency-based)
3. If a module contains more than one assessment component, the overall pass mark will be the weighted average of all assessment marks in that module. Assessment weightings will be set out in the Module Specification.
  4. You will be awarded credit for the module when you achieve the pass requirements.
  5. If you achieve the module pass mark or higher, you will not be permitted to take any assessment within that module assessment/s again with a view to improving your mark. This includes where you have failed a specific assessment component within the module but passed the module overall.
  6. Modules found as part of a Higher National Certificate/Diploma programme of study contain elements with relative weightings of assessment that are agreed at validation and included in the module specification and programme handbooks. Where two or more elements contribute to the overall grade a student can achieve in a module, the grades are combined to give the module grade. In addition, each module will be graded as a Pass, Merit or Distinction with the following defined grade boundaries:

<b>Mark Range</b>	<b>Classification</b>
39% and below	Fail
40-59%	Pass
60-69%	Merit
70% and above	Distinction

## UG-E: Module Failure

1. If you do not achieve the requirements to pass a module or modules, it/they will be failed.
2. Failure of a module will need to be addressed for you to be permitted to progress to the next Level of study or to be considered for the award if all Levels have been completed.
3. How the failure can be addressed is dependent on the extent to which you have met the required learning outcomes within that Level of study, and what the University needs you to demonstrate to show that you are ready for the next Level or to be eligible for the award.
4. The following sections of these Regulations sets out the alternative actions that will follow where you fail a module.

## Compensation

5. If your overall assessment performance for a programme Level meets specific criteria, the Assessment Board will compensate a failure. Refer to the General Regulation E10 for details of compensation.

## Resit

6. Where compensation does not apply, the Progression/Award Board may allow you to resit the failed assessment(s).
7. For **three-year Undergraduate Degree Programmes and Foundation Degrees** you will be able to resit failed module/s if the failures do not exceed 80 credits at that Level of study. If you have failed more than 80 credits, you will need to repeat the year (see Regulation UG-E16).
8. On passing the assessment/s, you will be given the credit for that module, be awarded the minimum pass mark and be able to progress to the next Level of study (see Regulation UG-F) or be considered for the award if you have completed all Levels (see Regulation UG-G).
9. If you choose not to participate in the resit, this will still count as your first resit attempt and you will fail. The only exception will be if you present Extenuating Circumstances which are then approved by the University. Further information can be found within the Extenuating Circumstances Procedure.
10. If you do not pass or participate in the first resit, you will be allowed one final resit attempt unless the module or programme is exempt from this process, this may be due to a Professional, Statutory and Regulatory Body (PSRB) requirement, for example. Any exemptions will be set out in your Programme Specification.
11. The timing of first or second resits will be as follows:
  - Dates for resits (including resubmission dates) will be prescribed by the University.
  - The Module Board has the right to permit you to take a resit at the next available opportunity, and where it does not impact negatively on your overall University workload.
12. If you have completed the Level and achieved at least 90 of the 120 credits required, the Assessment Board may permit you to progress to the next Level of study and undertake the resit while you are studying at that next Level. You will only be permitted to undertake a maximum of 30 credits in this instance. For programmes at partner organisations the number of credits may differ, see your programme specification for more information.
13. This process will only occur if it is permitted for your programme and if it does not impact negatively on your overall University workload.
14. For **two-year Undergraduate Degree Programmes**, the opportunities for resit will be as follows:
  - At Level 4, the Assessment Board will permit you one resit opportunity for assessment failure up to and including 30 credits. You will be permitted to progress to Level 5 and

undertake the Level 4 resit while you are studying at Level 5. You will need to pass the Level 4 resit as well as pass the requirements of Level 5 to be permitted to progress to Level 6.

- At Level 5, the Assessment Board will permit you one resit opportunity for assessment failure of up to 30 credits. The Assessment Board will permit you to progress to Level 6 and undertake the Level 5 resit while you are studying at Level 6. You will need to pass the Level 5 resit as well as pass the requirements of Level 6 to be considered for the award.
- At Level 6, the Assessment Board will permit you a resit opportunity for assessment failures and one further attempt should you not pass the first resits.

15. For **two-year Undergraduate Degree Programmes** if your failures exceed 30 credits of the Level and you do not have any approved Extenuating Circumstances, the Assessment Board will require you to transfer onto the three-year undergraduate programme. If you transfer onto the three-year programme, the Regulations relating to that programme of study, including the number of permitted resits, will apply.

### **Repeat Year (three-year Undergraduate Degree Programmes and Foundation Degrees only)**

16. If the module failures comprise or exceed 80 (credits of assessment for that Level of study, you will normally be required to repeat that Level, including attendance at the module or modules that you have failed.
17. For partner provision that operates with a 15 credit tariff If the module failures comprise or exceed 90 credits of assessment for that Level of study, you will normally be required to repeat that Level, including attendance at the module or modules that you have failed.
18. If you pass the failed module/s in your repeat year, you will be awarded the minimum pass mark of 40% for each module you pass. The Assessment Board will permit you to progress to the next Level or be considered for the award if you have completed all Levels of study.

### **Withdrawal Due to Academic Failure**

19. The Assessment Board will normally withdraw your registration from the programme in the following circumstances:
- (i) If your module failures comprise or exceed 80 credits of assessment for that Level of study and you choose not to repeat the year as set out in Regulation UG-E16, or where a repeat year is not permitted.
  - (ii) If you have repeated a year previously, failed an assessment/s and then exhausted all compensation and/or resit opportunities to redeem that failure/s.
  - (iii) If you do not meet specific pass requirements set out in your Programme Specification and required by the professional body that are different or additional to those stated above.
  - (iv) If you have failed to show satisfactory engagement and/or progression on your programme.

## UG-F: Progress to the Next Level of Study

1. If you are studying for a Bachelors Degree, you will need to progress from Level 4 to 5 and subsequently from Level 5 to 6. To progress to the next Level of study you will normally need to achieve the following: an average mark of at least 40% in all numerically assessed modules and a pass grade in any modules that contain pass/fail grading. Regulation UG-E12 sets out the volume of failed modules you are permitted to trail into the next Level of study.
2. If you are studying for a Foundation Degree you will need to progress from Levels 4 to 5. To progress to the next level of study you will need to achieve an average mark of at least 40% in all numerically assessed modules and a pass grade in any modules that contain pass/fail grading.

## UG-G: Awards

### **Bachelors Degree with Honours**

1. The Assessment Board will confer upon you a Bachelors Degree with Honours award if you have passed all levels of the programme and obtained the 360 credits required for the award. For Bachelor's Degree with Honours awards with Foundation Year you will be required to obtain 480 credits.
2. Your overall degree mark will be calculated the following way:

- (i) Only numerically assessed modules will count towards the overall mark.
- (ii) Marks are rounded to the nearest whole number.
- (iii) We will review the mark profile that you have obtained across your modules for Levels 5 and 6 by using Method A and Method B.

- (iv) *Method A*: consistent performance across Levels 5 and 6

The average mark you obtained across the modules (comprising 120 credits) you completed for Level 5

The average mark you obtained across the modules (comprising 120 credits) you completed for Level 6.

Calculate a final mark by creating an overall average of these two marks weighted in the ratio of 30 (level 5): 70 (level 6).

- (v) *Method B*: consistent performance in Level 6

The average mark you obtained across the modules (comprising 120 credits) you completed for Level 6.

- (vi) We will then review the outcome of Method A and Method B and use the highest of the two marks for your degree classification to reflect your strongest performance.

- (vii) Your Programme Specification will set out if there are any differences for how the degree mark is calculated for your programme.

3. Degree classifications will be made as follows:

Mark Range	Classification
39% and below	Fail
40-49%	Third Class (3rd)
50-59%	Second Class, Division Two (2.2)
60-69%	Second Class Division One (2.1)
70% and above	First Class (1 <sup>st</sup> )

4. If your overall degree mark is within 2% of the next highest classification, this will be considered a borderline case.

Mark	Borderline
38% and above	Borderline Third Class (3 <sup>rd</sup> )
48% and above	Borderline Second Class, Division Two (2.2)
58% and above	Borderline Second Class, Division One (2.1)
68% and above	Borderline First Class (1 <sup>st</sup> )

5. The Assessment Board will consider each borderline case to assess if you are eligible to be awarded the next highest classification. All the following criteria must be met for the next highest classification to be awarded:

- (i) At least 50% of the credits at Level 6 are within the higher classification.
- (ii) All Level 6 modules have been passed at first attempt.
- (iii) No compensation has been awarded for any Level 6 module
- (iv) The mark achieved for the Level 6 dissertation or equivalent substantial piece of work (as specified in the validated programme specification) has achieved a mark that is within the higher classification.

6. You will not be awarded the higher classification if your assessment profile does not meet all these criteria.

### Exit Awards from a Bachelors Degree Honours Programme

7. Exit awards are available where you have not met the requirements of the Bachelors Degree Honours programme, or are not able to complete the programme, but have met the requirements to achieve a lower-level qualification.
8. The Assessment Board will confer upon you a *Bachelors Degree Ordinary* award if you have not met the requirements of the Bachelors Degree Honours Programme for which you were registered, for further information on this award please refer to the awards table in the general regulations.
9. Exit awards from Bachelors Degree Honours programmes do not have classifications.
10. The Assessment Board will confer upon you a *Diploma in Higher Education* award if you have not met the requirements of the Bachelors Degree Honours programme for which you were



registered but have passed Levels 4 and 5 and achieved 240 credits, including 90 credits at Level 5.

11. The Assessment Board will confer upon you a *Certificate in Higher Education* award if you have not met the requirements of the Bachelors Degree Honours programme for which you were registered and have not met the requirements for the Diploma in Higher Education but have passed Levels 4 and achieved 120 credits.

### Foundation Degree Award

12. The Assessment Board will confer upon you a Foundation Degree award if you have passed all levels of the programme and obtained the 240 credits required for the award.
13. Your overall degree mark will be calculated by taking the overall average of the module marks you have achieved across Levels 4 and 5 of your programme.
14. Marks are rounded to the nearest whole number.
15. Degree classifications will be made as follows:

Mark Range	Classification
39% and below	Fail
40-59%	Pass
60-69%	Merit
70% and above	Distinction

16. If your degree mark is within 2% of the next highest classification, this will be considered a borderline case.

Mark	Borderline
58% and above	Borderline Merit
68% and above	Borderline Distinction

17. The Assessment Board will consider each borderline case to assess if you are eligible to be awarded the next highest classification. All the following criteria must be met for the next highest classification to be awarded:
  - (v) At least 50% of the credits at Level 5 are within the higher classification
  - (vi) All Level 5 modules have been passed at first attempt.
  - (vii) No compensation has been awarded for any Level 5 module
18. You will not be awarded the higher classification if your assessment profile does not meet all these criteria.

### Exit Awards from a Foundation Degree Programme

19. The exit award of Certificate of Higher Education is available where you have not met the requirements of the Foundation Degree, or are not able to complete the programme, but have met the requirements for the Certificate.

20. The Assessment Board will confer upon you the Certificate of Higher Education if you have not met the requirements of the Foundation Degree but have passed all the required assessments at Level 4 or above and achieved the associated 120 credits.

### **Higher National Certificate (HNC) and Higher National Diploma (HND) Awards**

21. The classification of the award shall be based solely on the outcome of modules for which the student has been awarded a Pass, Merit or Distinction grade.
22. The qualification grade of the award will be determined through a points system.
23. The grade of the qualification for HNC is determined using the candidate's best performance in modules from the whole programme to the value of 80 credits. An HNC is made up of a minimum of 120 Level 4 credits and a maximum of 150 credits comprising 120 credits at Level 4 and 30 credits at Level 5.
24. The grade of the qualification for HND is determined using the candidate's best performance in modules from Level 5 of the programme only to the value of 80 credits. An HND is made up of 120 Level 4 and 120 Level 5 credits.
25. For purposes of determining the grade of the qualification, zero points per credit are awarded for a pass grade, 1 point per credit is awarded for a merit grade and 2 points per credit are awarded for a distinction grade.
26. If the inclusion of modules in which the candidate has achieved their best performance takes the total of credits to greater than 80, then the credit value of the lowest graded of these modules shall be reduced to the value required to achieve a total of 80 credits.
27. Where the aggregated points are less than 80, a pass grade will be awarded.
28. Where the aggregated points are greater than 80, but less than 160, a merit grade will be awarded.
29. Where the aggregated points are 160 or more, a distinction will be awarded.

# Regulations for Taught Postgraduate Awards (Taught Masters, Master of Research, Postgraduate Diploma, Postgraduate Certificate, Professional Graduate Certificate in Education)

## TPG-A: Introduction

1. These are the Regulations specific to the University's Taught Postgraduate Programmes, and you should read these alongside the General Academic Regulations.
2. The purpose of these Regulations is to set out what will be required of you to pass your modules, obtain credit, progress between levels of study and be eligible for an award. They also set out the actions that will follow if you do not pass your assessments.
3. Many of the University's programmes have Professional, Statutory and Regulatory Body accreditation. This means that a programme is designed to meet professional requirements set out by the respective body, as well as the academic requirements of the University. Incorporating these professional requirements into the programme design can sometimes mean that specific regulations need to be different to those set out in these General Regulations and/or in these specific Regulations (often referred to as derogations). Information about any differences that apply to your programme will be published in your Programme
4. We may confer the following postgraduate awards on successful completion of study:
  - Master of Science – MSc
  - Master of Arts – MA
  - Master of Business Administration – MBA
  - Master of Public Administration – MPA
  - Master of Public Health – MPH
  - Master of Research
  - Professional Graduate Certificate in Education (PcET)
  - Postgraduate Diploma
  - Postgraduate Certificate

## TPG-B: Admission, Recognition of Prior Learning and Recognition of Prior Experiential Learning

1. The requirements that you need to meet to be admitted to a programme will be published on the University's website.
2. The University will allow you to apply for Recognition of Prior Learning (RPL) or Recognition of Prior Experiential Learning (RPEL) as part of your admission to the programme. RPL and RPEL is the way in which your previous academic or other learning experience at the level

of the programme to which you are applying is recognised and may mean you are exempt from studying certain modules on your intended programme.

3. Applications for recognition of prior learning will be assessed on an individual basis. Further information is published in the University Recognition of Prior Learning Policy.

## TPG-C: Programme Structure

1. Each **Taught Masters programme** will comprise:
  - (i) Taught modules, which is the taught part of your programme and consists of modules totalling a minimum of 120 credits.
  - (ii) Research modules, which is a substantial piece of independent work totalling a minimum of 60 credits. The nature of this work will be dependent on the discipline you are studying, and the criteria set out in the Relevant programme and module specification.
2. Where the substantial piece of work is a dissertation, this will be no more than 20,000 words.
3. Where the substantial piece of work takes the form of a performance, exhibition, artefact, score, portfolio of written works or similar, this will be accompanied by a written contextual commentary of normally 5000-6000 words.
4. Each **Taught Masters programme with Advanced Practice** will comprise:
  - (i) The taught block, which is the taught part of your Programme and consists of modules totalling a minimum of 120 credits.
  - (ii) The research block and Advanced Practice blocks, which will consist of 60 credits of Advanced Practice and 60 credits of a substantial piece of independent work, totalling a further 120 credits.
  - (iii) If you are unable to complete the Advanced Practice, or following discussions with your Programme team you are advised that you are unlikely to, you will normally have the opportunity to transfer to the programme that will be awarded without Advanced Practice.
5. Each **Master of Research** shall comprise 180 credits of which between 90 and 120 credits shall comprise a research component and the remaining credits shall be taught modules in advanced skills and advanced knowledge.
6. The **Professional Graduate Certificate in Education** shall comprise 120 credits plus a minimum of 100 hours professional practical training.
7. Each **Postgraduate Diploma** will comprise 120 credits.

8. Each **Postgraduate Certificate** (other than the Postgraduate Certificate in Education) will comprise 60 credits.

## TPG-D: Assessment and Award of Credit

1. You must attempt all assessment components in all your modules.
2. The minimum mark you need achieve for each module will be either:
  - (i) 40%
  - Or,
  - (ii) A pass grade (normally only in place where an assessment is competency-based)
3. If a module contains more than one assessment component, the overall pass mark will be the weighted average of all assessment marks in that module. Assessment weightings will be set out in the Module Specification.
4. You will be awarded credit for the module when you achieve the pass requirements.
5. If you achieve the module pass mark or higher, you will not be permitted to take that module assessment/s again with a view to improving your mark. This includes where you have failed a specific assessment component within the module but passed the module overall.

## TPG-E: Module Failure

1. If you do not achieve the requirements to pass a module or modules, it/they will be failed.
2. Failure will need to be addressed for you to be considered for the award.
3. How the failure can be addressed is dependent on the extent to which you have met the required learning outcomes, and what the University needs you to demonstrate to show that you are eligible for the award.
4. The following sections of these Regulations sets out the alternative actions that will follow where you fail a module.

### Compensation

5. If your overall assessment performance for a programme Level meets specific criteria, the Assessment Board will compensate a failure. Refer to the General Regulations for details of compensation.
6. Compensation shall not be permitted for an award of Postgraduate Certificate.

## Resit

7. Where compensation does not apply or where you do not meet the specific criteria, the Assessment Board will normally allow you to resit the failed assessment/s.
8. You will be given one resit opportunity to pass a failed assessment. The only exception to this position is:
  - If you have approved Extenuating Circumstances (see Regulation E3)
  - If you are studying on the Postgraduate Certificate in Education for which two resits are available.
9. The Assessment Boards has the right to permit you to take a resit at the next available opportunity, and where it does not impact negatively on your overall University workload.
10. If you choose not to participate in the resit, this opportunity will still count as your one resit opportunity. The only exception will be if you present Extenuating Circumstances which are then approved by the University.
11. On passing the resit assessment, you will be given the credit for that module and be awarded the minimum pass mark.
12. Dates for resits (including resubmission dates) will be prescribed by the University.

## Withdrawal Due to Academic Failure

13. The Assessment Board will normally withdraw your registration from the programme if you are unable to pass your resit/s.
14. If you are studying on a Masters and have failed to meet the requirements to pass, you may be eligible for an exit award if you have achieved the relevant number of credits. Further information is published in your programme specification.
15. If you have failed to show satisfactory engagement and/or progression on your programme.

## TPG-F: Award of Postgraduate Certificate

1. The Assessment Board will confer upon you a Postgraduate Certificate if you have achieved 60 credits.
2. Your overall mark will be calculated by taking the average mark you obtained across your modules. Only numerically assessed modules will count towards the overall mark.
3. Marks are rounded to the nearest whole number.
4. Classifications will be made as follows:

Mark Range	Classification
39% and below	Fail
40-59%	Pass
60-69%	Merit
70% and above	Distinction

5. If your mark is within 2% of the next highest classification, this will be considered a borderline case.

Mark	Borderline
58% and above	Borderline Merit
68% and above	Borderline Distinction

6. The Assessment Board will consider each borderline case to assess if you are eligible to be awarded the next highest classification. All the following criteria must be met for the next highest classification to be awarded:

- (i) You have achieved no less than 58% overall to be considered for a Merit classification and no less than 68% overall to be considered for a Distinction classification.
- (ii) All modules have been passed at first attempt.
- (iii) No compensation has been awarded for any module.

7. You will not be awarded the higher classification if your assessment profile does not meet all these criteria.

## TPG-G: Award of Postgraduate Diploma

1. The Assessment Board will confer upon you a Postgraduate Diploma if you have passed modules achieving 120 credits.
2. Your overall mark will be calculated by taking the average mark you obtained across your modules. Only numerically assessed modules will count towards the overall mark.
3. Marks are rounded to the nearest whole number.
4. Classifications will be made as follows:

Mark Range	Classification
39% and below	Fail
40-59%	Pass
60-69%	Merit
70% and above	Distinction

- If your mark is within 2% of the next highest classification, this will be considered a borderline case.

<b>Mark</b>	<b>Borderline</b>
58% and above	Borderline Merit
68% and above	Borderline Distinction

- The Assessment Board will consider each borderline case to assess if you are eligible to be awarded the next highest classification. All the following criteria must be met for the next highest classification to be awarded:
  - You have achieved no less than 58% overall to be considered for a Merit classification and no less than 68% overall to be considered for a Distinction classification
  - All modules have been passed at first attempt
  - No compensation has been awarded for any module
  - You have not been awarded in excess of 60 credits for the RPL/RPEL procedure to be accepted onto the programme
- You will not be awarded the higher classification if your assessment profile does not meet all these criteria.

## TPG-H: Award of Professional Graduate Certificate in Education

- The Assessment Board will confer upon you a Professional Graduate Certificate in Education if you have passed all modules and achieved 120 credits.
- Your overall mark will be calculated by taking the average mark you obtained across your modules. Only numerically assessed modules will count towards the overall mark.
- Marks are rounded to the nearest whole number.

## TPG-I: Award of Masters Degree (see Regulation TPG-L for Award of Master of Research)

- The Assessment Board will confer upon you a Masters Degree if you have passed the taught block and the research block, achieving 180 credits.
- Your overall mark will be calculated by taking the average mark you obtained across your modules. Only numerically assessed modules will count towards the overall mark.
- Marks are rounded to the nearest whole number.
- Classifications will be made as follows:



Mark Range	Classification
39% and below	Fail
40-59%	Pass
Overall mark of 60-69% <i>and</i> not less than 55% in the taught block <i>and</i> not less than 60% in the research block	Merit
Overall mark of 70% and above <i>and</i> not less than 65% in the taught block <i>and</i> not less than 70% in the research block	Distinction

5. Programmes that do not have distinct Taught and Research blocks will have classifications calculated using the overall average.
6. You will not be eligible for the award of Merit or Distinction if you:
  - (i) Meet the requirements set out above but;
  - (ii) Fail any assessment in the taught block or the research block on first attempt and/or;
  - (iii) Have been awarded in excess of 60 credits for the RPL/RPEL procedure to be accepted onto the programme.
7. If your mark is within 2% of the next highest classification, this will be considered a borderline case.

Mark	Borderline
58% and above	Borderline Merit
68% and above	Borderline Distinction

8. The Assessment Board will consider each borderline case to assess if you are eligible to be awarded the next highest classification. All the following criteria must be met for the next highest classification to be awarded:
  - (i) You have achieved no less than 55% overall to be considered for a Merit classification and no less than 65% overall to be considered for a Distinction classification.
  - (ii) The mark of a dissertation must be of the higher classification.
  - (iii) All modules have been passed at first attempt.
  - (iv) No compensation has been awarded for any module.
  - (v) You have not been awarded in excess of 60 credits for the RPL/RPEL procedure to be accepted onto the programme.
9. You will not be awarded the higher classification if your assessment profile does not meet all these criteria.

## TPG-J: Award of Masters Degree with Advanced Practice

1. The Assessment Board will confer upon you a Masters Degree in you have passed the taught block, the research block, and the Advanced Practice block, achieving 240 credits.

2. Your overall mark will be calculated by taking the average mark you obtained across your modules. Only numerically assessed modules will count towards the overall mark.
3. Marks are rounded to the nearest whole number.
4. Classifications will be made as follows:

Mark Range	Classification
39% and below	Fail
40-59%	Pass
Overall mark of 60-69% <i>and</i> not less than 55% in the taught block <i>and</i> not less than 60% in the research block	Merit
Overall mark of 70% and above <i>and</i> not less than 65% in the taught block <i>and</i> not less than 70% in the research block	Distinction

5. Programmes that do not have distinct Taught and Research blocks will have classifications calculated using the overall average.
6. You will not be eligible for the award of Merit or Distinction if you:
  - (i) Meet the requirements set out above but;
  - (ii) Fail any assessment in the taught block or the research block on first attempt and/or;
  - (iii) Have been awarded in excess of 60 credits for the RPL/RPEL procedure to be accepted onto the programme.
7. Advanced Practice does not contribute to the award classification calculation.
8. If your mark is within 2% of the next highest classification, this will be considered a borderline case.

Mark	Borderline
58% and above	Borderline Merit
68% and above	Borderline Distinction

9. The Assessment Board will consider each borderline case to assess if you are eligible to be awarded the next highest classification. All the following criteria must be met for the next highest classification to be awarded:
  - (i) You have achieved no less than 55% overall to be considered for a Merit classification and no less than 65% overall to be considered for a Distinction classification.
  - (ii) The mark of a dissertation must be of the higher classification.
  - (iii) All modules have been passed at first attempt.
  - (iv) No compensation has been awarded for any module.
  - (v) You have not been awarded in excess of 60 credits for the RPL/RPEL procedure to be accepted onto the programme.

10. You will not be awarded the higher classification if your assessment profile does not meet all these criteria.

## TPG-K: Exit Awards from a Masters Degree Programme

1. The exit awards of Postgraduate Certificate or Postgraduate Diploma are available where you have not met the requirements of the Masters Degree, or are not able to complete the programme, but have met the requirements one of the exit awards.
2. The Assessment Board will confer upon you:
  - (i) A Postgraduate Certificate if you have not met the requirements of the Masters degree but have passed all the assessment requirements and achieved the associated 60 Level 7 credits.
  - (ii) A Postgraduate Diploma if you have not met the requirements of the Masters degree but have passed all the assessment requirements and achieved the associated 120 Level 7 credits.
  - (iii) If you have attained an overall mark of 60% or above then you will be eligible for an award with Merit. If you attain an overall mark of not less than 70% you will be eligible for the mark of Distinction, if all modules have been passed at the first attempt. However, if you have been awarded credits through the RPL/RPEL procedure, you will not be eligible for the award of a Merit or Distinction in the Postgraduate Diploma or Postgraduate Certificate.

## TPG-L: Award of Master of Research

1. The Assessment Board will confer upon you a Master of Research Degree if you have passed all modules and achieved 180 credits.
2. Your overall mark will be calculated by taking the average mark you obtained across your modules. Only numerically assessed modules will count towards the overall mark.
3. Marks are rounded to the nearest whole number.
4. Classifications will be made as follows:

Mark Range	Classification
39% and below	Fail
40-59%	Pass
Overall mark of 60-69% (and not less than 60% in research components)	Merit
Overall mark of 70% and above (and not less than 70% in research components)	Distinction

The programme specification will identify which modules are considered taught modules and which are part of the research components. If the research component consists of more than one module, the mark for the research component will be calculated using the weighting of the module credit values for all research components.

5. You will not be eligible for the award of Merit or Distinction if you:
  - (i) Fail any assessment in the programme and/or;
  - (ii) You have not been awarded in excess of 60 credits for the RPL/RPEL procedure to be accepted onto the programme

## TPG-M: Exit Award from the Masters of Research

1. The exit award of Postgraduate Certificate is available where you have not met the requirements of the Masters of Research, or are not able to complete the programme, but have met the requirements for this exit award.
2. The Assessment Board will confer upon you a Postgraduate Certificate if you meet the pass requirements and achieve the associated 60 Level 7 credits.
3. If you have attained an overall mark of 60 or above then you will be eligible for an award with Merit. If you attain an overall mark of not less than 70% you will be eligible for the mark of Distinction, if all modules have been passed at the first attempt. However, if you have been awarded credits through the RPL/RPEL procedure, you will not be eligible for the award of a Merit or Distinction in the Postgraduate Certificate.

# Regulations for the Certificate of Continuing Education, Professional Certificate and Certificate of Attendance

## Cert-A: Introduction

1. These are the Regulations specific to the University's Certificate of Continuing Education, Professional Certificate and Certificate of Attendance.
2. The purpose of these Regulations is to set out what will be required of you.

## Cert-B: Admission

1. The requirements that you need to meet to be admitted to a programme will be published on the University's website.

## Cert-C: Programme Structure

1. Each Certificate of Attendance will comprise of attendance at a recognised but non-credit bearing programme.
2. Each Certificate of Continuing Education will comprise of one or more validated module(s) at undergraduate level or postgraduate level. Your transcript will provide details of the title, level and credit value of each module successfully completed.
3. Each Professional Certificate will comprise of registration and successful completion of specific validated modules from an approved programme of study, which have been endorsed by a professional body as meeting specific education and training requirements of that professional body. The minimum number of credits is 40. Wrexham University Professional Certificate will also receive a transcript listing the title, level and credit value of all the modules successfully completed as part of their approved programme.

## Cert-D: Assessment and Award of Credit

1. If you are registered on a module that leads to a **Certificate of Attendance**, your attendance will be monitored and will inform if you receive the Certificate. Attendance requirements will be published on the University website. You will not need to undertake any other form of assessment. A Certificate of Attendance will not lead to credits or a University award.
2. If you are registered on a module/s that leads to a **Certificate of Continuing Education** or the **Professional Certificate**, you must pass the assessment/s in each module/s to show that you have met the learning outcomes.

3. The minimum mark that you need achieve to pass a module will be stated in the Programme Specification and will be either:
  - (i) 40%

Or, exceptionally

  - (ii) A pass grade (normally only in place where an assessment is competency-based)
4. If a module contains more than one assessment component, the overall pass mark will be the weighted average of all assessment marks in that module. Assessment weightings will be set out in the Programme/ Module Specification.
5. You will be awarded credit for the module when you achieve the pass requirements.
6. If you achieve the module pass mark or higher, you will not be permitted to take that module assessment/s again with a view to improving your mark.

## Cert-E: Module Failure (Certificate of Continuing Education and Professional Certificate)

1. If you do not achieve the requirements to pass a module or modules, it/they will be failed.
2. Failure will need to be addressed for you to be permitted to be considered for the award.

### **Compensation**

3. Compensation is not permitted for the awards set out within this section of the regulations.

### **Resit**

4. Assessment Boards will not normally permit re-sit opportunities for the awards set out within this section of the regulations.

### **Withdrawal Due to Academic Failure**

5. The Assessment Board will normally withdraw your registration from the programme in the following circumstances:
  - (i) If you have exhausted all resit opportunities to redeem the failure/s.
  - (ii) If you do not meet specific pass requirements set out in your Programme Specification and required by the professional body that are different or additional to those stated above.
  - (iii) If you have failed to show satisfactory engagement and/or progression on your programme.

## Cert-F: Award (Certificate of Continuing Education and Professional Certificate)

### **Certificate of Continuing Education**

1. The Assessment Boards will confer upon you a Certificate of Continuing Education award if you have passed all assessments set out in the Programme/Module Specification.

### **Professional Certificate**

2. The Assessment Boards will confer upon you a Professional Certificate award if you have passed all assessments and obtained a minimum of 40 credits required for the award.

# Regulations for Graduate Diplomas and Graduate Certificates

## GDC-A: Introduction

1. These are the Regulations specific to the University's Graduate Diplomas and Graduate Certificates, and you should be read these alongside the General Academic Regulations.
2. The purpose of these Regulations is to set out what will be required of you to pass your modules, obtain credit and be eligible for an award. They also set out the actions that will follow if you do not pass your assessments.
3. Many of the University's programmes have Professional, Statutory and Regulatory Body accreditation. This means that a programme is designed to meet professional requirements set out by the respective body, as well as the academic requirements of the University. Incorporating these professional requirements into the programme design can sometimes mean that specific regulations need to be different to those set out in these General Regulations and/or in these specific Regulations (often referred to as derogations). Information about any differences that apply to your programme will be published in your Programme Specification and Programme Handbook.
4. We may confer the following awards on successful completion of study:
  - Graduate Certificate
  - Graduate Diploma
5. We may confer the following award if you complete the requisite study and pass the assessments but do not meet the requirements for the Graduate Diploma. This is known as an exit award:
  - Graduate Certificate

## GDC-B: Admission, Recognition of Prior Learning and Recognition of Prior Experiential Learning

1. The requirements that you need to meet to be admitted to a programme will be and published on the University's website.
2. The University will allow you to apply for Recognition of Prior Learning (RPL) or Recognition of Prior Experiential Learning (RPEL) as part of your admission to the programme. RPL and RPEL is the way in which your previous academic or other learning experience at the level of the programme to which you are applying is recognised and may mean you are exempt from studying certain modules on your intended programme.
3. Applications for recognition of prior learning will be assessed on an individual basis. Further information is published in the University Recognition of Prior Learning Policy.



4. The maximum number of credits accepted to count towards a Graduate Certificate or Diploma award will be:  
Graduate Certificate: 30 credits  
Graduate Diploma: 60 credits.

## GDC-C: Programme Structure

1. Each Graduate Certificate will comprise 60 credits at Level 6.
2. Each Graduate Diploma will comprise 120 credits at Level 6.

## GDC-D: Assessment and Award of Credit

1. You must attempt all assessment components in all your modules.
2. The minimum mark you need to achieve to pass a module will be either:
  - (i) 40%
  - Or, exceptionally
  - (ii) A pass grade (normally only in place where an assessment is competency-based)
3. If a module contains more than one assessment component, the overall pass mark will be the weighted average of all assessment marks in that module. Assessment weightings will be set out in the Module Specification.
4. You will be awarded credit for the module when you achieve the pass requirements.
5. If you achieve the module pass mark or higher, you will not be permitted to take that module assessment/s again with a view to improving your mark. This includes where you have failed a specific assessment component within the module but passed the module overall.

## GDC-E: Module Failure

1. If you do not achieve the requirements to pass a module or modules, it/they will be failed.
2. Failure will need to be addressed for you to be permitted to be considered for the award.
3. How the failure can be addressed is dependent on the extent to which you have met the required learning outcomes within that Level of study, and what the University needs you to demonstrate to show that you are eligible for the award.
4. The following sections of these Regulations sets out the alternative actions that will follow where you fail a module.

## Compensation

5. Compensation is not permitted for the awards set out within this section of the regulations.

## Resit

6. The Assessment Board may allow you to resit the failed assessment/s as detailed below.
7. For the **Graduate Certificate** you will be able to resit failed module/s at the next available opportunity.
8. For the **Graduate Diploma** you will be able to resit failed module/s at the next available opportunity.
9. On passing the assessment/s, following a resit you will be given the credit for that module, be awarded the minimum pass mark and be considered for the award (see Regulation GDC-E).
10. If you choose not to participate in the resit, this will still count as your first resit opportunity. The only exception will be if you present Extenuating Circumstances which are then approved by the University.
11. If you do not pass a resit, you will be allowed one final resit attempt unless the module or programme is exempt from this process. Any exemptions will be set out in your Programme Specification.
12. The timing of resits will be prescribed by the University.
13. If you do not pass the second resit, or if a second resit is not available on your programme, you will have failed the programme.

## Withdrawal Due to Academic Failure

14. The Assessment Board will normally withdraw your registration from the programme in the following circumstances:
  - (i) If you have exhausted all resit opportunities to redeem the failure/s.
  - (ii) If you do not meet specific pass requirements set out in your Programme Specification and required by the professional body that are different or additional to those stated above.
  - (iii) If you have failed to show satisfactory engagement and/or progression on your programme.
  - (iv) If you are studying on the Graduate Diploma, you may be eligible for an exit award (see Regulation GDC-E4).

## GDC-F: Award

### Graduate Certificate

1. The Assessment Board will confer upon you a Graduate Certificate award if you have passed all assessments and obtained 60 credits required for the award.
2. Award classifications will be made as follows:

Mark Range	Classification
39% and below	Fail
40-69%	Pass
70% and above	Distinction

3. There are no exit awards available for the Graduate Certificate.

### Graduate Diploma

4. The Assessment Boards will confer upon you a Graduate Diploma award if you have passed all assessments and obtained 120 credits required for the award.
5. Award classifications will be made as follows:

Mark Range	Classification
39% and below	Fail
40-69%	Pass
70% and above	Distinction

6. An exit award is available where you have not met the requirements of the Graduate Diploma programme, or are not able to complete the programme, but have met the requirements to achieve an alternative qualification. The Assessment Boards will confer upon you a Graduate Certificate if you have not met the requirements of the Graduate Diploma programme for which you were registered but have obtained a minimum of 60 credits and have passed the relevant modules as indicated in your Programme Specification.

# Regulations for Integrated Masters Degrees

## IMD-A: Introduction

1. These are the Programme Regulations for specific to the University's Integrated Masters Programmes, and you should read these alongside the General Academic Regulations.
2. The purpose of these Regulations is to set out what will be required of you to pass your modules, obtain credit, progress between levels of study and be eligible for an award. They also set out the actions that will follow if you do not pass your assessments.
3. Many of the University's programmes have Professional, Statutory and Regulatory Body accreditation. This means that a programme is designed to meet professional requirements set out by the respective body, as well as the academic requirements of the University. Incorporating these professional requirements into the programme design can sometimes mean that specific regulations need to be different to those set out in these General Regulations and/or in these specific Regulations (often referred to as derogations). Information about any differences that apply to your programme will be published in your Programme Specification and Programme Handbook.
4. We may confer the following postgraduate awards on successful completion of study:
  - Master of Computing (MComp)
  - Master of Engineering (MEng)
  - Master of Fine Art (MFA)
  - Master of Design (MDes)
  - Master of Business (MBus)
  - Master of Accounting and Finance (MAccFin)

## IMD-B: Admission, Recognition of Prior Learning and Recognition of Prior Experiential Learning

1. The requirements that you need to meet to be admitted to a programme will be published on the University's website.
2. An Integrated Masters programme comprises undergraduate study at Levels 4, 5 and 6 followed by postgraduate study at Level 7. The content of the programme will be set out in the Programme Specification.
3. The requirements to progress into Level 7 study are set out in the Regulation IMD-F.
4. Applications for recognition of prior learning will be assessed on an individual basis. Further information is published in the University Recognition of Prior Learning Policy.
5. We will not normally exempt you from more than two-thirds of the programme you intend to study, and the Programme Specification will set out the maximum level permitted for your programme.

## IMD-C: Programme Structure

1. Each Integrated Masters programme will comprise:
  - (i) 120 credits at Level 4 or above
  - (ii) 120 credits at Level 5 or above
  - (iii) 120 credits at Level 6 or above
  - (iv) 120 credits at Level 7 or above

## IMD-D: Assessment and Award of Credit

1. You must attempt all assessment components in all your modules.
2. The minimum mark that you need achieve for each module will be set out in the Programme Specification and will be either:
  - (i) 40%
  - Or,
  - (ii) A pass grade (normally only in place where an assessment is competency-based)
3. If a module contains more than one assessment component, the overall pass mark will be the weighted average of all assessment marks in that module. Assessment weightings will be set out in the Module Specification.
4. You will be awarded credit for the module when you achieve the pass requirements.
5. If you achieve the module pass mark, you will not be permitted to take that module assessment/s again with a view to improving your mark. This includes where you have failed a specific assessment component within the module but passed the module overall.

## IMD-E: Module Failure

1. If you do not achieve the requirements to pass a module or modules, it/they will be failed.
2. Failure will need to be addressed to progress to the next Level of the programme or, at Level 7, to be considered for the award.
3. How the failure can be addressed is dependent on the extent to which you have met the required learning outcomes, and what the University needs you to demonstrate to show that you are ready for the next level or be eligible for the award.
4. The following sections of these Regulations sets out the alternative actions that will follow where you fail a module.

## Compensation

5. If your overall assessment performance for a programme Level meets specific criteria, the Assessment Board will compensate a failure. Refer to the General Regulations for details of compensation.

## Resit

6. Where compensation does not apply or where you do not meet the specific criteria, the Assessment Board will normally allow you to resit the failed assessment/s.
7. Resit opportunities will be available as follows:
  - (i) At Levels 4 and 5, you will be able to resit failed modules if the failed modules do not exceed 80 credits of overall module assessment for that level of study. If you do not pass the resit, *you will have one further opportunity to resit the failure.*
  - (ii) At Level 6, you will be able to resit failed modules if the failed modules do not exceed 80 credits of overall module assessment for that level of study. *Only one resit attempt will be allowed.* If you do not pass the resit/s, you will be eligible to take a further resit if you transfer to the Honours Degree route.
  - (iii) At Level 7, *one resit opportunity* will be allowed for each of the modules failed.
8. The Assessment Board has the right to permit you to take a resit at the next available opportunity, and where it does not impact negatively on your overall University workload.
9. If you choose not to participate in the resit, this will still count as your one resit opportunity. The only exception will be if you present Extenuating Circumstances which are then approved by the University.
10. The timing of first or second resits will be as follows:
  - Dates for resits (including resubmission dates) will be prescribed by the University.
  - The Assessment Board has the right to permit you to take a resit at the next available opportunity, and where it does not impact negatively on your overall University workload.

## Repeat Year

11. If the module failures comprise or exceed 80 credits of assessment for that Level of study, you will normally be required to repeat that Level, including attendance at the module or modules that you have failed.
12. If you pass the failed module/s in your repeat year, you will be awarded the minimum pass mark of 40% for each module you pass. The Assessment Board will permit you to progress to the next Level or be considered for the award if you have completed all Levels of study.
13. If you fail a module assessment/s in your repeat year, you will be allowed one final attempt to resit the failures in accordance with the resit regulation IMD-E7.

14. In order to progress onto the Integrated Masters stage of the award, you must successfully complete the 120 Level 6 credits within two attempts per module. If you are referred in a module twice you may take a third attempt, but, if you do so, you may only exit with an undergraduate award and cannot continue onto the Integrated Masters component of the award (Level 7).
15. You will not normally be permitted to take a repeat year at Level 6. If you are required to do so as a result of referral, you will only be permitted to exit with an undergraduate award.

### **Withdrawal due to Academic Failure**

16. The Assessment Board will normally withdraw your registration from the programme in the following circumstances:
  - (i) If your module failures comprise or exceed 80 credits of assessment for that Level of study and you choose not to repeat the year as set out in Regulation IMD-E11, or where a repeat year is not permitted.
  - (ii) If you have repeated a year, failed an assessment/s and then exhausted all compensation and/or resit opportunities to redeem that failure/s.
  - (iii) If you do not meet specific pass requirements set out in your Programme Specification and required by the professional body that are different or additional to those stated above.
  - (iv) If you have failed to show satisfactory engagement and/or progression on your programme.

## **IMD-F: Progress to the Next Level of Study**

1. You will need to progress from Level 4 to 5, from Level 5 to 6 and from Level 6 to 7. To progress to the next Level of study you will normally need to achieve the following:
  - (i) completion of 120 Level 4 credits with an average score for the level of no less than 40%
  - (ii) completion of 120 Level 5 credits with an average score for the level of no less than 55%
  - (iii) completion of 120 Level 6 credits with an average score for the level of no less than 55%
  - (iv) Meet any additional requirements set out in your Programme Specification.

## **IMD-G: Award of Integrated Masters Degree**

1. The Assessment Board will confer upon you an Integrated Masters Degree if you have passed all levels of the programme and obtained the 480 credits required for the award.
2. Your overall degree mark will be calculated the following way:
  - (i) Only numerically assessed modules will count towards the overall mark.
  - (ii) Marks are rounded to the nearest whole number.

(iii) We will review the mark profile that you have obtained across your modules for Levels 6 and 7 by using Method A and Method B.

(iv) *Method A*: consistent performance across Levels 6 and 7

The average mark you obtained across the modules (comprising 120 credits) you completed for Level 6

The average mark you obtained across the modules (comprising 120 credits) you completed for Level 7.

Calculate a final mark by creating an overall average of these two marks weighted in the ratio of 30 (Level 6): 70 (level 7).

(v) *Method B*: the average marks for the 120 credits at Level 7.

(vi) We will then review the outcome of Method A and Method B and use the highest of the two marks for your degree classification to reflect your strongest performance.

(vii) Your Programme Specification will set out if there are any differences for how the degree mark is calculated for your programme.

3. Degree classifications will be made as follows:

Mark Range	Classification
39% and below	Fail
40-49%	Third Class (3rd)
50-59%	Second Class, Division Two (2.2)
60-69%	Second Class Division One (2.1)
70% and above	First Class (1 <sup>st</sup> )

4. If your degree mark is within 2% of the next highest classification, this will be considered a borderline case.

Mark	Borderline
38% and above	Borderline Third Class (3 <sup>rd</sup> )
48% and above	Borderline Second Class, Division Two (2.2)
58% and above	Borderline Second Class, Division One (2.1)
68% and above	Borderline First Class (1 <sup>st</sup> )

5. The Assessment Board will consider each borderline case to assess if you are eligible to be awarded the next highest classification. All the following criteria must be met for the next highest classification to be awarded:

(i) At least 50% of the credits that contribute to the degree classification mark are from Level 7

(ii) All Level 7 modules have been passed at first attempt.

(iii) No compensation has been awarded for any Level 7 module.

(iv) The mark achieved for the Level 7 dissertation or equivalent substantial piece of work is within the higher classification.



6. You will not be awarded the higher classification if your assessment profile does not meet all these criteria.

### **Exit Awards from an Integrated Masters Degree Programme**

7. Exit awards are available where you have not met the requirements of the Integrated Masters Degree programme, or are not able to complete the programme, but have met the requirements to achieve an alternative qualification.
8. The Assessment Board will confer upon you a *Bachelors Degree with Honours* award if you have not met the requirements of the Integrated Masters Degree Programme for which you were registered but you have obtained the 360 credits required for the Bachelors award, including 60 credits at Level 6.
9. The Assessment Board will confer upon you a *Bachelors Degree Ordinary* award if you have not met the requirements of the Bachelors Degree Honours Programme for which you were registered, for further information on this award please refer to the awards table in the general regulations.
10. Ordinary degrees do not have classifications.
11. The Assessment Board will confer upon you a *Diploma in Higher Education* award if you have not met the requirements of the Bachelors Degree Honours programme but have passed Levels 4 and 5 and achieved 240 credits, including 90 credits at Level 5.
12. The Assessment Board will confer upon you a *Certificate in Higher Education* award if you have not met the requirements of Diploma in Higher Education but have passed Levels 4 and achieved 120 credits, including 90 credits at Level 4.