



# Academic Regulations for Taught Awards (ARTA) – 2019/20

(Re-published for 2020/21)

Students studying Levels 5, 6 and 7 continue to apply the 2019/20 Academic Regulations for Taught Awards (ARTA)

(Please direct any queries to Registrars)

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## **Note for students**

This edition of the Academic Regulations, including Assessment Regulations, supersedes previous versions and applies to all students at the University enrolling or re-enrolling on taught programmes in the **2019/20 academic year**. All regulations related to assessment are available from the web [here](#).

Students are expected to be familiar with all Academic Regulations. Separate regulations apply to full-time and part-time programmes. All new and continuing students should be aware which regulations relate to their programme of study.

If you have any difficulties in understanding the regulations you should consult your Programme Leader, Personal Tutor, the Support Section of your [Student Portal](#) or [Contact us](#) via the Student Central webpage (*Student Central locations: Library, CCE1 & CLC*). You may also seek independent advice and support from the Students' Union Advice Team (mailto: [su.advice@northumbria.ac.uk](mailto:su.advice@northumbria.ac.uk)).

Procedures for students who wish to appeal against assessment decisions, or against the University withdrawing them for unsatisfactory progress, are defined in [Handbook of Student Regulations](#), which is also available from your [Student Portal](#).

Maggie New

Academic Registrar and Director of Student, Library and Academic Services (SLAS)  
September 2019

## Notification Log of Key Changes to Academic Regulations for Taught Awards 2019/20

The Northumbria University Assessment web pages have been updated and are now accessible for viewing [here](#).

The following is the log of changes for 2019/20. The relevant approval committee is indicated in brackets where endorsement was required. Academic Board (AB) and Education Committee (EC).

The agreed changes to the Academic Regulations will apply from 1 October 2019 in the academic year 2019/20.

The following are changes:

1. **Removal of level average requirement for full-time PGT students** – With the removal of the level average requirement, full-time PGT students will be considered in the same way as current part-time PGT students. There will be no level average requirement for re-assessment and compensation and therefore, students will be re-assessed in all failed modules after first attempt in order to achieve the required credit for the award. (See sections [3.6](#), [3.6.1 \(iv\)](#), [3.6.1 \(v\)](#) and [3.7.2](#)) All other eligibility criteria for compensation still apply (see section [3.6](#)).
2. **Joint Degrees** – addition of Joint Degrees (See section [1.2.2](#)). Where the University awards degrees jointly with other institutions, the programme of study may be bound in whole or in part by these regulations. Variations to joint programme academic regulations will be considered by Education Committee and published as a supplement to these regulations
3. **Editorial changes:**
  - a. Removal of section 1.8 ‘Title of Awards’ from the Academic Regulations for Taught Awards and added to the ‘Principles for Approval for Northumbria Awards’<sup>1</sup> document.
  - b. ‘Key Principles’ new section added ([2.7](#)). This provides a quick reference guide to some of the main principles of the regulations, whilst maintaining the detail in the main document for more complicated progression and award profiles.

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<sup>1</sup> [Principles for Approval for Northumbria Awards](#) within the Approvals Framework



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# 1 Introduction

## 1.1 Status

- 1.1.1 These assessment regulations are the standard regulations which apply to all the University's academic programmes delivered in the UK or overseas (including under franchise arrangements), and by distance learning, unless variations for individual modules or programmes have been specifically approved by, or on behalf of, Academic Board.
- 1.1.2 Where programmes of study lead to qualifications of a Professional Statutory and Regulatory Body (PSRB), or exemptions from the PSRB's own qualifications, full account is taken of the regulations and requirements of the PSRB in respect of assessment, but any variations to these University regulations require the approval of the Education Committee. Such exceptions are to be detailed in the programme documentation.
- 1.1.3 In exceptional cases, a Programme Assessment Board (PAB) has the right to exercise discretion in the interpretation and applications of these regulations. An example of where discretion should be carefully considered is unusual patterns of delivery including periods of study abroad.
- 1.1.4 Any student who has had a break in his / her programme and returns to the University to complete the programme will be governed by the regulations in force at the time of re-entry to the University. Where a student resumes within a two-year period, the University will make all reasonable efforts to enable the student to continue their original programme (or pre-agreed transfer). However, students should be aware that the University cannot guarantee that any programme will continue to be available following a break in study or whether variations may have been made to the original programme during their break in study.

## 1.2 Awards of the University offered by other institutions

- 1.2.1 Where other institutions deliver Northumbria University awards with the authority of Academic Board, those institutions are bound by these regulations, subject to any variations specified by the particular agreement and approved by Academic Board.
- 1.2.2 Where the University awards degrees jointly with other institutions, the programme of study may be bound in whole or in part by these regulations. Variations to joint programme academic regulations will be considered by Education Committee and published as a supplement to these regulations.

## 1.3 Compliance with the national frameworks and guidelines

The Northumbria University Academic Regulations for Taught Awards (ARTA) are part of the Quality and Standards Framework. The Framework ensures adherence to the Office for Students (OfS) Conditions of Registration (the 'B' conditions, which cover quality, reliable standards and positive outcomes for all students). Northumbria awards are defined in terms of the Quality Assurance Agency (QAA) Framework for Higher Education (FHE) requirements<sup>2</sup>, specifically, the QAA's Framework for Higher Education Qualifications (FHEQ).

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<sup>2</sup> [The Frameworks for HE Qualifications of UK Degree-Awarding Bodies](#)



Northumbria awards are defined in terms of the Quality Assurance Agency (QAA) Framework for Higher Education requirements (FHE), specifically, the QAA's Framework for Higher Education Qualifications (FHEQ).

The FHEQ is aligned with the overarching Framework for Qualifications of the European Higher Education Area (FQ-EHEA), allowing mapping of Northumbria's awards to their European equivalents.

The Higher Education Framework for England: guidance on academic credit arrangements indicates how much learning is expected to be undertaken for the main HE qualifications referenced in the FHEQ.

Northumbria also has awards that are defined as level 3 in the National Qualifications Framework (NQF). Table 1 below shows how Northumbria awards at each level map to the FHEQ/NQF and the corresponding cycle of the FQ-EHEA:

Typical higher education qualifications within each level	FHEQ/ NQF level	Corresponding FQ-EHEA cycle
Doctoral degrees e.g. PhD, Professional Doctorates	8	Third cycle (end of cycle) qualifications
Masters degrees e.g. MPhil, MRes, MA, MSc	7	Second cycle (end of cycle) qualifications
Integrated Masters degrees e.g. MEng, MChem, MSci, MLaw, MNurs		
Postgraduate Diplomas		
Postgraduate Certificate in Education (PGCE)		
Postgraduate Certificates		
Bachelor's degrees with Honours e.g. BA (Hons), BSc (Hons), LLB (Hons)	6	First cycle (end of cycle) qualifications
Bachelor's degrees e.g. BA, BSc		
Professional Graduate Certificate in Education (PGCE)		
Graduate Diplomas		
Graduate Certificates		
Foundation degrees (Fd)	5	Short cycle (within or linked to the first cycle) qualifications
Diplomas of Higher Education (DipHE)		
Higher National Diploma (HND)		
Higher National Certificates (HNC)	4	
Certificates of Higher Education (CertHE)		
Foundation Diploma/Certificate (FDip/FCert)	3	

#### 1.4 Framework for academic awards

The Programme Framework for Northumbria Awards (PFNA)<sup>1</sup> applies to all programmes except those for Flexible Learning and Individual Learners detailed below:



## 1.5 Flexible Learning

- 1.5.1 Recognition of Prior Learning (RPL)<sup>3</sup>: Prior Learning and HE Credit may be used to gain entry to a Northumbria programme or to gain exemption from Modules or Levels within a Northumbria programme. Full details of the maximum exemptions are given in the University framework in line with the sector Northumbria recognises three types of prior learning:

**Recognition of Prior Experiential Learning (RPEL):** Prior experiential learning relates to informal prior learning that is at an appropriate level but was not previously formally assessed and has not led to the gaining of credits rated at a particular level within the UK Frameworks for Higher Education Qualifications. The recognition of prior experiential learning involves an assessment process by Northumbria University staff that leads to recognition of achievement of learning outcomes and the award of University Credit. The essential feature of this process is that it is the learning gained through experience which is being assessed, not the experience itself.

**Recognition of Prior Certified Learning (RPCL):** Prior certified learning relates to formally certificated prior learning (e.g. professional development awards, employment-based or vocational awards) that is at an appropriate level but has not led to the gaining of credits rated at a particular level within the UK Frameworks for Higher Education Qualifications (*UK FHEQ*). The recognition of prior certified learning (RPCL) involves either a process of assessment or, in some cases, an evaluation of equivalency (where the standards of the award and of the awarding body are known and appropriate) by Northumbria University staff that leads to recognition of achievement of learning outcomes and the award of University Credit.

**Recognition of HE Credit (RHEC):** The recognition and transfer of HE credit involves an evaluation of equivalency of achieved Learning Outcomes and Level, together with a mapping of grade scales where appropriate, by Northumbria University staff and leads to recognition of achievement of learning outcomes and the award of University Credit.

- 1.5.2 Any arrangements for student exchange programmes, including on a semester-based 60 credit point basis or a year-long 120 credit point basis, should be specified in the programme structures. (Guidelines for the Study Exchange Framework<sup>4</sup>).

## 1.6 Individual Learners

The term '*Individual Learners*' covers students who study either one or several modules which may or may not eventually equate to an award or who study for open awards. Modules cannot be offered to individuals in a mode that has not been previously validated (e.g. an individual learner cannot take a module by distance learning that has not been validated as such).

- 1.6.1 The Open Award Scheme applied where a student wishes to study a unique combination of modules leading to an award, which is not available in the standard academic programme. It does not apply to students studying an existing programme in a different mode, or for students who have been referred in a number of modules, or for students who have failed.
- 1.6.2 The Flexible Study Programme is for students who wish to enrol on a single module or a combination of modules that is not intended to lead to an award ab initio. However,

<sup>3</sup> [Recognition of Prior Learning \(RPL\) and HE Credit Framework](#)

<sup>4</sup> [Student Exchange Framework](#)





students on this scheme would be able to have the credit recognised at a later date if they wish to either enrol for an existing or bespoke award.

- 1.6.3 Assessment Regulations for Taught Awards (ARTA) and the Recognition of Prior Learning (RPL) Framework apply to individual learners.
- 1.6.4 Education Committee or designated authority are responsible for approving generic Programme Specifications for Open Awards. Generic degrees will be awarded (e.g. BA, BA (Hons) Arts, BSc, and BSc (Hons) Science etc.) and the transcript will denote the range of subjects studied. Students on the Open Award are not awarded qualifications with individual titles.
- 1.6.5 Education Committee or designated authority are responsible for approving programmes of study that are intended to lead to an award ab initio and for scrutinising the profiles of students who have accumulated enough credit to receive an award and recommending/approving the award.
- 1.6.6 Students on such modules/programmes are managed at Faculty level – where a student is studying a number of modules across different Faculties – the Faculty, which owns the majority of modules, will be the home Faculty. Module marks and student profiles of marks will be considered at the appropriate assessment board/s.
- 1.6.7 Departmental Management Groups (DMGs) are responsible for ensuring that appropriate support mechanisms are in place for such students – e.g. personal tutors, access to facilities etc.
- 1.6.8 The Education Committee or designated authority are responsible for ensuring that appropriate external examining arrangements are in place.

## **1.7 Award regulations of the University**

- 1.7.1 Academic Board has overall responsibility for the standards of the University's awards and their alignment to the Framework for Higher Education Qualifications (FHEQ)<sup>Error! Bookmark not defined.</sup> and other elements of the QAA academic infrastructure. The Education Committee operates under delegated authority from Academic Board and has responsibility for overseeing the development and operation of the Quality Assurance Framework for taught programmes. Academic Board approves the awards of the University.
- 1.7.2 Academic Board may approve such new awards as it considers appropriate and in doing so has regard to:
  - the proposed new award in the context of the whole range of the University's awards, their relationship to each other and to the awards of other bodies
  - the characteristics and level of the proposed awards in relation to existing awards and the FHEQ
  - the suitability of existing awards for the proposed programme of study
  - the likely demand for, and recognition of, the proposed award by institutions, students and employers

A range of different University awards may be available as a typical higher education qualification defined in the FHEQ e.g. Masters level. Academic Board has approved a

number of different award titles as indicated in the Principles for Approval for Northumbria Awards<sup>1</sup>

- 1.7.3 Higher doctorates are awarded by the University to candidates who satisfy the criteria for the award, in accordance with separate regulations<sup>5</sup>.
- 1.7.4 The University awards of Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) are governed by separate regulations<sup>5</sup>.
- 1.7.5 Aegrotat awards do not carry any classification or Distinction/Commendation. The Aegrotat degree is an unclassified degree.
- 1.7.6 The Honorary Doctorate of Civil Law (DCL) is awarded to persons of distinction who have earned national/international recognition and standing in the field/activities within education, business, culture, the professions, creative work or public service. The award cannot be conferred in absentia, except where the award is posthumous.
- 1.7.7 Abbreviated titles are established for awards in accordance with the practice in Higher Education. The holders of such awards are entitled to use the titles in accordance with academic convention.

Recipients of honorary degrees may use the approved designatory letters after their names but may not use the title 'Dr' in front of their name unless they are entitled to do so by virtue of any other award or qualification they possess.

- 1.7.8 Academic Board may approve the discontinuance of any of the University's awards, as it may deem appropriate.
- 1.7.9 Students are admitted to programmes leading to awards of the University based on meeting entry requirements specified in its prospectus in the individual Programme Specifications.

## **1.8 Information for students**

A student is entitled to have access to full details of his/her programme, relevant assessment regulations and specific information about the assessments for the programme.

## **1.9 Responsibilities of students**

- 1.9.1 It is the responsibility of the student to attend scheduled classes and carry out prescribed learning activities for the programme on which they are registered. The student is also expected to know when work is due to be submitted and when and where examinations are scheduled.
- 1.9.2 In modules where there is more than one assessment component, Students are not required to complete all assessment components if an overall Pass Mark (40% UG, 50% PGT) has been achieved. The only permitted exception will be in cases where the University is prevented from doing so by a PSRB requirement. In the case of PSRB requirements, a variation order will be required from the regulations.
- 1.9.3 Where a marker cannot decipher a student's handwriting, a second academic member of staff should attempt to do so. In the event that neither party can, read the script, the student's work should be forwarded to the relevant Registrar (or nominee) to review. If

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<sup>5</sup> [Academic Regulations for Research Awards](#)

after scrutiny, the answers are still deemed illegible, the indecipherable sections will not be marked. Marks will not be awarded for any sections that could not be interpreted.

### **1.10 Academic Misconduct**

Students are expected to observe University regulations, which define and prescribe cheating, plagiarism and other forms of academic misconduct. They are also required to take reasonable precautions to guard against unauthorised access by others to their work. (See the University's Policy on Academic Misconduct<sup>6</sup>).

### **1.11 Conduct of examinations and assessments**

- 1.11.1 Students are expected to observe University regulations for the conduct of examinations and assessments.
- 1.11.2 Exceptionally, a student may request an alteration to assessment arrangements under the provisions of the Equality Act 2010<sup>7</sup>. Consideration of such a request, which should be submitted to the relevant Registrar, will take account of the need to ensure that defined learning outcomes of the programme are met and that competence standards are not compromised. Any alteration to an assessment arrangement under this provision must be authorised by the relevant Departmental Management Group (DMG).

### **1.12 Penalties applicable to assessed work**

- 1.12.1 If a student fails to meet the agreed assessment deadline, and has not been granted an extension of time, the work submitted will be subject to a penalty. (See the University's Policy on Late Submission of Work<sup>8</sup>).
- 1.12.2 If a student exceeds the permitted word limit for an assessment, the work submitted will be subject to a penalty. (See the University's policy on Word Limits<sup>9</sup>).

### **1.13 Personal Extenuating Circumstances**

Students are responsible for informing the PAB of any serious Personal Extenuating Circumstances (PECs) which they feel might have significantly affected their performance in examinations or other forms of assessment. (See the University's Policy on Personal Extenuating Circumstances<sup>10</sup>).

### **1.14 Technical Extenuating Circumstances**

Technical extenuating circumstances affecting the conduct of an examination or assessment may affect individual or groups of students. They will normally be considered and resolved prior to the PAB as part of the marks confirmation process. (See the University's Policy on Technical Extenuating Circumstances<sup>11</sup>).

### **1.15 Marks and results**

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<sup>6</sup> [Academic Misconduct](#)

<sup>7</sup> [Equality Act 2010](#)

<sup>8</sup> [Late Submission of Work Policy](#)

<sup>9</sup> [Word Limits Policy](#)

<sup>10</sup> [Personal Extenuating Circumstances](#)

<sup>11</sup> [Technical Extenuating Circumstances Policy](#)

Recommended marks awarded to the student for a summative assessment will be communicated individually to the student as and when the mark has been internally moderated and recorded. Definitive marks and results are agreed at the end of stage/year Programme Assessment Board (PAB) after any external moderation has taken place. Definitive marks will be released to the student within three weeks of the meeting of the PAB.

### **1.16 Communication of results**

- 1.16.1 Students will be informed of the method and date by which results will be communicated to them. Confidentiality of marks will be observed at all times. Rights of access and provision for disclosure relate to an individual's own data only.
- 1.16.2 Information on assessment results may be made known to sponsors but cannot be made available to other external organisations or individuals without the consent of the student. Only overall results, following notification to the student, may be given to external organisations or individuals who are not sponsors without prior consultation with the student.
- 1.16.3 Students may request historical marks. Current students should submit a request via the Help and Support section of their [Student Portal](#); students who no longer have access to their portal should place a request using the Ask4Help form on the [Contact us](#) web page. All requests will be dealt with in accordance with the University procedure for requesting information under the General Data Protection Regulations (GDPR) Policy.<sup>12</sup>

### **1.17 Language of instruction**

All modules contributing to a Northumbria award will be taught and assessed in English except where:

the award is at level 3 or level 4 when at least half the qualifying credits must be taught and assessed in English or

the subject area of the award or specified modules is another language

### **1.18 Linked awards**

Programmes of study may incorporate linked awards, each with distinct learning outcomes, e.g. Postgraduate Certificate, Postgraduate Diploma and Masters Degree. Each linked award is treated as separate and distinct, with assessment based on current learning for the individual award.

### **1.19 Lower-level awards**

If a student fails to complete an award, a lower-level award may be given if the credit requirements and learning outcomes for that award, as specified at validation, have been met. At the discretion of the Programme Assessment Board (PAB), higher-level credit can substitute for missing lower-level credit to meet the requirements for the lower-level award. A minimum of 60 credit points of current learning is normally required for a lower-level award.

- 1.19.1 All learning can be accredited i.e. assigned a number of credits at a particular level. Credit is awarded to a learner in recognition of designated learning outcomes at a

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<sup>12</sup> [General Data Protection Regulations \(GDPR Policy\)](#)

specified level. This includes prior, work-based and experiential learning, which can contribute to a current programme as general or specific credit or be used to gain entry to a programme.

- 1.19.2 Credit attained and recognised by an award cannot be used a second time to gain an equivalent or lesser award, other than as a validated entry point.
- 1.19.3 A student may enter a completion award with existing qualifications or prior learning (section 5.22).

### **1.20 Programme transfers, interruptions and withdrawals (Change of Circumstances)**

- 1.20.1 Any student who wishes to request a programme transfer, interruption or withdrawal must do so via the online portal. Information about this process is available from the website<sup>13</sup>.
- 1.20.2 Specific requirements may apply to some professional programmes and normally relate to Professional Statutory Regulatory Body (PSRB) requirements. Details of such requirements are available in the Programme Handbook.
- 1.20.3 Students who request a programme transfer are expected to continue attending and engaging with their current programme until their transfer request has been formally approved via the online portal.
- 1.20.4 Students are not normally permitted to transfer to a different programme if, at the point at which they request to transfer:
- they have missed the enrolment deadline for their target programme, and
  - they have missed more than three weeks of teaching on their target programme
- 1.20.5 A student may be permitted to interrupt their study and return to re-enrol normally within a maximum period of two years to complete their programme (see also section 1.1.4). Re-enrolment after a period of two years is at the discretion of the Programme Leader.
- 1.20.6 Students who complete the withdrawal process will be recorded as withdrawn rather than having their assessment profile recorded at the next PAB as a fail.

### **1.21 Posthumous awards**

Any award of the University may be conferred posthumously. This may be an Aegrotat award or classified where there is sufficient evidence of the student's attainment.

### **1.22 Student's right of appeal**

A student has a right of appeal against examination/assessment decisions in accordance with the University's appeals procedures, which are described in the 'Handbook of Student Regulations'<sup>14</sup> (accessible from the General Information / Academic Links section of [MyNorthumbria](#) web page).

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<sup>13</sup> [Change of Circumstances process](#)

<sup>14</sup> [Handbook of Student Regulations](#)



## 1.23 Review of the Assessment Regulations

The Assessment Regulations are reviewed annually to reflect: major changes approved by Academic Board; changes informed by feedback from appropriate staff, students and external examiners; other editorial and minor changes.

## 2 Pass Mark

### 2.1 General

- 2.1.1 In order to gain credit for a module, students are required to achieve an overall pass mark for the module (40% UG, 50% PGT). Module marks are rounded to the nearest percentage as are all average marks used in the assessment of a student's overall performance.
- 2.1.2 In modules, where there is more than one assessment component and an overall pass mark has been achieved, students are not required to attempt or pass all assessment components (section 3.7). The only permitted exception will be in cases where the University is prevented from doing so by a PSRB requirement. In the case of PSRB requirements, a variation order will be required from the regulations.
- 2.1.3 In modules, where there is more than one assessment component and an overall pass mark has not been achieved, Students will be eligible for a referral\* in the individual failed module and/or not attempted component(s) of assessment (section 3.7).

*\* In all programmes the reassessment of all dissertations/final year major projects should, where appropriate, be a second attempt at the original assessment by the same method (e.g. dissertation) and the same task (e.g. the same dissertation title) as the first attempt. In all other modules the reassessment should, where appropriate and as determined by the Module Leader, be by the same method (e.g. essay) but may be with a different task (e.g. a different essay title) or with the same task (e.g. the same essay title) as indicated in the Module handbook.*

- 2.1.4 A student who passes a module after referral will be awarded the module pass mark. This mark (40% for modules at level 6 and below; 50% for level 7 modules) will be used for the calculation of level averages (section 3.5) and final classification.

### 2.2 Undergraduate modules

The pass mark for undergraduate modules (up to and including level 6) is 40% unless a higher mark has been specified and approved on the grounds of professional (PSRB) requirement.

### 2.3 Postgraduate modules

- 2.3.1 The pass mark for level 7 modules is 50%.
- 2.3.2 Postgraduate Certificate awards may include 20 credits at level 6; other postgraduate awards may include up to 30 credits at level 6.

### 2.4 Pass/fail modules



- 2.4.1 Modules can be designated at validation as pass/fail modules. Whilst a pass must be achieved, the module does not contribute to the calculation of the overall mark required for progression or for classification of an award.
- 2.4.2 The credit points awarded for pass/fail modules will contribute to progression and to the award.
- 2.4.3 For an award to be classified (with Honours or Distinction/Commendation) at least 50% of the credits at the level of the award must be graded, i.e. must have a percentage mark.

## **2.5 Compensation**

Compensation limits for module failure are defined in section 3.6. Modules can be determined as non-compensatable at validation to a maximum of 40 credits per level. Additional non-compensatable modules must be approved by the Education Committee through a variation order.

## **2.6 Variation Orders**

For particular programmes, the Education Committee will consider Variation Orders to allow exemption from the programme framework and from the Academic Regulations for Taught Awards (ARTA) from Northumbria Awards. Faculties must submit cases prepared to the agreed guidelines and provide written evidence for the exemption, which would normally be based on Professional Statutory Regulatory Body (PSRB) requirements.

## **2.7 Key Principles for Undergraduate and Postgraduate Students**

### **Key Principles for Undergraduate and Postgraduate Students:**

- 40% pass mark in all UG modules. 50% pass mark in all PG modules.
- All modules must be passed or compensated.
- In a level containing 120 credits, 20 credits can be compensated, subject to meeting criteria in section 3.5.
- There is no limit to the number of modules which can be referred. Full time undergraduate students will need to achieve the required level average to be eligible for resits. There is no level average requirement for part time or postgraduate students.
- If full-time undergraduate students do not achieve the required level average for referral, they will have failed the programme. There is one further opportunity to repeat if at least 50% of the credit has been passed.
- If after re-assessment, a student has not passed a module(s), they will have failed the programme. There is one further opportunity to repeat after failure.
- Honours Degree Classification is calculated either by the average of the best 100 credits in levels 6 : 5 weighted 60% : 40% or the average of the best 100 credits in level 6, whichever is highest.
- PG students will receive a Distinction if they have attained an overall average of 70% or more and a Commendation if they have attained an overall average of 60% or more.



## 3 Progression and award

### 3.1 Principles of progression and award on a full-time programme

- 3.1.1 To attain an award on a full-time programme a student is required to progress through one or more levels of study by achieving a specified number of credits. The credit requirements for progression and award are specified in section 5.
- 3.1.2 Each module successfully completed will contribute a number of credits at a particular level as determined at validation.
- 3.1.3 On completion of a level of study (section 3.5) or at a progression point, the Programme Assessment Board (PAB) will consider overall performance determined by the average of individual module marks weighted by the number of credits each module contributes to the level of study. Pass/fail module/s do not contribute to the calculation of the level average. Marks for any level 6 modules taken as part of a level 7 postgraduate programme are excluded from the level average calculation.
- 3.1.4 Failed module/s may be compensated (section 3.6). Credit is awarded where module failure has been compensated. Following compensation, the module pass mark (40% for modules at level 6 and below; 50% for level 7 modules) will be used for the calculation of level averages (section 3.5) and final classification.
- 3.1.5 Failed module/s may be referred (section 3.7). A student referred in a module will be reassessed in that module and, if successful, will be awarded the pass mark for the module.
- 3.1.6 A student who has completed the requirements for a named award cannot re-register for the same award to improve the classification attained.

### 3.2 Progression at an intermediate stage of a full-time programme

- 3.2.1 A student must meet the specified credit requirements for a level to progress to the next higher-level. Only in exceptional circumstances may a Programme Assessment Board (PAB) permit a student to trail a module, i.e. to progress to the next level still needing to complete all the credit requirements for the current level, including placement and professional elements.
- 3.2.2 Progression requires the award of a specified number of credits and the achievement of a level average across all qualifying modules at the first attempt (section 3.5).
- 3.2.3 Where there are more than 120 credits in the level, an additional progression point after 120 credits may be determined and approved by the Education Committee.

### 3.3 Principles of progression and award on a part-time programme

- 3.3.1 To attain an award on a part-time programme, a student is required to achieve a specified number of credits. The credit requirements for each award are specified in (section 5).
- 3.3.2 Each module successfully completed will contribute a number of credits at a particular level as determined at validation (section 5).





- 3.3.3 Programmes are structured with a specified number of credits in each stage. The stage may be the standard academic year or a calendar year but is completed on or before the anniversary of the programme start date. Where there is more than one stage, progression to the next stage normally requires the award of the specified number of credits across all qualifying modules in the current stage either initially or following referral (section 3.7). For some part-time programmes (e.g. Degree Apprenticeships and Distance Learning) where the next stage follows without a break in the calendar, students will be permitted to progress to the next module only, while results are processed and considered by a PAB. In these specific circumstances, students will be allowed to continue on the module of study when they receive their results. Any suspension of progression in order to re-register for failed modules will be carried out at the earliest opportunity.
- 3.3.4 The level average (section 3.5) is used to determine award classification but not to determine eligibility for progression. It is calculated from the average of qualifying module marks weighted by the number of credits each module contributes to the level of study for the particular award (section 5). Pass/fail module/s do not contribute to the calculation of the level average. Marks for any level 6 modules taken as part of a Masters programme are excluded from the level average calculation.
- 3.3.5 Failed module/s may be compensated (section 3.6). Credit is awarded where module failure has been compensated. Following compensation, the module pass mark (40% for modules at level 6 and below; 50% for level 7 modules) will be used for the calculation of level averages (section 3.5) and final classification.
- 3.3.6 Failed module/s may be referred (section 3.7). A student referred in a module will be reassessed in that module and, if successful, will be awarded the pass mark for the module.
- 3.3.7 A student who has completed the requirements for a named award cannot re-register for the same award to improve the classification attained.

### **3.4 Progression at an intermediate stage of a part-time programme**

- 3.4.1 The requirements for progression on part-time programmes are specified in section 5.
- 3.4.2 A student may be permitted at the Programme Assessment Boards (PAB) discretion to trail up to 60 credits at the same level following their unsuccessful re-sit attempt. A student may only be permitted to trail more than 20 credits subject to academic counselling.

### **3.5 Level average requirements**

- 3.5.1 Level average requirements at the first attempt are as follows:

- i. Levels 3 and 4 – 30%
- ii. Levels 5 and 6 – 35%
- iii. Level 7 (Integrated Masters only) – 45%

### **3.6 Compensation for module failure**

- 3.6.1 Compensation for module failure is permitted at intermediate and award stages of a full-time and part-time programme. Non-discretionary rules apply:



- i. Compensation cannot be applied to a 60-credit award.
- ii. The number of failed credits must not exceed the maximum number of compensatable credits (section 3.6.2).
- iii. Compensation is applied at the end of the level of study (section 3.5) or at an approved progression point.
- iv. For full-time undergraduate and integrated masters programmes, the required level average (section 3.5) across all graded modules must be met at the first attempt (section 3.2.2).
- v. There is no level average requirement for postgraduate programmes for compensation.
- vi. The module mark must be within at least 10% of the pass mark (i.e. 30% and above for modules at level 6 and below and 40% and above for level 7 modules); a failed pass/fail module cannot be compensated.
- vii. Compensation should not be used where personal extenuating circumstances have been approved.
- viii. Compensation should not be used for modules determined as non-compensatable at validation, to a maximum of 40 credits per level.
- ix. Module/s failed due to academic misconduct cannot be compensated.

3.6.2 The number of credits which will be compensated will depend on the number of credits of current learning at that level, as indicated below. For part-time students this may include credits attained during a previous intermediate stage of the same level.

	Number of credits of current learning in level	Maximum number of credits that can be compensated
Undergraduate programmes and Integrated Masters degrees	≤60	0
	>60 and <100	10
	≥100 and ≤120	20
	>120	Compensation applied pro-rata: 20 credits, plus 10 for each additional 60 credits of study over 120 credits
Other Postgraduate programmes	≤60	0
	>60 and <100	10
	≥100 and ≤120	20
	180 (taught credits only)	40

3.6.3 When a failed module is compensated, credit is awarded for the module and the module pass mark is recorded.

### 3.7 Referral on a programme

3.7.1 On a **full-time undergraduate and integrated masters programme** failed modules will be referred provided any necessary level average (section 3.5) is attained at the first attempt (section 3.2.2), unless all failed credits can be compensated (section 3.1.4). There is no limit to the number of modules, which can be referred.

3.7.2 On a **full-time postgraduate programme** at the end of an intermediate or award stage, a student will be referred in all failed modules. There is no level average requirement for referral.



- 3.7.3 On a **part-time programme** at the end of an intermediate or award stage, a student will be referred in all failed modules.
- 3.7.4 On a **full-time and part-time programme**, modules may also be referred where:
- the module has been failed due to academic misconduct (section 3.6.1 ix).
  - a variation order is in place (e.g. for PSRB requirements) for the module pass mark to be attained but where an assessment component/s has not been completed (section 2.1.2).
  - the module pass mark has been attained but failed assessment component/s must be referred to meet specified programme requirements (section 2.1.2).
- 3.7.5 The referral opportunity will normally take place after the end of level or stage Programme Assessment Board (PAB).
- 3.7.6 A student who passes a module after referral will be awarded the module pass mark. This mark (40% for modules at level 6 and below; 50% for level 7 modules) will be used for the calculation of level averages (section 3.5) and final classification.
- 3.7.7 Any student who is eligible for referral but not able to take this opportunity will be permitted to resit at the next scheduled sitting of the module assessment. This will normally entail suspension of progression on the programme until the level has been successfully completed and the student is eligible to proceed.
- 3.7.8 Where there are Professional Statutory Regulatory Body (PSRB) requirements and the normal sequence for resits impedes a student's employment, with the authority of the Chair of the Programme Assessment Board (PAB), programmes may arrange for resits to take place before the result has been confirmed. This is on the understanding that it may have been unnecessary (for example, if the module is subsequently compensated), or there is no ultimate entitlement to a referral (for example, if level progression is not achieved) and the early resit has to be discounted.

### 3.8 Failure on a programme

- 3.8.1 For **full-time undergraduate programmes** only at an intermediate level or at the award level, a student who has not met the level average requirement for referral (sections 3.5 and 3.2.1) will have failed the programme. If at least 50% of the credits at that level have been passed, a student who has not already repeated the level will normally be offered an opportunity to repeat the level. The student may also be permitted to re-register for the failed module/s and repeat them as if for the first time. A student may be permitted to retrieve such failure with or without attendance, subject to any specific module requirements for the programme. The mark gained at that attempt will be awarded in full; a referral opportunity will be offered subject to meeting the necessary requirements in section 3.7.
- 3.8.2 For **full-time and part-time programmes** a student, who fails either at an intermediate level or at the award level of the programme after referral, will normally be allowed one further attempt by re-registering for the failed module/s and repeating them as if for the first time.
- 3.8.3 A student who is eligible for a Pass Degree, having failed to achieve sufficient credit to receive an Honours Degree, will normally be allowed one further attempt by re-registering for the failed module/s and repeating them as if for the first time.

- 3.8.4 A student who is eligible to repeat, having failed at an intermediate level, award level or eligible for a Pass Degree, may be permitted to retrieve such failure with or without attendance, subject to any specific module requirements for the programme. The mark gained at that attempt will be awarded in full; a referral opportunity will be offered subject to meeting the necessary requirements in section 3.7. The student may also be permitted to repeat the full level of study with attendance.
- 3.8.5 Progression on the programme will be suspended until the student has successfully completed the level (or stage on a part-time programme) and is eligible to proceed.
- 3.8.6 A student who fails to complete an award for which s/he is registered will, if qualified, be granted a lower-level award (section 1.19).
- 3.8.7 A student who has exhausted reassessment opportunities is not eligible for progression and will have failed the programme.

## 4 Distinction/Commendation

### 4.1 General principles

- 4.1.1 The BTEC Higher National Certificate is available with Distinction and Merit. Distinction and Commendation are available to all other taught awards except Honours and Integrated Masters classified degrees (section 5).
- 4.1.2 For postgraduate programmes, level 6 credits are excluded from the overall average calculation for classification of distinction or commendation (see also section 2.3.2).
- 4.1.3 With the exception of the Honours degree where this is a lower-level award from an Integrated Masters degree (section 5.15), a lower-level award (section 1.19) is available with distinction and commendation if it comprises a sub-set of prescribed modules defined in the Programme Specification. A 60 credit lower-level award comprising non-specific taught modules will be unclassified.
- 4.1.4 In line with the classification of the Honours degree and Integrated Masters, the lowest 20 credits will also be discounted from the calculation of the award of Merit, Commendation and Distinction at undergraduate level. Thus, the “*qualifying Modules*”, in such cases will not include the lowest 20 credits.

### 4.2 Distinction

- 4.2.1 A distinction will be awarded to a student who has attained an overall average of 70% or more from all graded credits.
- 4.2.2 The marks profile of a student is regarded as borderline where the overall average at the first attempt is 67-69%. A student will be awarded a distinction if:

The overall average at the first attempt is 69% and a mark of 70% or more has been attained in at least half of the graded credits (i.e. all graded modules).

The overall average is 67/68% and a mark of 70% or more has been attained in the majority of the graded credits (i.e. all graded modules).



### 4.3 Commendation

4.3.1 A commendation will be awarded to a student who has attained an overall average of 60-69% or more from all graded credits.

4.3.2 On undergraduate programmes, the marks profile of a student is regarded as borderline where the overall average at the first attempt is 58/59%. A commendation will be awarded if:

The overall average at the first attempt is 59% and a mark of 60% or more has been attained in at least half the graded credits (i.e. all graded modules).

The overall average is 58% and a mark of 60% or more has been attained in the majority of the graded credits (i.e. all graded modules).

4.3.3 On postgraduate programmes, a commendation will be awarded if an average of 59% has been attained across level 7 modules at the first attempt and a mark of 60% or more has been attained in half of the graded level 7 credits.

## 5 Awards and their classification

The regulations for Northumbria Awards, their qualification level<sup>15</sup>, standard credit requirements, progression and available lower-level awards are specified below. Programmes may be approved with some lower or higher-level credit in accordance with the Higher Education Credit Framework for England guidance<sup>16</sup> and the Programme Framework for Northumbria Awards (PFNA)<sup>1</sup>.

### 5.1 Foundation Certificate

Award level	Level 3
Credit required	60 credits. Maximum 20 at level 2; minimum 40 at level 3
Progression FT	Not applicable
Progression PT	Applicable only on programmes with an intermediate stage. Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
Award	Compensation is not applicable (section 3.6) To achieve the award a student must attain the 60 credits. Any referred modules must be passed (section 3.7).
Lower-level award	No credits can be compensated in this 60-credit award.
Classification	Not applicable
	Distinction/Commendation rules apply (section 4).

### 5.2 Foundation Diploma

Award level	Level 3
Credit required	120 credits at level 3

<sup>15</sup> As specified in the 'Framework for Higher Education Qualifications in England, Wales and Northern Ireland' (FHEQ), available [here](#).

<sup>16</sup> <https://www.qaa.ac.uk/quality-code/the-existing-uk-quality-code/part-a-setting-and-maintaining-academic-standards>



Progression FT	Not applicable
Progression PT	Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
Award	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
Lower-level award	To achieve the award a student must attain the 120 credits.
Classification	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
	Foundation Certificate
	Distinction/Commendation rules apply (section 4).

### 5.3 Certificate

Award level	Level 4
Credit required	60 credits. Maximum 20 at level 3; minimum 40 at level 4
Progression FT	Not applicable
Progression PT	Applicable only on programmes with an intermediate stage. Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
Award	Compensation is not applicable (section 3.6).
	To achieve the award a student must attain the 60 credits.
	Any referred modules must be passed (section 3.7).
	No credits can be compensated in this 60-credit award.
Lower-level award	Not applicable
Classification	Distinction/Commendation rules apply (section 4).

### 5.4 Certificate of Higher Education

FHEQ level	Level 4
Credit required	120 credits at level 4 <sup>17</sup>
Progression FT	Not applicable
Progression PT	Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
Award	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
	To achieve the award a student must attain the 120 credits.
	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.

<sup>17</sup> For approved variations see section 9.16 "Credit Levels and Use of Lower Level Credits" of Programme Framework for Northumbria Awards (PFNA) Document, available for staff [here](#).

Students refer to: [Programme Design and Approval](#)



Lower-level award	Certificate
Classification	Distinction/Commendation rules apply (section 4).

## 5.5 Diploma

FHEQ level	Level 5
Credit required	60 credits at level 5
Progression FT	Not applicable
Progression PT	Applicable only on programmes with an intermediate stage. Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
Award	Compensation is not applicable (section 3.6).
	To achieve the award a student must attain the 60 credits.
	Any referred modules must be passed (section 3.7).
Lower-level award Classification	No credits can be compensated in this 60-credit award.
	Not applicable
Classification	Distinction/Commendation rules apply (section 4).

## 5.6 Diploma of Higher Education

FHEQ level	Level 5
Credit required	240 credits. 120 at level 4; 120 at level 5 <sup>17</sup>
Progression FT	A student will progress to level 5 on the attainment of 120 credits at level 4. An overall level 4 average of at least 30% at the first attempt is required.
Progression PT	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
	Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
Award	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
	To achieve the award a student must attain the 240 credits.
Lower-level award Classification	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
	Certificate of Higher Education
Classification	Distinction/Commendation rules apply (section 4), determined by overall average of the qualifying modules (section 4.1.4) at the final level of the award.

## 5.7 Foundation Degree

FHEQ level	Level 5
Credit required	240 credits. 120 at level 4; 120 at level 5 <sup>17</sup>



Progression FT	A student will progress to level 5 on the attainment of 120 credits at level 4. An overall level 4 average of at least 30% at the first attempt is required.
	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
Progression PT	Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
Award	To achieve the award a student must attain the 240 credits.
	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
Lower-level award	Certificate of Higher Education
Classification	Distinction/Commendation rules apply (section 4) determined by overall average of the qualifying modules (section 4.1.4) at the final level of award.

## 5.8 Advanced Diploma of Higher Education

FHEQ level	Level 6
Credit required	300 credits. 120 at level 4; 120 at level 5; 60 at level 6 <sup>17</sup>
Progression FT	A student will progress to level 5 on the attainment of 120 credits at level 4, and to level 6 on the attainment of 120 credits at level 5. An overall average of at least 30% at the first attempt is required at level 4. An overall average of at least 35% at the first attempt is required at level 5.
	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
Progression PT	Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
Award	To achieve the award a student must attain 300 credits.
	Any referred modules must be passed (section 3.7).
Lower-level award	No credits can be compensated at the 60-credit award level.
Classification	Certificate of Higher Education, Diploma of Higher Education Distinction/Commendation rules apply (section 4), determined by overall average of the qualifying modules (section 4.1.1) at the final level of the award.

## 5.9 Advanced Diploma

FHEQ level	Level 6
Credit required	60 credits at level 6





Progression FT	Not applicable
Progression PT	Applicable only on programmes with an intermediate stage. Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
Award	Compensation is not applicable (section 3.6).
	To achieve the award a student must attain the 60 credits.  Any referred modules must be passed (section 3.7).
Lower-level award Classification	No credits can be compensated in this 60-credit award.
	Not applicable
	Distinction/Commendation rules apply (section 4).

### 5.10 Honours Degree

FHEQ level	Level 6	
Credit required	360 credits. 120 at level 4; 120 at level 5; 120 at level 6 <sup>17</sup>	
Progression FT	A student will progress to level 5 on the attainment of 120 credits at level 4, and to level 6 on the attainment of 120 credits at level 5. An overall average of at least 30% at the first attempt is required at level 4. An overall average of at least 35% at the first attempt is required at level 5.  Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.	
Progression PT	Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).  Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.	
Award	To achieve the award the student must attain the 360 credits.  Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.	
Lower-level award Classification	Certificate of Higher Education, Diploma of Higher Education	
	Classification is determined as follows:	
	First Class Honours	Average mark of 70% or above
	Second Class Honours Upper Division	Average mark of at least 60% but less than 70%
	Second Class Honours Lower Division	Average mark of at least 50% but less than 60%
	Third Class Honours	Average mark of at least 40% but less than 50% or for PT students, attainment of 360 credits following compensation and referral.



<p>Calculation of Classification</p>	<p><b>Full-time programmes</b> - Where an overall average of at least 35% has not been achieved at level 6, a Pass degree will be awarded if at least 60 level 6 credits have been attained.</p> <p><b>Part-time programmes</b> - If, following compensation and referral, the student has not attained the 360 credits required for the award, a Pass degree will be awarded if at least 60 level 6 credits have been attained.</p> <hr/> <p>The Honours degree classification is computed based on the most favourable outcome to the student using the averaged mark of either the qualifying modules in levels 6:5 weighted 60:40 or the qualifying modules in level 6 only.</p> <p><b>NOTE.</b> From May 1, 2016, “<i>qualifying modules</i>” is defined as the best 100 percentage graded credits per level. This means that the lowest scoring 20 credits per level do not contribute to the calculation of the overall mark for classification of an award. Where the best 100 credits marked by percentage cannot be derived from whole module marks without using more than 100 highest marked credits, the mark for the lowest marked module included in the calculation will be weighted at the appropriate credit value.</p> <p>Modules validated as pass/fail are already excluded from consideration for classification (section 2.4). As a result, on programmes containing 20 credits or more of pass/fail modules per level classification will be based on all percentage graded credits.</p>
<p>Borderline Classification</p>	<p>The marks profile of a student is regarded as borderline where the average mark of the qualifying modules is not more than 2% below a boundary between classes of degree with the exception of the boundary between Second Class Honours Upper Division and First Class Honours where the margin is 3%. The higher class of degree is awarded:</p> <p>If an average mark of 69%, 59% or 49% has been attained and half of the graded credits at level 6 lie on or above the appropriate boundary (i.e. all graded modules and not just the best performing 100 credits).</p> <p>If the majority of graded credits at level 6 lie on or above the appropriate boundary (i.e. U graded modules and not just the best performing 100 credits).</p> <p>If an average mark of 67%, 68%, 58% or 48% has been attained and the majority of graded credits at level 6 lie on or above the appropriate boundary (i.e. all graded modules and not just the best performing 100 credits).</p> <p>If this is not the case, the lower class of degree is awarded.</p> <p>Modules validated as pass/fail are excluded from consideration of borderline classification.</p>



<p>Classification for Honours programmes containing more than 240 level 5/6 qualifying credits</p>	<p>The borderline classification rules apply to all Honours degree classifications, however calculated, except at the fail/third class boundary (where the 40% level 6 average minimum requirement cannot be met).</p> <p>Where a programme includes additional level 5 and 6 percentage graded modules (e.g. 480 credit Honours programmes) then the marks from all such modules will contribute towards classification. The contribution of such additional modules to the classification is based on a pro rata application of the 60:40 weighting or on all level 6 credits as outlined under ‘<i>Calculation of classification</i>’ above.</p> <p>The pro rata application of the 60:40 weighting of a programme which has 240 level 5 credits and 120 level 6 credits will be as follows:</p> $\frac{((240 \times 0.4 \times \text{level 5 average}) + (120 \times 0.6 \times \text{level 6 average}))}{((240 \times 0.4) + (120 \times 0.6))}$ <p><b>NOTE.</b> From May 1, 2016 the lowest scoring 20 percentage graded credits per level (passed, referred or compensated) will not contribute to the calculation of the overall mark for classification of an award.</p>
<p>Classification for Honours programmes containing additional level 5 credits gained through Placement or Study Abroad</p>	<p>Where a Programme includes an additional Year-long 120 credit Level 5 work placement module the placement is <u>not weighted</u> in the classification average.</p> <p>Where a Programme includes an additional Year of Study Abroad there are two alternative assessment schemes (“<i>not weighted</i>” or “<i>weighted</i>”) and the Programme Specification will make clear which scheme applies:</p> <p><b>“Not weighted”:</b> In most cases, a period of study abroad is <u>not weighted in the classification average</u> and the relevant credits are zero-weighted</p> <p><b>“Weighted”:</b> In <u>some rare cases</u> (where a Programme determines there is sufficient comparability of the student experience and assessment standards) periods of study abroad <u>may count</u> towards classification. Where a full additional year is spent abroad at level 5 the contribution of study abroad modules to the classification is based on a pro rata application of the current weighting of level 5 credits:</p> <p>On a 4 Year Honours programme with 240 level 5 credits classification is based on either the average mark of the best <u>100 credits</u> in levels 6:5:5 weighted 60:20:20 or the average mark of the best <u>100 credits</u> in levels 6 (whichever benefits the student)</p>



### 5.11 Professional Graduate Certificate in Education

FHEQ level	Level 6
Credit required	120 credits at level 6
Progression FT	Not applicable
Progression PT	Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
Award	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
	To achieve the award all modules must be passed and the assessments associated with professional competence must be completed to a satisfactory standard. The requirements for reassessment of failed modules are specified in programme documentation.
Lower-level award Classification	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
	Graduate Certificate Distinction/Commendation rules apply (section 4).

### 5.12 Graduate Certificate

FHEQ level	Level 6
Credit required	60 credits at level 6
Progression FT	Not applicable
Progression PT	Applicable only on programmes with an intermediate stage. Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
Award	Compensation is not applicable (section 3.6).
	To achieve the award a student must attain the 60 credits.  Any referred modules must be passed (section 3.7).
Lower-level award Classification	No credits can be compensated in this 60-credit award.
	Not applicable Distinction/Commendation rules apply (section 4).

### 5.13 Graduate Diploma

FHEQ level	Level 6
Credit required	120 credits at level 6 <sup>17</sup>
Progression FT	Not applicable
Progression PT	Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.



<b>Award</b>	To achieve the award a student must attain the 120 credits. Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
<b>Lower-level award</b>	Graduate Certificate
<b>Classification</b>	Distinction/Commendation rules apply (section 4).

#### 5.14 Master of Architecture

<b>FHEQ level</b>	Level 7
<b>Credit required</b>	240 credits. 120 at level 6; 120 at level 7
<b>Progression FT</b>	A student will progress to level 7 on the attainment of 120 credits at level 6. An overall average of at least 40% at the first attempt is required at level 6.
<b>Progression PT</b>	Referral is subject to the regulations in section 3.7. Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
<b>Award</b>	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7. To achieve the award a student must attain the 240 credits. Referral is subject to the regulations in section 3.7. Any referred modules must be passed.
<b>Lower-level award</b>	Compensation rules (section 3.6) apply to the lower-level award of Graduate Diploma only. Graduate Certificate, Graduate Diploma, Postgraduate Certificate
<b>Classification</b>	Distinction/Commendation rules apply (section 4), determined by overall average at the final level of the award

#### 5.15 Integrated Masters Degree

<b>FHEQ level</b>	Level 7
<b>Credit required</b>	480 credits. 120 at level 4; 120 at level 5; 120 at level 6; a minimum of 120 at level 7 <sup>17</sup> .
<b>Progression FT</b>	A student will progress to level 5 on the attainment of 120 credits at level 4, to level 6 on the attainment of 120 credits at level 5 and to level 7 on the attainment of 120 credits at level 6. An overall average of at least 30% at the first attempt is required at level 4. An overall average of at least 35% at the first attempt is required at levels 5 and 6.
<b>Progression PT</b>	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7. Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).



Award	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.	
	To achieve the award a student must attain the 480 credits.	
Lower-level award	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.	
	Certificate of Higher Education, Diploma of Higher Education, Honours Degree, Postgraduate Certificate.	
Classification	Classification is determined as follows:	
	First Class Honours	Average mark of 70% or above.
	Second Class Honours Upper Division	Average mark of at least 60% but less than 70%.
	Second Class Honours, Lower Division	Average mark of at least 50% but less than 60% or for PT students attainment of 480 credits following referral and compensation.
	<p><b>Full-time Programmes</b> - Where an overall average of at least 45% has not been achieved at level 7, a Postgraduate Certificate will be awarded if at least 60 level 7 credits have been attained. The relevant Bachelor's degree will also be awarded based on current learning, classified in accordance with the principles for Honours degree programmes.</p> <p><b>Part-time Programmes</b> - If, following compensation and referral, the student has not attained the 480 credits required for the award, a Postgraduate Certificate will be awarded if at least 60 level 7 credits have been attained. The relevant Bachelor's degree will also be awarded based on current learning, classified in accordance with the principles for Honours degree programmes.</p>	
Calculation of Classification	There are two methods of classification:	
	<p>For students assessed at Programme Assessment Boards (PABs) before May 1, 2016:</p> <p>The Honours degree classification is computed on the basis of the most favourable outcome to the student using the averaged mark of <b>either</b> the qualifying modules in levels 7:6 weighted 60:40 or the qualifying modules in level 7 only.</p> <p>For students assessed at Programme Assessment Boards (PABs) after May 1, 2016:</p> <p>The Honours degree classification is computed on the basis of the most favourable outcome to the student using the averaged mark of <b>either</b> the qualifying modules in levels 7:6:5 weighted 60:20:20 or the qualifying modules in levels 7:6 weighted 60:40 or the qualifying modules in level 7 only.</p> <p><b>NOTE:</b> From May 1, 2016, "qualifying modules" is defined as the best 100 percentage graded credits per level. This means</p>	



	<p>that the lowest scoring 20 credits per level do not contribute to the calculation of the overall mark for classification of an award.</p> <p>Where the best 100 credits marked by percentage cannot be derived from whole module marks without using more than 100 highest marked credits, the mark for the lowest marked module included in the calculation will be weighted at the appropriate credit value.</p> <p>Modules validated as pass/fail are already excluded from consideration for classification (section 2.4). As a result, on programmes containing 20 credits or more of pass/fail modules per level classification will be based on all percentage graded credits.</p>
<p>Borderline Classification</p>	<p>The marks profile of a student is regarded as borderline where the average mark of the qualifying modules is not more than 2% below a boundary between classes of degree with the exception of the boundary between Second Class Honours Upper Division and First Class Honours where the margin is 3%. The higher class of degree is awarded:</p> <p>If an average mark of 69%, 59% or 49% has been attained and half of the graded credits (i.e. all graded modules and not just the best performing 100 credits) at level 7 lie on or above the appropriate boundary.</p> <p>If an average mark of 67%, 68%, 58% or 48% has been attained and the majority of graded credits at level 7 lie on or above the appropriate boundary (i.e. all graded modules and not just the best performing 100 credits).</p> <p>If this is not the case, the lower class of degree is awarded.</p> <p>Modules validated as pass/fail are excluded from consideration of borderline classification.</p> <p>The borderline classification rules apply to all Honours degree classifications, however calculated, except at the fail/third class boundary (where the 40% level 6 average minimum requirement cannot be met).</p>
<p>Classification for Integrated Masters programmes containing additional level 5 credits gained through Placement or Study Abroad</p>	<p>Where a Programme includes an additional Year-long 120 credit Level 5 work placement module the placement is not weighted in the classification average.</p> <p>Where a Programme includes an additional Year of Study Abroad there are two alternative assessment schemes (<i>“not weighted”</i> or <i>“weighted”</i>) and the Programme Specification will make clear which scheme applies:</p>



	<p><b>“Not weighted”</b>: In most cases, a period of study abroad <u>is not weighted in the classification average</u> and the relevant credits are zero-weighted.</p> <p><b>“Weighted”</b>: <u>In some rare cases</u> (where a Programme determines there is sufficient comparability of the student experience and assessment standards) periods of study abroad <u>may count</u> towards classification. Where a full additional year is spent abroad at level 5 the contribution of study abroad modules to the classification is based on a pro rata application of the current weighting of level 5 credits.</p> <p>On a 5 Year Integrated Masters Honours programme with 240 level 5 credits classification is based on <b>either</b> the average mark of the best <u>100 credits</u> in levels 7:6:5:5 weighted 60:20:10:10; <b>or</b> the average mark of the best <u>100 credits</u> in levels 7:6 weighted 60:40; or marks of the best 100 credits in level 7 (whichever benefits the student).</p>
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### 5.16 Postgraduate Certificate in Education

FHEQ level	Level 7
Credit required	120 credits, maximum 80 at level 6; minimum 40 at level 7
Progression FT	Not applicable
Progression PT	Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
Award	<p>Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.</p> <p>To achieve the award all modules must be passed and the assessments associated with professional competence must be completed to a satisfactory standard. The regulations for reassessment of failed modules are specified in programme documentation.</p>
Lower-level award	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
Classification	Professional Graduate Certificate in Education, Postgraduate Certificate, Graduate Certificate.
Classification	Distinction/Commendation rules apply (section 4).

### 5.17 Postgraduate Certificate

FHEQ level	Level 7
Credit required	60 credits, maximum 20 at level 6; minimum 40 at level 7.
Progression FT	Not applicable.
Progression PT	Applicable only on programmes with an intermediate stage. Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
Award	To achieve the award a student must attain the 60 credits.





Lower-level award Classification	Any referred modules must be passed.
	No credits can be compensated in this 60-credit award.
	Not applicable.
	Distinction/Commendation rules apply (section 4).

### 5.18 Postgraduate Diploma

FHEQ level	Level 7
Credit required	120 credits at level 7 <sup>17</sup>
Progression FT	Not applicable.
Progression PT	Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
Award	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
	To achieve the award a student must attain the 120 credits.
Lower-level award Classification	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
	Postgraduate Certificate Distinction/Commendation rules apply (section 4).

### 5.19 Masters Degrees

Includes Master of Research; excludes Master of Fine Art	
FHEQ level	Level 7
Credit required	180 credits at level 7 <sup>17</sup>
Progression FT	Not applicable for 180 credit programmes.
Progression PT	Where programmes include additional level 7 credit (e.g. 240 credit Masters programmes), progression will take place at the end of the stage/year if all modules in the stage have been passed. Modules failed at first attempt will be referred. (section 3.7).
	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
Award	Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at the first attempt will be referred (section 3.7).
	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
Lower-level award Classification	To achieve the award a student must attain the 180 credits.
	Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7. Postgraduate Certificate, Postgraduate Diploma. Distinction/Commendation rules apply (section 4).



<b>Classification for Masters containing more than 180 level 7 credits</b>	Where a programme includes additional level 7 modules (e.g. 240 credit Masters programmes) then the marks from all such modules will contribute towards the classification.
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## 5.20 Master of Fine Art

<b>FHEQ level</b>	Level 7
<b>Credit required</b>	240 credits at level 7.
<b>Progression FT</b>	Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at first attempt will be referred (section 3.7).  Compensation is not available at this stage, as it comprises 30 credit modules (section 3.3.3).  Referral is subject to the regulations in section 3.7.
<b>Progression PT</b>	Progression takes place at the end of the stage if all modules in the stage have been passed. Modules failed at first attempt will be referred (section 3.7).  Compensation and referral are subject to the regulations in sections 3.5, 3.6 and 3.7.
<b>Award</b>	To achieve the award a student must attain the 240 credits.  No credits can be compensated at the award stage, as it comprises modules of more than 30 credits (section 3.3.3).  Referral is subject to the regulations in section 3.7.
<b>Lower-level award</b>	Postgraduate Certificate in Arts, Postgraduate Diploma in Fine Art.
<b>Classification</b>	Distinction/Commendation rules apply (section 4).

## 5.21 Professional Doctorate Programmes

<b>See Professional Doctorate Award Regulations <a href="#">here</a>:</b>	
<b>FHEQ level</b>	Level 8
<b>Credit required</b>	540 Credits. 360 at level 8; 180 at level 7 <sup>17</sup>
<b>Progression</b>	See Professional Doctorate Award Regulations.
<b>Award</b>	These regulations apply to the taught component of the award. The research component is examined according to the Professional Doctorate Award Regulations.
<b>Lower-level award</b>	Postgraduate Certificate, Postgraduate Diploma, Masters Degree.  Compensation is applicable to the lower-level awards of Postgraduate Diploma and Masters degree and is subject to the regulations in section 3.6.
<b>Classification</b>	Distinction/Commendation rules apply to lower-level awards as for taught awards (section 4).



## 5.22 Completion Awards

A student may enter an existing undergraduate or postgraduate programme with advanced standing or be admitted on to a free-standing undergraduate or postgraduate completion award. The student will be assessed based on the regulations applying to the specific award as described above.

The following points apply to free-standing completion awards:

- Current learning for an award will comprise at least 60 credits.
- The award and classification are based on current learning (i.e. learning undertaken on the completion award only). In the case of completion to Honours, the calculation of the Honours classification is based on the classification principles for Honours programmes (section 5.10 and 5.15), irrespective of the number of credits in the completion award.
- Where current learning is 120 credits, compensation is available as described in section 3.6.
- Where current learning is only 60 credits, all modules must be passed either at the first attempt or on referral: compensation is not available for 60 credit awards. Referral opportunities are described in section 3.7.