

University Programme Regulations Chapter IV - Honours Degrees

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Applications for exemptions to:	Student Progress Committee
Report Exemptions to:	University Learning, Teaching and Assessment Committee

Summary/ Description:

These Regulations govern progression and the award of degrees to candidates undertaking Honours degrees (including Integrated Masters degrees and those candidates transferred to Ordinary degrees). Candidates progressing from Foundation degrees to Honours degrees must be considered applying the Regulations in Chapter III (QH: B3) and not the following Regulations.

A guide to the Regulations, intended for members of boards of examiners, is published and updated annually by LEAP at:

http://www.hull.ac.uk/quality/examining/boards_of_examiners/index.html

Version 3 15 (Sept 16) introduces the following changes:

- Amendments to a number of Regs. in order to provide clarity and consistency for decision making at examination boards
 - Re-orders Reg 29 Assessment Extensions (previously Absence with Good Cause) to provide clarity.
 - Re-orders Reg 32 Mitigating Circumstances to provide clarity
 - Provides transparency for the rounding of module marks, Reg 31
 - Provides clarity for the award of credits, Reg 44

Version 3 14 (April 16) introduces the following changes:

- Introduces revised regulations for applications for Mitigating Circumstances (reg. 25)
- Replaces Unfair Means with Academic Misconduct

- Replaces Intercalation with Suspension of Study
- Replaces Sub-Module with Module Component
- Replaces Semester with Trimester
- Replaces Head of Department with Head of School
- Changes the name of Programme Approvals Committee to Programme Management Committee
- Amends the Academic Framework (Reg. 10)
- Introduces the pass mark of 50 and a compensatable range of 40-49 for Level 7 modules (Regs. 31, 32 & 43)
- Makes explicit that Boards of Examiners should only exercise discretion with respect to condonement at the final stage if all programme learning outcomes have been achieved (Reg. 43)
- Mandatory requirement for all Preliminary Certificate stage modules to be non-compensatable (Regs 31a, 39a and 41a).
- Mandatory requirement for at least 40 credits at Level 3 to be designated as core in the Preliminary Certificate stage (Reg. 10a).
- Changes the condonement maxima for the Preliminary Certificate stage from 40 credits to 20 credits (Regs 39a and 43a)
- Mandatory requirement for the Preliminary Certificate stage to have a progression constraint, in the form of a stage average, with a value of 40 or greater (Reg. 40a)
- A number of minor amendments for clarity

Version 3 13 (August 15) introduces the following changes:

- Change of name Head of Student Support to Head of Student Wellbeing, Learning and Support

Version 3 12 (September 14) introduces the following changes:

- Rectifies a minor copy and paste error (reg. 9(a)iv)
- Addition of an explanatory note regarding extensions for students studying with a Tier 4 visa (reg.29)
- Removes the discretion of Boards of Examiners to deny reassessment on the grounds of attendance (reg. 33)

Version 3 11 (September 13) introduces the following changes:

- Replaces the threshold for the automatic right to return to Honours from “a weighted average of 60+” to “eligible for the award of Ordinary degree” (reg. 53[a])
- Permits those students who have not gained credits for all core modules from the Certificate and Diploma stages to return to Honours providing that the programme learning outcomes can be achieved on completion of the award (reg. 53[b])
- Replaces “most recent” with “highest level” (reg. 53[ci]) and “previous” with “next highest” (reg. 53[cii])

Version 3 10 (June 12) introduces the following changes:

- Minor amendment to Regulation 32 (e) for clarity
- Addition of an explanatory note (reg. 32(e)) to clarify the circumstances under which a Mitigating Circumstances Committee would recommend to the Module Board: (i) a fresh attempt; (ii) refer the matter to the Programme Board; or (iii) award a ‘pass with mitigation’.

Version 3 09 (March 12) introduces the following change:

- Reformats reg 10. to enable more specific exemption requests from elements of the academic framework to be made
- Amends Regulation 38(a) to reflect that each individual module mark shall be weighted relative to its credit value

Version 3 08 (Oct 11) further clarifies the wording of reg 10(a)

Version 3 07 (Sep 11) rewords regulation 10(a) to clearly articulate the separate components of the academic framework to enable more specific exemption requests to be made

Version 3 06 (Aug 11) introduces the following change with immediate effect:

- Changes to reg. 44 regarding the ineligibility of a candidate to progress to the Honours or Post-Diploma stage of an Honours degree

Version 3 05 (May 11) introduces the following changes with immediate effect:

- Further clarifies the process of progression onto the single honours Bachelors degree (reg 44 (f)(ii) and (g))

Version 3 04 (Mar 11) introduces the following change with immediate effect:

- Clarifies the scope of Borderline cases (reg. 45 (b)(v))

Version 3 03 (Oct 10) introduces the following changes with immediate effect

- Updates the code with reference to the new committee structure

Version 3 02 (Aug 10) introduces the following changes with immediate effect:

- Raises the number of credits at level 5 in the Diploma stage from 60 to 100 (reg 9) – change not made in version 3 00 as detailed below

Version 3 00 (Oct 09) introduces the following changes with immediate effect:

- Re-orders the Regulations to better reflect the student lifecycle, beginning with programme and modules and moving from admissions through progression to notification of results
- Clarity of language throughout and notes (which do not form part of the Regulations)
- Removes references to the withdrawal of programmes and modules
- Clarifies the responsibilities of the Mitigating Circumstances Committees and the Module and Programme Boards (reg. 32)
- Increases from 30 to 40 the number of credits permitted to be compensated/condoned in the Intermediate Stage of the Ordinary degree to reflect the relative size of the stage compared with the final stage (reg 47)
- Raises the number of credits at level 5 in the Diploma stage from 60 to 100 (reg 9)
- Regulation 44 (e) (i), relating to ineligibility to progress to the Integrated Masters stage, is currently subject to further consultation

Version 2 05 (Jan 09) removed an obsolete reference to viva voce examinations (formerly reg. 47(b) (vi) – subsequent sub-paragraph renumbered.

Version 2 04 (Mar 08) introduced the following changes with immediate effect:

- Provides where a module specification requires all elements to be passed, the maximum mark to be awarded for the module in the event of an element being failed is 34 (reg. 6)
- Makes explicit reference in the Regulations to ‘pass with mitigation’ adopting the wording approved in the code of practice on boards of examiners (QH:D2) (reg. 6)

Version 2 03 introduced the following amendments coming into force **24 Sep 07**:

Academic framework (on campus provision only):

- Students may apply to weight a stage 60/60, as well as the already permitted 50/70 or 70/50 on academic grounds. Head of department, rather than FLTC approval is required (reg. 10(c))
- It is no longer mandatory for Joint programmes to include a free elective slot, and such programmes may be constituted using existing 20 credit single trimester modules (reg. 29 (c))

Preliminary Certificate stage

- Following the decision to transfer all previously franchised Pre-Certificate stage provision to delivery on campus consequential amendments have been made – reg. 29(a)(ii) - and a new interim award introduced: the Foundation Certificate in HE (reg. 30). See further regs 8, 9(a), 34(c), 37(a) (iii), 38(a) for consequential amendments.

Other changes

- Revision of evidential requirements following intercalation on grounds of risk (reg. 32)
- Replace references to Graduate Research Committee with Research Degrees Committee
- Remove references to Academic Approvals Committee.

This university Code has been written in accordance with the approach approved by ULTAC to enhance clarity (Quality Handbook section A2) involving the following terminology:
must = mandatory **should** = advisable **may** = desirable.
 Where these terms are used they are emphasised in bold.

This document is available in alternative formats from Learning Enhancement and Academic Practice

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Preamble

The following University Regulations apply to Honours Degrees including Integrated Masters Degrees awarded by the University. Candidates for the award of a qualification of the University must satisfy both the University Regulations and the Regulations embodied in the published programme of study.

The following Regulations apply to all programmes leading to University of Hull awards unless University Learning, Teaching and Assessment Committee, after consultation with the Regulations, Codes and Processes Committee and Student Progress Committees, has approved alternative Regulations for a specified Partner Institution responsible for the delivery of collaborative provision.

The Regulations are consistent with relevant guidance published as part of the UK Quality Code for Higher Education (QAA), for example *The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies* (Nov 14) and the *Higher Education Credit Framework for England: Guidance on Academic Credit Arrangements in Higher Education in England* (Aug 08).

The University Student Progress Committee is the final arbiter of the application and/or interpretation of the Regulations.

UNIVERSITY QUALIFICATIONS

1 Permitted Bachelor Degrees

- (a) The Bachelor degree may be awarded as either:
- (i) the Single Honours degree in one main subject, or
 - (ii) the Combined Honours degree in two or more main subjects, or
 - (iii) the Ordinary degree in one or more main subjects.

Explanatory note (added Oct 09)

- Previously reg. 21

- The qualifications covered by these Regulations are as approved by Senate. New awards are approved on the recommendation of the faculty, via ULTAC and Senate Executive Board – see QH: G1. Approved awards are published as part of the University's Register of Regulations, Policies and Procedures: <http://www.hull.ac.uk/policyregister/Regulations/>
- (a): there is no direct entry to the Ordinary degree – reg. 15

2 Permitted integrated masters degrees

- (a) The Integrated Masters degree shall be awarded as the Single Honours degree in one main subject.
- (b) For the purposes of these Regulations any reference to Honours degrees includes Integrated Masters degrees unless the context indicates otherwise.

Explanatory note (added Oct 09)

- Previously reg. 22
- The essential element of the Integrated Masters is that the final stage is all at level 7 – see reg. 9
- The degree is classified in the same way as the Honours degree – reg. 45 below
- (b): added to avoid repeatedly stating Honours and Integrated Masters. In reg 42 the term 'Bachelors' is used to indicate that the provision does not in that case include the Integrated Masters
- Note that both the Honours (i.e. Bachelors' degrees) and the Integrated Masters have a Honours stage (reg. 9)

MODULES AND CREDITS

3 Modules

- (a) For the purposes of these Regulations a module is defined as being a separately assessed unit of learning. All candidates on the same module must be assessed by the same method(s) of assessment.
- (b) A single level is assigned to each module, indicating the academic standard of that module:

Level 3	preparatory undergraduate level
Level 4	introductory undergraduate level
Level 5	intermediate undergraduate level
Level 6	advanced undergraduate level
Level 7	masters level (to be used only in integrated masters programmes).

Explanatory note (added Oct 09)

- (a): Previously reg. 1
- 'Module Catalogue': all University module specifications are published at www.courses.hull.ac.uk
- 'method(s) of assessment': reg. 28(a) cross-refers to the University's Assessment Tariff
- Final sentence removed as duplicated in reg. 28(a)
- (b): Previously reg. 8
- Level 3 added Sep 07 to recognise that Preliminary Certificate stage provision will normally comprise level 3 modules
- Level 7 – see reg. 9 for the Masters stage of the Integrated Masters degree

4 Credit values

A credit value is assigned to each module indicating the total learning time, including assessment, which a candidate might expect to spend in achieving the learning outcomes associated with the module. Each credit shall nominally represent 10 hours of learning.

Explanatory note (added Oct 09)

- Previously reg. 2
- 'learning': includes private study, revision and assessment in addition to formal teaching time
- limits on the credit value of modules are provided in reg. 10 for on-campus provision (the University's Academic Framework) and reg. 11 for collaborative provision

5 Valid life of credits

Modules credited to a candidate may not be used towards an award after nine years have elapsed from the end of the candidate's registration for the module.

Explanatory note (added Oct 09)

- Previously reg. 15
- for specific programmes leading to an award a lower 'shelf life' may be set for example to reflect the requirements of professional bodies
- see also reg. 22 regarding the time limit for the completion of each stage of a programme of study

6 Credits required for Qualifications

(a) The total credit value of qualifications awarded by the University are as follows:

Integrated Masters Degrees with a Post-Diploma Stage:	600 credits
Integrated Masters Degrees:	480 credits
Honours Degrees:	360 or 480 credits
Ordinary Degrees:	300 credits
Undergraduate Diplomas in Higher Education:	240 credits
Undergraduate Certificates in Higher Education:	120 credits
Foundation Certificates in Higher Education:	120 credits

(b) Any other credit value shall be subject to the approval of the Programme Management Committee and shall be as specified in the relevant programme.

Explanatory note (revised Oct 09):

- (a): Foundation Certificate in HE added Sep 07; see further regs. 29(a)(ii), 39(a); Foundation Certificates can only be awarded following the Pre-Certificate stage
- Certificates and Diplomas – applicable here only in the event of non-progression (reg. 44) or withdrawal (reg. 26). Programmes leading directly to a Certificate or Diploma are governed by Chapters XIX and XX (QH:B19 and 20 respectively)
- explicit reference to the Integrated Masters added
- limitations on credit transfer are governed by reg. 16
- (b): PMC would rarely approve a programme with a different credit value unless required to meet professional, regulatory or statutory body requirements

7 Collaborative provision and distance taught programmes

Programmes designated as Collaborative Provision and those designated as Distance Taught **must** be organised on a modular basis but may not be organised in trimesters. The duration of a module may therefore vary from that referred to in Regulation 3.

Explanatory note (revised Oct 09):

- Previously reg. 19, with minor revisions
- All programmes leading to University of Hull awards must be modular and credit-based
- See further reg. 11 below re the optional application of the University's Academic Framework and the use of 10 credit modules

- Reference to 'franchised' replaced by 'Collaborative Provision'; the latter defined in QH:G1 to mean provision delivered in whole or in part by a partner institution (irrespective of how that provision is funded)
- 'Distance taught' defined in QH:G1 to mean programmes delivered in their entirety by University of Hull staff at a location other than one of the University campuses

8 Duplication of awards

The same credits cannot be counted towards two separate qualifications unless one qualification is a stage in the normal progression to the other qualification.

Explanatory note (revised Oct 09):

- Previously reg. 16
- This prevents 'double counting' of credits. All 360/480 credits leading to the award of an Honours degree are deemed spent (irrespective of the awarding institution) and cannot be used towards another (University of Hull) Honours degree. However, a Diploma can be used towards another relevant Honours degree as the Diploma is part of the normal progression towards an Honours degree. A Diploma (or Foundation Degree leading to a top-up Honours stage) cannot thereafter be re-used for a further Honours degree.
- Where a candidate has already achieved an Honours degree and another level 6 qualification is desired reference should be made to the Graduate Certificate (Graduate = level 6, rather than Postgraduate = level 7) – Chapter VI (QH:B6)
- See reg. 5 regarding the 'shelf life' of credits

PROGRAMME STRUCTURES: THE UNIVERSITY'S ACADEMIC FRAMEWORK

9 Programme stages

(a) For the purposes of progression each degree programme is divided into stages, where each stage **must** consist of 120 credits as follows:

(i) For 360 credit Honours degree programmes:

The Certificate stage	first 120 credits at level 4
The Diploma stage	second 120 credits, with at least 100 credits at level 5
The Honours stage	final 120 credits, normally at levels 5 or 6 with at least 100 credits at level 6

(ii) For 480 credit Honours degree programmes involving a Preliminary Certificate stage first year:

The Preliminary Certificate stage	first 120 credits at levels 3 and 4, with at least 100 credits at level 3
The Certificate stage	second 120 credits at level 4
The Diploma stage	third 120 credits with at least 100 credits at level 5
The Honours stage	final 120 credits normally at levels 5 and 6 with at least 100 credits at level 6

(iii) For 480 credit Honours degree programmes involving a Post-Diploma stage (for example a year abroad or in industry / on placement):

The Certificate stage	first 120 credits at level 4
The Diploma stage	second 120 credits, with at least 100 credits at level 5
The Post-Diploma stage*	third 120 credits, at level 5

The Honours stage	final 120 credits on campus, normally at levels 5 and 6 with at least 100 credits at level 6
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*The placement year is normally conducted at the the Post-Diploma stage but may be undertaken after the Honours stage (but prior to classification).

(iv) For 480 credit integrated Masters degrees:

The Certificate stage	first 120 credits at level 4
The Diploma stage	second 120 credits, with at least 100 credits at level 5
The Honours stage	third 120 credits normally at levels 5 and 6 with at least 100 credits at level 6
The Masters stage	final 120 credits at level 7

(v) For 600 credit integrated Masters degrees involving a Post-Diploma stage (for example a year abroad or a placement year):

The Certificate stage	first 120 credits at level 4
The Diploma stage	second 120 credits, with at least 100 credits at level 5
The Post-Diploma stage	third 120 credits at level 5
The Honours stage	fourth 120 credits normally at levels 5 and 6 with at least 100 credits at level 6
The Masters stage	final 120 credits at level 7

(b) For 300 credit Ordinary degree programmes each stage shall be as follows:

The Intermediate stage	first 180 credits, normally at levels 4 and 5, including credits transferred from the Certificate and Diploma stage of an Honours degree programme
The Final stage	final 120 credits, normally at levels 5 or 6, including credits transferred from the Diploma stage of an Honours degree programme, with at least 60 credits at level 6

Explanatory note (added Oct 09)

- Previously part of reg. 29
- Each programme is divided into stages, with the requirement for a Programme Board to determine progression from one stage to the next in accordance with reg. 38
- Progression from the first trimester to the second trimester within each stage is automatic subject to any action being taken arising from non-attendance/submission, reg. 35
- Note that both the Honours (i.e. Bachelors' degrees) and the Integrated Masters have a Honours stage
- (c)(iv): note that schools can publish a weighted average requirement for progression from the Honours stage to the Masters stage in addition to the credit accumulation requirements – reg. 40(c)

10 On campus provision: The University Academic Framework

(a) For full-time on campus programmes, unless granted specific exemption by the Programme Management Committee, the Preliminary, Certificate, and Diploma stages **should** comprise three 20 credits in trimester one and three 20 credit modules in trimester

two. The Preliminary Certificate stage **must** include at least 40 credits of core (that is compulsory) modules at Level 3. Included within the core modules should be specialist subjects normally required for entry onto the associated Honours degree at the Certificate stage. Level 4 modules in the Preliminary Certificate stage **must not** be core.

- (b) For on campus programmes, unless granted specific exemption by the Programme Management Committee, at least one Global Challenge module **must** be offered at the Certificate stage. This should comprise a 20 credit module delivered in trimester 2 and should be delivered by the home Faculty/School. Programmes can additionally offer students the option to take a Passport Language module rather than the Global Challenge module.
- (c) Global Challenge modules **may** be offered at the Diploma stage. These should comprise 20 credit modules delivered in trimester 2. They may be delivered by the home Faculty/School or from another Faculty. Programmes can additionally offer students the option to take a Passport Language module rather than the Global Challenge module.
- (d) At the Honours stage and the Masters stage a 40 credit module is permitted for projects or dissertations. The options permitted at these final stages are:
- Three 20 credit modules in trimester one and three 20 credit modules in trimester two
 - One 20 credit module and one 40 credit module in trimester one and three 20 credit modules in trimester two *or* three 20 credit modules in trimester one and one 20 credit module and one 40 credit module in trimester two
 - Two 20 credit modules in trimester one, two 20 credit modules in trimester two and one 40 credit module that is delivered across both trimesters
- (e) For those programmes which include a 120 credit placement: the placement may be designed to incorporate 20, 40, 60 or 120 credit modules. The placement is normally conducted at the Post-Diploma stage (see reg. 9a) but may be undertaken after the Honours stage (but before classification).
- (f) Paragraphs (b) and (c) shall not prevent the teaching school imposing a limit on the number of candidates who may take a Global Challenge module in any given academic session, provided that such limit is clearly communicated to students, and that no preference is given to candidates from a particular programme of study or school.

11 Application of the Framework to Collaborative Provision

Programmes designated as Collaborative Provision may adhere to the structure set out in Regulation 10(a) and (d), and may include modules of 10 credits.

Explanatory note (added Oct 09)

- New – introduced to aid clarity
- This makes clear that the University's Academic Framework can be utilised in collaborative programmes but it is not mandatory
- 'Collaborative Provision' – to mean provision delivered in whole or in part by a partner institution (irrespective of how that provision is funded)
- See also reg. 7 above regarding the requirement to use modules

12 Pass/fail modules

- (a) Regulation 29(a) notwithstanding, a school may present a pass/fail assessment for:
- (i) any module which forms a minor part (not greater than 30%) of a dissertation, or
 - (ii) any module which has, in the case of modules of a vocational or professional nature, competency based assessments specified by the relevant professional, statutory or regulatory body.
 - (iii) the placement element and year abroad of an Honours degree with a Post-Diploma stage or of an Integrated Masters programme with a Post-Diploma stage. If the assessment for the placement or for the year abroad is designated as pass/fail this **must** be approved in accordance with the University Code of Practice: Programme Approvals, and be published in the programme specification
- (b) Where a programme of study includes one or more pass/fail modules, such modules shall be disregarded in calculating any weighted average required under these Regulations.

Explanatory note (added Oct 09)

- New (included on the recommendation of the Working Group)
- (a): This grants exemption from having to attach a numerical mark (reg. 29(a) below) where this would be inappropriate, for example because the assessment for the module is concerned with demonstrating competency; this is applicable only where competency is being judged against professional standards set by the relevant PSRB
- (ii): reworded to be more accurate
- (b): 'weighted average' – defined in reg. 38

13 Publication of programmes of study

- (a) The programmes for qualifications governed by these Regulations apply are available in programme specifications as published by the University.
- (b) The University makes every effort to ensure that the published programmes and modules are complete and up to date, but reserves the right to make changes following the approval by the relevant Faculty or University Committee. Any changes made by the University will be communicated to all students.

Explanatory note (revised Oct 09)

- (a): Previously reg. 12
- 'published' – at www.courses.hull.ac.uk
- (b): Previously reg. 18
- 'approval' – programme and module approvals are specified in QH section G

ADMISSION

14 Admission to an Honours degree

To be admitted to an Honours degree programme a candidate must have satisfied:

- (i) the University's requirement for Matriculation as specified in the Regulations for Matriculation or in any applicable Matriculation Agreement; and
- (ii) such entry requirements as may be specified for the degree programme generally or in any applicable Progression Agreement.

Explanatory note (revised Oct 09)

- Previously reg. 23
- (i): reference to Matriculation Agreement added; such agreement governs the entry of a defined category of candidates to the initial stage of the programme, cf Progression Agreements, below
- (ii): 'in' replaced by 'for' as publication may be through the University Prospectus rather than the programme specification
- Progression agreements are as approved by the University (partnerships are approved by PVC(edu) after consulting with Deans and resulting collaborative activities are approved by PVC(edu) on the advice of PMC) and published in the Collaborative Provision Register
- Progression Agreements must specify entry requirements, especially for international students, as visa applications may depend on demonstrating adherence to requirements such as English language skills.
- Accreditation of prior learning (for individual cases) is governed by reg. 16

15 Admission to an Ordinary degree

A candidate **must not** be admitted directly to an Ordinary degree programme or offer for the Ordinary degree a subject in which the candidate has already been awarded an Honours degree.

Explanatory note (revised Oct 09)

- Previously reg. 24
- Candidates ineligible to progress on an Honours degree will be transferred to an Ordinary degree provided sufficient credits are achieved – see regs. 46-52 below
- A candidate can also voluntarily opt to transfer to a related Ordinary degree having started on an Honours with the approval of the relevant school (reg. 20(a) below)

16 Accreditation of Prior Learning

- (a) The University will accept credits for general transfer, awarded by other Universities, or awarded by this University, for Accredited Prior Learning (APL).
- (b) The University will also consider applications for Accredited Prior Experiential Learning (APEL).
- (c) The acceptance of applications for accredited prior certificated or experiential learning relating to a specific programme shall be subject to the approval of the dean of the relevant faculty in accordance with the relevant University code of practice.
- (d) Any award of an Honours or Integrated Masters degree shall be subject to a minimum of 120 credits from the final stage – as defined in Regulation 9(a) - of the award sought, having been awarded by this University.
- (e) Any award of an Ordinary Degree shall be subject to a minimum of 60 credits from the final stage of the award, having been awarded by this University.

Explanatory note (revised Oct 09)

- Previously reg. 17, with revisions
- Credit awarded other than by the University of Hull is not counted towards stage weighted averages for purposes of determining progression (reg. 38(c)) or degree classification (reg. 45(b)). There is therefore no need to record marks awarded or a mark 'equivalence' for such credit
- (b): introduces explicit reference to APEL for the first time
- (c): relevant code of practice – the University's code governing all aspects of APL/APEL is published at QH:J7. APL applications are considered on an individual basis of progression agreements (reg. 14)
- APL as above is used in the case of individual applicants; a defined category of candidates may be admitted to a later stage of a programme collectively through a Progression Agreement – reg. 14 above
- (d)(e): moved from reg. 6
- 'this University' – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions
- 'final stage' - defined in reg. 9 – i.e. Honours stage for a Bachelors degree, Masters stage for an Integrated Masters
- (d): - '120 credits' – this prevents a candidate who enters the Honours or Masters stage being granted condonement – see reg. 43(b)(c)
- Minimum requirements for Certificates and Diplomas awarded following withdrawal or ineligibility to progress are set out in reg. 26(b)

REGISTRATION FOR PROGRAMMES AND MODULES

17 Programme of study requirements

- (a) Candidates shall select modules for each trimester in accordance with the instructions specified in the programme for which they are registered.
- (b) Where a particular first trimester module is specified as a prerequisite for a module to be taken in the following trimester, then the prerequisite will be deemed to have been satisfied provided that the candidate has been registered for the former module and has maintained satisfactory attendance at, and submitted all assessments associated with, the module. Otherwise, to satisfy a prerequisite, the candidate must have been awarded the credits for the module.
- (c) Where a particular module is specified as a co-requisite, the candidate must register for, and maintain satisfactory attendance at, the module.
- (d) Schools shall be responsible for ensuring that each candidate's choice of modules, after a period of study at an overseas University, is appropriate and does not duplicate modules taken whilst abroad. In these circumstances, each candidate's choice of modules is subject to the approval of the Head of School.

Explanatory note (revised Oct 09)

- Previously reg. 13
- (a): 'specified in the programme' – as stated in the published programme specification; the information should also be provided through the student handbook or equivalent
- (b): 'satisfactory attendance' – applicable only where the school has published an attendance requirement in the module specification and student handbook. (b) means that where a candidate has been referred in the pre-requisite s/he is deemed to have satisfied the pre-requisite requirement
- (c): 'satisfactory attendance' – as (b)

18 Module registration by full-time candidates

- (a) A full-time candidate must register for modules having a total value of exactly 120 credits over two consecutive trimesters. Modules undertaken following referral under Regulation 42 shall be undertaken additionally and without reference to this Regulation.
- (b) A candidate shall not be permitted to undertake more than 120 credits in a single stage other than with the express approval of the Student Progress Committee. Where such approval is granted the candidate shall be required to pass all credits attempted to progress to the next stage or to the award and credits achieved over and above the 120 credits required for the stage shall not be carried over and counted towards the next stage of the programme.

Explanatory note (revised Oct 09)

- Previously reg. 10
- (b): this prevents a candidate 'cherry picking' i.e. taking more credits than necessary in order to then drop a module with the worst performance. UoH programmes are premised on the need to pass all credits undertaken except where condonement is applied (reg. 43 below); all the credits are also used in calculating any stage weighted average – see reg. 38(b) below

19 Module registration by part-time candidates

A part-time candidate may register for modules having a total credit value of no more than 40 credits over each trimester.

Explanatory note (revised Oct 09)

- Previously reg. 11
- This Regulation permits the use of three 40 credit trimesters in a given academic year

20 Change of programme of study

- (a) A candidate may, subject to published restrictions, change a programme of study, including a programme leading to the Ordinary degree, with the written approval of the Head(s) of School(s).
- (b) Candidates are responsible for complying with the procedures for the time being in force as published on the 'change of programme of study' form.

Explanatory note (revised Oct 09)

- Previously reg. 28 (modified to achieve consistency)
- (a): 'published restrictions' – e.g. entry requirements for the programme (reg. 14), pre-requisites published in the programme specification, and any published limits on the number of candidates which can be accepted to a programme
- written approval is obtained by using the published change of module form referred to in (e)
- 'Ordinary degree' – a candidate may opt voluntarily to transfer to an Ordinary degree, although direct entry is not permitted (reg. 15 above); a candidate can only move from an Ordinary degree to an Honours degree once the requirements of the Ordinary degree have been satisfied as specified in reg. 53
- 'Head(s) of School(s)' – plural in the event that the two programmes are in different schools
- (b): 'published' – the form is published by Registry Services via their website

21 Change of module

- (a) A candidate may, subject to timetable and other published restrictions, change a choice of module with the written approval of the school responsible for teaching the module and (if different) the school responsible for the candidate's programme of study. No withdrawal

from a module will be permitted once the assessment process specified for the module has been completed.

- (b) Candidates are responsible for complying with the procedures for the time being in force as published on the 'change of module' form.

Explanatory note (added Oct 09)

- Previously reg. 10(d)(e)
- (a): written approval is obtained by using the published change of module form referred to in (b)
- 'assessment process ... completed' means that all assessment (module component) for the module have been undertaken by the candidate (assignment submitted, examination sat) but irrelevant that the work may not have been marked. This prevents candidates wanting to change believing they have not done well in the assessments, especially after obtaining their results
- (b): 'published' – the form is published by Registry Services via their website

SUSPENSION OF STUDY AND REPEAT PERIODS

22 Permitted duration for the accumulation of credits

Where a candidate is permitted to extend his/her period of study through the grant of an extension for good cause or for a suspension of study or similar circumstances, such extension is subject to the overriding requirement that each stage of the programme of study – as defined in Regulation 9 - must be completed within a period of three years.

Explanatory note (revised Oct 09)

- Previously reg. 14
- 'Extension' – reg. 29
- Suspension of study – regs. 23 and 24
- Credits also have a 'shelf life of nine years – reg. 5
- Suspension of study previously 'intercalation'

23 Suspension of study requested by candidate

Subject to Regulation 22 a candidate may suspend his/her studies by making a written application to his/her personal supervisor and subject to the approval of the Head of School for periods not exceeding 12 months, and approval of the Student Progress Committee for periods of more than 12 months.

Explanatory note (revised Oct 09)

- Previously reg. 31
- A suspension of study may be permitted for personal/medical reasons and for other circumstances, for example a candidate wishing to spend a period abroad or in industry which is not part of the programme of study s/he is following
- Procedures governing suspensions of study are set out in a code of practice published at QH:K13
- Suspension of study previously 'intercalation'

24 Suspension of study on grounds of risk

- (a) A candidate on any University of Hull module or programme, wheresoever located, who is judged, on substantial evidence, to be unfit to study by reason of posing a risk to him/herself or others may be required to suspend those studies even in the absence of the candidate's consent provided the procedures defined below are followed.
- (b) Where such evidence is deemed to exist, this shall be reported in writing to the Head of Student Wellbeing, Learning and Welfare Support, and the candidate shall be required to undertake such 'risk assessment' as the Head of Student Wellbeing, Learning and Welfare Support determines appropriate. Refusal to undertake such assessment shall be deemed justification in itself for the candidate being required to suspend his/her studies.
- (c) The Head of Student Wellbeing, Learning and Welfare Support shall report his/her findings of the risk assessment, in writing, to the Student Progress Committee (undergraduate and taught postgraduate students) or the Research Degrees Committee (research students), and the relevant Committee shall determine whether, in the light of the assessment, suspension of study shall be required.
- (d) A candidate who is required to suspend studies in accordance with this Regulation shall have the right to appeal in accordance with the University's Academic Appeals and Appeals Regulations. The said Regulations shall be modified to the extent that a member of the University's Health sub-committee shall be invited to submit such advice or evidence as the parties and/or those involved in determining the appeal deem useful, and attend any hearing on the same basis.
- (e) The decision to require suspension of study shall be effective once made, and notified to the candidate in writing by recorded delivery to such addresses as recorded on the University Student Information System at the time, and unless and until any appeal is heard and allowed.
- (f) A candidate who is required to suspend studies in accordance with this Regulation shall not be regarded as a student of the University during the period of suspension and shall not be entitled to use University facilities and services or be present on the University campuses.
- (g) A candidate who is required to suspend studies in accordance with this Regulation shall not be permitted to resume his/her studies until s/he has provided evidence to Student

Wellbeing, Learning and Welfare Support agreed by them to be relevant and appropriate that s/he is fit to resume his/her studies. Where a candidate has ongoing support needs these should be documented along with an agreement as to who will be responsible for providing this support. This agreement may be made with Student Wellbeing, Learning and Welfare Support or with external agencies and seen by Student Wellbeing, Learning and Welfare Support. This evidence should be submitted to the candidate's Head of School and forwarded for the chair of the Student Progress Committee or Research Degrees Committee. The chair shall determine whether the candidate is permitted to resume his/her studies taking such advice as s/he deems necessary in making the decision.

- (h) Any decision to require suspension of study, the outcome of any appeal, and the decision to allow the student to resume his/her studies shall be communicated to the student in writing by recorded delivery within three working days of the decision being made.

Explanatory note (Sep 07):

- Previously reg. 32
- This is designed to address very exceptional circumstances where a candidate needs to be excluded from studying for a limited time period because of an assessed risk to him/herself and/or others
- (g) amended for Sep 07 – requirement for evidence of fitness to resume revised so that Student Wellbeing, Learning and Welfare Support can determine what evidence is appropriate given the nature of the case
- Suspension of study previously 'intercalation'

25 Repeating a stage

- (a) A candidate shall not be permitted to repeat a stage of the degree, or register for the programme *de novo* other than with the approval of the Student Progress Committee. Approval shall only be granted where the candidate has demonstrated significant medical or exceptional personal circumstances affecting the period which is sought to be repeated and subject to Regulation 22.
- (b) Where a repeat is permitted all credits gained during the original attempt shall cease to count towards the programme, and the entire stage shall be repeated. Any marks awarded during the original attempt shall not appear on the candidate's official transcript.

Explanatory note (revised Oct 09)

- Previously reg. 33
- This Regulation governs repeats granted solely for exceptional personal/medical circumstances, an application which can only be granted by SPC following application by the candidate and appropriate supporting evidence. It must not be confused with the power of the Programme Board to permit a repeat stage where a candidate has failed more than 60 credits at first attempt ('FREP') – reg. 33(b) below

26 Interim awards following withdrawal

- (a) Subject to regulation 26 (b) below and regulation 44 a candidate may withdraw from a programme of study and be awarded:
- (i) An Honours Degree with at least 360 credits
 - (ii) An Ordinary Degree with at least 300 credits
 - (iii) A Diploma in Higher Education with at least 240 credits
 - (iv) A Certificate in Higher Education with at least 120 credits
 - (v) A Foundation Certificate with at least 120 credits from the Preliminary Certificate stage.
- (b) Any award under paragraph (a) shall be subject to a minimum of 60 credits having been awarded by this University.
- (c) Any award under this Regulation shall be made provided that Certificates and Diplomas in Higher Education for professional programmes shall not be awarded in a named subject which implies that the candidate is entitled to practise that profession.

Explanatory note (added Oct 09)

- (a): Previously reg. 30, reworded to improve clarity
- (i)-(iii) do not include any credits gained from the Pre-Certificate stage
- (b): Previously reg. 9(c); see also reg. 44(h) for awards where a candidate is ineligible to progress
- (c): Previously reg. 9(d) - this power is designed to ensure that a candidate is not awarded a certificate/diploma which implies s/he is entitled to practise a particular profession (such as Social Work) where this is not the case. The Programme Board of Examiners is responsible for recommending the title of the award for approval by SPC

ASSESSMENT AND MITIGATION

27 Awarding credits

To be awarded the credits for a module, a candidate must have passed the assessment for that module. The credits for a particular module cannot be awarded to a candidate more than once.

Explanatory note (revised Oct 09)

- Previously reg. 3
- 'passed the assessment' – where the published module specification states that a specific module component must be passed failure in that component results in failure of the module and the maximum mark which can be awarded is 34; see reg.
- Non completion of assessed work is addressed in reg. 29(a)
- Credits once awarded have a 'shelf life' of nine years – reg. 5

28 Written examinations and other forms of assessment

- (a) Methods of assessment for all modules **must** be in accordance with the Assessment Tariff.
- (b) Written examinations, when used for assessment, shall be of two or exceptionally three hours duration. Permission to hold examinations lasting three hours must be given by the Faculty Education Committee (or equivalent).
- (c) Written examinations **must not** be held for modules of two trimester's duration at the end of the first trimester.

Explanatory note (added Oct 09)

- Previously reg. 5
- (a): 'Assessment Tariff' - see the Code of Practice on Assessment Procedures – QH:F1, chapter I; this addresses permitted methods and volumes of assessment
- (b): 'assessment' in this context (as in all of the Regulations) means summative assessment. The dean is responsible for determining which committee will exercise the authority specified in (b)
- (c): this relates to 'long thin' modules (reg. 3(a) above) and is designed to encourage backloading of assessment for such modules
- In certain circumstances the use of 'class-based' assessments may be appropriate; these are governed by the Code of Practice on Assessment Procedures – QH:F1,Chapter III

29 Assessment Extensions

- (a) A candidate who is unable to submit a piece of assessed work by the date published by the relevant school, may apply, using the approved application form, for an extension with good cause, provided the application is made prior to the published submission date, and subject to paragraph (c), supported by the appropriate documentary evidence.
- (b) Where an application is made within the deadline specified in paragraph (a), the Mitigating Circumstances Committee **must** determine, by reference to the published criteria, whether the application constitutes 'good cause' and report accordingly to the relevant Module Board.
- (c) If the application is submitted within the deadline specified in paragraph (a) but supporting documentary evidence is submitted after the deadline, the Mitigating Circumstances Committee is empowered to consider the application in accordance with paragraph (b) once all supporting documentation has been received.
- (d) Where the Mitigating Circumstances Committee has determined that good cause has been established in accordance with paragraph (b), the Module Board shall award the candidate an extension, subject to the new deadline being set.
- (e) The power to determine extensions under paragraphs (b) and (d) may be delegated by the Module Board to the Head of the relevant School, or such person as it deems appropriate. The grant of an extension under this paragraph shall be reported to the relevant Module Board.
- (f) A Module Board may defer decision on any application submitted within the deadline referred to in paragraph (a), and seek the guidance or decision of the Student Progress Committee where it deems this appropriate.

Explanatory note (added Aug 09, revised Sept 14)

- Tier 4 students are not permitted to stay in the UK beyond the expiry date stated on their visa. Although an extension to studies may be permitted by the University, it may not be appropriate or legally advisable for the student to remain at the University or in the UK to complete their programme of study. Advice regarding whether or not the University will be able to support a further visa application needs to be sought by the relevant School, from the Visa Compliance Team, in advance of the case for granting the extension being heard.
- Previously reg. 5
- Amended to ensure alignment with QH:D2 (which has also been amended); some reordering to enhance clarity

- While the decision in both cases is formally that of the Module Board schools must establish Mitigating Circumstances Committee's (as defined in QH:D2) to undertake the consideration of the candidate's application so that personal circumstances are discussed by as few staff as possible. The Module Board is therefore bound to accept the MCC's evaluation of the evidence. In the case of extensions, the decision (both about whether good cause has been established and the length of the extension) can be delegated – out of necessity – but schools need to ensure that decisions are both transparent and consistent
- (a) 'date published' – this should be in the module handbook or equivalent
- 'piece of assessed work' – to be interpreted broadly to cover any form of summative assessment other than a formal written examination
- 'approved application form' – published as annexe 1 to QH:D2 and available from the Registry Services website
- 'good cause' – see para (i);
- (c): new – making clear how to treat applications where the supporting evidence is necessarily delayed; codifies guidance issued by SPC; on receiving such an application, the Module Board should set, and confirm in writing to the candidate, a new deadline for submission of the evidence taking into account the reasons for the delay (which might be out with the candidate's control)
- (f): referral to SPC is designed to promote consistency in the consideration of late and difficult cases
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- Assessment Extensions previously 'absence and extension for good cause'

30 Non attendance/submission

Where a candidate fails to attend an examination, or submit a piece of assessed work without receiving the approval of the Module Board or Student Progress Committee in accordance with Regulation 32, a mark of zero **must** be awarded for that examination/piece of assessed work. Any opportunity for a further attempt shall be subject to the discretion of the Module Board under Regulation 33(a).

Explanatory note (added Oct 09):

- Previously part of the above Regulation; separated for clarity
- the examination or piece of work is awarded zero and the Module Board must calculate the overall module mark taking into account any other module component marks. Such non-attendance/non submission would entitle the Module Board to deny reassessment under reg. 33(a) in the event of the candidate failing the module

31 Module Marks

- (a) The performance of a candidate in meeting the assessment requirements of a module is determined by the Module Board of Examiners, and is indicated by a numerical mark recorded on the following University scale:

	Preliminary Certificate stage modules (Level 3 or 4)	Levels 4 ,5, 6	Level 7
Pass	40-100	40-100	50-100
Compensatable	n/a*	35-39	40-49
Fail	0-39	0-34	0-39

*Compensation is not permissible during the Preliminary Certificate stage

- (b) Where the module specification stipulates that to pass the module a candidate must achieve a pass in one or more module components, and the candidate does not pass such elements, the maximum mark which can be awarded for the module is 39 for Level 3 and Level 4 modules that comprise the Preliminary Certificate stage; 34 for a Level 4 (Certificate/Diploma stage), 5 or 6 module; and 39 for a Level 7 module.

- (c) A mark of 40 **must** be recorded for all Level 3, 4, 5 and 6 modules passed after reassessment, applying to the final and overall mark for the module, and **must** be used in calculating the stage weighted average for each stage of a programme.
- (d) A mark of 50 must be recorded for all Level 7 modules passed after reassessment applying to the final and overall mark for the module, and must be used in calculating the weighted average for the programme.
- (e) Module marks **must** not be rounded upwards or downwards except to a whole integer. So, for example a mark of 39.4 may be rounded to 39 and a mark of 39.5 rounded to 40 but a mark less than 39.5 **must** not be rounded upwards.

Explanatory note (revised Oct 09)

- Previously reg. 6(a), (b), (o)
- (a): 'compensatable' – a mark which is eligible for compensation and will be compensated if the criteria in regs. 39 and 41 below
- (b): wording revised to make clear that the mark of 34 or 39 is the maximum which can be awarded
- (c) (d): the capping of the mark applies to the final mark for the module as a whole rather than to any module components, which must be marked in accordance with the applicable marking criteria. Candidates are entitled to be informed of the marks actually achieved (as part of feedback on assessment) in addition to the overall capped mark
- 'stage weighted average' – defined in reg. 38 below
- (e) 'rounded to the nearest integer' - .45 is rounded up; .44 is rounded down. In all but one case rounding is carried out as soon as the stage average has been calculated. The one case is degree classification (reg. 45(b) below) where each stage is left unrounded (albeit to one decimal place – (a) above) until the final classification is determined using each of the stages relevant to classification

32 Mitigating circumstances

- (a) The Mitigating Circumstances Committee shall consider evidence of mitigating circumstances submitted by a candidate using the approved form, provided that the application has been submitted no later than 5 working days after the examination or 5 working days after the deadline for submission of assessed work to which the application relates and, subject to paragraph (d), supported by the appropriate documentary evidence.
- (b) Claims may only be submitted where candidates have not attempted the examination or submitted the assessed work due. If a candidate elects to sit an examination, then they do so on the basis that they are able to perform to their normal ability, except as outlined in 32c. Where the candidate is due to submit assessed work then the normal process would be to apply for an extension to the deadline. Where this is either not sufficient to allow the candidate to submit the work or the extension is refused only then should a claim for mitigation be submitted.
- (c) Where a student is taken ill during an examination then the Senior Invigilator will submit a report to the Head of Registry Services. The student will then have 5 working days to submit a claim for mitigation to the Head of Registry Services who will forward all of the documentation to the relevant school for consideration
- (d) If the application is submitted within the deadline specified in paragraph (a) but supporting documentary evidence is submitted after the deadline, the Mitigating Circumstances Committee is empowered to consider the application in accordance with paragraph (h) once all supporting documentation has been received.

- (e) Exceptionally, where an application has not been submitted but the Mitigating Circumstances Committee is aware of valid mitigating circumstances it **must** refer the matters to the Student Progress Committee for guidance on whether the circumstances can be taken into account.
- (f) Where an application is made after the deadline referred to in paragraph (a), the School **must** refer the application to the Student Progress Committee, which **must** decide whether the application will be considered by having regard to:
 - (i) the reasons given by the candidate for the lateness of the application
 - (ii) the risk of the candidate gaining, or being perceived to be gaining, an advantage through such late application.
- (g) Where the Student Progress Committee determines under paragraph (f) that an application shall be considered it shall refer the matter back to the Mitigating Circumstances Committee for further consideration under paragraphs (h).
- (h) In considering the evidence submitted by the candidate, the Mitigating Circumstances Committee shall have regard to the extent to which the evidence submitted confirms the claim of the candidate as to the circumstances. Other than in exceptional circumstances no claim based upon medical circumstances shall be accepted in the absence of evidence from a medical practitioner. Such evidence **must** be rejected where it is not evident that the medical practitioner witnessed first-hand the medical circumstances claimed.
- (i) The Student Progress Committee shall from time to time publish criteria by which 'good cause' shall be determined, whether as a result of cases referred under paragraphs (f) and (g) or otherwise.
- (j) Where the Mitigating Circumstances Committee is satisfied that the evidence so submitted is of a sufficient and appropriate nature, it shall be empowered to make one of the following recommendations to the Module Board as an exercise of academic judgement:
 - (i) offer the candidate a fresh attempt at the examination or piece of assessed work,
 - (ii) refer the matter to the relevant Programme Board with the recommendation that the circumstances be taken into account by that Board when determining the final classification of the candidate's degree,
 - (iii) where it judges that but for the mitigating circumstances the candidate would have passed the module, award the candidate a 'pass with mitigation' with an overall module mark of 40 for a Level 3, 4, 5 or 6 module and 50 for a Level 7 module.
- (k) 'Fresh attempt' under this Regulation shall be interpreted to mean, in the case of a first attempt, that the candidate is offered a new first attempt, and in the case of a reassessment, that the candidate is offered a new reassessment.

Explanatory note (added June 12)

- Para (j)(i): this should be the default decision.
- Para (j)(ii): this decision could be taken where the student is a finalist who has passed the module in question, and offering a fresh attempt at the assessment would cause a delay in graduation, with no possible improvement in classification.
A module board will refer a student progression issue to the programme board where that board may be able to consider the student's particular mitigating circumstances and offer or award progression to the student. Where a candidate is a finalist the programme board may take the relevant mitigating circumstances into account and offer a degree classification. However, following academic progression advice from their home school, the candidate should also be offered the opportunity to re-sit the module/s as a first attempt should they choose to do so. This decision would defer graduation.
- Para (j)(iii): this decision should be made only where a fresh attempt at the assessment would not be possible due to the mitigating circumstances.

- (l) A Module Board receiving a recommendation from a Mitigating Circumstances Committee under paragraph (j) shall apply the recommendation unless the Board is satisfied that there is a compelling reason to make an alternative decision, provided that such alternative decision shall be limited to the outcomes specified in paragraph (j)(i)-(iii) or to deciding that no action be taken. Where such alternative decision is made, the reason for the decision shall be minuted.
- (m) Where a candidate is offered a pass with mitigation under paragraph (j) s/he shall be informed in writing of the offer and the mark achieved in the module, notwithstanding the mitigating circumstances, and shall be permitted to decline the offer, in writing, within a time limit set by the Module Board and elect a fresh attempt. If the candidate does not decline the offer within the time limit, the pass with mitigation shall stand and no further action shall be taken.
- (n) A 'pass with mitigation' is entirely separate to compensation, condonement and referral and is not restricted by or part of the maxima specified in relevant University Programmes Regulations.
- (o) The fact that a candidate has been awarded a 'pass with mitigation' **must not** be recorded on the candidate's Official Transcript.

Explanatory note (revised Sep 09)

- Previously reg. 6(c)-(o) [former (o) deleted]
- Amended to ensure alignment with QH:D2 (which has also been amended); some reordering and minor amendment to enhance clarity
- While the decision in both cases is formally that of the Module Board schools must establish Mitigating Circumstances Committee's (as defined in QH:D2) to undertake the consideration of the candidate's application so that personal circumstances are discussed by as few staff as possible. The Module Board is therefore bound to accept the MCC's evaluation of the evidence, although it is empowered to make an alternative decision only where there is a 'compelling reason' [deliberately not defined] to do so.
- (a)(d): Module Board replaced by Mitigating Circumstances Committee
- (a): 'approved application form' – published as annexe 1 to QH:D2 and available from the Registry Services website
- (d): new – making clear how to treat applications where the supporting evidence is necessarily delayed; codifies guidance issued by SPC; on receiving such an application, the Module Board should set, and confirm in writing to the candidate, a new deadline for submission of the evidence taking into account the reasons for the delay (which might be out with the candidate's control)
- (e): incorporated from (former) para. 24 of QH:D2; use of this provision should be rare. Referral to SPC is designed to ensure consistency of practice
- (h): 'exceptional circumstances' – guidance to be issued by SPC
- 'fresh attempt' – defined in para. (k)

- (j)(ii): 'programme board' – such referral means that the circumstances cannot be acted upon by the Module Board as well
- (j)(iii): 'overall module mark' – irrespective of the number of module components; 'pass with mitigation' – see paras. (l)(m)
- (m): 'decline the offer' – 'accept or' removed to make clear that unless the candidate declines within the given time period, that will constitute acceptance by default

33 Reassessment

- (a) Subject to Regulation 34 a candidate who has satisfied the deadlines for submission of assessed work as published from time to time by the School has the right to be reassessed in a failed module on one occasion only, normally during the reassessment period before the beginning of the next academic year. Otherwise reassessment of a failed module may be permitted at the discretion of the Module Board of Examiners. Schools **must** publish any criteria or policy which they intend to use to determine the exercise of this discretion. Blanket policies must not be used but each student's case considered individually, taking into account any known circumstances.
- (b) The method of reassessment **must** be the same as the method of first assessment unless either the alternative method was published prior to the commencement of the module, or the written consent of the candidate(s) is obtained. Where alternative methods have been agreed, the same method shall be adopted for all candidates to be reassessed in the current session.
- (c) All other references to reassessment in these Regulations shall be subject to paragraphs (a)-(b).

Explanatory note (added Oct 09, revised Sept 14)

- Previously reg. 4(a)(c)(d)
- (a): denial of reassessment – often referred to as RNP ('resit not permitted') – is possible where a candidate has failed the module and not satisfied the published submission requirements for the module. As the decision is discretionary any exercise of discretion to deny reassessment must be properly minuted given the possibility of an appeal. See reg. 35 for more extensive powers to address non submission
- 'subject to reg. 34' – a candidate who fails more than 60 credits is deemed to have failed and cannot be reassessed; any decisions by a Module Board would in that case be superseded by the Programme Board applying reg. 34
- 'Honours degree' – includes the Integrated Masters degree
- Reference to 'Module Catalogue' removed
- (b): the requirement for treating all candidates on the module the same in terms of method of reassessment mirrors the requirement for (first) assessment, reg. 3(a)

34 Fail repeat year

- (a) A candidate on the Certificate or Diploma stage of the Honours degree, who fails more than 60 credits in that stage at first attempt, shall be deemed ineligible to proceed further with the programme.
- (b) At the discretion of the Programme Board of Examiners, the candidate may be permitted to repeat the stage in question in its entirety, on academic grounds, taking into account guidance issued from time to time by the Student Progress Committee. Credits originally awarded during the stage to be repeated shall be disregarded for the purposes of the degree. The eligibility of a candidate not permitted to repeat the stage under this paragraph shall be further determined in accordance with Regulation 44.
- (c) Paragraphs (a)-(b) do not apply to any candidate following reassessment.

Explanatory note (added Oct 09)

- Previously reg. 4(b); separated from reg. (a) to improve clarity
- (a): This sets out the situation where a candidate is not permitted to undertake any reassessments having failed **more than** 60 credits at **first** attempt.
- (b): The Programme Board may permit a repeat year but must take into account the guidance which has been issued by SPC. This power is often known as 'FREPE' [Fail, Repeat Year]. It must be contrasted with repeat years granted by SPC for exceptional personal/medical circumstances – reg. 25 above
- The repeat year can only be granted after first assessments; not after reassessments; a candidate who had failed more than 60 credits after **reassessment** would be ineligible to progress and reg. 44 must be applied
- The repeat year does not apply to the following stages: Pre-Certificate; Post-Diploma; Honours; and Integrated Masters. In these cases all failed assessments can be reassessed but there is no opportunity for the repeat year
- The current guidance issued by SPC provides as follows:
 - (i) the profile of marks, particularly any evidence of improvement during the stage in question
 - (ii) the academic standing of the student (attendance and submission of work)
 - (iii) the candidate's potential to succeed at the stage if given a new attempt, and their potential to progress to subsequent stages
 - (iv) any mitigating circumstances such as personal or medical problems which the student has suffered and which affected their performance in assessments during the stage in question.

ACADEMIC/PROFESSIONAL DISCIPLINE

35 Exclusion from assessment and termination of programme

- (a) A candidate who has not satisfied the attendance requirements or the deadlines for submission of assessed work as published from time to time by the School may:
- (i) be excluded from the assessments for the Module, or
 - (ii) have his/her programme of study terminated.
- (b) Exclusion and termination shall both be subject to the prior issue of both a School warning and a University Warning, and the approval of the Chair of the Student Progress Committee, on the recommendation of the Head of School. The progression of a candidate shall thereafter be determined in accordance with Regulations 39 to 44 below (Honours degrees) or 46 to 52 (Ordinary degrees).
- (c) Other than where a candidate is excluded from assessment or his/her programme of study is terminated under this Regulation, there shall be no barrier to progression from the first to the second trimester of a stage.

Explanatory note (added Oct 09)

- Previously reg. 27
- This enables a candidate who has repeatedly failed to attend or submit to be excluded or have/his programme terminated. While this may not be possible early on in a programme of study the system of school and University Warnings (via SPC) should be applied consistently, and where conduct does not improve, exclusion (or more often) termination can then be sought
- Non submission can also be penalised in the event of module failure under reg. 33(a) above
- (b) - progression' – where a candidate is excluded from a module s/he will not be able to achieve the credits which will adversely affect eligibility for progression; progression has to be determined by the Programme Board of Examiners taking into account the overall profile for the stage in question. In the event of programme termination eligibility for credits/an award will depend on the number of credits gained at the point of termination

36 Academic misconduct

- (a) Allegations of academic misconduct, (excluding non-compliance with the attendance and submission requirements of the programme of study), shall be subject to the Regulations

governing Academic Misconduct, and no penalty shall be imposed other than in accordance with the said Regulations.

- (b) Academic misconduct shall be defined to exclude conduct which may amount to either professional misconduct or professional unsuitability as defined in Regulation 37 below.

Explanatory note (added Oct 09)

- Previously reg. 48
- (a): the Regulations governing Academic Misconduct are published at QH:F8 – these specify the way in which penalties for academic misconduct **must** be applied by Module and Programme Boards
- 'attendance and submission' – this is addressed under reg. 35 above
- Academic misconduct previously 'unfair means'

37 Professional Misconduct and Professional Unsuitability

- (a) 'Professional misconduct' shall be defined as conduct which falls below the level of conduct required by the professional body or bodies responsible for regulating the profession to which a candidate is seeking entry by virtue of completing the programme of study on which s/he is registered.
- (b) 'Professional unsuitability' shall be defined as behaviour which does not demonstrate the standards of behaviour specified by the professional body responsible for allowing candidates who complete the programme of study to be admitted to practise the relevant profession.
- (c) Allegations of conduct or behaviour considered to fall within the above definitions shall be made, investigated and determined in accordance with any applicable Regulations for the time being in force. Such Regulations shall empower the University to suspend or terminate a candidate's programme of study.

Explanatory note (added Oct 09)

- Previously reg. 49
- (c): 'applicable Regulations' – published at QH:F17. Under these Regulations the relevant dean of faculty must determine whether the allegations are to be investigated as professional misconduct/unsuitability under these Regulations or as 'academic misconduct' (see reg. 36 above). Conduct is only punishable under these Regulations if there are professional standards laid down by the relevant body (such as the Nursing and Midwifery Council or Health and Care Professions Council) which appear applicable to the allegations in question

PROGRESSION

38 Calculation of stage weighted averages

- (a) In calculating the weighted average mark for each stage of a degree programme each individual mark shall be weighted by the credit value of the corresponding module and the average recorded to one decimal place. Pass/fail modules (including those that comprise the placement year or the year abroad) shall be disregarded in calculating any weighted average (see Reg. 12).
- (b) Where a candidate registers for more than 120 credits for any stage under Regulation 18(b), the weighted average mark for the stage shall be taken over the marks achieved for all modules on which the candidate is registered.

- (c) Credit which has been accepted towards the programme of study in accordance with Regulation 16 is disregarded for the purposes of calculating stage weighted averages under this Regulation unless that credit was awarded by the University of Hull as a result of a module or modules delivered by the University or one of its Partner Institutions.
- (d) In applying Regulations 41, 42, 43, 50, 51, and 53 the stage average mark must be rounded to the nearest integer and in applying Regulation 45(b) the weighted average of the stage average marks must be rounded to the nearest integer. Such rounding must not see a mark of, for example 49.4, rounded to 50.

Explanatory note (added Oct 09)

- Previously reg. 46
- Stage weighted averages are required for determining eligibility for compensation, referral and condonement (below) and, in the case of Honours/Integrated Masters, for determining degree classification
- (b): 18(b) provides that all modules registered for must be passed to progress
- (c): credit awarded other than by the University (including on programmes/modules delivered by University partner institutions) is disregarded for purposes of calculating stage weighted averages and for determining degree classification – see reg. 45(b) below
- ‘partner institutions’ – institutions approved under the relevant University Code of Practice (currently QH:15) to deliver programmes leading to University of Hull awards – see the University’s Collaborative Provision Register, published at www.hull.ac.uk/quality
- (d): ‘rounded to the nearest integer’ - .45 is rounded up; .44 is rounded down. In all but one case rounding is carried out as soon as the stage average has been calculated. The one case is degree classification (reg. 45(b) below) where each stage is left unrounded (albeit to one decimal place – (a) above) until the final classification is determined using each of the stages relevant to classification

39 Compensation, referral and condonement maxima

- (a) Compensation and module referral are not permitted at the Preliminary Certificate stage. The maxima with respect to condonement in the Preliminary Certificate stage is 20 credits. Excluding any module declared in the programme of study to be core or non-condonable (see reg. 10(a)) a Level 3 or Level 4 module in the Preliminary Certificate stage with a mark in the range of 30-39 may be considered for condonement provided that the weighted average of all marks in the stage is 40 or greater (see reg. 43a).
- (b) Subject to (a) the following maxima apply to the exercise of any combination of compensation, referral or condonement - whether individually or in combination - as specified in the following Regulations:
 - (i) no more than 40 credits per stage
 - (ii) no more than 60 credits per Honours Degree.
- (c) Where a referred module is passed and the candidate allowed to progress to the next stage, the referral ceases to be included in the maxima defined above.
- (d) Maxima indicated in (ii) above shall not include condonement exercised during the Preliminary Certificate stage.

Explanatory note (revised Oct 09)

- Previously reg. 34

- The maxima are designed to achieve an appropriate balance between providing a safety net in the event of modules being failed (usually after reassessment) and ensuring that sufficient credits are passed to merit the award.
- (a) (b): 'compensation' – allows a module to be treated as a pass and the credits to be awarded in defined circumstances; the raw mark – in the range 35-39 – is not changed – see reg. 41 below
- 'referral' – allows a failed module to be retaken in its entirety simultaneously with the next stage of the programme – reg. 42 below, esp. para. (c)
- 'condonement' – allows a failed module in the Honours/Masters stage only to be disregarded in determining eligibility for the award – reg. 43 below
- (a): former (ii) removed; Ordinary degree addressed under reg. 47 below; Certificate and Diploma addressed in separate Regulations
- (b)(ii): Honours degree includes the Integrated Masters degrees for this purpose – reg. 2(b)
- (d): See also reg. 43(a) below as to condonement at the Preliminary Certificate stage (max 20 credits).

HONOURS DEGREES: PROGRESSION AND CLASSIFICATION

40 Honours degrees: progression and continuation

(a) Programmes with a Preliminary Certificate stage **must** specify a minimum stage weighted average required to progress to the Certificate stage. This progression constraint **must** be:

- a value of 40 or greater;
- approved in accordance with the University Code of Practice: Programme Approvals;
- published in the programme specification.

A student who has at least 100 credits awarded and the remaining 20 credits condoned (see reg. 39a and 41a) and has an overall stage average that meets or exceeds the progression constraint shall progress to the Certificate stage.

- (b) A candidate who is awarded a pass (including pass by compensation) in all modules in the stage shall progress to the following stage of an Honours Degree, or to the Award.
- (c) The Programme Board of Examiners may permit a candidate who has not completed the assessments for all the modules of the stage as a result of medical or exceptional personal circumstances to continue to the following stage of the programme, and thereafter be considered for progression from the former stage once those assessments have been completed.
- (d) Schools offering programmes leading to an Integrated Masters degree may specify a minimum stage weighted average required to progress to the Honours stage or the Masters stage of a named Integrated Masters degree provided that this requirement is approved as part of the programme and published in the programme specification and student handbook.

Explanatory note (added Oct 09)

- Previously reg. 35
- (a): 'pass' – defined in reg. 31(a)(c)
- 'Undergraduate Diploma' – removed - separate Regulations address UG Certs and Dips (comparable with PG Certs and Dips in B6 and B7)

- 'pass by compensation' – marks of 35-39 are deemed 'compensatable' (reg. 31(a)); eligibility for compensation is determined by applying reg. 41 below but the raw mark (of between 35-39) remains
- 'Honours Degree' – includes Integrated Masters (see reg. 2(b))
- (b): minor reword to achieve greater clarity
- 'has not completed' – i.e. been granted an extension or absence for good cause under reg. 29
- 'medical or exceptional personal circumstances' – consideration of a case should be based on the same criteria as claims for mitigating circumstances under reg. 32 above. This is the one case where it would be appropriate to consider the same mitigation twice – for example allowing a fresh attempt at module(s) affected by exceptional circumstances and then allowing the candidate to continue because of those circumstances
- 'continue' – this is a special category where the candidate is allowed to progress to the next stage but must complete the outstanding assessments to complete the previous stage; those outstanding assessments and therefore progression from that stage must be considered by the next appropriate Programme Board and the consequences of any subsequent failure addressed
- (c): reworded so that the requirement is stated at programme level, subject to programme approvals (OH:G1-2), and appropriate written communication to students; clarifies that the power is applicable at both the Honours and Masters stages of an Integrated Masters

41 Honours degrees: compensation

- (a) Compensation is not permitted at the Preliminary Certificate stage.
- (b) For candidates at the Certificate, Diploma, Post-Diploma or Honours stage, excluding any module declared in the programme of study to be non-compensatable any module awarded a mark of 35-39, shall (subject to Regulation 39) be passed by compensation, with no change being made to the mark awarded, provided that:
- the weighted average of all the marks for the stage is 40 or greater
 - no mark for the stage is below 35.
- (c) For candidates at the Masters stage of an Integrated Masters degree: excluding any module declared in the programme of study to be non-compensatable any module awarded a mark of 40-49, shall (subject to Regulation 39) be passed by compensation, with no change being made to the mark awarded, provided that:
- the weighted average of all the marks for the stage is 50 or greater
 - no mark for the stage is below 40.
- (d) A candidate may waive the right to pass a module or modules by compensation and choose instead to be reassessed. If the reassessment is subsequently failed then the original pass by compensation shall be reinstated.

Explanatory note (added Oct 09)

- Previously reg. 36
- (b) (c): 'declared in the programme of study' – this must be included when the programme is approved/re-approved and also be stated in the appropriate student handbook; otherwise compensation is applicable to all stages of Honours and Integrated Masters programmes
- 'subject to Regulation 39' – the compensation maxima
- Note that provided the conditions in (a) are satisfied compensation is automatic; it is **not** a matter of discretion for the Programme Board (*cf* referral and condonement below)
- (i): 'weighted average ... for the stage' – see reg. 38 above for calculating stage weighted averages, including rounding; 40 will therefore include marks of 39.45 and above; 50 will therefore include marks of 49.45 and above
- (ii): 'no mark ... below 35 / 40' – this situation is addressed in reg. 42 below
- (d) 'waive the right' – following the Programme Board the candidate should be advised (at least in writing) of the option and implications of either choice (bearing in mind the compensation maxima in reg. 39 above), and be

provided with the opportunity to exercise the waiver. The decision to waive must be confirmed by the candidate in writing; silence would not constitute waiver

- 'original pass' – in this situation the credits would then count towards the compensation maxima

42 Honours degrees: referral and compensation

- (a) A candidate at the Certificate, Diploma, Post-Diploma stage of a Bachelors degree or the Honours stage of an Integrated Masters degree stage who has not achieved a pass mark in all modules after reassessment or exceptionally, before reassessment may, at the discretion of the Programme Board of Examiners, be referred in any module or modules with a mark of less than 35 provided that:
- (i) the weighted average of all the marks for the stage is 40 or greater, and
 - (ii) the total number of credits to be referred is not greater than 20.
- (b) A candidate referred before reassessment may reject the referral and exercise any right of re-assessment provided by Regulation (a) above.
- (c) Where such discretion to refer is exercised, any other module - excluding any module declared in the programme of study to be non-compensatable - awarded a mark of 35-39 shall (subject to Regulation 39) be compensated with no change being made to the mark awarded.
- (d) A candidate who is referred under paragraph (a), or who is so referred and awarded compensation under paragraph (c), shall progress to the following stage of the programme and be required to complete the full process of attendance and assessment for the module(s) referred or another module or modules selected from within the programme by the candidate by way of substitution. Such module or modules shall be taken concurrently with the following stage of the programme, but shall be subject to the availability of the module in the light of timetabling and other constraints.
- (e) The mark achieved for the referred or substituted module(s) shall be substituted for the original failed mark after which the candidate must be reconsidered for progression from the former stage under Regulation 40 above. The mark obtained for a referred module does not form part of the assessment of the stage of the programme taken at the same time as the referred or substituted module.
- (f) Subject to Regulation (a) above, a candidate who fails a referred or substituted module shall have the right to be reassessed and thereafter re-considered for progression from the former stage under Regulation 40 above.

Explanatory note (added Oct 09)

- Previously reg. 37
- (a): candidates at the Pre-certificate, Honours and Masters stages are eligible for condonement under reg. 43 below rather than referral; (iii) now addressed in the body of (a)
- 'Bachelors' – this explicitly distinguishes the stages of the (level 6) Honours degree from the (level 7) Integrated Masters so that candidates are only eligible for referral when on a stage which is not the final stage of the award being sought
- 'exceptionally' – this is a matter of discretion for the Programme Board, but the workload implications for the candidate should be considered
- 'at the discretion of' – unlike compensation, even if the criteria for referral are satisfied the Programme Board has a choice; it must treat all students equitably and therefore prior to the meeting should have determined how it will approach such cases, e.g. as to what factors will be considered relevant in making the decision. If a candidate's

attendance and submission record is to be taken into account accurate records must be available to the board. While referral provides a form of 'safety net' it should be remembered that the candidate will have to attempt a total of 140 credits in the following session and this may not be appropriate in the case of weaker students. In all cases the decision, and the factors which influenced it, must be recorded in the minutes (see further QH:D2, paras. 89-90 regarding minuting boards of examiners meetings)

- 'mark of less than 35' – note that in the event of a mark being between 35 and 39 compensation will apply (see reg. 41 above)
- Note that even where a module has been declared 'non-compensatable' (see reg. 41 above) it can be referred (because ultimately the candidate still has to pass the module)
- (ii): 'not greater than 20' – notwithstanding the compensation etc maxima in reg. 39, the limit of 20 credits applies specifically in the case of referral
- (b): 'referred before reassessment' – the candidate may choose to undertake the reassessment; this choice must be explained to the candidate and be confirmed by him/her in writing. Referral after reassessment cannot be waived unless the candidate opts to transfer to the appropriate Ordinary degree under reg. 20(a) above
- (c): this allows a module failed with a mark of 35-39 to be compensated at the same time as the referral provided the compensation etc maxima in reg. 39 above are not exceeded. This overcomes the 'no mark of less than 35' limitation in reg. 41(a) above. Thus a candidate with e.g. 33 and 37 could be referred in the 33 and compensated in the 37. There is no discretion to allow referral in one but deny the compensation in the other
- (d): deleted words obsolete by virtue of rewording (a) – candidates on the Honours and Integrated Masters stages progress to the Award and the issue of classification – see reg. 45 below
- The selection of another module by 'substitution' resolves the case where the candidate made an inappropriate choice of optional/student elective module
- (f): a module failed when taken as a referred module can be reassessed (subject to the exercise of Reassessment Not Permitted – see reg. 33(a) above) and the mark will be capped at 40 under reg. 31(c)). Currently a module can be referred twice (subject to the maxima) although this should be very exceptional, as the Programme Board would be unlikely to consider that a candidate who has failed a module up to four times (including reassessment) is likely to pass it at the fifth or even sixth attempt

43 Honours degrees: condonement

(a) A candidate at the Preliminary Certificate stage who has completed the assessments for all modules in the stage and who has not achieved a pass mark in those modules may, at the discretion of the Programme Board of Examiners, be condoned in any module or modules with a mark in the range of 30-39 provided that:

- (i) the weighted average of all the marks for the stage is 40 or greater, and
- (ii) the total number of credits to be condoned is no greater than 20, and
- (iii) the module (or modules) in question is not declared in the programme of study to be core or non condonable.

Boards of Examiners **should** only exercise condonement in cases where outstanding programme learning outcomes will be achieved within the remaining modules.

(b) A candidate at the Honours stage of a Bachelors degree who has completed the assessments for all modules in the stage and who has not achieved a pass mark in all modules within that stage may (subject to Regulations 16(d) and 39), at the discretion of the Programme Board of Examiners, be condoned in any module or modules with a mark of less than 35 provided that:

- (i) the weighted average of all the marks for the stage is 40 or greater, and
- (ii) the total number of credits to be condoned is no greater than 20, and
- (iii) the module (or modules) in question is not declared in the programme of study to be non compensatable.

Boards of Examiners **should** only exercise condonement in cases where all programme learning outcomes have been achieved.

- (c) A candidate at the Masters stage of an Integrated Masters degree who has completed the assessments for all modules in the stage and who has not achieved a pass mark in all modules within that stage may (subject to Regulations 16(d) and 39), at the discretion of the Programme Board of Examiners, be condoned in any module or modules with a mark of less than 40 provided that:
- (i) the weighted average of all the marks for the stage is 50 or greater, and
 - (ii) the total number of credits to be condoned is no greater than 20, and
 - (iii) the module (or modules) in question is not declared in the programme of study to be non compensatable.

Boards of Examiners **should** only exercise condonement in cases where all programme learning outcomes have been achieved.

- (d) A candidate who has previously completed and been awarded an Undergraduate Diploma by the University and subsequently uses that Diploma as accreditation of prior learning for admission to an Honours degree programme under Regulation 16, and who benefited from condonement on that Diploma programme, shall not be eligible for condonement under this Regulation.
- (e) A candidate condoned under one of the above paragraphs may reject the condonement and exercise any right of re-assessment provided by Regulation 29(a) above.
- (f) Where the discretion to condone is exercised under this Regulation, any other module - excluding any module declared in the programme of study to be non-compensatable - awarded a mark of 35-39 for a Level 4, 5 or 6 module and awarded a mark of 40-49 at Level 7 shall (subject to Regulation 39) be compensated with no change being made to the mark awarded.
- (g) A candidate who is condoned under paragraph (a) shall progress to the Certificate stage. A candidate who is condoned under paragraph (b) or (c) or who is so condoned and awarded compensation under paragraph (f) shall progress to the Award.

Explanatory note (added Oct 09)

- Previously reg. 38 – (a) now split into (a) and (b) to address the stages separately for clarity
- (a): The Preliminary Certificate Stage is a special case. Condonement exercised during the Preliminary Certificate stage (reg. 39(d) above) is disregarded when applying those maxima in subsequent stages.
- (a)(b): ‘completed the assessments’ – condonement is not permitted prior to a first attempt (e.g. where a candidate is allowed a fresh first attempt under reg. 32 above); in such cases the progression decision should be deferred until the fresh attempt has been completed. In the case of the Preliminary Certificate stage continuation (reg. 40(b) above) would not be applicable because that presumes that no modules have been failed
- (b): ‘within that stage’ – makes explicit that modules from a previous stage (i.e. a previously referred module) cannot be condoned
- ‘Bachelors’ - this explicitly distinguishes the stages of the (level 6) Honours degree from the (level 7) Integrated Masters so that candidates are only eligible for condonement when on a stage which is the final stage of the award being sought (see also referral under reg. 42 above)
- (b)(c): ‘reg. 6(b)’ – the requirement that 120 credits from the final stage of the Honours or Integrated Masters be passed, where a candidate is admitted directly into that stage, and therefore s/he cannot benefit from condonement
- (c): added to ensure clarity between the final stage of the Bachelors and the final stage of the Integrated Masters

- (d): added to prevent double counting of condonement; comparable with arrangements included for top-ups from the Fd to Honours (Chapter III, QH:B3)
- (e): a candidate is normally offered condonement after first attempt obviating the need to be reassessed. However in the case of the Honours/Masters stage, because the fail mark contributes to degree classification it may result in bringing down that classification. The ability to achieve (a maximum of 40 for modules at Level 4, 5 and 6 and a maximum of 50 for modules at Level 7) in the reassessment may make a difference therefore and the candidate may prefer to defer graduation to undertake the reassessment. Following notification of the results, the candidate should be advised of the options and his/her decision be communicated in writing
- (f): provided the compensation etc maxima will not be exceeded any module eligible for compensation must be compensated (i.e. no discretion not to allow it)
- 'non compensatable' – see note to reg. 41(a)
- (g): 'progress to the Award' - and the determination of the degree classification under reg. 45 below

44 Honours degrees: Consequences of ineligibility to progress

- (a) A candidate ineligible to progress from the Preliminary Certificate to the Certificate stage of an Honours degree shall be failed but is entitled to the credits for the modules passed, A candidate who has failed to achieve the progression constraint (see reg. 40a) but who has achieved 120 credits at the Preliminary Certificate stage shall be awarded a Foundation Certificate (see reg. 26).
- (b) A candidate ineligible to progress from the Certificate to the Diploma stage of an Honours degree:
- (i) with at least 80 credits will be transferred to the Ordinary degree, or
 - (ii) with at least 120 credits will be failed but awarded a Foundation Certificate (see reg. 26) if on a programme involving a Preliminary Certificate stage, or
 - (iii) with less than 80 credits will be failed, but is entitled to the credits for the modules passed.

Explanatory note (added April 2016)

- (ii) 120 credits – from either the Preliminary Certificate stage or from the Preliminary Certificate stage and the Certificate stage (if condonement was exercised at the Preliminary Certificate stage [reg. 43a])

- (c) A candidate ineligible to progress from the Diploma to the Honours or Post-Diploma stage of an Honours degree, as appropriate:
- (i) with at least 180 credits (APL or otherwise) will be transferred to the Ordinary degree. Such candidates are not immediately eligible for the award of an Ordinary degree, or
 - (ii) with less than 180 credits but at least 120 credits will be awarded a Certificate in Higher Education, or
 - (iii) with at least 120 credits will be failed but awarded a Foundation Certificate (see reg. 26) if on a programme involving a Preliminary Certificate stage, or
 - (iv) with less than 120 credits will be failed, but is entitled to the credits for the modules passed.

- An Ordinary degree is awarded to a candidate achieving 300 credits with a minimum of 60 credits at level 6, reference point (i), above.
- (iii) 120 credits – from either the Preliminary Certificate stage or from the Preliminary Certificate stage and the Certificate stage (if condonement was exercised at the Preliminary Certificate stage [reg. 43a])

- (d) A candidate ineligible to progress from the Post-Diploma to the Honours stage of an Honours degree or from the Honours stage to the classification, as appropriate:
 - (i) with at least 300 credits and 60 credits at level 6 will be awarded an Ordinary degree, or
 - (ii) with less than 300 credits but at least 240 will be awarded a Diploma in Higher Education.
- (e) A candidate for an Integrated Masters degree who is ineligible to progress to the Honours stage from the Diploma stage or Post-Diploma stage, as appropriate:
 - (i) with 240 credits, failing to satisfy Regulation 40(c), shall be allowed to progress to the Honours stage of a named single honours Bachelors degree for which the necessary credits have been accumulated, or
 - (ii) with at least 180 credits will be allowed to progress to the final stage of an Ordinary Degree, or
 - (iii) with 120 credits will be awarded a Certificate in Higher Education
 - (iv) with at least 120 credits will be failed but awarded a Foundation Certificate (see reg. 26) if on a programme involving a Preliminary Certificate stage, or
 - (v) with less than 120 credits, will be failed but is entitled to the credits for the modules passed.
- (f) A candidate for an Integrated Masters degree who is ineligible to progress to the Masters stage from the Honours stage, as appropriate:
 - (i) with 360 credits, failing to satisfy Regulation 40(c), shall be allowed to progress to the classification of a named single honours Bachelors degree for which the necessary credits have been accumulated providing that the programme learning outcomes have been achieved, or
 - (ii) with at least 320 credits and 60 credits at Level 6 must be considered as a finalist for the award of a named single honours Bachelors degree, subject to having attained the credits for all core modules from the Certificate and Diploma stages, and providing that the programme learning outcomes have been achieved or
 - (iii) with 300 credits and 60 credits at Level 6 will be awarded an Ordinary Degree or
 - (iv) with less than 300 credits but at least 240 will be awarded a Diploma in Higher Education or
 - (v) with less than 240 credits but at least 120 will be awarded a Certificate in Higher Education.
- (g) A candidate for an integrated Masters degree who is ineligible to progress to the classification, subject to regulation 34 Reassessment being satisfied, shall be allowed to progress to the classification of a named single honours Bachelors degree, for which the

necessary credits have been accumulated, subject to having attained the credits for all core modules from the Certificate and Diploma stages and providing that the programme learning outcomes have been achieved.

- (h) Any award of a Certificate, Diploma or Ordinary degree under this Regulation shall be subject to a minimum of 60 credits having been awarded by this University.
- (i) Any award under this Regulation shall be made provided that Certificates and Diplomas in Higher Education for professional programmes shall not be awarded in a named subject which implies that the candidate is entitled to practise that profession.

Explanatory note (added Oct 09)

- Previously reg. 39
- (a)-(e): 'ineligible to progress' – i.e. after considering compensation, referral or condonement as set out in regs. 39-43 above) and after opportunities for reassessment (under reg. 29(a)) have been exhausted
- Awards of Certificates, Diplomas and Ordinary degrees are subject to the minimum number of credits awarded by the University (60) under reg.
- (a): a candidate who successfully completes the Preliminary Certificate but then withdraws from the programme is entitled to the Foundation Certificate (reg. 26 above)
- 'awarded the credits' – the transcript will detail all modules taken within the stage, the marks awarded (pass and fail) and the total number of credits – see further reg. 54 below
- (d): 'or from the Honours stage' – i.e. when seeking to move from the Honours stage to the Masters stage of an Integrated Masters
- [former (e)(f): obsolete-deleted]
- (e): new, introduced to ensure clarity in respect of the Integrated Masters; (i) assumes that the candidate has not achieved the published weighted average required to progress to the Masters stage, see reg. 41(c) above
- (f) and (g) Students who have attained sufficient credits for an honours degree (including condonement/compensation) but not in the necessary modules, and the Board of Examiners judge the programme requirements for a related programme have been met, then a case should be submitted to SPC to recommend the award of an honours degree. In the case where students have attained sufficient credits for a bachelors honours degree (including condonement/compensation) but Boards of Examiners judge that the award of a degree is not appropriate on the grounds of the requirements of the programme not having been satisfied, then a case should be submitted to SPC to seek permission for the student to undertake any modules not already studied in order to meet the programme's requirements.
- (f): (previously (g) - reworded to make it mandatory where the requirements of the Bachelors degree have been satisfied, replacing the existing 'special circumstances' criteria
- (g): standard provision moved for clarity; see also reg. 26(b) for interim awards where a candidate withdraws without completing an Honours degree
- 'this University' – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions
- (h): moved for clarity - this power is designed to ensure that a candidate is not awarded a certificate/diploma which implies s/he is entitled to practise a particular profession (such as Social Work) where this is not the case. The Programme Board of Examiners is responsible for recommending the title of the award for approval by SPC

45 Honours classifications

(a) Honours degrees shall be awarded with Honours in the first class, second class (division 1), second class (division 2), or third class, according to the following scale:

70-100	First class
60-69	Upper second class
50-59	Lower second class
40-49	Third class

(b) The class awarded shall be determined by the Programme Board of Examiners subject to the following Regulations:

- (i) A candidate's performance in the Preliminary Certificate stage of a degree programme shall not count towards the classification.
- (ii) A candidate's performance in the Certificate stage of a degree programme shall not count towards the classification unless explicitly approved by the University Learning, Teaching and Assessment Committee.
- (iii) A candidate's performance in achieving credit which is accepted towards the programme of study in accordance with Regulation 16 shall be disregarded for the purposes of the classification unless that credit was awarded by the University of Hull as a result of a module or modules delivered by the University or one of its Partner Institutions. Decisions regarding the classification of candidates who have progressed from Foundation degrees must be considered under the Foundation degree Regulations.
- (iv) A candidate must be awarded a class at least equal to that indicated by the weighted average of the candidate's performances at each stage, as determined by the weighted average of the module marks for the stage. The performances at the Diploma, Honours and, where appropriate, Post-Diploma and Masters stages, shall normally be weighted equally. However, this equal weighting may be varied by up to $\pm 60\%$ with the agreement of the School(s) concerned; when this is done the adjusted weighting factors shall be specified in the published programme specification and student handbook.
- (v) The weighted average for a candidate for an Integrated Masters degree will use the marks recorded at each stage of the degree, irrespective of the pass mark that applies to that stage, and marks will not be 'scaled up' as part of that calculation.

The weighted average for a candidate for an Integrated Masters degree is 50.
- (vi) Candidates who have not met the weighted average requirement but whose weighted average (expressed as the arithmetic mean) is no greater than two below the classification threshold (after rounding) must be considered as 'borderline'. A candidate who is borderline must be awarded the higher classification in the following cases

- where more than 50% of the credits counting towards classification are in the higher classification (or above);

or

For Bachelor's degrees:

- where more than 50% of the credits in the Diploma and Honours stages are in the higher classification (or above);

or

- where exactly 50% of the total credits in the Diploma and Honours stages counting towards classification are in the higher classification (or above) and more than 50% of credits in the final stage are in the higher classification (or above);

or

For Integrated Masters degrees:

- where more than 50% of the credits in the Honours and Masters stages are in the higher classification (or above);

or

- where exactly 50% of the total credits in the Honours and Masters stages counting towards classification are in the higher classification (or above) and more than 50% of the credits in the final stage are in the higher classification (or above).

Candidates not meeting one of these requirement cases must not be awarded the higher classification.

- (vii) Candidates who have not met the weighted average requirement but who have submitted an application for mitigating circumstances where supported by valid evidence, may, on the recommendation of the Mitigating Circumstances Committee, be considered for the higher classification provided that the same circumstances have not already been considered by one or more module boards.
- (viii) The Programme Board of Examiners may also recommend the award of a mark of distinction in the oral components of the assessments in modern language subjects.

Explanatory note (added Oct 09)

- Previously reg. 47
- (b)(ii): new exemptions are only likely to be approved where this is explicitly required to meet professional, statutory or regulatory body requirements
- (iii): see further reg. 16 regarding the transfer of credits towards a programme of study
- 'Foundation degree Regulations' – chapter III (QH:B3)
- (iv): weighted average is defined in reg. 38 above, including rounding
- Schools have been encouraged to consider placing greater weighting on the Honours stage in the light of the revised Regulation on borderlines to reflect so called 'exit velocity' where this is considered relevant
- (vi): reflects the borderline requirement specified in QH:D2, para. 71, subject to transitional arrangements for those candidates registered on a classifiable stage before Sep 08
- (vii): reworded for clarity – 'considered' means: 'determined that the application is valid and decided to make a decision based on the circumstances (offered fresh attempt or changed mark), or decided not to act (e.g. because the impact of the circumstances is deemed too limited)' (see further QH:D2, paras. 65-66); a candidate does not have to be borderline to be considered for the higher classification provided that valid mitigating circumstances are the only circumstances to be taken into account
- 'Mitigating Circumstances Committee' – see QH:D2, paras. 20 et seq.

ORDINARY DEGREES: PROGRESSION

46 Transfer to an Ordinary degree

Candidates who are required to transfer to an Ordinary degree may, with the approval of the Programme Board of Examiners, transfer either to the appropriate Ordinary degree associated with their original Honours degree or to the appropriate Ordinary degree associated with a related Single Honours degree.

Explanatory note (added Oct 09)

- Previously reg. 40; minor rewording to improve clarity
- 'required to transfer' – as a consequence of being ineligible to progress on the Honours degree under reg. 44 above
- There is no direct entry to the Ordinary degree - 15 - although a candidate on an Honours degree can elect to drop down to the Ordinary degree with the approval of the relevant school – reg. 20
- The Ordinary degree programme needs to be devised from modules available in the school taking into account the number of modules successfully passed while on the Honours degree, bearing in mind the need to achieve 300 credits in total – including at least 60 at level 6 – see reg. 44 above; and bearing in mind that to be eligible to transfer back to Honours after successful completion of the Ordinary degree the candidate must have passed all the core modules from the Certificate and Diploma stages – reg. 53(a) below

47 Ordinary degrees: Compensation and condonement maxima

(a) The following maxima shall apply to the exercise of any combination of compensation and condonement – whether individually or in combination – for candidates transferred to the Ordinary degree:

- (i) No more than 40 credits per stage
- (ii) No more than 60 credits for the Ordinary degree as a whole, including any credits passed by compensation, and referred but not thereafter passed, while registered for the Honours degree.

Explanatory note (added Oct 09)

- Previously reg. 34 and combining elements of reg. 41; revised for clarity but no change in substance
- Former (i): previously stated in reg. 41(a); removing (i) increases the number of permitted credits to 40 which reflects the fact the Intermediate stage (at 180 credits) is larger than the final stage (120 credits) - deleted
- (ii): the Ordinary degree has two stages – the Intermediate (including credits transferred from the Honours degree) and the Final – reg. 9(b)
- (iii): 'referred but not thereafter passed' – it possible, but relatively unlikely that a candidate will have been in this position, e.g. being referred at the Certificate stage, failing that referred module the following year and being transferred to the Ordinary at the end of the Diploma stage. Credits passed following referral are excluded – by deliberate omission - from the maxima in the same way as for Honours degrees (39(b) above)
- There is no referral on the Ordinary degree; see below
- Because of the difficulties of applying the Ordinary – the need to determine its application in each individual case – any credits over and above the 180 needed for the Intermediate stage should be utilised in a way which best benefits the candidate

48 Ordinary degrees: Intermediate stage - progression and continuation

(a) Subject to Regulation 47, a candidate on the Intermediate Stage of an Ordinary Degree who has achieved a pass (including pass by compensation) in at least 180 credits shall progress to the Final stage of the Ordinary degree.

(b) The Programme Board of Examiners may permit a candidate who has not completed the assessments for all the modules of the stage as a result of medical or exceptional personal circumstances to continue to the Final stage of the Ordinary degree, and thereafter be

considered for progression from the Intermediate stage once those assessments have been completed.

Explanatory note (added Oct 09)

- Previously reg. 41
- (a): 'Intermediate stage' – this consists of 180 credits, including those credits passed and transferred from the Honours degree; the Final stage will consist of up to 120 credits to achieve the 300 total required for the Ordinary degree (reg. 6(a))
- 'pass' – defined in reg. 31(a)(c)
- 'pass by compensation' – defined in reg. 50 below
- (b): reworded matching the rewording of reg. 40(b), and with explicit reference to the Ordinary degree stage names included
- 'medical or exceptional personal circumstances' – consideration of a case should be based on the same criteria as claims for mitigating circumstances under reg. 32 above. This is the one case where it would be appropriate to consider the same mitigation twice – for example allowing a fresh attempt at module(s) affected by exceptional circumstances and then allowing the candidate to continue because of those circumstances
- 'continue' – this is a special category where the candidate is allowed to progress to the next stage but must complete the outstanding assessments to complete the previous stage; those outstanding assessments and therefore progression from that stage must be considered by the next appropriate Programme Board and the consequences of any subsequent failure addressed

49 Ordinary degrees: Final stage – progression to the Award

Subject to Regulation 47, a candidate on the Final stage of an Ordinary Degree who has achieved a pass (including pass by compensation) in at least 300 credits for the degree shall progress to the Award.

Explanatory note (added Oct 09)

- Previously reg. 41, minor amendment
- 'subject to Regulation 47' – imposes of maximum of 60 credits compensation for the award, and 40 in the final stage which includes both compensation and condonement; for condonement see reg. 51 below
- 'Final' stage – reg. 9(b) above, and must include a minimum of 60 credits awarded (passed) by the University of Hull – reg. 16(e)
- 'pass' – defined in reg. 31(a)(c)
- 'pass by compensation' – defined in reg. 50 below

50 Ordinary degrees: compensation

(a) Excluding any module declared in the programme of study to be non-compensatable, any module awarded a mark of 35-39, shall (subject to Regulation 47) be passed by compensation, with no change being made to the mark awarded, provided that:

- (i) the weighted average of all the marks for the stage is 40 or greater, and
- (ii) no mark for the stage is below 35.

(b) A candidate may waive the right to pass a module or modules by compensation and choose instead to be reassessed. If the reassessment is subsequently failed then the original pass by compensation shall be reinstated.

Explanatory note (added Oct 09)

- Previously reg. 42
- (a): 'declared in the programme of study' – this must be included when the programme is approved/re-approved and also be stated in the appropriate student handbook; otherwise compensation is applicable to all stages of Honours and Integrated Masters programmes
- 'subject to Regulation 47' – the compensation (and condonement) maxima

- Note that provided the conditions are satisfied compensation is automatic; it is **not** a matter of discretion for the Programme Board (*cf* condonement below)
- (i): 'weighted average ... for the stage' – see reg. 38 above for calculating stage weighted averages, including rounding; 40 will therefore include marks of 39.45 and above; for the Intermediate stage the weighted average must be calculated over 180 credits including those transferred from the Honours degree
- (ii): 'no mark ... below 35' – see condonement under reg. 51 below
- (b): added for the Ordinary degree (though its use is likely to be rare)
- 'waive the right' – following the Programme Board the candidate should be advised (at least in writing) of the option and implications of either choice (bearing in mind the compensation maxima in reg. 39 above), and be provided with the opportunity to exercise the waiver. The decision to waive must be confirmed by the candidate in writing; silence would not constitute waiver
- The use of the waiver could, probably unusually, be important at the Final stage where the candidate is seeking to achieve a weighted average of 60+ to permit transfer back to Honours (under reg. 53 below); however, in such cases the Programme Board may prefer to exercise its discretion in favour of the candidate under reg. 53(b)
- 'original pass' – in this situation the credits would then count towards the compensation maxima

51 Ordinary degrees: condonement

- (a) A candidate at the Final Stage of an Ordinary degree who has completed the assessments for all modules in the stage and who has not achieved a pass mark in 300 credits may (subject to Regulation 47), at the discretion of the Programme Board of Examiners, be condoned in any module or modules with a mark of less than 35 provided that:
- (i) the weighted average of all the marks for the stage is 40 or greater, and
 - (ii) the total number of credits to be condoned is no greater than 20, and
 - (iii) the module (or modules) in question is not declared in the programme of study to be non compensatable.
- (b) A candidate so condoned may reject the condonement and exercise any right of re-assessment provided by Regulation 29(a) above.
- (c) Where such discretion to condone is exercised, any module - excluding any module declared in the programme of study to be non-compensatable - awarded a mark of 35-39 shall (subject to Regulation 47) be compensated with no change being made to the mark awarded.
- (d) A candidate who is condoned under paragraph (a), or who is so condoned and awarded compensation under paragraph (c) shall progress to the Award.

Explanatory note (added Oct 09)

- Previously reg. 43
- (a): 'Final stage' - reg. 9(b) above
- (a)(b): 'completed the assessments' – condonement is not permitted prior to a first attempt (e.g. where a candidate is allowed a fresh first attempt under reg. 32 above); in such cases the progression decision should be deferred until the fresh attempt has been completed.
- (b): a candidate is normally offered condonement after first attempt obviating the need to be reassessed, although this may affect the Final stage weighted average for the purposes of reg. 53(a) below. Following notification of the results, the candidate should be advised of the options and his/her decision be communicated in writing
- (c): provided the compensation etc maxima will not be exceeded any module eligible for compensation must be compensated (i.e. no discretion not to allow it)
- 'non compensatable' – see note to reg. 41(a)
- (d): 'progress to the Award' - there being no classification for Ordinary degrees to determine

52 Consequences of ineligibility to progress to an Ordinary degree

- (a) A candidate ineligible to progress to the Final stage of an Ordinary degree:
- (i) with at least 120 credits will be awarded a Certificate in Higher Education, or
 - (ii) with at least 120 credits will be awarded a Foundation Certificate (see reg. 26) if on a programme involving a Preliminary Certificate stage, or
 - (iii) with less than 120 credits will be failed, but is entitled to the credits for the modules passed.
- (b) A candidate ineligible to progress to the award of an Ordinary degree:
- (i) with at least 240 credits will be awarded a Diploma in Higher Education, or
 - (ii) with at least 120 credits will be awarded a Certificate in Higher Education, or
 - (iii) with at least 120 credits will be awarded a Foundation Certificate (see reg. 26) if on a programme involving a Preliminary Certificate stage.
- (c) Any award under this Regulation shall be subject to a minimum of 60 credits having been awarded by this University.
- (d) Any award under this Regulation shall be made provided that Certificates and Diplomas in Higher Education for professional programmes shall not be awarded in a named subject which implies that the candidate is entitled to practise that profession.

Explanatory note (added Oct 09)

- Previously reg. 44
- (a)(b): 'ineligible to progress' – i.e. after considering compensation and condonement as set out in regs. 47-51 above) and after opportunities for reassessment (under reg. 29(a)) have been exhausted
- (a): 'awarded the credits' – the transcript will detail all modules taken within the stage, the marks awarded (pass and fail) and the total number of credits – see further reg. 54 below
- Note that a candidate who withdraws without completing the Ordinary degree will be eligible for an 'interim award' based on the number of credits gained at that point – see reg. 26
- (c): 'this University' – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions
- (d): standard provision - this power is designed to ensure that a candidate is not awarded a certificate/diploma which implies s/he is entitled to practise a particular profession (such as Social Work) where this is not the case.
- The Programme Board of Examiners is responsible for recommending the title of the award for approval by SPC

53 Transfer from an Ordinary degree to the Honours stage of a Bachelors degree

- (a) A candidate for the Ordinary degree who is eligible for the award of Ordinary degree in the Final stage of that degree and who has gained the credits for all core modules from the Certificate and Diploma stages of the appropriate Honours degree may waive the right to the award of the Ordinary degree and progress to the Honours stage of the appropriate Honours degree.
- (b) A candidate who is eligible for the award of an Ordinary degree but who has not gained the credits for all core modules from the Certificate and Diploma stages of the appropriate Honours degree may waive the right to the award of the Ordinary degree and progress to the Honours stage of the appropriate Honours degree providing that the programme learning outcomes can be achieved on completion of the award.

- (c) The Honours classification of a candidate under paragraph (a) or (b) above shall be calculated in accordance with Regulation 45 subject to the following:
- (i) the highest level 120 credits shall form the Honours stage of the Honours degree
 - (ii) the next highest level 120 credits of the Ordinary degree shall form the Diploma stage of the Honours degree.

Explanatory note (added Oct 09)

Under Tier 4 rules, in existence as at September 2016, a Tier 4 student may not be able to take advantage of this option, the advice of the Visa Compliance team should be sought first.

- Previously reg. 45
- Bachelors introduced in place of 'Honours' to make clear that such a transfer can only take place to a Bachelors degree and not an Integrated Masters degree
- (a): 'core modules' – as set out in the published programme specification
- (a)(b)'waive the right' – the Board should determine the candidate's eligibility and, following notification of the results, advise the candidate of the options. Waiver must be confirmed in writing by the candidate
- (a)(b): 'appropriate Honours degree' – this means the degree from which the candidate was transferred to Ordinary originally
- (c): 'in accordance with Regulation 45' – makes clear that classification, including any borderline, is determined in the same way as other Honours degree candidates, but for the determination of the stages which are necessarily different; the published stage weightings for the degree must be applied
- (ii): 'next highest'– this should be interpreted in way which most favours the candidate where there is a choice as to which credits to include

RESULTS AND AWARDS

54 Notifications of Results and Transcripts

All candidates shall be given access to their own marks after the completion of each assessment process and - provided they are not in debt to the University for payment of tuition fees - to a full transcript of all credits awarded and marks obtained on completion of their period of registration at the University.

Explanatory note (added Oct 09)

- Previously reg. 7
- 'assessment process' – reference should be made to each school's/faculty's feedback on assessment policy (QH:F1); results that the end of a stage are notified only by Registry Services on a schedule approved by Senate
- 'tuition fees' – other fees, such as accommodation, are deemed irrelevant and therefore cannot bar the issuing of the transcript
- 'full transcript' – this now includes the European Diploma Supplement
- Note that modules attempted during a year subsequently repeated are not included on the transcript – reg. 25(b)
- Academic misconduct penalties are only included where the candidate's programme is terminated as a result of academic misconduct – see QH:F8 reg. 30