

Quality Assurance



UNIVERSITY OF LEEDS

External Examiner Handbook 2020-2021

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1 INTRODUCTION

1.1 Introduction to the Handbook

Thank you for agreeing to take on this important and valued role. Whether you are new to the role here or continuing, you play a vital role in the assurance of our academic standards.

This handbook has been produced to assist you in your role as external examiner. You will find within it information about our policies and procedures, the duties of External Examiners, and how we consider your reports.

I hope you will find this handbook a useful supplement to other documentation you will have received from your School. If you have any queries, please do not hesitate to contact the University. Contact details of my colleagues in the Quality Assurance Team are provided in this handbook.

Finally, thank you once again for your work at the University of Leeds. I hope that you find it a stimulating and rewarding experience.

With best wishes,

Peter Jimack

Interim Deputy Vice-Chancellor: Student Education

1.2 Submission of Annual Report

- 1.2.1 External Examiners are required to provide a report to the University within six weeks of the relevant Progression and Awards Board. Reports should be submitted in electronic format. A standard form is available for this purpose and can be downloaded from the [External Examiners website page](#).

1.3 Resources and Contacts

- 1.3.1 Please see below for links to relevant University of Leeds website pages for information relating to your duties.

[External Examiners](#)

[Ordinance IX First Degrees and Undergraduate Awards](#)

[Ordinance XI Taught Postgraduate Awards](#)

[Rules for Award](#)

[Code of Practice on Assessment](#)

- 1.3.2 Please see below for links to resources relevant to your role.

[The Quality Assurance Agency's Advice and Guidance on External Expertise](#)

- 1.3.3 Please see below for links to information relating to the University of Leeds.

[University of Leeds website](#)

[University of Leeds Equal Opportunities Form](#)

[University of Leeds Information Security Essential Training](#)

[University of Leeds Code of Practice on Data Protection](#)

[University of Leeds Equality Policy Unit](#)

[University of Leeds Inclusive Baseline Standards](#)

- 1.3.4 Please contact the Quality Assurance Team at gat@leeds.ac.uk if you have any queries about your appointment or the submission of your report. Please contact the relevant School directly should have a programme-specific query.

2 PROCEDURES RELATING TO THE APPOINTMENT OF EXTERNAL EXAMINERS

2.1 The Role of External Examiners

- 2.1.1 The views of External Examiners are an essential part of the University's quality assurance mechanisms. External Examiners:
- i. ensure the comparability of the University's standards with those in peer institutions and national benchmarks;
 - ii. provide assurance for the University that its assessment system is fair and operated equitably;
 - iii. provide assurance that the assessment process measures student achievement against the intended learning outcomes for the programme/module;
 - iv. provide advice on the content, balance and structure of programmes and modules of study and on assessment processes;
 - v. provide recommendations for enhancement and comment on good practice.
- 2.1.2 The University accordingly values greatly the time, effort and experience contributed by its External Examiners to the assurance of the standards and quality of its taught programme provision.

2.2 Requirements for and Appointment of External Examiners

- 2.2.1 At least one External Examiner must be appointed for each award/programme made by the University. In some disciplines it may be appropriate to combine a number of cognate programmes within the remit of one External Examiner. In other areas it may be necessary, because of the specialist nature of the modules offered, the breadth of the subject or the high number of students concerned, to appoint additional External Examiners for specific modules. An External Examiner should not normally expect to be asked to take sole responsibility for (a) programme(s) with a total of more than 150 full-time equivalent (FTE) students in a cohort.
- 2.2.2 External Examiners are responsible to the Senate of the University through the Taught Student Education Board and the Faculty Taught Student Education Committee appropriate to the subject.
- 2.2.3 Heads of Schools submit nominations for the appointment of External Examiners to the Pro Dean for Student Education of the relevant Faculty for approval on behalf of the University. The nomination should be submitted on the appropriate form and be accompanied by a detailed CV for the person nominated and proof of the nominee's eligibility to work required by UK Visas and Immigration (UKVI).¹ The External Examiner should also be asked to give consent to their details being held and used by the University in relation to their duties as an External Examiner.
- 2.2.4 External Examiners are appointed either on a self-employed basis (usually the case for postgraduate programmes) or on a worker basis (usually the case for undergraduate programmes).

2.3 Criteria for the Selection of External Examiners

- 2.3.1 It is expected that External Examiners will normally be of the rank of Professor,

¹ A list of the documents which provide acceptable proof can be found on the [HR website](#).

Associate Professor, Reader or Senior Lecturer. The possibility is not excluded of appointing individuals of lecturer grade in certain circumstances, for example where a particular specialism is required. Nominations for the appointment of External Examiners from outside the University sector may be accepted in appropriate cases, e.g. from industry, the medical services or other professions. In some cases these appointments will be made alongside appointments of External Examiners from within the University sector. The University does not normally appoint External Examiners from outside the United Kingdom and European Economic Area (EEA); advice should be sought from the Quality Assurance Team if a School wishes to nominate a candidate from outside the EEA.

- 2.3.2 Where a nominated External Examiner has no previous experience of the role, the School will be required to ensure that there is some overlap with an acting and experienced examiner in order to provide a mentor for the new appointee. Details of such arrangements should be supplied by the School when it nominates the new appointee. The mentor will be supplied with contact details for the mentee by the School as detailed in the appointment letter.
- 2.3.3 Nominations of members of staff from HE Institutions who retired more than one year previously will not normally be approved. Former members of the University's staff will not be appointed as External Examiners until any student whom they may have taught has completed the programme. This time span will vary in relation to programmes of study, but will normally be at least three years. The University considers it undesirable for an External Examiner to hold more than two appointments concurrently.
- 2.3.4 Heads of Schools are responsible for ensuring that there are no 'reciprocal' appointments of External Examiners working in cognate areas between staff of this University and another institution. They are also responsible for ensuring that there are no successive appointments of External Examiners from the same institution for their School's programmes.

2.4 Period of Service of External Examiners

- 2.4.1 External Examiners are normally appointed for four years. Appointments beyond four years are not normally permitted but in exceptional cases approval may be given to the extension of an appointment for a fifth year. The re-appointment of an External Examiner beyond the five-year period will not normally be considered until a further five years have elapsed.
- 2.4.2 External Examiners must remain in post for each complete academic cycle (including all resit periods and the Awards Boards for postgraduate programmes held in October/November) but may terminate on three months' notice.
- 2.4.3 The University reserves the right to terminate the appointment of an External Examiner prematurely in the following circumstances:
- i. non-attendance at Progression and Awards Boards without prior agreement;
 - ii. non-submission of reports within the specified timescales;
 - iii. non-fulfilment of other duties outlined in the procedures as listed below;
 - iv. where in the University's judgement a situation arises compromising either the University's reputation or the good standing of the External Examiner;

- v. where the University no longer requires the services of the External Examiner for academic reasons.

2.5 Information for External Examiners

- 2.5.1 At the start of each academic year, each External Examiner will be provided the External Examiner Handbook, which includes links to all relevant information (e.g. Ordinances and Regulations).
- 2.5.2 The relevant School provides External Examiners with detailed information on the programme(s) of study and modules for which they are responsible. The School also provides the External Examiner with a copy of its Code of Practice on Assessment, together with details of any additional rules governing the particular programme of study, as agreed by the Faculty Taught Student Education Committee.
- 2.5.3 The Head of School will make the report of (an) outgoing External Examiner(s) and the School's response(s) available to the incoming External Examiner(s).

2.6 Amendments to Appointments

- 2.6.1 Once an External Examiner is appointed, the School will need to make a formal request to the Quality Assurance Team if it wishes to amend, change or add to, the remit of an External Examiner.
- 2.6.2 Once an External Examiner is appointed, the School will need to make a formal request to the Quality Assurance Team if it wishes to extend the appointment period of an External Examiner.

3 PROCEDURES RELATING TO THE DUTIES OF EXTERNAL EXAMINERS

3.1 Participation of the External Examiner in Assessment Procedures

- 3.1.1 All External Examiners are full members of the relevant School Progression and Awards Board. External Examiners should receive from the relevant School at the beginning of their appointment current details (structure, curriculum, assessment arrangements, etc.) for all of the programmes and compulsory/optional modules for which they have oversight. The relevant Programme and Module Handbook(s) should be included in this information. Updated information should be provided on an annual basis.
- 3.1.2 External Examiners are provided a University of Leeds staff account by the School. All users, including External Examiners, of University of Leeds staff accounts are required to complete an online Information Security Awareness training on an annual basis. Completion of the training allows External Examiners to access University IT systems and Minerva (the Virtual Learning Environment) in order to view assessment related materials. Information on the training will be provided to External Examiners by the School. Further information is available on the [Information Security Essentials website page](#).
- 3.1.3 Draft assessment papers, model answers and assessment criteria should be available to the External Examiner(s) for scrutiny in good time before the assessment period. The provision provided to the External Examiner should be aligned to the University's process for the preparation of assessment that is scheduled centrally by the University's Assessment and Progress Team and the School's process for the preparation of other types of assessment. This should include provision for resit assessments. External Examiner(s) may request additional materials if required.
- 3.1.4 External Examiners should be informed of any immediate adjustments to assessment that may be necessary and, where feasible, consulted in advance.
- 3.1.5 (An) External Examiner(s) has/have the right to view all assessed work, including evidence of performance on placements which form an assessed part of the programme. In those cases where it is agreed that a sample of assessed work will be provided the principles for such a selection should be confirmed with the External Examiner(s) in advance. In general the selection should be made so as to ensure that the External Examiner(s) has/have sufficient evidence to determine that internal marking, moderation and classification are of an appropriate standard and are consistent. External Examiners should be provided a representative sample of work across the full range of marks.
- 3.1.6 Arrangements for the External Examiner's scrutiny of and involvement in assessments which are not paper-based, as may occur in open and distance learning programmes and in oral examinations, performance or presentation-based assessments, should be agreed in advance with the External Examiner.
- 3.1.7 If they request it, External Examiner(s) should be offered the opportunity to meet students on the programme, individually or collectively, to allow the students to comment in confidence on the quality of their learning experience.
- 3.1.8 The role of the External Examiner is not to contribute to the assessment of students, but to ensure the comparability of the University's standards with those in peer institutions and national benchmarks. If an External Examiner does not agree with any of the marks given to assessed work within a sample they may require further

action such as the:

- i. additional marking of all the student work within the group; or
- ii. additional marking of an element of assessed work of all the students within the group; or
- iii. moderation of the marks of all the students within the group.

3.1.9 The External Examiner has the right to be present at all Assessment Boards and Progression and Awards Boards at which significant decisions are to be taken in respect of the provision for which they are responsible: i.e., at those meetings where the External Examiner involvement is essential in the approval of awards, classifications and marks/grades contributing to awards or the ratification of module marks/grades for purposes such as progression. The External Examiner is required to be present at all Progression and Awards Boards in the subject(s) in which they have been involved. If an External Examiner exceptionally cannot attend a meeting where their presence is required, they must be available for consultation by telephone or a suitably agreed alternative.

3.1.10 The Progression and Awards Board is the Board at which the results of assessments are considered and any awards and classifications determined on the University's behalf prior to publication. All awards and classifications require the explicit approval of the External Examiner(s). Marks requiring explicit ratification by the External Examiner(s) include:

- i. all module marks contributing to final degree award and classification (i.e., usually all those from Year 2 and Year 3 together with the marks for any Level 1 modules which contribute through inclusion as Skills electives);
- ii. all module marks contributing to Certificate or Diploma awards or which potentially will contribute towards CertHE/DipHE awards to degree students following programmes with provisions for such awards for 'early exiters' (i.e., usually all marks from Year 1);
- iii. all module marks contributing towards postgraduate awards, including any undergraduate module marks;
- iv. all module marks arising from resit assessment.

3.1.11 The Programmes and Assessment (Assessment and Progress) Team will only process marks and awards where the School has verified that all relevant approvals and signatures have been obtained. When the relevant confirmation cover sheets are received, the Programmes and Assessment (Assessment and Progress) Team will process the awards accordingly.

3.1.12 If, during their review of the work of students, External Examiner(s) encounter any instance in which they suspect plagiarism or other forms of academic malpractice (such as cheating or the fabrication of results) they should immediately report their concerns and views to the relevant School or its Assessment Boards.

3.2 Participation of the External Examiner in General Discussion of Programmes and Procedures

3.2.1 It is expected that time will be made for External Examiners to discuss programme structure and content, assessment and examination content, and relevant

procedures with appropriate School staff on a regular basis during their appointment period. Where these discussions form part of Assessment Boards or Progression and Awards Boards, they should be formally recorded.

3.3 Contact by Third Parties

- 3.3.1 External Examiners are not permitted to respond to contacts made by third parties including students or their representatives, external bodies and organisations. If any such contacts are attempted the External Examiner should report the details immediately to the Head of the Quality Assurance.

3.4 Annual Reports

- 3.4.1 During their appointment period External Examiners are required to submit a written report annually. External Examiners are encouraged to liaise with appropriate School staff should they have any comments that may require immediate consideration and may raise any issues of concern in advance of the submission of the report by contacting the Quality Assurance Team at gat@leeds.ac.uk.
- 3.4.2 All External Examiners are expected to submit an annual report within six weeks of the relevant Progression and Awards Board at which they have approved awards and ratified results. A standard form is provided for this purpose and is available on the External Examiners website page. If a report is not submitted within this time period, External Examiners will be reminded by the University and/or the relevant School to submit a report. Subsequent failure to submit a report will lead to the University considering terminating an External Examiner appointment prematurely.
- 3.4.3 Reports should be submitted directly by email to the Quality Assurance Team at gat@leeds.ac.uk. Upon receipt, reports will be copied to the relevant Head of School, and also copied to the Pro Dean of Student Education of the relevant Faculty. Contact details included in reports will be redacted prior to further distribution.
- 3.4.4 Heads of Schools will ensure that reports are discussed by the appropriate school committees and that External Examiners are informed in writing of the School's response to their comments. The Taught Student Education Board will annually monitor that Schools have dealt appropriately with the issues identified in the reports and will consider any generic issues arising.
- 3.4.5 In addition, any External Examiner may write privately to the Vice Chancellor should they wish to make a comment which would not be appropriate for publication in the papers of a Taught Student Education Committee.
- 3.4.6 External Examiners are asked to note that their reports will be available to students. Reports may also be available to external reviewing/accreditation agencies such as the Quality Assurance Agency (QAA) and, where appropriate, to the relevant Professional or Statutory Body.
- 3.4.7 External Examiners are asked to note that any comments relating to a named or identifiable student will become available to that student should they submit a data subject access request under the Data Protection Act 2018. External Examiner comments on, for example, scripts, assessed work, separate assessment report/comment sheets or in the minutes of meetings should be able to be produced for a data subject in a meaningful form and should be both intelligible and appropriate. External Examiner comments on an individual candidate (i.e. a data subject) included in a report would also need to be produced as part of a data subject

access request. External Examiners are accordingly asked not to identify individual students in their reports. Further information is available on the [Data Protection website page](#).

3.5 Fees and Expenses

- 3.5.1 Fees are paid to External Examiners by the School concerned following receipt of the annual report. A schedule of payments is produced annually by the Quality Assurance Team and is available on the External Examiners website page (see also annexes).
- 3.5.2 For 2020/21, External Examiners for taught postgraduate programmes with dual start delivery will receive two basic fees. Please note that a report for each intake will not be required.
- 3.5.3 For payment processing purposes, External Examiners will be issued with a standard University of Leeds form for completion, usually form SE1 or SS4.
- 3.5.4 Valid expenses will be reimbursed by the School concerned which will provide the necessary claim forms. The levels of reimbursement are the same as for University staff and are outlined on the reverse of the form available from the School. Valid expenses include the costs of travel to and from the University, overnight accommodation, postage and general subsistence.

3.6 Irreconcilable Differences between the External Examiner and the Internal Examiners

- 3.6.1 If the External Examiner feels unable to ratify the results and/or awards the External Examiner and/or Chair of the relevant Progression and Awards Board should immediately report the circumstances to the Head of Quality Assurance. The issues raised will then be considered by the relevant Pro Dean for Student Education who will take into account the views of at least two other Pro Deans for Student Education in proposing the action needed to reconcile the difference of view. Should this proposed action prove unacceptable to the External Examiner and to the Head of School concerned the issue will be referred to the Deputy Vice Chancellor for Student Education who will consult with the Senior Officers of the University in proposing reconciliatory action.
- 3.6.2 In the extreme circumstances that the matter still cannot be reconciled, the University will consider external arbitration through the appointment of an appropriate expert in the discipline considered acceptable as an arbitrator to both the External Examiner and Head of School. The decision of such an external arbitrator will be final.

4 ANNEXES

- 4.1 External Examiner Schedule of Payments**
- 4.2 Ordinance IX First Degrees and Undergraduate Awards**
- 4.3 Ordinance XI Taught Postgraduate Awards**
- 4.4 Rules for Award 2020/21**

UNIVERSITY OF LEEDS

Schedule of Payments for External Examiners: 2020-21 Session

Programmes

The formula for the payment of external examiners consists of two parts: a basic fee and a *per capita* element. The basic fee covers the irreducible load of an external examiner in relation to the setting of assessment papers and attendance in the University for the last stages of the assessment process, and a capitation fee relating to the number of candidates presenting for modules in the subject for which the examiner is responsible.

The *per capita* element is calculated on the basis of a fee per candidate per 10-credit module (undergraduate) or 15 credit module (postgraduate).

There is a separate set of basic fees for examiners who may be asked to take responsibility for groups of modules separately from any overall responsibility they may have with a particular programme of study (the normal basic fee is assumed to apply to full qualifications, normally a minimum of 120 credits in duration).

In many cases, external examiners in a school act both for undergraduate programmes and for postgraduate programmes. The undergraduate examinership and the postgraduate examinership will be treated separately and a basic fee will be payable for each. **A maximum payment of £1500 for all examinerships held in the University in any one year will apply.**

a. For first degrees

A basic fee of £180 will be payable.

In addition, a fee of 70p per candidate per 10-credit module is payable for all modules taken by candidates in the second, third and fourth years of degree programmes (i.e. those contributing to the degree result). 70p per candidate per 10-credit module is also payable for modules taken by candidates in Year 1 of Cert HE programmes.

An additional fee of £4.00 per final-year candidate will be payable to the external examiners for subjects which include an oral or performance element.

b. Taught Postgraduate Programmes (including MRes programmes)

A basic fee of £180 will be payable.

In addition a capitation fee of £1.70 per candidate per 15-credit module will be payable.

c. Examiners of Groups of Modules

External Examiners who are asked to assume responsibility for groups of modules but who are not associated with an overall degree awarding process will be paid a basic fee as follows:

Number of Credits	Fee
Up to 60 Credits	£110
65 to 90 Credits	£145
95 to 120 Credits and Upwards	£180

In addition, the capitation fee of either 70p per candidate per 10-credit module will be payable to undergraduate students or £1.70 per candidate per 15-credit module for postgraduate students.

d. Work-based Learning

The External Examiner for the Work-based Learning programme will be paid a basic fee of £180 with a capitation fee of £18 for each candidate presenting for an undergraduate award and £22 for each candidate presenting for a taught postgraduate award.

e. Mentors

External Examiners who are asked to mentor new appointees will receive a standard fee of £100 per annum.

f. Degrees of MChD/BChD, BSc MChD/BChD, BSc

An external examiner will be paid a basic fee of £180 together with a capitation fee for the programme element for which he/she is appointed.

Year	Basic Fee Per Examiner	Candidate Fee Per Student
Year 1	£180	£3.20
Year 2	£180	£4.20
Year 3	£180	£4.20
Year 4	£180	£5.50
Year 5 Dental Surgery	£180	£8.60



ORDINANCE IX

FIRST DEGREES AND UNDERGRADUATE AWARDS

Within the following Ordinance and its associated Regulations the following phrases have the significance stated:

- 'relevant committee' means the committee empowered for the purpose concerned by the Senate;
- 'designated authority' means the member of staff authorised to act in accordance with the relevant Ordinances, Regulations, Rules, Procedures and Codes of Practice of the University for the purpose concerned by the Senate or the relevant committee;
- 'designated Board of Examiners' means the University/ Faculty/ School/ College Board or Committee of Examiners with designated authority from the Senate to consider the examination results and/or degree classifications concerned;
- 'first degree(s)' means any or all of the integrated degrees of Master and Bachelor or the degrees of Bachelor as instituted under Article 1.

1. The first degrees and undergraduate awards shall be:

First Degrees

*The Integrated Degrees of Master and Bachelor**

Master of Engineering and Bachelor of Engineering (MEng, BEng)
Master of Engineering and Bachelor of Science (MEng, BSc)
Master of Mathematics and Bachelor of Science (MMath, BSc)
Master of Physics and Bachelor of Science (MPhys, BSc)
Master of Chemistry and Bachelor of Science (MChem, BSc)
Master of Geology and Bachelor of Science (MGeol, BSc)
Master of Geophysics and Bachelor of Science (MGeophys, BSc)
Master of Geography and Bachelor of Science (MGeog, BSc)
Master of Natural Sciences and Bachelor of Science (MNatSc, BSc)
Master of Environment and Bachelor of Arts (MEnv, BA)
Master of Environment and Bachelor of Science (MEnv, BSc)
Master of Geosciences and Bachelor of Science (MGeosci, BSc)
Master of Design and Bachelor of Design (MDes, BDes)
Master of Biology and Bachelor of Science (MBiol, BSc)
Master and Bachelor of Dental Surgery and Bachelor of Science (MChD/BChD, BSc)
Master of Psychology and Bachelor of Science in Advanced Psychology (MPsyc, BSc)
Master of Design and Bachelor of Science (MDes, BSc)
Master of Arts and Bachelor of Arts (MArts, BA)
Master of Science and Bachelor of Science (MSci, BSc)

The Degrees of Bachelor

Bachelor of Arts (BA)
Bachelor of Laws (LLB)
Bachelor of Science (BSc)
Bachelor of Medicine and Bachelor of Surgery (MB, ChB)
Bachelor of Engineering (BEng)
Bachelor of Health Science (BHSc)
Bachelor of Music (BMus)
Bachelor of Performing Arts (BPA)
Bachelor of Design (BDes)

* Ordinance IX and the Rules for Award for session 2019-20 apply to students commencing their studies in September 2019.

Undergraduate Awards

Graduate Diploma (GradDip)

Graduate Certificate (GradCert) (including Professional Graduate Certificate (PGC)*)

Advanced Diploma (AdvDip)

Foundation Degree (FD)

Diploma of Higher Education (DipHE)

Certificate of Higher Education (CertHE)

Diploma

Certificate

General

2. A first degree or undergraduate award shall be conferred on payment of the proper fee, upon candidates who have fulfilled the requirements of the Ordinance and the relevant regulations as to study and assessments.
3. Before commencing their studies all candidates for a first degree or undergraduate award of the University shall be required to satisfy the requirements for entry upon a first degree or undergraduate award programme. Such requirements, which will include acceptable levels of literacy and numeracy, will be prescribed from time to time for the programme concerned by the relevant committee in accordance with the provisions of the Regulations governing First Degrees and Undergraduate Awards.
4. Under the provisions of Ordinance V candidates for first degrees and undergraduate awards who have successfully attended certain courses of study either at the University of Leeds or at an approved educational establishment shall:
 - a. where provided for in the prescribed programme specification approved by the relevant committee, be eligible for exemption from year 1 requirements of the programme of study leading to a first degree;
 - b. exceptionally, be eligible for special consideration under the University's policies and procedures for credit accumulation and transfer (CATS)/accreditation of Prior Experiential Learning (APEL) for the granting of exemption from any module/course and its assessments other than the modules/courses designated as comprising the final programme year for the candidate concerned providing always that no such exemptions will apply to the statutory qualifying assessments for registerable awards or to the penultimate programme year for the integrated degrees of Master and Bachelor.
5. A candidate may transfer from any programme of study leading to a first degree or undergraduate award to any other undergraduate programme, including transfers between full-time and part-time modes of study, in conformity with the prescribed programme specification approved by the relevant committee for the programme or programme mode into which the candidate has applied to transfer.
6. A candidate may proceed to a first degree or undergraduate award by following a prescribed programme of study and by passing the prescribed assessments. Unless otherwise specified in the prescribed programme specification concerned, the full-time and, where applicable, part-time minimum duration of study excluding any time spent on foundation modules or courses will be:

	<i>Minimum Period of Full-Time Study in academic sessions unless otherwise prescribed</i>	<i>Minimum Period of Part-time Study in academic sessions unless otherwise prescribed</i>
<i>Undergraduate Programme year</i>	1	2
Integrated Degrees of Master and Bachelor		
4-year programmes	4	8
5-year programmes	5	10
Degree of Bachelor - 3-year programmes	3	6
4-year programmes	4	8
5-year programmes	5	10
Graduate Diploma	1	2
Graduate Certificate (including Professional Graduate Certificate (PGCE) (non-direct entry))	1	2

* available only for the non-direct entry programmes leading to the Professional Graduate Certificate in Education (PGCE)

Advanced Diploma	3	6
Foundation Degree	2	4
Diploma of Higher Education	2	4
Certificate of Higher Education	1	2
Diploma	1	2
Certificate	1 semester	1

Where candidates have been permitted to transfer between the full-time and part-time modes of study, or have been admitted under the provisions of Article 4 above, or have been granted permission by the relevant committee to intercalate periods of leave of absence on academic or health grounds, the minimum periods of study for their programme will be determined in proportion to the minimum period of study applicable to the relevant mode of each Programme Year they are required to complete.

7. Except with the special permission of the Senate every candidate for a first degree or undergraduate award shall be required to have completed all study and assessment requirements, including any re-assessments, by not later than 24 months after the expiry of the minimum period of study prescribed for their programme.
8. The assessments and their timing shall be defined by the Regulations for First Degrees and Undergraduate Awards and the prescribed programme specification.
9. A candidate who has been awarded a first degree or undergraduate award on completion of one programme of study may not present a second time for the assessment for the same degree or award on either the same programme of study or on another programme of study where a half or more of the compulsory components of the second programme formed part of the programme already successfully completed other than in the following cases:
 - a. A candidate who was registered for the Ordinary degree and has been awarded that degree may, with the approval of the relevant committee, proceed with an approved programme of study for the degree of Bachelor with Honours and, if successful be eligible for the award of that degree;
 - b. A candidate who was registered for the Foundation degree and has been awarded that degree may, with the approval of the relevant committee, proceed with an approved programme of study for the degree of Bachelor with Honours and, if successful be eligible for the award of that degree;
 - c. A candidate who was registered for the degree of MBChB or the integrated degrees of MChD/BChD, BSc and who has been granted permission to undertake approved study for the intercalated degree of Bachelor or Master may return to study for the degree of MBChB or the integrated degrees of MChD/BChD, BSc as appropriate.
10. Subject to the provisions of the relevant regulations and prescribed programme specifications candidates who have not attained sufficient of the requirements to merit the award of the:
 - a. integrated degrees of Master and Bachelor may become or be deemed candidates for and, if they have fulfilled the requirements of a programme for, be awarded the Degree of Bachelor with or without Honours;
 - b. degree of Bachelor with Honours may become or be deemed candidates for and, if they have fulfilled the requirements of a programme for, be awarded the Ordinary Degree of Bachelor;
 - c. degree of Bachelor with Honours or the Ordinary Degree of Bachelor may become or be deemed candidates for and, if they have fulfilled the requirements of a programme for, be awarded the Diploma of Higher Education;
 - d. the Diploma of Higher Education may become or be deemed candidates for and, if they have fulfilled the requirements of a programme for, be awarded the Certificate of Higher Education;
 - e. Postgraduate Certificate (in Education) under the provisions of Ordinance XI (Taught Postgraduate Awards), may become or be deemed candidates for and, if they have fulfilled the requirements of a programme for, be awarded the Professional Graduate Certificate in education (PGCE).
11. Nothing in the provisions of Ordinance XVI (*Aegrotat and posthumous awards*) shall apply to the award of the integrated degrees of Master and Bachelor of Dental Surgery and Bachelor of Science, of Bachelor of Medicine and Bachelor of Surgery or any degree of Bachelor of Health Science which is recognized by the relevant Statutory Body for inclusion in the relevant professional register.

The Integrated Degrees of Master and Bachelor

12. Candidates who have passed the assessments prescribed for a programme of study leading to the integrated degrees of Master and Bachelor (other than MChD/BChD, BSc) may, in conformity with the Rules for Award approved by the Taught Student Education Board and the arrangements approved for the programme concerned by the relevant committee, be awarded:
- i. the integrated degrees of Master and Bachelor with Honours Class I, *or*
 - ii. the integrated degrees of Master and Bachelor with Honours Class II, Division i *or*
 - iii. the integrated degrees of Master and Bachelor with Honours Class II, Division ii *or*
 - iv. the integrated degrees of Master and Bachelor with Honours Class III.
13. A) Candidates who have passed the assessments prescribed for a programme of study leading to the integrated degrees of Master and Bachelor of Dental Surgery and Bachelor of Science may, in conformity with the Rules for Award approved by the Taught Student Education Board and the arrangements approved for the programme concerned by the relevant committee, be awarded:
- i. the integrated degrees of Master and Bachelor with Distinction, *or*
 - ii. the integrated degrees of Master and Bachelor with Merit, *or*
 - iii. the integrated degrees of Master and Bachelor.
- B) Except with the special permission of the Senate, a candidate for the degrees of MChD/BChD, BSc whose progress has at any time been deemed by the relevant committee to be unsatisfactory, shall not be eligible for the award of the degrees with Merit or Distinction.

The Degree of Bachelor

14. A) Candidates who have passed the assessments prescribed for a programme of study leading to the degree of Bachelor may, in conformity with the Rules for Award approved by the Taught Student Education Board and the arrangements approved for the programme concerned by the relevant committee, be awarded:
- either*
- a. i. the degree of Bachelor with Honours Class I, *or*
 - ii. the degree of Bachelor with Honours Class II, Division i, *or*
 - iii. the degree of Bachelor with Honours Class II, Division ii, *or*
 - iv. the degree of Bachelor with Honours Class III.
- or*
- b. i. the degree of Bachelor with Honours, *or*
 - ii. the degree of Bachelor.
- or*
- c. the Ordinary degree of Bachelor.
- C) Distinctions may be awarded in individual subjects in the examinations for the degrees of BA or MBChB in conformity with the arrangements as laid down for the programme by the relevant committee.
- D) Except with the special permission of the Senate, a candidate for the degrees of MBChB who has not passed any assessment at his/her first attempt, or whose progress has at any time been deemed by the relevant committee to be unsatisfactory, shall not be eligible for the award of the degrees with Honours.
15. The Ordinary Degree of Bachelor may be awarded *with Merit* in conformity with the Rules for Award approved by the Taught Student Education Board and the arrangements laid down for the programme by the relevant committee.

Undergraduate Awards

16. Candidates who have passed the assessments prescribed for a programme of study leading to an undergraduate award may, in conformity with the Rules for Award approved by the Taught Student Education Board and the arrangements approved for the programme concerned by the relevant committee, be awarded:
- a. the Graduate Diploma, the Graduate Certificate (including Professional Graduate Certificate (PGCE)), the Advanced Diploma, the Foundation Degree, the Diploma of Higher Education, the Certificate of Higher Education, the Diploma or the Certificate *with Distinction*, *or*
 - b. the Graduate Diploma, the Graduate Certificate (including Professional Graduate Certificate (PGCE)), the Advanced Diploma, the Foundation Degree, the Diploma of Higher Education, the Certificate of Higher Education, the Diploma or the Certificate *with Merit*, *or*
 - c. the Graduate Diploma, the Graduate Certificate (including Professional Graduate Certificate (PGCE)), the Advanced Diploma, the Foundation Degree, the Diploma of Higher Education, the Certificate of Higher Education, the Diploma or the Certificate.

REGULATIONS FOR FIRST DEGREES AND UNDERGRADUATE AWARDS

General

1. *Admission Requirements*

In order to qualify for admission to a programme of study applicants must demonstrate that they have qualifications and/or experience which suggests that they have the ability to benefit from and succeed on the programme. This will typically be demonstrated through:

a. meeting the entry requirement for admission to a first degree or undergraduate award programme as stated in the relevant admissions policy.

or

ii. the equivalent of i. in other qualifications recognised by the University;

or

iii. the equivalent of i. through the assessment of their prior certificated or experiential learning through the University's procedures for the recognition of such learning;

b. attainment of the standard prescribed for transfer to a first degree or undergraduate award in a prescribed foundation programme and/or modules provided by the University's Schools and Faculties;

c. in addition to meeting the above requirements, all applicants will be required to meet any requirements for admission to an individual course of study stipulated in the prescribed programme specification and by any relevant professional statutory or accreditation body.

2. Candidates for the integrated degrees of Master and Bachelor of Dental Surgery and Bachelor of Science, the degree of MBChB, or for any degree of undergraduate award which is recognized by the relevant Statutory Body for inclusion in the relevant professional register are required to satisfy the relevant committee that in respect of health and conduct they are fit to be registered as medical, dental or healthcare practitioners on graduation. Any such candidates for whom fitness to practise is called into question on non-academic grounds will be considered under the provisions of the University's Code of Practice on Student Health and Conduct.

3. *Programmes of Study*

The University's programmes of study are taught and assessed in the English Language except where the subject of the programme of study obviously necessitates all or part of the teaching and assessment being in another language. Programmes will comprise:

a. the study of 120 credits during each Programme Year (Article 6 of Ordinance IX refers) as laid down in the individual programme specification published in the University's programme catalogue. Part-time programmes will require the study in each session of the number of credits specified in the prescribed programme specification. With the approval of the relevant committee this normal number of credits may be exceeded *either* in respect of an individual prescribed programme specification to the extent prescribed by the regulations specifically applicable to the first degree or undergraduate award concerned *or* to enable an individual candidate to undertake at his/her own request additional modules or preparation for the re-assessment of failed credits provided that normally no full-time candidate will be permitted to study in excess of 80 credits, and no part-time candidate in excess of 40 credits, per semester.

b. the study of modules designated as core/compulsory, optional or discovery.. Programmes of study which are not subject to limitation because of professional/statutory accreditation and/or which do not, because of their inter-disciplinary nature, already include at least 20 core/compulsory credits at level 1 from modules parented by School(s) other than the programme's parent School should normally include a requirement for the study of at least 20 credits of discovery modules in their first programme year. Programmes may include provision for the study of up to 20 credits of discovery modules in each of the second and subsequent programme years. Subject to the provisions of the programme of study a candidate in the third or subsequent programme year may be permitted to register for a maximum of 20 credits of level 1 discovery modules only if these modules have been approved for this purpose as Skills Discovery Modules by the Taught Student Education Board. Skills Discovery Modules taken in the third or subsequent year count towards classification as if they were taken in the penultimate programme study year.

4. *Registration*

Every candidate for a first degree or undergraduate award of the University must register as a student of the University and pay the prescribed fees. Registration will be for a prescribed programme of study and be subject to the approval of the designated authority concerned. Where the overall learning outcomes of a prescribed programme remain unaffected individual candidates may be permitted by the designated authority to substitute other modules of equal credit and level

value for a minority of the modules specified for the programme concerned. In exceptional circumstances and only with the prior approval of the Committee on Applications a candidate registered for a prescribed programme may be permitted to register for a second prescribed programme* where there is appropriate evidence that the two programmes can be undertaken concurrently and there is no overlap between the content of the two programmes.

5. *Attendance*

Students are required to be in residence throughout each designated period of study and assessment may not absent themselves without permission from the designated authority except at weekends. Certain programmes of study may require students to be in attendance outside term time and at weekends. During the prescribed periods of study students shall attend regularly, punctually and in an orderly manner the course of lectures, laboratory work, tutorial periods, classes and assessment prescribed in their programmes of study, together with such other lectures, classes or assessments as may be directed. Persistent neglect of work, repeated failure in assessments or unreasonable delay in presentation for an assessment may result in a student being required to withdraw from the University. A student who becomes absent through illness or other sufficient cause shall send a written explanation promptly to the designated authority. In cases where absence through illness extends for more than one week, or results in absence from University assessments, the student shall promptly send to the designated authority a medical certificate stating the nature, severity and duration of the illness in relation to the absence.

6. *Assessments*

Candidates for first degrees or undergraduate awards must present themselves for any Faculty/ College assessments associated with any module/course for which they are registered.

7. The results of assessments shall be considered by the designated Board of Examiners to which authority to determine and publish the results of assessments has been delegated by the Senate. Pass lists for the award of first degrees and undergraduate awards shall be published by programme of study.
8. Candidates must present themselves for the University assessments arranged in connection with any modules/courses prescribed in their programme of study. However, candidates will not be permitted to present themselves for such assessments unless they have satisfactorily attended the prescribed module/course and performed any required class, practical and/or clinical work to the satisfaction of the Head of Faculty providing the module/course. Candidates must present themselves for such oral examinations as may be required by the examiners in accordance with the requirements laid down in relation to the programme of study.
9. The last date for registration for University assessments will be published in the Almanac in the preceding session. The timing of assessments and re-assessments in the Schools of Medicine, of Dentistry and of Healthcare Studies will be in accordance with the arrangements approved for the programme of study concerned. (See also the General Regulations for Examinations.)
10. Subject to the provisions of the relevant programme of study a first attempt at University assessments as prescribed for individual modules/courses will ordinarily be held at the end of either Semester 1 or Semester 2 upon completion of the module/course.
11. Candidates who do not pass an assessment at a first attempt for a first degree or undergraduate award may, subject to Regulation 14.a, present for a re-assessment opportunity normally held in August immediately following the first attempt.
12. a. Except with the special permission of the Senate, candidates will normally only be admitted to re-assessments in August or at the end of either Semester 1 or Semester 2 or in August or September where:
 - i. they have presented for and failed the corresponding preceding assessment,
 - ii. a reasonable attempt has been made at the preceding assessment;
 - iii. entry to the re-assessment concerned has been recommended by the designated Board of Examiners.
- b. A candidate's failure in any assessments to the extent that the parent Faculty/School is no longer prepared to take responsibility for that candidate will, where the regulations may permit further re-assessment on the recommendation of the designated Board of Examiners, lead to him/her being considered by the relevant committee under the Referred Students Procedure for final determination in accordance with the terms of reference of that committee.

* the fees for any such additional programme will normally be at the rate which is not subsidised by the UK Government.

15. Students on full-time programmes who do not or will not pass sufficient credits in order to proceed to the next programme year or to final award or who elect to take temporary leave of absence from their studies may be permitted by the relevant authority to continue as registered students of the University as part-time or external students with normally no extension of the time limit prescribed under Article 7 of Ordinance IX.
16. A candidate who fails at the final opportunity an assessment which is required to be passed before progression to the next Programme Year or to award will be required to withdraw from the programme of study concerned.
17. In any re-assessment the mark achieved may not exceed the minimum pass grade designated on the University scale of marks.
18. The assessment performance of candidates at any stage in their programme of study may be taken into account in assessing their final award in accordance with the Rules for Award approved by the Taught Student Education Board and the provisions for that programme approved by the relevant committee.
19. Where permissible in the programme of study and subject to the provisions of Regulation 5(a), a candidate who has failed the first assessment but who has not attempted a re-assessment for an optional or discovery module may seek the permission of the parent School to study and present for assessment in another such module (as if it were a re-assessment). The assessment opportunity in such a substituted module will normally be at the end of either semester 1 or semester 2 when the assessment is next offered. Only with the prior approval of the University Special Cases Committee will the mark that an individual student can achieve in such a substituted module exceed the minimum pass mark designated on the University scale of marks..

The Integrated Degrees of Master and Bachelor

20. Programmes of study leading to the integrated degrees of Master and Bachelor shall normally carry credits of 480 and 600 for four- and five-year programmes respectively except that, with approval of the relevant committee, this credit rating may be exceeded by no more than 40 and 60 respectively. Programmes of study will normally comprise a minimum of 120 credits in each Programme Year and include a minimum of 120 credits at level M. Unless otherwise prescribed in the programme specification candidates will be required to pass a minimum of 100 credits at each of levels 1, 2, 3 and M. With the approval of the designated authority, candidates on four-year programmes may be permitted to register for 110 credits in either of year 3 or year 4 provided they register for 130 credits in the other year. Individual candidates may be permitted in appropriate circumstances by the relevant committee to substitute credits taken at a higher level for the number of credits required at a lower level provided that these substituting credits are not also used to fulfil any credit requirements at the higher level.
21. In years 1 and 2, candidates will normally hold joint registration for the integrated degrees and the corresponding degree of Bachelor. Candidates thus registered will proceed under the provisions of the Ordinance and Regulations for the degree of Bachelor in Years 1 and 2. Upon completion of year 2 assessments, candidates who have achieved the standard stipulated in the prescribed programme specification, may proceed to year 3 either as candidates registered for the integrated degrees of Master and Bachelor or for the degree of Bachelor in accordance with the relevant regulations and any supplementary arrangements approved by the relevant committee.
22. Upon completion of year 2, in order to proceed to year 3 of the integrated degrees of Master and Bachelor, candidates must have achieved a minimum number of 200 credits, or a higher number if specified in the prescribed programme specification, and have passed the modules, including any designated in the programme specification as necessary for progression, to the standard prescribed. Additionally, in order to proceed to the integrated degrees of Master and Bachelor, candidates shall be supported by the Head of Faculty concerned after completion of such additional tests as the Head of the Faculty may specify.
23. Upon completion of year 3, in order to proceed to year 4, candidates must normally have achieved a minimum number of 300 credits, or a higher number if specified in the prescribed programme specification, and have passed the modules, including any designated in the programme specification as necessary for progression, to the standard prescribed.
24. Upon completion of year 4 of a five-year programme, in order to proceed to year 5, candidates must normally have achieved a minimum number of 400 credits, or a higher number if specified in the prescribed programme specification, and have passed the modules, including any designated in the programme specification as necessary for progression, to the standard prescribed.

25. Upon completion of a four-year programme of study and in accordance with the individual programme regulations, the integrated degrees of Master and Bachelor may be awarded with classified Honours in accordance with the Rules for Award approved by the Taught Student Education Board to candidates who have achieved a minimum of 400 credits including at least 100 credits at level M, passed at the standard specified in the prescribed programme specification, including the credits obtained by passing the assessment requirements for certain specified modules in accordance with the individual prescribed programme specification which may, in addition, require the successful completion of further modules, thus raising the maximum credit requirement for the award. Candidates will be required to pass the module/s comprising the Final Year Project of the programme of study on which the candidate is registered. In addition, in making the award of the integrated degrees of Master and Bachelor, the examiners may take into account such other factors as they may determine appropriate in the overall performance of the candidate.
26. Upon completion of a prescribed programme of study for the MChD/BChD, BSc and in accordance with the individual programme regulations, the integrated degrees of Master and Bachelor may be awarded, or awarded with merit or distinction, in accordance with the Rules for Award approved by the Taught Student Education Board to candidates who have passed all modules at the standard specified in the prescribed programme specification.
27. Candidates who have satisfactorily completed the first two or three years of a prescribed programme of study for the integrated degrees of MChD/BChD, BSc may be permitted to intercalate a period, normally of one year's full-time duration, into their studies to follow a prescribed programme of study for the intercalated degree of Master or the third and final year of a prescribed programme of study for the intercalated degree of Bachelor in accordance with the arrangements approved by the relevant committee. Candidates completing such intercalated programmes of study become eligible for the award of the degree of Master (or Master with Merit or with Distinction) or the classified or unclassified Honours degree of Bachelor when they have satisfied any supplementary regulations governing the programme and have normally (a) been awarded credits *and* (b) achieved a Classification Average, determined in accordance with the Rules for Award approved by the Taught Student Education Board, equal to or greater than the minimum prescribed for the award.
28. Where it is permitted by the individual programme regulations, candidates who have achieved fewer credits than those required for the award of the integrated degrees of Master and Bachelor shall be eligible for the degree of Bachelor with or without Honours or as an Ordinary degree when they have satisfied any regulations governing the award of the degree of Bachelor concerned and met the requirements of the relevant prescribed programme.

The Degree of Bachelor

29. Programmes of study leading to the degree of Bachelor shall normally carry credits of 360, 480 and 600 for three-, four- and five- year programmes respectively except that, with approval of the relevant committee, the credit ratings for such programmes may be exceeded by no more than 30, 40 and 50 respectively. For three-year programmes leading to the degree of Bachelor with Honours candidates will be required to pass a minimum of 100 credits at each of levels 1, 2 and 3 except where the explicit approval of the Taught Student Education Board has been granted under the provisions of Regulation 31a for the credit achievement requirements for the programme concerned to be met through passing at least 280 credits including at least 80 at level 3. Individual candidates may be permitted by the relevant committee to substitute credits taken at a higher level for the number of credits required at a lower level provided that these substituting credits are not also used to fulfil any credit requirements at the higher level.
30. Candidates will not be permitted to proceed to a higher level module/course until they have satisfied the examiners or gained exemption from any designated module/course which is a pre-requisite for that higher level module/course as prescribed in the programme specification. Additionally, unless otherwise stated in the prescribed programme specification approved by the relevant committee, candidates may not proceed to the next year of the programme:
 - a. for Bachelor with classified Honours until they have been awarded at least 100 credits in the previous year and have satisfied any supplementary regulations governing the programme of study for the degree of Bachelor with Honours; *or either*
 - b. for MBChB only, until they have satisfied the examiners in the assessments in the previous year and have satisfied any supplementary regulations governing the programme of study for the degree of Bachelor with or without unclassified Honours; *or*
 - c. for the Ordinary degree of Bachelor, other than the degree of MBChB, until they have been awarded at least 80 credits in the previous year and have satisfied any supplementary regulations governing the programme of study for the Ordinary degree of Bachelor.

31. In accordance with the individual programme regulations approved by the relevant committee, candidates completing their programmes of study become eligible for the award of:

a. *the Honours degree of Bachelor (classified)*

when they have satisfied any supplementary regulations governing the programme and (a) normally have been awarded at least 300 credits of which at least 100 must be passed at level 3; (b) achieved a Classification Average, determined across all the modules taken in the final years of the programme in accordance with the Rules for Award approved by the Taught Student Education Board, equal to or greater than the minimum prescribed for the award of a Class III Honours degree; and (c) have passed the module/s comprising the Final Year Project of the programme of study on which the candidate is registered.

Alternatively, with the explicit approval of the Taught Student Education Board, candidates may be eligible for the Honours degree of Bachelor when they have satisfied any supplementary requirements/regulations governing their prescribed programme and (a) been awarded a minimum of 280 credits including at least 180 at levels 2 and 3 combined with at least 80 at level 3; (b) achieved a Classification Average, determined across all the modules taken in the final years of the programme in accordance with the Rules for Award approved by the Taught Student Education Board, equal to or greater than the minimum prescribed for the award of a Class III Honours degree, and (c) have passed the module/s comprising the Final Year Project of the programme of study on which the candidate is registered; or

b. *the degree of Bachelor (with or without unclassified Honours)*

the degree of MBChB (with or without unclassified Honours) when they have satisfied the examiners in the final statutory qualifying assessment in accordance with the prescribed programme specification and they have satisfied any supplementary regulations governing the programme of study for the degree of MBChB with or without unclassified Honours, or

c. *the Ordinary degree of Bachelor (other than the degree of MBChB)*

when they have satisfied any supplementary regulations governing the programme and have (a) been awarded at least 240 credits of which at least 60 must be passed at level 3 and 160 at levels 2 and 3 combined and (b) achieved an average, determined across all the modules taken in the final years of the programme in accordance with the Rules for Award approved by the Taught Student Education Board, equal to or greater than the minimum pass.

32. Candidates who have satisfactorily completed the first two or three years of a prescribed programme of study for the degree of MBChB may be permitted to intercalate a period, normally of one year's full-time duration, into their studies to follow a prescribed programme of study for the intercalated degree of Master or the third and final year of a prescribed programme of study for the intercalated degree of Bachelor in accordance with the arrangements approved by the relevant committee. Candidates completing such intercalated programmes of study become eligible for the award of the degree of Master (or Master with Merit or with Distinction) or the classified or unclassified Honours degree of Bachelor when they have satisfied any supplementary regulations governing the programme and have normally (a) been awarded credits and (b) achieved a Classification Average, determined in accordance with the Rules for Award approved by the Taught Student Education Board, equal to or greater than the minimum prescribed for the award.

33. Where it is permitted by the individual programme regulations, candidates for the degree of Bachelor who accumulate fewer credits than those required for the award of the degree of Bachelor shall be considered by the examiners for the award of an undergraduate award where they have satisfied any regulations governing the award concerned and met the requirements of the relevant prescribed programme.

The Foundation Degree

34. Programmes of study leading to the Foundation Degree shall normally carry 240 credits except that, with approval of the relevant committee, the credit ratings for such a programme may be exceeded by no more than 20 credits.

35. For programmes leading to the Foundation Degree candidates will be required to pass a minimum of 100 credits at each of levels 1 and 2. Individual candidates may be permitted in appropriate circumstances by the relevant committee to substitute credits taken at a higher level for the number of credits required at a lower level provided that these substituting credits are not also used to fulfil any credit requirements at the higher level.

36. In conformity with the prescribed programme specification as determined by the relevant committee and the Rules for Award approved by the Taught Student Education Board, a Foundation Degree may be awarded to a candidate who has satisfied any supplementary regulations governing the programme and has achieved not less than 200 credits in the programme including at least 100

credits at level 2. The Foundation Degree may be awarded with distinction or with merit in conformity with the provisions laid down in the Rules for Award approved by the Taught Student Education Board.

37. Where it is permitted by the individual programme regulations, candidates for the Foundation Degree who accumulate fewer credits than those required for the award of that degree shall be considered by the examiners for the award of another undergraduate award where they have satisfied any regulations governing the award concerned and met the requirements of the relevant prescribed programme.

The Diploma and Certificate of Higher Education

38. Programmes of study leading to the Diploma and Certificate of Higher Education shall normally carry credits of 240 and 120 respectively except that, with approval of the relevant committee, the credit ratings for such programmes may be exceeded by no more than 20 and 10 credits respectively.

39. For programmes leading to the Diploma of Higher Education candidates will be required to pass a minimum of 100 credits at each of levels 1 and 2. For programmes leading to the Certificate of Higher Education candidates will be required to pass a minimum of 100 credits at level 1.

Individual candidates may be permitted in appropriate circumstances by the relevant committee to substitute credits taken at a higher level for the number of credits required at a lower level provided that these substituting credits are not also used to fulfil any credit requirements at the higher level.

40. In conformity with the prescribed programme specification as determined by the relevant committee and the Rules for Award approved by the Taught Student Education Board, a Diploma of Higher Education may be awarded to a candidate who has satisfied any supplementary regulations governing the programme and has achieved not less than 200 credits in the programme including at least 100 credits at level 2. Similarly, a Certificate of Higher Education may be awarded to a candidate who has achieved not less than 100 credits at level 1. The Diploma or Certificate may be awarded with distinction or with merit in conformity with the provisions laid down in the Rules for Award approved by the Taught Student Education Board.

Graduate Diplomas, the Graduate Certificate (including Professional Graduate Certificate), Advanced Diplomas, Diplomas and Certificates (other than the Certificate or Diploma of Higher Education)

41. Candidates for Graduate Diplomas, the Graduate Certificate (including Professional Graduate Certificate), Advanced Diplomas, Diplomas and Certificates must have attended satisfactorily the required programme and have fulfilled the requirements as to assessment. Candidates who fail to satisfy the examiners may be permitted to re-present themselves on one further occasion which must be within a period of two calendar years following their failure. Candidates may be required to repeat the programme in whole or in part before re-assessment.

42. In conformity with the regulations for each programme as determined by the relevant committee and the Rules for Award approved by the Taught Student Education Board:

a Graduate Diploma may be awarded to a candidate who has followed a programme comprising not less than 120 credits and has been awarded not less than 100 credits, at least 60 of which must be at level 3;

a Graduate Certificate (including Professional Graduate Certificate) may be awarded to a candidate who has followed a prescribed programme, been awarded not less than 60 credits at level 3 or above and passed all professional requirements

an Advanced Diploma may be awarded to a candidate who has followed a programme comprising not less than 300 credits and has been awarded not less than 240 credits, at least 40 of which must be at level 3;

a Diploma may be awarded to a candidate who has followed a programme comprising not less than 120 credits and has been awarded not less than 80 credits, at least 60 of which must be at level 2 or above;

a Certificate may be awarded to a candidate who has followed a prescribed programme and has been awarded not less than 40 credits at level 1 or above.

43. A Graduate Diploma, Graduate Certificate (including Professional Graduate Certificate), Advanced Diploma, Diploma or Certificate may be awarded with distinction or with merit in conformity with the provisions laid down in the Rules for Award approved by the Taught Student Education Board.

Explanatory Note

Credits

The University's modular programme framework is based on the award of credit in recognition of the achievement of the learning outcomes prescribed for a given module at a specified level. Credit is expressed in terms of notional learning hours at a given level with 10 credits equating to 100 notional learning hours. Notional learning hours are the number of hours which it is expected that a learner (at a particular level) will spend to achieve the learning outcomes at that level.

Taught or contact time may vary according to the manner of delivery of the module concerned but notional learning time does not vary according to the manner of delivery. Notional learning time is not the actual time that any particular learner necessarily needs to spend in order to achieve the learning outcomes: the actual time will vary according to the individual's capabilities, extent of prior experiential or other learning and the type of the learning concerned. Some modules may require attendance for study purposes in excess of the notional learning hours particularly when learning is to be achieved in non-academic environments.

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ORDINANCE XI

TAUGHT POSTGRADUATE AWARDS

Within the following Ordinance and its associated Regulations the following phrases have the significance stated:

- 'relevant committee' means the committee empowered for the purpose concerned by the Senate;
- 'designated authority' means the member of staff authorised to act in accordance with the relevant Ordinances, Regulations, Rules, Procedures and Codes of Practice of the University for the purpose concerned by the Senate or the relevant committee;
- 'designated Board of Examiners' means the University/Faculty/School/College Board or Committee of Examiners with designated authority from the Senate to consider and determine the examination results and degree classifications concerned.

1. The Taught Postgraduate Awards shall be:

The Degree of Master

Master of Arts (MA)
Master of Laws (LLM)
Master of Education (MEd)
Master of Science (MSc)
Master of Dental Science (MDentSci)
Master of Public Health (MPH)
Master of Medical Science (MMedSc)
Master of Music (MMus)
Master of Business Administration (MBA)
Master of Science (Engineering) (MSc (Eng))
Master of Psychotherapy (MPsychother)
Master of Research (MRes)
Master of Health Science (MHSc)
Master of Psychoanalytic Observational Studies (MPsychObs)
Master of Child Forensic Studies (MCFS)
Master of Midwifery (MMid)
Master of Business Studies (MBS)
Master of Fine Art (MFA)
Master in Teaching and Learning (MTL)
Master of Public Administration (MPA)

Other Taught Postgraduate Awards

Postgraduate Diploma (PGDip)
Postgraduate Certificate (PGCert)

General

2. A degree of Master or other taught postgraduate award shall be conferred on payment of the proper fee, upon candidates who have fulfilled the requirements of the Ordinance and the relevant regulations as to study and assessment.
3. Before commencing postgraduate studies all candidates for a degree of Master or other taught postgraduate award of the University shall be required to satisfy the requirements for entry upon a taught postgraduate award programme. Such requirements will be prescribed from time to time for the programme concerned by the relevant committee in accordance with the provisions of the Regulations governing Taught Postgraduate Awards.
4. Candidates for taught postgraduate awards who have successfully attended certain courses of study either at the University of Leeds or at an approved educational establishment shall be eligible for special consideration under the policies and procedures for credit accumulation and transfer(CATS)/accreditation of Prior Experiential Learning (APEL) for the granting of exemption

from any module/course and its assessments other than the modules/courses comprising the final assessments for an award providing always that no such exemptions will apply to the statutory qualifying assessments for registerable awards.

5. A candidate may transfer from any programme of study leading to a taught postgraduate award to any other taught postgraduate programme in conformity with the specification approved by the relevant committee for the programme into which the candidate has applied to transfer.
6. A candidate may proceed to a degree of Master or other taught postgraduate award by following an approved programme of study and by passing the prescribed assessments. The full-time and, where applicable, part-time minimum duration of study will, unless a longer period is specified in the prescribed programme specification concerned, be:

<i>Postgraduate Programme Year</i>	<i>Period of Full-Time Study not less than</i>	<i>Period of Part-time Study not less than</i>
Degree of Master	1 calendar year	2 calendar years
Postgraduate Diploma	1 calendar year	2 calendar years
Postgraduate Certificate	8 months	16 months
	4 months	8 months

Where candidates have been permitted to transfer between the full-time and part-time modes of study, or have been admitted under the provisions of Article 4 above the minimum periods of study for their programme will be determined in proportion to the minimum period of study applicable to the relevant mode of each Programme Year they are required to complete. Where a candidate has been granted permission by the relevant committee to intercalate periods of leave of absence such intercalated periods will not be counted as contributing to the minimum period of study prescribed for his/her programme.

7. Except with the special permission of the relevant committee every candidate for a taught postgraduate award shall be required to have completed all study, class, practical, clinical and assessment requirements, including any re-assessments, by not later than 24 months after the expiry of the minimum period of study prescribed for his/her programme.
8. A candidate who has been awarded a degree of Master or other postgraduate award on completion of one programme of study may not present a second time for the examination for the same degree or award on either the same programme of study or on another programme of study where a half or more of the compulsory components of the second programme formed part of the programme already successfully completed.
9. Subject to the provisions of the relevant regulations and prescribed programme specifications candidates who have not attained sufficient of the requirements to merit the award of the:
 - (a) degree of Master, may become or be deemed candidates for and, if they have fulfilled the requirements of a programme for, be awarded the Postgraduate Diploma;
 - (b) Postgraduate Diploma may become or be deemed candidates for and, if they have fulfilled the requirements of a programme for, be awarded the Postgraduate Certificate.
10. Nothing in the provisions of Ordinance XVI (*Aegrotat and posthumous awards*) shall apply to the award of any degree of Master which is recognized by the relevant Statutory Body for inclusion in the relevant professional register.

The degree of Master

11. Candidates who have presented for and passed the assessments prescribed for the programme of study leading to the degree of Master may, in conformity with the Rules for Award approved by the Taught Student Education Board and the arrangements approved for the programme concerned by the relevant committee, be awarded:

the degree of Master with Distinction, or
the degree of Master with Merit, or
the degree of Master.

The Postgraduate Diploma and the Postgraduate Certificate

12. Candidates who have presented for and passed the assessments prescribed for the programme of study leading to the Postgraduate Diploma or Postgraduate Certificate may, in conformity with the

Rules for Award approved by the Taught Student Education Board and the arrangements approved for the programme concerned by the relevant committee, be awarded:

the Postgraduate Diploma or Postgraduate Certificate with Distinction, or
the Postgraduate Diploma or Postgraduate Certificate with Merit, or
the Postgraduate Diploma or Postgraduate Certificate

REGULATIONS FOR TAUGHT POSTGRADUATE AWARDS

General

1. *Admission Requirements*

In order to qualify for admission to a taught postgraduate programme of study, all applicants must demonstrate that they have qualifications and/or experience which suggest that they have the ability to benefit from and succeed on the programme through:

a. meeting the normal minimum entry requirement for admission to a taught postgraduate programme which, unless otherwise stated in the prescribed programme specification, require candidates to be:

- i. graduates of the University of Leeds or any other approved university or institution of higher education with normally at least the Honours degree of Bachelor in an appropriate discipline or its equivalent; *or*
- ii. if not graduates, through their possession of other qualifications and/or experience which is recognised by the University as the equivalent of i. through its procedures for the recognition of prior certificated or experiential learning,

or

b. attaining the standard prescribed for transfer to a taught postgraduate award from a prescribed access or graduate diploma programme and/or in modules provided by the University;

and

c. in addition to meeting the above requirements, all applicants will be required to meet any requirements for admission to an individual course of study stipulated in the prescribed programme specification and by any relevant professional statutory or accreditation body;

d. applicants whose first language is not English shall fulfil the following conditions in order to provide evidence that they have a sufficient knowledge of both written and spoken English:

- i. Applicants for admission to a programme of study leading to a taught postgraduate award of the University must, before they can be admitted to the University, provide evidence that they have attained normally at least a band score of 6.5 overall (with not less than 6.0 in each component skill) in the British Council IELTS, or equivalent qualifications which have been approved by the University.
- ii. Exceptionally, with the explicit approval of the Taught Student Education Board of the requirements and procedures concerned, a School may develop and prescribe requirements instead of or in addition to those prescribed in d.i. above which are designed to ensure that students whose first language is not English have a sufficient knowledge of both written and spoken English to meet the particular characteristics of the programme of study to which they are being admitted.

2. All candidates intending to be admitted to a programme of study leading either to the degree of Master or to the award of Postgraduate Diploma or Certificate must comply with any special requirements laid down for the programme of study.

3. Candidates for taught postgraduate awards will be admitted, or will be permitted to transfer under the provisions of the Ordinance, to a prescribed programme of study by the designated authority.

4. *Programmes of Study*

Programmes will comprise the study of 180 credits, unless otherwise prescribed in the programme specification, during each Programme Year (Article 6 of Ordinance XI refers). Part-time programmes will require the study in each session of the number of credits specified in the prescribed programme specification. The University's programmes of study are taught and examined in the English language except where the subject of the programme of study obviously necessitates all or part of the teaching and assessment being in another language.

5. *Attendance*

Students are required to be in residence throughout each designated period of study and may not absent themselves without permission from the designated authority except at weekends. Certain programmes of study may require students to be in attendance outside term time and at weekends.

During the prescribed periods of study students shall attend regularly, punctually and in an orderly manner the course of lectures, laboratory work, tutorial periods, classes and assessments prescribed in their programmes of study, together with such other lectures, classes, practice or assessments as may be directed. Persistent neglect of work, repeated failure in examinations or unreasonable delay in presentation for an assessment may result in a student being required to withdraw from the University. A student who becomes absent through illness or other sufficient cause shall send a written explanation promptly to the designated authority. In cases where absence through illness extends for more than one week, or results in absence from University assessments, the student shall promptly send to the designated authority a medical certificate stating the nature, severity and duration of the illness in relation to the absence.

6. *Registration*

Every candidate for a taught postgraduate award of the University must register as a student of the University and pay the prescribed fees. Registration will be for a prescribed programme of study and be subject to the approval of the designated authority concerned. Where the overall learning outcomes of a prescribed programme remain unaffected individual candidates may be permitted by the designated authority to substitute other modules of equal credit and level value for a minority of the modules specified for the programme concerned. In exceptional circumstances and only with the prior approval of the Committee on Applications a candidate registered for a prescribed programme may be permitted to register for a second prescribed programme* where there is appropriate evidence that the two programmes can be undertaken concurrently and there is no overlap between the content of the two programmes.

7. *Assessments*

Candidates must present themselves for any assessments associated with any module/course for which they are registered and for the University examinations and assessments arranged in connection with any module/course prescribed in their programme of study, except that candidates will not be permitted to present themselves for such examination or assessment unless they have satisfactorily attended the prescribed module/course and performed any required class, practical and/or clinical work to the satisfaction of the designated authority for the module/course. Candidates must present themselves for such oral examinations as may be required by the examiners in accordance with the requirements laid down in relation to the programme of study.

8. The last date for registration for University assessments will be published in the University/College Almanac in the preceding session. The timing of assessments and re-assessments in the Schools of Medicine, of Dentistry and of Healthcare Studies and in the Colleges will be in accordance with the arrangements approved for the programme of study concerned. (See also the General Regulations for Examinations.)

9. Subject to the provisions of the relevant programme of study a first attempt at University assessments as prescribed for individual modules/courses will ordinarily be held at the end of either Semester 1 or Semester 2 upon completion of the module/course. Additionally, candidates may be required to present for sessional assessments either at the end of the academic or the Programme Year or at other times in accordance with the individual requirements of the programme of study. Candidates who do not achieve a satisfactory standard at the first attempt may be permitted a second attempt in individual assessments, normally when the assessment is next offered.

a. Candidates will not be admitted to any re-assessment, except with the special permission of the Senate, unless:

- i. they have presented for and failed the corresponding preceding assessment, *and*
- ii. they have attained a minimum standard in the assessment concerned, as defined by the relevant committee on the recommendation of the designated Examination Board, *and*
- iii. they have repeated study or pursued such further study as internal candidates as may be required by the designated Examinations Board.

b. A candidate's failure in any assessments to the extent that the parent Faculty/School is no longer prepared to take responsibility for that candidate will, where the regulations may permit further re-assessment, lead to him/her being considered by the relevant committee under the

* the fees for any such additional programme will normally be at the rate which is not subsidised by the UK Government.

Referred Students Procedure for final determination in accordance with the terms of reference of that committee.

10. In any re-assessment of any module taken as part of a taught postgraduate award the grade achieved may not exceed the minimum pass mark for that module as designated on the University scale of marks.
11. A candidate who fails any re-assessment in a module/course which it is required be passed before progression to the next Programme Year or to award will be required to withdraw from the programme of study concerned.
12. The assessment performance of candidates at any stage in their programme may be taken into account in assessing their final award in accordance with the Rules for Award approved by the Taught Student Education Board and the provisions for that programme approved by the relevant committee.
13. The results of assessments shall be considered by the Designated Examination Board to which authority to determine and publish the results of examinations has been delegated by the Senate. Pass lists for taught postgraduate awards shall be published by programme of study.
14. Where permissible in the programme of study and subject to the provisions of Regulation 4, a candidate who has failed the first assessment but who has not attempted the re-assessment for an optional or elective module may seek the permission of the parent School to study and present for assessment in another such module on a single occasion (as if it were a re-assessment). The assessment opportunity in such a substituted module will normally be at the end of either semester 1 or semester 2 when the assessment is next offered. Only with the prior approval of the relevant Faculty Special Cases Committee will the mark that an individual student can achieve in such a substituted module exceed the minimum pass mark designated on the University scale of grades.

The Degree of Master

15. Programmes of study leading to the degree of Master will comprise a minimum of 180 credits, of which at least 135 will be 'M' level credits, together with any further periods of practice, study and research as may be prescribed in the programme of study concerned. Programmes in which there is an emphasis on research training and research such as those leading to the degree of Master of Research will include (a) significant research project(s) or their equivalent comprising at least 90 'M' credits which will be undertaken under the supervision of a member of staff of the Faculty or recognised institution concerned appointed by the relevant committee. Candidates shall be required to give evidence of satisfactory progress by such means as the designated authority may prescribe.
16. Candidates for the degree of Master must not submit for assessment any of their work for which another degree or similar qualification has been awarded, or which is under consideration for such an award. They will not however be precluded from making appropriate reference to such previous work in any of their submissions for assessment provided that any such submission contains new work or research which they have undertaken during their candidacy which is sufficient to merit consideration for the award of the credits concerned.
17. All arrangements for the undertaking and supervision by a member of the academic staff of the University of research projects included in programmes leading to the degree of Master will be subject to the explicit approval of the designated authority or the relevant programme management group. Approval may be granted by the designated authority or relevant programme management group for the research concerned to be undertaken in the University and/or in other approved academic institutions, scientific, clinical, professional or industrial locations whilst the candidate concerned remains under the direction of and supervision by the University provided that the designated authority or programme management group is satisfied that:
 - (i) the candidate will be able to devote his/her whole time, if a full-time candidate, or an agreed proportion of his/her time, if a part-time candidate, to his/her research;
 - (ii) the external location has available the facilities necessary for the research;
 - (iii) the necessary arrangements are agreed in advance with the external organisation including arrangements for the appropriate day to day supervision of the candidate's research by (a) suitably qualified local supervisor(s).

18. A candidate for the degree of Master on a programme which specifies a thesis, dissertation or research project must submit that thesis, dissertation or research project for assessment in accordance with the relevant programme and/or specifications. Any such thesis, dissertation or research project:
 - a. shall be specially written for the purpose;
 - b. shall be written in English except in those exceptional individual cases where the Taught Student Education Board has granted its prior permission for a thesis, dissertation or research project to be submitted in a language other than English: any recommendation from the relevant committee for such exceptional permission will be considered solely on the basis of the demands of the subject material under investigation in the thesis, dissertation or research project;
 - c. must contain a critical account of original studies carried out personally by the candidate.

The examination of a thesis, dissertation or research project may include an oral examination which shall be conducted in English except in those exceptional individual cases where the Taught Student Education Board has granted its prior permission for such an oral examination to be conducted in a language other than English.

19. In conformity with the prescribed programme specification as determined by the relevant committee and the Rules for Award approved by the Taught Student Education Board, candidates become eligible for the award of the degree of Master when they have satisfied any supplementary regulations governing the programme and (a) have been awarded at least 150 credits of which at least 135 must be passed at 'M' level and (b) achieved an Award Average, determined across all 180 credits or such larger number of credits as are prescribed as comprising their programme in accordance with the Rules for Award approved by the Taught Student Education Board, equal to or greater than the minimum pass grade prescribed for the award of a Masters degree.
20. The degree of Master may be awarded with Distinction or with Merit in conformity with the provisions laid down in the Rules for Award approved by the Taught Student Education Board.
21. Where it is permitted by the individual programme regulations, candidates for the degree of Master who accumulate fewer credits than those required for the award of the degree of Master shall be considered by the examiners for the award of another postgraduate award where they have satisfied any regulations governing the award concerned and met the requirements of the relevant prescribed programme.

The Postgraduate Diploma and Postgraduate Certificate

22. Programmes of study leading to the award of
 - a. *the Postgraduate Diploma*
will comprise at least 120 credits of which at least 75 will be 'M' level credits and not more than 45 credits may be credits at an undergraduate level.
 - b. *the Postgraduate Certificate*
will comprise at least 60 credits of which at least 45 will be 'M' level credits and not more than 15 may be credits at an undergraduate level.
23. In conformity with the prescribed programme specification as determined by the relevant committee and the Rules for Award approved by the Taught Student Education Board:
 - a. a Postgraduate Diploma may be awarded to a candidate who has satisfied any supplementary regulations governing the programme, and has: (a) achieved not less than 90 credits of which a minimum of 75 must be 'M' credits *and* (b) achieved an Award Average, determined across all 120 credits or such larger number of credits as are prescribed as comprising their programme in accordance with the Rules for Award approved by the Taught Student Education Board, equal to or greater than the minimum pass mark prescribed for the award of a postgraduate taught award degree.
 - b. a Postgraduate Certificate may be awarded to a candidate who has satisfied any supplementary regulations governing the programme and has: (a) achieved not less than 60 credits of which a minimum of 45 must be 'M' credits *and* (b) achieved an Award Average, determined across all 60 credits or such larger number of credits as are prescribed as comprising the programme in accordance with the Rules for Award approved by the Taught

Student Education Board, equal to or greater than the minimum pass mark prescribed for the award of a postgraduate taught award.

24. A Postgraduate Diploma or Postgraduate Certificate may be awarded with distinction or with merit in conformity with the provisions laid down in the Rules for Award approved by the Taught Student Education Board.

Explanatory Note

Credits

The University's modular programme framework is based on the award of credit in recognition of the achievement of the learning outcomes prescribed for a given module at a specified level. Credit is expressed in terms of notional learning hours at a given level with 10 credits equating to 100 notional learning hours. Notional learning hours are the number of hours which it is expected that a learner (at a particular level) will spend to achieve the learning outcomes at that level.

Taught or contact time may vary according to the manner of delivery of the module concerned but notional learning time does not vary according to the manner of delivery. Notional learning time is not the actual time that any particular learner necessarily needs to spend in order to achieve the learning outcomes: the actual time will vary according to the individual's capabilities, extent of prior experiential or other learning and the type of the learning concerned. Some modules may require attendance for study purposes in excess of the notional learning hours particularly when learning is to be achieved in non-academic environments.

Rules for Award: 2020-21

The University's rules and minimum requirements for awards are defined in the Curricular Ordinances and Regulations. These Rules for Award provide a summary of the principal requirements of the Curricular Ordinances and Regulations, and expectations for how they are applied in practice. They explain the principles under which schools are authorised to make awards on behalf of the University, and they explain the University's general requirements for each type of undergraduate and taught postgraduate award. They also explain the University's classification system.

The Rules for Award work together with the relevant Code of Practice on Assessment and the Programme Specification to explain the requirements of the University, of the Faculty/School, and of the individual programme. These Rules for Award are applicable to all candidates regardless of entry date.

1. Principles

- 1.1. The University operates a unified corporate degree, diploma and certificate awarding/classification system for undergraduate and taught postgraduate programmes that are not otherwise constrained by accreditation requirements.
- 1.2. The classification system is based on averaging the mark obtained across all qualifying or, in certain cases, the majority of modules comprising the programme with module mark being weighted in line with credit value.
- 1.3. The University's classification arrangements are designed to be consistent with the Framework for Higher Education Qualifications in England, Wales and Northern Ireland, including taking due account of the relationship between assessment arrangements and programme learning outcomes.
- 1.4. These Rules are designed to ensure that:
 - a. The University's arrangements are transparent;
 - b. The arrangements are articulated as clearly as possible to all staff and students; and
 - c. The arrangements in faculties and schools are absolutely consistent with what has been ratified through the Senate¹.

Terminology

- 1.5. The term 'level' is solely used as a characteristic/attribute of a module, and the term 'year' is used to mean Programme Year as defined in Ordinance IX or XI.
- 1.6. The term 'mark' is used for a single point on the 0-100 Module Marking Scale and the term 'grade' is used for a grade on the Classification Grade Scale.

2. Grading and Marking

- 2.1. The University's marking scales and their translations are given in full in Annex 1. The scales are used in the marking and classification process as follows.

Module Marks

- 2.2. Faculties and schools (other than the Schools of Medicine and Dentistry in relation to the MBChB, and the MChD/BChD, programmes) return marks on a 0-100 scale. The marking scale

¹ The Committee on Applications and/or the University Special Cases Committee, acting on behalf of the Senate, may prescribe in individual cases special requirements, arrangements or waivers for the achieving of an award and its classification (see http://www.leeds.ac.uk/secretariat/student_cases.html).

being used should be declared to students via the relevant Code of Practice on Assessment. All assessed work is marked, within the relevant scale, according to the achievement represented.

P/F

- 2.3. P or F is used to denote a pass/fail in a module (such as a study abroad or work placement module) which is being marked on a pass/fail basis.

Classification Average

- 2.4. The 0.00-10.00 Classification Average Scale is used for averages of module marks. Classification Averages are always expressed to two decimal places and rounded accordingly (see individual sections below for details of the weighting of Programme Years and the prescribed minimum Classification Average for different awards).

Academic Transcript

- 2.5. The 0-100 scale is used for publication of marks in the University's Academic Transcript.

3. Non-numeric Module Assessment Codes

- 3.1. There are a number of non-numeric codes² which Assessment Boards may use instead of, or alongside, the module marks. These are used to signify additional information that qualifies the marks, such as that no work was submitted or that some work is outstanding.

4. Minimum Pass Mark for Modules

- 4.1. The minimum pass mark for undergraduate-level 1, 2 or 3 modules is 40.
- 4.2. The minimum pass mark for taught postgraduate level M modules is 50.

5. Programme Specifications

- 5.1. Programme specifications for awards of the University of Leeds (including intermediate awards and variants) are approved and are published online at <http://www.leeds.ac.uk/programmes>. Programme specifications state the minimum credit that must be studied for each award, alongside rules about which modules are compulsory and optional. Programme specifications include links to specifications for the constituent modules which give the details of the learning outcomes, teaching and assessment for each module.

6. Progression and Eligibility for Award

- 6.1. The minimum attendance, study and credit requirements for awards are prescribed in the Curricular Ordinances and Regulations. A tabulated summary is provided in Annex 2.
- 6.2. Students can only progress to the next programme year (stage of their studies) or to the award of a degree, diploma or certificate when they have:
 - a. Complied with the requirements of the relevant Curricular Ordinance and Regulations (i.e. obtained sufficient credits at the appropriate level in the prescribed manner); and
 - b. Met the learning outcomes for the relevant programme year/award as detailed in the Programme Specification. This includes in particular:
 - Passing all modules indicated as 'pass for progression/award' for the relevant year/award in the programme specification; and
 - Meeting any other requirements set out in the programme specification.
- 6.3. In addition, to be eligible for award, students must have achieved a Classification Average which is equal to or greater than the prescribed minimum (see individual sections below for details of

² Non numeric codes are available via the Student Education Service website (see <https://ses.leeds.ac.uk/marks>).

the weighting of programme years and the prescribed minimum Classification Average for different awards).

- 6.4. Progression and Awards Boards take full responsibility on behalf of the Senate for the classification of awards to students for whom they are responsible. They work within the agreed framework of the Responsibilities of Assessment Boards and Progression and Award Boards and their Terms of Reference. They apply judgement to all students within the approved procedures, clearly documenting their deliberations and the outcomes agreed and considering all students fairly, consistently and transparently.
- 6.5. Progression and Awards Boards are required to implement progression/award decisions in accordance with the programme specification.

7. Re-assessment

- 7.1. Undergraduate and taught postgraduate students are permitted two attempts to pass a module (the first attempt plus a re-sit).
- 7.2. The maximum mark on re-assessment for undergraduate-level modules is 40.
- 7.3. The maximum mark on re-assessment for taught postgraduate-level M modules is 50.
- 7.4. Eligibility for re-assessment does not depend upon reaching a minimum standard in an earlier attempt. However, the Assessment Board has the discretion to deny an August resit to a student who has made an unreasonably poor attempt in the preceding attempt (the non-numeric assessment module code³ 'S' is used to signify this). In such cases the re-assessment will be available at the end of the following Semester 1 or Semester 2. In exceptional circumstances the Assessment Board may determine that the final attempt is dependent upon the candidate repeating the module (with teaching).

8. Final Awards and Classification

Supernumerary ('additional') modules

- 8.1. Where any supernumerary modules (i.e. over 120 credits in any undergraduate programme year or over 180 in any taught postgraduate programme year) are required to meet the learning outcomes of a specific programme, the rule as to whether these credits count for classification should be stated in the programme specification and made clear in corresponding material for students. Where students opt to take supernumerary modules outside of the programme specification, these do not count towards classification.

Classification Calculators

- 8.2. A number of self-help classification calculators for the University's main awards are published online at <http://www.leeds.ac.uk/ssc/examclassify.htm>. These allow students to calculate an estimate of their final classification.

Transitional arrangements for the revised classification algorithm

- 8.3. The classification of candidates will be awarded as the better of the two calculations, calculated according to the former 2.00-9.004 and the current 0.00-10.00 classification average scale. This is to ensure that no candidate is disadvantaged during the transitional period.

9. Assessment Board Discretion

³ Non numeric codes are available via the Student Education Service website (see <https://ses.leeds.ac.uk/marks>)

⁴ Refer to Rules for Award 2017/18

- 9.1. In reaching decisions, Progression and Awards Boards must explicitly consider two forms of discretion for all students to whom they apply. These are 'academic discretion' and 'special circumstances discretion'.
- 9.2. Any decision to make an award under discretionary powers can only be made by a Progression and Awards Board if that Board is persuaded that it has sufficient evidence against established criteria.
- 9.3. Both the basis and the process for any discretionary consideration should be clearly minuted by Progression and Awards Boards.

Academic Discretion

- 9.4. Any student with a Classification Average falling within the discretionary band should be selected for consideration. The discretionary band is 0.05 below a classification threshold for Bachelors Degrees with Classified Honours and 0.10 below a classification threshold for Foundation Degrees, Undergraduate Diplomas, Graduate Diplomas and Certificates, and Taught Postgraduate Awards.
- 9.5. Criteria which the Progression and Awards Board may apply to academic discretion may include mark profiles, performance in key modules, and performance during study abroad or a year in industry which is not otherwise weighted in the classification calculation. The specific criteria for each Faculty/School are published in advance in the relevant Code of Practice on Assessment following approval by the Faculty Taught Student Education Committee.

Special Circumstances Discretion

- 9.6. Whether or not academic discretion is applicable, where there is evidence of serious medical or personal problems disclosed to and discussed by the School Special Circumstances Committee in the student's parent school, the Progression and Awards Board may, on the recommendation of the School Special Circumstances Committee, apply special circumstances discretion as follows.
- 9.7. Medical and mitigating circumstances may be taken into account at the module level by granting students additional time; by granting an additional opportunity to re-sit one or more assessments as a first attempt without penalty; by granting an exceptional extra attempt at one or more assessments; or by making alternative assessment arrangements subject to approval of the relevant Faculty Taught Student Education Committee. These provisions can indirectly affect the module marks that students receive (for example alternative arrangements, additional attempts, setting aside penalties for late submission, and so on). However module marks must reflect academic performance under agreed assessment arrangements and therefore must not be changed directly. School Special Circumstances Committees/Progression and Awards Boards are not permitted to intervene directly to change module marks because of mitigation.
- 9.8. In addition, medical and mitigating circumstances may be taken into account in arriving at a degree classification which is more favourable than the normal classification rules may otherwise yield. Where compensation has already been applied at the module level the Progression and Awards Board must be satisfied, on the recommendation of the School Special Circumstances Committee, that the circumstances warrant additional consideration beyond that already applied.

10. Bachelors Degrees with Classified Honours

- 10.1. Bachelors Degrees with Classified Honours are awarded and classified according to the general rules under Sections 1-9 above.
- 10.2. Candidates must pass a minimum of 100 credits at each of levels 1, 2 and 3. If excess credits beyond those needed are obtained at a higher level, it is possible for these to 'back count' against a shortage of credits at a lower level.

- 10.3. To be eligible for the Bachelor's degree with Classified Honours candidates are required to pass the module/s designated as comprising the Final Year Project of the programme of study on which they are registered.
- 10.4. The degree class for a Bachelor's degree with Classified Honours is determined according to the better of 1:1 or 1:2 weighting of grades between programme year 2 and 3, respectively. Level 1 Skills Discovery Modules taken in year 3 are weighted as year 2 modules.
- 10.5. The minimum Classification Average for the award of a Bachelors Degrees with Classified Honours is 4.00.
- 10.6. The classification thresholds at class boundaries are:

Class Boundary	Threshold*
Class Iii / Class I	6.85
Class Iiia / Class Iii	5.90
Class III / Class Iiia	4.95
Fail / Class III	4.00

*A discretionary band of 0.05 applies to all borderlines

Direct entrants to year 2

- 10.7. In considering the degree classification of students who entered directly into year 2 and who fall within the discretionary band, any poor performance in semester 1 of year 2 which is not in line with the overall profile should be taken into account by the examiners.

Joint Honours Programmes

- 10.8. Where a programme is designated as a joint honours programme, the following additional eligibility rule applies. To be eligible for a joint honours award, students must pass at least 40 credits at level 2 and 40 credits at level 3 in each of the named subjects (if excess credits beyond those needed are obtained at a higher level, it is possible for these to 'back count' against a shortage of credits in that subject at a lower level).

Periods of Study Abroad and Industrial Placement

- 10.9. Some programmes include a period of study abroad or a placement opportunity. There are two alternative assessment schemes (weighted, or not weighted) and the programme specification will make clear which scheme applies.
- 10.10. **Not weighted:** In most cases, a period of study abroad/study in industry is not weighted in the classification average (nevertheless, such periods of study may be compulsory and required for progression/award). Where a term or semester is spent abroad or in industry, the relevant modules are zero-weighted and the remainder of the relevant programme year is weighted in the normal way. Where a full year is spent abroad, years of study are weighted as follows:

For **4 year programmes**, the better of:

	Year 2	Year 3	Year 4
Either	1	0	1
or	1	0	2

For **3 year programmes**, the better of:

	Year 2	Additional Year	Year 4
Either	1	0	1
or	1	0	2

10.11. **Weighted:** In some cases, where there is sufficient confidence in the comparability of the student experience and recorded standards of achievement, periods of study abroad may count towards classification. Where a term or semester is spent abroad the programme specification will set out the assessment requirements and the relevant modules are weighted in the normal way. Where a full year is spent abroad, a mark translation scheme must be approved. Abroad and programme years are weighted as follows:

For **4 year programmes**, the better of:

	Year 2	Year 3	Year 4
Either	1	1	1
or	1	1	2

For **3 year programmes**, the better of:

	Year 2	Additional Year	Year 4
Either	1	1	1
or	1	1	2

Intercalating Students or Students admitted into year 3 with Advanced Standing

10.12. Students taking an intercalated programme or who have been admitted into year 3 with Advanced Standing according to a school's agreed criteria should be classified on their year 3 achievements only. Such students should normally be required to pass at least 100 out of the 120 year 3 credits at level 3.

11. Ordinary Bachelors Degrees

- 11.1. Ordinary Bachelors degrees are awarded and 'classified' according to the general rules under Sections 1-9 above.
- 11.2. Ordinary degrees must only be awarded by a Faculty/School Progression and Awards Board on the basis of performance meeting learning outcomes specified in approved programme specifications. To be eligible for the award of the Ordinary Degree candidates must have:
 - a. Passed a minimum of 240 credits, of which at least 60 must be at level 3 and 160 at levels 2 and 3 combined; and
 - b. Achieved a Classification Average of at least 4.00 across at least 200 credits taken in programme years 2 and 3 with this classification average being determined according to the better of 1:1 or 1:2 weighting of grades between programme years 2 and 3 respectively (i.e. in a manner analogous to Bachelors Degrees with Classified Honours). Level 1 Skills Discovery Modules are taken in year 3 are weighted as year 2 modules.
- 11.3. Candidates who achieve a Classification Average of 6.00 or above receive the Ordinary Degree with Merit. A discretionary band of 0.05 applies at all borderlines. Medical or other mitigating circumstances may be considered outside the discretionary band.
- 11.4. Students taking an intercalated programme or who have been admitted into Programme Year 3 with advanced standing according to a School's agreed criteria should be considered for the award of the Ordinary degree on year 3 achievements only. Such students should be required to pass at least 80 credits in Programme Year 3, including at least 60 at level 3, and to achieve a Classification Average of at least 4.00 across at least 100 of the credits comprising Programme Year 3.
- 11.5. Where a programme is designated as a joint honours programme, the following additional eligibility rule applies. To be eligible for a joint Ordinary award, students must pass at least 40

credits at level 2 and 20 credits at level 3 in each of the named subjects (if excess credits beyond those needed are obtained at a higher level, it is possible for these to 'back count' against a shortage of credits in that subject at a lower level).

12. Bachelors Degrees awarded with or without Unclassified Honours (Medicine and Dentistry)

- 12.1. The degrees of MBChB and MChD/BChD are awarded in line with the requirements of national and professional practice. They are assessed and marked in accordance with the provisions in the relevant programme specification and the relevant Code(s) of Practice on Assessment.

13. Integrated Degrees of Master and Bachelor

- 13.1. Integrated Degrees of Master and Bachelor are awarded and classified according to the general rules under Sections 1-9 above.
- 13.2. Candidates must pass a minimum of 100 credits at each of levels 1, 2, 3 and M. If excess credits beyond those needed are obtained at a higher level, it is possible for these to 'back count' against a shortage of credits at a lower level.
- 13.3. Candidates must achieve an Award Average, calculated over the 120 level M credits included in their programme, of at least 5.00.
- 13.4. To be eligible for the Integrated Degrees of Master and Bachelor candidates are required to pass the module/s designated as comprising the Final Year Project of the programme of study on which they are registered.
- 13.5. Where not restricted by accreditation requirements and where not designed as 2+2 programmes, the classification average for Integrated Masters and Bachelors awards is determined by weighting years of study according to the better of:

	Year 2	Year 3	Year 4
Either	1	1	1
or	1	2	2

- 13.6. Where not restricted by accreditation requirements and where designed (in the approved programme specification) as 2+2 programmes, the classification average for Integrated Masters and Bachelors awards is determined by weighting years of study according to the better of:

	Year 2	Year 3	Year 4
Either	0	1	1
or	0	1	2

- 13.7. The classification thresholds are the same as for Bachelors Degrees with Classified Honours (see 10.5 above).

Periods of Study Abroad/Industrial Placement

- 13.8. Some programmes include a period of study abroad or a placement opportunity. There are two alternative assessment schemes (weighted, or not weighted) and the Programme Specification will make clear which scheme applies.
- 13.9. **Not weighted:** In most cases, a period of study abroad/year in industry is not weighted in the classification average (nevertheless, such periods of study may be compulsory and required for progression/award.) Where a term or semester is spent abroad or in industry, the relevant modules are zero-weighted and the remainder of the relevant programme year is weighted in the normal way. Where a full year is spent abroad years of study should be weighted as follows:

The better of:

	Year 2	Year 3	Year 4
Either	1	0	1
or	1	0	2

And for 5 year programmes the better of:

	Year 2	Year 3	Year 4	Year 5
Either	1	0	1	1
or	1	0	2	2

- 13.10. **Weighted:** In some cases, where there is sufficient confidence in the comparability of the student experience and recorded standards of achievement periods of study abroad may count towards classification. Where a term or semester is spent abroad the Programme Specification will set out the assessment requirements and the relevant modules are weighted in the normal way. Where a full year is spent abroad, a mark translation scheme must be approved and programme years are weighted as follows:

The better of:

	Year 2	Year 3	Year 4
Either	1	1	1
or	1	1	2

Failure of a year abroad or in industry

- 13.11. Students who fail a year abroad or in industry should be given the opportunity of continuing on the standard version of the programme or any intermediate award of Bachelor as if they were progressing normally from the lower Programme Year.

Failure of a Master's level award

- 13.12. Where students fail to meet the learning outcomes for the Master's level award their achievement in relation to any relevant Bachelor's degree should be considered on an ad personam basis by the relevant Board of Examiners.

14. Integrated Degrees of Master and Bachelor of Dental Surgery and Bachelor of Science

- 14.1. The Integrated Degrees of Master and Bachelor of Dental Surgery and Bachelor of Science is awarded and classified according to the general rules under Sections 1-9 above.
- 14.2. Candidates must pass all modules in the programme specification; achieving a pass mark of at least 40 in level 1, 2 and 3 modules and a pass mark of at least 50 in level M modules.
- a. The classification average for the Integrated Master and Bachelor of Dental Surgery and Bachelor of Science award is determined by weighting years of study according to the better of:

	Year 2	Year 3	Year 4	Year 5
Either	1	1	1	1
or	1	1	2	2

- b. Classification thresholds are the same as for Taught Postgraduate Awards and can be awarded with Merit and Distinction. For the purpose of classification, all marks in levels 2 and 3 modules will be translated to the 50 pass scale.

15. Foundation Degrees, Undergraduate Diplomas, Graduate Diplomas and Certificates

General Rules

- 15.1. Foundation Degrees, Undergraduate Diplomas, Graduate Diplomas and Certificates are awarded and 'classified' according to the general rules under Sections 1-9 above.
- 15.2. Where the Programme Specification for an individual Undergraduate Diploma, Graduate Diploma or Certificate requires fewer than 120 credits to be passed a classification average of 4.00 is required across all credits.
- 15.3. Foundation Degrees, Undergraduate Diplomas, Graduate Diplomas and Certificates are awarded with Merit for classification averages between 6.00 and 6.99, inclusive, and with Distinction for classification averages of 7.00 or above. A discretionary band of 0.10 applies at all borderlines. Medical or other mitigating circumstances may be considered outside the discretionary bands.

Diploma of Higher Education (DipHE) and the Foundation Degree

- 15.4. The DipHE and the FD are awarded on the basis of an Classification Average across all its 240 credits with award 'class' being determined according to the better of 1:1 or 1:2 weighting of grades between years 1 and 2, respectively.

16. Taught Postgraduate Awards and Classification

- 16.1. Taught Postgraduate Awards are awarded and 'classified' according to the general rules under Sections 1-9 above.
- 16.2. The minimum classification average required for the award of a Taught Postgraduate Award is 5.00 (but see the rules on Examiners' Discretion).
- 16.3. Where the progression/award rules for an individual masters or postgraduate diploma programme require fewer than, respectively, 180 or 120 credits to be passed a classification average of 5.00 across all the respective 180 or 120 credits of modules taken is required.
- 16.4. Taught Postgraduate Awards are awarded with Merit for Classification Averages between 6.00 and 6.99, inclusive, and with Distinction for Classification Averages of 7.00 or above. A discretionary band of 0.10 applies to all borderlines. Medical or other mitigating circumstances may be considered outside the discretionary bands.

17. Oral Examinations

- 17.1. Oral Examinations are only appropriate where they are included in the relevant programme and module specifications and approved as being suitable for testing the learning outcomes. The University does not permit interviews/viva voce examinations for the purpose of making a decision on borderline cases. An individual candidate has no rights to request that they be assessed by oral examination.
- 17.2. Where external examiners participate in oral examinations at least one representative of the internal examiners must also participate.

Annex 1. Module Marks and Classification Scales

Marking Scale	Award Classification Scale					Marking Scale	Award Classification Scale				
	Classification Scale	First Degrees 'with honours'	Ordinary Degree	UG Diplomas/ Certificates	Postgraduate Taught Awards		Classification Scale	First Degrees 'with honours'	Ordinary Degree	UG Diplomas/ Certificates	Postgraduate Taught Awards
100	10.0	↑	↑	↑	↑	49	4.9	↑	↓	↓	Fail
99	9.9	↑	↑	↑	↑	48	4.8	↑	↓	↓	↑
98	9.8	↑	↑	↑	↑	47	4.7	↑	↓	↓	↑
97	9.7	↑	↑	↑	↑	46	4.6	↑	↓	↓	↑
96	9.6	↑	↑	↑	↑	45	4.5	↑	↓	↓	↑
95	9.5	↑	↑	↑	↑	44	4.4	↑	↓	↓	↑
94	9.4	↑	↑	↑	↑	43	4.3	↑	↓	↓	↑
93	9.3	↑	↑	↑	↑	42	4.2	↑	↓	↓	↑
92	9.2	↑	↑	↑	↑	41	4.1	↑	↓	↓	↑
91	9.1	↑	↑	↑	↑	40	4.0	Class III	Pass	Pass	↓
90	9.0	↑	↑	↑	↑	39	3.9	Fail	Fail	Fail	↓
89	8.9	↑	↑	↑	↑	38	3.8	↑	↑	↑	↓
88	8.8	↑	↑	↑	↑	37	3.7	↑	↑	↑	↓
87	8.7	↑	↑	↑	↑	36	3.6	↑	↑	↑	↓
86	8.6	↑	↑	↑	↑	35	3.5	↑	↑	↑	↓
85	8.4	↑	↑	↑	↑	34	3.4	↑	↑	↑	↓
84	8.4	↑	↑	↑	↑	33	3.3	↑	↑	↑	↓
83	8.3	↑	↑	↑	↑	32	3.2	↑	↑	↑	↓
82	8.2	↑	↑	↑	↑	31	3.1	↑	↑	↑	↓
81	8.1	↑	↑	↑	↑	30	3.0	↑	↑	↑	↓
80	8.0	↑	↑	↑	↑	29	2.9	↑	↑	↑	↓
79	7.9	↑	↑	↑	↑	28	2.8	↑	↑	↑	↓
78	7.8	↑	↑	↑	↑	27	2.7	↑	↑	↑	↓
77	7.7	↑	↑	↑	↑	26	2.6	↑	↑	↑	↓
76	7.6	↑	↑	↑	↑	25	2.5	↑	↑	↑	↓
75	7.5	↑	↑	↑	↑	24	2.4	↑	↑	↑	↓
74	7.4	↑	↑	↑	↑	23	2.3	↑	↑	↑	↓
73	7.3	↑	↑	↑	↑	22	2.2	↑	↑	↑	↓
72	7.2	↑	↑	↑	↑	21	2.1	↑	↑	↑	↓
71	7.1	↑	↑	↑	↑	20	2.0	↑	↑	↑	↓
70	7.0	Class I	↑	Distinction	Distinction	19	1.9	↑	↑	↑	↓
69	6.9	↑	↑	↑	↑	18	1.8	↑	↑	↑	↓
68	6.8	↑	↑	↑	↑	17	1.7	↑	↑	↑	↓
67	6.7	↑	↑	↑	↑	16	1.6	↑	↑	↑	↓
66	6.6	↑	↑	↑	↑	15	1.5	↑	↑	↑	↓
65	6.5	↑	↑	↑	↑	14	1.4	↑	↑	↑	↓
64	6.4	↑	↑	↑	↑	13	1.3	↑	↑	↑	↓
63	6.3	↑	↑	↑	↑	12	1.2	↑	↑	↑	↓
62	6.2	↑	↑	↑	↑	11	1.1	↑	↑	↑	↓
61	6.1	↑	↑	↑	↑	10	1.0	↑	↑	↑	↓
60	6.0	Class II i	Merit	Merit	Merit	9	0.9	↑	↑	↑	↓
59	5.9	↑	↑	↑	↑	8	0.8	↑	↑	↑	↓
58	5.8	↑	↑	↑	↑	7	0.7	↑	↑	↑	↓
57	5.7	↑	↑	↑	↑	6	0.6	↑	↑	↑	↓
56	5.6	↑	↑	↑	↑	5	0.5	↑	↑	↑	↓
55	5.5	↑	↑	↑	↑	4	0.4	↑	↑	↑	↓
54	5.4	↑	↑	↑	↑	3	0.3	↑	↑	↑	↓
53	5.3	↑	↑	↑	↑	2	0.2	↑	↑	↑	↓
52	5.2	↑	↑	↑	↑	1	0.1	↑	↑	↑	↓
51	5.1	Class II ii	↑	↑	↑	0	0.0	↓	↓	↓	↓
50	5.0	↑	↑	↑	↑	0.0	Fail	Fail	Fail	Fail	↓

Classified Honours Degrees		
Class Boundary	Threshold Classification Grade	Discretionary Band
2i / 1	6.85	6.80
2ii / 2i	5.90	5.85
3 / 2ii	4.95	4.90
Fail	4.00	3.95

Foundation Degrees, Undergraduate Diplomas and Certificates		
Class Boundary	Threshold Classification Grade	Discretionary Band
Merit / Distinction	7.00	6.90
Pass / Merit	6.00	5.90
Fail / Pass	4.00	3.90

Taught Postgraduate Awards		
Class Boundary	Threshold Classification Grade	Discretionary Band
Merit / Distinction	7.00	6.90
Pass / Merit	6.00	5.90
Fail / Pass	5.00	4.90

Annex 2. Tabulated Summary of the minimum attendance, study and credit requirements for awards prescribed in the Curricular Ordinances and Regulations

The following summary is derived from the Curricular Ordinances and Regulations which should be consulted for full and precise details of the requirements for awards.

Award Title	Full-time Duration (Programme Years)	Total Minimum Credit volume to be taken*	Total Minimum Credit Volume to be passed	Highest Level which must be Included	Minimum Credits to be Passed at Highest Level**
MRes	1 calendar year	180 ***	180 ***	M	180 ***
Master (PGT)	1 calendar year	180	150	M	135
PGDip	8 months	120	90	M	75
PGCert	4 months minimum	60	60	M	45
Integrated Master	4 years	480	400	M	100
Master (first degree)	4 years	480	400	M	80
Bachelor (Honours)	3 years minimum	360 minimum	300****	3	100****
Bachelor (Ordinary)	3 years minimum	300-360*****	240	3	60 (160 at levels 2 and 3 combined)
Graduate Diploma	1 year	120	100	3	60
Graduate Certificate (including Professional Graduate Certificate (Non-direct entry))	See individual programme specification	60**	60**	3	60**
Foundation Degree	2 years	240	200	2	100
DipHE	2 years	240	200	2	100
Diploma	1 year	120	80	2	60
CertHE	1 year	120	100	1	100
Certificate	1 semester	40	40	1	40

* *In some awards some of the total credit volume to be taken requirements may be fulfilled through the University's CATS/APCL/APEL arrangements.*

** *The regulations for the award concerned MUST be consulted for details of any requirements for the minimum number of credits to be passed at Levels other than the highest.*

*** *The research elements of some combined taught/research degrees and research degrees are not credit-rated.*

**** *Exceptionally the prescribed Honours degree programmes in some disciplines may have the explicit approval of the Taught Student Education Board to award on the basis of other requirements (Regulation 31a. refers): in such cases full information is given in the relevant programme specification.*

***** *The Senate agreed in June 2002 that 'Students on programmes leading to the award of an Ordinary degree must enrol for at least 100 credits, and not more than 120 credits, in each [programme] year in modules compatible with the specific programme.*