DE MONTFORT UNIVERSITY

HANDBOOK AND REGULATIONS FOR UNDERGRADUATE AWARDS 2016/17

Foreword

This handbook is issued to provide students with a guide to the University's undergraduate scheme and to set out the regulations governing study. It is available in hard copy on request from the Faculty Office/Student Advice Centre or can be downloaded from the University's website
www.dmu.ac.uk/scheme-regulations

Sources of guidance and support for students are described in Chapter 5. Faculty Student Advice Centres and Heads of Studies are other important providers of academic advice and information, while Student and Academic Services and the Students' Union are able to provide personal and financial advice.

The handbook includes an appendix which provides details of any programmes which have programme-specific regulations, i.e. which deviate from the regulations outlined in this handbook.

It may be necessary to occasionally make changes to these regulations; these will be made in consultation with De Montfort Students' Union as the students' representative body. An annual digest of regulatory changes is available at www.dmu.ac.uk/scheme-regulations.

The university will make every effort to ensure that any changes made will not adversely affect students.

For the most up-to-date and definitive version of the regulations please visit the DMU website at the following link: www.dmu.ac.uk/scheme-regulations.

These regulations apply to all undergraduate programmes unless otherwise indicated in respect of any particular regulation.

Department of Academic Quality, September 2016

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30%. Such a student is awarded *compensating credits*. These compensating credits may, for example, contribute to the requirements for progression between levels on the programme for which a student is registered. Compensating credits are only valid on other programmes with the specific agreement of the relevant programme board.

To be compensated for a module failure, a student must have achieved a minimum of 30% in that module and have met the progression requirements for that level of their programme.

Compensation is not permitted if a module is designated as a *must pass module* within a student's programme. Such modules must be passed with a minimum mark of 40%.

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Levels 5 and 6

Levels 5 and 6 are summative which means that a student's degree classification is derived from performance at these two levels. The number and combination of modules a student successfully completes at levels 5 and 6 confirms the type of award (e.g. English - single honours; English and History - joint honours).

1.5 Management and Assessment of Programmes and Modules

Each programme and module belongs to a programme board (referred to hereafter in this text as board). More details of the functions and operations of assessment boards are given in Chapter 5 of this Handbook.

1.6 Registration

Students are required to register in accordance with arrangements notified by the University.

1.6.2 Maximum Periods of Registration

formally registers to take these extra modules as associate modules and the following conditions apply:

- The appropriate fee will be due for each associate module registration.
- Associate module credits do not contribute to the student's primary award or any classification of this award, except that, with the permission of the relevant Head of Studies and subject to programme regulations, an associate module for which credits have been awarded may be accepted as and converted to a replacement module for a failed module. In such cases the mark will be dealt with as a resit mark in accordance with the regulations.
- Equally, associate modules taken after a student has been conferred with an award cannot affect that award.
- No student may register for more than one associate module in any one academic session.

Credits and marks assigned to associate modules will be recorded on students' transcripts and notifications of results which will make clear that they are non-contributory for purposes of award classification.

1.6.6 Students Studying Abroad for Part of their Studies

A student may study abroad at a Higher Education Institution with which the University has an appropriate agreement. Such students must seek the consent of the programme leader responsible for the programme for which the student has registered. Details concerning the award of credit

1.6.9 Interruption of Studies[2]

Where a student is prevented from continuing his/her studies for ill-health or some other legitimate cause, the student must apply to the Head of Studies or nominee for her/his studies to be interrupted. The Head of Studies or nominee may grant an interruption of studies for not more than one year in the first instance. Any such period of interruption contributes towards the student's maximum period of registration permitted by the regulations (see regulation **1.6.2** above). When a student returns from a period of interruption of studies s/he will be subject to the regulations which apply to the cohort s/he is joining. Conditions for return to study (including timing) will normally be decided when approval to interrupt is gained. A student who has interrupted study is not eligible to attend the University, engage in its academic activities including assessment, or make use of its resources during the period of interruption. The one exception to this is in relation to students going on maternity leave who may, in discussion with the Head of Studies or nominee, elect to maintain some engagement with their studies. Please refer to the DMU Policy and Procedure for Student Pregnancy, Maternity, Secondary Carer (Paternity) and Adoption Leave, January 2012, for further information, available on the DMU website.

1.7 Withdrawal from Studies

Students may withdraw from their studies. In such cases, it is the student's

40-49%	• Responds to some of the assessment criteria for the task. • A response demonstrating an understanding of basic points and principles sufficient to show that some of learning outcomes/assessment criteria have been achieved at a basic level. • Suitably organised work demonstrating a reasonable level of understanding • Covers the basic subject matter and is ap

- Members of academic staff may only release these results (i) to satisfy external requirements on a student's ability to meet professional or placement requirements or (ii) as part of the process of providing formative feedback to help students identify strengths and weaknesses in their performance and to address these as appropriate.
- Marks released are indicative only and have no formal standing until the relevant assessment board has met to consider the results. Students should be reminded of this proviso when results are provided. Student handbooks must state that results released in this way are indicative only and have no formal standing until the appropriate assessment board has met to consider the results.
- Members of staff and students should note that indicative results form part of the learning process and can not be used as the basis for appeal against assessment board decisions.
- Indicative results should not be published in lists or other public formats and should only be provided on an individual basis.

Marks for end-of-year examinations will not be released in any form until the date set for the release of ratified marks following the assessment boards.[3]

Students who owe tuition or other academic fees will be given their results on the standard notification form but the fact that they are in debt to the University will be noted on the form.

2.2 Reassessment Regulations

2.2.1 Principles of Reassessment

- Reassessment is permitted only where a module has been failed and in accordance with regulations pertaining at that level. There is no provision for reassessment of a passed module.
- A student is not permitted to submit for reassessment, if award criteria can be otherwise satisfied, except as provided for in paragraph **1.3** above.
- The maximum outcome of a reassessment, which will appear on the transcript, is in accordance with regulations pertaining at that level.
- All reassessment attempts must be made within the maximum registration period for the qualification for which the student is registered.
- The University stipulates the maximum number of reassessment opportunities at each level for each of the University's awards. This precludes a full-time student from repeating a year, although a student may apply for readmission to level 4. A student may also be required to retake with attendance a failed module or modules in order to submit for reassessment. In such cases payment of the appropriate module fee is required.

2.2.2 Substitution of Failed Modules

Where not precluded by programme regulations or by timetable or resource constraints, and subject to the agreement of the board, a student can register on and submit for assessment in a module which replaces a module in which the student has failed. Where a student takes up this opportunity, the maximum outcome of assessment shall be in accordance with regulations pertaining at that level. The

[3] Exceptionally unratified examination marks may be released to meet the requirements of professionally-accredited programmes.

relevant module tuition fee is payable in such cases. Where a student has taken and passed an associate module it can substitute for the failed module, subject to the agreement of the board concerned. Where a student takes up this opportunity, the mark of the substituting module is capped in accordance with these regulations for Honours degree classification purposes.

2.2.3 Availability of Reassessment Opportunities

Students are required to undertake reassessment at the first opportunity offered to them.[4] If a student is unable to take up the opportunity they must apply for a deferral as outlined within regulations 2.3.1 and 2.3.2.

Students will not be allowed to progress into the next level of study trailing a reassessment unless there are exceptional circumstances.

2.2.4 Candidate's Responsibility for Reassessment

Students will be automatically registered for reassessment(s). Where a student does not submit or attend, the student will be recorded as having failed the reassessment(s). If a student has extenuating circumstances and is unable to retrieve any failed assessments during the first available reassessment opportunity, the normal deferral procedure and submission of accompanying evidence should be followed.

A fee may be charged for a reassessment. The level of the fee is as notified by Student and Academic Services and is due whether or not the student attends the re-examination for which s/he is registered.

2.2.5 Obsolete and Changing Modules

Where a module is discontinued, reassessment opportunities in it will only be made available in the summer re-sit period following the last occasion the module was offered and normally on two subsequent occasions. When a faculty has gained approval for the discontinuation of a module, the board is responsible for taking reasonable and timely steps for appropriately drawing the matter to the notice of those students who are eligible for assessments and reassessments in that module. The board may also be able to advise such students about the availability of replacement or alternative modules. The board concerned is responsible for making appropriate arrangements. It is then the responsibility of such students to make arrangements, either for taking the reassessment while it is available, or availing themselves of the regulation which permits the taking of alternative modules. The relevant module tuition fee is payable in such cases.

Continuing modules change and develop over sessions. Where a student has failed a module and either does not take or fails the next available reassessment opportunity, it is the student's responsibility to inform him or herself of changes to the module that affect its assessment. A student in this position should therefore approach the module leader to find out about any module changes that may occur.

advice, which may include some special arrangements in examinations or an interruption of studies.

A student who fails to submit work for assessment or attend examinations shall be deemed to have failed the assessments concerned. However, if a board is satisfied that the student has exceptional extenuating circumstances which are not amenable to resolution, for example when a student has a chronic problem, it may act according to the options given in **2.4.1** and **2.4.2** below.

2.4.1 Assessing Modules

In exceptional cases, where there is insufficient evidence of a student's achievement to determine an individual's overall module mark, a board may choose to assign marks to the individual module. In doing so, the board may assess the student by whatever means it considers appropriate, for example by oral examination.

2.4.2 Aegrotat Awards

Where a student's assessment might contribute to a University award, and there is insufficient evidence of a student's achievement to determine individual module marks (and hence the award), but the board is nevertheless satisfied that the student would have passed the relevant modules but for the extenuating circumstances, the board may then recommend an **Aegrotat** award, based on the student's overall profile. The level of the Aegrotat award will be based on there being evidence of some work undertaken at that level.

An Aegrotat award is unclassified. In some cases such an award is not acceptable to a professional body for professional practice. Where a board recommends an Aegrotat award it must arrange to consult the student concerned and advise on the implications of accepting the award. A student who does not wish to accept an Aegrotat award may choose to be reassessed under the provisions of section **2.2** above. A candidate who subsequently fails such a reassessment is then not eligible to claim the Aegrotat award, but may be reassessed further in accordance with the general provisions of University regulations for reassessment and subject to any specific programme regulations.

Before a recommendation for an Aegrotat award can be submitted for conferment, the student must sign to confirm that s/he understands that this implies waiving any right to reassessment under section **2.2** above.

2.5 Recognition of Prior Learning (RPL)

RPL comprises recognition of prior assessed learning and recognition of prior experiential or otherwise unassessed learning. The extent of such recognition in relation to particular qualifications is set out in **2.5.2** below.

2.5.1 The RPL Process

A candidate for admission or a currently registered student may apply for consideration of granting of credit towards a University qualification on the basis of a previous undergraduate qualification such as a CertHE, DipHE or Non-Honours Degree. Students admitted with recognition of prior learning for an Honours Degree, including those admitted with a Non-Honours Degree, are required to take a minimum of 120 level 6 credits following their new registration. The faculty will consider the candidate's eligibility in relation to a particular qualification sought or

2.6.2 Assessment Requirements

- The assessment methods adopted should involve an element of reflection and critical appraisal and enable students to demonstrate an application of knowledge and skills acquired.

- Both the assessment method and assessment criteria should be explicitly stated in advance.

- The assessment method adopted should be open to both internal and external scrutiny in accordance with quality assurance procedures.

- Where work-based assessors are involved in the assessment process, they should be appropriately qualified and receive training and support for their assessment role. Assessment by work-based tutors should also be open to external scrutiny.

2.7 Students Studying Abroad for Part of their Programmes

2.7.1 Students Taking Approved Programmes of Study

The following regulations apply to students studying abroad at a higheroa*dn8.8(i)-8.2<5(and)]TJ 0 -1.

Conversion to DMU Marks

Unless otherwise determined by programme-specific regulations, a mark of 30% is considered to meet module pre-requisite requirements.

Compensating credits may not be transferable to another programme.

3.1.4 Reassessment in Level 4 Modules

A student will be permitted reassessment opportunities in a maximum of 60 credits at level 4 in any permutation or combination of module sizes. This could for example be two separate attempts in one 30 credit module or one attempt at a 60 credit module.

Re-assessment at level 4

3.1.10

3.1.15 The Honours Degree Award

Honours Degree students register for a type of degree, ie. BA (Hons), BSc (Hons), etc., and this is normally confirmed by the modules a student successfully completes at levels 5 and 6 of his/her programme.

Students not meeting the requirements of their programme for honours may nevertheless meet the requirements for a general honours degree, with a title as determined by the Academic Board.

3.1.16 The Honours Degree Title

The degree title depends on the combination of modules students have successfully completed at levels 5 and 6 of their programmes. Single Honours students have one subject named on their degree certificates; Joint Honours have two i.e. Subject A **and** Subject B (see **3.1.2** Requirements for Joint Honours). Subjects are listed on certificates in alphabetical order unless otherwise agreed by Student and Academic Services. Major/minor students (where a programme has been explicitly validated to offer a major/minor route) will have two subjects on their degree certificate, Subject A *with* Subject B.`

3.1.17 Honours Degree Classification

In order to be eligible for an Honours Degree, a student must satisfy each of the requirements specified in section **3.1.1.**

Honours degree classification is based upon a student's best 105[11] credits from the 120 credits of modules studied at level 5 and the best 105 credits from the 120 credits of modules studied at level 6.[12] It is calculated by taking an average of these 210 credits with the level 6 credits triple-weighted. Only level 6 modules are triple-weighted. This is to ensure that the degree classification is an accurate reflection of a student's performance at the culmination of his/her programme of study.

Taking into account the triple weighting of level 6 modules, the total percentages required to achieve each Honours Degree classification are as follows:

	From %	***To*** %
First	70	100
Upper Second	60	69
Lower Second	50	59
Third	40	49

If

The board will award an honours degree in the higher classification band to a student who

either achieves across the last 120 credits of level 6 modules an overall percentage in the higher classification band.

or achieves in at least 60 of the last 120 level 6 credits, marks in the higher classification band[13].

For students who have entered their programme of study with Recognition of Prior Learning (RPL) regulation 2.5.3 outlines how degree classification is calculated.

3.1.18 Integrated (undergraduate) Masters programmes

Integrated Masters programmes require 480 credits including 120 credits at level 7. Progression and reassessment regulations are as detailed for the Honours Degree, above, except where programme-specific regulations apply (see register at the back of this handbook for further details).

3.1.19 Integrated Master's degree classification

Degree classification for integrated master's degrees will be based on the best 225 credits of the 240 taken at levels 5 and 6, single-weighted, and the best 105 credits of the 120 credits taken at level 7, triple-weighted.

3.2 Non-Honours Degree

3.2.1 Minimum Requirements for Non-Honours Degree Eligibility

The minimum requirements for a Non-Honours Degree are as follows:

- 300 credits, of which 180 will be at levels 5 and 6, with 60 of these at level 6.
- 30 credits of compensation are allowed at level 4
- 45 credits of compensation are allowed across levels 5 and 6 combin7yc6(t)-6.6(hes)-2(e)10. 1 T
  ich(c)-2((m)-6(pens)-2(a)10.5(t)-6.6
  - deve6 ens(t)-6.6(i)2.6(oe)10.6(il)2.6(s)-2(a

marks previously achieved will be disregarded.[15]

Where a student is not eligible at the end of the academic session to access this facility, for example because of deferrals or the inability to undertake reassessment at the first opportunity, should the student subsequently become eligible to repeat level 4 s/he will be offered the facility at the next available opportunity.

Where a student chooses to transfer into level 4 of a different programme of study at the end of level 4 of their original programme, this constitutes their one opportunity to repeat level 4.

3.3.5 Progression of Part Time Students

Part time students are permitted to take level 4 and level 5 modules concurrently but must meet the following progression criteria:

To progress from one year of part-time study to the next a student must have passed at least 30 credits within that year.

3.3.6 Reassessment of Part-Time Students

A part-time student will be permitted reassessment opportunities in a maximum of 60 credits at each level in any permutation or combination of module sizes.

Reassessment at any level will only be allowed where a student cannot otherwise progress or achieve the award, other than as provided for in regulation 1.3, and only in respect of a module mark of less than 40%.

Part-time students are advised that because there is a limit to the number of reassessments allowed they should exercise caution and seek advice before registering for reassessments.

Module reassessment marks will be capped at 40%.

3.3.7 Reassessment in Level 5 Modules

Reassessment opportunities at level 5 are available to a student up to the end of the following academic session only, dating from the first attempt.

A student will be permitted reassessment opportunities in a maximum of 60 credits at level 5 in any permutation or combination of module sizes. This could for example be two separate attempts in one 30 credit module or one attempt at a 60 credit module.

Re-assessment at level 5 will only be allowed where a student cannot otherwise achieve the award, other than as provided for in regulation 1.3, and only in respect of a module mark of less than 40%.

Level 5 module reassessment marks will capped at 40%.

[15] On some professionally-accredited programmes it will not be possible to repeat level 4 study. Any student experiencing difficulty should seek advice as soon as possible regarding the options available.

Compensat

Re-assessment at level 5 will only be allowed where a student cannot otherwise achieve the award, other than as provided for in regulation 1.3, and only in respect of a module mark of less than 40%.

Level 5 module reassessment marks will capped at 40%.

3.4.7 Repeating level 5 study

Requests from students to repeat level 5 will not normally be considered.

3.4.8 Award of the Higher National Diploma

Modules within the Diploma may be awarded with pass merit or distinction in accordance with the following table:

University Mark	***Edexcel Grade***
70-100%	Distinction
55-69%	Merit
40-54%	Pass
0-39%	Fail, although some compensation may be allowed for a module mark of 30-39%.

Whilst the award of pass and merit at module level is calculated according to EdExcel regulations (above) the award of pass and merit at programme level is calculated according to the university's regulations (see 3.4.9 below). It may therefore be possible to achieve merits in all modules studied but not achieve merit at award level.

3.4.9 Award of distinction or merit within Higher National Diploma

The scheme allows the award of distinction or merit at award level.

A distinction may be awarded if a student has an average of 70% or above across their last 120 level 5 credits.

A merit may be awarded if a student has an average of 60% or above across their last 120 level 5 credits

3.5 Higher National Certificate

3.5.1 Minimum Requirements for a Higher National Certificate

To be eligible for a Higher National Certificate, a student must meet the following minimum requirements.

- 120 credits of which at least 30 must be at level 5
- No more than 30 credits of compensation at level 4. No compensation is allowed at level 5.

To be compensated for a failure, a student must have achieved a minimum of 30% in that module.

Programmes may designate particular modules as must pass. In must pass modules, a student must achieve at least a pass mark of 40%. Compensation cannot apply.

Where the DipHE or CertHE is a student's intended award the award minimum number of required credits are as outlined in the table in section 1.2. The award of distinction and merit are as per the requirements for the Foundation Degree, section 3.3.9 (DipHE) and the HNC, section 3.5.5 (CertHE).

Progression, reassessment and compensation regulations for the DipHE are as per the Foundation degree regulations (section 3.3) and reassessment and compensation regulations for the CertHE are as per the HNC regulations (section 3.5).

3.9 Trading Down to Achieve an Intermediate Award

Where a student has obtained more credits than she/he requires at either level 5 or 6, he/she may choose to use the additional credits to compensate for a failure at either level 4 or level 5, subject to the agreement of the board concerned. In such cases the substantive mark which the student achieves will appear on the transcript. For Honours degree classification calculation purposes the mark will be capped in accordance with these regulations. A student may achieve an intermediate award by these means. Associate modules can be used in this way, provided the board agrees.

CHAPTER 4: REGULATIONS FOR THE UNIVERSITY CERTIFICATE OF

4.1.4 Admission to Other Named Awards of the University

Where a student passes a module which is defined as contributing to a named award under the scheme, the student obtains credits which contribute towards the named UCPD award. Only modules specifically validated as contributing to the named award may contribute to that award.

UCPD awards may be designated to include modules which also form part of a named award of the University leading to one or more of the following awards: Honours degree; Degree; Foundation Degree; Diploma of Higher Education; Certificate of Higher Education; HND or HNC. Such relationships between named awards of this scheme and other University named awards must be specified at the time of the UCPD programme validation.

A student who is successful in such a module, or modules is awarded credits which can count as credits towards the related named award. Accordingly, a student who has accumulated these credits is eligible to apply to transfer the credits into the related named award. In considering eligibility for transfer of credits the admissions tutor will take due account of when the modules were studied.

4.1.5 Programme and Module Management

UCPD programmes and modules are allocated to and managed by programme management boards. UCPD awards are considered for recommendation for conferment by faculty programme assessment boards. Where possible UCPD awards should be considered at the scheduled programme assessment boards in June and September of each academic session. Where this is not possible, the programme assessment board will delegate authority to a sub-committee or may run additional meetings. If a sub-committee is established the following -

appropriate arrangements to ensure its effective management of the provision, including arrangements for operational liaison and co-ordination and for student representation, consultation and feedback.

Normally the copyright and related intellectual property rights of all modules within the scheme are owned by the University unless otherwise agreed in advance, for example in cases in which the University accredits existing work-based training.

4.1.7 Assessment

Scheme assessments shall be conducted in accordance with University policies. Mark criteria for undergraduate modules shall conform to those outlined in the University's

personal circumstances. Periods of interruption of studies are included in the maximum registration period.

If a student initially registers on a module, or modules, but not on a particular programme, the student is eligible to subsequently register on a programme to which the module, or modules, contribute credits. In such cases the maximum period of registration for the programme will date from the student's initial registration on the contributing module(s). Registration on a non-contributing module does not affect programme registration in this manner.

4.2.4 Assessment, Reassessment and Deferral of Assessment

Module templates will specify the arrangements for assessments leading to the award of credits.

There are no limits on the number of reassessments a student may take in relation to a particular programme within the scheme except that

- Students may not be reassessed more than twice in any one module;
- A particular programme template may specify a more stringent maximum number of reassessment opportunities in relation to obtaining the named award to which the programme leads;
- All assessments and reassessments must be successfully completed within the maximum period of registration for a programme in order for a student to obtain the named award.

The rules governing deferral of assessments detailed within the *General Regulations and Procedures Affecting Students* apply to students registered under the scheme.

4.2.5 Award of UCPD

A student will be awarded a University Certificate of Professional Development upon the successful completion of 60 credits. The level at which the UCPD is awarded will be determined by the level of the credits achieved. At least 45 of the 60 credits must be at the level at which the award is made or at a higher level. For example where a student has studied a UCPD which contains 15 credits at level 4, 30 credits at level 5 and 15 credits at level 6 the UCPD will be awarded at level 5.

The award of UCPD with merit or distinction will be made according to the following regulations:

Merit
The award of UCPD with merit will be made to students who achieve 60% or above in 45 of the 60 credits of the award, or who achieve 60% or above in the overall average of the marks for the modules forming the award.

Distinction
The award of UCPD with distinction will be made to students who achieve 70% or above in 45 of the 60 credits of the award, or who achieve 70% or above in the overall average of the marks for the modules forming the award.

orders as are determined by the Academic Board. It is the responsibility of each Faculty Academic Committee annually to approve the membership for each assessment board and to determine that each assessment board is properly constituted, with a Chair, Deputy Chair and external examiner (s). The name of the assessment board will be determined by the programme grouping (s) associated with the board, for example Fine Art Assessment Board.

5.2.4 Constitution

Chair (Head of School or Department, or Dean's nominee)
Deputy Chair (Dean, Head of Studies or Dean's nominee)
Programme Leader(s)
Subject Leader(s) (in Faculties where this role exists)
External Examiner(s)
Representatives from programme and module teaching teams as nominated by the Chair of the Board
In attendance: Servicing officer/Faculty administrative staff; Representative of the Director of Student and Academic Services
Ex Officio: Dean, Head of Studies, Head of Quality, Director of Student and Academic Services

Note:

To effect a quorum the following must be present:
Either the Chair **or** Deputy Chair
and either the Programme Leader(s) for the programme(s) under consideration **or** their nominees.
and either the Head of Studies **or** their nominee (a senior academic who may have more than one role at the assessment board)
and in attendance the Servicing Officer **and** the Director of Student and Academic Services **or** their nominee.

5.3 Roles of Individuals

5.3.1 The Head of Studies

Each faculty has a Head of Studies responsible for undergraduate programmes within or allocated to the Faculty and designated by the Dean of that faculty. Some of the specific duties of the Head of Studies may be delegated with the Dean's approval. The role of the Head of Studies includes the following:

5.3.1.1 *Academic Management*

- Has responsibility, on behalf of the Dean, for the management and co-ordination of academic planning for taught provision within the faculty. In this regard the postholder will work closely with the Department of Academic Quality as appropriate.

- In conjunction with subject and programme leaders within the faculty promotes curriculum development and enhancement which maximises the potential of the modular scheme both within the faculty and across faculties.

- Coordinates academic development and approval processes across the faculty, and has overall responsibility for the maintaining of the faculty's definitive record of the taught curriculum

- In conjunction with the chair of the Faculty Learning & Teaching Committee and teacher fellows in the faculty, promotes the development and enhancement of teaching, learning and assessment across the faculty.

- In consultation with subject and programme leaders and the Department of Academic Quality, ensures that academic approval and modification, timetable and other protocols are adhered to across the faculty.

- Has responsibility for ensuring an appropriate programme focus within the faculty and working with programme leaders and programme teams to aid them in this.

- Assists and advises programme leaders and module leaders in the preparation of templates

- Is an ex-officio member of Programme Boards.

- Is a member of the Facu

- Advises personal tutors as required and liaises with them over students causing concern

- Liaises, as necessary and appropriate, with the Department of Academic Quality and others, over students taking joint programmes which cross faculties and, in particular, over suitable arrangements for the recruitment, admission, induction, tutoring and advising of such students.

- Liaises with Partner Institution staff as appropriate.

5.3.2 The Subject Leader

Each subject (e.g. English) may have a subject leader designated by the Dean of faculty. The subject leader is an ex-officio member of the appropriate programme board(s). The role of the subject leader comprises:

5.3.2.1 *Academic leadership*

- acting and reporting on identified quality improvement needs at subject level as appropriate.

- in liaison with the Head of Studies, planning and organising arrangements for the recruitment, admission and induction of students.

- in liaison with the Head of Studies ensuring that all students within the subject area are provided with appropriate support.

- in liaison with programme leaders ensuring effective communication for the management, development and enhancement of collaborative provision.

- in liaison with programme leaders assisting students in the organisation of elections for representatives to the Programme Board.

5.3.2.3 *Assessment*

- contributing to the setting of assessment procedures for programmes within the subject and scrutinising the parity of module marks across the subject.

- ensuring the appropriate co-ordination of moderating/second marking of student work.

- Ensuring, in liaison with programme leaders, that student results for each module within the subject are available in a complete and accurate form for submission to the Programme Board by the agreed deadlines.

- liaising with external examiners as required.

5.3.2.4 *Liaison*

- liaising with the Faculty Head of Studies, particularly with regard to any proposed changes in the subject's undergraduate provision, and arrangements for the recruitment, admission, induction and mentoring of students within the subject.

- ensuring the coherence of the programme as experienced by a student in leading to its named award.

- ensuring that the programme is monitored and evaluated in accordance with agreed quality assurance procedures.

- drafting the template for validation and approval and ensuring that it is periodically reviewed and updated.

- liaising with the subject leader on programme-related aspects of internal and external quality assessment processes

5.3.3.2 ***Programme Management***

- ensuring the implementation of agreed policies and procedures (as determined at programme, faculty and University levels).

- overseeing the day-to-day management of the programme.

- co-ordinating the staff resource for the programme and ensuring that staff are adequately briefed and involved.

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- In liaison with the subject leader assisting students in organising elections for representatives to the Programme Board

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5.3.3.3 ***Assessment***

- co-ordination of assessment procedures within the programme.

- ensuring the appropriate and timely feedback to students on assessments, particularly in relation to progress within and between levels of study, and failure in modules.

- liaising with the subject leader to ensure that the students' results for each module within the programme are available in a complete and accurate form for submission to the Programme Board by the agreed deadlines.

5.3.3.4 ***Liaison***

- liaising with the Faculty Head of Studies, particularly with regard to any proposed changes to the programme.

- representing the programme in dealings with external agencies.

5.3.4

- liaison with placement providers and ensuring adequate support for students on placements.

5.3.4.3 *Assessment*

- the production and timely issue to students of the assessment scheme and timetable.
- managing the production of module examination papers.
- academic liaison with external examiners through the subject leader.
- ensuring that appropriate internal moderation procedures are in place for all elements of assessment.
- ensuring that marks for assessment components are submitted within required deadlines.
- attending meetings of the Programme Board.

5.3.4.4 *Liaison*

- liaison as necessary with the subject leader, course co-ordinators, other module leaders and other mentors.

CHAPTER 6 EXTERNAL EXAMINERS

6.1 Purposes and Functions

6.1.1 Purposes and Functions of External Examiners

The overall purposes of external examiners are to ensure:

- that degrees and intermediate awards granted by the University are comparable in standard to those of other institutions of Higher Education; external examiners must also ensure that awards comply with national threshold standards in subjects.

- that the assessment system is fair and is fairly operated. External examiners must also ensure that management of processes for progression of students and for determining awards provides for equity of treatment.

In order to provide for the discharge of these functions, the University appoints external examiners.

6.1.2 Programme Boards

External examiners are appointed to Programme Boards with the responsibility for programmes. Where two or more examiners are appointed to a programme one may be appointed as the lead examiner to represent all as necessary.

External examiners should discuss with the programme team whether it is beneficial to meet with students. This will be determined by the nature of the discipline and assessment methods.

They are specifically required to scrutinise and advise on the following:

- **curriculum development and design**: the currency, relevance and coherence of curricular material;

- **standards**: that learning materials and learning outcomes are appropriate to curricula and that students are able to achieve standards comparable with those elsewhere and comparable to subject and level threshold requirements;

- **assessment**: that assessment aims and objectives are appropriate, the purposes and philosophy of assessment are clearly articulated and understood, that the load of assessment is appropriate, and assessment is properly and impartially conducted.

6.1.3 Specific Functions

When Programme Boards function as assessment boards their primary purposes are to discuss individual problem cases that cannot be dealt with by routine protocols, to review and adjust as necessary the overall spread of marks for a module, formally to confirm the award of marks, to make progression and award decisions and to discuss

attend any of the boards, they must contact the Faculty to inform them of this and to arrange alternative means to input into the meeting.

The role of the external examiner comprises:

- adjudicating as necessary on individual cases, reviewing student profiles and exercising discretion. External examiners are not employed as a “third marker” and programme teams must not try to utilise them in this fashion.
- adjudicating on any moderation of module marks and to confirm all module marks awarded
- confirming internal assessment processes within modules and programmes
- raising any issues of concern for debate
- advising on curriculum design and change
- advising on assessment design and change;
- moderating assignments, exercises, examination questions etc
- sampling students’ assessed work and sampling the assessment of student work, and moderating as necessary
- conducting *viva voce* examinations in cases where the assessment board or the external examiner so wishes
- considering statistical analyses (performance indicators) relating to modules and programmes with which she/he is associated
- auditing and confirming the rigour of assessment practices and protocols adopted by the Programme Board
- considering and advising on the comparability of standards where modules and programmes are delivered at more than one location
- focusing on levels 5 and 6 modules and programmes, but sampling and auditing the level 4 work of the subject to an extent necessary to assure that it provides an adequate preparation for level 5 modules within the subject. For Foundation Degrees and UCPDs the focus should be on all years.
- Reviewing and confirming progression decisions and recommendations for the award of qualifications
- Confirming the standards achieved by students on programmes offered by the University
- Advising when required in relation to aegrotat awards and similar exceptional student cases
- reporting on the above to the University verbally at the board and in the written report.

examiners from outside the Higher Education system[21], for example, from industry or the professions, may be appointed where appropriate; but each board shall have at least one external examiner who has recent examining experience at the relevant level and who is familiar with the standards required for comparable programmes

- sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers

- familiarity with the standard to be expected of students to achieve the award that is to be assessed

- fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that external examiners are provided with the information to make their judgements)

- met the applicable criteria set out by professional, statutory or regulatory bodies

- awareness of current developments in the design and delivery of relevant curricula

- competence and experience relating to the enhancement of the student learning experience

Colleagues who are new to external examining or have professional experience relevant to a professional or vocational programme can be appointed with detailed mentoring arrangements approved by the Faculty Head of Quality. In such circumstances AQC will have due regard to the internal examining experience of nominees. Retirees can be considered provided they have sufficient evidence of continuing involvement in the academic area in question.

6.3.2 Volume of Work

An external examiner should not normally be appointed if this would entail holding more than two concurrent external examinerships covering taught provision.

6.3.3 Independence and Impartiality of the External Examiner

External examiners shall be entirely independent of De Montfort University and any partner institutions. External examiners should not normally be appointed if they have had close and persistent contact with a current member of staff of the University at any time during the previous five years (either prior to, or during, their employment at the University).

To avoid potential conflicts of interest, external examiners should not be appointed if they are covered by any of the following categories or circumstances:

[21] Care should be taken to avoid appointing external examiners from outside the sector for the purpose of consultation on the appropriateness of curriculum design to a profession or vocation. External advice and guidance should be sought during the curriculum development, approval and review process rather than during the assessment process.

- a member of a governing body or committee of De Montfort University or one of its collaborative partners, or a current employee of De Montfort University or one of its collaborative partners

- anyone with a close professional, contractual or personal relationship with a

- any change in the external examiners' circumstances which brings about potential conflicts of interest which might jeopardise objectivity

- persistent refusal to work within the University's academic regulations

- relocation of the external examiner far from the United Kingdom

- withdrawal of or non-recruitment to programmes

- if a reciprocal arrangement is discovered after the appointment or is created when an existing examiner moves to another institution, the appointment will be reviewed.

6.4 Information for External Examiners

External examiners will be briefed before the start of their duties. The Faculties and Subject Teams in conjunction with the Department of Academic Quality will arrange the briefings on an annual basis for newly appointed examiners.

6.4.1 From the Department of Academic Quality

The Department of Academic Quality shall ensure that the following generic information is provided to brief external examiners:

- a website link to the cii.j EMC nP-6.6( )]TJ /.007 Tw 02.94113.5Hf 1.2wE /C2 EMC i13.5(i1
  -

- summary of review and evaluation reports including previous external examiner reports

- dates of assessment board meetings at which attendance of external examiners is required and/or meetings where external examiners' attendance would be beneficial along with a timeline of when to expect draft assessments and scripts for comment

- Details of programme and module management and assessment arrangements, and the role of the external examiner within them

- any relevant discipline assessment criteria, marking schemes, model answers, etc.

6.5 Participation in Assessment

An external examiner shall be an ex officio member of the Programme Board to which she/he is appointed and shall approve module marks determined by the board.

The focus of examiners' duties shall be at levels 5 and 6. However, examiners shall have discretion to sample and audit work at level 4 to be assured that it is appropriate preparation for study at level 5. For foundation degrees and UCPDs the focus shall be on all years.

External examiners shall be consulted on draft examination papers at levels 5 and 6, and for all levels for foundation degrees and UCPDs. To facilitate consideration by examiners model answers, outline solutions and related marking schemes, where appropriate, shall be provided along with draft papers. Such documents shall be provided to external examiners in accordance with published university tsh pub.9(at)-6pnd 6

Assessments include all components contributing to a module including coursework elements and examination scripts. The reference to ‘problematic assessments’ is intended to cover a variety of eventualities where a department wants the particular advice of the external examiner. This would include, for example, exceptional cases where there is internal disagreement about a mark for a script or coursework assignment.

The external examiner has the right to see any worked scripts and other assessed assignments, including coursework, projects, dissertations which contribute to the module mark. Examiners shall have discretion to sample material which will allow them to render a judgement as to (a) the overall suitability of the assessment methods in practice, (b) the coherence of the assessment strategy and (c) the

6.6.2 Supplementary Reports

Supplementary reports may be submitted at any time where an examiner considers that issues have arisen which requires prompt attention. This report is intended to be exceptional and it will not be necessary for examiners to report on the satisfactory operation, or progress of the work, of the board.

An external examiner may send a separate report to the Vice-Chancellor on any matter which she/he deems necessary; such a report may be sent in confidence at any time. If an external examiner has serious concerns about issues related to standards within the institution, and has exhausted all internal procedures including a confidential report to the vice chancellor, they should access the independent mechanism for addressing concerns about standards and quality in higher education managed by QAA.

6.6.3 Action Arising from Reports of External Examiners

The focus of action in relation to external examiners' reports is at Programme Board level. It is the responsibility of boards to consider the issues raised by external examiners and to determine an appropriate course of action. In responding, boards should avail themselves of the advice of external examiners and engage their examiners in a dialogue to ensure that their proposed course of action is acceptable to the examiner. The outcome of both the internal consideration by boards and the dialogue with external examiners should be recorded in relevant minutes or related reports to ensure all parties are aware of the action taken/to be taken. External examiners are asked to comment on the feedback they receive in response to their reports and to highlight issues which require (but have not received) attention.

GLOSSARY OF TERMS RELATED TO THE UNDERGRADUATE SCHEME

The definitions in this glossary are intended for inclusion in information documents for students. It is recognised that more technical definitions are required for specialist use. Some of the terms, such as Named Academic Award, also have meanings outside the undergraduate scheme. It is important that the same definition is used throughout the University to avoid confusion.

COMPENSATION	A student may be awarded compensation for a module mark of 30-39% in accordance with award-specific regulations detailed in Chapter 3. Such compensation is not permitted for must-pass modules. Some programmes may not permit such compensation. Where compensation is allowed this can only apply to a maximum number of modules per level. These maxima are stated in the award-specific regulations in Chapter 3. Compensating credits are awarded at the level of study not in relation to particular modules.
COURSE	See entry for Programme, below
CREDIT	A credit is recognition of completion of study over a notional number of learning hours. Each single module within the DMU undergraduate scheme has a credit value of 30, gained after successful assessment, equivalent to 300 hours of learning. Modules with other credit values (eg 15, 60) are also available.
Compensating credit	Compensating credits are awarded at the level of study not in relation to particular modules (see Compensation)

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APPENDIX 1:

DEFINITIONS

APPENDIX 2: Illustrative profiles for the operation of degree classification based on the best 105 credits at levels 5 and the best 105 credits at level 6, triple-weighted towards level 6

Example	Profile			Identifying the best credits
	Credits	**Module Mark**		
Student A	**Level 5**			
	45	75%	(counts x 3)	
	45	68%	(counts x 3)	
	15	67%	(counts x 1)	
	15	40%*	(counts x 1)	
	Level 6			
	45	73%	(counts x 3)	
	45	59%	(counts x 3)	
	30	70%	(counts x 2)	

*mark capped after
3dD<

Register of Programme-Specific Regulations
Undergraduate Programmes

Foreword

This register contains information regarding the University's undergraduate programmes which have regulations which differ from the generic University regulations as given in the *Handbook and Regulations for Undergraduate Awards*.

The register lists the programmes which have programme-specific regulations, grouped by the owning faculties, and highlights the sections of the undergraduate regulations for which the programme has an alterative, programme-specific regulation. The programme-specific regulation itself is given alongside the generic University version.

The programme-specific regulations within the register cover academic awards. Where a programme is professionally accredited students may have to adhere to professional codes of practice as set down by the relevant Professional, Statutory or Regulatory Body. Failure to adhere to these codes of practice may cause a student to fail modules irrespective of academic performance and in severe cases may lead to a student being terminated from the programme.

The University adheres to the Framework for HE Qualifications for England, Wales and Northern Ireland and the Credit Framework for England, which designate undergraduate study as levels 4, 5 and 6. These typically equate to the three years of study for an undergraduate award.

This register forms an appendix to the *Handbook and Regulations for Undergraduate Awards*. It is intended as a reference document for students and staff, and should be utilised at programme assessment boards at which progression and award decisions are made in relation to programmes in the register.

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	study. This applies to both full-time and part-time students.
3.1.13 Reassessment Opportunities at Level 6	Students are entitled to one reassessment only in each of the modules on the programme.
3.1.17 Honours Degree Classification	For FT and PT MArch students, classification will be based upon the best 105 credits from FT programme Year 1 (modules ARCH3411; ARCH3412; ARCH3413; ARCH5013) and the best 105 credits from FT programme Year 2 (modules ARCH5011; ARCH3414; ARCH5012), with FT programme Year 2 triple-weighted. ARCH5012 Comprehensive Design Project must always be included irrespective of the mark in this module. For students who start the programme at the beginning of the second year (with 120 credits RPL) classification will be based upon ARCH5012 and the best 45 credits from ARCH3414 and ARCH5011. **MArch classification for students commencing the programme from 2015/16 onwards:** The MArch award may be made at pass level, with merit or with distinction. The overall aggregate mark is calculated from the average of all module marks in the programme, taking into account module credit weighting. A distinction may be awarded if a student has an average of 70% or above across all modules, taking into account the module credit weightings. A merit may be awarded if a student has an average of 60% or above, taking into account the module credit weightings.

	Certificate in Architectural Studies or Advanced Graduate Certificate in Architectural Studies, as appropriate, if a student has an average of 60% or above across all modules, taking into account the module credit weightings.

Programme title/award:
BA (Hons) Contour Fashion

Programme code:
W23042

Owning Faculty:
Arts, Design and Humanities

Owning Board:
Fashion Design and Contour Fashion

Programme title/award:
BA (Hons) Fashion Design

Programme code:
W23043

Owning Faculty:
Arts, Design and Humanities

Owning Board:
Fashion Design and Contour Fashion

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
3.1.5 Repeating level 4 study	A student who is unable to progress into level 5 but who has achieved a summed total mark* of 40% across all modules studied may undertake 60 credits of reassessment opportunities. If successful the student is eligible to repeat level 4 study as per the provisions of regulation 3.1.5. * For example if a student is studying two 60 credit modules and achieves 20% in each (equating to a total of 40% across the modules)

Programme title/award:
BA (Hons) Footwear Design

Programme code:
J44541

Owning Faculty:
Arts, Design and Humanities

Owning Board:
Footwear Design and FdA Footwear

Name of professional/statutory/regulatory body: N/A

University generic regulation

Programme title/award:
Master of Design (MDes) Interior Design

Programme code:

FACULTY OF BUSINESS AND LAW

Programme title/award:	**Programme code:**
MAccFin (Hons) Accounting and Finance	**N3N460**
Owning Faculty:	**Owning Board:**
Business and Law	**Accounting and Finance**

Name of professional/statutory/regulatory body: ACCA; CIMA

University generic regulation	Programme-specific regulation
3.1.19 Integrated (undergraduate) Masters programmes degree classification	Classification will be based on the module averages for each level as follows: The best 225 credits of the 240 credits at level 5 and 6, single-weighted, and the best 105 credits of the 120 credits taken at level 7, triple-weighted. Level 5 average* = 20% of classification Level 6 average* = 20% of classification Level 7 average* = 60% of classification *With necessary module marks excluded from the calculation. For students entering the programme from 2016/17 onwards classification will be determined by regulation 3.1.19

	determined by regulation 3.1.19

Programme title/award:
LLB (Hons) Business Law

Programme code:
M22141

Owning Faculty:
Business and Law

Owning Board:
Law

Name of professional/statutory/regulatory body:
The Law Society and Bar Council

University generic regulation	Programme-specific regulation
3.1.6 Progression of part-time students, level 4 to level 5	To progress from one year of part-time study to the next a student will normally have no module mark below 30% and have achieved an average of 40% in all modules studied after reassessment. In order to proceed to study any module at level 5 a student must generally have been credited with passes in at least two 30 credit modules at level 4. If level 5 studies are commenced prior to completion of all level 4 modules then normally all outstanding level 4 modules must be assessed (or reassessed as the case may be) at the same time as those level 5 modules are assessed for the first time.
3.1.6 Progression of part-time students, level 5 to level 6	To progress from one year of part-time study to the next a student will normally 02 Tw [(par)4.9(t)]TJ 0 Tc 0

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Programme title/award:
GradCert in International Business

module mark below 30% and have achieved an average of 40% in all modules studied after reassessment.

In order to study any module at level 6 a student must generally have passed all level 4 (1) modules and have been credited with passes in at least two 30 credit modules at level 5. If level 6 studies are commenced prior to completion of all level 5 modules then normally all outstanding level 5 modules must be assessed (or reassessed as the case may be) at the same time as those level 6 modules are assessed for the first time.

level 6 studies are commenced prior to completion of all level 5 modules then normally all outstanding level 5 modules must be assessed (or reassessed as the case may be) at the same time as those level 6 modules are assessed for the fi

LEICESTER DE MONTFORT LAW SCHOOL

Leicester Institute of Legal Practice

Graduate Diploma in Law

Assessment Regulations

1.

"written assessment" means all those assessments other than Examinations as provided for in regulation 8

(b) The provisions of the Interpretation Act 1978 apply to these regulations.

2. Applicability of Academic Ordinances and Regulations of De Montfort University.

The current Academic Ordinances and Regulations of the University shall apply. If there is any conflict between the Academic Ordinances and Regulations and these regulations, these regulations shall prevail. If there is any conflict between the Academic Ordinances and Regulations and these regulations and the requirements of the Professional Bodies, the requirements of the Professional Bodies shall prevail.

3. Conditions of Enrolment

(a) Students are enrolled on the Graduate Diploma in Law on the understanding that they:-

who have been referred or who are required to re-sit will be held at such time as the Board of Examiners shall determine being not less than 3 weeks after the publication date of the results of the principal Examinations.

(b) A student who is prevented by sufficient cause from sitting or completing all or part of the principal Examinations may, at the discretion of the Board of Examiners, be allowed to sit or complete the Examinations in the referred Examinations of that year in respect of each part not previously attempted or completed.

8. Nature of Assessment

(a) A student must satisfy the Board of Examiners that he has an adequate (.012 Tw 2.)10a14(ho Tw 2.o(mf)]TJ -0(w)2Em14(aat)6h)1i343(-s)189l F0(340 Th-)Tj

words, but no more than 5,000 words which will carry 70% of the available marks for the module. Students must achieve a mark of at least 40% in each element of assessment for this module.

(e) The pass mark in each Examination and written assessment is normally 40%. Students (other than partial exemption students) may exceptionally be compensated in one Examination or one element of the Project and Assessed Coursework module at a lower mark not below 35% on the basis of tutors' reports, strength in other modules and any other relevant, documented information. Any written work and reports must be available for inspection by the External Examiners. A student may only be compensated once during the Graduate Diploma in Law. The Board of Examiners may compensate a marginal fail of a part time student in accordance with this paragraph at the end of either the first year or the second year of the Graduate Diploma in Law.

(f) The Graduate Diploma in Law consists of 240 undergraduate credits. The weighting of the marks for the assessed components of the Graduate Diploma in Law shall be as follows:

Form of Assessment	**Credits towards Final Award**
LGMP3007: English Legal System Exercise	0 credits
LGMP3008: Legal Research Exercise	0 credits
LGMP3009: Project and Assessed Coursework	30 credits
LGMP3000: Foundations of Criminal Law	30 credits
LGMP3001: Obligations I (Contract)	30 credits
LGMP3002: Obligations II (Tort)	30 credits
LGMP3003: Foundations of Property Law	30 credits
LGMP3004: Foundations of Public Law	30 credits
LGMP3005: European Union Law	30 credits
LGMP3006: Foundations of Equity and the Law of Trusts	30 credits

(g) The Board of Examiners may within its discretion prescribe word limits for written assessments and the penalties to be imposed for exceeding any such prescribed word limits.

(h) The mark for any written assessment submitted late except for good reason will be reduced by 5% for every day after the submission date including the submission date for the written assessment. The Course Director will decide if the student has good reason for submitting any written assessment late. All such reasons must be submitted in writing and, where appropriate, supported by third party evidence.

(i) Any student who is dissatisfied with the decision of the Course Director as to whether he/she has good reason for submitting a written assessment late may appeal to the Board of Examiners.

9. Structure of the part time Graduate Diploma in Law

(a) This regulation applies only to part time students.

(b) Students will study the English Legal System, Legal Research, Foundations of Criminal Law, Obligations I, Obligations II and Foundations of Property Law in year one of the Graduate Diploma in Law. In year two of the Graduate Diploma in Law students will study Foundations of Equity and the Law of Trusts, Foundations of Public Law, Foundations of European Union Law and the Project and Assessed Coursework module.

10. Result of Assessment

A student is entitled to the Graduate Diploma in Law if the student passes all the assessments required under Regulation 8 either at the first attempt or, in accordance with these regulations, at a subsequent attempt.

11. Award of Distinctions and Commendations

(a) A student **must** be awarded a **distinction** where:

(i) he/she has passed all elements of the assessments at the first attempt, without any subject being compensated; and
(ii) he/she has obtained an overall average of at least 70%.

(b) A student **may** be awarded a **distinction** where

(i) he/she has passed all elements of the assessments at the first attempt, without any subject being compensated; and
(ii) he/she has obtained an overall average of at least 70% in at least 50% of the subjects counting towards the final award; and
(iii) he/she has obtained an overall average of at least 67%; and

(a) This regulation applies only to a student in year one or year two of a part time Graduate Diploma in Law.

(b) Subject to Regulation 8(e), a part time student who fails the written assessment during year two will be referred in that written assessment provided that a student who fails one element of the Project and Assessed Coursework module shall only be referred in that element.

(c) Subject to Regulation 8(e), a part time student who fails any Examination in year one or year two will be referred in that Examination.

(d) A part time student who fails the English Legal System Exercise at the first attempt shall be given one final opportunity to pass. Any student who fails the English Legal System Exercise on a second occasion will fail the Graduate Diploma in Law.

14. Referrals where Four or Fewer Modules taken

(a) Subject to regulation 17(a) a partial exemption student who has taken four or fewer modules and failed an Examination in any one of them will be referred in that Examination.

(b) Subject to regulation 17(a) a partial exemption student who has taken four or fewer modules and failed a written assessment will be referred in that written assessment provided that a student who fails one element of the Project and Assessed Coursework module shall only be referred in that element.

(c) Subject to regulation 17(a) a partial exemption student who has taken four or fewer modules and failed more than one Examination will be referred in the failed Examinations.

(a) This regulation applies to a student taking an Examination or written assessment following a referral under Regulations 12 to 14 and is subject to Regulation 17.

(b) A student referred in any Examination or written assessment (other than

Extenuating Circumstances", and submit the form as directed together with supporting evidence. Claims of extenuating circumstances which are not substantiated by independent evidence from a relevant source will not be considered. The student must communicate the extenuating circumstances and independent evidence as soon as they are known and, normally, at least four days prior to the appropriate GDL Assessment Board meeting concerned. The Board of Examiners is responsible for considering the extenuating circumstances and for coming to an academic judgement having taken them into account. If the independent evidence is accepted by the Board of Examiners the student will be deferred in the assessment(s) affected. The Board of Examiners does not have power to increase the mark in the assessment(s) so affected.

(d)

(i) they have successfully completed all assessments on the first year of the Graduate Diploma in Law; and
(ii) there are genuine mitigating circumstances which justify the transfer; and
(iii) they have obtained the permission of the Professional Bodies.

24. Students studying the Graduate Diploma in Law by part time mode who are unsuccessful in completing year one of the Graduate Diploma in Law may not transfer onto the full time mode. Such students are not p

28. Where a student was previously admitted onto a Graduate Diploma in Law but failed to complete the course, that student may only be admitted to a Graduate Diploma in Law provided that the student:

    (i) has formally withdrawn from the course on which they were originally enrolled [i.e. surrendered any rights to “resits” at the first institution]; and
    (ii) applies to enrol on the course in the normal way; and
    (iii) receives no credit for any assessment passed on the first course; and
    (iv) will be treated as a new student and assessed in the normal way [i.e. be entitled to three attempts at each assessment]; and
    (v) is required to attend in the same manner as other students on that course.

29. Assessment Offences

Any allegation of assessment offences committed by a student shall be dealt with in accordance with the Current Academic Ordinances and Regulations of the University. If any allegation is found to be proven, and the offence has a bearing upon the character and suitability of the student to become a barrister or solic

FACULTY OF HEALTH AND LIFE SCIENCES

Programme title/award:
BSc (Hons) Biomedical Science

Programme code:
B90044

Owning Faculty:
Health and Life Sciences

Owning Board:
Clinical Sciences

Name of professional/statutory/regulatory body:
Institute of Biomedical Science

University generic regulation	Programme-specific regulation
1.3 Credit accumulation and compensation	At levels 4 and 5 generic regulations apply. At level 6 all modules must be passed at 40% and no compensation is available.
3.1.17 Honours degree classification	For students who study 135 level 6 credits, degree classification is calculated form the best 105 credits at level 5 and the best 120 credits at level 6.
N/A	BIOM1066: this is a zero credit weighted module. Resit opportunities will be limited to two attempts.

Programme title/award:
FdA Community Justice

Programme code:
L56043

Owning Faculty:
Health and Life Sciences

Owning Board:
Criminology and Criminal Justice

Name of professional/statutory/regulatory body:
National Offender Management Service

University generic regulation	Programme-specific regulation

	at any one module.
3.1.5 Repeating level 4 study	The regulation is not applicable to this programme
3.3.9 Award of distinction or merit within foundation degree	The programme does not attract a merit or distinction classification. On successful completion of the programme a pass is awarded.

Programme title/award:
BA (Hons) Community Justice

Programme code:
L56044

Owning Faculty:
Health and Life Sciences

Owning Board:
Criminology and Criminal Justice

Name of professional/statutory/regulatory body:
National Offender Management Service

University generic regulation	Programme-specific regulation
1.2 Credit accumulation and awards	All module components must be passed at 40%.
1.3 Credit accumulation and compensation	All modules must be passed at 40%. No

Programme title/award:
Graduate Diploma in Community Justice

Programme code:
L56091

Owning Faculty:
Health and Life Sciences

Owning Board:
Criminology and Criminal Justice

Name of professional/statutory/regulatory body:
National Offender Management Service

University generic regulation	Programme-specific regulation
1.2 Credit accumulation and awards	All module components must be passed at 40%.
1.3 Credit accumulation and compensation	All modules must be passed at 40%. No compensation is available.
3.1.13 Reassessment opportunities at level 6 (3)	Up to 90 credits of reassessment opportunities are available. A student may have only one reassessment attempt at the 45 credit module and may utilise up to 45 credits of reassessment for the remaining modules, with a maximum of two reassessment attempts at any one module.

Programme title/award:
BA (Hons) Criminal Investigation and Policing Studies

Programme code:
L43561

Owning Faculty:
Health and Life Sciences

Owning Board:
Criminology and Criminal Justice

Name of professional/statutory/regulatory body:
N/A

University generic regulation	Programme-specific regulation
N/A	CRh -1.66 Q300.84 Tm [(N)2.6(am)-4.3(e of)4.9(0.51.04

Programme title/award:
BSc (Hons) Environmental Protection

Programme code:
F80042

Owning Faculty:
Health and Life Sciences

Owning Board:

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
3.1.17 Honours degree classification	Students study 180 credits at level 6. Degree classification is calculated on the best 150 credits from 180

Programme title/award:
BSc (Hons) Health and Professional
Practice (o nic4Bedits at lev(o nEm (ev)8.9.01(udy)8.9(180)2.098()-.H r ev6. 6 >>B(ev)8.9.015udy5180 9D

	based an average of the total number of credits, excluding the 30 credits with the lowest mark(s). Where a student has studied and passed less than 120 level 6 credits (due to RPL) classification will be based upon the average of the marks for all modules studied.

Programme title/award:
BSc (Hons) Healthcare Science

Programme code:
B19043 (Cardiovascular, Respiratory and Sleep Sciences)

Owning Faculty:
Health and Life Sciences

Owning Board:
Clinical Sciences

Name of professional/statutory/regulatory body: N/A

University generic regulation	Programme-specific regulation
1.3 Credit accumulation and compensation	

	modules must be passed at 40%. No compensation is available.
3.1.5 Repeating level 4 study	The regulation is not applicable to this programme
3.1.11 Reassessment opportunities at level 5 3.1.13 Reassessment opportunities at level 6	Students undertake a mix of level 5 and level 6 modules during their second and third years as follows: 2nd year: 60 credits L5; 60 credits L6 3rd year: 60 credits L5; 60 credits L6 Students will be allowed a maximum of 60 credits of reassessment in each year of study, with no more than 30 credits of reassessment in each year of study at each level

Programme title/award:
FdSc Hearing Aid Audiology

Programme code:
B61011

Owning Faculty:
Health and Life Sciences

Owning Board:
Speech and Language Therapy/Audiology

Name of professional/statutory/regulatory body:

Programme title/award:	Programme code:
BSc (Hons) Human Communication (Speech and Language Therapy)	B60041 B60042 (non-commissioned route)

	the next year of study.
3.1.4 Reassessment in level 4 modules 3.1.11 Reassessment opportunities at level 5	A student will have a maximum of 90 credits of reassessment opportunities at each level of study
3.1.5 Repeating level 4 study	The regulation is not applicable to thi

	them unable to practice safely and effectively may, at the discretion of the programme board, be unable to pursue the professional programme.

Programme title/award:
BSc (Hons) International Nursing Studies

Programme code:
B70055

Owning Faculty:
Health and Life Sciences

Owning Board:
Nursing and Midwifery

Name of professional/statutory/regulatory body:
Nursing and Midwifery Council

University generic regulation	Programme-specific regulation
1.2 Credit accumulation and awards	All module components must be passed at 40%. -credit (pass/fail) components must be

Programme title/award:
GradCert Low Intensity Psychological Interventions

Programme code:
TBC

Owning Faculty:
Health and Life Sciences

Owning Board:
Psychology

Name of professional/statutory/regulatory body:

University generic regulation	Programme-specific regulation
1.1 Programmes and modules	The programme will consist of 20 credit modules
N/A	Each module has an 80% attendance requirement. The clinical practice element has a 100% attendance requirement.

Programme title/award:
BSc (Hons) Midwifery (pre-registration)

Programme code:
B72P44

Owning Faculty:
Health and Life Sciences

Owning Board:
Nursing and Midwifery

Name of professional/statutory/regulatory body: Nursing and Midwifery Council

University generic regulation	Programme-specific regulation
1.2 Credit accumulation and awards	All module components must be passed at 40%. All zero-credit (pass/fail) components must be passed.
1.3 Credit accumulation and compensation 3.1.3 Progression from level 4 to level 5 3.1.8 Progression from level 5 to level 6	All modules must be passed at 40%. No compensation is available.
2.2.3 Availability of reassessment opportunities 3.1.4 Reassessment in level 4 modules 3.1.11 Reassessment opportunities at level 5 3.1.13 Reassessment opportunities at level 6	A student will have a maximum of 90 credits of reassessment opportunities at each level of study. The first progression point as outlined by the NMC is to be achieved by the end of level 4 study. Therefore a student must complete all

	modules successfully at level 4, including retrieval of any failure, within 12 weeks of completion of the first year of the programme.
3.1.5 Repeating level 4 study	The regulations (or 4.9 applicable to this programme

3.1.1 Minimum requirements for honours degree eligibility	Exceptionally a student who has gained sufficient credit for the award may fail to achieve the award because of failing NMC professional guidelines in practice or through

	completion of the first part of the programme.
3.1.1 Minimum requirements for honours degree eligibility	Students must complete 120 credits at level 6 to achieve a BSc (Hons) Midwifery (shortened) with NMC registration as a midwife. Exceptionally a student who has gained sufficient credit for the award may fail to achieve the award because of failing NMC professional guidelines in practice or through the Fitness to Practice procedure. Failure due to gross Professional Misconduct will result in immediate dismissal from the programme. A second failure of Professional Conduct will

1.3 Credit accumulation and compensation 3.1.3 Progression from level 4 to level 5 3.1.8 Progression from level 5 to level 6	All modules must be passed at 40%. No compensation is available.
3.1.5 Repeating level 4 study	The regulation is not applicable to this programme
2.2.3 Availability of reassessment opportunities 3.1.4 Reassessment in level 4 modules 3.1.11 Reassessment opportunities at level 5 3.1.13 Reassessment opportunities at level 6	A student will have a maximum of 90 credits of reassessment opportunities at each level of study The first progression point as outlined by the NMC is to be achieved by the end of level 4 study. Therefore a student must complete all modules successfully at level 4, including retrieval of any failure, within 12 weeks of completion of the first year of the programme.
N/A	Professional Responsibility 1, 2 and 3 are zero credit modules which embed the practice requirements for Nursing. Each zero credit module can be reassessed on one occasion. If the module is failed at reassessment the student will be back-grouped to a different cohort to allow one final attempt at the module. No reassessment is available on the back-grouped attempt. Normally a student will not be eligible to progress onto level 6 carrying a level 4 fail.
3.1.1 Minimum requirements for honours degree eligibility	Exceptionally a student who has gained sufficient credit for the award may fail to achieve the award because of failing NMC professional guidelines in practice or through the Fitness to Practice procedure. Failure due to gross Professional Misconduct will result in immediate dismissal from the programme. A second failure of Professional Conduct will result in dismissal from the programme.

Programme title/award:
BSc (Hons) Nursing

Programme code:
B70052

Owning Faculty:
Health and Life Sciences

	progress onto level 6 carrying a level 4 fail.

3.1.1 Minimum requirements for honours degree eligibility

N/A	Professional Responsibility 1,2 and 3 are zero

2.2.3 Availability of reassessment opportunities 3.1.4 Reassessment in level 4 modules 3.1.11 Reassessment opportunities at level 5 3.1.13 Reassessment opportunities at level 6	A student will have a maximum of 90 credits of reassessment opportunities at each level of study The progression points as outlined by the NMC are at an eighteen month intervals. All requirements for award and registration will be met at four years rather than three.
N/A	Professional Responsibility 1,2 and 3 are zero credit modules which embed the practice requirements for Nursing. Each zero credit module can be reassessed on two occasions. If the module is failed at the first reassessment the student will be back-grouped to a different cohort to allow the second and final attempt at the module. No reassessment is available on the back-grouped attempt. Normally a student will not be eligible to progress onto level 6 carrying a level 4 fail.
3.1.1 Minimum requirements for honours degree eligibility	Exceptionally a student who has gained sufficient credit for the award may fail to achieve the award because of failing NMC professional guidelines in practice or through the Fitness to Practice procedure. Failure due to gross Professional Misconduct will result in immediate dismissal from the programme. A second failure of Professional Conduct will result in dismissal from the programme.

Programme title/award:
Advanced Diploma of HE in Nursing with Registration to the Professional Register of the Nursing and Midwifery Council – pathways in:
Adult; Child; Mental Health; Learning Disability

Programme code:
B70P45

Owning Faculty:
Health and Life Sciences

Owning Board:
Nursing and Midwifery

Name of professional/statutory/regulatory body:
Nursing and Midwifery Council

University generic regulation	Programme-specific regulation
1.2 Credit accumulation and awards	All module components must be passed at 40%. All zero-credit (pass/fail) components must be passed.

programme.

A second failure of Professional Conduct will result in dismissal from the programme.

classified on the best 105 level 6 credits.

Where a student has studied and passed more than 120 credits, degree classification will be based an average of the total number of

3.1.11 Reassessment opportunities at level 5 3.1.13 Reassessment opportunities at level 6	reassessment opportunities at each level of study, with the exception of level 7 where a maximum of 60 credits of reassessment opportunities are available. Reassessment opportunities at level 7 are available to a student for 15 months only dating from the first attempt. Each assessment component of a module can be reassessed independently and students may only be reassessed in each module up to a maximum of two occasions.

Programme title/award:
FdA Policing
(running out)

Programme code:
L43511

Owning Faculty:
Health and Life Sciences

Owning Board:
Criminology and Criminal Justice

Name of professional/statutory/regulatory body:
N/A

University generic regulation	Programme-specific regulation
1.2 Credit accumulation and awards	All module components must be passed at 40%.
1.3 Credit accumulation and compensation 3.3.2 Progression from level 4 to level 5	All modules must be passed at 40%. No compensation is available.

Programme title/award:
BSc Practice Education

Programme code:
B70094

Owning Faculty:
Health and Life Sc.6 492d91P <</MCID 34 >>BDC q 84.6 4e S4463.220(ducat)4.9(i)-6.6(o)11.1(n)

Programme title/award:
BSc Pr

	Students cannot progress to the next level of practice placement without having achieved the credits for the previous practice placement. **Progression from level 4 to level 5:** Normally students may commence the academic modules at the next academic level carrying no more than one fail in an academic module at the previous level, subject to the proviso that no work will be assessed at the higher level until the previous failure has been redeemed by the end of term one in level 5 . They will not be able to go on placement until all level 4 modules have been passed. **Progression from level 5 to level 6:** Normally students may commence the academic modules at the next academic level carrying no more than one fail in an academic module at the previous level, subject to the proviso that no work will be assessed at the higher level until the previous failure has been redeemed by the end of term one in level 6.
3.1.4 Reassessment in level 4 modules 3.1.11 Reassessment opportunities at level 5	A student will have a maximum of 90 credits of reassessment opportunities at each of levels 4 and 5 They will have a maximum of 60 credits of reassessment opportunities at level 6
3.1.5 Repeating level 4 study	The regulation is not applicable to this programme

Programme title/award:
BSc (Hons) Specialist Community Public Health Nursing
(Health Visiting) PN347A
(School Nursing) PN348A

Programme code:
B71045

Owning Faculty:
Health and Life Sciences

Owning Board:
Nursing and Midwifery

Name of professional/statutory/regulatory body:
Nursing and Midwifery Council

University generic regulation	Programme-specific regulation
1.2 Credit accumulation and awards	All module components must be passed at 40%. All zero-credit (pass/fail) components must be

	passed.
1.3 Credit accumulation and compensation	All modules must be passed at 40%. No compensation is available.
2.5.1 The Recognition of Prior Learning Process	For honours students 45 credits of RPL are available at level 6
3.1.1 Minimum requirements for honours degree eligibility	Exceptionally a student who has gained sufficient credit for the award may fail to

40%.

All zero-

Programme title/award:
BA (Hons) Youth Work and Community Development

Programme code:
L53044

Owning Faculty:
Health and Life Sciences

Owning Board:
Health, Social, Youth and Community Education

Name of professional/statutory/regulatory body:
National Youth Agency

University generic regulation	Programme-specific regulation
1.2 Credit accumulation and awards	All module components m

FACULTY OF TECHNOLOGY

Programme title/award:	**Programme code:**
BSc (Hons) Audio and Recording Technology	**J93041**
Owning Faculty:	**Owning Board:**
Technology	**Media Technology**

Name of professional/statutory/regulatory body:
Institution of Engineering and Technology (IET)

University generic regulation **Programme-specific regulation**

Programme title/award:
BEng (Hons) Electronic Engineering

Programme code:
H61043

Owning Faculty:
Technology

Owning Board:
Engineering

Name of professional/statutory/regulatory body:
Institution of Engineering and Technology (IET)

University generic regulation	Programme-specific regulation
3.1.1 Minimum requirements for honours degree eligibility 3.1.8 Progression from level 5 to level 6	Compensation at levels 5 and 6 is limited to 15 credits at each level.
3.1.17 Honours degree classification	Classification will be determined by the following: • All students will initially be

Programme title/award:
BSc (Hons) Media Production

Programme code:
P31041

Programme title/award:
BSc (Hons) Media Technology

Programme code:
J90041

Owning Faculty:
Technology

Owning Board:
Leicester Media School

Name of professional/statutory/regulatory body:
Institution of Engineering and Technology (IET)

University generic regulation	Programme-specific regulation
3.1.1 Minimum requirements for honours degree eligibility 3.1.8 Progression from level 5 to level 6	Compensation at levels 5 and 6 is limited to 15 credits at each level.
3.1.17 Honours degree classification	Classification will be determined by the following: • All students will initially be classified using all 240 level 5 and level 6 credits, triple-weighted towards level 6 • Students who receive a third class degree as calculated above cannot gain IET accreditation and classification is therefore recalculated using the generic classification regulations 3.1.17. Students' class of degree may rise to 2:2, but will remain unaccredited by the IET. • Students who receive a 2:2 or above under the programme-specific regulation in bullet point 1 are recalculated under the generic classification regulation 3.1.17. Any student who would receive a higher class of degree under the generic regulations (i.e. 2:2 to 2:1 or 2:1 to 1st) will be asked by the faculty to choose either the original lower classification with IET accreditation or the higher award without accreditation. Students must choose in accordance with the deadl-2(e i)na38.9(m)-5.9(ut)-6itinal

Programme title/award:
BSc (Hons) Music Technology

Programme code:
J93042

Owning Faculty:
Technology

Owning Board:
Media Technology

Name of professional/statutory/regulatory body:
Institution of Engineering and Technology (IET)

University generic regulation	Programme-specific regulation
3.1.1 Minimum requirements for honours degree eligibility 3.1.8 Progression from level 5 to level 6	Compensation at levels 5 and 6 is limited to 15 credits at each level.
3.1.17 Honours degree classification	Classification will be determined by the following: • All students will initially be classified using all 240 level 5 and level 6 credits, triple-weighted towards level 6 • Students who receive a third class degree as calculated above cannot gain IET accreditation and classification is therefore recalculated using the generic classification regulations 3.1.17. Students' class of degree may rise to 2:2, but will remain unaccredited by the IET. • Students who receive a 2:2 or above under the programme-specific regulation in bullet point 1 are recalculated under the generic classification regulation 3.1.17. Any student who would receive a higher class of degree under the generic regulations (i.e. 2:2 to 2:1 or 2:1 to 1st) will be asked by the faculty to choose either the original lower classification with IET accreditation or the higher award without accreditation. Students must choose in accordance with the deadlines provided by the faculty. All choices are final 52 Td [11.04 - eit choices are final 52 Td [11.04 - eit

Programme title/award:
BSc (Hons) Radio Production and Technology

Programme code:
H64041

Owning Faculty:
Technology

Owning Board:
Leicester Media School

Name of professional/statutory/regulatory body:
Institution of Engineering and Technology (IET)

University generic regulation	Programme-specific regulation
3.1.1 Minimum requirements for honours degree eligibility 3.1.8 Progression from level 5 to level 6	Compensation at levels 5 and 6 is limited to 15 credits at each level.
3.1.17 Honours degree classification	Classification will be determined by the following: • All students will initially be classified using all 240 level 5 and level 6 credits, triple-weighted towards level 6 • Students who receive a third class degree as calculated above cannot gain IET accreditation and classification is therefore recalculated using the generic classification regulations 3.1.17. Students' class of degree may rise to 2:2, but will remain unaccredited by the IET. • Students who receive a 2:2 or above under the programme-specific regulation in bullet point 1 are recalculated under the generic classification regulation 3.1.17. Any student who would receive a higher class of degree under the generic regulations

UNIVERSITY-WIDE LEARNING

Programme title/award:
Leicester International Pathway College (LIPC) International Incorporated Bachelor's Degree

Programme code:
N/A

Owning Faculty:
University-wide learning

Owning Board:
Joint Academic Board

Name of professional/statutory/regulatory body:
N/A

Stage 1 (International Year Zero)

University generic regulation	Programme-specific regulation
N/A	International students undertaking the International Year Zero (stage 1) must achieve 120 level 3 credits including a maximum of 36 compensated credits in order to continue on the honours degree programme. A student is awarded credit on achieving at

	requirement of 6.5.
1.1 Programmes and modules	Level 4 of the International Incorporated Bachelor's degree sits partially outside the undergraduate modular framework and will comprise 12 and 15 credit modules and a 36 credit module. The total credit value of level 4 will be 126 credits.
1.3 Credit accumulation and compensation	Compensation at level 4 will be available as per the generic regulations, but the English and Study Skills module may not be compensated.
2.2.3 Availability of reassessment opportunities	Students may, on the advice of Leicester International Pathway College, undertake reassessments at a later, rather than the first available, opportunity.
3.1.5 Repeating level 4 study	Students may be eligible to repeat the level as per the provision of regulation 3.1.5. Students may, if more appropriate, restart the programme mid-way through the level by joining the next available cohort, for example a student who commenced in September but who is struggling on the programme may join the January cohort to recommence the programme. In such cases students must have achieved a minimum of 15 credits at the first attempt and a further 15 credits following reassessment to be allowed to recommence the programme.

Level 6 – International Incorporated Master's

University generic regulation	Programme-specific regulation
2.2.3 Availability of reassessment opportunities	Students may, on the advice of Leicester International Pathway College, undertake reassessments at a later, rather than the first available, opportunity.