

Regulations for Taught Programmes of Study

Introduction

1. The Regulations for Taught Programmes of Study, introduced as part of the adoption of the Common Awards Scheme, were approved by Academic Board in June 2008.
2. Registry continues to deal with queries relating to the implementation of the Scheme and these Regulations. In the process of doing so, some common areas of confusion have been highlighted, together with a small number of anomalies. This paper identifies the amendments made to the regulations, following consideration by Academic Board in June 2009, to help clarify these areas, and also to rectify any errors.
3. Regulations are considered as part of the contract between the College and the Student, and larger amendments should not normally come into effect for existing students without their explicit, individual agreement. However, as these amendments are clarifications of existing conditions rather than amendments to the conditions themselves, these regulations are in effect for all students, from October 2009.

Amendments

Late Submission

4. Regulations 23.1 and 34.1 deal with late submission. The College's approved Policy on Late Submission requires Boards to award a maximum mark of 40% (undergraduate) or 50% (postgraduate) to any work submitted late; where mitigating circumstances are accepted by the appropriate Board, this maximum may be lifted by the Board and the appropriate mark awarded. Schools may not allow extensions for coursework in advance. However, the two regulations have caused confusion, and the amendment below has been confirmed:

2008/9 Regulations

- 23.1 Any piece of assessment that is submitted late and for which no application for consideration of mitigating circumstances has been accepted will be awarded a mark of no more than 40% (undergraduate modules) or no more than 50% (postgraduate modules).
- 34.1 Late submission (i.e. a backdated extension) may be permitted at the discretion of the Board of Examiners or Nominated Committee, when that committee is satisfied that there are adequate reasons both for the late submission itself and for the failure of the student to apply for an extension by the published deadline

2009/10 Regulations

- 23.1 Any piece of assessment that is submitted late and for which no application for consideration of mitigating circumstances has been accepted will be awarded a mark of no more than 40% (undergraduate modules) or no more than 50% (postgraduate modules). Where an application for consideration of mitigating circumstances is accepted, the relevant Board may, at its discretion, consider the work as if it had been submitted by the appropriate deadline.
- 34.1 Removed

Deferral

5. Regulation 32 deals with deferral. The Heading of the Regulation (“Failure or Poor Performance with Mitigating Circumstances”) was misleading; this regulation deals purely with deferral rather than with all possible responses from a Board of Examiners to failure or poor performance with mitigating circumstances.

2008/9 Regulations

32 Failure or Poor Performance with Mitigating Circumstances

- 32.1 A student who fails to attend or submit one or all elements of assessment for reasons judged to be valid by the Board of Examiners or nominated committee may be allowed to be assessed as if for the first time. This shall be known as a ‘deferral’.”

2009/10 Regulations

32 Deferral

- 32.1 A student who fails to attend or submit one or more elements of assessment, or whose performance in one or more elements of assessment has been unduly affected for reasons judged to be valid by the Board of Examiners may be allowed to be assessed as if for the first time. This shall be known as a ‘deferral’.”

Pass / Fail Modules

6. Some modules, predominantly clinical Masters modules, have previously been marked on a simple pass/fail basis; these modules would not normally contribute to the classification of the award, although they would carry credit towards that award. Under the 2008/9 regulations, all modules must be marked on a 0-100 scale. The 2009/10 regulations have been updated to allow for elements of assessment to be marked on a pass/fail basis, with amendments made to classification methods as appropriate.

2008/9 Regulations

[Footnote 22] The marks for all elements of assessment (including reassessments) must be reported on a scale of 0-100 and to the nearest whole number

2009/10 Regulations

[Footnote 22] The marks for all elements of assessment (including reassessments) must be reported on a scale of 0-100 and to the nearest whole number, except for those modules where the result should be reported as simply either pass or fail.

(See also Appendix One)

Classification of Cert HE / Dip HE / Foundation Degree / Postgraduate Programmes

7. Under the 2008/9 Regulations, the classification indices for these programmes provided for distinctions to be awarded for overall results of more than 70%. Merit awards for postgraduate programmes and foundation degrees were to be awarded for marks of 60-69% and pass awards for undergraduate programmes (except honours degrees) for results of 40-69%; this was erroneous as results are normally calculated to two decimal places, with no awards provided for, for results of between 69 and 70%. Amended classification indices, taking into account this issue and the issue highlighted in paragraph 6, are attached as Appendix Two.

Award of PG Cert

8. The 2008/9 regulation provided for the award of a PG Cert to a candidate accumulating 20 credits at level 6 and 40 credits at level 7. This was erroneous and does not fit with the structure of the Scheme.

2008/9 Regulations

- 51.1 To qualify for the award of a postgraduate certificate a student must have passed modules to the value of 60 credits at level 6 or above of which no more than 20 credits may be from level 6.

2009/10 Regulations

- 51.1 To qualify for the award of a postgraduate certificate a student must have passed modules to the value of 60 credits at level 7.

Marking, Moderation and External Scrutiny

9. The 2008/9 Regulations referred to the “College Policy on Marking, Moderation and External Scrutiny”; this policy does not exist, having been separated into various policies.

2008/9 Regulations

- 19.1 The marking and moderation of all assessment shall be governed by the College Policy on Marking, Moderation and External Scrutiny.

2009/10 Regulations

- 19.1 The marking and moderation of all assessment shall be governed by College policies on marking and moderation, on assessment board practice and the roles of examiners.

Examinations

10. Regulation 20.4 is intended to ensure that only examination stationery may be used in examinations, to assist in preventing notes from being taken into examinations. The regulation has been re-worded to emphasise this requirement.

2008/9 Regulations

- 20.4 Candidates at any examination by written papers taken under supervision and within a defined time limit or at any practical, oral or similar examination are permitted to use only such books, notes, instruments or other materials or aids as are specifically permitted by the appropriate authority for the examination in question.

2009/10 Regulations

- 20.4 Candidates at any examination by written papers taken under supervision and within a defined time limit or at any practical, oral or similar examination are permitted to use only such books, notes, instruments or other materials or aids as are specifically permitted by the appropriate authority for the examination in question. No stationery is permitted in examinations other than approved examination stationery, which should be used for any rough notes and then crossed through where such notes are not to be submitted for assessment.

Assessment Offences

11. The 2008/9 Regulations did not emphasise that certain decisions taken under the assessment offences policy may impact upon classification; the proposed revisions to the assessment offences policy in particular mean that such clarification was necessary.

2008/9 Regulations

- 24.3 At Undergraduate level, students will be offered *three* attempts at passing any element, including a maximum of one reassessment opportunity.
- 24.4 At postgraduate level, students will be offered *two* attempts at passing any element.

2009/10 Regulations

- 24.3 At Undergraduate level, students will be offered *three* attempts at passing any element (other than where an assessment offences panel has decreed otherwise), including a maximum of one reassessment opportunity
- 24.4 At postgraduate level, students will be offered *two* attempts at passing any element (other than where an assessment offences panel has decreed otherwise).

Additional Regulation

- 57.7 The College Disciplinary Panel may restrict the final award classification that the student may achieve if found to have committed an assessment offence on that programme.

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23 September 2009

Appendix One

Amendments to Regulations Relating to the Classification Index for Honours Programmes (amendments in italics)

48.1 (a) A student must have met the individual programme specifications at Level 4 to be given an honours degree. However, the overall module results at Level 4 DO NOT contribute to the determination of classification. Only modules at credit levels 5 (I) and 6 (H), *that have been assigned a mark of 0-100*, shall contribute to the classification of honours.

(b) All modules at credit levels 5 (I) and 6 (H) *that have been assigned a mark of 0-100*, shall be given a weighted result which is calculated as follows

(c) Each *of these* modules shall be assigned a weighting, w , where $w=1$ for a level 5 module and $w=2$ for a level 6 module

(d) Each *of these* modules shall have a value, v , where $v=$ one thirtieth of the credit value of the module (namely 0.5, 1.0 or 2.0)

(e) For each *of these* modules there shall be a result awarded by the board of examiners on the College Common Scale, m .

(f) The weighted average result shall be the sum of the products ($v*w*m$) for each module, divided by the sum of the products ($v*w$) for each *of these* modules, expressed as follows

$$\frac{\sum v_i w_i m_i}{\sum v_i w_i}$$

(g) The classification of honours degree to be awarded shall be based on the average of all the weighted results for completed modules from Levels 5 (I) and 6 (H) *that have been assigned a mark of 0-100*

Appendix Two

Amendments to Regulations Relating to the Classification Indices for Programmes Other Than Honours Programmes (amendments in italics)

42.2 The College may award a Certificate of Higher Education with Distinction to a student by the following method

(i) Each module taken at level 4 or above *that has been assigned a result of 0-100* shall have a value, v , where v = one thirtieth of the credit point value of the module (namely, 0.5, 1.0, or 2.0).

(ii) For each *of these* modules there shall be a result awarded by the board of examiners on the College Common Scale, m .

(iii) For each programme the classification will be based on the formula $\Sigma(v*m) / \Sigma v$

(iv) Based on the calculation outlined in paragraph 42.2 (iii) the College will classify its awards as one of the following:

Distinction: The student has achieved a result of 70% or above ~~in modules at Level 4 or above.~~

Pass: The student has achieved an average result of ~~between 40% or above and but less than 69 70% in modules at credit level 4 or above.~~

43.2 The College may award a Diploma of Higher Education with Distinction to a student by the following method

(i) Each module taken at level 5 or above *which has been assigned a result of 0-100* shall have a value, v , where v = one thirtieth of the credit point value of the module (namely, 0.5, 1.0, or 2.0). Modules taken at level 4 as part of the programme specification for a named Diploma of Higher Education DO NOT contribute to the determination of pass or distinction for any Diploma of Higher Education.

(ii) For each *of these* modules there shall be a result awarded by the board of examiners on the College Common Scale, m .

(iii) For each programme the classification will be based on the formula $\Sigma(v*m) / \Sigma v$

(iv) Based on the calculation outlined in paragraph 43.2 (iii) the College will classify its awards as one of the following:

Distinction: The student has achieved a result of 70% or above ~~in modules at Level 5 or above.~~

Pass: The student has achieved an average result of ~~between 40% or above and but less than 69 70% in modules at credit level 5 or above.~~

44.2 In accordance with University Ordinances, the College may award a Foundation degree with pass, merit and distinction

(i) Each module taken at level 5 or above *which has been assigned a result of 0-100* shall have a value, v, where v= one thirtieth of the credit point value of the module (namely, 0.5, 1.0, or 2.0). Modules taken at level 4 as part of the programme specification for a named Foundation Degree DO NOT contribute to the determination of pass, merit or distinction for any Foundation Degree.

(ii) For each of *these* modules there shall be a result awarded by the board of examiners on the College Common Scale, m.

(iii) For each programme the classification will be based on the formula $\Sigma(v*m) / \Sigma v$

(iv) Based on the calculation outlined in paragraph 44.2 (iii) the College will classify its awards as one of the following:

Distinction: The student has achieved a result of 70 or above ~~in modules at Level 5 or above.~~

Merit: The student has achieved a result of ~~between 60% or above and but less than 69~~ 70% ~~in modules at Level 5 or above~~

Pass: The student has achieved an ~~average~~ result of ~~between 40% or above and but less than 59~~ 60% ~~in modules at Level 5 or above~~

50.3 The College may award a Graduate Certificate or Graduate Diploma as follows

(i) Each module taken at level 6 *which has been assigned a result of 0-100* shall have a value, v, where v= one thirtieth of the credit point value of the module (namely, 0.5, 1.0, 2.0). Modules taken at level 5 as part of the programme specification for a named Graduate Certificate or Diploma DO NOT contribute to the determination of pass or distinction for any Graduate Certificate or Diploma.

(ii) For each of *these* modules there shall be a result awarded by the board of examiners on the College Common Scale, m.

(iii) For each programme the classification will be based on the formula $\Sigma(v*m) / \Sigma v$

(iv) Based on the calculation outlined in paragraph 50.3 (iii) the College will classify its awards as one of the following:

Distinction: The student has achieved an ~~average~~ result of 70% or above ~~in modules at Level 6.~~

Merit: The student has achieved an ~~average~~ result of 60% *or above and but less than 69* 70% ~~in modules at credit level 6.~~

Pass: The student has achieved an ~~average~~ result of 40% *or above and but less than 59* 60% ~~in modules at credit level 6.~~

55.1 The College classifies its awards at Postgraduate taught level (PG cert, PG Dip, MA, MSc, MRes, MFA and LLM) by the following method

(i) Each module taken at level 7 *that has been assigned a result of 0-100* shall have a value, v, where v= one thirtieth of the credit point value of the module (namely, 0.5, 1.0, 2.0, 3.0 or 4.0). Modules taken at level 6 as part of the programme specification for a named postgraduate award DO

NOT contribute to the determination of pass, merit or distinction for any taught postgraduate award.

- (ii) For each *of these* modules there shall be a result awarded by the board of examiners on the College Common Scale, m.
- (iii) For each programme the classification will be based on the formula $\frac{\sum(v*m)}{\sum v}$
- (iv) Based on the calculation outlined in paragraph 55.1 (iii) the College will classify its awards as one of the following:

Distinction: The student has achieved an ~~average~~ result of 70% or above in ~~modules at Level 7.~~

Merit: The student has achieved an ~~average~~ result of ~~between 60% or above and but less than 69~~ 70%

Pass: The student has achieved an ~~average~~ result of ~~between 50% or above and but less than 59~~ 60% in ~~modules at credit level 7.~~