

**ACADEMIC AWARD REGULATIONS
Undergraduate Modular Framework**

Name of regulation :	Undergraduate Modular Framework
Purpose of regulation :	To describe the framework under which the majority of Undergraduate awards operate
Approval for this regulation given by :	Academic Board
Responsibility for its update :	Dean of Students and Academic Registrar
Regulation applies to :	To all Students registered on Staffordshire University Undergraduate Modular Awards.
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1.1* The Undergraduate Modular Framework – how does it work?

The Undergraduate Modular Framework is the system through which you will work in order to meet the requirements for the award for which you have registered. The majority of undergraduate awards at Staffordshire University comply with its structures and principles. The Framework is modular so, in order to complete your chosen award, you must successfully complete particular modules at particular Levels which form the structure of your award.

Awards within the University's Undergraduate Modular Framework comply with 'The Framework for Higher Education Qualifications in England, Wales and Northern Ireland' (FHEQ)¹, published in January 2001. The awards also reflect 'Credit and HE Qualifications: Credit Guidelines for HE Qualifications in England, Wales and Northern Ireland' (EWNI credit levels)² published in November 2001. These two documents specify the expected levels and volume of study required of certain types of award and the terminology used in the documents is reflected in these Regulations.

Each award of the University is defined by a set of Learning Outcomes that indicate the knowledge and skills the holder of the award will be able to demonstrate. Each module also has its own set of learning outcomes which are tested by the module's assessment. The awards are designed in such a way that these two sets of outcomes are linked to ensure that a student who successfully meets the outcomes of the modules in their award also fulfils the award's outcomes. Details of how the modules feed into the outcomes for your award will be provided in the documentation you receive about your award.

1.1.1 Levels – what are they?

The relationship of award, credit and module levels is shown in the following table:

Equivalent Year of Undergraduate study (for full-time students)	Equivalent Module Level	FHEQ Qualification Levels	EWNI Credit Levels
Third	3	Honours H Level	Level 6
Second	2	Intermediate I Level	Level 5
First	1	Certificate C Level	Level 4
	0	Pre-HE Level 3 Advanced	Level 3

* Students commencing their studies in 2003-04 or earlier should read the Transitional Arrangements Appendix (Appendix 1) in conjunction with these Regulations. Sections which are marked with an asterisk in this main document have associated transitional arrangements.

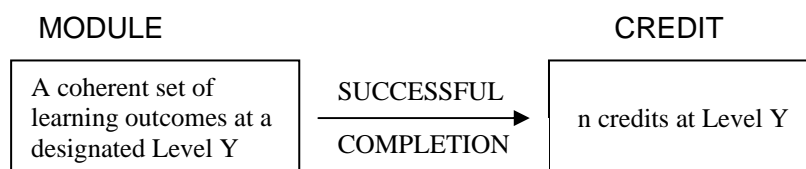
¹ The framework for higher education qualifications in England, Wales and Northern Ireland, QAA, January 2001 (website <http://www.qaa.ac.uk>)

² Credit and HE Qualifications: Credit Guidelines for HE Qualifications in England, Wales and Northern Ireland, EWNI Credit Bodies, November 2001

Award Levels are broadly equivalent to academic years of full-time undergraduate study. Non full-time students may need to study modules at a mix of Levels at any one time.

1.1.2* Modules and Credits – how many credits are there for each module?

Every module is allocated to a credit Level and is worth a specified number of credits at that level, normally associated with the total learning time required for successful completion of that module. Every module is identified by a unique code the suffix of which indicates its credit Level. For example a Level 2 module is shown by its -2 suffix. Each module has a coherent set of formally identified learning outcomes. In order to earn credit for the module, you must normally satisfy the assessment criteria for all of the designated learning outcomes for the module.



The credit rating of all undergraduate modules is normally either 15 or a multiple of 15. Credits are also sometimes referred to as CATS points (you should read the glossary item on CATS for more details).

The delivery pattern of multiple modules over the academic year will vary according to the module. Some are delivered during one teaching block, others are year-long. You must make sure that you know the delivery pattern of all multiple modules for which you enrol. You should read the glossary items on modules, credit and CATS for more details.

1.1.3* Awards of the Framework – what award will I be taking?

You will have been admitted to the University on a named award. This will include both the subject area and the title of the qualification you are aiming to achieve. In order to complete your award you must complete modules whose credits total the requirements listed below :

Title of the Qualification	FHEQ Qualification Level	Credits Required at Levels
Certificate in Higher Education	C	120 credits overall, minimum of 90 at Level 1 and maximum of 30 at Level 0
HNC (Higher National Certificate)	C	150 credits overall, minimum of 30 credits at Level 2, maximum of 30 credits at Level 0

HND (Higher National Diploma)	I	240 credits overall, minimum of 90 credits at Level 2, maximum of 30 credits at Level 0
Diploma in Higher Education	I	240 credits overall, minimum of 90 at each of Levels 2 and 1 and maximum of 30 at Level 0
Foundation Degree	I	240 credits overall, minimum of 90 credits at each of Levels 2 and 1 and maximum of 30 credits at Level 0
Ordinary Degree	I	300 credits overall, minimum of 60 credits at Level 3, minimum of 90 at each of Levels 2 and 1 and maximum of 30 credits at Level 0
Honours Degree	H	360 credits overall, minimum of 90 credits at each of Levels 3, 2 and 1 and maximum of 30 credits at Level 0

A Certificate of Higher Education will be awarded in a named area (ie including the name of the subject area) only if the modules studied map exactly on to the award structure of Level C of a Single, Joint or Major/Minor Honours Award or of a Foundation Degree or an HND. A Diploma in Higher Education will be awarded in a named area only if the modules studied map exactly onto the award structure of Levels C and I of a Single, Joint or Major/Minor Honours award.

There may be cases where a student has to withdraw from their studies at the end of the first two years of an Honours Degree, or the first year of an Honours Degree, Foundation Degree or HND. In such cases, students can be awarded an intermediate award, named in the subject where their modules map exactly on to the award structure of Level C and I or Level C as appropriate.

Where a named intermediate award is available to the student, they will also be entitled to a Merit or Distinction where their profile meets the requirements set out in the regulations, even though they are not formally enrolled on the Cert HE or Dip HE.

Where the intermediate award is unnamed (usually because a student has a history of failure) no awards with Merit or Distinction may be made.

Integrated Masters Award (eg MEng)

These awards involve study at undergraduate and postgraduate (masters) levels. They comprise 480 credits in total, of which at least 120 must be at masters level. The undergraduate elements of the award fall within the remit of these regulations. The final, masters, stage is governed by the University's 'Regulations for Postgraduate Certificate, Diploma and Masters Awards'. These can be accessed at:

(http://www.staffs.ac.uk/images/postgrad_regs_tcm68-12690.pdf)

1.1.4 Registration – how long do I have to complete an award/level?

You have a maximum length of time from when you first register for your award to complete that award and there is also a maximum length of time in which to complete each intermediate level of the award, where appropriate. These times are given in the following table:

Award on which you are enrolled	Maximum overall registration period	Maximum registration period for any one award level
Cert HE	4 years	N/A
Dip HE	6 years	4 years
Ordinary Degree	7 years	4 years
Honours Degree	8 years	4 years
Foundation Degree	6 years	4 years
HND	5 years	4 years
HNC	5 years	N/A

These time scales apply equally to full-time and part-time students. If you find that you need to take longer than either of these time limits allow, you must apply to the Dean of Students and Academic Registrar for permission. Please note that some professional bodies require completion of awards they accredit in a shorter time than those given above. Your award documentation will indicate where this is the case.

You will only be awarded the award for which you have registered. For example, if you have registered on an Honours Degree programme you should, in the course of your studies, find that you have met the requirements for a Certificate in Higher Education (Cert HE) and then for Diploma in Higher Education (Dip HE). At these points the Award Board will confirm your eligibility to receive these awards, but it will not automatically award you either a Cert HE or a Dip HE at that point.

However, if you subsequently leave your studies before completing your degree, the highest award for which you are eligible will automatically be made to you and your certificate sent to you.

1.2* Your Award

1.2.1* Your Award Structure

Every modular award comprises a set of modules determined in advance by the Award Team and ratified by the University's Academic Board. You will normally receive an award structure for your award upon enrolment and this will tell you which modules you will need to study. In order to complete the award for which you have registered you must complete the modules specified. The set of modules specific to each award is called an Award Structure. The credits for the modules specified in your award structure (**Core** and **Specific Option modules**) are called **specific credits**.

You may also be required to take some extra modules in order to make up the credit requirements for your award. These will be either **General Option modules** or you could choose to take more Specific Option modules.

The credits for General Option modules are called **general credits**.

1.2.2 Single, Joint and Major/Minor Awards

If you have enrolled for an **Honours Degree** Programme your award will have been designated either a **Single Honours** award or a **Joint Honours** award. Ordinary Degree Programmes will also be designated as Single or Joint awards but they are not available with Honours. Single awards concentrate largely on one subject area or on one integrated set of subject areas. Joint awards give equal weighting to two main subject areas. Once you have completed Level C of a Joint award you may decide that you wish to give more emphasis to one of your chosen subject areas than to the other. In order to do this you must transfer to the **Major/Minor route**.

If you do not meet the specific credit requirements for your Single, Joint or Major/Minor award you will not be eligible for consideration for that award. In designing the awards, Award Teams will have specified the minimum number of specific credits required at each level. This will usually be either 90 or 105. The numbers of credits required for Single, Joint and Major/Minor Honours awards are as indicated in Appendix 2.

A few awards will require you to take more than the specified maximum number of specific credits at each level. This will usually be because a professional body requires all study to be in the particular subject area. Such exceptions to the maxima will have been approved when the award is validated and you will be informed of the requirements upon enrolment.

1.2.3 Module Enrolment – how do I know which modules to enrol on?

The Award structure for your award will normally specify some modules as '**Core**'. These are **compulsory** modules and must be taken in order to complete your chosen award. You may also find that some modules are listed as **Specific Options**. Specific Option modules are those which you select from within a prescribed set for a particular named award. If you are required to study some specific option modules, you must choose modules attracting the specified number of credits. Since Core and Specific Option modules are specified by your award structure the credits earned by the study of **Core** and **Specific Option** modules are known as **specific credits**.

You will have seen from the section on Single, Joint and Major/Minor awards the total number of credits you will have to achieve at each Level for your award. In most cases the minimum number of specific credits designated in your award structure will be less than this requirement. If this is the case, then you must make up the shortfall by taking some extra modules of your choice. You may choose to take further specific options from your award's listing, where these are available, and these will count as specific credit.

Alternatively, you may choose from the list of **General Options** attached to your award. Some of these General Options are available to students across the

University (for example those in the volunteering, Management and IT Programmes and the Careers modules), whilst others have been selected by staff responsible for awards as being complementary to the subject focus of the award. These modules do not contribute to the count of specific credits required to qualify for a Single, Joint or Major/Minor award. In this respect the credits earned by the study of **General Option** modules are known as **general credits**. However, you must of course achieve the overall total credits required for your award and all modules studied will be recorded on your transcript. General Option modules may be chosen at any Credit Level as long as you meet any entry requirements for them. For example, if you are in Award Level H, you may take general option modules at Credit Levels 3, 2, 1 or 0, provided you do not exceed the total number of lower level credits permitted within your award (see Table in Section 1.1.3).

All students following Undergraduate Modular Framework awards must complete a module registration form. **It is your responsibility to make sure that your choice of modules matches the award structure for your award at each and every Level.**

1.2.4 Student Workload – how much work am I expected to do?

Each module attracts a number of credits based on the time required to successfully complete the module. For every 15 credits you are normally expected to put in 150 hours of work (including tutor-led activities, independent study and assessment).

The number of credits for which you study in each academic year will determine your status as a full-time or part-time student. A full-time student will normally study modules totalling 120 credits in a standard academic year of two teaching blocks. However, as a full-time student you must study modules totalling a minimum of 105 credits per year. If you choose to study modules totalling fewer than 120 credits (i.e. 105) in a year you must make up the missing credits before you will be allowed to graduate. If you are enrolled on the final year of an Ordinary Degree and are studying all 60 credits in one teaching block, you will be considered as full-time for that teaching block. If your credits are spread across two teaching blocks, you will be considered as studying part-time.

Additional modules are entirely separate from your award - they **cannot** be used as either general or specific credit to count towards your award nor to count towards progression to the next level. It is important therefore, that additional modules are identified as such so that the Award Board can properly establish your eligibility for your award.

1.2.5 Changing modules - can I change my modules?

Exceptionally you may be allowed to change your choice of option modules. This will only be allowed in cases where there is a sound academic justification for the change. Core modules may not be changed. Any change you make to your choice of option modules must be made **within two weeks** of the start of the module if the module you wish to change to is at **Level 2 or 3** or **within**

three weeks of the start of the module if you wish to change to a module at **Level 1 or below**. If you change modules subsequent to registration you must complete a module amendment form. It is very important that both our and your records are correct. If you are recorded as studying for a module you will be eligible for assessment in that module. If we do not know that you have withdrawn from a module you could be recorded as having failed it. Alternatively, if we do not know that you are studying a new module, any assessment undertaken may not be entered onto your records.

1.3 Attendance – when do I have to attend?

Your attendance is required at all teaching sessions for the modules for which you have enrolled. Sessions include all tutor-led activities such as lectures, seminars, tutorials and presentations. “Sessions” should not be interpreted as “weeks”. For small group sessions (sessions which involve a sub-set of the whole module cohort) you must attend the sessions to which you have been assigned.

If you are studying modules by distance learning which do not require your physical attendance at the University, ‘attendance’ will be interpreted as participation in any scheduled activities for students on those modules.

1.3.1 Absence – what happens if I miss classes?

If you are absent from a module(s) or programme of study on four consecutive occasions in a teaching block, including lectures, tutorials, seminars, laboratory based classes and scheduled distance learning activities **for reason other than personal illness** without the written approval of the appropriate tutor or Dean of Faculty/School of the Faculty/School in which your award is based you may be deemed to have withdrawn from the module(s) or programme of studies and your registration on that module(s) or programme of studies cancelled. You may be excluded from further teaching, denied access to examinations and refused the opportunity to submit assessment for the module or award. You will therefore need to seek permission to start again on the same module (or a replacement where applicable) or award the following year. This may affect your eligibility to progress to the next Level of your award, it may lead to the withdrawal by your Local Education Authority of your fees and/or grant, and it may render you ineligible to receive a Student Loan.

If you are unable to attend or participate for up to five working days **through illness** you must complete a **self-certification form** and hand/send it in to your Faculty/School Office. If you are unable to attend or participate for longer than five working days through illness then you must obtain a medical note from your doctor and hand/send that in to your Faculty/School Office. If your absence/illness affects any aspect of your assessment you may be eligible to submit a claim for extenuating circumstances. For further details of this you should read the **Procedures for Making a Claim for Extenuating Circumstances**.

1.3.2 Withdrawal from a module

You may not withdraw from a module later than 2 weeks after the start of the module, if the module is at Level 2 or 3, or 3 weeks after the start of the module, if the module is at Level 1, unless you are changing your mode of study or intermitting from your award.

1.4* Assessment – how will I be assessed?

1.4.1 Module Assessment

You will be assessed in every module for which you enrol. You may be required to undertake more than one element of assessment for a module, and you will be given information on what is expected of you at the start of the module. The assessment will be linked to the teaching and learning methods of the module and will be designed to test your achievement of the module's learning outcomes. A range of assessment methods may be used including formal examinations, class tests, essays, projects and case studies. All assessment must be treated with equal gravity and you are expected to attempt all elements.

1.4.2 Breaches of Assessment Regulations - Academic Dishonesty

Cheating and/or plagiarism of any kind will not be tolerated at Staffordshire University and will be dealt with very seriously. Cheating is defined as any attempt to complete an examination or assessment by unfair means. Plagiarism is defined as submitting the work of others as your own for the purposes of satisfying assessment requirements. Plagiarism also includes allowing your work to be copied by another student.

The University's "**Procedure for Dealing with Breaches of Assessment Regulations: Academic Dishonesty**" will give you more detail about what constitutes cheating and plagiarism and about what happens if you are suspected of cheating or plagiarism. This Procedure is included as Appendix III of the Regulations for the Academic Awards of Staffordshire University. It is your responsibility to make sure you read, understand and comply with it.

1.4.3 Submission and Late Submission of Coursework – what happens if I submit my work late?

You must submit all pieces of assessment required for each module on or before the submission date for each piece of assessment. Failure to do so may result in failure of the module overall. The submission date will be specified for each piece of assessment for each module. It is your responsibility to make sure you know when your submission dates are and to comply with them. Failure to meet this deadline will be treated as a non-submission and a Grade Point 0 will be awarded for that component.

The **only exceptions** to these rules apply where a valid **claim for extenuating circumstances** can be made. For further details you should read the **Procedures for Making a Claim for Extenuating Circumstances**.

1.4.4 Module Results/Assessment Referencing Criteria – what do my marks mean?

You will be given a result for your performance in each module. Your result will be determined by considering your performance in relation to the relevant assessment criteria. The assessment criteria will be closely linked to the learning outcomes of the module and will be included within the handbook for each module.

Where there are two or more elements of assessment within a module, the overall result for the module will be determined according to the weighting of each assessment. However, you may be required to achieve a specified minimum mark in each element of assessment in order to achieve an overall pass in the module. Information on any such requirement will be contained in your award or module handbook. If you fail to achieve the specified minimum in an element of assessment you will be required to undertake further assessment (see Section 1.4.5.1).

The University uses a **Grade Point scale** to record your overall module results.

Overall Grade Point for module	Associated Honours Classification
15 14 13	First Class
12 11 10	Second Class (Upper Division)
9 8 7	Second Class (Lower Division)
6 5 4	Third Class
3 2	Fail grade for module which may be compensated or condoned (See Section 1.4.5)
1	Fail grade for module which may not be compensated or condoned (See Sections 1.4.5)
0	Non-Submission – Fail

If you are studying an HNC or HND, your module results will be graded Fail, Pass, Merit or Distinction. The equivalent grade points are as follows:

Grade Points	Module Result
13 – 15	Distinction
8 - 12	Merit
4 – 7	Pass
1 – 3	Fail
0	Non-submission

The results of your modules will be considered by **two Boards**. Firstly the appropriate field based **Assessment Board(s)** will consider, individually, the results of each module you have taken. The Assessment Board(s) will then make recommendations on the outcome of your modules to the **Award Board**, which will consider the profile of all the modules you have studied, will confirm the results of passed modules and allocate credit, and will determine what you need to do to retrieve any modules for which a Grade Point 0, 1, 2 or 3 has been awarded.

In determining the outcome of the assessment of your modules, these Boards will consider your performance in relation to the assessment criteria of the modules and the contribution those modules make to the outcomes of the award level.

If you are judged to have satisfied the module assessment criteria at threshold level, you will be awarded at least a Grade Point 4 (pass) for the module. You will not be permitted a further attempt at any element of assessment for which you have been awarded a pass grade (Grade Point 4 or above) in order to improve your grade, unless a claim for extenuating circumstances is upheld.

1.4.5 Module Failure - what happens if I fail a module?

If you have failed to satisfy the assessment criteria of the module, you will be awarded a **fail grade** (Grade Points 3, 2 and 1). If you have failed to submit any assessment for the module, you will be given a **Grade Point 0** (non-submission) for that module.

The credits for all modules, including failed modules, must be obtained in order for you to qualify for your chosen award and this can be done in one of the ways described below, which will be decided by the Award Board, acting on recommendations from the Assessment Boards.

1.4.5.1 Referral, Replacement and Retake

If the Assessment Board has reported a **Non-Compensatable Fail (for specific credit modules)** or **Non-Condonable Fail (for general credit modules)**, or if the Award Board decides not to award you credits by compensation or condonation (see 1.4.5.2 below) then you will be required to undergo further assessment on the subject matter covered by the module. This is in order to satisfy the Boards that you are capable of meeting the appropriate learning outcomes and is known as “**referral**”. The form of assessment will be determined by the Award Board, on the recommendation of the Assessment Board, as will the deadline for submission/period of the examination.

The Award Board may decide that along with a form of assessment you need to attend the classes for the module again. This may be because the module is laboratory based, or requires specialist equipment or because your performance indicates that you would benefit from attendance. In such cases, where your timetable does not prevent you from attending, attendance is compulsory. If you

are not required to attend, you will normally be required to attempt the re-assessment before the beginning of the next academic year. You must make yourself available to undertake such assessment as the Award Board requires at this time. If you do not meet the referral requirements determined by the Award Board at the time prescribed by the Award Board you will be deemed to have failed the module at that attempt.

The maximum mark awarded for a successfully completed referred element of assessment is a Grade Point 4. If your module comprises more than one element of assessment and the Award Board refers you in one or more elements, the referred element(s) will be recorded at a maximum of Grade Point 4; those elements not subject to referral will retain their original mark. **The overall module grade will be suffixed R.**

If you have **failed a Specific Option module, or a General Option module** you may choose not to undertake the further assessment required by the Award Board, but to **replace** the failed module with another of the same or greater credits. Specific Option modules can only be replaced with modules from within the same option group and which make the same contribution to the award level outcomes. General Option Group modules can be replaced with modules from the lists of General Options attached to your award or from the specific options available within your award. You cannot replace a Core module.

The suffix + will be used to indicate that it is a replacement module and for classification purposes GP4 will be used. You should also read the glossary item on Replacement.

How many times can I retake a referral?

At all levels you will only be allowed to attempt referrals once. If you fail to achieve a satisfactory performance in your referral attempt and are not awarded a compensated pass (see 1.4.5.2 below), then the module result will be deemed a Fail. You may, however, at the discretion of the Examination Board, be able to **retake** the module, except in circumstances where a GP0 has been awarded for both the original attempt and the referral. In such cases, you will not be allowed to retake the module. Retaking a module means that you will have to undertake any failed elements of assessment attached to that module. **The maximum mark for a retaken module is Grade Point 7 [4]. The suffix K will be used to indicate that it is a retaken module.** If you fail one or more elements, your results will be treated as indicated in Section 1.4.5, except that retaken modules carry no reassessment entitlement. A module may be retaken on one occasion only. You should also read the glossary item on Retake.

Specific Options and General Option modules which have been awarded a Fail (ie where no reassessment entitlement remains) may be replaced or retaken as previously described where this is possible. However, if you have exhausted all referral/retake opportunities for all modules in a specific option group, then you will not be able to meet the requirements of your chosen award and will not be permitted to continue on that award.

Core modules cannot be replaced. If you are awarded a Fail for a Core module then you will not be able to meet the requirements of your chosen award and will not be permitted to continue on that award.

A summary of the number of attempts available at each Level is as follows:

Level 0, 1, 2 and 3 modules: Two attempts including the first attempt, then, at the discretion of the Award Board, retake the module

Your right to be re-assessed in modules at Levels 0, 1 and 2 normally expires 18 months after the date of the Award Board which considered your initial attempt at the module; for Level 3 modules this right normally expires after 24 months.

1.4.5.2* Compensation and Condonation

In certain circumstances, the Assessment Board may recommend to the Award Board that you should not be required to undertake further assessment of a failed element of assessment, but that the failure should be compensated or condoned.

What is Compensation?

Compensation is the awarding of credits for a failed **specific credit** module if you have demonstrated elsewhere in your specific credit modules your ability to satisfy the learning outcomes of your award level.

What is Condonation?

Condonation is the awarding of credits for a failed **general credit** module if you have proved yourself competent in the breadth of subjects within your award by your successful completion of other modules at this level or higher.

Action of the Assessment Board

The Assessment Board has discretion to compensate failure of elements of assessment within a module, provided that the overall module grade is a pass (see 1.4.4 above). The compensated element will retain its original mark, suffixed C, the overall mark will be based on the weightings of the different elements and will be used for classification purposes. This will be reported to the Award Board.

The Assessment Board may recommend to the Award Board that an overall module grade of 2 or 3 in a module carrying specific credit is compensated, or that an overall grade of 2 or 3 in a module carrying general credit is condoned. **The final decision lies with the Award Board.**

Action of the Award Board

The Award Board has discretion to award the credits for a module in which a compensatable fail (ie GP 2 or 3) has been reported in a module carrying specific credit. The result will be recorded as 4C, but the original grade point will be used in calculating classification.

The Award Board has discretion to award the credits for a module in which a condonable fail (ie GP 2 or 3) has been reported in a module carrying general credit. The result will be recorded as 4C, but the original grade point will be used in calculating classification.

An overall module grade point of 0 or 1 may not be compensated or condoned.

It should be noted that some awards within the University are accredited by a professional body. These professional bodies may have regulations which supersede those of the University in terms of compensation and condonation of failure. Your award documentation will include details where this is the case.

Where no Assessment Boards have met at the end of a Teaching Block, provisional results may be issued but these are subject to confirmation by the Award Board when it next meets. Consequently provisional results may be altered as a result of confirmation by the Assessment and Award Board process.

How many credits can be compensated or condoned?

A maximum of 30 credits may be awarded a compensated pass or condoned at each of Award Levels C, I and H (except in the final level of an Ordinary Degree – see below). Partial compensation/condonation of a module (ie awarding some, but not all, of the credits associated with a module) is not allowed. Where more than 30 credits have been failed, no compensation or condonation may be applied.

In operating this compensation, you must have passed a minimum of 90 Level 3 credits if you are registered for an Honours Degree or 90 Level 2 credits if you are registered for a DipHE, HND or Foundation Degree or 90 Level 1 credits if you are registered for an Cert HE.

If you are studying **part-time**, or if you are in the final year of an Ordinary Degree (which has only 60 credits at Level 3), the Board may award a **Compensated Pass** for a module(s) carrying award **specific credit** once you have achieved **at least Grade Point 4 in a minimum of 45 award specific credits** at the Level of the failed module or higher. Failure in a module carrying **general credit** can only be condoned once a minimum of **45 specific credits** at your award level have been successfully completed. This is to ensure that non full-time students do not have to wait until they have completed a whole Level of

their award (which may take up to four years) before they find out whether or not they have been referred.

The Award Board has the discretion to determine whether or not to award a Compensated Pass or to condone a failed general option module using the criteria outlined in this section. No more than 30 credits at any one award Level can be awarded a Compensated Pass or condoned. The Level H Award Board may award a Compensated Pass to or condone module failures remaining at lower levels, provided that the total number of credits compensated/condoned in the award overall does not exceed 90 and the original Grade Point was 2 or above.

If you are in the final year of an Honours Degree but have achieved only 45 award specific credits at Level 3, the Board may award you a Compensated Pass for a maximum of 15 Level 3 credits at Grade Point 2 or 3 in order for you to be offered (if you have further assessment opportunities – see Section 1.6.5) or awarded (if you have no further assessment opportunities) an Ordinary Degree. If you are offered but decide not to accept an Ordinary Degree but elect to be reassessed for an Honours Degree, the compensation will be withdrawn and the original Grade Point will be reinstated.

HNC compensation

A maximum of 45 credits overall may be compensated within an HNC award, of which a maximum of 15 may be at Level 2.

15 credits may be compensated once a student has studied 60 credits and has been awarded at least a Pass (P) grade in at least 45 credits. A maximum of 30 credits may be compensated once a student has studied 75 credits and has been awarded at least a Pass (P) grade in at least 45 credits.

Level 2 credits may be compensated only when a student has passed (i.e. been awarded a Pass (P) grade or higher) in at least 30 Level 2 credits.

Reference to previous attempts

Exceptionally an Award Board may refer to your previous attempt in determining the operation of compensation and condonation but only in cases where you have made an attempt at the reassessment. This decision is entirely at the Award Board's discretion and will be considered on a case by case basis. Alternatively, the Award Board may require the module to be retaken.

1.4.6 Extenuating Circumstances – what happens next if my claim is upheld?

If, having submitted a claim for extenuating circumstances, your claim is upheld, the Assessment Board may take one of the following actions:

- i. confirm the grade achieved

- ii. refer the matter to the Award Board for decision
- iii. exceptionally raise the grade based on sufficient evidence of your performance elsewhere

In the case of i, ii, or iii above, you will be given the opportunity **either to accept the grade achieved or submit for further assessment in that module (or components of that module)** which you had claimed had been affected by extenuating circumstances.

If you are a final year student and the extenuating circumstances affected your performance in the first teaching block of the year, and if your claim is upheld, you will be given the choice of taking further assessment during the second teaching block of the year in order that you can graduate that year, or taking it at the next available opportunity.

If you decide to submit for further assessment in the module (or components of that module) which were upheld to have been affected by extenuating circumstances, and you obtain a **higher** grade than the original grade, the **higher** grade will be recorded. If you obtain a **lower** grade than the original grade, the **original** grade will be recorded.

If you have had your claim for extenuating circumstances upheld against a number of modules (or components of modules) you must decide which modules (or components on modules), if any, you wish to submit for further assessment.

You must make that decision by informing your home Faculty/School, within ten working days of the decision of the relevant examination board being notified to you, in writing, which module(s) (or components of module(s)) you have decided to submit for further assessment. A proforma for such purposes is available from your Faculty/School Office.

If you do not return the proforma within the ten working days specified, your home Faculty/School will assume that you do not wish to submit for further assessment. It is therefore your responsibility to abide by this deadline.

1.5 Progression – how do I progress from one Level to another?

In order to study some modules at Levels 1, 2 and 3 you may be required to have completed certain other modules at the previous Level. These are known as pre-requisite modules. Even if you have been allowed to progress to the next Level of your award you will not be allowed to study any of the modules at that Level for which you have not met the pre-requisites.

If you are a full-time student you will normally study modules related to the award Level for which you have registered (see Section 1.2.2). You will not normally be allowed to study modules related to an award Level to which you have not yet progressed. If you are a part-time student you may need to study modules at a mix of Levels depending on the structure of your award and on the availability of modules. Where extenuating circumstances have meant that you

have not met the conditions for progression your Award Board may, at its discretion, allow you to progress despite not having yet met those conditions.

The University regularly reviews and updates the range of awards and modules it offers. If as a result of extenuating circumstances or for other personal reasons you have to intermit from your studies, the University cannot guarantee that, upon returning, you will be able to follow the same award or programme of study for which you were originally enrolled. In such circumstances, you would be counselled on what would be the most appropriate current award given the study you had already completed.

If as a result of significant numbers of failures you are required to repeat an entire year or a number of modules, the University will make every effort to ensure, but cannot guarantee, that you are able to take the same modules again.

1.5.1 Progression between Award Levels and Placements

To progress from Award Level 0 to Award Level C	At least 105 credits . Some awards specify that you must pass all 120 credits at Level 0 before progressing to Level C.
To progress from Award Level C to Award Level I you need	At least 90 credits , including at least 75 award specific credits .
To progress from Award Level C to a placement you need	At least 90 credits , including at least 75 award specific credits .
To progress from Award Level I to Award Level H you need	At least 210 credits , including all required award specific Level 1 credits and at least 75 award specific Level 2 credits
To progress from Award Level I to a placement you need	At least 195 credits including all required award specific Level 1 credits and at least 75 award specific credits at Level 2
To progress from the placement to Award Level H you need	At least 210 credits , including all required award specific Level 1 credits and at least 90 award specific Level 2 credits (ie if you progressed to placement with only 195 credits, you need to retrieve at least 15 credits during the placement)

If a placement forms part of a Level of your award you will need to have progressed to that Level before you can commence your placement.

If the placement is a mandatory part of your award, you must normally have passed the placement before progressing to the next level of your award.

If you have failed to meet these requirements for progression, you may be allowed to enrol as a part-time student on your award and attempt retrieval of the failed modules during the following year.

1.5.2 Progression within Fast-Track Honours Degrees

If you are studying the fast-track route of an Honours Degree please refer to the specific progression requirements in your Award Handbook.

1.6* The Conferment of Awards

1.6.1 Eligibility for your Award

Once you reach the end of your award the Award Board for your award will consider whether you have met all the learning outcomes and the credit requirements for successful completion of the award (see also sections on module enrolment and student workload). If you have met the requirements the Award Board will grant you that award. At the same time they will also consider whether you should be awarded a Merit or Distinction or an Honours classification if this is appropriate to your award.

If an Assessment Board has recommended a failure in any of your modules the Award Board will determine the course of action for retrieval of those modules, as previously described. If you are to retrieve a failure by referral (or retake or replacement where applicable) you will not be considered for the award until that referral (or retake or replacement) is successfully completed.

If you have exhausted all referral, replacement or retake entitlements for a module and compensation or condonation is not applied, your module failure will be confirmed. This will render you ineligible for the award on which you are enrolled at this stage and the Award Board will consider your eligibility for a lower or an intermediate award (CertHE, DipHE or Ordinary Degree).

1.6.2 Honours Degrees

If you have enrolled for an Honours Degree programme and met the requirements for completion of your award then the Award Board will consider awarding your degree with Honours. Honours are classified as follows:

First Class Honours

Second Class Honours (Upper Division)

Second Class Honours (Lower Division)

Third Class Honours

If you have not met the conditions for Honours you may be referred in some of your modules. At this point the Award Board may decide to set a ceiling on the maximum Honours classification available to you, once you have completed those referrals and any retakes or replacements. The Award Board may also wish to consider you for the award of an **Ordinary Degree**. You should read the section on the Ordinary Degree for more details.

If you have no referral, retake or replacement module opportunities remaining, the Award Board will consider your eligibility for the award of an Ordinary Degree.

1.6.3* The Determination of Honours Classification – how do I work out which classification I will receive?

Stage 1 - Your Overall Score

In determining your degree classification the Award Board will consider your performance in **all modules at both Levels 2 and 3** (excluding any Additional modules) studied at any stage of your award. Please note that this refers to the level of the **modules** and not the year/level of the award you are studying. Consequently, any modules at Levels 0 or 1 which you study during levels I and H of your award will not count for classification purposes.

Having checked that you have passed all the modules and satisfied all the requirements of your award the **Award Board will consider your overall score in Level 2 and 3 modules.**

This overall score will be determined by taking into account **all your Level 2 module results** and giving them a **30% weighting**, and **all your Level 3 module results** and giving them a **70% weighting**. The size of multiple modules will also be taken into account by counting the grade point achieved in a 15 credit module once, in a 30 credit module twice, in a 45 credit module three times and so on.

The overall number of credits studied at each of Levels 2 and 3 can vary between students. For example, some students may have studied general option modules at lower levels, others may have taken general option modules at higher levels than those usually studied at a particular stage of their award. The minimum number of specific credits required at each Level varies between awards. In some awards, 105 credits are specified, in others 90 credits are specified. **You must ensure that you have completed at least the minimum number of specific credits required for your award.** Any Additional modules you have taken must be recorded as “Additional” rather than Core, Specific Option or General Option modules. This must be done at the point of module enrolment - it cannot be done once you have completed the module. You should note that additional modules will not be taken into account when determining your degree classification. You should read the sections on Module Enrolment and Student Workload very carefully for more details on this issue.

In order to ensure equity for students who have studied different numbers of credits at each of Levels 2 and 3, the **Award Board will calculate the average grade point achieved per 15 credits at each of Levels 2 and 3.** This figure will then be used in calculating honours classification.

Where compensation is awarded by a Level H Award Board (to either Level 2 or Level 3 modules) the original Grade Point achieved will contribute to the overall score.

In summary then:

Overall Score = 30% of average grade points per 15 credits at Level 2 + 70% of average grade points per 15 credits at Level 3.

For students who have been admitted to the University at Award Level H (and have not studied any credits at Level 2 at this University) the overall score will normally be 100% of the average grade points per 15 credits at Level 3. Any available academic history may, at the discretion of the Award Board, be considered where appropriate.

If you have been awarded credit through the Accreditation of Prior (Experiential) Learning (AP(E)L) scheme, these modules will be recorded on your profile as Grade Point 4E and this grade will not be taken into account when calculating your average grade point for classification purposes.

For students who have been awarded Level 3 specific credits through the Accreditation of Prior (Experiential) Learning (AP(E)L) scheme, these credits (4E) will not be included within the total number of Level 3 specific credits for the purposes of discretionary elevation of classification. This is to ensure that such students are not disadvantaged. A procedure has been developed for dealing with the impact of AP(E)L in these circumstances and is available on request from the Dean of Students/Academic Registrar. You should also read the glossary item on AP(E)L.

Your overall score will determine your “base” classification as follows:

Overall Score	Base Classification
13.0 or higher	First Class Honours
10.0 to 12.99	Upper Second Class Honours
7.0 to 9.99	Lower Second Class Honours
4.0 to 6.99	Third Class Honours
3.99 or below	See section on Ordinary Degrees

If you have met the requirements for your award you will be awarded at least your “base” classification.

Stage 2 - Consideration of your Level 3 Results

Finally the Award Board will consider whether your performance in **specific credit** modules at Level 3 (your profile) suggests that you should be awarded a higher classification than the “base” indicated by your overall score.

If you have either:

- Had failure in no more than 15 general credits condoned;**
- And Achieved at least a Grade Point 4 in all Level 3 Specific Credit Modules (ie no compensated modules);**
- And Achieved at least 45 Level 3 specific credits in a class higher than the base**

Or

- Been awarded a compensated pass in 15 Level 3 Specific Credits;**

- And Achieved at least a Grade Point 4 in all other Level 3 specific and general credit modules;**
- And Achieved at least 60 Level 3 specific credits in a class higher than the base**

the Award Board has discretion to award one classification higher than base.

In operating this discretion the Award Board will consider your **Grade Point Average in your best 60 Level 3 specific credits** and will consider any of the following or other factors in relation to a whole cohort of students, rather than to individual students, in order to ensure parity of treatment.

Where your overall score lies within the classification band.

The role of the modules in your award structure.

Your performance in modules carrying general credit (excluding Additional modules)

Any claims for Extenuating Circumstances that have been upheld.

The Award Board will **not** consider such factors as:

Your personality and personal relationships

Any judgement about your potential ability (i.e. not realised in your assessment results)

Any intentions you may have to progress to post-graduate study or employment requiring a certain Honours classification

Attendance (poor attendance is treated very seriously but is dealt with elsewhere in these Regulations. For more details you should read Section 1.3 on Attendance).

If **failure in a total of 30 Level 3 credits** has been compensated and/or condoned, then **you will be awarded your base classification only.**

1.6.4 Award of a Degree where Extenuating Circumstances have been upheld

Where a claim for extenuating circumstances has been upheld, the Award Board may determine an appropriate Honours degree classification based on sufficient evidence of your ability at Level 3 (ie assessment results). The Board has discretion to award the appropriate degree classification based on that evidence. In such cases you will be given the opportunity to accept the classification of the

award or retake any of the assessments 'as if for the first time' (if the assessment was your first attempt) or 'as if for the second time' (if the assessment was a referral).

1.6.5 Award of an Ordinary Degree

If you are enrolled on, but have not met the requirements for an Honours Degree, the Award Board may, at its discretion, decide to offer you an Ordinary Degree **if:**

- i) you have **successfully completed** (i.e. been awarded **at least Grade Point 4/Pass**) **in a total of 300 credits, of which at least 60 are at Level 3 and there are a minimum of 90 at each of Levels 1 and 2;**

and:

- ii) **You have met the learning outcomes of Level I (Intermediate) of your award**

If you still have available referral, replacement or retake opportunities you may choose to decline the Ordinary Degree and to attempt these at the time specified by the Award Board. Where the Award Board offers you a Ordinary Degree and/or there are referral, replacement or retake opportunities remaining, it may, at the same time, determine the maximum Honours classification you can be awarded upon successful completion of your referrals/replacements/retakes. You will be told what that maximum is when you are asked whether or not you wish to accept the Ordinary Degree.

If you decide to accept the Ordinary Degree, this will be awarded. If you decide to attempt your referrals/replacements/retakes at the time specified by the Award Board, then that Award Board will consider your case anew at the next available opportunity once you have attempted your referrals/replacements/retakes.

If you have **exhausted your referral, replacement or retake opportunities** and still meet the two criteria for the award of an Ordinary Degree (criteria i) and ii) above), then the **Ordinary Degree** will be **awarded rather than offered**. If you have not met the criteria for the award of an Ordinary Degree then the Award Board will consider your eligibility for an intermediate award of a Dip HE or a Cert HE.

1.6.6 'Top-up' from Ordinary Degree to Honours

If you were enrolled for an Ordinary Degree and have been successful in achieving that award, you may apply to be admitted to the University to 'top-up' this qualification to honours, where an Honours Degree exists. Such admission will be at the discretion of the University and will involve you in undertaking a programme of study which will enable you to satisfy the learning outcomes of a specified Honours Degree at the University.

This opportunity is NOT available to students who have achieved an Ordinary Degree having been enrolled for, but having failed to meet the requirements for, an Honours Degree.

1.6.7 Criteria for Awards with Merit

If you have enrolled for a **Certificate in Higher Education**, have completed the requirements of your award and have achieved a Grade Point Average of at least 9 in your Level 1 modules you will be awarded a **Certificate in Higher Education with Merit**.

If you have enrolled for a **Diploma in Higher Education**, have completed the requirements for your award and have achieved:

An overall score of at least 9, calculated using 30% of your average grade points per 15 credits in Level 1 modules plus 70% of your average grade points per 15 credits in Level 2 modules then you will be awarded a **Diploma in Higher Education with Merit**.

If you have enrolled for a **Foundation Degree**, have completed the requirements for your award and have achieved:

An overall score of at least 9, calculated using 30% of your average grade points per 15 credits in Level 1 modules plus 70% of your average grade points per 15 credits in Level 2 modules then you will be awarded a **Foundation Degree with Merit**.

No other awards may be granted with merit.

1.6.8 Criteria for Awards with Distinction

If you have enrolled for a Certificate in Higher Education, have completed the requirements for your award and have achieved a Grade Point Average of 12 or higher in your Level 1 modules and have no compensated or condoned fails you will be awarded a **Certificate in Higher Education with Distinction**.

If you have enrolled for a **Diploma in Higher Education**, have completed the requirements for your award and achieved:

An overall score of at least 12.0, calculated using 30% of your average grade points per 15 credits in Level 1 modules plus 70% of your average grade points per 15 credits in Level 2 modules, with no compensated or condoned fails at Level 2 then you will be awarded a **Diploma in Higher Education with Distinction**.

If you have enrolled for an **Ordinary Degree**, have completed the requirements for your award and achieved:

An overall score of at least 13, calculated using 30% of your average grade points per 15 credits in Level 2 modules plus 70% of your average grade points per 15 credits in Level 3 modules, with no compensated or condoned fails at Level 3 then you will be awarded a **Degree with Distinction**. Degrees with distinction are not available to students who are awarded an Ordinary Degree having been enrolled for, but having failed to meet the requirements for, an Honours Degree.

If you have enrolled for a **Foundation Degree**, have completed the requirements for your award and achieved:

An overall score of at least 12.0, calculated using 30% of your average grade points per 15 credits in Level 1 modules plus 70% of your average grade points per 15 credits in Level 2 modules, with no compensated or condoned fails at Level 2 then you will be awarded a **Foundation Degree with Distinction**.

No other awards may be granted with Distinction.

1.6.9 Discretion of the Board

If an individual student is not eligible for an increase in classification or for an award with merit or distinction under the discretion available to the Board or the criteria as described in Sections 1.6.3, 1.6.7 or 1.6.8, and the Board believes that not to increase the classification or award merit or distinction would be an injustice to that student in the context of the results of the whole award cohort, the Board may raise the classification or award the merit or distinction. However, such discretion will only be used in exceptional circumstances and the justification for its use will be minuted in detail by the Award Board.

1.7 Aegrotat Awards

Where a claim for extenuating circumstances due to **ill health** has been upheld and you have **not been able to meet fully the learning outcomes** of the award, the Award Board may decide to confer an **Aegrotat award**.

In instances where such awards are conferred, the Award Board must offer you the choice to accept the award or attempt assessment in the normal way in order to try to achieve a Degree with Honours if this is the award on which you are enrolled.

1.8 Review of an Assessment or Award Board Decision – how do I ask for the Assessment or Award Board’s decision to be reviewed?

Students who wish to request a review of an Assessment or Award Board decision may do so in accordance with the appropriate University’s Procedures for Review of an Examination Board Decision as detailed in the University’s Academic Awards Regulations.

1.9 GLOSSARY OF TERMS

AP(E)L/ACCREDITATION OF PRIOR (EXPERIENTIAL) LEARNING

The accreditation of prior learning is the term used when a student uses his or her previous experiences to gain admission to a programme of study; admission to a module; admission at an intermediate stage in a programme (advanced standing); or to be granted credit for part of a programme of study. These previous experiences may be work-based learning, general learning experiences (experiential) or certificated qualifications.

See the University's Policy at www.staffs.ac.uk/images/apel_policy_tcm68-12703.pdf for full details.

Where there is a very close match between your prior (experiential) learning and the content of the module you will normally be awarded specific credit for that module. This means that your prior learning takes the place of the module in your programme of study. The "result" recorded shall be Pass/Grade Point 4. The suffix E will be used to indicate that credits for the module have been awarded through the AP(E)L scheme. The result will be recorded as 4E.

A mechanism has been developed in order to ensure that if you have been granted credit at Levels 2 or 3 through the AP(E)L scheme you will not be disadvantaged when the Award Board determines your Honours classification. The credits attached to Modules awarded a Grade Point 4E will count towards the overall credits required for your award, but will not be used in calculating the grade point averages which form the basis of the classification of an honours degree.

Where there is regular accreditation of particular qualifications/experiences for particular awards, the award team must specify the number of credits which can be accredited for those qualifications/experiences.

AEGROTAT DEGREE

An Aegrotat Degree is an Award of Staffordshire University which is awarded in cases where illness or other due cause have prevented a student from providing the Award Board with sufficient evidence (assessment results) upon which to determine an appropriate Honours classification.

ASSESSMENT BOARD

The Assessment Board of each subject area will consider all assessment marks of all modules available within that subject area, irrespective of which named awards the students may have registered for. It is bound to operate within these Regulations.

Assessment Boards meet at least once in each academic year normally at the end of the second teaching block. Faculties which wish to do so may also hold

an Assessment Board at the end of the first teaching block. Where the Assessment Board has approved reassessment in one or more modules before the beginning of the next academic year, the Assessment Board will be required to meet before the start of the next academic year to determine results.

The functions of the Assessment Board are as follows:-

- a) to determine the appropriate Result/Grade Point for each student for each module in accordance with the Assessment Referencing Criteria for the module and to pass these to the appropriate Award Boards.
- a) to determine appropriate results for failed modules (in accordance with the module's Assessment Referencing Criteria) and, in so doing, to identify which modules may be awarded a Compensated Pass by the appropriate Award Board.
- b) to make recommendations to appropriate Award Boards about referral requirements for failed modules.
- c) to ensure parity of treatment of students within modules and across the subject area.
- d) to note where extenuating circumstances have been upheld and to make recommendations based on this to the Award Board.

Assessment Boards should note that where recommendations are made to Award Boards those Award Boards shall consider the recommendations but are not obliged to act upon them. This is because Award Boards will have complete information on a student's profile, whereas Assessment Boards only have information on the student's performance in modules within the subject area.

It is the duty of the Faculty/School responsible for the management of a particular field to determine the membership of its Assessment Board(s). Its composition shall be:-

- a) The Dean of Faculty/School or his/her nominee (who shall be Chair).
- b) The internal examiners for the modules under consideration including all teaching staff responsible for setting and marking any assessment to be considered by the Board.
- c) The approved External Examiners.

The role of the External Examiners shall be:

- a) to consider distribution/spread of Grade Points within modules and across the subject area and to assist the Board to confirm appropriate module results.
- b) to ensure comparability of standards across institutional boundaries.
- c) to ensure parity of treatment of students both within each module and across the subject area.

In carrying out his/her role the External Examiner may consider any appropriate assessed work.

Students who wish to request a review of an Assessment Board decision may do so in accordance with the appropriate University's Procedures for Review of an Examination Board Decision as detailed in the University's Academic Awards Regulations.

AWARD BOARD

Each named award will have an Award Board which will determine the final outcomes of the students registered for that award. The Award Board will receive the results of the module assessments agreed by all contributing Assessment Boards. Award Boards will normally meet at the end of the second teaching block of an Academic Year. Where necessary they may also meet at other times of the year - notably after Assessment Boards have met to consider referral assessments and when awards are completed at the end of Teaching block 1. Award Boards are bound to operate within these Regulations.

Award Boards cannot change the Grade Point/Result awarded by an Assessment Board.

It is the duty of the Faculty/School responsible for the management of the Named Awards to determine the membership of its Award Boards. The composition of the Award Board shall be:-

- a) Dean of Faculty/School of the Faculty/School responsible for the award or his/her nominee (who shall be Chair).
- b) The Award Leader.
- c) A representative of each subject area.
- d) contributing core or option modules to the Named Award to contribute to the discussions in relation to those modules.
- e) The approved External Examiners for the Award under consideration.

The functions of the Award Board are as follows:-

- a) to consider the individual student results profile as determined by the Assessment Boards.
- b) to award credits associated with successfully completed modules
- c) to operate compensation in accordance with these Regulations where appropriate
- d) to receive recommendations from Assessment Boards and agree arrangements for reassessment of failed modules/components of modules..
- e) to note exemptions granted.
- f) to confirm students' eligibility to proceed to the next Level of an Award
- g) to agree individual awards including Honours classification where relevant and to recommend the award of qualifications to the Academic Board.
- h) to receive results on individual extenuating circumstances claims and ratify the recommendations of Assessment Boards ensuring compatibility/equality of treatment in each case.

The role of the External Examiners shall be to ensure that the University Regulations are applied consistently and objectively to all candidates.

Students who wish to request a review of an Award Board decision may do so in accordance with the appropriate University's Procedures for Review of an Examination Board Decision as detailed in the University's Academic Awards Regulations.

AWARD STRUCTURE

An Award Structure is the set of modules which comprise a named award. It is the specification of Core and Option modules which define that award and which is approved at validation. The credits for the modules specified in an award structure are called specific credits.

CATS

CATS is an acronym for the Credit Accumulation and Transfer Scheme to which Staffordshire University subscribes. This scheme represents a system of points or credit rating for undergraduate awards which is recognised by all Higher Education Institutions which subscribe to the scheme. These credits are also referred to as CATS points.

Under the CATS scheme one full-time academic year of study is worth 120 credits at the appropriate Level (normally Level 1, 2 or 3). An Honours Degree will normally require the completion of 360 such credits at appropriate Levels. The scheme is designed to allow students to transfer between institutions in such a way that their new institution can recognise the amount of study they have already completed and the Level of that study. See also Credit and Level.

CO-REQUISITE

A co-requisite is a module which must be studied in addition to and normally at the same time as a particular module.

CREDIT

Credits are the number of points earned by a student for completion of modules. Each module will be worth a specified number of credits, normally associated with the total learning time required for successful completion of that module. The credit rating of all undergraduate modules is normally either 15 or a multiple of 15. See also CATS.

Credit may be defined as either **GENERAL** or **SPECIFIC**.

GENERAL CREDIT is that attracted by completion of modules which do not form part of the structure of the award for which a student is registered. Those modules will normally be designated General Option Modules. General credit

may also be awarded as part of the Accreditation of Prior (Experiential) Learning scheme (see AP(E)L) for quantifiable prior learning, not matching the content of the award structure of the award for which a student is registered.

SPECIFIC CREDIT is that attracted by completion of modules which do form part of the structure of the award for which a student is registered. Those modules will normally be designated either Core modules or Option modules. Specific credits may also be awarded as part of the Accreditation of Prior (Experiential) Learning scheme (see AP(E)L) for quantifiable prior learning, which does match the content of the structure of the award for which a student is registered.

GRADE POINTS

A Grade Point is the result awarded to a student as a measure of performance in the assessment of modules at all Levels. The Grade Point scale has been devised to resolve the different marking scales used by subject areas and to translate those scales into a judgement which can be understood by all. Grade Points are determined by Assessment Boards by relating performance in assessment to the Assessment Referencing Criteria specific to the module. They can also be related to Honours classifications as detailed in the Module Results/Assessment Referencing section of these Regulations.

LEVEL

Award Levels are described as Certificate (C), Intermediate (I) and Honours (H) and are broadly equivalent to the first, second and third years respectively of full-time undergraduate study.

Modules are described as being at credit Levels 1, 2 and 3 and are broadly equivalent to study in Certificate, Intermediate and Honours award levels. The Award Structure will specify the level of modules to be studied in each award level, which will normally be Level 1 modules in Award Level C, Level 2 modules in Award Level I and Level 3 modules in Award Level H.

There is normally an element of progression between Levels in terms of challenge and learning outcomes. Thus a module will normally be available at one credit Level only, exceptions to this requiring justification at validation. Where a module is available at more than one credit Level, a separate module specification form will be required for each credit Level in order to demonstrate the differential learning outcomes. They will be coded differently to ensure that it is obvious at which credit Level the module is to be studied.

MAJOR/MINOR AWARDS

See **SINGLE, JOINT AND MAJOR/MINOR AWARDS**

MODULE

A module is a unit of study attracting a given number of credits at a particular level in direct proportion to its total learning time. The total learning time per credit is 10 hours, which includes student/staff contact time (lectures, practical classes, seminars, tutorials etc.), independent study and assessment. No module can attract fewer than 15 credits, and therefore the minimum total learning time for a module is 150 hours. Multiple modules are sized in multiples of 15 credits. Each module shall be assigned to a credit Level or Levels when approved.

Some modules which are larger than 15 credits are delivered over two teaching blocks. These are often referred to as serial or “long-thin” modules. Some modules which are larger than 15 credits are delivered wholly within one teaching block. These are often referred to as parallel or “short-fat” modules. It is your responsibility to make sure you know the delivery pattern of all multiple modules for which you enrol.

Students may be allowed to exit from certain serial modules at the end of the first teaching block. Such students will be assessed on work completed and, if successful in that assessment, shall be awarded credits in relation to the total learning time thus far.

CORE MODULES

Core modules are those which must be passed in order to gain a particular named award. They are specified as part of the award structure and form the central pillar of the award. Core modules attract specific credit for an award.

OPTION MODULES

Option modules are those which you must select from within a prescribed set for your award. They are sometimes referred to as specific options. Option modules attract specific credit for an award.

GENERAL OPTION GROUP MODULES

General Option modules are available only at Levels 1, 2 and 3. They are chosen from a list determined by the award for which you are registered. In addition, there is a set of University General Option modules which are available on most awards. Each award may have a different General Option list. A module which is a Core or Option module for one named award may be taken by students on other named awards as a General Option module. General Option modules attract general credit for an award. You may, if you wish, choose to take more modules from your named area(s) rather than General Option modules. If you do so, they will attract specific credit.

NAMED AWARD

A named award is a validated award identified by a specific Award Structure and ratified by the University's Academic Board.

PROGRAMME OF STUDY

Your programme of study is your overall choice of modules which may be unique to each individual student because of the elements of choice involved in awards (Option, and General Option modules).

PRE-REQUISITE

There are some modules within the University which you will not be allowed to study unless you have met certain conditions. In some cases the conditions will be that you have first achieved pass grades in certain other modules at a lower Level. These other modules are known as pre-requisites for the module in question. In some cases a pre-requisite may be one out of a group of specified modules. You will not be allowed to study any modules for which you have not met the pre-requisites, even if you have been allowed to progress to the Level of that module.

PROGRESSION

The concept of progression stems from academic development. It is expected that during the course of your studies you will acquire certain skills, understanding and knowledge and that as you continue your studies these will develop to enable you to "move on" to more advanced academic activities. This concept is manifested in the requirement that you must achieve pass grades in a certain proportion of your programme of study at any one award Level before your academic capabilities are deemed to be sufficiently developed for you to move on, or "progress" to the next award Level. Successful completion of assessment within modules is used as the measure of your academic development. The proportions of your programme of study which must be successfully completed for progression to the next award Level are detailed under Progression within the main body of these Regulations. Even if you have been allowed to progress to the next Level of your award you will not be allowed to study any module at that Level for which you have not met the pre-requisites.

PROHIBITED COMBINATIONS

Where two (or more) modules contain content which is similar in nature or where there is a significant overlap in curriculum you will not normally be allowed to study them both. They will therefore be designated a prohibited combination.

REFERRAL

When your performance in assessment for a module has been unsatisfactory the Award Board may require you to undergo further assessment on the subject matter covered by the module. This further assessment is known as a referral. The purpose of a referral is to satisfy the Board that you are capable of a satisfactory performance in the module. You must make yourself available to undertake such assessment as the Award Board requires at this time. If you do not meet the referral requirements determined by the Award Board at the date prescribed by the Award Board you will be deemed to have failed the module at that attempt. The maximum mark awarded for a successfully completed referred module is a Grade Point 4. The suffix R is used to indicate that the module was successfully completed only at the second attempt. The result will be recorded as 4R.

If a module comprises more than one element of assessment and the Award Board refers you in one or more elements, the referred element(s) will be recorded at a maximum of Grade Point 4; those elements not subject to referral will retain their original mark. The overall module grade will be suffixed R.

REPLACEMENT

If you have not been awarded a pass grade in any Option, or General Option module you may choose to replace that module with another. This is known as replacement, and the module which takes the place of the failed module is a replacement module.

Replacement General Option modules (general credits) must be chosen either from the lists of general options attached to your award (attracting general credit) or from the specific options available within your award (attracting specific credit). Replacements for failed General Option modules may be at a higher or lower Level than the failed module. Replacement Option modules (specific credits) must be taken from within the same option group within your award structure as the failed module. Core modules cannot normally be replaced.

You may opt to replace a failed module after the first or second failed attempt. If you opt to replace a module you forfeit any remaining referral entitlement on the original failed module. You will be granted the full retake entitlement appropriate to the replacement module (i.e. two attempts if the replacement module is at Level 1, 2 or 3).

The number of times a module can be replaced is limited where the replacement must be taken from a specific group or set of groups. Once all the modules within that group or groups have been exhausted no more replacement can take place. The number of replacements which can be made is also restricted in that you have only four years in which to complete an award Level (120 credits in that Level).

The maximum mark awarded for a successfully completed replacement module is a Grade Point 4. The suffix + will be used to indicate that the original module was not successfully completed. The result will be recorded as 4+. You may not

opt to replace a module which you have passed in order to try to improve upon your result.

TEACHING BLOCK

The academic year is divided into two periods known as teaching blocks each of which will normally include periods of both teaching and assessment.

SINGLE, JOINT AND MAJOR/MINOR AWARDS

If you have enrolled for an Honours Degree Programme your award will have been designated either a Single Honours award or a Joint Honours award. Unclassified Degree Programmes will also be designated as Single or Joint awards but they are not available with Honours. Single awards concentrate largely on one subject area or on one integrated set of subject areas. Joint awards give equal weighting to two main subject areas. Once you have completed Level 1 of a Joint award you may decide that you wish to give more emphasis to one of your chosen subject areas than to the other. In order to do this you must transfer to the Major/Minor route within your joint award.

In order to meet the requirements for a Single Joint or Major/Minor award you must complete a given number of credits at each Level from your chosen subject areas. These are detailed in the main body of these regulations under Section 1.2 “Your Award”.

SPECIAL ADMISSIONS REQUIREMENTS

There are some modules within the University which you will not be allowed to study unless you have met certain conditions. One of these conditions may be that you have first studied (not necessarily successfully completed) certain other modules. These conditions are known as special admissions requirements for the module in question.

Special Admissions Requirements are not always related to the study of specific modules. In some cases you will be required to have completed certain other qualifications outside the University or have undergone particular experiences. In some cases a special admissions requirement may be one out of a group of specified requirements. There may also be some award specific admissions requirements for particular awards.

SUBJECT AREA

A subject area is defined as the staff with academic expertise in that subject and the modules for which those staff take responsibility. Every module is owned by a subject area and which takes full responsibility for the delivery, assessment and management of modules within its remit. Assessment Boards consider the results of students’ performance in all the modules within a given subject area; the membership of an Assessment Board will therefore be largely subject area based.

TRANSCRIPT

Once an Award Board has confirmed your results you will receive a results profile from the Faculty/School in which your award is based. It will show, for each module you have successfully completed, the module code and title, the associated credits (CATS points), the Level of the module and the Grade Point/Result achieved. The record of achievement will not show your Honours classification.

A Transcript will also be provided for graduating students with their certificate and may be requested by other students by writing to the Information Centre. A fee will be charged for duplicate copies of transcripts. The Transcript includes all the information shown on the Profile of Results but additionally includes your Honours classification and details of all modules passed at the first attempt or as a result of compensation, condonation, referral or replacement.

Staffordshire University's commitment to equality and diversity means that this policy has been screened in relation to the use of gender-neutral language, jargon-free plain English, recognition of the needs of disabled people, promotion of the positive duty in relation to race and disability and avoidance of stereotypes. This document is available in alternative formats on request. If you think we can improve the fairness of this policy, please contact the individual who has responsibility for its update.

STAFFORDSHIRE UNIVERSITY

ACADEMIC AWARD REGULATIONS: Undergraduate Modular Framework

2007-08

APPENDIX 1

Award Design Principles

Awards within the Undergraduate Modular Framework are designed to meet the following structures and credit requirements:

Single Honours - total of 360 credits			
Award Level	Main Subject Area (designated specific credits)	General Options (general credits) available to students	Total Credits
C	Minimum 90, maximum 105	Minimum 15, maximum 30	120
I	Minimum 90, maximum 105	Minimum 15, maximum 30	120
H	Minimum 90, maximum 105	Minimum 15, maximum 30	120
TOTAL	Minimum 270, maximum 315	Minimum 45, maximum 90	360

Ordinary Degree (Single Subject) - total of 300 credits			
Award Level	Main Subject Area (designated specific credits)	General Options (general credits) available to students	Total Credits
C	Minimum 90, maximum 105	Minimum 15, maximum 30	120
I	Minimum 90, maximum 105	Minimum 15, maximum 30	120
H	Minimum 45, maximum 60	Maximum 15	60
TOTAL	Minimum 225, maximum 270	Minimum 30, maximum 75	300

Joint Honours - total of 360 credits				
Award Level	Subject Area A (designated specific credits)	Subject Area B (designated specific credits)	General Options (general credits) available to students	Total Credits
C	45	45	30	120
I	45	45	30	120
H	45	45	30	120
TOTAL	135	135	90	360

Major/Minor Honours - total of 360 credits				
Award Level	Major Subject (designated specific credits)	Minor Subject (designated specific credits)	General Options (general credits) available to students	Total Credits
C	45	45	30	120
I	60	30	30	120
H	60	30	30	120
TOTAL	165	105	90	360

Joint Ordinary Degree - total of 300 credits				
Award Level	Subject Area A (designated specific credits)	Subject Area B (designated specific credits)	General Options (general credits) available to students	Total Credits
C	45	45	30	120
I	45	45	30	120
H	30	30	0	60
TOTAL	120	120	60	300

Major/Minor Ordinary Degree - total of 300 credits				
Award Level	Major Subject (designated specific credits)	Minor Subject (designated specific credits)	General Options (general credits) available to students	Total Credits
C	45	45	30	120
I	60	30	30	120
H	45	15	0	60
TOTAL	150	90	60	300

Foundation Degree – total of 240 credits			
Award Level	Main Subject Area (designated specific credits)	General Options (general credits) available to students	Total Credits
C	Minimum 90, maximum 105	Minimum 15, maximum 30	120
I	Minimum 90, maximum 105	Minimum 15, maximum 30	120
TOTAL	Minimum 180, maximum 210	Minimum 30, maximum 60	240

HND - total of 240 credits			
Award Level	Main Subject Area (designated specific credits)	General Options (general credits) available to students	Total Credits
C	Minimum 90, maximum 105	Minimum 15, maximum 30	120
I	Minimum 90, maximum 105	Minimum 15, maximum 30	120
TOTAL	Minimum 180, maximum 210	Minimum 30, maximum 60	240

HNC - total of 150 credits			
<i>Award Level</i>	<i>Main Subject Area (designated specific credits)</i>	<i>General Options (general credits) available to students</i>	<i>Total Credits</i>
C	Minimum 90, maximum 105	Minimum 15, maximum 30	120
I	30	0	30
TOTAL	Minimum 120, maximum 135	Minimum 15, maximum 30	150