



leeds metropolitan university

# **Academic Principles and Regulations**

## **Section C3: Student Progression**

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## SECTION C3: STUDENT PROGRESSION

### REGULATIONS

#### C3.1 Progression: General Provisions

##### C3.1.1 Progression Regulations: Application

The regulations for progression apply to all Schemes and Courses in the University, unless specific permission for variation has been given.

For permitted variation, see Section C1.2.

##### C3.1.2 Schemes and Courses with Permitted Variation

Where Schemes or Courses have been permitted to vary from these regulations (mainly professional courses), students on those Schemes or Courses must be specifically advised of their additional progression requirements.

##### C3.1.3 Pre-requisite Modules

Where any Scheme or Course contains designated pre-requisite modules at any level, the progression requirements for such Schemes or Courses must specify clearly any modules which are designated as pre-requisites.

For pre-requisite modules, see Section C3.3.

#### C3.2 Core and Elective Modules

##### C3.2.1 Core Modules

A core module is a module which a student is required to study at a specific level in a programme of study.

A core module is not necessarily a pre-requisite module.

##### C3.2.2 Elective Modules

An elective module is a module which the student may choose from a list of available options (if any) at a specific level of a programme of study.

#### C3.3 Pre-requisite Modules

##### C3.3.1 Definition

A pre-requisite module is one:

- which is considered to be an essential pre-requisite for the study of a specific module or modules at a higher level on the Scheme or Course

*and*

- for which a student must have been awarded a pass mark (40% or more) before they can undertake study on the specific module(s) of which it is a pre-requisite.

##### C3.3.2 Decision on Pre-requisite Modules

The decision on whether modules are pre-requisite rests with the Scheme/Course team.

##### C3.3.3 Approval of Pre-requisite Modules

Pre-requisite modules must be approved:

- during the Scheme/Course approval process or
- through the provisions of major modification to a Scheme or Course in Approval.

[For these see Sections B2: Academic Approval and B5: Modifications]

##### C3.3.4 Academic Justification for Pre-requisite Modules

Where a Scheme/Course has pre-requisite modules the Scheme/Course team must:

- rigorously assess the academic justification for such modules
- keep the academic justification for such modules under review.

Such assessment and review should be conducted with particular reference to subject benchmarks.

#### C3.4 Progression Requirements and Profile of Achievement

##### C3.4.1 Progression Requirements

To be considered for progression from Level 4 to Level 5; or Level 5 to Level 6 a student must have fulfilled the following requirements:

- pursued a programme of study of 120 credit points at the relevant level (including any accreditation of prior learning)
- satisfied the submission and attainment requirements for each module of study.

##### C3.4.2 Submission Requirements

A student is required to submit in all specified components of assessment.

##### C3.4.3 Attainment Requirements

A student will be required to re-submit for assessment in respect of all failed components of assessment, where his or her profile of attainment for the module shows an overall average of less than 20%. At the discretion of the School/Academic Unit, this re-assessment may be a synoptic assessment [see Section C3. 6.12].

#### **C3.4.4 Profile of Progression – Level 4 to Level 5**

Where a student has attained or exceeded the following profile, they will be deemed to have passed Level 4 for the purposes of progression; to have achieved the overall learning outcomes for the level; and to have achieved the standard required to progress from Level 4 to Level 5:

- achieved a minimum of 40% or more in modules equivalent to 90 credit points at Level 4 or above;
- achieved an overall average of 20% or more in each module studied;
- achieved an average of 40% or more across all modules studied at this level.

On achievement of this profile for progression, a student will be accredited with 120 credit points at Level 4.

#### **C3.4.5 Discretion to Boards of Examiners – Level 4 progression**

Where a student has submitted for re-assessment and has not achieved the profile for progression; a Board of Examiners has discretion to compensate the student in up to 10% of the marks available in up to 2 modules, to the limit of 30 credit points. This discretion will be exercised in the context of the student's overall profile of attainment.

#### **C3.4.6 Profile of Progression – Level 5 to Level 6**

Where a student has attained or exceeded the following profile, they will be deemed to have passed Level 5 for the purposes of progression; to have achieved the overall learning outcomes for the level; and to have achieved the standard required to progress from level two to level three:

- achieved a minimum of 40% or more in modules equivalent to 105 credit points at Level 5 or above;
- achieved an overall average of 20% or more in each module studied;
- achieved an average of 40% or more across all modules studied at this level.

On achievement of this profile for progression, a student will be accredited with 120 credit points at Level 5.

#### **C3.4.7 Discretion to Boards of Examiners – Level 5 progression**

Where a student has submitted for re-assessment and has not achieved the profile for progression; a Board of Examiners has discretion to compensate the student in up to 10% of the marks in one module, to the limit of 15 credit points only. This

discretion will be exercised in the context of the student's overall profile of attainment.

#### **C3.4.8 Rounding-up of Marks**

Average marks of 0.5% and above will be rounded up to the next whole number.

#### **C3.4.9 Individual Outcomes**

The student's Transcript of Credit will record:

- the quantity and standard of the credit achieved
- the actual mark achieved for each module.

#### **C3.4.10 Pre-requisite Modules**

A student failing a pre-requisite module may progress to the next level *only if* the programme of study available enables them to take an elective which does not require the failed module as a pre-requisite.

#### **C3.5 Re-assessment for Progression – General Provisions**

##### **C3.5.1 Opportunity to recover failure**

A student failing to pass a module or modules at the first attempt will be given the opportunity to recover that failure during the academic level, subject to the limits below.

##### **C3.5.2 Requirement to recover failure**

A student failing to achieve an average of 20% across all components of assessment of a module, will be required to re-submit for assessment, *provided that* such re-assessment falls within the limits on re-assessment set out below in Section C3.5.4. Where such re-assessment would take the amount of re-assessment beyond 50% of the student's programme of study for the level, the Board of Examiners will determine the appropriate outcome in accordance with the provisions of Section C3.7: Students Unable to Progress.

##### **C3.5.3 Recovery of failure involving non-submission**

Where re-assessment is required on account of a student's failure to submit for assessment, the following provisions will apply:

- the maximum mark available is 40%
- the assessment will count against the permitted maximum re-assessment opportunities
- no tutorial guidance will be available in respect of this assessment unless extenuating circumstances have been presented and accepted.

#### **C3.5.4 Limits on Re-assessment**

Re-assessment opportunities are subject to the following provisions:

##### **(A) Amount of re-assessment**

A student may not be re-assessed in more than 50% of his or her programme of study for the academic level

##### **(B) One opportunity only**

The opportunity for re-assessment will be given *once only* in respect of any module during an academic level.

#### **C3.5.5 Re-assessment to recover failure only**

Re-assessment may only be used for the recovery of failure. It may not be used to attempt to improve an existing mark.

#### **C3.5.6 Re-assessment and level progression**

A student who has otherwise achieved the requirements for level progression may be re-assessed in failed modules, provided that the re-assessment opportunity is still available. [see section 3.6)

#### **C3.5.7 Marks for re-assessed work**

The maximum mark achievable for a re-assessed piece of work or a synoptic assessment is 40%. Where a student achieves a lower mark for the re-assessed work than for the original submission, the higher original mark will stand.

#### **C3.5.8 Re-assessment and module average**

Where individual components of assessments are re-assessed, there will be a maximum mark of 40% for those components. The marks attained for any successfully completed components will remain unaltered and will contribute to the final average for the module.

### **C3.6 Re-assessment for Progression: Process and Timing**

#### **C3.6.1 Results of Assessment**

At the conclusion of the full assessment process for each module the internally-moderated module results will be given to the Scheme/Course Leader (or equivalent).

#### **C3.6.2 Publication of Assessment Outcomes**

##### **(A) Publication of Interim Outcomes**

The Scheme/Course Leader (or equivalent) will then publish interim student outcomes, in accordance with Section C14: Disclosure of Assessment Results.

##### **(B) Purpose of Publication of Interim Outcomes**

The purpose of the publication of these interim outcomes is solely to enable a student to identify the opportunity for re-assessment.

##### **(C) Disclosure of Marks Achieved**

Disclosure to the student of marks achieved remains part of the feedback process [see Sections C5: Management of Assessment and C6: Conduct of Assessment].

##### **(D) Timing of the Publication**

The timing of this may be different for assessed coursework and examinations.

#### **C3.6.3 Eligibility for Re-assessment**

A student may not be re-assessed in more than 50% of his or her programme of study for the academic level.

#### **C3.6.4 Opportunity for Re-assessment**

Any student:

- who has not achieved the pass requirements of a module
- and
- who is eligible for re-assessment
- will be offered the opportunity to be re-assessed as required.

#### **C3.6.5 Student Option**

A student need not avail themselves of the opportunity for re-assessment.

#### **C3.6.7 One Re-assessment Opportunity during the Academic Level**

No further opportunity for re-assessment of this work will be available during the academic level.

#### **C3.6.8 Previously Deferred Assessment**

##### **(A) Students Previously Unable to Submit for Assessment**

A student who was unable to submit for assessment at the required time due to extenuating circumstances will normally be offered the opportunity for initial assessment at the time when re-assessment takes place.

##### **(B) No Further Opportunity**

Normally, there will be no further opportunity for assessment of this work during the academic year.

### **C3.6.9 Information to Students**

Students will be informed when their academic progress may be a cause for concern; and specifically where the need to avail themselves of any re-assessment opportunities open to them in order to progress becomes apparent.

### **C3.6.10 Responsibilities of Students**

Students are responsible for:

- maintaining an awareness of their successfully completed modules and running total of credit accumulation during the level;
- checking the dates of re-sit examinations and re-submission dates for assessed coursework.

Notification of these re-sit/re-submission dates may be by notices prominently displayed and need not be by individual letter.

### **C3.6.11 Timing of Re-assessment Opportunities**

The detailed timing of re-assessment opportunities will be at the discretion of the School/Academic Unit and may be different for assessed coursework and examinations.

### **C3.6.12 Alternative Form of Assessment**

#### **(A) Practical Considerations**

The Scheme/Course Leader (or equivalent) and the module tutor(s) may decide on an alternative form of assessment if necessary (for example, where the initial assessment required use of facilities which are not currently available).

#### **(B) Synoptic Assessment**

Where there is more than one component of assessment attached to a module, the Scheme/Course Leader (or equivalent) and the module tutor(s) may determine that a synoptic assessment is a suitable alternative form of assessment for that module.

#### **(C) Rigour and Standard**

The alternative assessment will be of the same rigour and standard as the original assessment.

### **C3.6.13 Results of Re-assessment Process**

The results of the re-assessment process will normally be published:

- four weeks after the date of its submission/sitting (pass/fail only)
- or
- after the meeting of the subsequent Board of Examiners or Examination Committee whichever is sooner.

### **C3.6.14 Outcomes of Assessment and Re-assessment Process**

On conclusion of the assessment and re-assessment process, student outcomes for the academic year will be presented to the relevant Board of Examiners or Examination Committee.

### **C3.6.15 End of Assessment/Re-assessment Process**

#### **(A) End of the Process**

Normally there will be no further opportunity for assessment or re-assessment after the meeting of the Board of Examiners or Examination Committee.

#### **(B) Exceptions**

The exceptions to this are:

- where curriculum or operational requirements determine the need for later re-assessment;
- where exceptional circumstances in respect of student assessment occur.

### **C3.6.16 Curriculum or Operational Requirements**

#### **(A) Provision of Assessment/Re-assessment Opportunities**

Where curriculum or operational requirements determine the need, semester two assessments may be:

- undertaken for the first time (deferred students);
- re-assessed (one opportunity only) after the meeting of the Board of Examiners.

#### **(B) Assessment Outcomes**

In such cases:

- consideration of outstanding assessment and re-assessment may be remitted to a Reconvened Board of Examiners; [See Section C12: Boards of Examiners and Examination Committees]
- students should be made aware of the provisions for assessment/re-assessment.

### **C3.6.17 Exceptional Circumstances in respect of Assessment**

Where exceptional circumstances occur:

- a Board of Examiners may provide for further assessment or re-assessment opportunities to take place after the Board;
- normally this would be only where the exceptional circumstances affect a whole cohort of students;

- in such cases, the consideration of the assessment/re-assessment in question may be remitted to a Reconvened Board of Examiners. [See Section C12: Boards of Examiners and Examination Committees]

### **C3.6.18 Carry-forward of Module(s)**

(A) Provisions for the Carry-forward of Module(s)  
Exceptionally, a Board of Examiners or Examination Committee may permit a student to carry forward a module or modules to the next academic year.

This is only when:

- a student has not been able to complete the assessment or re-assessment process

and

- this non-completion is attributable to extenuating circumstances which have been accepted by a Board of Examiners or Examination Committee.

(B) Maximum Permitted Carry-forward

A student may only be permitted to carry forward a module or modules to a maximum of 30 credit points.

## **C3.7 Students Unable to Progress**

### **C3.7.1 Courses of Action Consequent on Inability to Progress**

A student who does not meet the requirements for level progression will be eligible for one or more of the following courses of action:

- contained award
- completion of level
- repeat of level with attendance
- requirement to repeat or withdraw
- be deemed to have failed.

Provisions in respect of these courses of action follow below.

### **C3.7.2 Contained Award**

A student may be recommended for a contained award at a lower level if appropriate.

Provisions for contained awards are set out in Section C4: Conferment of Awards.

### **C3.7.3 Completion of Level**

(A) Eligibility

A full-time student who:

- has achieved 50% or more of the credit points required for level progression

*but*

- has achieved insufficient credit points to progress may choose one of the following options for level completion.

(B) Options for Level Completion

Such a student may choose:

- to enrol in part-time mode in order to re-take the outstanding components of the programme of study for that level;
- to repeat the level with attendance.

(C) Advice

Advice on these options will be available to the student.

(D) Part-time Students

Part-time students will be counselled in accordance with the provisions above. Normally a part-time student would take the option of enrolling as a part-time student in order to complete the level.

### **C3.7.4 Credit Carried Forward**

Students completing a level are entitled to carry forward credit for successfully completed modules.

### **C3.7.5 Repeat of Level with Attendance**

(A) Eligibility

A student will be offered the opportunity below where they have:

- largely submitted themselves for assessment as required

*but*

- achieved less than 50% of the credit points required for progression at the level they are currently studying

(B) Opportunity to Repeat with Attendance

Such a student will be offered the opportunity to repeat the full programme of study for that level with attendance. No credit for successfully completed modules may be carried forward into a repeat of that level.

### **C3.7.6 Requirement to Repeat or Withdraw**

(A) Eligibility

The options below may be exercised in respect of a student who has:

- achieved less than 50% of the credit points required for progression at the level they are currently studying

*and*

- whose lack of success derived largely from non-submission of assessed work.

**(B) Requirement to Repeat or Withdraw**

The Board of Examiners or Examination Committee may exercise its discretion and require the student to:

- repeat the full programme of study for that level with attendance  
or
- withdraw from the Course.

**C3.7.7 Students Deemed to Have Failed**

A student will normally be deemed to have failed if:

- they have not given formal notice in writing of their intention to withdraw from the Course and
- has substantially failed to submit assessments without explanation.

**C3.7.8 Substitute Modules**

A student completing or repeating a level may, subject to the agreement of the Scheme/Course Leader, (or equivalent) choose to take a different module or modules from those previously taken.

**C3.7.9 Core Modules**

A student completing or repeating a level may not take a substitute for a core module.

**C3.7.10 Timescales for Completion/Repeat Requirements**

A student required to complete or repeat a level will be entitled to one attempt only at completion or repeat.

**C3.7.11 Marks for Repeated Modules**

A student repeating a module or modules under any of the provisions for complete/repeat above will be assessed as if for the first time in that module and the work will be eligible to be awarded the full range of marks available.

**C3.7.12 Availability of Modules**

A student may not demand to repeat a module which is no longer current.

**C3.8 Students on Sandwich Mode**

**C3.8.1 Successful Completion of Work Experience**

A student on the sandwich mode is required to perform satisfactorily and complete the prescribed work experience before they can progress to the next level of study.

**C3.8.2 Re-assessment**

Where provisions for this can be made, a student may elect to repeat the work experience component of the programme of study.

**C3.8.3 Students Unable to Progress**

A student who has not satisfactorily completed the prescribed work experience and is:

- unable to repeat the work experience component;
- does not wish to repeat the work experience component

will be eligible to transfer to a non-sandwich mode of study.