



leeds metropolitan university

Academic Principles and Regulations

Section C4: Conferment of Awards

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SECTION C4: CONFERMENT OF AWARDS

C4.1 Recommendation for an Award of the University

C4.1.1 Recommendation for an Award

The Board of Examiners for each Scheme/Course; or the duly established Appeal Panel of the University, are the sole bodies empowered to recommend an award of the University

C4.2 Requirements for the Recommendation of an Award of the University

C4.2.1 Scheme/Course-specific Requirements

Individual Schemes or Courses may have specific requirements in respect of the recommendation for an award.

These will be specified in the Scheme/Course documentation; and will have been agreed by the Registrar and Secretary's Office and formally approved through the appropriate University process.

C4.3 Assessment for an Award

C4.3.1 Awards of the University

Students must fulfil the specified requirements for progression and conferment of an award.

C4.3.2 Benchmark Pass for an Award

The benchmark pass for an award of the University is 40%.

C4.3.3 Awards Accredited by Professional, Statutory or Regulatory Bodies

For awards accredited by professional, statutory or regulatory bodies, students must:

- fulfil the requirements of Section C4. 3.1;
- fulfil any further requirements for accreditation specified by the professional, statutory or regulatory body.

C4.4 Achievement of an Award of the University

C4.4.1 General Provisions

An award of the University will be recommended for candidates achieving the outcomes specified below.

C4.4.2 Certificate

The Certificate is awarded for the attainment of a minimum of 60 credit points at HE Level 4. The University awards these credit points where a student has achieved the following profile:

1. Pursued a programme of study of 60 credit points at HE Level 4 or above.
2. Satisfied the submission and attainment requirements for each module of study.
3. Achieved the overall learning outcomes for the award by attaining or exceeding the following requirements:
 - achieved a minimum of 40% or more in modules equivalent to 45 credit points at Level 4 or above;
 - achieved an overall average of 20% or more in each module studied.

C4.4.3 Certificate of Higher Education

The Certificate of Higher Education is awarded for the attainment of a minimum of 120 credit points at HE Level 4. The University awards these credit points where a student has achieved the following profile:

1. Pursued a programme of study of 120 credit points at Level 4 or above or has been accredited with no more than 60 credit points at Level 4 on admission.
2. Satisfied the submission and attainment requirements for each module of study.
3. Achieved the overall learning outcomes for Level 4 by attaining or exceeding (or been accorded under the provisions of Section C3.4.5) the following requirements:
 - 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.

A student progressing to the Certificate of Higher Education, having successfully completed the Certificate under the provisions of Section C4.4.2, must have successfully passed with a mark of 40% or more modules equivalent to a minimum of 90 credit points at Level 4 or above in order to be awarded the Certificate of Higher Education.

C4.4.4 Diploma

The Diploma is awarded for the attainment of a minimum of 120 credit points at HE Level 4 and 60 credit points at HE Level 5 or above. The University awards these credit points where a student has achieved the following profile:

1. Achieved the requirements for progression from Level 4 to Level 5 or has been accredited with 120 credit points at HE Level 4 on admission.

2. Pursued a programme of study of 60 credit points at HE Level 5 or above.
3. Satisfied the submission and attainment requirements for each module of study.
4. Achieved the overall learning outcomes for the award by attaining or exceeding the following requirements:
 - Achieved a minimum of 40% or more in modules equivalent to 45 credit points at Level 5 or above;
 - Achieved an overall average of 20% or more in each module studied.

C4.4.5 Diploma of Higher Education

The Diploma of Higher Education is awarded for the attainment of a minimum of 120 credit points at HE Level 4 and 120 credit points at HE Level 5. The University awards these credit points where a student has achieved the following profile:

1. Achieved the requirements for level progression from Level 4 to Level 5, or has been admitted directly to Level 5.
2. Pursued a programme of study of 120 credit points at Level 5 or above or has been accredited with no more than 60 credit points at Level 5 on admission.
3. Satisfied the submission and attainment requirements for each module of study
4. Achieved the overall learning outcomes for Level 5 by attaining or exceeding (or been accorded under the provisions of Section C3.4.7) the following requirements:
 - 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.

A student progressing to the Diploma in Higher Education, having successfully completed the Diploma under the provisions of Section C4.4.4, must have successfully passed with a mark of 40% or more modules equivalent to a minimum of 105 credit points at Level 5 or above in order to be awarded the Diploma of Higher Education.

C4.4.6 Foundation Degree

The Foundation Degree is awarded for the attainment of a minimum of 120 credit points at HE Level 4 and 120 credit points at HE Level 5, achieved under the provisions of sections C4.4.3 and C4.4.5 above.

Additionally, candidates must have demonstrated the achievement of work-related learning and core skills.

C4.4.7 Bachelor Degree

The Bachelor Degree is awarded for the attainment of a minimum of 120 credit points at HE Level 4, 120 credit points at HE Level 5 and 60 credit points at HE Level 6. The University awards these credit points where a student has achieved the following profile:

1. Achieved the requirements for level progression from Level 5 to Level 6, or has been admitted directly to Level 6.
2. Pursued a programme of study of 60 credit points at Level 6 or above.
3. Satisfied the submission and attainment requirements for each module of study.
4. Achieved the overall learning outcomes for the award by attaining or exceeding the following requirements:
 - achieved a minimum of 40% or more in modules equivalent to 45 credit points at Level 6 or above;
 - achieved an overall average of 20% or more in each module studied.

C4.4.8 Bachelor Degree with Honours

The Bachelor Degree with Honours is awarded for the attainment of a minimum of 120 credit points at HE Level 4, 120 credit points at HE Level 5, and 120 credit points at HE Level 6. The University awards these credit points where a student has achieved the following profile.

1. Achieved the requirements for level progression from Level 5 to Level 6 or has been admitted directly to Level 6.
2. Pursued a programme of study of 120 credit points at Level 6 or above or has been accredited with no more than 60 credit points at Level 6 on admission.
3. Satisfied the submission and attainment requirements for each module of study.
4. Achieved the overall learning outcomes for Level 6 by attaining or exceeding the following requirements:
 - achieved a minimum of 40% or more in modules equivalent to 105 credit points at Level 6 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.

A student progressing to the Bachelor Degree with Honours, having successfully completed the Bachelor Degree under the provisions of Section C4.4.7 must have successfully passed with a mark of 40% or more modules equivalent to a minimum of 105 credit points at Level 6 or above in order to be awarded the Bachelor Degree with Honours.

C4.4.9 Modules Required to be Passed

Under exceptional circumstances a Scheme or Course may be permitted to designate a module as one which is required to be passed in order to obtain a University award.

Such designation may only be made in accordance with Guidance issued by the Registrar and Secretary's Office.

C4.4.10 Postgraduate Certificate

The Postgraduate Certificate is awarded for the attainment of a minimum of 60 credit points at Level 7.

C4.4.11 Postgraduate Diploma

The Postgraduate Diploma is awarded for the attainment of a minimum of 120 credit points at Level 7. The University awards these credit points where a student has achieved the following profile.

1. Pursued a programme of study of 120 credit points at Level 7 or above or has been accredited with no more than 60 credit points at Level 7 on admission.
2. Satisfied the submission and attainment requirements for each module of study.
3. Achieved the overall learning outcomes for the programme of study by attaining or exceeding the following requirements:
 - achieved a mark of 40% or more in, or been credited with, modules equivalent to 100 credit points at Level 7 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.

C4.4.12 Masters Awards

Masters degrees are awarded for the attainment of a minimum of 180 credit points at Level 7. The University awards these credit points where a student has achieved the following profile.

1. Pursued a programme of study of 180 credit points at Level 7 or above, or has been

accredited with no more than 120 credit points at Level 7 on admission.

2. Satisfied the submission and attainment requirements for each module of study.
3. Achieved the overall learning outcomes for the programme of study by attaining or exceeding the following requirements:
 - achieved a mark of 40% or more in, or been credited with, modules equivalent to 160 credit points at Level 7 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.

C4.4.13 Other Awards of the University

The requirements for the achievement of other awards of the University are as set out in Section A3: Definition of University Awards.

C4.5 Distinction and Merit

C4.5.1 Application

Awards of distinction and merit may be made in respect of all awards except an Honours Degree.

C4.5.2 Distinction

The award of a distinction may be made to those students who have demonstrated excellent performance against:

- a defined profile of achievement and/or
- the attainment of an average of 70% or more in assessments contributing to the final award.

C4.5.3 Merit

The award of merit may be made to those students who have demonstrated excellent performance against:

- a defined profile of achievement and/or
- the attainment of an average of 60% or more in assessments contributing to the final award.

C4.5.4 Scheme/Course Documentation

Scheme/Course documents will state:

- whether the award of merit or distinction will be made to students;
- the required profile of achievement (if applicable).

C4.6 Bachelor Degrees with Honours

C4.6.1 Honours Classification

The Bachelor Degrees with Honours are available with the following classifications:

- First Class
- Upper Second Class
- Lower Second Class
- Third Class.

C4.6.2 Determination of Honours Degree Classification

In determining the class of Bachelor Degree with Honours to be recommended, a Board of Examiners should take account of whichever is the better of:

- a profile of achievement producing the relevant classification;
- the average performance in relation to the numerical conventions at Section C1. 6.1.

C4.6.3 Components of Honours Degree Classification

In determining the class of Bachelor Degree with Honours to be recommended, a Board of Examiners will consider student outcomes at both Level 5 and Level 6 as follows:

- 100% of Level 5 work at 25% weighting
- 100% of Level 6 work at 75% weighting.

C4.6.4 Calculation of Honours Degree Classification: Profiling

To calculate the classification by profiling, the count of modules in each classification band is multiplied by their level weighting (0.25 for each 15 credit Level 5 module, 0.75 for each 15 credit level 6 module). For a full level 5 and level 6 profile, the total with weighting across all classification bands is 8, so the classification by profiling is the best classification, working from best to worst classification and counting cumulatively, where there is a weighted total greater than 4.

C4.6.5 Calculation of Honours Degree Classification: Average

In calculating the average performance in relation to the numerical conventions used by the University, the following formula will be used:

- Level 5 average x 25% added to
- Level 6 average x 75%.

C4.6.6 Students Admitted with Academic Credit

Only modules studied within the University or within the terms of an agreed University collaboration can be considered in respect of establishing the classification of an Honours Degree.

(A) Students Admitted to the University at Level 5
For students admitted to the University at Level 5 with academic credit, only those modules studied within the University or within the terms of an agreed University collaboration will be considered for the purposes of establishing a degree classification. In such cases the model for profiling will be adjusted to take account of the total number of modules studied.

(B) Students Admitted to the University at Level 6
For students admitted to the University at Level 6 with academic credit, only those modules studied within the University or within the terms of an agreed University collaboration will be considered for the purposes of establishing a degree classification. In such cases, all Level 6 work will count at 100% for purposes of profiling and average.

C4.6.7 Previous Awards

Attainment which has contributed to the award of a lesser qualification cannot be considered for the purposes of establishing a degree classification.

C4.6.8 Sandwich Degrees

Work undertaken on the placement year for a Sandwich Degree cannot be considered for the purposes of establishing a degree classification unless it is a component part of a University module assessed for credit at Level 5 or Level 6.

C4.6.9 Bachelor Degree

Candidates for the Bachelor Degree with Honours who do not attain the required credit points for the award of an Honours degree, but who attain sufficient credit points for the Bachelor Degree [see Section C4. 4.7] may be awarded a Bachelor Degree.

C4.7 Re-assessment at Final Level

C4.7.1 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 final level, subject to the limits below.

C4.7.2 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 final level.

(B) One Opportunity Only

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

(C) Short Course Accreditation Scheme

These provisions do not apply to re-assessment opportunities for students on programmes within the Short Course Accreditation Scheme.

C4.7.3 Opportunity to Recover Failure: Non-submission of Assessment Requirements

Where failure arises from non-submission of assessment requirements, a student will be required to present themselves for assessment at the next opportunity.

The conditions for this assessment opportunity are:

- the maximum mark achievable 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 are presented and accepted.

C4.7.4 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.

C4.7.5 Maximum Mark

The maximum mark achievable for a re-assessed piece of work is 40%.

C4.7.6 Re-assessment at Final Level: Process and Timing

The process and timing of re-assessment at final level is as found in respect of re-assessment for progression. [see Section C3.6]

C4.8 Viva Voce Examination

C4.8.1 Application

The external examiner(s) have the right to examine any student by a *viva voce* examination in addition to the assessment specified in the Regulations.

This form of assessment may be of advantage in the following cases.

C4.8.2 Borderline Performance

A *viva voce* may be used where a student has attained a mark close to:

- pass/fail
- an honours classification grade
- an award of merit or distinction.

Such additional assessment can only raise and not lower a student's marks.

C4.8.3 Other Cases

A *viva voce* is an alternative or additional assessment where:

- valid reasons for poor performance has been established;
- a written assessment is not appropriate.

C4.9 Valid Reasons for Poor Performance

C4.9.1 Consideration

The Board of Examiners or delegated Examination Committee shall take into account evidence of extenuating circumstances which may have led to an unrepresentative performance to achieve the standard required for the assessment. [See Sections C13: Conduct of Boards of Examiners and Examination Committees and C15: Extenuating Circumstances and Mitigation]

C4.9.2 Student's Responsibility

It is the student's responsibility to present the request for consideration of extenuating circumstances to the Board, and this must be done in accordance with the appropriate Regulations. [See Section C15: Extenuating Circumstances and Mitigation]

C4.10 Aegrotat Awards

C4.10.1 Application

An Aegrotat award may be recommended when the Board of Examiners does not have enough evidence of a student's performance to recommend:

- the award for which the student was a candidate
- or
- a contained award. [See Section C4. 13.1]

Such a recommendation may be made when the Board is satisfied that, but for illness or other valid cause, the student would have reached the standard required.

C4.10.2 Conditions of Recommendation

Before a recommendation of an Aegrotat award is made, the student must:

- have signified a willingness to accept the award
- have signified an understanding that the acceptance of this award waives the right to re-assessment.

C4.10.3 Refusal of Aegrotat Award

A student who has been offered an Aegrotat award, but who chooses instead to be re-assessed, may not claim the Aegrotat award in the event of failure.

C4.11 Posthumous Awards

C4.11.1 Posthumous Awards

Providing that all normal conditions of an award would have been satisfied, an award may be conferred posthumously and be accepted by another person on behalf of the late student.

C4.12 Repeat of Final Level

C4.12.1 Provisions

Students who do not achieve the requirements for an award at the final level may repeat work failed at the final level in order to achieve an award of the University, subject to the provisions below.

C4.12.2 Successfully Completed Modules

The marks or grades for successfully completed modules will be carried forward.

C4.12.3 Repeat Once Only

Students may repeat failed work *once only*.

C4.12.4 Substitute Modules

A student repeating the final 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.

C4.12.5 Core Modules

A student repeating the final level may not take a substitute for a core module.

C4.12.6 Availability of Modules

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

C4.12.7 Marks for Repeated Modules

A student repeating the final level will be assessed as if for the first time in previously failed modules, and the work will be eligible to be awarded the full range of marks available.

C4.12.8 Honours Degree Classification

The honours degree classification for students repeating final level work will be determined in the manner prescribed by the University and the full range of classifications will be available to a repeating student.

C4.12.9 Merit and Distinction

A student repeating final level work for other awards will be entitled to the award of merit or distinction if they fulfil the requirements for this.

C4.12.10 Repeat Provisions for External Awards

Repeat provisions for other awards will be in accordance with the regulations for the external award in question.

C4.12.11 Short Course Accreditation Scheme

Students on a programme of study within the Short Course Accreditation Scheme who have previously been re-assessed once under the provisions of section C4. 7.2 above; will be permitted a further, final, re-assessment opportunity.

C4.13 Conferment of Contained Awards

C4.13.1 Contained Awards from Level Progression

These provisions apply when students are progressing from one level to the next and *inter alia* qualify for a contained award.

C4.13.2 Recommendation for an Award

Students who fail to achieve the minimum performance for an award shall be recommended for the conferment of a lower award for which they have achieved the specified requirements.

C4.13.3 Contained Awards

Students may be entitled to one of the following contained awards:

- Certificate of Higher Education
- Diploma of Higher Education
- Bachelor Degree
- Postgraduate Certificate
- Postgraduate Diploma.

C4.13.4 Requirements for these Awards

(A) Certificate of Higher Education

As specified in Section C4.4.3

(B) Diploma of Higher Education

As specified in Section C4.4.5

(C) Bachelor Degree

Candidates for the Bachelor Degree with Honours who do not attain the required credit points for the award of an Honours Degree, but who attain sufficient points for the Bachelor Degree, may be awarded a Bachelor Degree.

The requirements for a Bachelor Degree are as specified in Section C4. 4.7.

(D) Postgraduate Certificate

Candidates for Masters Degrees who do not attain the required credit points for the award of that degree, but who attain sufficient points for a Postgraduate Certificate, may be awarded a Postgraduate Certificate.

The requirements for a Postgraduate Certificate are as specified in Section C4. 4.10.

(E) Postgraduate Diploma

Candidates for Masters Degrees who do not attain the required credit points for the award of that degree, but who attain sufficient points for a Postgraduate Diploma, may be awarded a Postgraduate Diploma.

The requirements for a Postgraduate Diploma are as specified in Section C4.4.11.