

**UNIVERSITY COLLEGE BIRMINGHAM
ACADEMIC REGULATIONS**

PART 2: ASSESSMENT, PROGRESSION AND AWARD

Purpose

Sets out the Regulations for assessing students; requirements for progression from one stage of a Programme of Study to the next; Regulations on the granting and calculation of awards; and the conduct of Degree Congregations

Section 1: Assessment, Progression and Award

1.1 Examiners

1.1.1 General

Students shall be examined by external and internal examiners.

1.1.2 Internal Examiners

- a) Internal examiners are responsible for the assessment of the performance of students and are automatically members of a Board of Examiners that makes recommendations on progression and decisions on module marks and final awards.
- b) Actual membership of a Board may vary according to the size of the provision and the cases being considered.
- c) All members of the academic staff teaching on a programme are automatically designated to serve as internal examiners for that programme of study.
- d) The Pro Vice-Chancellor (Curriculum, Teaching and Learning) may appoint other internal examiners as he/she sees fit (such as an industry representative), taking care that the person appointed is clearly advised on the nature, role and proceedings of Boards of Examiners.

1.1.3 External Examiners

- a) All nominations for the appointment of External Examiners must be approved by the University Senate or UCB Academic Board.
- b) The relevant authority with responsibility and oversight for the appointment of External Examiners shall be:
 - i) For UCB awards: The Academic Board of UCB
 - ii) For University of Birmingham awards: The Senate of The University of Birmingham
- c) No award shall be awarded without participation in the assessment process of at least one examiner external to UCB, acting as a full member of the relevant Board of Examiners. Exceptions to this requirement shall be granted by Academic Board.
- d) For taught programmes of study the procedures for appointment, including eligibility criteria, and the role of External Examiners shall be as specified in the [Code of Practice on External Examining](#).

1.2 Assessment of Taught Programmes

1.2.1 General

- a) All modules must be assessed. The purpose of assessment is to measure the achievement of the intended learning outcomes. The form(s) of assessment for any module shall be appropriate for this purpose.

- b) Assessment of modules shall be consistent with the principles specified in the [Code of Practice on Programme and Module Assessment and Feedback](#).
- c) Assessment should not be excessive. In the case of Undergraduate programmes, in normal circumstances there should be no more than six formal written examinations of three hours' duration or equivalent for each 120 credits of the programme.
- d) Linked modules may be assessed by means of combined assessment, e.g. a single examination paper, essay or project.
- e) The timing of assessment shall be as follows:
 - (i) In the case of undergraduate programmes, modules must normally be assessed within the academic year in which they are taken and may be assessed within the semester in which they are taken.
 - (ii) In the case of postgraduate taught and graduate taught programmes, modules must normally be assessed within 12 months of being commenced, unless otherwise specified in the appropriate module description and approved by the Academic Board or a delegated authority.
- f) The assessment of each module shall generate a single mark between 0 and 100 except in cases specified by the Academic Board or a delegated authority where the mark shall be pass or fail. Linked modules shall produce a single mark.
- g) A Student who does not attempt a required element of a module's assessment by failing to attend a required examination without adequate cause or failing to complete other assessed work shall be awarded a grade / mark of NS / 0 for that element (or fail where appropriate). Note also the requirements in respect of Academic duty in relation to assessment and Reasonable diligence below.
- h) A module shall be passed if the Student has demonstrated the achievement of the module's specified learning outcomes.
- i) The pass mark for level 3, 4, 5 and 6 modules is 40. There may be exceptions to this where it is required by external bodies. Such exceptions shall be agreed by the Academic Board or a delegated authority.
- j) The pass mark for level 7 modules is 50.
- k) Marks awarded for each module will be provisional until confirmed by the relevant Board of Examiners. Subject to this provision, Students shall be given informal guidance with regard to their academic performance in accordance with the [Code of Practice on Programme and Module Assessment and Feedback](#).
- l) In order to obtain credit in a module a Student must have gained at least the specified pass mark for the module and completed any other requirements to the satisfaction of the Board of Examiners.

- m) Credit may be awarded only for successful completion of the stated learning outcomes of the module. On undergraduate programmes only, where the positive aspects of the overall performance within the module outweigh the area of failure, 'compensation' of a weak achievement by a strong performance elsewhere should be allowed only in relation to assessments within a single module, or between assessments across linked modules which share an integrated assessment, which leads to a single mark.
- n) Module marks will be expressed on a Student's official transcript as a numerical value between 0 and 100 where such marks are generated. Otherwise marks shall be expressed as 'pass' or 'fail', except in the case of Work Placement which is graded either pass, merit, distinction or fail
- o) Credit weighted mean mark (hereafter referred to as the weighted mean mark) of a set of modules means the sum of the product of the marks attained in each module and the credit values of the module, divided by the sum total of the credit value of the modules required.
- p) The weighted mean mark at level 5 and 6 will be used to determine the degree classification for Bachelors degrees as detailed in 1.3.1 c below.

1.2.2 Assessment of Non-credit Bearing Requirements

- a) Where programmes are permitted to have non credit-bearing requirements (as per section 1), assessment of such requirements will be consistent with procedures as set out in the [Code of Practice on Programme and Module Assessment and Feedback](#).
- b) The assessment of such elements shall be pass or fail.
- c) Marks for such elements will be expressed on a Student's transcript, as 'pass' or 'fail'.
- d) Opportunities to retrieve failure in such requirements shall be as specified in the programme requirements. The expectation is that these shall normally be equivalent to those available for the academic components of the programme (see below). There may, however, be occasions where opportunities differ due to the requirements of professional bodies.

1.2.3 Professional, Statutory and Regulatory Body requirements

Where a programme leads to recognition or conferment of a status by professional, statutory or regulatory body details of additional requirements or conditions are detailed in the Programme Specification. These may be separate from requirements for Fitness to Practice.

1.2.4 Conduct of Assessment – Written Examinations

a) Responsibilities

- i) The Deputy Registrar shall be responsible for the arrangements and conduct of all formal written examinations held during designated examination periods.

b) Liaison with the Examinations Office

Each module leader for modules including assessment by written examination shall be responsible for liaison with the relevant section of the Examinations Unit.

c) Examination Question Papers

- i) The Deputy Registrar or his/her nominee shall have responsibility for ensuring that, where necessary, examination question papers are submitted to External Examiners for approval as per the UCB's [Code of Practice on External Examining](#) and the University of Birmingham Code of Practice on External Examining (Taught Provision) as appropriate.
- ii) The Executive Dean of School or his/her nominee shall have responsibility for ensuring that suitably verified and formatted examination question papers are forwarded to the Examinations Unit by any deadlines set by the Deputy Registrar.
- iii) Examination question papers shall be in the format specified in the [Code of Practice on the Conduct of Formal Written Examinations](#).

d) Examination Sittings

The conduct of written examinations shall be as specified in the [Code of Practice on the Conduct of Formal Written Examinations](#) and the [Student Code of Conduct for Examinations](#).

In addition:

- i) Written examinations shall be supervised by invigilators appointed by UCB.
- ii) Students must verify their identity during an examination sitting by means of a Student ID card or another suitable form of photographic identification (as specified in the [Student Code of Conduct for Examinations](#)). Failure to do so shall constitute an examination irregularity and a disciplinary offence.
- iii) A candidate can only enter the exam room in the first 30 minutes after the start of an examination. A candidate is not normally allowed to leave the exam room in the first hour of the start or in the last 15 minutes of the end of the examination and then only with the permission of the invigilator. If at any time after the first hour, but before the last 15 minutes of the examination, a candidate wishes to hand in his/her script, the candidate should attract the attention of the invigilator and remain seated until the script has been collected. Any candidate who leaves the examination room without the express permission of the invigilator shall be deemed to have withdrawn from the examination and shall not be readmitted to the examination room. If a candidate wishes to communicate with an invigilator, he/she should raise his/her hand and wait until the invigilator is able to attend him/her. A candidate wishing to leave the examination room temporarily must first attract the attention of an invigilator who will arrange for the candidate to be escorted.
- iv) Failure to comply with written or oral examination instructions and/or the instructions of invigilators and/or creating a disturbance shall constitute an examination irregularity. Any such examination irregularity shall be reported to the Deputy Registrar or his or her nominee who shall have power to remove the student from the examination room, and take such further steps as he or she may consider necessary including action under the Code of Practice for Plagiarism and Academic Misconduct.
- v) The invigilator will submit a written report detailing the allegation of examination irregularity to the Deputy Registrar normally within twenty four hours of the conclusion of the sitting and the Head of Department will be informed. The Executive Dean of School will investigate the matter further. Where it has been established after investigation that an examination irregularity has occurred, the

case (taking into account the seriousness and nature of the misdemeanour) will be reported to the Examination Board and if necessary the Disciplinary Code will be invoked. Further details can be found in the [Code of Practice on Plagiarism and Academic Misconduct](#).

- vi) Answers must be written in longhand in answer books and/or other papers provided as per the instructions on examination question paper rubrics, apart from exemptions made for particular Students as specified below, and be legible. Students who submit scripts, answers, or parts of answers which examiners find illegible may be liable to penalty. If the examiners decide that it is necessary to obtain a legible transcript before a script may be marked, the Student concerned will be liable for the cost of producing the transcript.
- vii) Alternative examination arrangements, including exemption to the requirement to provide answers written in longhand, will be made where, on the basis of a temporary or permanent disability, UCB considers that the standard arrangements would place a Student at an unfair disadvantage. The Examinations Unit will have ultimate responsibility for determining what arrangements will be made for individual students but will be advised by the UCB's Academic Support Services. Procedures for alternative examination arrangements shall be as specified in the Code of Practice on the Reasonable Adjustments for Students in Formal Written Examinations.

e) Distribution and Return of Answer Books

- i) Arrangements for the distribution and return of completed answer books and other papers from examination venues and the Examinations Unit shall comply with the requirements of the Deputy Registrar.
- ii) All answer books and other papers shall remain confidential to the examiners and shall be destroyed after a period of not less than twelve months after the last engagement of the student with the University.

1.2.5 Conduct of Assessment – Other Forms of Examination

The Academic Board or a delegated authority shall have responsibility for ensuring the conduct of all other forms of examination other than written examinations (e.g. oral and practical examinations; examination by dissertation, project work and continuous assessment) is fair and is consistent with the requirements of the [Code of Practice on Programme and Module Assessment and Feedback](#). Such conduct shall be approved in consultation with External Examiners.

1.2.6 Determination of Results of Assessment

- a) The results of modules shall be determined by Boards of Examiners appointed for the purpose. Boards of Examiners shall comprise internal and external duly appointed members.
- b) Boards of Examiners shall use the results of modules to make decisions or recommendations on final Awards and progression.
- c) The Academic Board or a delegated authority shall have responsibility for establishing codes of practice for the composition and conduct of Boards of Examiners meetings.

1.2.7 Consideration of Extenuating Circumstances or Other Extraneous Factors by Boards of Examiners

- a) There shall be provision for Boards of Examiners to take account of the effect of any illness or other serious adverse circumstances, i.e. extenuating circumstances, on Students' academic performance via the mechanism of extenuating circumstances panels as defined in the [Code of Practice on Programme and Module Assessment and Feedback](#). Such circumstances shall include where Students are prevented by illness or other sufficient cause from attending examinations or completing assessments.
- b) It is the responsibility of the individual Student to bring to the attention of the relevant Boards of Examiners, via the extenuating circumstances procedure, any such circumstances he or she wishes to have taken into account before the meeting of the relevant Extenuating Circumstances Board takes place.
- c) Procedures adopted by Boards of Examiners to consider extenuating circumstances and make consequent decisions shall be fair, equitable and transparent and shall be subject to the scrutiny of the Academic Board or a delegated authority.
- d) Where a claim has been judged valid by the Extenuating Circumstances Board, the Board of Examiners will be informed that there are valid extenuating circumstances which should be taken into consideration by the Board and the Board will be advised to exercise its discretion as it sees fit, in accordance with the Assessment Regulations. This may take the form of permitting a re-sit or reassessment opportunity as a first attempt or where the student may not be eligible, permitting a pass where performance at an assessment is border-line, or other such action as the Board sees fit.
- e) Where a Board of Examiners accepts that extenuating circumstances have affected academic performance, the board shall normally make an award or progress decision which is consistent with the performance which, on the evidence available to it, the Board reasonably judges the student would have achieved if their performance had not been affected by extenuating circumstances.
- f) In exceptional circumstances, where a Board of Examiners considers that a Student is unable to complete the requirements of his or her programme due to serious illness or other significant cause, the Board may recommend the award of an aegrotat degree, diploma or certificate. This recommendation replaces any decision to award a lower alternative qualification for which the Student may have obtained sufficient credit. Such recommendations must be made in accordance with the [Code of Practice on Programme and Module Assessment and Feedback](#) and shall be subject to the approval of the Academic Board or a delegated authority. An aegrotat degree should be unclassified. Degrees which are subject to fitness to practise requirements shall not be awarded as aegrotat degrees.
- g) In exceptional circumstances, where a Student has died having fully completed the requirements of their programme of study but has not graduated or been formally awarded the qualification, Boards of Examiners may recommend the posthumous award of the qualification subject to the approval of the Examination Board.

- h) Marks shall not normally be adjusted in the light of extenuating circumstances and the mark(s) determined by the Board of Examiners will therefore reflect precisely the student's actual performance irrespective of those circumstances.
- i) A confidential written record shall be kept of any decisions or recommendations made in the light of extenuating circumstances and of cases where the mark achieved has been affected by such factors. Such information shall be made available to the Board of Examiners in subsequent years where this is relevant to the determination of the degree classification or other decisions to be taken by the board in relation to the student concerned.
- j) Boards of Examiners shall have delegated authority from Academic Board, to make final award and progress decisions within Regulations.
- k) Boards of Examiners shall have delegated authority from Academic Board, to make final Award and progress decisions notwithstanding Regulations where such decisions have been made on the basis of extenuating circumstances.
- l) In the event that a decision of a Fitness to Practice Committee or Academic Misconduct meeting relates to the progress of a student on a programme, or specifies a decision relating to marks or the opportunity to resubmit an assessment, this decision will bind the Board of Examiners and all rights of appeal in respect of that decision will be in accordance with the [Code of Practice on Plagiarism and Academic Misconduct](#) and the relevant Fitness to Practice Policy.
- m) Decisions made in accordance with this Regulation shall be final, unless a subsequent error in the record or incorrect application of regulations is identified. In such circumstances, the Chair of the Board of Examiners concerned shall have delegated authority after consulting with External Examiners (or one of their number appointed for the purpose of the Board), to make a revised determination of the result, final Award and/or progress decision in question.

1.2.8 Failure in Assessment

- a) Subject to sub-clause 1.2.8 (b) below, all students who fail a module, shall have one opportunity to retrieve the failure, either by re-assessment (i.e. re-sitting the examination and/or resubmitting coursework) or repetition. Such opportunity shall be normally provided and taken within one year of the initial failure except when, for reasons of frequency of module delivery, the Academic Board or a delegated authority has agreed otherwise.
- b) Where a student fails a module due to the failure of an internal hurdle, the mark shall be recorded as a fail for that module. If the student passes the module at resit stage, the mark will be capped at the pass mark as per 1.2.8 i.
- c) Boards of Examiners shall determine whether a student shall be reassessed in or repeat a failed module. In normal circumstances Boards of Examiners will require reassessment unless repetition of the module is specifically justified (due to the nature of the module or the student's academic circumstances).

- d) The following applies where students are to be re-assessed in a module:
- i) The student is required to complete such further assessment as specified by the Board of Examiners so as to demonstrate achievement of the stated learning outcomes.
 - ii) The further assessment shall be taken at the next available opportunity.
 - iii) Re-assessment of a module as defined within these regulations does not carry additional tuition fee liability.
 - iv) Unjustified absence from the re-examination or failure to submit required work will be counted as a failure in the re-assessment and a mark of 0 shall be awarded as specified in Academic Duty to Attempt Assessment below.
 - v) The Student may be designated as an External Resit Student in which case he or she shall, subject to (i) –(iv) above, remain subject to University Legislation but shall only be entitled to access only such academic and other resources and facilities as the University shall from time to time determine.
- e) The following applies where students are to repeat a module:
- i) The student is required to attend all teaching sessions and to complete all the assessment requirements associated with the module in order to achieve the stated learning outcomes.
 - ii) The module should normally be repeated within one year of the initial failure.
 - iii) Repeating a module as defined within these Regulations renders a student liable to an additional tuition fee liability. This is a proportion of the standard tuition fee, depending on the number of credits to be repeated and whether the student is classified as Home/EU, Islands or Overseas. The Nature of some modules (e.g. laboratory-based modules) means that retrieval of failure can only be by means of repetition. Such modules should be designated 'repeat only' in module descriptions
- f) Undergraduate students shall normally be required to take the opportunities permitted to them to retrieve failure in all failed modules, irrespective of whether successful completion of the module or modules is defined as a requirement for progression or for the award of the qualification.
- g) With the agreement of the Head of Department a student required to be reassessed in or repeat a module may be allowed to choose a substitute module subject to programme requirements and availability. In such cases, the Student shall be required to attend the module in full and complete all the assessments. In such cases there will be an additional tuition fee liability. The Student shall be permitted one attempt at the substituted module.
- h) A student undertaking a module(s) at an overseas institution, approved to substitute for a UCB module(s), shall be subject to the assessment rules of that institution. They shall be permitted an opportunity to retrieve failure either at that institution or at the UCB.
- i) Students may not normally be reassessed in or repeat any module for which they have obtained credit, except for students with extenuating circumstances.

In such a circumstance, the mark used for calculating a Student's weighted mean mark and progress or final degree classification shall be the mark obtained in the repeat attempt. If a Student fails at the repeat attempt, any previously gained credit in that module will not stand.

- j) Following an attempt to retrieve failure (via reassessment) the mark used for calculating a student's weighted mean mark and progress or final degree classification shall be:
 - i) The pass mark for that module if the student passes the module.
 - ii) The higher of the two fail marks if the student fails the module.
- k) The mark achieved following an attempt to retrieve failure of a module will be recorded on a student's transcript.
- l) Where a Board of Examiners accepts that a student's failure in a module is as a result of extenuating circumstances (as set out in the Determination of the results of assessment, above) then an additional attempt to retrieve the failure may be granted. The additional attempt shall be normally of the same status as the attempt affected by the extenuating circumstances, that is, either first or reassessment attempt (i.e. sit or re-sit). An additional attempt at a first sitting may therefore be followed by a further reassessment attempt.

1.2.9 Failure to Meet Professional Requirements

- a) In Fitness to Practise, a student who is deemed to be failing or at risk of failing to meet the professional requirements of his or her programme as specified in the relevant Code of Professional Conduct and Fitness to Practise shall be subject to Fitness to Practise procedures as set out in the [Fitness to Practise Policy](#).
- b) For all other programmes, the expectation shall be that students are offered opportunities to retrieve failure to meet any professional requirements (unrelated to academic performance) equivalent to those available for the academic components of the programme.
- c) Where a student's performance in relation to professional requirements is considered irredeemable (following any appropriate retrieval opportunities), the student may be eligible for the Award of an alternative academic qualification should their academic performance so merit. Such a qualification shall not provide professional status, as documented and approved in the programme specification.

1.2.10 Data Protection and Examinations

- a) The University's Data Protection rules can be found [here](#) and these detail Data Subjects' Rights.
- b) Examination Scripts
The University is **not** obliged by Data Protection Regulations to provide exam scripts or the information recorded in them to students.

- c) **Examiners' Comments**
Comments recorded by an examiner about the performance of a candidate in an examination may be personal data and are available to a student making a written request.
A request to access Examiners' comments form is available for this purpose from the Examinations Office. The University will provide examiner comments in a form that is both intelligible and appropriate. This may take the form of a photocopy of examiner's comments from the examination booklet front cover or where appropriate a typed copy of comments. The University must respond within 5 months or 40 days of the date the results are first published whichever is earlier.
- Examination Marks**
Students are not entitled to access examination or any assessment results before they are officially published. Students can make a written request for examination marks before the results are announced. The University must respond within 5 months or 40 days of the date the results are published whichever is earlier.
- d) Students in financial arrears may have access to examination results however the University retains the right to withhold the award or written confirmation of the award until such time as the matter is settled with the Pro-Vice-Chancellor (Finance & Funding).

1.3 Progression and Award – Taught Programmes

1.3.1 Undergraduate Degree Programmes

- a) **Progression**
- i) Students are required to pass 100 credits at a given stage of a programme in order to progress to the subsequent stage. Where programmes have different requirements in terms of credits passed, this shall be agreed by the Academic Board or under delegated authority and shall be specified in the programme requirements.
 - ii) Any additional requirements for progression shall be stated in published programme requirements approved by the Validation and Approvals Committee of Academic Board.
 - iii) To be eligible to progress to the next stage of the programme following a year in industry, students will need to have met the necessary credit requirements.
 - iv) Boards of Examiners may permit Students the opportunity to retrieve failure whilst on year abroad/in industry. For eligibility to progress to the stage of the programme following the year abroad/in industry, that year must be passed satisfactorily (i.e. at least 100 credits attained).
 - v) Progression is no guarantee of achievement of the requirements for the final Award. Thus failed credits may need to be redeemed even if progression is allowed.
 - vi) The requirements for progression from foundation degree to an honours degree shall be as stated in the programme requirements approved by the Academic Board or under delegated authority, and will include at least 200 credits, 100 credits of which must be at level 5 or higher. Full details can be found in the [Code of Practice on Programme and Module Assessment and Feedback](#).

- vii) Credits from level 3 modules do not contribute to progression from stage 1 or above.
- viii) Assessment performance at the end of the first semester of study of Level P (Level 3) is a very good indicator of capability. Students showing strong academic capability at this point are eligible to 'fast track' to the year 1 (level 4) of the relevant programme subject to meeting the following criteria. To progress on a 'fast track' from Level P to a relevant undergraduate degree programme after one semester of study, a student must have achieved a mark of 50 or more in each module taken in that semester and have gained a weighted mean mark of at least 60 from all modules taken in that semester.
- ix) In addition to being eligible to 'fast track' to Year One of their programme based on the academic criteria above, students may also apply to transfer to Year one of another relevant programme. Applications for transfer to other programmes will be dealt with by the Admissions Unit. Whilst there is no automatic right of progression to other programmes, the Admissions Unit will deal sympathetically with such requests.
- x) The Academic Board or a delegated authority may permit Students on relevant programmes to intermit their studies, normally between stages 2 and 3, in order to undertake an industrial placement. The requirements relating to such placements shall be specified separately in programme requirements.

b) Award

- i) Credits and module marks from level 3 modules shall not contribute to the Award or classification of any Degree.
- ii) Subject to any additional requirements specified in programme requirements approved by the Academic Board or under delegated authority, a Student must achieve the credit requirements indicated below in order to be eligible for the Award of the specified degree.
- iii) Where the degrees arising from programmes have different credit and level requirements in terms of credits passed, this shall be agreed by the Academic Board or under delegated authority and shall be specified in the published programme requirements.

<i>Degree</i>	<i>Credit requirements for Award</i>
Classified Bachelor's degrees with honours (360 credit programmes)	At least 320 credits, including at least 100 credits at level 4, and at least 200 credits at level 5 and 6 including at least 100 credits at level 6.
Classified Bachelor's degrees with honours with placement (480 credit programmes)	At least 440 credits, including: at least 100 credits at level 4 at least 320 credits at level 5 and 6, including 120 credits from industrial placement and at least 100 credits at level 6.
Bachelor's degrees (UCB awards only)	At least 300 credits, including at least 100 credits at level 4, and at least 160 credits at level 5 and 6 including at least 80 credits at level 6.

<i>Degree</i>	<i>Credit requirements for Award</i>
Bachelor's degrees with Placement (UCB awards only)	At least 420 credits, including: at least 100 credits at level 4 at least 280 credits at level 5 and 6, including 120 credits from industrial placement and at least 80 credits at level 6.
Foundation degree	At least 200 credits, including at least 100 credits at level 5.
Foundation Degree with Placement	At least 320 credits, including: At least 100 credits at level 4, and at least 220 credits at level 5 including 120 credits from industrial placement.

c) Classification of Degrees

- i) The foundation degree shall not be classified.
- ii) Boards of Examiners shall place successful candidates for degrees with honours in three classes (First Class, Second Class and Third Class); the second class being subdivided into two divisions i.e. Upper Second and Lower Second. Candidates who do not achieve the standard required for honours may be awarded a pass degree.

d) Contribution of Marks to Degree Classification

- i) Marks from the stages of a programme shall contribute to the classification of the degree in the following proportions:

Programmes with modules at levels 4 to 6.

Stage 1 - 0

Stage 2 - 25%

Stage 3 - 75%

- ii) Where a Student has progressed to a classified honours degree following successful achievement of a foundation degree, the final award will be calculated as for programmes with modules at levels 4 to 6.
- iii) Classified Honours Degrees
Final awards will be calculated using a scheme or schemes based on weighted mean taking account of the credit value and level of the modules concerned as agreed by the Academic Board or under delegated authority (see above). UCB's classification schemes can be found [here](#) for the 2020/21 cohort onwards and [here](#) for cohorts from 2019/20 and back,
- iv) Where a module has not produced a numeric mark, due to being classed as pass/fail or because the credit has been awarded for Accreditation of Prior Learning, then that module shall make no contribution to the calculation of the final degree classification or the weighted mean mark.
- v) Normally where a year of study abroad is an equivalent alternative to study that would otherwise have been taken within UCB, it must be assessed and it should contribute to the classification or the weighted mean mark in the same way as the equivalent study undertaken within the University.

vi) In order to achieve a particular classification or weighted mean mark a Student must obtain a mark or marks within the appropriate range and also satisfy any further requirements specified in the relevant module descriptions.

vii) The following ranges of weighted mean marks shall be used in determining classifications:

70 or above - Class I

60-69 - Class II (Division I)

50-59 - Class II (Division II)

40-49 - Class III

e) Pass Degree

In the following case a Bachelor's degree without Honours or Pass degree may be awarded:

- i) A pass degree is awarded on the completion of an honours degree programme, to a Student whose performance merits the award of a degree, but who has not achieved the requisite number of credits and is not therefore eligible for the award of a classified honours degree.
- ii) A pass degree may be awarded on the recommendation of the Board of Examiners to a Student who has achieved at least 300 credits including at least 80 credits at level 6.

f) Award of Aegrotat Degree.

In cases where a student is prevented by illness from attending all or part of the final assessment for a degree, the Board of Examiners will determine whether or not the student is eligible for the award of an Aegrotat degree.

g) Lower Alternative Awards to Bachelor's Degrees and Foundation Degrees

i) Where a Student following a programme leading to the Award of a bachelor's degree has achieved less than 300 credits, an Award of certificate of higher education or diploma of higher education may be made provided the required number of credits has been achieved as follows:

Certificate of Higher Education: at least 100 credits at Level 4 or above

Diploma of Higher Education: 200 credits of which 100 must be at Level 5 or above

Where a Student following a programme leading to the Award of a foundation degree has achieved less than 200 credits, an Award of certificate of higher education may be made provided the required number of credits has been achieved as shown above.

- ii) Only the certificate of higher education and diploma of higher education may be awarded in this way. All other Awards are made only on successful completion of the specified programme of study for that Award.

- iii) In the event a student on a degree apprenticeship programme leaves or is dismissed from their employment before meeting the requirements for a Bachelor's Degree, an alternative qualification may be awarded based on the credits already achieved.
- iv) The Awards of certificate of higher education and diploma of higher education shall not be classified.

h) Diploma of Higher Education, Certificate of Higher Education.
 For students following a programme leading to the award of Diploma of Higher Education or Certificate of Higher Education an Award may be made provided the required number of credits has been achieved as follows:

Certificate of higher education:	at least 100 credits at Level 4 or above
Diploma of higher education:	200 credits of which 100 must be at level 5 or above

i) International Foundation Diploma and Certificate

i) For students following a programme leading to the award of International Foundation Diploma or International Foundation Certificate an Award may be made provided the required number of credits has been achieved as follows

International Foundation Diploma	100 credits or greater at Level 3 or above
International Foundation Certificate:	60 credits at level 3 or above

ii) International Foundation Diploma
 Students must attempt 120 Level 3 credits, and are deemed to have successfully completed the programme if they pass modules of a total of 100 credits, or greater. Students completing the programme in one semester will need to pass all the modules taken.

j) Advanced Certificates, University Certificates and University Diplomas

Advanced certificates, university certificates and university diplomas are normally stand-alone Awards and are not available as lower alternative Awards to bachelor's degrees unless specified in programme requirements.

i) Subject to any additional requirements specified in programme requirements approved by the Academic Board or under delegated authority, a Student must achieve the credit requirements indicated below in order to be eligible for the specified award:

Advanced Certificate	At least 60 credits at Level 6 or above.
University Certificate	At least 60 credits at Level 4 or above.
University Diploma	At least 60 credits at Level 5 or above.

ii) The Awards of advanced certificate, university certificate and university diploma shall not be classified.

- k) Certificates and Diplomas in Professional Development and Management Certificates and Diplomas
- i) Certificates and Diplomas in Professional Development, Management Certificates and Management Diplomas are normally stand-alone Awards and are not available as lower alternative Awards to bachelor's degrees unless specified in programme requirements.
- ii) Subject to any additional requirements specified in programme requirements approved by the Academic Board or under delegated authority, a Student must achieve the credit requirements indicated below in order to be eligible for the specified award:

<i>Award</i>	<i>Number of credits to be attempted</i>
Certificate in Professional Development	Any 30 credits from UG modules
Diploma in Professional Development	Any 60 credits from UG modules
Management Certificate, Management Diploma	60 credits from defined set

- iii) The Awards of Certificate in Professional Development, Diploma in Professional Development, Management Certificate and Management Diploma, shall not be classified.

1.3.2 Postgraduate and Graduate Taught Programmes of Study

a) Award Requirements

A student must achieve the learning outcomes set out in the programme specifications, subject to any additional requirements specified therein approved by the Academic Board or under delegated authority. A student must also achieve the credit requirements indicated below in order to be eligible for the award of the specified degree:

<i>Award</i>	<i>Requirement to achieve Award</i>
Postgraduate certificate	A Student must: <ul style="list-style-type: none"> - have achieved a mark of 40 or more in at least 60 credits and - have gained at least 40 credits at Level 7 in modules taken as part of the programme and - have gained a weighted mean mark of at least 50 in the 60 credits considered for the award.
Postgraduate diploma	A Student must: <ul style="list-style-type: none"> - have achieved a mark of 40 or more in at least 120 credits and - have gained at least 80 credits at Level 7 in modules taken as part of the programme and - have gained a weighted mean mark of at least 50 in the 120 credits considered for the award.
Taught postgraduate degree	A Student must: <ul style="list-style-type: none"> - have gained at least 80 credits at Level 7 in modules taken as part of the taught component of the programme, and - have gained credit in dissertation components with a total credit value of 60 credits at level 7 taken during the course of the programme and - have gained a weighted mean mark of at least 50 in the taught component of the programme, and <p style="margin-left: 20px;">- have achieved a mark of 40% or more in all taught modules</p>
Graduate diploma	A Student must: <ul style="list-style-type: none"> - have achieved at least 100 credits at level 6 or above.
Graduate certificate	A Student must: <ul style="list-style-type: none"> - have achieved at least 60 credits at Level 6 or above .

b) Requirements for Merit and Distinction

Students shall be eligible for the Award of a postgraduate certificates, postgraduate diplomas and taught postgraduate degree with merit or distinction subject to meeting the following requirements:

Award	Merit	Distinction
Postgraduate Certificate Postgraduate Diploma	A Student must <ul style="list-style-type: none"> - pass all modules taken as part of the programme, and - achieve a weighted mean mark of at least 60 in the 60 (PGCert) or 120 (PGDip) credits considered for the award 	A Student must: <ul style="list-style-type: none"> - pass all modules taken as part of the programme; and - achieve a weighted mean mark of at least 70 in the 60 (PGCert) or 120 (PGDip) credits considered for the award.
Taught Postgraduate Degree	A Student must <ul style="list-style-type: none"> - pass all modules taken as part of the programme, and - achieve a weighted mean mark of at least 55 in the taught components, and - achieve a weighted mean mark of at least 55 in the dissertation component at level 7, and - achieve a weighted mean mark of at least 60 calculated across all modules 	A Student must: <ul style="list-style-type: none"> - pass all modules taken as part of the programme; and - achieve a weighted mean mark of at least 65 in the taught components; and - achieve a weighted mean mark of at least 65 in the dissertation component at level 7; and achieve a weighted mean mark of at least 70 calculated across all modules

c) PGCE Primary (3-7) and PGCE Primary (5-11)

To be awarded the Postgraduate Certificate in Early Years a student must:

- i) have achieved a mark of 50% or more in at least 60 credits and
- ii) have gained at least 40 credits at level 7 in modules taken as part of the programme
- iii) have gained a weighted mean mark of at least 50% in Level 7 modules.
- iv) have successfully complete and passed the three teaching practices and
- v) have successfully completed the Professional Development Journal (PDJ).

- d) Students who commenced their registration with the intention of studying for modular credit rather than an award, but who subsequently accumulate credits equivalent to a University award, may be recommended for an award by their School to the Board of Examiners. Such a recommendation should take into account the regulatory requirements for the award in question (in particular the level of study and the timescale over which the credits have been accumulated) and the academic rationale for the award (such as the coherency of the modules taken by the student). Consideration will also need to be given to the title of the proposed award and its relationship with existing awards offered by the School. Awards will not be made where the credit achieved forms part of a separate award, for example in the case of students studying at the University as part of an exchange programme.
- e) In the event a student on a degree apprenticeship programme leaves or is dismissed from their employment before meeting the requirements for their Postgraduate qualification, an alternative qualification may be awarded based on the credits already achieved.

1.3.3 Declaration of Results

- a) Provisional and confirmed marks awarded shall be strictly confidential. Any disclosure of marks to individual Students must protect the confidential nature of the marks of other Students.
- b) Subject to the requirements of confidentiality, final lists of results, progress decisions and final awards will be made available as soon as possible after the meeting of the Board of Examiners at which they are determined. In circumstances where the adjudication of the Board of Examiners is required any disclosure should indicate that a decision is 'pending'.
- c) Except for the list of final Awards, no list of results and progress decisions shall be communicated to the Press. The list of final Awards only be communicated to the Press when it has been confirmed by the Board of Examiners.

1.3.4 Aegrotat Awards

- a) Aegrotat Awards shall be listed as 'aegrotat' on the central University College record and certificates. Undergraduate aegrotat degrees shall not be classified or designated as "honours" or "pass" degrees. Taught postgraduate aegrotat degrees shall not be awarded with merit or distinction.
- b) A Student who has been awarded an aegrotat qualification shall not be permitted any further opportunity to complete the requirements of his or her programme.

1.4 Academic Duty in Relation to Assessment

1.4.1 Duty to Attempt Assessments

- a) Taking an opportunity for assessment means making a bona fide attempt at an examination or other assessment, in the academic opinion of the Board of Examiners or equivalent.
- b) A Student shall take the first opportunity of any required assessment unless the student has been excluded from attempting assessment by the Executive Director of Engagement, Employability and E-Resources.

1.4.2 Late Submission of Coursework

Where a Student submits assessed work that contributes to a final module mark after a prescribed deadline, or after an agreed extension, a penalty in the form of a reduction of the mark shall be imposed in accordance with the [Code of Practice on Programme and Module Assessment and Feedback](#).

1.4.3 Application of Reasonable Diligence

- a) A Student is required to show reasonable diligence in relation to learning and teaching for the whole programme and each of its constituent parts, including compulsory placement where appropriate as detailed in the [Student Code of Practice on Reasonable Diligence](#).
- b) Failure to show reasonable diligence in relation to learning and teaching shall be defined by UCB in relation to programme requirements. In the absence of specific programme specification, failure to show reasonable diligence shall be defined as:
- i) Absence from more than 30 per cent of those teaching sessions at which a record of attendance is kept or failure to submit assessed work for a programme on more than two occasions during an academic year; or
 - ii) Unauthorized absence from compulsory placement; or
 - iii) Failure to attend all teaching sessions and submit all required assessed work after a formal written warning has been given to the Student; or
 - iv) Failure to register for modules to the required credit value for the programme (appropriate to the level and stage of study); or
 - v) Failure to report to the relevant Head of Department (or nominee) an absence of more than 5 consecutive days.
 - vi) Submitting assessment after the specified deadline on more than three occasions during an academic year.
- c) Students should take reasonable steps to ensure that their attendance is accurately recorded. The procedure for dealing with concerns about Student attendance and reasonable diligence will be dealt with in accordance with the [Student Code of Practice on Reasonable Diligence](#).
- d) A Student will be treated as showing reasonable diligence in relation to learning and teaching where a relevant Head of Department (or nominee):
- i) Approves a self-certified medical certificate provided as soon as practicable by the Student relating to an absence of up to 5 consecutive days. (Self-certification is not acceptable after a Student has been absent for a total of 10 days in an academic year);
 - or**
 - ii) Approves a certificate from the Student's medical practitioner relating to absence which lasts for more than 5 consecutive days; **or**
 - iii) Accepts that other documented extenuating circumstances excuse the Student's absence; **or**
 - iv) Has granted permission to be absent for a specified period.

1.4.4 Nominations for Honorary Degrees

The Academic Board shall appoint and approve the decisions of a standing committee with delegated authority to award honorary degrees to individuals nominated for the honour by any member of the University following the procedure set out in guidance notes accompanying the nomination form.

1.4.5 Appeals against Progress and Award Decisions

- a) There is a right of Appeal against an Assessment decision or, the Determination of a Board of Studies or Board of Examiners, or the decision of the Selection Committee (PGCE only)
- b) A student may appeal against an assessment decision, or where a Board of Examiners has determined that a student should be excluded from further assessment, or should repeat or re-sit all or part of their study, or against the decision of the Selection Committee (PGCE only).
- c) A student has the right of appeal to the Assessment Appeals Committee of Academic Board.
- d) The basis of the appeal may only be made on one or more of the following grounds:
 - i) That the student's performance was affected by illness or other factors which he/she was, for valid reasons, unable to divulge before the assessment decision, or the Board's decision was taken. An appeal must be supported by medical certificates or other documentary evidence acceptable to the Assessment Appeals Committee of the Academic Board.
 - ii) That there is new and relevant evidence not previously taken into account.
 - iii) That the correct procedures for determining the student's case had not been followed, resulting in an unfair decision having been made.
- e) Other types of complaint may be dealt with through the Student Grievance Procedure as outlined in the UCB Student Charter.

1.4.6 Appeal to the Assessment Appeals Committee of the Academic Board

- a) The student must appeal in writing to the Deputy Registrar, within 7 days of the decision, stating the grounds for the appeal.
- b) A full justification for the appeal should be given, including detailed information which supports the grounds for the appeal.
- c) On receipt of the student's written appeal, the Deputy Registrar shall consider the case and decide whether in his/her opinion the minimum requirements for reconsideration of the decision by the Assessment Appeals Committee have been established.

- d) Where it is decided that the minimum requirements for reconsideration have been met, the Deputy Registrar will convene a meeting of the Assessment Appeals Committee at the earliest opportunity.
- e) The Assessment Appeals Committee of Academic Board may confirm the original decision or, if they decide that the appeal may be justified, they will request the Board of Studies or Board of Examiners to reconsider or other relevant body to reconsider the decision.
- f) The student has the right to appear and state his/her case at the Assessment Appeals Committee and should the student wish to be accompanied by a friend who may also speak on the student's behalf. If a student wishes to make such an appearance, a statement to this effect must be included in the letter of appeal.
- g) An appeal may be made direct to the University Registry in person, via post or by email to K.Robinson@ucb.ac.uk.
- h) An appeal may also be made via the local administrator, who will pass the appeal to the University at the earliest available opportunity.

1.5 Conferment of Degrees

1.5.1 Conferment of Degrees in Person or Absentia

- a) Students of programmes leading to a UCB or a University of Birmingham award expecting to graduate may choose whether to attend the relevant Degree Congregation in person or to have their Degrees conferred in absentia.
- b) Students are requested to make a clear statement, in a format prescribed by, the Academic Registry on whether or not they wish to attend the Degree Congregation in person. In addition to confirming attendance, a student can state their wish to either graduate in absentia, or defer the conferring of their Degree until the next round of Degree Congregations.
- c) If a student fails to confirm their attendance they shall be deemed to wish to have his or her degree conferred in absentia.
- d) A degree awarded in absentia will be awarded on the same day as would have been the case had the degree been awarded in person at a degree congregation.

1.5.2 Degree Congregations for the Conferment of Degrees

- a) Graduands are required to present themselves for their degrees wearing the gown, hood and cap appropriate to the degree to which they are to be admitted.
- b) Members of the procession and those attending for the conferment of a degree shall wear their caps as they enter and leave the Hall; caps shall be removed after the Congregation is declared open.

- c) The Chancellor of the Corporation of the University or, if absent, the Pro-Chancellor or, in the absence of both by some person specifically appointed by UCB's Corporation shall preside and declare the Congregation open and closed.
- d) The formal admission of persons to degrees shall be made by the Vice-Chancellor & Principal or, if absent, by a Deputy Vice-Chancellor.
- e) All graduands shall be presented by the Pro Vice-Chancellor (Curriculum, Teaching and Learning) or their nominated deputy.
- f) On presenting the graduands the Pro Vice-Chancellor (Curriculum, Teaching and Learning) will use the presentation formula once only, then announce the different degrees, and the graduands will be presented in the appropriate order.
- g) The Pro Vice-Chancellor (Curriculum, Teaching and Learning) shall doff their cap to the Vice Chancellor & Principal and say: "Vice Chancellor & Principal (or, if absent, the title of the conferring officer), to you and to the University I present the names of these graduands, as listed in my programme both in attendance and in absentia, proved worthy to be admitted to their respective degrees"
- h) The Dean of School (or nominated deputy) shall then announce the degree for each group and the name of each graduand in succession as presented to the Vice-Chancellor & Principal.
- i) On completion of the presentation of graduands, the Pro Vice-Chancellor (Curriculum, Teaching and Learning) will say: "Vice Chancellor & Principal, this completes the presentation of those graduands in attendance."
- j) The Vice Chancellor and Principal, after admitting graduands at each Congregation to a degree, shall say: "By virtue of my authority as Vice Chancellor & Principal, I confer upon you the award for which you were presented and I admit to their degrees in absentia the persons listed in the Programme who were unable to attend this Congregation."

1.6 Emergency Situations

- a) UCB shall not be liable for non-performance of any obligation where performance is prevented by acts, events, omissions or accidents beyond the control of the UCB including without limitation: strikes, lockouts or other industrial action and disputes; failure of a utility service or transport network; Act of God; terrorist attack, biological, chemical or nuclear contamination; disease, war, riot, civil commotion, malicious damage; compliance with any law or governmental order, rule, regulation or direction; accident, breakdown of plant or machinery; fire, flood, storm; or any default of suppliers or sub-contractors.
- b) In emergency situations, and to minimise the potential impact upon Students, subject to a resolution of Academic Board, assessment arrangements may be adjusted as follows:
 - i) Where it has not been possible to provide a final mark based on all the normal assessment components of a module, the final assessment mark may be based on the assessed work already completed and marked. However, a minimum of 50% of the assessment load (measured against the total number of marks available for the module).

must have been completed and there needs to be sufficient evidence to demonstrate that all of the module's learning outcomes have been met. Such an arrangement will be subject to the approval of the Pro Vice-Chancellor (Curriculum, Teaching and Learning).

- ii) Subject to the approval of the Pro Vice-Chancellor (Curriculum, Teaching and Learning). Students other than those in their final year may progress to the next stage of their programme of study on the basis of available assessment and/or examination results and/or feedback, provided that such Students undertake assessment at the next available opportunity
- iii) Subject to the approval of Pro Vice-Chancellor (Curriculum, Teaching and Learning) final year Students may be awarded an unclassified degree, with the award of an honours degree of the relevant classification being made to those students qualifying for such an Award at the next available opportunity.
- iv) These arrangements shall not include professional requirements, as determined by the University College Birmingham and/or professional bodies.