

UCB Terminology & Abbreviations for External Examiners

Positions/roles

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| VC | Vice Chancellor |
| DVC | Deputy Vice Chancellor |
| SPVC | Senior Pro Vice Chancellor |
| PVC | Pro Vice Chancellor |
| ED | Executive Dean |
| VD | Vice Dean |
| DD | Deputy Dean |
| HoD | Head of Department |
| DHoD | Deputy Head of Department |
| SL | Senior Lecturer |
| ML | Module Leader |
| GTA | Graduate Teaching Assistant |

Academic Committees

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| EMT | Executive Management Team |
| SMT | Senior Management Team |
| AMT | Academic Management Team |
| Academic Board | Academic Governing body of UCB (equivalent to Senates in other universities) |

Quality Reports

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| PQEM | Programme Quality Enhancement & Monitoring Plan |
| DQEM | Department Quality Enhancement & Monitoring Plan |
| SQEM | School Quality Enhancement & Monitoring Plan |

UCB Buildings (for EE meetings/Exam Boards)

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| Baskerville House (Cambridge Street, B1 2ND) | https://maps.app.goo.gl/oZMpUB6gbDPGYxc58 |
| Camden House East (Parade, B1 3PY) | https://maps.app.goo.gl/1t2maY2nnLeECrd8 |
| Camden House West (Parade, B1 3PY) | https://maps.app.goo.gl/KoNxfhwjKa2EyhHb8 |

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| James Cond (5 Holland Street, B3 1QH) | https://maps.app.goo.gl/wbBcbDWsfTiSUKdP7 |
| The Link (65-77 Summer Row, B3 1JJ) | https://maps.app.goo.gl/UNzLHC3wk9jnDmGi6 |
| McIntyre House (2 Holland Street, B3 1PW) | https://goo.gl/maps/92rZKwqc5imkGJfC6 |
| Moss House (3 Holland Street, B3 1QH) | https://goo.gl/maps/AZE35KvCiEk7rV1h9 |
| Summer Row (B3 1JB) | https://goo.gl/maps/ZgUkWkJUHJEn1hBc9 |

Codes for Assessments and Moderation

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| CW | Coursework |
| PX | Practical Exam/assessment |
| EX | Examination (formal written ones) |
| SOCW | Semester ONE Coursework |
| SOPX | Semester ONE Practical Exam |
| SOEX | Semester ONE Exam |
| STCW | Semester TWO Coursework |
| STPX | Semester TWO Practical Exam |
| STEX | Semester TWO Exam |
| PLM | Pre-launch Moderation Form |
| Mod Sheet | Moderation Sheet |
| S1 | Semester 1 |
| S2 | Semester 2 |

Exam Board Terminology

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|----------|---|
| CW | Coursework |
| PX | Practical Exam/live assessment |
| EX | Examination (formal written ones) |
| ECs | Extenuating Circumstances (called mitigating circumstances in other universities) |
| 1st | 1 st attempts (for students with ECs upheld) |
| Resits | <p>A student eligible to make another attempt at their assessment with a capped mark (undergraduate cap = 40% and postgraduate cap = 50%).</p> <p>Typically, resits are offered to students if they have passed at least half of their module credits for that level (eg 60/120 credits)</p> <p>Students who undertake a placement halfway through a programme level (for example, after semester 1) may be offered resits before starting their placement or with an extended timeframe (depending on the placement context). This will be made explicit at each relevant Exam Board.</p> |
| RWA | <p>Repeat with Attendance</p> <p>Students are typically required to RWA if they have failed more than half of their module credits (at a particular level) without any upheld ECs. In addition, students may also be required to repeat a module if they have failed a resit assessment and have insufficient credits to progress to the next level or be awarded.</p> |
| FRTW/FRW | <p>Failed Required to Withdraw</p> <p>This typically happens when a student has exhausted all of their resubmission opportunities and cannot progress or be awarded.</p> |
| Progress | Progress to the next stage of the programme |
| Continue | Student can continue their study – applies to programmes such as part-time, HK Block, three-semester programmes, and 12-month Masters |
| PTD | Progress to Dissertation (this typically is a decision for a student on a Master's programme (that is longer than 12 months), and where they have successfully completed their taught programme. Such students can then progress to their master's research project (which may include a variety of project contexts) |
| Award | Award the stated qualification |
| Deferred | A student taking a deferral/'break' from their studies |
| W/D | Withdrawn - a student withdrawn from the programme |

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| SPL/PL | <p>SPL = Suspected Plagiarism (where the outcome of an academic misconduct investigation needs to be confirmed)</p> <p>PL = confirmed plagiarism outcome</p> |
| Academic Misconduct abbreviations | <p>Types of academic misconduct cases which will show on spreadsheets:</p> <p>AI – Using AI inappropriately/unethically CC- Contract Cheating CL – Collusion DF – Data Fabrication EM – Exam misconduct IM - Impersonation PL - Plagiarism (traditional copying and pasting cases)</p> |
| Late | <p>Late assessment submission</p> <p>Students may submit their assignments up to 10 working days after the published deadline. In most cases, late submissions will be subject to a capped mark (40% at undergraduate or 50% at postgraduate level (unless a higher pass mark has been specified by a PSRB).</p> <p>However, where a student submits within 24 hours of the original deadline, the Exam Board may permit the original (uncapped) mark to stand. This decision will be confirmed and communicated at each Exam Board.</p> |
| PP | Placement Pass |
| PM | Placement Merit |
| PD | Placement Distinction |
| REF | The final module score is over 40 (UG) or 50 (PG); however, the credits have not been awarded because the learning outcomes of the module have not been met. The module will require a resit |
| Award with Placement | Award the stated qualification, which includes a work placement |

Exam Board Decisions

Undergraduate awards

Notes:

1. The normal pass mark at undergraduate level is 40% (unless a PSRB stipulates a higher pass mark)
2. Some programmes have must-pass assessments and/or must-pass modules – this will be stated at the start of the Exam Board. PSRB programmes may have a different programme title for fallback awards. This will be communicated at the Exam Board.
3. Students must achieve at least 15% in all assessments for the full award (as long as the assessment is **not** a must-pass one). For fallback awards, students need to achieve at least 15% in all assessments for the modules **contributing** to this fallback award.
4. Exam Boards will have discretionary powers regarding 'compensation' at undergraduate programmes only. These will be explained at the start of each Exam Board to ensure transparency and consistency in their application.

| Award | Credit Requirements for Award |
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| Classified Bachelor's Degree with Honours (360 credit programme) | At least 320 credits must be passed, including: <ul style="list-style-type: none">- At least 100 credits at Level 4;- At least 200 credits at Levels 5 & 6- At least 100 credits at Level 6 |
| Classified Bachelor's Degree with Honours (360 credit programme) with PSRB requirements. | For all must-pass modules, all 360 credits must be passed (120 credits across each level) |
| Classified Bachelor's Degree with Honours with Placement (480 credit programme) | At least 440 credits must be passed, including: <ul style="list-style-type: none">- At least 100 credits at Level 4;- At least 320 credits at Levels 5 & 6 (including 120 credits from an industrial placement)- At least 100 credits at Level 6 |
| Bachelor's Degree (Pass degree/Non-Honours) Only awarded to students who have accumulated these credits at UCB | At least 300 credits must be passed, including: <ul style="list-style-type: none">- At least 100 credits at Level 4;- At least 160 credits at Levels 5 & 6- At least 80 credits at Level 6 |

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| <p>Bachelor's Degree with Placement (Pass degree/Non-Honours)</p> <p>Only awarded to students who have accumulated these credits at UCB</p> | <p>At least 420 credits must be passed, including:</p> <ul style="list-style-type: none"> - At least 100 credits at Level 4; - At least 280 credits at Levels 5 & 6 (including 120 credits from an industrial placement) - At least 80 credits at Level 6 |
| Foundation Degree | <p>At least 200 credits must be passed, including:</p> <ul style="list-style-type: none"> - At least 100 credits at Level 4; - At least 100 credits at Level 5 |
| Foundation Degree with Placement | <p>At least 320 credits must be passed, including:</p> <ul style="list-style-type: none"> - At least 100 credits at Level 4; - At least 220 credits at Level 5 (including 120 credits from an industrial placement) |
| Diploma of Higher Education (Level 5 fallback award for a Bachelor's programme) | 200 credits, of which 100 must be at level 5 or above |
| Certificate of Higher Education Diploma of Higher Education (Level 4 fallback award for a Bachelor's and Foundation degree programme) | At least 100 credits at Level 4 or above |
| HNC (Completed Units equivalent to 120 credits) | Passed at least 105 credits at Level 4 |
| HND (Completed Units equivalent to 240 credits) | <p>At least 210 credits must be passed, which must include:</p> <ul style="list-style-type: none"> - at least 105 credits at Level 4 - at least 105 credits at Level 5 |

Classification Calculations

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| Students who have completed 120 credits at both Level 5 and 6 at UCB | Overall Mean Mark (OMM) = combination of Level 6 average marks + Level 5 average marks, within the ration of 3:1 |
| Borderline classifications | <p>Borderline OMM marks are:</p> <p>48/49%</p> <p>58/59%</p> <p>68/69%</p> |

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| | <p>If a student gets either 80 credits in the higher band at Level 6 OR 60 credits at Level 6 + 60 credits at Level 5 in the higher band, they will be awarded the higher classification.</p> |
| Direct Entrant/Top-Up students to Level 6 (including UCB's own FdA progressing students to Level 6) | <p>Borderline classifications will be based on achieving at least 80 credits in the higher band at Level 6 (as there are no Level 5 marks to be considered)</p> <p>No fallback awards will be awarded to these students.</p> |
| Direct Entrants to a UCB programme - Level 6 OMM calculation | <p>The OMM for DE students will be based on the following:</p> <ul style="list-style-type: none"> • If a DE has studied all 120 credits at L5, the OMM will be calculated as normal (3:1 - L6:L5) • If a DE has studied less than 120 credits at L5, the OMM will only be based on L6 marks. <p>Students must pass all 120 credits at Level 6 to be awarded.</p> <p>Borderline classifications will be based on the following:</p> <p>Level 6 DEs - students must achieve at least 80 credits in the higher band at Level 6 (as there are no Level 5 marks to be considered).</p> <p>Level 5 DEs - If a DE has achieved at least 60 credits on an L5 UCB programme, these credits can be considered within borderline classifications. So both formulae above (for borderline cases) can be considered.</p> |
| Direct Entrants to a UCB programme – fallback awards | <p>All awards must be based on the credits the DEs have achieved at UCB (no RPL credits will be considered).</p> <p>The only potential fallback awards for DEs (at undergraduate level) are:</p> <ul style="list-style-type: none"> • Cert of HE – if they achieve at least 100 credits at Level 4+ (105 credits for HNC/HND students) and have at least 15% in all assessments contributing to the credits for the fallback award. • Diploma of HE - if they achieve at least 200 credits at Level 4+ (210 credits for HNC/HND students) and have at least 15% in all assessments contributing to the credits for the fallback award. • Note: Such students do not need to achieve at least 15% in assessments of failed modules, as these modules will not contribute to the fallback award. |

Postgraduate Awards

Notes:

1. The normal pass mark at postgraduate level is 50% (unless a PSRB stipulates a higher pass mark).
2. Some programmes have must-pass assessments and/or must-pass modules – this will be stated at the start of the Exam Board. PSRB programmes may have a different programme title for fallback awards. This will be communicated at the Exam Board.
3. Students must achieve at least 15% in all assessments for the full award (as long as the assessment is **not** a must-pass one). For fallback awards, students need to achieve at least 15% in all assessments for the modules **contributing** to this fallback award.
5. There are **no** compensation opportunities for students on postgraduate programmes. All borderline marks will stand.

| Postgraduate Context | Decision |
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| Minimum mark for a Dissertation/Research Project to be considered for a Resit | <ul style="list-style-type: none"> - Pass mark = 50% - Minimum mark to be considered for a Resit = 40% - 39% or less – automatic RWA for the project |
| Master's students who have completed the taught programme (Postgraduate Diploma) and are seeking to progress to a Dissertation/Research Project | <p>Must achieve at least 80/120 credits with:</p> <ul style="list-style-type: none"> - a Taught Average of at least 50%, - all module T scores at 40+% - all assessments at least 15% <p>The Exam Board decision will be 'Progress to Dissertation/Project'.</p> <p>Note - a student could not be awarded a PGrad Diploma with 100 credits over 50%, a weighted mean average of 50% and have one module at 38/39% (below the threshold of 40%).</p> <p>An Exam Board will not change any marks even if on a 39%.</p> |
| Master's students on a 12-month programme who have completed their taught modules and not their dissertation/project (typically, September-starters). | <p>Must achieve the conditions of their Postgraduate Diploma (as above).</p> <p>The Exam Board decision will be 'Continue with Dissertation/Project'.</p> <p>Where students have Resits or RWA, the student must pause their project until they have successfully completed the postgraduate diploma.</p> |

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| Master's students on a 12-month programme who have completed their taught modules and their project (typically, February-starters). | <p>Must achieve the conditions of their Postgraduate Diploma (as above) before the Exam Board can ratify their dissertation/project mark.</p> <p>In cases where the student has passed their project/dissertation but has not met the conditions of a postgraduate diploma, their project mark will be redacted at the Exam Board and will not formally be ratified.</p> |
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Awards

| Award | A student must: |
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| Postgraduate Certificate | <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 as part of the taught component of the programme AND - Have gained a weighted mean average of at least 50% in the 60 credits considered for the award. |
| Postgraduate Diploma | <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 as part of the taught component of the programme AND - Have gained a weighted mean average of at least 50% in the 120 credits considered for the award |
| Taught Postgraduate Degree (Masters) | <ul style="list-style-type: none"> - Have satisfied the conditions of a Postgraduate Diploma above AND - Have passed the Level 7 dissertation component with a total value of 60 credits. |
| Taught Postgraduate Degree (Pre-registration) | <ul style="list-style-type: none"> - Have gained at least 140 credits at Level 7 as part of the taught component of the programme AND - Have achieved 50% or more in all taught modules AND - Have gained a weighted mean average of at least 50% in the taught component of the programme AND - Have passed the Level 7 dissertation component with a total value of 40 credits. |
| Graduate Diploma | <ul style="list-style-type: none"> - Have achieved at least 100 credits at Level 6 or above. |
| Graduate Certificate | <ul style="list-style-type: none"> - Have achieved at least 60 credits at Level 6 or above. |

Postgraduate Awards with Merit/Distinction

| Award | Merit | Distinction |
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| Postgraduate Certificate Postgraduate Diploma | A student must <ul style="list-style-type: none"> - Pass all modules on the programme. - Achieved a weighted mean mark of 60% in 60 credits (PgCert) or 120 credits (PgDip) considered for the award | A student must <ul style="list-style-type: none"> - Pass all modules on the programme. - Achieved a weighted mean mark of 70% in 60 credits (PgCert) or 120 credits (PgDip) considered for the award |
| Taught Postgraduate Degree (Masters) | A student must <ul style="list-style-type: none"> - Pass all modules on the programme. - Achieved a weighted mean mark of 60% in 180 credits considered for the award. | A student must <ul style="list-style-type: none"> - Pass all modules on the programme. - Achieved a weighted mean mark of 70% in 180 credits considered for the award. |

Postgraduate programmes - Borderline cases apply to all Regulations.

Within 2 percentage points of Merit or Distinction.

Only students who have passed all 180 credits can be considered for a Merit or Distinction award.

Can be awarded if **50% of the total weighted credits (which must include the dissertation/project)** are in the higher band. This equates as follows:

For Merit, 90 credits must be 60%+ (including the dissertation/project)

For Distinction, 90 credits must be 70%+ (including the dissertation/project)

Note: The project must be in the Merit or Distinction band for borderline cases **only**