

# **Regulation 2**

## **Regulations Governing Undergraduate Awards**

**2021-2022**

### **Updates for 2021-22:**

1. Section 2: update to 'Definition of Terms'
2. Section 5: inclusion of clause 5.13 relating to intercalation
3. Section 10: update to clauses 10.1-10.7
4. Section 11: update to clause 11.3
5. Section 15: correction to clause 15.1
6. Section 17: correction to clause 17.16
7. Section 19: correction to clauses 19.1-19.4

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## 1. GENERAL PROVISIONS

- 1.1 This Regulation covers undergraduate awards in general. Detailed provisions for particular programmes of study leading to these awards, in particular any waivers to the general regulation, are set out in individual Programme Specifications.
- 1.2 Waivers to particular programmes require the explicit approval of the relevant Faculty Board and the Senate and will supersede parts of these general Regulations.
- 1.3 Faculties are required to supply to students both this Regulation and any regulations, waivers, provisions, guidelines and procedures for their particular programme of study.

## 2. DEFINITION OF TERMS

2.1 In this Regulation, the following terms are employed:

- 2.1.1 **Programme of Study:** the whole of a specific scheme leading to a named award.
- 2.1.2 **Pathway:** an approved combination of modules within a programme of study which provides for specialisation within that programme of study.
- 2.1.3 **Faculty:** the Faculty responsible for the administration of the programme of study.
- 2.1.4 **Module:** an identifiable component of learning within the curriculum which is separately assessed and for which a discrete assessment mark is returned.
- 2.1.5 **Credits:** the numerical value attached to a module.
- 2.1.6 Level: the academic level of a module, according to the following definitions:
- |         |                                 |
|---------|---------------------------------|
| Level 3 | Preliminary undergraduate (QCF) |
| Level 4 | Introductory undergraduate      |
| Level 5 | Intermediate undergraduate      |
| Level 6 | Advanced undergraduate          |
| Level 7 | Taught postgraduate             |
- 2.1.7 **Stage:** a discrete section of a programme of study that must be successfully completed before progression to the next stage and/or for the award.

- 2.1.8 **Core Module:** a key part of the degree programme which is compulsory and all students taking the degree must study the body of knowledge contained within the core. It may, however, be compensated under the regulations.
- 2.1.9 **Optional Module:** a module selected by a student according to parameters set within the particular Programme Specification.
- 2.1.10 **Elective Module:** a module selected by a student from a range made available across the University. An elective will not contain pre-requisites.
- 2.1.11 **Linked Module:** an indivisible module which is taught across two semesters or three trimesters at the same Stage, with all summative assessment normally at the end.
- 2.1.12 **Assessment:** the variety of methods by which the performance of a student on a module is formally measured.
- 2.1.13 **Supplementary Assessment:** extra assessment(s) set by a Faculty for a module and designed to provide a student who has not passed at the initial attempt at the assessment(s) with a further opportunity of passing.
- 2.1.14 **Registration:** a student shall be deemed to have registered for a programme of study when they have accepted an offer of a place, satisfied any conditions which may be imposed for acceptance to the University and enrolled for the first time.
- 2.1.15 **Suspension of Study:** the circumstance in which a student pauses all study activity with the University. During the period of suspension, the student will retain their registration with the University, but is not enrolled.
- 2.1.16 **Intercalation:** the circumstance in which a student takes up the opportunity to pause their studies on their designated programme of study to undertake other study-based/related activities, such as a placement or other work-based learning opportunity, which is not normally part of / permitted within the approved structure of their designated programme. Following the period of intercalation, the student resumes their studies on their designated programme. The student remains enrolled with the University during the period of intercalation.

### 3. MATRICULATION

- 3.1 Every student for admission to a programme of study leading to one of the awards must satisfy the Ordinance on Matriculation, the requirements set out in the Regulation for the Admission of Students to Undergraduate Programmes of Study, and the Programme

Admission Requirements for each programme of study.

## 4. STUDY REQUIREMENTS

### 4.1 FOUNDATION STAGE

Students must study modules amounting to 120 Credits at Level 3. The maximum period of registration normally permitted is 3 years full time and 5 years part time.

### 4.2 STAGE 1

Students must study 120 credits with at least 100 credits at Level 4, with the option of 20 credits at Level 5.

### 4.3 FOUNDATION DEGREE

In addition to meeting the requirements for Stage 1, students must study modules amounting to 120 credits in Stage 2, with at least 100 credits at Level 5, with the option of 20 credits at Level 4 or 6. The maximum period of registration normally permitted is 5 years full time or 9 years part time.

### 4.4 HONOURS DEGREE OF BACHELOR

In addition to meeting the requirements for Stage 1, students must study modules amounting to 120 credits in Stage 2, with at least 100 credits at Level 5, with the option of 20 credits at Level 4 or 6. Students must also study modules amounting to 120 credits in Stage 3, with at least 100 credits at Level 6, with the option of 20 credits at Level 5 or Level 7 OR Level 4 for a language module. If a language is studied at Level 4 in Stage 3 of a programme, then it should not be included in the calculation of the degree classification but the achievement of credit is still required. The maximum period of registration normally permitted is 7 years full time and 13 years part time.

### 4.5 ORDINARY DEGREE OF BACHELOR

For students who enrolled prior to the 2016/17 academic session: In addition to meeting the requirements for Stage 1, students must study modules amounting to 100 credits in Stage 2, with at least 80 credits at Level 5, with the option of 20 credits at Level 4 or 6. Students must also study modules amounting to 100 credits in Stage 3, with at least 80 credits at Level 6, with the option of 20 credits at Level 5 or 7 OR Level 4 for a language module. . The maximum permitted period of registration normally permitted is 7 years full time and 13 years part time.

### 4.6 BACHELOR OF MEDICINE, BACHELOR OF SURGERY

In addition to meeting the requirements for Stage 1, students must study modules amounting to 120 credits in Stage 2, 120 credits in Stage 3, 120 credits in Stage 4, and

120 credits in Stage 5. The maximum period of registration normally permitted is 11 years full time and 21 years part time.

#### 4.7 INTEGRATED DEGREE OF MASTER (e.g. MPharm, MChem, MEng)

In addition to meeting the requirements for Stages 1, 2 and 3 for the Honours Degree of Bachelor, students must study modules amounting to 120 Level 7 Credits at Stage 4. The maximum period of registration normally permitted is 9 years full time and 17 years part time.

## 5. PROGRAMMES OF STUDY

5.1 In the design and development of Programmes of Study, Programme Teams are expected to adhere to the themes, principles and requirements set out in the University Curriculum Framework and Programme Design and Development Handbook.

5.2 A module shall normally be a minimum of 20 credits requiring 200 hours of notional learning time (timetabled hours, private study and assessment).

5.3 The Credits attached to a module shall be in multiples of 10 Credits, except in the case of free-standing modules which may attract 5 Credits.

5.4 A dissertation, project, major report etc. shall not normally account for more than 60 credits.

5.5 Credits shall normally be equally balanced between Semesters, for example, 60/60, with a balanced assessment load (formative and summative) through the programme.

5.6 All modules at a given Stage shall count equally, according to their Credit value, in the calculation of the overall average mark for that Stage.

5.7 A programme of study may not include at a particular Stage any module which students have already studied and passed at an earlier Stage of that programme of study.

5.8 For 'and/with' programme combinations the balance of subject areas should be as follows:

- A and B - where there is an equal balance between the two subjects.
- A with B - for a major/minor combination where the minor subject accounts for at least 25% of the programme.

5.9 A student may transfer from one programme of study to another upon completion of a transfer request on e:Vision and upon approval of this request by the Programme Leader and Admissions Tutor of the student's intended new programme of study.

- 5.10 Following approval to transfer, the assessment attempt status of a student will be reset, regardless of performance on their previous programme of study. This applies to students transferring from another provider to the University of Bradford and for students transferring internally from one University of Bradford programme to another.
- 5.11 Students who wish to import credit towards their new programme of study should follow the University's regulations regarding the Recognition of Prior Learning, as outlined in Section 6.
- 5.12 A student may suspend their programme of study for a specified period of time with the approval of the Faculty, in accordance with the Policy and Procedures for Suspension of Study.
- 5.13 Students may undertake a formal period of intercalation of up to one year for the purposes of undertaking a study-based/related activity, such as a placement or other work-based study opportunity, where the opportunity is not otherwise part of / permitted within the approved structure of their programme.

## **6. PURSUIT OF PROGRAMME OF STUDY INCLUDING CREDIT IMPORTATION**

- 6.1 Every student shall pursue the programme of study laid down in the Programme Specification. Unless otherwise exempted by the Learning and Teaching Committee and the Senate on the recommendation of the Faculty Board responsible for the administration of the programme of study concerned, the student shall be required to satisfy the Board of Examiners, as appropriate, in the prescribed assessments and also to fulfil such other requirements as are laid down in the Programme Specification.
- 6.2 Student attendance is expected at all scheduled learning activities, together with satisfactory completion and submission by the due dates prescribed by the Faculty of all assessed work and such other practical and written exercises as may be required by the relevant Programme Specification.
- 6.3 Students failing to pursue the programme of study as set out under 6.1 and 6.2 above shall be deemed by the Faculty to have withdrawn from the programme.
- 6.4 A student may be permitted by the Faculty to import specific academic credit for prior certificated learning and/or prior experiential learning up to a maximum limit of 50% of the balance of the named award for which the student wishes to be registered, subject to the conditions set out in 6.5 - 6.10 below and to any which may be prescribed in the specification for that named award.
- 6.5 The minimum volume of academic credit a student/applicant may claim for prior certificated learning and/or prior experiential learning is one module of the programme of study for their named award.

- 6.6 Students who are permitted to import specific academic credit must, as a minimum, study modules amounting to 60 Credits at Level 6, in order to be eligible for the award of the Honours Degree of Bachelor.
- 6.7 The import of specific academic credit for certificated prior learning shall be permitted only on the basis of either a certificate of an award or a transcript of credit achieved within an award-bearing framework, which has been authorised by an institution or body acceptable to the Senate.
- 6.8 The import of specific academic credit for prior experiential learning shall be permitted only on the basis that the learning must be measurable and that academic credit cannot be awarded for experience itself.
- 6.9 Credit that is awarded for prior learning is based on a threshold judgement that the student or applicant has met the learning outcomes of the specified module(s) or stage(s) of their University of Bradford programme. No marks/grades will be translated from prior learning at other institutions and judgements about the student's eligibility for their named University of Bradford award, and classification where applicable, for which the student is registered shall be based on the performance in modules taken at the University or its off-site partners only, subject to the approval of the Faculty Board, the Learning and Teaching Committee and the Senate. For a student entering directly into the final Stage of an undergraduate programme of study, this will mean that the Degree is classified on the basis of the performance at the University of Bradford (or its off-site partners) in the final Stage only.
- 6.10 Where the request for recognition of prior learning relates to the transfer of credit from one University of Bradford programme (or that of an off-site partner) to another, marks will also be transferred.

## **7. EXTRAMURAL TRAINING**

- 7.1 Where the Programme Regulations prescribe a period or periods of integrated extramural training, such training:
- 7.1.1 Shall be acceptable to the Faculty as complementing studies carried out in the University;
  - 7.1.2 Shall be assessed by the Faculty by means which shall normally include tutorial visits to the place of training;
  - 7.1.3 Shall, except as noted in 7.3, 7.4 and 7.6 below and unless the student has been otherwise exempted by the Senate on the recommendation of the appropriate Faculty Board, be completed by the student prior to proceeding to the next academic period of the programme, during which the Faculty shall, at the earliest possible date, confirm whether or not the training has been



satisfactory.

- 7.2 The award for a programme of study which includes, as a condition for that award, a period of integrated extramural training shall not be conferred on any student unless the Dean of the Faculty, having consulted with the organisations or firms at which the training was given, has previously certified at the end of each training period that the student has completed this requirement to the satisfaction of the Faculty.
- 7.3 Always provided that the conditions of 7.1.1 and 7.1.2 above are satisfied and that the requirements of any Supplementary Assessment are duly completed, a student following extramural training in the interim period whilst either awaiting an opportunity to take or pending the result of Supplementary Assessment shall be permitted to count this period in part fulfilment of the extramural training requirement as defined in the relevant Programme Specification.
- 7.4 Notwithstanding the provision in 7.3 above, it shall be within the discretion of a Board of Examiners to recommend that a named student either awaiting an opportunity to take or pending the result of Supplementary Assessment shall be required either to defer entry upon the period of extramural training which would normally have followed the initial attempt at the Supplementary Assessment, or to curtail such period before the due date of completion. In this event, a Board of Examiners may further recommend that such named student be granted permission, as provided under 7.6 below, to defer completion of any part of the extramural training period thus outstanding until the end of the programme of study.
- 7.5 A student failing to complete satisfactorily a period of extramural training may be required, on the recommendation of a Board of Examiners, to undergo a further period of extramural training, the duration of which shall be at the discretion of the Board of Examiners.
- 7.6 Where, for special reasons, a period of extramural training has been interrupted or broken off, a student may - at the discretion of the Faculty - be permitted to defer completion, if necessary until the end of the final year of the undergraduate programme.
- 7.7 A Faculty which operates a thin sandwich programme with one group of students entering the University in September, and the other in February, must arrange for Supplementary Assessments to be appropriate to the needs of the students in the particular group concerned.

## **8. SUBMISSION OF ASSESSED WORK**

- 8.1 Arrangements for the completion of assessed work, including submission dates, shall be determined and made known to students (normally within one week of the start of the semester) by the Faculty.
- 8.2 Faculties shall clearly communicate to their students at the commencement of their

programme of study the procedures for the granting of extensions to submission dates and the penalty imposed by the University for late or non-submissions.

- 8.3 An extension of time for assessed work shall be granted only in the event of unforeseen circumstances.
- 8.4 A request for an extension of time, detailing the extenuating circumstances and accompanied by relevant supporting evidence shall be submitted by the student to a specified, named individual in the Faculty in writing and approved before the submission date.
- 8.5 The decision on whether or not to accept a request for an extension, and on the degree of latitude to be exercised in a particular case shall be at the discretion of the Faculty, having regard to the student's circumstances, any academic requirements relating to the module(s) concerned or the programme of study as a whole, and the avoidance of any unfairness with regard to other students.
- 8.6 Students who do not submit assessed work and do not gain approval in advance for missed assessed work, including for any previously agreed extension, shall receive a mark of 0%.
- 8.7 A student who is unable to comply with the requirement to submit a request in advance shall submit the request at the earliest opportunity thereafter, together with the reasons for the delay in the submission; if it is subsequently accepted that the circumstances amount to good cause, which could not have been notified in advance, the request shall be treated as if it had been received and approved by the due date.
- 8.8 Notwithstanding the terms of 10.1 below, a Board of Examiners may require a student to repeat the previous academic period of the programme within the University, completing all the attendance, assessed work and other assessment requirements, if the nature of the deficiency in assessed work is such that it cannot be made good before the beginning of the next academic period.
- 8.9 Assessed work which exceeds a specified maximum permitted length will be subject to a penalty deduction of marks equivalent to the percentage of additional words over the limit. The limit will exclude bibliographies, diagrams and tables, footnotes, tables of contents and appendices of data.

## **9. PROGRESSION BETWEEN STAGES**

### **9.1 GENERAL PROVISIONS**

- 9.1.1 An individual Programme may specify those modules in which students shall be required to obtain at least 40.0% in meeting the criteria for progression set out below. Approval shall be sought for all such modules.

- 9.1.2 Notwithstanding the requirements set out below, a Board of Examiners may recommend that students be permitted to proceed to the next Stage of the programme where, exceptionally and in particular, individual cases, the Board of Examiners judges a student's performance to be satisfactory on other grounds; such cases and the reasons for them shall be reported to and be subject to approval by the Faculty Board and the Senate.
- 9.1.3 Notwithstanding the requirements set out below, a Board of Examiners may recommend that students be permitted to proceed to the next stage of the programme, or may recommend another course of action, due to extenuating circumstances affecting that individual; the reasons for the decision shall be recorded in the minutes of the meeting of the Board of Examiners.

## 9.2 FOUNDATION STAGE

- 9.2.1 Students may progress from the Foundation Stage to Stage 1 if they achieve at least 40.0% in individual Foundation Stage modules amounting to 100 Credits and at least 35.0% in individual Foundation Stage modules amounting to the other 20 Credits.
- 9.2.2 The referral for re-assessment of failed credit from the Foundation Stage into Stage 1 of an undergraduate honours programme is not permitted where the Foundation Stage is a free-standing year. Students studying on Foundation Stages which are recognised as an integrated part of an honours degree are exceptionally permitted to be referred into the first year of the degree programme in up to 20 credits.

## 9.3 DIPLOMA IN HIGHER EDUCATION, ADVANCED DIPLOMA OF HIGHER EDUCATION, FOUNDATION DEGREE, HONOURS DEGREE OF BACHELOR AND INTEGRATED DEGREE OF MASTER

- 9.3.1 Students may progress from Stage 1 to Stage 2 of the programme of study for the Diploma in Higher Education, the Foundation Degree, the Advanced Diploma in Higher Education, the Honours Degree of Bachelor or the Integrated Degree of Master if they achieve at least 40.0% in individual Stage 1 modules amounting to 100 Credits and at least 35.0% in individual Stage 1 modules amounting to the other 20 Credits.
- 9.3.2 Students may progress from Stage 2 of the programme of study for the Advanced Diploma in Higher Education, the Honours Degree of Bachelor or the Integrated Degree of Master to Stage 3 of the programme of study for the Advanced Diploma in Higher Education, Honours Degree of Bachelor or the Integrated Degree of Master if they achieve at least 40.0% in individual Stage 2 modules amounting to 100 Credits and at least 35.0% in individual Stage 2 modules amounting to the other 20 Credits.

- 9.3.3 Students may progress from Stage 3 of the programme of study for the Integrated Degree of Master to Stage 4 of the programme of study for the Integrated Degree of Master if they achieve at least 40.0% in individual Stage 3 modules amounting to 100 Credits and at least 35.0% in individual Stage 3 modules amounting to the other 20 Credits.
- 9.3.4 Students who fail to achieve the requirements necessary for progression to the next Stage of the programme of study for the Integrated Degree of Master may, if they achieve the relevant requirements, progress to the next Stage of a programme of study for either the Honours Degree of Bachelor or the Ordinary Degree of Bachelor (with either the same or an alternative title for the award) as appropriate and available.

#### 9.4 BACHELOR OF MEDICINE, BACHELOR OF SURGERY

- 9.4.1 Students may progress from Stage 1 to Stage 2 of the programme of study for the Bachelor of Medicine, Bachelor of Surgery if they achieve at least 50.0% in individual Stage 1 modules amounting to 100 credits and at least 45.0% in individual Stage 1 modules amounting to the other 20 credits.
- 9.4.2 Students may progress from Stage 2 of the programme of study for the Bachelor of Medicine, Bachelor of Surgery if they achieve at least 50.0% in individual Stage 2 modules amounting to 120 credits.
- 9.4.3 Students may progress from Stage 3 of the programme of study for the Bachelor of Medicine, Bachelor of Surgery if they achieve at least 50.0% in individual Stage 3 modules amounting to 120 credits.
- 9.4.4 Students may progress from Stage 4 of the programme of study for the Bachelor of Medicine, Bachelor of Surgery if they achieve at least 50.0% in individual Stage 4 modules amounting to 120 credits.
- 9.4.5 Students who fail to achieve the requirements necessary for programme to the next Stage of the programme of study for the Bachelor of Medicine, Bachelor of Surgery, if they achieve the relevant requirements, may progress to the next Stage of a programme of study for either the Honours Degree of Bachelor (with an alternative title for the award) as appropriate and available.

#### 9.5 ORDINARY DEGREE OF BACHELOR

For students who registered prior to 2016/17: Students may progress from Stage 2 to Stage 3 of the programme of study for the Ordinary Degree of Bachelor if they achieve at least 40.0% in individual Stage 2 modules amounting to 80 Credits and at least 35.0% in individual Stage 2 modules amounting to the other 20 Credits.

## 10. SUPPLEMENTARY ASSESSMENT

- 10.1 Students who fail any module at the first or second attempt will be provided with an opportunity as of right to make good the failure through reassessment. There is no limit to the number of modules eligible for supplementary assessment.
- 10.2 Students on whose behalf evidence is presented attesting that for good cause the standard of their performance in the initial attempt was impaired may be permitted to undertake Supplementary Assessment. In such cases, the more successful performance, whether on the first or subsequent occasion, shall stand.
- 10.3 At the discretion of the Board of Examiners, a student undertaking Supplementary Assessment who has already fulfilled satisfactorily any requirement for part of a module in which the student has not attained at least 40.0% may, on the occasion of the Supplementary Assessment, be excused from further assessment in that part of the module.

## 11. PERFORMANCE IN SUPPLEMENTARY ASSESSMENT

- 11.1 Students who, following Supplementary Assessment, meet the relevant requirements may progress to the next Stage of the programme of study. Students who have undertaken Supplementary Assessment with a view to attaining an award according to the requirements set out under sections 16 and 17 below and who now meet those requirements shall be eligible for the award in question.
- 11.2 Students who do not meet the requirements for progression but who have achieved at least 100 credits at 40.0% will be referred in up to 20 credits. Such students may only be referred where the actual number of credits below 40.0% is no more than 20 in total. Such students may proceed to the next Stage of the programme only on condition that the requirements are achieved by the close of that Stage. Students who, following this re-assessment, do not meet the requirements for progression will be required to withdraw from the programme. Likewise, students who registered prior to the 2016/17 academic session and who are studying on the Ordinary Degree who achieve 80 credits at 40.0% will be referred in up to 20 credits. The same provisos apply.
- 11.3 Students who, following supplementary assessment, do not meet the requirements for progression (and cannot progress under section 11.2 above), or do not meet the requirements for an award set out in section 16 below
- 80 credits or more at below 40.0% - required to repeat the Stage with attendance
  - Up to 70 Credits at below 40.0% - required to repeat failed modules with attendance

- 60 credits at below 40.0% - required to repeat individual modules with attendance during the forthcoming academic year, meanwhile not permitted to proceed;

The attempt status of modules is up to a maximum of 3 attempts.

11.4 Students who, following a third attempt at assessment, meet the relevant requirements may progress to the next Stage of the programme of study. Students who have undertaken Supplementary Assessment with a view to attaining an award according to the requirements set out under sections 16 and 17 below and who now meet those requirements shall be eligible for the award in question.

11.5 Students who registered prior to the 2016/17 academic session and, following a third attempt, do not meet the requirements for progression on the Honours programme, may transfer to an Ordinary Degree of Bachelor programme, where such a programme of study exists, if they meet the following criteria:

11.7.1 Students who registered prior to the 2016/17 academic session may progress from Stage 1 of the programme of study for the Honours Degree of Bachelor to Stage 2 of the programme of study for the Ordinary Degree of Bachelor if they achieve at least 40.0% in individual Stage 1 modules amounting to 80 credits and at least 35.0% in individual Stage 1 modules amounting to another 20 credits.

11.7.2 Students who registered prior to the 2016/17 academic session may progress from Stage 2 of the programme of study for the Honours Degree of Bachelor to Stage 3 of the programme of study for the Ordinary Degree of Bachelor if they achieve at least 40.0% in individual Stage 2 modules amounting to 80 credits and at least 35.0% in individual Stage 2 modules amounting to another 20 credits.

11.8 Students who registered prior to the 2016/17 academic session may not be transferred to the Ordinary degree programme, where one exists, until they have undertaken all permitted attempts at supplementary assessment for the Honours programme on which they are registered. Students who registered prior to the 2016/17 academic session and who, following a third attempt, do not meet the requirements either for progression, or for an award as set out in section 16 and 17 below, and cannot transfer to an Ordinary Degree programme under 11.7 above, will be required to withdraw from the programme of study.

11.9 Students who registered in or after the 2016/17 academic session, and who, following a third attempt, do not meet the requirements for progression to the next stage of the Honours Degree will be required to withdraw from the programme of study.

## **12. SUBSTITUTION OF MODULES**

12.1 Students shall be permitted to substitute modules other than core modules up to a

total of 20 Credits in each Stage.

- 12.2 Substitution of a module shall only be permitted after two attempts at the original module and providing the student meets the requirement for a third attempt. Such students will only be permitted one attempt at the substitute module, a total of three attempts, in line with the maximum permitted number of attempts.
- 12.3 Students who are required under Section 10 above, to repeat the stage with attendance or to undertake individual modules with attendance during the forthcoming academic year, will be permitted to substitute after the initial attempt at assessment. Such students will be permitted up to three attempts in total at the assessment (initial attempt at original module and up to two further attempts at substitute module, providing the student meets the requirement for a third attempt).
- 12.4 Students shall be permitted to substitute for the original module on one occasion only.

### **13. CARRY FORWARD OF MARKS**

- 13.1 The maximum carry forward mark awarded to students following Supplementary Assessment will be capped at 40.0%, or the original mark if higher, in each module for the purposes of the Final Degree classification or in the calculation for an award with Distinction or Merit. This provision shall also apply in the case of a substitute module.
- 13.2 The provision in 13.1 above shall also apply in the case of students who have achieved a Foundation Degree offered by the University of Bradford, who have undertaken Supplementary Assessment in Stage 2 of the Foundation Degree, and who progress to stage 3 of a programme of study for the Honours Degree of Bachelor.
- 13.3 The provision in 13.1 shall not apply to students who fail the initial attempt for good cause.

### **14. AWARD OF A DEGREE**

- 14.1 Prior to the award of the Honours, the Foundation Degree or the Integrated Degree of Master, a student shall have completed all of the appropriate assessment requirements relating to previous Stages.

### **15. RE-ENTRY TO A PROGRAMME OF STUDY**

- 15.1 A student who, under the provisions of 11 above has been required to withdraw from the programme of study, may request a reconsideration of this decision by submitting an academic appeal, where they meet the requirements to appeal as set out in Regulation 6. Students who have been required to withdraw under the provisions of 11 above will not be re-admitted to the same programme of study, other than through a successful academic appeal, but may be admitted to an alternative programme of study, where they apply to do so through the standard admissions processes of the University and

meet the entry requirements for the programme.

## 16. ELIGIBILITY FOR AWARDS

16.1 In order to be eligible for one of the following awards, the programme learning outcomes for the award in question must be demonstrated in full, as set out in the relevant Programme Specification.

### 16.2 CERTIFICATE OF FOUNDATION STUDIES/CERTIFICATE OF INTERNATIONAL FOUNDATION STUDIES

16.2.1 To be eligible for the award of the Certificate of Foundation Studies/Certificate of International Foundation Studies, students must achieve the requirements set out under 9.2.1 above.

16.2.2 Students who attain an overall average of at least 68.0% derived from the best 100 Foundation Stage credits shall be eligible for the award of the Certificate of Foundation Studies/Certificate of International Foundation Studies with Distinction.

16.2.3 Students who attain an overall average of at least 58.0% derived from the best 100 Foundation Stage credits shall be eligible for the award of the Certificate of Foundation Studies/Certificate of International Foundation Studies with Merit.

### 16.3 CERTIFICATE OF HIGHER EDUCATION

16.3.1 To be eligible for the award of the Certificate of Higher Education, students must achieve at least 40.0% in individual modules amounting to 100 Credits and at least 35.0% in individual modules amounting to 20 other Credits, including at least 100 at Level 4 or above.

16.3.2 Students who attain an overall average of at least 68.0% derived from the best 100 credits shall be eligible for the award of the Certificate of Higher Education with Distinction.

16.3.3 Students who attain an overall average of at least 58.0% derived from the best 100 credits shall be eligible for the award of the Certificate of Higher Education with Merit.

### 16.4 DIPLOMA OF HIGHER EDUCATION

16.4.1 To be eligible for the award of the Diploma of Higher Education, students must achieve the requirements set out in 9.3 and attain at least 40.0% in individual modules amounting to 100 Credits and at least 35.0% in individual modules amounting to 20 other Credits, including at least 100 at Level 5 or above.



16.4.2 Students who attain an overall average of 68.0% derived from the best 100 credits shall be eligible for the award of the Diploma of Higher Education with Distinction.

16.4.3 Students who attain an overall average of 58.0% derived from the best 100 credits shall be eligible for the award of the Diploma of Higher Education with Merit.

## 16.5 FOUNDATION DEGREE

16.5.1 To be eligible for the award of the Foundation Degree, students must achieve the requirements set out in 9.3 and attain at least 40.0% in individual modules amounting to 100 Credits and at least 35.0% in individual modules amounting to 20 other Credits, including at least 100 at Level 5.

16.5.2 Students who attain an overall average of at least 68.0% derived from the best 100 Stage Two credits shall be eligible for the award of the Foundation Degree with Distinction.

16.5.3 Students who attain an overall average of at least 58.0% derived from the best 100 Stage Two credits shall be eligible for the award of the Foundation Degree with Merit.

## 16.6 ADVANCED DIPLOMA OF HIGHER EDUCATION

16.6.1 To be eligible for the award of the Advanced Diploma of Higher Education, students must achieve the requirements set out in 9.3 and attain at least 40.0% in individual modules amounting to 60 Credits at Level 6.

16.6.2 Students who attain an overall average of at least 68.0% derived from the best 100 Stage Three credits shall be eligible for the award of the Advanced Diploma with Distinction.

16.6.3 Students who attain an overall average of at least 58.0% derived from the best 100 Stage Three credits shall be eligible for the award of the Advanced Diploma with Merit.

## 16.7 HONOURS DEGREE OF BACHELOR

16.7.1 To be eligible for the award of the classified Honours Degree of Bachelor, students must comply with the requirements set out in 4.2 and 4.4 above, must achieve the requirements set out in 9.3 above, and attain at least 40.0% in individual Stage 3 modules amounting to 100 Credits and at least 35.0% in individual Stage 3 modules amounting to the 20 other Credits in Stage 3 of the programme of study.

## 16.8 ORDINARY DEGREE OF BACHELOR

- 16.8.1 For students who registered prior to the 2016/17 academic session: To be eligible for the award of the Ordinary Degree of Bachelor, students must comply with the requirements set out in 4.2 and 4.5 above, must achieve the requirements set out in 9.4 above, and attain at least 40.0% in individual Stage 3 modules amounting to 80 Credits and at least 35.0% in individual Stage 3 modules amounting to the other 20 Credits in Stage 3 of the programme of study. A student will also be eligible for the Ordinary Degree of Bachelor where they comply with the requirements set out in 4.2 and 4.4 above, and attain at least 40% in individual Stage 3 modules amounting to 60 credits.
- 16.8.2 For students who registered in the 2016/17 academic session: To be eligible for the award of the Ordinary Degree of Bachelor, students must comply with the requirements set out in 4.2 and 4.4 above, and attain at least 40% in individual Stage 3 modules amounting to 60 credits.

#### 16.9 BACHELOR OF MEDICINE, BACHELOR OF SURGERY

- 16.9.1 To be eligible for the award of the Bachelor of Medicine, Bachelor of Surgery, students must comply with the requirements set out in 4.2 and 4.6 above, must achieve the requirements set out in 9.5 above, and attain at least 50.0% in individual Stage 5 modules amounting to 120 credits.

#### 16.10 INTEGRATED DEGREE OF MASTER

- 16.10.1 To be eligible for the award of the Integrated Degree of Master, students must comply with the requirements set out in 4.2, 4.4 and 4.6 above, must achieve the requirements set out in 9.3 above, and attain at least 40.0% in individual Stage 4 modules amounting to 100 Credits and at least 35.0% in individual Stage 4 modules amounting to the other 20 Credits in Stage 4 of the programme of study.

#### 16.11 CERTIFICATE OF CONTINUING EDUCATION

- 16.11.1 Students who achieve at least 40.0% in any number of individual modules at any level but who do not qualify for one of the above awards shall be eligible for the award of a Certificate of Continuing Education.

## 17. AWARD OF DEGREES

17.1 The Foundation Degree shall be awarded to students on a programme of study for the Foundation Degree who have satisfied the requirements set out under 16 above and laid down in the relevant Programme Specification and who have attained the required standard in Stage 2.

17.2 The Classified Honours Degree of Bachelor shall be awarded to students who have satisfied the requirements set out under 16 above and laid down in the relevant Programme Specification and who have attained the required standard in Stage 3, or in accordance with the provisions set out under 19 below.

17.3 The Honours Degree of Bachelor shall, on the basis of a student's performance, be awarded by class and division as follows:

First Class Honours

Second Class Honours - First Division

Second Class Honours - Second Division

Third Class Honours

17.4 The class and division of the Honours Degree of Bachelor shall be awarded to the individual students according to the order of the final overall weighted average marks derived from the best 100 credits in each of Stages 2 and 3, applying a 20.0% weighting for Stage 2 and an 80.0% weighting for Stage 3.

17.5 Subject to the provisions of 18.6 below, the classes and divisions of the Honours Degree of Bachelor shall be awarded on the basis of the following minimum final overall weighted average marks:

First Class Honours	68.0%
Second Class Honours - First Division	58.0%
Second Class Honours - Second Division	48.0%
Third Class	Below 48.0%

17.6 Where a Board of Examiners has decided exceptionally to recommend the award to a particular student of a classification other than that which would be indicated under the provisions of 17 above because of extenuating circumstances affecting that individual, the reasons for the decision shall be recorded in the Minutes of the meeting of the Board of Examiners.

17.7 Where a Board of Examiners has decided exceptionally to recommend the award to a particular student of a classification other than that which would be indicated under the

provisions of 17 above, on other grounds, such cases and the reasons for them shall be reported to and be subject to the approval of the Faculty Board and the Senate.

17.8 The Ordinary Degree of Bachelor shall be awarded:

17.8.1 To students who registered prior to the 2016/17 academic session and who have studied on a programme of study for the Ordinary Degree of Bachelor who have satisfied the requirements set out under 16 above and laid down in the relevant Programme Specification and who have attained the required standard in Stage 3.

17.8.2 To students who, having completed the programme of study for the Honours Degree of Bachelor or Integrated Degree of Master who, following all permitted supplementary assessment, have failed to reach the standard required for the award but who meet the requirements set out in 16 above,.

17.9 For students who registered prior to 2016/17, and who progressed to the Ordinary Degree following Stage 1 or Stage 2, the Ordinary Degree of Bachelor shall be awarded with Distinction to students who achieve an overall average of at least 68.0% in the 100 best Stage 3 modules which are required for the award.

17.10 For students who registered prior to 2016/17, and who progressed to the Ordinary Degree following Stage 1 or Stage 2, the Ordinary Degree of Bachelor shall be awarded with Merit to students who achieve an overall average of at least 58.0% in the 100 best Stage 3 modules which are required for the award.

17.11 The Bachelor of Medicine, Bachelor of Surgery shall be awarded to students who have satisfied the requirements set out under 16 above and laid down in the relevant Programme Specification and who have attained the required standard at Stage 5.

17.12 The unclassified Integrated Degree of Master shall be awarded with Merit, Distinction or unclassified Honours to students who have met the requirements for such accolades laid out in the Programme Specification for the award.

17.13 The unclassified Integrated Degree of Master shall be awarded to students who have satisfied the requirements set out under 16 above and laid down in the relevant Programme Specification and who have attained the required standard at Stage 4.

17.14 The Integrated Degree of Master shall be awarded with Distinction to students who achieve an overall average of at least 68.0% in the 100 best Stage 4 modules which are required for the award.

17.15 The Integrated Degree of Master shall be awarded with Merit to students who achieve an overall average of at least 58.0% in the 100 best Stage 4 modules which are required for the award.

17.16 The Honours Degree of Bachelor, as appropriate, shall be awarded to students who

have failed to attain the award of the Integrated Degree of Master but who meet the requirements set out under 16 and 17 above.

## **18. SUPPLEMENTARY ASSESSMENT OF THE FINAL STAGE OF A DEGREE PROGRAMME**

- 18.1 Students who at the initial attempt have failed to attain an award under the provisions of section 17 above, shall be permitted to undertake supplementary assessment under the provisions of section 10 and 11 above.
- 18.2 Students who are undertaking Supplementary Assessment in accordance with the provisions of 18.1 above, shall, if successful, be awarded the class and division of the Honours Degree of Bachelor according to the final overall weighted mark calculated using the maximum carry forward mark awarded to students following supplementary assessment which is capped at 40.0%, or original if higher, in each module.
- 18.3 Students who are undertaking Supplementary Assessment in accordance with the provisions of 18.1 above, shall, if successful, be awarded a Distinction or Merit for the Certificate of Foundation Studies, Certificate of Higher Education, Diploma of Higher Education, Foundation Degree, Advanced Diploma of Higher Education, Ordinary Degree or Integrated Degree of Master according to the final overall weighted mark calculated using the maximum carry forward mark awarded to students following supplementary assessment which is capped at 40.0%, or original if higher, in each module.
- 18.4 Students on whose behalf evidence is presented attesting that for good cause the standard of their performance in the initial attempt was impaired may be permitted to undertake Supplementary Assessment. In such cases, the more successful performance, whether on the first or subsequent occasion, shall stand.
- 18.5 Students who are undertaking Supplementary Assessment in accordance with the provisions of 18.4 above shall be eligible, if their performance in the Supplementary Assessment so warrants, for the award of the degree for which they were registered, according to the provisions set out in section 16 and 17 above.
- 18.6 At the discretion of the Board of Examiners, a student undertaking Supplementary Assessment who has already fulfilled satisfactorily any requirement for part of a module in which the student has not attained at least 40.0% may, on the occasion of the Supplementary Assessment, be excused from further assessment in that part of the module.
- 18.7 The date for Supplementary Assessment in accordance with the provisions of 18 above shall normally be at the first available examination opportunity, if the student is eligible under section 10.2 and 10.3 above, unless specific approval has been given by the Faculty Board and the Senate to deviate from this.

## **19. UNIVERSITY DIPLOMA OF INDUSTRIAL STUDIES/ INDUSTRIAL STUDIES(INTERNATIONAL)/ PROFESSIONAL STUDIES/PROFESSIONAL STUDIES (INTERNATIONAL)**

- 19.1 A University Diploma of Industrial Studies/Industrial Studies (International) / Professional Studies/ Professional Studies (Professional) shall be awarded to students who, in the course of having qualified for the Honours Degree of Bachelor, or Integrated Degree of Master in designated programmes of the University have also completed a professional placement or international experience in accordance with the following conditions:
- 19.1.1 The professional placement or international experience shall take place in a location and organisation which has been approved by the Faculty
  - 19.1.2 The professional placement or international experience shall be of at least 36 weeks duration, excluding holiday periods, except where it takes place in an educational institution, in which case it shall coincide with the institution's academic year.
  - 19.1.3 The professional placement or international experience shall be supervised by a member of academic staff from the Faculty in which the student is studying and a member of the staff of the organisation in which the professional placement or international experience is based.
  - 19.1.4 The student has successfully completed the assessment requirements for the University Diploma as prescribed in the programme specification. The assessment shall consist of the following:
    - 19.1.4.1. The submission of progress reports by the student relating to the professional placement or international experience.
    - 19.1.4.2. An assessment relating to the success of the professional placement or international experience. This assessment will be undertaken by a member/members of the staff of the organisation in which the professional placement or international experience is taking place in conjunction with the member/members of academic staff from the Faculty;  
A report or dissertation of at least 5,000 words on a subject or subjects set by the Faculty; and
    - 19.1.4.3. A further assessment set by the Faculty of a nature appropriate to the professional placement or international experience, for example, a presentation or a portfolio;
    - 19.1.4.4. The assessment shall be subject to scrutiny by the External Examiner for

the programme on which the student is studying;

19.1.5 The professional placement or international experience shall normally be completed before the end of the academic programme on which the student is studying.

19.2 A student who submits for assessment for a University Diploma of Industrial Studies / Industrial Studies (International) / Professional Studies/ Professional Studies (International) and who, at the initial attempt has not achieved the requirements for the award set out in Section 19.1 above is entitled to undertake Supplementary Assessment on one occasion, as of right. No third attempt will be permitted. The maximum mark which may be awarded to students for the Diploma of Industrial / International Studies following Supplementary Assessment will be capped at 40.0%.

19.3 Students who attain at least 68.0% in the assessment for the University Diploma of Industrial Studies/ International (International) / Professional Studies/ Professional Studies (International) shall be eligible for the award of the University Diploma with Distinction.

19.4 Students who attain at least 58.0% in the assessment for the University Diploma of Industrial Studies / Industrial Studies (International) / Professional Studies/ Professional Studies (International) shall be eligible for the award of the University Diploma with Merit.

## **20. AEGROTAT AWARDS**

20.1 A student who is prevented by illness or other good cause from taking either the whole or part of the assessments for the final Stage of a programme of study but has completed all the other requirements for that programme of study may, on the recommendation of the Board of Examiners and subject to the approval of the Faculty Board and the Senate and under the conditions prescribed under 19.2 below, be treated as a successful student and granted an Aegrotat award.

20.2 In recommending the award of an Aegrotat, the Board of Examiners shall be satisfied that the evidence presented on the student's behalf is sufficient. The evidence presented shall always include:

In the case of illness, a certificate signed by a Registered Medical Practitioner, after all necessary consultations with those with knowledge of the circumstances, regarding the student's inability, for good cause, to undertake the assessments;

20.2.1 A report that the student's work during the programme of study had shown beyond reasonable doubt that the student would, in normal circumstances, have been recommended for the relevant award at the conclusion of the programme of study.

- 20.3 The grant of an Aegrotat degree shall be awarded as a Degree of Bachelor, Foundation Degree or Integrated Degree of Master and shall not be awarded as an Honours or Ordinary Degree of Bachelor or Honours or Ordinary Integrated Degree of Master.
- 20.4 An Aegrotat Certificate of Foundation Studies/Certificate of International Foundation Studies, Certificate or Diploma of Higher Education, Advanced Diploma of Higher Education or Integrated Degree of Master shall not be awarded with Distinction or Merit.
- 20.5 Students who under the provision of 19.1 above have been granted an Aegrotat award may be permitted to undertake Supplementary Assessment, with a view to gaining the award for which they were registered, according to the provisions set out in Sections 17 and 18 above. In the event of failure in the Supplementary Assessment, the previously granted Aegrotat award shall stand.

## **21. AMENDMENTS TO SYLLABUS**

- 21.1 Where, in the judgement of the Internal Examiners, major syllabus changes to a module have been implemented in the period between a student's initial attempt and an attempt at Supplementary Assessment, such modifications shall be made to the assessment for the module as to render it appropriate to the syllabus covered by the student at the initial attempt.

## **22. ASSESSMENT RESULTS**

- 22.1 Recommendations regarding assessment results shall be presented by a Board of Examiners to the Faculty Board of the Faculty responsible for the administration of the programme of study concerned. Recommendations concerning the award or non-award of a degree shall also be presented by the Faculty Board to the Senate.



## **ADDENDUM: FORCE MAJEURE EVENTS**

The University reserves the right to at any time approve changes to the Regulations and/or Terms of Reference governing the operation of University Assessment Committees and Boards of Examiners in response to circumstances not within its reasonable control but which may affect its ability to perform its obligations.