



# **Undergraduate Progression and Award Regulations**

**2024-25**

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## **Qualifications covered by these Undergraduate Progression and Award Regulations**

Certificate in Higher Education  
Diploma in Higher Education  
Foundation Degree  
Undergraduate Certificate  
Undergraduate Diploma  
Bachelors Degree (Ordinary)  
Bachelors Degree with Honours\*  
Graduate Entry LLB with Honours  
Graduate Certificate  
Graduate Diploma  
Integrated Masters\*

\*includes with placement year and study abroad

An explanation of these qualifications, including the amount of credit required for the award of these qualifications, is available in the [University's Academic Framework](#).

# Undergraduate Progression and Award Regulations

## Introduction

1. The Undergraduate Progression and Award Regulations are part of the University's Academic Regulations approved by Senate.
2. These Regulations form part of a complementary set of documentation, which is reviewed on a regular basis and can be found here [Regulations for examinations and assessment](#)
3. These Undergraduate Regulations operate on the basis of a set of agreed principles:
  - Academic standards and professional requirements will remain paramount to safeguard the integrity of university awards
  - The regulations will align with external requirements in force [including the Office for Students (OfS) conditions of registration, the Framework for Higher Education Qualifications (FHEQ) and sector best practice].
  - Where courses are governed by Professional, Statutory or Regulatory Body (PSRB) requirements, permitted derogations to enable compliance with PSRB requirements may be permitted with the approval of the Pro Vice Chancellor (PVC) (Education and Students)
  - Clear, consistent and transparent application of these regulations
  - Students will be treated in a fair and equitable manner
  - The University's examination boards will make decisions which support student retention, progression and achievement by enabling students to complete/achieve the highest potential award in the shortest timeframe.

## Status of the Undergraduate Regulations

4. Senate is responsible for the overall academic standards of each undergraduate award made by the University.
5. These Regulations will be published annually before the start of the academic year on the University of Sussex website and are incorporated by reference into the Undergraduate Student Terms and Conditions each academic year.
6. The Pro Vice-Chancellor (PVC) (Education and Students) can recommend to the Vice Chancellor (VC) the suspension, amendment or revocation of any part of these regulations (see also para 9).

## **Exceptions to these Regulations**

7. These Regulations may be varied by the University Education Committee (UEC) or the PVC (Education and Students) in their capacity as Chair of the UEC for Course derogations, cohort allowances or individual inequitable outcomes:

### **Course Derogations**

- a. Where courses additionally lead to awards or accreditation by Professional, Statutory or Regulatory Bodies (PSRBs) these may be subject to other rules or regulations which will be approved by the UEC. These are called derogations.

### **Cohort Allowances, scaling, reweighting, unforeseen cohort experiences**

- b. Where the application of the Regulations requires an exception for a particular cohort or where there have been in-year regulatory changes, an Allowance may be required.

### **Individual Inequitable Outcomes (IIO)**

- c. Where the strict application of the Regulations would result in an unintended, manifestly unfair outcome for a student(s), taking into account the particular circumstances, an exception for that student(s) may be required.

## **Review of these Undergraduate Regulations**

8. The University will identify necessary changes and improvements to the Academic Regulations during an academic year, to take effect in the next academic year.
9. Exceptionally, regulatory changes may be adopted within the academic year. Such changes will only be approved where there is sufficient evidence that the changes are necessary to protect academic standards, or to ensure fairness to all students. Where this is necessary students will be notified by written communication which will explain the nature of the change and any impact this change may have to their course (see also para 6).
10. The University will also undertake a systematic and detailed evaluation of its academic regulations on a periodic cycle at least every six years.

## **Section1: Student Registration**

### **General requirements**

11. Students are not usually permitted to register for more than one taught programme of study leading to an award of the University at the same time, unless with the permission of the Director for the Student Experience (or their nominee).
12. Full time attendance within any undergraduate course, usually requires students to study modules to the value of at least 120 credits which contribute to the course for which they are registered.

### **Periods of registration**

13. The Academic Framework articulates the maximum periods of registration.

### **Recognition of Prior Learning**

14. It is a requirement that for University of Sussex undergraduate honours and integrated master's awards, at least one stage of study must have been undertaken at the University, or on a course validated by the University, to qualify for a Sussex award. The University's Recognition of Prior Learning Policy is published at: [Recognition of prior learning](#).

### **Module registration**

15. Students may be allowed to register for modules to be assessed for credit without being registered for an award.

### **Temporary Withdrawal from the University**

16. Where major changes have been made to the curriculum, it may not be possible for a student returning from a temporary leave of absence to be offered either a sit/resit of missed or failed assessments: In these circumstances the student will be required to restart at the beginning of the relevant semester or stage.

### **Permanent Withdrawal**

17. Where a student has permanently withdrawn, a Progression and Award Board (PAB) will determine any outcomes, including an exit award, based upon credits achieved prior to withdrawal.



## Section 2: Courses & Modules

### General

18. All Undergraduate courses leading to an award of the University are credit-bearing.
19. Credit is usually module specific and is available upon completion of the module.
20. Modules may have:
  - Pre-requisites – a pre-requisite module must be passed, or studied, before the study of the module which requires it can be commenced
  - Co-requisites – two or more modules must be studied in parallel.

### Variation of study

21. All courses are validated as coherent programmes of study. Requests for a variation of study can be exceptionally permitted upon application and can be approved subject to the necessary criteria being met. See [Variation of Study : Curriculum](#).
22. An application for a variation of study may be rejected on the grounds of academic judgement having given due regard to the learning outcomes of the course.
23. The requirements of a PSRB will take precedence to any variation of study.

### Study Abroad and Placement

24. All study abroad and placement years are subject to acceptance by the host institution/employer, and to any relevant visa requirements.
25. An integrated study abroad year must be academically coherent and be the equivalent of 120 credits.
26. A voluntary study abroad year must be the equivalent of 120 credits with at least 50% of the modules related to the University of Sussex course upon which the student is registered.
27. A variation of study semester must be equivalent to 60 credits and must be approved.
28. The marks achieved on a voluntary study abroad/ placement year do not contribute to classification. However, students are required to achieve the pass

threshold of 40% in order for the study abroad/ placement year to be included in their degree title.

29. For placement year/semester (voluntary and mandatory) the assessment will be based on the assessment set and marked by the University.
30. For a study abroad year/semester (voluntary and mandatory) the assessment will be determined by the host institution.

#### **Variations of study to include study abroad/placement**

31. Exceptionally, a study abroad/placement semester may either be incorporated into a 3-stage course (or a 4 stage Integrated Masters degree); or approved to replace stage 3 of a 4 stage Integrated Masters degree with a study abroad/placement year at level 6.
32. Approval will be considered for a variation study abroad semester/year where a capped mean mark of 60% in stage 1 has been achieved.
33. The conversion of a study abroad/placement semester to a voluntary study abroad/ placement year is not permitted.

## Section 3: Assessment

### General Principles

34. The purpose of assessment is to enable students to demonstrate that they have fulfilled the appropriate learning outcomes, skills and competence standards (where applicable) of their course of study and have achieved the standard required for an award.
35. The University's expectations in respect of assessment design, marking, moderation and the conduct of examinations are set out in the [Marking, Moderation and Feedback Policy](#), and [Conduct for Examinations and Changes to Examination and Assessment Arrangements](#).

### Modes of Assessment

36. The University uses a range of approved modes of assessment. The modes and their descriptors are set out in [Modes of Assessment 2024/25](#).
37. Detailed information about the assessment for each module is agreed by the Faculty/School Education Committee (SEC).
38. Students will be provided with detailed information about the assessment for each module. Details of assessments including the dates and times for examinations will be published on Sussex Direct.
39. Standard assessment methods may be varied for students with a disability. See [Students with a Disclosed Disability](#).
40. Alternative modes of assessment for Visiting and Exchange students should be provided in lieu of an in-person assessment, where the student will no longer be in attendance at the University.

### Assessment Requirements

41. A student registered for a module will be deemed to have attempted the module unless notice of withdrawal or transfer has been submitted in writing by published deadlines.
42. Where a specific level of attendance is required to be eligible for assessment in the module, this should be clearly stated and agreed at the validation of the course or subsequently approved modifications to the assessment strategy.

## **Academic misconduct**

43. All students are expected to follow the University's Academic Integrity Values, to avoid academic misconduct. See [Academic Misconduct Policy and Procedures](#).

## **Late submission**

44. Where a student submits an assessment beyond the original published deadline without explicit authorisation, a penalty deduction will be applied. See [Late Submission Penalty Framework](#).

## **Late submission – reasonable adjustments**

45. A student may be provided with a 7-day extension to a submission deadline as an approved Reasonable Adjustment, after which the standard late submission window and penalties will apply.

## **Non-Submission**

46. When an assessment is not submitted, it will be counted as an attempt and a mark of 0% recorded.

## **Exceptional Circumstances**

47. Students experiencing short-term, unexpected circumstances that are beyond their control that negatively impacts their ability to study, prepare or complete an assessment or exam may submit an Exceptional Circumstances (EC) claim.
48. Where an Exceptional Circumstances claim that relates to the application of a penalty for late submission has been accepted, the penalty will be removed.

## **Marks and Grades**

49. Where a marking scale is employed, a numerical scale of 0-100 will be applied. Decimal places are not used on single assessments.
50. The mark for a module will be a whole number rounded up where the actual mark is equal to or greater than 0.45% and rounded down where the actual mark is equal to or less than 0.44%.
51. Modules can be designated at validation as pass/fail. The credits awarded for pass/fail modules contribute to progression and may contribute to the award.
52. A pass mark for the module depends on the level of the module and not on the level of the award:
  - Modules at levels 3 to 6 have a pass mark of 40%.

- Modules at level 7 have a pass mark of 50%.

### **Examination Boards**

53. Examination boards act in accordance with the [Examination Board policy and procedures](#) which set out the responsibilities and membership of Module Assessment Boards (MABs) and Progression and Award Boards (PABs).

### **Maximum number of assessment attempts**

54. The maximum number of assessment attempts permitted for a student to fulfil the learning outcomes of a module is 3 comprising:
- First (initial) attempt
  - One resit attempt
  - One discretionary second resit

See also para(s) 82, 95 and 97.

### **Assessments in extremis**

55. In the event that insufficient marks are available for assessment boards that result in, or could lead to a student being unable to progress onto the next stage of study, then exceptionally an assessment board may make a recommendation to the PVC (Education and Students) for a student to be assessed for the learning outcomes for the entire course, including all [remaining] requisite component parts are measured and assessed in the final stage of the award of study [where PSRB allows].
56. For undergraduates students this will be:
- a. Level 4 for a certificate of higher education;
  - b. level 5 for a diploma of higher education;
  - c. level 6 for a bachelors degree
57. This provision should only be utilised in extremis where progression is not possible and where there is no opportunity for the marks to reasonably be retrieved within the academic cycle.
58. Once approved this would remain in place until the student completes their course and cannot be reversed. Any credit that has already been accumulated and assured by [an] assessment board[s] may contribute towards the final level 6 assessment outcomes.

## Section 4: Reassessment

### General Principles

59. The University applies the following threshold pass marks:

Level of module	Threshold pass mark
Level 3	40%
Levels 4, 5 and 6	40%
Level 7	50%

60. The opportunity to be reassessed will only be offered for modules where a student has not achieved the threshold pass mark for a module.

61. A resit opportunity may also be offered where additional PSRB requirements for passing a module have not been achieved.

62. The timing of resits, including guidance on approval routes for variation, are set out in [Conduct for Examinations and Changes to Examination and Assessment Arrangements](#).

### Forms of reassessment

63. The University operates the following forms of reassessment:

<b>Resit</b>	A further attempt of those elements of assessment within a module that have not been passed. This is usually within the same academic year and does not require additional teaching and learning.
<b>Sit</b>	This is where a student is permitted to retake an assessment(s) as if for the first time on the basis of an approved Exceptional Circumstances claim. This is usually within the same academic year and does not require additional teaching and learning.
<b>Trailed resit</b>	This is where a student is permitted to progress to the next stage of study with an outstanding failed module(s). The student is registered for the outstanding credit alongside their study in the next stage, no additional teaching and learning is required for the trailed module. The resit assessment will be taken in the reassessment period for the module.

See also para 114.

### Reassessment following failure at the first attempt

64. Following failure at the first attempt, reassessment by resit will usually be agreed by the PAB.

65. Where on practical grounds, it is not possible to offer a student an opportunity to be reassessed by resit, in order to demonstrate achievement of the associated learning outcomes, then a student may be required to repeat the module or stage.

#### **Maximum credit load for reassessment by resit following failure at the first attempt**

66. Following failure at the first attempt, a resit in all failed modules may be permitted unless there is no evidence of assessment attempt or submission with a credit bearing module during that stage of study. In such circumstances, the PAB will usually terminate the student's registration.
67. A student will be considered for an exit award appropriate to the credit achieved.

#### **Reassessment with accepted Exceptional Circumstances**

68. Where a student has an accepted Exceptional Circumstances (EC) claim, the PAB may offer a sit for an uncapped mark in accordance with the weighting of the accepted EC.
69. No setting aside of missed, failed or impaired assessments, or components of assessment is permitted, unless exceptionally, the assessment has been reweighted for the whole student cohort.
70. In cases where the sit offered is not taken, the original marks(s) achieved will stand for progression and award purposes.

#### **Modules exceptionally exempted from providing a resit opportunity**

71. In some cases, the nature of the assessment may preclude the opportunity for a resit. In such cases a student failing to pass the module may instead be required to repeat the module or stage in order to demonstrate relevant learning outcomes and obtain the relevant credit.
72. Any exemptions must be approved by the University Education Committee and clearly published to students.

#### **Failure to achieve the assessment requirements during the study abroad/placement year (integrated and voluntary)**

73. Where a student fails to achieve the assessment requirement on a study abroad year, any resit opportunity remains at the host institution.

74. Exceptionally where a student has been unable to take a study abroad resit set by the host institution, a resit opportunity may be set by the University to enable the student to retrieve the failure.
75. Where a student fails to achieve the assessment requirement, following resit opportunities, the student will graduate on the award title without the suffix 'with a study abroad/ placement [year]'. The fail mark will not contribute to classification.

**Failure to achieve the assessment requirements during the study abroad/placement semester**

76. Where a student fails to achieve the assessment requirement on a study abroad semester, any resit opportunity remains at the host institution.
77. Exceptionally where a student has been unable to take a study abroad resit set by the host institution, a resit opportunity may be set by the University to enable the student to retrieve the failure.

**Retrieving credit in the following academic year**

78. Progression and Award Boards (PAB) may consider the mechanisms for the retrieval of credit.
79. A PAB may judge that no further reassessment can be permitted and terminate a student's registration.
80. Exceptionally, a PAB may make a request to the PVC (Education and Students) to offer a further academic year to achieve credits for that stage of study.

**Repeat stages of study**

81. A repeat of a stage of study means that a student restarts all the modules associated with the stage as if for the first time, takes part in all teaching and learning and takes all assessment. All previous marks and credit relating to the repeat stage are removed from the student record for progression and award purposes.
82. The resit PAB will offer an automatic opportunity to repeat the stage to students in stage 1 who have not achieved sufficient credit to progress following a resit opportunity.



### **Discretionary offer of a repeat stage**

83. There is no automatic right to repeat a Foundation Year, stage 2 or the final stage of an undergraduate award. In these instances, it is at the PABs discretion to offer a repeat stage.

### **Limits on the offer of a repeat stage**

84. A repeat stage may not be given where the stage has already been repeated or second resits without attendance have already been granted by a PAB.

### **Repeat of a semester**

85. The PAB may agree to offer a repeat of a semester instead of the whole stage, provided that 60 credits have been secured in the other semester.

### **Conditions applied to a repeat stage/semester**

86. A student offered a repeat stage/semester of study will be required to abide the conditions set out in the University Repeat Year Learning Agreement. See Learning Agreement [guidance](#) and [form](#).

### **Repeat of a module**

87. Exceptionally, a PAB may offer the repeat of a module up to maximum of 30 credits where the course structure does not permit a failed module to be trailed.

### **Discretionary trailed resit**

88. The Progression and Award Board (PAB) has the discretion to offer the opportunity to progress to the next stage of study whilst trailing up to a maximum of 30 credits from the previous stage, provided that the student has achieved an uncapped stage mean of 40%.
89. A trailed resit can be given at all undergraduate stages including into the final stage, but not beyond the final stage
90. Where a student is permitted to progress to the next stage of study with an outstanding failed module(s) no additional teaching and learning shall be required for the trailed module. The resit assessment will usually be taken in the reassessment period for the module.

91. The standard principles regarding resit modes, resit marks, capping and resit scheduling apply.
92. Where a PAB has approved a trailed sit on the basis of accepted Exceptional Circumstances, the marks for the trailed sit will be uncapped.

### **Trailed modules and study abroad/placement activity**

93. Where a student is on a course with a study abroad/placement year, the Resit PAB may offer up to 30 credits of trailed resits to be scheduled in either:
  - the assessment period of the study abroad/placement year; or,
  - the resit assessment period of the final stage.

### **Replacement of a trailed module**

94. A student may exceptionally request to replace a trailed non-core module with an alternative non-core module(s) to the same credit value.
95. Students trailing an alternative module(s) will undertake all the teaching and learning for the module(s) and will be entitled to take a first and resit attempt at the assessment. The mark for both the first attempt and the retake will be capped at the minimum pass mark.

### **Limits on the offer of a trailed module**

96. A trailed resit is not usually available to students in the Foundation Year.

### **Discretionary second (2<sup>nd</sup>) resit without attendance in the next academic year**

97. A Progression and Award Board (PAB) has the discretion to offer a 2<sup>nd</sup> and final resit(s) for a failed module(s) up to a maximum of 60 credits, provided at least 60 credits have been achieved in the remaining modules at the stage.
98. Where a trailed resit is approved, the general principles regarding resit modes, resit marks, capping and resit scheduling apply.

### **Limits on the use of discretionary second (2<sup>nd</sup>) resits**

99. A discretionary second resit may not be given where the stage has already been repeated.

### **Marginal Failure**

100. The University defines marginal failure in a module as follows:

Level of module	Marginal fail band
Level 3	Marks of 35 – 39%
Levels , 4, 5 and 6	Marks of 35 – 39%
Level 7	Marks of 45 – 49%

### Compensation for Module Failure

101. Once a student has studied the required modules for a stage/level, the PAB may automatically compensate module(s), up to a maximum of 30 credits per stage, with a marginal fail mark.
102. Automatic compensation may be applied where a student has an uncapped stage mean of 40% or more. For Integrated Masters, the uncapped mean must be 50% or more in the final stage (level 7/ stage 4) of the course.
103. The mark for the compensated module(s) will remain as the actual mark achieved for progression and award purposes and the credits awarded.

### Limits on the use of compensation

104. A PAB may not compensate a module failure that is a result of academic misconduct.
105. By exception, a course may require additional criteria for the use of compensation or may not permit the use of compensation at all. See [Approved Derogations to UG and PGT Progression and Award Regulations](#).

### Discretionary condoned credit

106. The PAB has the discretionary authority to award up to a maximum of 30 condoned credits in the final award stage where:
- The course learning outcomes have been met, and
  - The relevant uncapped stage mean in the final stage has been achieved as follows:

Type of Award	Criteria to be met
Undergraduate degree	Uncapped stage mean of 40%
Integrated Masters degree	Uncapped stage mean of 50%

107. Where condonement is applied the mark achieved will remain as the mark achieved for award purposes and the credits awarded.

#### **Limits on the use of condonement**

108. A PAB may not condone a module failed as a result of academic misconduct.

#### **Limits on the combined use of compensated credit**

109. A maximum of 30 credits may be granted via a combination of compensation and condonement in the final award stage.
110. Credit trailed from a previous stage may be condoned at the award stage provided that the credit granted via condoned or compensated credit does not exceed a total of 30 credits.

#### **Optional resits following the use of compensation or condonement**

111. Where condonement has been applied, the student will be provided with a single optional resit instead of receiving the credit via condoned credit.
112. The PAB may use their discretion to offer a single optional resit where compensation has been applied instead of receiving the credit via compensated credit.
113. Marks achieved will be capped at the minimum threshold pass mark and will contribute to progression and award decisions.
114. No further optional resit opportunity will usually be given where an optional resit is compensated or condoned.
115. The standard requirements regarding resit modes, resit marks, capping and resit scheduling apply.

#### **Circumstances where a sit may be determined outside the PAB**

116. Very occasionally a sit may be offered outside of the consideration of the PAB. Where appropriate, the marks array presented to the PAB will indicate that a sit of the resit mode as already been given.

## Section 5: Progression

### Standard progression requirements

117. A PAB will confirm progression to the next stage/level of study in accordance with these regulations and in the case of failure, will offer retrieval opportunities where appropriate.
118. The roles, responsibilities and membership of Progression and Award Boards (PABs) is set out in the [Examination Board policy and procedures](#).
119. The uncapped stage mean will be used for the purposes of progression with the exception of all Integrated Masters degrees where the capped mean is used for progression purposes.
120. The capped mean is also used for course transfer purposes. The stage mean includes all marks achieved on modules taken in the stage including marks of 0 and fail marks.
121. PABs will apply the following criteria to determine progression:

Stage	Criteria
<b>Stage 1 to stage 2 (year 1 to year 2 of a UG course)</b>	120 credits at the prescribed level <sup>1</sup> and an uncapped stage mean of 40%. This may include compensated credit.
<b>Stage 2 to 3 (year 2 to year 3 of a UG course)</b>	120 credits at the prescribed level <sup>2</sup> and an uncapped stage mean of 40%. This may include compensated credit.
<b>Stage 3 to stage 4 (year 3 to year 4 on an Integrated Masters course)</b>	120 credits at the prescribed level and a capped stage mean of 40%. This may include compensated credit.

### Exceptions to the standard progression requirements

122. Exceptionally some Integrated Masters courses may have higher requirements to progress to the next stage. See [Approved Derogations to UG and PGT Progression and Award Regulations](#).

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<sup>1</sup> As set out in the [Academic Framework](#)

<sup>2</sup> As set out in the [Academic Framework](#)

### **Criteria to continue on or transfer to a course including an additional study abroad year (integrated or voluntary)**

123. In order to remain on or transfer to a course that includes an additional study abroad year (integrated or voluntary), students are required to achieve a capped mean mark of 50% in stage 1.
124. The requirements for progression into the final stage of study must also be met before the study abroad placement year, while allowing up to 30 credits to be trailed into the study abroad placement year.
125. The [Approved Derogations to UG and PGT Progression and Award Regulations](#) sets out any exceptions where a higher progression threshold applies.
126. Students who fail to achieve the higher progression threshold, after a resit opportunity, will continue on the course variant, without the study abroad suffix, where the standard progression requirements have been met.
127. A student who has met the criteria to progress to an additional study abroad year, but who has previously repeated a stage must have received permission by the School to commence the study abroad year.

### **Criteria to continue on or transfer to a course including an additional voluntary placement year**

128. Students on a course that includes an additional voluntary placement year must achieve the standard progression criteria (see also para 122) to continue on, or transfer to, a course including an additional voluntary placement year (professional or industrial).
129. The [Approved Derogations to UG and PGT Progression and Award Regulations](#) sets out any exceptions where a higher progression threshold applies.
130. A student who has met the criteria to progress to a placement year, but who has previously repeated a stage, must have received permission by their School to commence the placement.

### **Assessment requirements during a study abroad/placement year/semester**

131. To continue into the final stage of a four or five stage course with a title that includes a study abroad/ placement year, an overall mean of 40% is required on the study abroad/ placement year assessment.

132. Students taking a study abroad/ placement semester as a variation within a three or four stage course will be required to achieve an overall mean of 40% on the study abroad/ placement assessments to achieve the credits for the semester.

### **Progression from a Foundation Year to stage 1**

133. There is no automatic progression onto an associated award. The criteria for progression to stage 1 of a degree is set out in [Approved Derogations to UG and PGT Progression and Award Regulations](#).
134. The University's rules on the use of trailed credit do not usually apply to the Foundation Year.
135. A University of Sussex Certificate of Education will be issued in cases where a student meets the assessment criteria for progression to stage 1 of an associated bachelors award but decides not to take that place up or where a student does not complete the stage.
136. There is no automatic right to repeat the Foundation Year. Any decision to offer a repeat will be at the discretion of the PAB.

### **Progression of Part-time students**

137. A part-time student's progress must be considered at the summer PAB during each year of study.

## Section 6: Awards

### General

138. A PAB will consider students for an award on the first occasion that they have achieved the minimum required modules.
139. In all cases the capped stage mean is used for award purposes.
140. Credit achieved at stage 1 does not count towards degree classification.

### Overall framework for classification

141. Undergraduate awards will be classified using the following overall framework:

An overall weighted grand mean of 70 – 100%	First Class Honours
An overall weighted grand mean of 60 – 69%	Upper Second Class Honours
An overall weighted grand mean of 50 – 59%	Lower Second Class Honours
An overall weighted grand mean of 40 – 49%	Third Class Honours

### Rounding

142. In all cases, where the grand mean average creates a mark of 0.45% or greater, this will be rounded up to the next full percentage point.

### Borderline Zone

143. The University operates a borderline zone at each of the classification boundaries.
144. The PAB will uplift an award to into the higher classification if the student has:
- A grand mean mark of up to 1% below the classification boundary, and
  - 50% or more of the final stage credit that contributes to the award is in the higher classification band.
145. Exceptional circumstances do not provide grounds for reclassification of an award.

### Use of higher-level credit

146. Higher level credit can be used to replace lower-level credit but cannot be re-used at the higher level.



## Award Regulations

147. PABs will apply the following criteria to determine award outcomes:

Award	Requirements
<p>Three year Bachelors degree with Honours</p>	<p>Completion of:</p> <ul style="list-style-type: none"> <li>• at least 360 credits at the prescribed level</li> <li>• of which at least 90 credits must be at level 6 or above</li> <li>• and a capped stage mean of 40% or more, in the final stage.</li> </ul> <p>This may include condoned and compensated credit.</p> <p><b>Calculation of classification</b></p> <p>The calculation of the honours classification will be determined using the following algorithm:</p> <p>Stage 2 mean based on all 120 credits with a weighting of 40%</p> <p>Stage 3 mean based on all 120 credits with a weighting of 60%</p>
<p><b>Four year Bachelors degree including an integrated/voluntary study abroad or placement year</b></p>	<p>Completion of:</p> <ul style="list-style-type: none"> <li>• at last 480 credits at the prescribed level</li> <li>• of which at least 90 credits must be at level 6 or above</li> <li>• a capped stage mean of 40% or more in the final stage.</li> </ul> <p>This may include condoned and compensated credit.</p> <p><b>Calculation of classification that includes an integrated study abroad or placement year</b></p> <p>The marks achieved on an integrated study abroad or placement year will contribute to classification.</p> <p>The calculation of the honours classification will be determined using the following algorithm:</p> <p>Stage 2 mean based on all 120 credits with a weighting of 32%</p> <p>Stage 3 mean based on all 120 credits with a weighting of 20%</p>

	<p>Stage 4 mean based on all 120 credits with a weighting of 48%</p> <p><a href="#">Approved Derogations to UG and PGT Progression and Award Regulations</a> sets out the courses where an integrated year contributes to classification.</p> <p><b>Calculation of the honours classification that includes a voluntary study abroad or placement year</b></p> <p>The marks achieved on a voluntary study abroad/placement year will not contribute to classification.</p> <p>The calculation of the honours classification will be determined using the following algorithm:</p> <p>Stage 2 mean based on all 120 credits with a weighting of 40%</p> <p>Stage 3 mean based on all 120 credits with a weighting of 0%</p> <p>Stage 4 mean based on all 120 credits with a weighting of 60%</p>
<p><b>4 year Integrated Masters degree</b></p>	<p>Completion of:</p> <ul style="list-style-type: none"> <li>• at least 480 credits at the prescribed level</li> <li>• of which at least 120 credits must be at level 7</li> <li>• a capped stage mean of 50% in the final stage.</li> </ul> <p>This may include condoned and compensated credit.</p> <p><b>Calculation of classification</b></p> <p>The calculation of the classification will be determined using the following algorithm:</p> <p>Stage 2 mean based on all 120 credits with a weighting of 24.242</p> <p>Stage 3 mean based on all 120 credits with a weighting of 36.364</p> <p>Stage 4 mean based on all 120 credits with a weighting of 39.394</p> <p>Credit achieved at Stage 1/level 4 does not contribute towards the degree classification.</p>
<p><b>5 year Integrated Masters degree with a study abroad/placement year</b></p>	<p>Completion of:</p> <ul style="list-style-type: none"> <li>• not less than 600 credits at the prescribed level</li> <li>• of which at least 120 credits must be at level 7</li> <li>• a capped stage mean of 50% in the final stage.</li> </ul>

	<p>The credit requirement may include condoned and compensated credit where this has been given by the PAB.</p> <p><b>Calculation of classification</b> The calculation of the classification will be determined using the following algorithm:</p> <p>Stage 2 mean based on all 120 credits with a weighting of 24.242%</p> <p>Stage 3 mean based on all 120 credits with a weighting of 0%</p> <p>Stage 4 mean based on all 120 credits with a weighting of 36.364%</p> <p>Stage 5 mean based on all 120 credits with a weighting of 39.394%</p>
<b>Graduate Diploma</b>	<p>A student registered for a Graduate Diploma will be considered for an award upon completion of:</p> <ul style="list-style-type: none"> <li>• not less than 120 credits at the prescribed level.</li> </ul> <p><b>Calculation of classification</b> The calculation of the classification will be determined using the following algorithm: Grand mean of 120 credits across the course.</p>
<b>Intercalating Medical Students</b>	<p>A classified BSc will be awarded to intercalating BSMS students who take the final year of BSc Neuroscience or BSc Medical Neuroscience and achieve 120 credits at level 6</p> <p><b>Calculation of classification</b> The calculation of the classification will be determined using the following algorithm: Grand mean of 120 credits at Level 6.</p>

### **Consideration upon notification/constructive knowledge of a disability**

148. The PAB has the discretion to base final classification outcomes on the marks achieved during the stage or stages of study after reasonable support was put in place, following receipt of notification or constructive knowledge of a disability. No marks should be set aside and a minimum of a full stage of marks must be considered.

## **Award titles**

149. A student will be awarded a degree with 'Study Abroad year or Professional/Industrial Placement Year', provided that the required award criteria have been met. This will be recognised on the degree certificate.
150. A student who fails to complete, pass or are exempted from the study abroad or placement year will exit on the course title excluding with 'Study Abroad year or Professional/Industrial Placement Year', provided the that the required award criteria have been met. The fail mark will not contribute to classification.

## **Pathway titles**

151. Where 60 or 90 credits attached to an agreed pathway have been passed, this will be recognised on the degree certificate.

## **Exit Awards**

### **Ordinary Bachelors degree for students who have been registered for honours**

152. A student who is considered for, but fails to achieve the standard required for the Honours degree but who meets the following criteria will be considered for the award on an Ordinary Bachelors degree:
- at least 300 credits at the prescribed level set out in the Academic Framework, which may include compensation in an earlier stage of study
  - of which at least 60 credits must be at level 6 in the final stage
153. Alternative exit award titles are set out in [Approved Derogations to UG and PGT Progression and Award Regulations](#).
154. The PAB has the discretion not to award an Ordinary Degree where this would conflict with the requirements of a PSRB.

### **Bachelors degrees for students registered on an Integrated Masters degree**

155. A student who is considered for, but fails to achieve the standards required for the award of an Integrated Masters degree, but who meets the criteria will be considered for the award of a named Bachelors degree with Honours.

156. A student who leaves an Integrated Masters course at the end of stage 3 (completion of level 6) or who transfers to the BSc/BEng for the start of stage 3 will be considered for the award of a named Bachelors Degree with Honours
157. A Bachelors degree awarded as an exit award will be classified using the standard algorithm, where the relevant criteria have been met.
158. A Bachelors exit award in the course title will be awarded unless an alternative course title has been approved at validation.
159. [Approved Derogations to UG and PGT Progression and Award Regulations](#) sets out the derogations for Integrated Masters and Bachelors degrees as exit awards.

#### **Diploma of Higher Education for students registered for honours**

160. A student who has permanently withdrawn and who has achieved 240 credits at the prescribed level will be considered for the award of Diploma of Higher Education.
161. The credit required may include compensated or condoned credit, pro-rated to the appropriate level of the exit award.

#### **Certificate of Higher Education for students registered for honours**

162. A student who has permanently withdrawn and who has achieved 120 credits at the prescribed level will be considered for the award of Certificate of Higher Education .
163. The credit required may include compensated or condoned credit, pro-rated to the appropriate level of the exit award.

#### **Non-accredited exit awards**

164. A PAB has the discretion to give an exit award where the standard criteria have been met.

#### **Institutional Credit**

165. Where insufficient credit has been accrued for a Degree, Diploma of Higher Education, or a Certificate of Higher Education to be given, then institutional credit for any modules passed will be awarded.

### **Aegrotat Awards**

166. An Aegrotat degree will be subject to the approval of the Pro Vice-Chancellor (Education and Students) following a recommendation from the PAB.
167. An Aegrotat degree does not provide eligibility for registration with a PSRB or denote suitability to practice.

### **Appeal against the decision of a PAB**

168. A student can appeal against the decision of a PAB where the criteria for an appeal are met.

### **Transcript of results**

169. Upon completion of/withdrawal from their studies, the student will receive a transcript. The transcript does not constitute a certificate or award.

<b>Review / Contacts / References</b>	
Policy title:	Undergraduate Progression and Award Regulations
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Approving body:	Senate
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Revision history:	1
Next review date:	Editorial review: June 2025 Full review: June 2030
Related internal policies, procedures, guidance:	<i>Associated policies and procedures:</i> <a href="#">Regulations for examinations and assessment</a>
Division / School:	Division of Student Experience
Policy owner:	Director for the Student Experience
Point of Contact:	Academic Regulations Manager, Student Administration, Division of Student Experience