Imperial College London

Regulations for Taught Programmes of Study 2022-23

These regulations apply to all undergraduate and postgraduate taught programmes (including MRes) that have been through curriculum review

CONTENTS

GLOSSARY OF TERMS

The following list defines some of the terms used throughout this document.

Assessment criteria: A description of what the learner is expected to do and at what level in order to demonstrate achievement of the learning outcomes.

Compensation: The practice of allowing marginal failure (i.e. between 30.00-39.99 inclusive for Levels 4/5/6 or 40.00-49.99 inclusive for Level 7) of modules up to a maximum of 15 ECTS per academic level and awarding credit for them on the basis of good overall academic performance.

Compulsory modules: Modules which are designated as necessary to be taken as part of the programme syllabus. Compulsory modules can be compensated.

Core modules: Modules which serve a fundamental role within the curriculum, and for which achievement of the credits for that module is essential for the achievement of the target award. Core modules must therefore be taken and passed in order to achieve that named award.

Credit/Credit Volume: A numerical value denoting the amount of learning expected for the typical student to achieve the learning outcomes of that module. One ECTS credit represents 25 notional learning hours. See also 'Credit level', 'Credit transfer' and 'Degree credit'.

Credit Level: A numerical value denoting the depth of learning involved to meet the learning outcomes for that module. Aligned to the UK's Framework for Higher Education Qualificiations.

Credit transfer: The mechanism which allows credit awarded by either Imperial or another UK higher education awarding body to be recognised, quantified and included towards the credit requirements for a programme delivered by Imperial and/or between programmes offered by Imperial.

Deferral: Where students are able to be reassessed as a result of an accepted mitigating circumstances claim. Where a student passes a Deferral of a first attempt the module mark is uncapped. Where a student passes a Deferral of a second attempt (i.e. a Deferral of a Resit), the module mark is capped at the pass mark.

Degree credit: The credit required to achieve a named award, as set out in a programme specification. Degree credit may or may not contribute to the degree classification. Degree credit does not include any credit accrued as a result of the successful completion of extra-curricular modules or short courses.

Elective modules: Modules which are in the same subject area as the field of study and are offered to students in order to offer an element of choice in the curriculum and from which students are able to select. Elective modules can be compensated.

Enrolment: The annual procedure by which it is confirmed that students have progressed adequately, confirmed their mode of study and have made arrangements for the payment of fees for that academic year.

Exit award: An exit award is a qualification which may, where provided for, be awarded on successful completion of an intermediate point in the studies in a longer programme of study (when a student leaves the programme) but for which the student has not registered at the outset.

Intermediate award: An Intermediate qualification is a separate qualification which can be awarded at a specific stage or level part of the way through a longer programme of study and for which a student can register at the outset of study.

Programme of study: The approved curriculum leading to a specified and named award of the College as followed by an individual student.

Progression: The movement from one Level to the next Level of a programme. Progression is subject to successfully obtaining the required number of credits, at the required level and is authorised by the decision of a Board of Examiners.

Reassessment: An opportunity to recover failure by a Referral or Deferral.

Re-sit: Where a student has failed an assessment component(s) and is required to be reassessed in the assessment component(s) without attendance.

Recognition of Prior Learning (RPL): The identification, assessment and formal acknowledgement of learning and achievement that occurred at some time in the past (perhaps as the result of a previous course, self-directed study, or active experience), which is taken into account when admitting a student to a programme of study.

Recognition of Prior Certified Learning (RPCL): The identification, assessment and formal acknowledgement of learning and achievement which is at a higher education level that occurred at some time in the past, prior to entry to a programme of study, but which has not led to the award of credits or qualifications positioned on the Framework for Higher Education Qualifications of UK Degree Awarding Bodies (FHEQ), and for which the learning was awarded some form of official recognition.

Recognition of Prior Experiential Learning (RPEL): The identification, assessment and formal acknowledgement of learning and achievement that occurred at some time in the past prior to entry to a programme of study, but not in the context of formal education or training.

Referral: Where a student has the opportunity to retrieve failed assessment component(s) of a failed module without attendance. The mark achieved will be capped at the pass mark.

Registration: The act of confirming that the student has met the conditions of admission and commenced a programme of study. Registration occurs once at the beginning of the relevant programme of study.

Regulation: An agreed rule set by the College which must be followed.

Re-take: Where a student has failed a module(s) and is required to repeat the module(s) in its entirety with attendance, including any assessment components that may have already been passed, in the next academic year. The module result would be capped at the pass mark.

Target award: The named qualification for which a student registers.

PART 1: Context

Section 1: Introduction to the Regulations for Taught Programmes of Study

1.1   These Regulations relate to taught programmes of study for students of Imperial College of Science, Technology and Medicine[1] (hereinafter referred to as 'the College'). These Regulations apply to all programmes except where exemptions (either to specific regulations or to the Regulations as a whole) are approved by College Senate.

1.2   This document should be read in conjunction with the College's related policies, the appropriate programme handbook and programme specification, and other supporting documentation published by the College.

1.3   These Regulations do not apply to research degree programmes.

1.4   The information given in any accompanying academic policy and procedures are considered to have the full authority of the Regulations contained within the main document. However, these may be amended or withdrawn as appropriate by the College without reference to Senate.

1.5   These Regulations are applicable to all students within the scope of the Regulations until rescinded by the College Senate.

1.6   It is a student's responsibility to ensure they have read and understood the Regulations as they relate to their programme of study. The College will ensure that students are appropriately signposted to these and other relevant policies and procedures. A student's misinterpretation or lack of awareness of these Regulations will not be considered a valid reason for non-compliance.

1.7   In the case of any dispute about the interpretation of these Regulations, the decision of the Academic Registrar shall be final.

Section 2: Scope of the Regulations and Taught Awards of the College

2.1   These Regulations apply to the awards listed below and the students registered at the College for these taught awards[2]:

Undergraduate Awards

    a.   CERTIFICATES OF HIGHER EDUCATION (Sub-degree)
        Certificate of Higher Education (CertHE)[3]

    b.   DIPLOMAS OF HIGHER EDUCATION (Sub-degree)

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[1] Imperial College of Science, Technology and Medicine includes the Imperial College Business School
[2] Where applicable, these regulations also apply to occasional students and other visiting students to the College
[3] The CertHE is only available as an exit award.

Diploma of Higher Education (DipHE)[4]

c. FIRST DEGREES
Ordinary Bachelor Degree[5]
Bachelor of Science with Honours (BSc (Hons)
Bachelor of Engineering with Honours (BEng (Hons)
Master of Engineering (MEng)
Master in Science (MSci)
Bachelor of Medicine and Bachelor of Surgery (MBBS)
Intercalated Bachelor of Science (iBSc)

Postgraduate Awards

d. POSTGRADUATE CERTIFICATES
Postgraduate Certificate (PGCert)

e. POSTGRADUATE DIPLOMAS
Postgraduate Diploma (PGDip)

f. POSTGRADUATE TAUGHT DEGREES
Master of Business Administration (MBA)
Master of Education (MEd)
Master of Public Health (MPH)
Master of Research (MRes)
Master of Science (MSc)

2.2 Students who successfully complete the requirements of the award of a full undergraduate degree (BSc (Hons) (including the intercalated BSc) or BEng (Hons)) will be awarded Honours for the degree. A successful student will receive an award classified in one of the following ways; First Class Honours, or Second Class Honours (Upper Division), or Second Class Honours (Lower Division), or Third Class Honours. Certificates of Higher Education (CertHE), Diplomas of Higher Education (DipHE) and Ordinary Bachelor Degrees are unclassified and are pass/fail only.

2.3 The Bachelor of Medicine and Bachelor of Science (MBBS) is unclassified, however, students who successfully complete the requirements for the award, and who have achieved a sufficient standard throughout the programme of study, including passing all examinations at the first attempt may be entered for additional examinations and may be awarded marks of distinction.

2.4 Students registered for an Integrated Master's (MEng or MSci) degree who successfully complete the requirements of the award will be awarded Honours for the degree. A successful student will receive an award classified in one of the following ways; First Class Honours, or Second Class Honours (Upper Division), or Second Class Honours (Lower Division), or Third Class Honours.

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[4] The DipHE is only available as an exit award.
[5] The Ordinary Bachelor Degree is only available as an exit award.

2.5   Students who successfully complete the requirements for a Master's level award (MBA, MEd, MPH, MRes and MSc) will receive an award classified in one of the following ways: Pass, Merit or Distinction. Postgraduate Certificates and Postgraduate Diplomas are unclassified and are pass/fail only.

Post-Nominal Awards of the College

a.   ASSOCIATESHIPS
Associateship of the Royal College of Science (ARCS)
Associateship of the Royal School of Mines (ARSM)
Associateship of the Imperial College School of Medicine (AICSM)

The following award of the City and Guilds of London Institute is available to students of the College:

Associateship of the City and Guilds of London Institute (ACGI)

b.   POSTGRADUATE DIPLOMA
Diploma of Imperial College London (DIC)

2.6   A student registered on an undergraduate programme shall be awarded an associateship (if relevant) upon successful completion of that programme (see Table 1)

2.7   A student registered on a postgraduate taught programme shall automatically be awarded the Diploma of Imperial College London (DIC) upon successful completion of that programme (see Table 1).

Table 1: Associateship Eligibility Across Faculties

Award	Business School	Medicine	Natural Sciences	Engineering (Group 1)	Engineering (Group 2)	Non-faculty
Undergraduate						
CertHE	None	None	None	None	None	
DipHE	None	None	None	None	None	
BSc (Ordinary)	None	None	None	None	None	
BEng (Ordinary)				None	None	
BSc (Hons)	None	AICSM	ARCS	ACGI	ARSM	
BEng (Hons)				ACGI	ARSM	
MSci			ARCS		ARSM	
MEng				ACGI	ARSM	
MBBS		AICSM				
Taught Postgraduate						
PGCert	None	None	None	None	None	None
PGDip	None	None	None	None	None	None
MSc	DIC	DIC	DIC	DIC	DIC	DIC
MBA	DIC					
MPH		DIC				
MEd						DIC
MRes	DIC	DIC	DIC	DIC	DIC	DIC

Conferral and revocation of degrees and other awards

2.8 The authority to confer any degree, diploma or other award granted by the College in accordance with the Statutes and Ordinances of the College and all privileges connected therewith shall be exercised by, or on behalf of, the Senate.

2.9 The Senate may revoke any degree or other award granted by the College in accordance with paragraph 2.1 and all privileges connected therewith, if it shall be discovered at any time and proved to the satisfaction of the Senate that:

   a. there was an administrative error in the award made under the procedures required by the Statutes and Ordinances of the College;

   b. subsequent to an award, a Board of Examiners is provided with information which was unavailable at the time its original decision was made and determines that a candidate's classification should be altered or award revoked.

Publication of Regulations and Amendments

2.10 The Regulations are published annually under the authority of Senate prior to the academic year in which they will take effect.

2.11 These Regulations are effective for students registered for programmes of study covered by these Regulations from the beginning of the academic session 2022-23.

2.12 Students registered for programmes of study are subject to the Regulations currently in force. Regulations may be subject to change. Normally, in academic year regulatory changes will be due to circumstances beyond the control of the College[6].

2.13 Major amendments to existing Regulations which may be approved in the course of an academic year for introduction during that academic year will be incorporated in the Regulations published on the College website.

2.14 Communications sent from the College to an individual student must be regarded as applying to that student only.

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[6] For example, legal requirements

Academic Year

2.15   The term 'academic year' normally means the period extending from October to June inclusive. Where approved by Senate, programmes may extend beyond these dates.

2.16   The term 'calendar year' normally means the period extending from January to December inclusive.

2.17   The term "academic session" or "session" normally means the next academic year, where this is not the case it is defined in the individual programme specification.

Approved Programmes of Study

2.18   Programmes of study offered by the College and governed by these Regulations are approved by the Senate, or under delegated authority, by its sub-committees, and are subsequently published in the form of a programme specification.

2.19   Modifications to programmes can only be made in accordance with the College's **Programme and Module Modifications Procedure**.

PART 2: Admission and Registration

Section 3: Admission and Registration of Students on to Taught Programmes

Principles of Admission

3.1   The College provides rigorous and intensive taught degree programmes in science, engineering, business and medicine. These programmes are designed to produce graduates for either fast-track graduate employment or postgraduate study. They are intended to benefit students of high ability, whatever their ethnic or national origin, religion, politics or gender in accordance with the College's Equal Opportunities Policy. In order to cope with, enjoy and succeed on these programmes our students need to be extremely well-qualified on entry.

3.2   The College's mission is to maintain excellent standards of achievement in teaching and research in order to attract and admit students of the highest calibre, and its national and international reputation relies on the people who make up its diverse and high-achieving community. In pursuing its aim of excellence, the College adheres to a comprehensive policy of equal opportunities which ensures that it does not discriminate against any individual, from the first point of contact through to graduation. Selection for entry is based on consideration of academic ability, motivation for study, interest in the subject area and the potential both to benefit from the experience and to contribute to College life while on the programme. All applications are considered and evaluated on the basis of individual potential.

General Entrance Requirements

3.3   In order to be admitted to a taught programme of study with the College a student must:

      3.3.1   satisfy the general entrance requirements of the College for the level of study;

      3.3.2   satisfiy any additional requirements prescribed by the College for admission to specific programmes of study. Additional requirements are specified in the relevant programme specification for the academic year of application;

      3.3.3   have satisfied any arrangements considered necessary if the applicant is under 18 years of age;

      3.3.4   present an original copy of an accepted form of identification, as determined by the College;

      3.3.5   demonstrate a satisfactory Disclosure and Barring Service (DBS) check as applicable;

      3.3.6   disclose a criminal record as applicable;

      3.3.7   provide evidence of right to study in the UK, including having an appropriate visa where applicable, and have satisfied the requirements of the Home Office;

      3.3.8   comply with the registration and enrolment procedure laid down by the College.

3.4   An applicant possessing alternative qualifications and/or experience which do not conform with those described in Regulations 3.7 and 3.8 may be considered for admission to the College, if the applicant, by evidence of their background and experience, general education, scholarship or training satisfies the College as to their fitness to follow and complete the programme of study, and satisfies the College in any special qualifying examination or other condition, including a qualifying period of study, required by the College.

3.5   Except for specified modules, the language of instruction is English and all applicants must fulfil the College's minimum general entry requirement (the Standard Level) from a College approved test plus any additional programme specific requirements.

3.6   All decisions on admission will be taken in accordance with the College's **Undergraduate or Postgraduate Admission Policies** (see also Section 4 Recognition of Prior Learning and Credit Transfer).

General Entrance Requirements for Undergraduate Students

3.7 The normal minimum entrance requirement for admission for an undergraduate degree is:

    a. three grade A's in at least three A-Levels in the relevant subjects; or

    b. 38 International Baccalaureate points with at least a grade 6 at higher level in the relevant subjects; or

    c. a comparable qualification recognised by the College.

General Entrance Requirements for Master's Level Students

3.8 The normal minimum entrance requirement for admission for a Master's degree, Postgraduate Diploma or Postgraduate Certificate is:

    a. a Second Class Honours degree or a taught Master's degree awarded by a UK university or a comparable qualification recognised by the College, in a subject appropriate to that of the programme to be followed; or;

    b. a registrable qualification appropriate to the programme to be followed awarded in Medicine by a UK university or a comparable qualification recognised by the College; or

    c. a professional or other qualification obtained by written examinations and approved by the College.

Period of Student Registration

3.9 Taught students must be registered on their target award and for the full length of their programme of study, including approved interruptions of study.

3.10 Except in named circumstances approved by Senate, including students who enter the College with Recognition of Prior Learning or credit transfer (see Table 2), the minimum and maximum periods of registration for each target award, including any periods of interruption, are as follows:

Table 2: Minimum and Maximum Periods of Registration

Award	Full-time		Part-time and Flexible*	
	Minimum	**Maximum**	**Minimum**	**Maximum**
Bachelor's Degree with Honours (BSc (Hons), BEng (Hons)	3 academic years	5 academic years		

Award	Full-time		Part-time and Flexible*	
	Minimum	**Maximum**	**Minimum**	**Maximum**
Bachelor's Degree with Honours (BSc (Hons), BEng (Hons) with year aboard or year in industry/research	4 academic years	6 academic years		
Bachelor's Degree with Honours (BSc (Hons), BEng (Hons) year abroad and year in industry/research	5 academic years	7 academic years		
Integrated Master's (MEng, MSci)	4 academic years	6 academic years		
Integrated Master's (MEng, MSci) with year abroad (Replacement Year)	4 academic years	6 academic years		
Integrated Master's (MEng, MSci) with year abroad (Additional Year)	5 academic years	7 academic years		
Integrated Master's (MEng, MSci) with a year in industry/research	5 academic years	7 academic years		
Integrated Master's (MEng, MSci) with a year abroad and a year in industry/research	5 academic years	7 academic years		
Bachelor of Medicine, Bachelor of Surgery and Bachelor of Science (MBBS/BSc)	6 academic years	8 academic years		
Bachelor of Medicine and Bachelor of Surgery (MBBS) – Graduate Medicine	5 academic years	7 academic years		

Award	Full-time		Part-time and Flexible*	
	Minimum	**Maximum**	**Minimum**	**Maximum**
Bachelor of Medicine and Bachelor of Surgery (MBBS) – Advanced Entry	3 academic years	5 academic years		
Intercalated Bachelor of Science (iBSc)	1 academic year	3 academic years		
Postgraduate Certificate	3 months	24 months	6 months	36 months
Postgraduate Diploma	6 months	24 months	12 months	36 months
Master's (MBA, MEd, MPH, MRes, MSc)	12 months	36 months	24 months	48 months

* flexible mode of study covers students holding an intermediate[7] award of the College returning to complete a higher award, and e-learning/blended learning modes of study.

3.11 An approved programme of study must be continuously pursued, unless the College permits, generally by Regulation or in special cases, its interruption or reduction on grounds of illness or other adequate cause (Authorised Interruption of Studies).

Registration and Enrolment

3.12 All students must abide by the registration and enrolment procedures published by the College and must register and enrol to the satisfaction of the College. Students who fail to complete enrolment for each session of their programme after 21 days will normally be considered to have withdrawn and their registration will be terminated.

3.13 Students must complete the College registration form immediately upon beginning attendance at the College and enrol at the start of each session for the duration of their registration on the programme (not including any period covered by an approved interruption of studies).

3.14 Students are required to produce for inspection by the College the original documentary evidence of their qualifications. Any student who does not produce the necessary documentary evidence to verify that all admission requirements of the College have been met, or who secures admission to the College on the basis of qualifications, documents or statements which are subsequently found to be false, will have their registration terminated.

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[7] In this instance, an intermediate award refers to a PGCert or PGDip that forms part of a Masters level target award (MSc or MRes)

3.15   As a sponsor of Tier 4 international students the College is required by UK Visas and Immigration (UKVI) to have in place additional attendance monitoring requirements. The College must therefore withdraw sponsorship of students who miss 10 consecutive expected contact points or do not meet Departmental attendance monitoring requirements.

3.16   Any student who misrepresents their academic achievements in respect of their admission to the College through false documents or statements will have their registration terminated. A former student who misrepresents their academic achievements at College through false documents or statements will be denied any privileges afforded to alumni. Cases involving misrepresentation may lead to the student's actual marks and/or any degree being revoked and may also be subject to the College's **Student Disciplinary Procedures** or referred to the police authorities for further action.

3.17   Undergraduate students will be registered by the College in the names as they appear on their UCAS application form. Postgraduate and intercalating BSc students will be registered by the College in the names as they appear on their College application form (this may later be amended if the name on the documentary evidence of previous degree qualification or the passport differs). The College reserves the right to request and inspect documentary evidence to verify a student's names; normally one or more of the following documents may be required: passport, birth certificate, statutory declaration made before a magistrate or commissioner for oaths, Deed Poll. Changes to a student's name during their period of study can only be effected upon submission of one or more of the above documents and providing that the documents establish beyond doubt that the names refer to the student in question. It is the responsibility of all students to ensure that their correct names are recorded by the College. No change can be made to a student's name after graduation unless the name change is related to a gender reassignment in which case the College will need legal proof of name change such as a statutory declaration of name change or Deed Poll.

3.18   Students may apply to transfer their registration to another programme of study offered by the College. Transfer of registration is permitted under the following conditions:

   a. with the agreement of both programmes' Undergraduate or Postgraduate Director of Study (or equivalent); and

   b. if there are good academic grounds in support of the transfer or if there is other good cause; and

   c. if the student meets the admission requirements for the new programme of study.

3.19   Students may apply to change to another mode of study where an alternative mode of study is available and should the timetabling of the curriculum allow. Change to mode of study is permitted with approval of the Undergraduate or Postgraduate Director of Study (or equivalent) for the programme.

3.20   A student will not normally be permitted to register concurrently for more than one award of the College or of any other university or other institution unless the

scheme under which concurrent registration will operate has been approved by Senate. Nor will any person be admitted as a candidate to any assessment leading to an award of the College who has been admitted as a candidate for assessment leading to the comparable award of another university or other institution unless they have pursued separate prescribed programmes of study leading to the assessments concerned.

3.21   Normally, a student who has been awarded a qualification by the College may not subsequently be awarded the same qualification in the same subject or field of study by the College (see regulation 7.22 Field of Study).

Module Registration

3.22   Awards will only be made to students who have taken and passed the appropriate core module requirements for the programme, as specified in the relevant programme specification. Students are responsible for ensuring they have registered for the correct modules each year.

3.23   Where a module specification indicates that a module has pre-requisite conditions, students will normally be required to have met these conditions before registering for the module concerned.

3.24   Where a module specification indicates that a module has co-requisite conditions, students will normally be required to enrol for all modules concerned.

Students registered for taught degrees undertaking study elsewhere

3.25   **Bachelor of Science, Bachelor of Engineering, Master in Science and Master of Engineering Degrees**
The following provisions are not applicable in respect of students on the MBBS Graduate Medicine, MBBS Advanced Entry, the intercalated BSc or the MBBS/BSc (except the BSc year).

   3.25.1 The College may permit a student to spend a maximum of one year of their programme in another higher education institution. The student may be exempted from the College modules and assessments taken in the year if the following conditions have been met in full:

   a.   the receiving institution has been approved for this purpose by Senate;

   b.   in the opinion of the student's department, the study carried out in that institution is cohesive with the remainder of the programme;

   c.   that satisfactory arrangements for the assessment of the student's performance while attending the institution have been approved by Senate.

   3.25.2 The Board of Examiners for the programme will grant assessment exemptions and approve credit transfers where appropriate, subject to the following:

a. the conditions given in paragraph 3.24.1 are satisfied;

b. a maximum value of possible exemption is 60 ECTS (except where the College has made explicit provision for a programme to be delivered in part or in full at another institution specifically agreed for this purpose);

c. the standard attained by the student is at least equivalent to that achieved by a student following the normal programme of study.

3.26   **Taught Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates**

    3.26.1 The College may permit a student to take module(s) in another higher education institution. The student may be exempted from the equivalent College modules if:

a. the institution and module(s) has been approved for this purpose by Senate;

b. in the opinion of the student's department, the study carried out in that institution is cohesive with the remainder of the programme;

c. satisfactory arrangements for the assessment of the student's performance while attending the institution have been approved by Senate.

    3.26.2 The Board of Examiners for the programme will grant assessment exemptions and approve credit transfers subject to the following:

a. the conditions given in paragraph 3.26.1 are satisfied;

b. a maximum value of possible exemptions are: 30 ECTS for taught Master's awards; 20 ECTS for Postgraduate Diplomas; and 10 ECTS for Postgraduate Certificates (except where the College has made explicit provision for a programme to be delivered in part or in full at another institution specifically agreed for this purpose);

c. the standard attained by the student is at least equivalent to that achieved by a student following the normal programme of study.

3.27   At the discretion of the College, candidates on a Master's degree programme can spend a maximum of 50% of the duration of their programme on project work at another institution. The following provisos apply:

a. the individual programme requirements permit it;

b. the institution has been approved for this purpose by Senate;

c. appropriate supervision is available at the institution;

d. projects are either wholly assessed by Imperial or collaboratively assessed by Imperial and the institution.

Authorised Interruption of Studies

3.28 An interruption of studies is an extended period of authorised absence from studies.

3.29 The College may, at its discretion, grant an interruption of programme of study to a student on grounds of illness or other adequate cause in accordance with the College's **Authorised Interruption of Studies Policy**. The normal maximum period of interruption that may be granted is two years overall during the maximum period of registration. Applications for interruption of study are considered by the relevant Director of Undergraduate Studies or Director of Postgraduate Studies (or equivalent). Students who do not re-enrol by the end of this period will be considered to have withdrawn from the programme of study, and their registration will be terminated. In exceptional circumstances an application may be made for a longer period of interruption and these would be treated as a suspension of the regulations and approved by the Academic Registrar.

3.30 Students may not undertake re-assessments, re-take a module or attempt a module for the first time during an Interruption of Study.

3.31 Under the College's **Student Disciplinary Procedures**, **Academic Misconduct Procedure, Fitness to Practise Procedure** or **Fitness to Study Procedure** where they apply, a student may be required to interrupt their studies where it is deemed necessary to protect the College community. Details of this process is included in these procedures.

Withdrawal from a Programme of Study and the College

3.32 A student who withdraws from a programme of study at the College ceases immediately to be a registered student at the College.

3.33 A programme of study will lead to a target award but may incorporate a number of exit awards. A student who withdraws before completing their target award may be offered an exit award at the discretion of the Board of Examiners provided that they have met the requirements for that award.

3.34 Following ratification of all assessment outcomes by the relevant Board of Examiners, a withdrawn student will be provided with a transcript stating the modules successfully completed, the value in ECTS credits, and the main field of study, regardless of whether an exit award has been offered.

Terminating a Student's Registration from a Taught Programme on the Grounds of Unsatifactory Engagement

3.35 A student admitted to any programme of study must attend and participate in the programme to the satisfaction of the Head of Department. The College reserves

the right to require any student whose attendance and/or participation is unsatisfactory to withdraw from the College in line with the **Unsatisfactory Engagement Policy and Procedure**. A student required to withdraw has the right to appeal against the withdrawal decision. The responsibility for hearing and deciding upon appeals is vested in the Senate and is delegated by the Senate to Appeals Committees, whose decisions are final.

3.36   Each department (or equivalent) shall determine, for each programme it provides, the attendance and participation requirements and the criteria for indicating when non-attendance and/or non-participation has become a concern. These requirements and criteria will take account of the mode of study. Programme/Student Handbooks, both printed and online, must include a clear statement of attendance and participation requirements and how attendance and participation are recorded and monitored.

3.37   Under the College's procedures for **Student Discipline**, **Academic Misconduct, Fitness to Practise Medicine** or **Fitness to Study** where they apply, a student may be required to withdraw from their studies where it is deemed necessary to protect the College community or as a penalty/sanction, or where it is considered to be within the best interest of the student.

Section 4: Recognition of Prior Learning (RPL) [8] and Credit Transfer

4.1   The College may at its discretion recognise for academic purposes prior learning that has not been undertaken at the College. This can be certified learning (this is called Recognition of Prior Certified Learning (RPCL)) or experiential learning (this is called Recognition of Prior Experiential Learning (RPEL)). This recognition will give the learning a credit value and permit it to be counted towards the total number of credits required for an award.

4.2   Where students are awarded credit for prior learning they are exempted from the requirement to complete the module[s] which is [are] judged to be equivalent to the prior learning. Students who are joining a programme part way through will be assessed and awarded credits to ensure that the period of study they have missed is accounted for in terms of credit.

4.3   The work accepted for credit must be appropriate in level, quality and currency to, and form a coherent whole with, the proposed programme of study.

4.4   Recognition will be granted toward exemptions from whole modules; exemption is never given to part of modules.

4.5   The prior learning must have been undertaken normally no more than five years before the proposed date of entry to the programme of study for which exemption/credit is being sought.

4.6   A student will not be granted exemption from a research project or dissertation module of a programme of study via the prior learning route.

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[8] See also the College Policy and Procedure for the **Recognition of Prior Learning**.

4.7   The College will recognise prior learning on one occasion only.

4.8   Applications for the recognition of prior learning must normally be made during the admissions process, however first year undergraduates applying for transfer into the College can apply any time up to the first month of the programme.

4.9   Applications are considered by the relevant Assessment Panel which reports to Senate.

4.10   The maximum amount of credit which may be accumulated via the prior learning route (or via credit transfer from an institution other than the College) and accepted towards an Imperial award can be found in Table 3.

4.11   Professional, Statutory and Regulatory Bodies (PSRB) may specify restrictions in the amount of credit that may be accepted via the prior learning route on to an accredited programme. Should the maximum amount of credit permitted by the PSRB be lower than that permitted by the College, then the regulations of the PSRB shall override those of the College.

4.12   Acceptability for prior learning undertaken at the College or elsewhere does not confer right of entry to any programme.

4.13   An applicant accepted with RPL will also be required to meet any additional entrance requirements specified in the relevant programme specification. English language and other tests may be prescribed by the College.

4.14   Credits awarded via the prior learning route count towards the number of credits needed for the award, however, they do not normally count towards the award classification.

4.15   Undergraduate students with credit derived from prior learning from an institution other than Imperial are ineligible for the exit awards of CertHE or DipHE.

Credit Transfer

4.16   Acceptability for credit transfer of work undertaken at the College or elsewhere does not confer right of entry to any programme, as all normal entry requirements for the programme must be met.

4.17   An applicant for credit transfer will also be required to meet any additional entrance requirements specified in the relevant programme specification. English language and other tests may be prescribed by the College.

4.18   The College will accept transfer of credit on one occasion only.

a.   The College will not consider credit which has already been counted towards an award.

b.   The maximum amount of credit which may be accumulated via credit transfer from an institution other than the College (including via the prior

learning route) that may be accepted towards an Imperial award can be found in Table 3.

c.   A candidate may be granted credit towards the award of a Master's degree for no more than 60 ECTS if the candidate is presenting a College Postgraduate Diploma in the same field. A candidate may be granted credit towards the award of a Postgraduate Diploma for no more than 30 ECTS if the candidate is presenting a College Postgraduate Certificate in the same field. A candidate may be granted credit towards the award of a Postgraduate Certificate for no more than 10 ECTS if the candidate is presenting a College short course in the same field.

d.   Applications for credit transfer must normally be made during the admissions process.

e.   Applications for credit transfer are considered by the Director of Undergraduate Study or Director of Postgraduate Study (or nominee) for the relevant department.

f.   Credits accepted towards a College programme of study count towards the number of credits needed for the award, however, they do not normally count towards the award classification unless they are derived from study at the College.

g.   A student will not be granted credit towards a taught degree for work/study which they choose to do in addition to their programme requirements whilst registered for an award of the College, whether undertaken in the College or in any other institution except where prior approval has been given.

h.   PSRBs may specify restrictions in the amount of credit that may be transferred on to an accredited programme. Should the maximum amount of credit permitted by the PSRB be lower than that permitted by the College, then the regulations of the PSRB shall override those of the College.

Table 3: Maximum Amount of Credit which can be accepted via Prior Learning and/or Credit Transfer

The maximum amount of credit accumulated via the prior learning route and/or via credit transfer from an institution other than the College that may be accepted towards a College award[9] and the minimum period of registration which must be spent on the Imperial award is as follows:

Award	Maximum credit	Minimum period of registration
Bachelor's Degree with Honours (BEng (Hons), BSc (Hons)	60 credits (at FHEQ Level 4 or above)	2 academic years including the final year
Bachelor's Degree with Honours (BEng (Hons), BSc (Hons) with year abroad or year in industry/research	60 credits (at FHEQ Level 4 or above)	3 academic years including the year abroad or industry/research and final year
Bachelor's Degree with Honours (BEng (Hons), BSc (Hons) with year abroad and year in industry/research	60 credits (at FHEQ Level 4 or above)	4 academic years including the year abroad, the year in industry/research and final year
Integrated Master's (MEng, MSci)	60 credits (at FHEQ Level 4 or above)	3 academic years including the final year
Integrated Master's (MEng, MSci) with year abroad	60 credits (at FHEQ Level 4 or above)	3 academic years including the final year
Integrated Master's (MEng, MSci) with year in industry/research (Replacement Year)	60 credits (at FHEQ Level 4 or above)	3 academic years including the year in industry/research and final year
Integrated Master's (MEng, MSci) with year in industry/research (Additional Year)	60 credits (at FHEQ Level 4 or above)	4 academic years including the year in industry/research and final year
Integrated Master's (MEng, MSci) with a year abroad and a year in industry/research	60 credits (at FHEQ Level 4 or above)	4 academic years including the year abroad and industry/research and final year

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[9] See regulations 2.8 – 2.9 "Conferment and Revocation of Awards''

Award	Maximum credit	Minimum period of registration
Bachelor of Medicine and Bachelor of Surgery (MBBS)/BSc	Not accepted	Not accepted
Bachelor of Medicine and Bachelor of Surgery (MBBS) – Graduate Medicine	Not accepted. See entry requirements for MBBS Graduate Medicine	
Bachelor of Medicine and Bachelor of Surgery (MBBS) –Advanced Entry	Not accepted. See entry requirements for MBBS Advanced Entry	
Intercalated BSc	Not accepted. See entry requirements for Intercalated BSc	
Postgraduate Certificate (PG Cert)	10 credits (at FHEQ Level 7)	2 months full-time or 4 months part-time
Postgraduate Diploma (PG Dip)	20 credits (at FHEQ Level 7)	4 months full-time or 8 months part-time
MBA, MEd, MPH, MRes, MSc	30 credits (at FHEQ Level 7)	9 months full-time or 18 months part-time

Regulations for Advanced Standing Students proceeding to an Undergraduate degree

> *[These Regulations are only applicable to students applying for registration for programmes for which there is an advanced standing agreement with the partner institution approved by Senate.]*

4.19   An Advanced Standing Student may be exempted from part of a programme of study for a first degree and may be exempted additionally from part of the assessment prescribed for a first degree in accordance with the provisions set out in the Regulations for that degree.

4.20   In order to be eligible for an award conferred by the College, an Advanced Standing Student must:

a.   meet the prescribed criteria and learning outcomes for the award, including, if applicable, any credits given under paragraph 4.19;

b.   be assessed for the award under the auspices of the College;

c.   have studied for a minimum of two years, including the final year, under the direction of teachers in the College.

4.21   Except insofar as these Regulations otherwise provide, students registered as Advanced Students shall comply with all relevant Regulations.

PART 3: Curriculum Framework

Section 5: Principles

5.1   The College's curriculum framework is designed to:

   a. ensure the College is able to manage and maintain academic standards by setting out minimum threshold expectations.

   b. ensure consistency in the ways in which students across the College experience the delivery of a programme of study.

   c. enable flexibility in programme design that supports inter-disciplinary learning, joint honours programmes, inter-departmental module choices and placement learning.

5.2   The College's curriculum framework operates within the parameters of both the National Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ) and the Qualifications Framework for the European Higher Education Area (QF-EHEA).

5.3   The College uses the European Credit Transfer and Accumulation System (ECTS) as the basis for its curriculum framework. ECTS is a learner centred system for credit accumulation and transfer which recognises learning achievements.

5.4   The College also recognises the Credit Accumulation and Transfer Scheme, which is commonly used in the UK. The College considers 1 ECTS credit to be equivalent to 2 CATS credits.

Section 6: Modules and Credits

6.1   The College's curriculum framework is built on a modular system. A module is defined as a self-contained, formally structured unit of study within which the amount and type of teaching and learning activity, a coherent and explicit set of learning outcomes and assessment criteria, the ways in which that module will be assessed and the relative weightings of the assessment activities is defined.

6.2   Each module is assigned an academic credit level and credit volume. Together these constitute the credit value of that module.

6.3   The credit level of a module will reflect the depth of learning and the intellectual demand of the module, and will be assigned with reference to the levels of the FHEQ and QF-EHEA as described in Table 4.

Table 4: Generic Credit Level Descriptors (Source: HE Credit framework for England 2008)

FHEQ level	QF-EHEA cycle	Learning accredited at this level will reflect the ability to:
Level 4	Short cycle Introductory	develop a rigorous approach to the acquisition of a broad knowledge base; employ a range of specialised skills; evaluate information, using it to plan and develop investigative strategies and to determine solutions to a variety of unpredictable problems; and operate in a range of varied and specific contexts, taking responsibility for the nature and quality of outputs.
Level 5	Short cycle Intermediate	generate ideas through the analysis of concepts at an abstract level with a command of specialised skills and the formulation of responses to well-defined and abstract problems; analyse and evaluate information; exercise significant judgement across a broad range of functions; and accept responsibility for determining and achieving personal and/or group outcomes.
Level 6	1st cycle Honours level	critically review, consolidate and extend a systematic and coherent body of knowledge, utilising specialised skills across an area of study; critically evaluate concepts and evidence from a range of sources; transfer and apply diagnostic and creative skills and exercise significant judgement in a range of situations; and accept accountability for determining and achieving personal and/or group outcomes.
Level 7	2nd cycle Advanced	display mastery of a complex and specialised area of knowledge and skills, employing advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for related decision making, including use of supervision.

6.4   The credit volume of a module is reflective of the amount of effort expected for the typical student to achieve the learning outcomes for that module. The credit volume is based on an estimate using the notional hours of learning, which includes not only formal classes and contact time, but also preparation time, independent study, reading, revision, assessment, online learning, field trips and all other self-directed learning. One ECTS credit represents 25 notional student learning hours.

6.5   The standard base module size shall be 5 or 7.5 ECTS credits. Each module is designed to conform to the credit values, notional study hours and functions set out in Table 5.

Table 5: Mapping of module credit value, notional study hours and functions

ECTS Value	Notional Student learning Hours	Taught Modules	Projects[10]	Placements[11]
5	125	✓	✓	
7.5	187.5	✓	✓	
10	250	✓	✓	
15	375	✓	✓	✓
20	500	MBBS only	✓	✓
25	625	MBBS only	✓	✓
30	750		✓	✓
35	875		✓	✓
40	1000		✓	✓
45	1125		✓	✓
50	1250		MRes only	✓
60	1500		MRes only	✓

6.6   Any variation to the above module sizes would need to be approved either at the point of the programme being approved by the Programmes Committee or through the Programme and Module Modification Procedure.[12]

6.7   Master of Research (MRes) programmes can have between one and three project modules provided that the total number of credits achieved from project work is a minimum of 45 ECTS.

6.8   The programme specification for each programme of study prescribes the core, compulsory and elective modules available to students within their approved programme of study. It will also detail opportunities for students to take co-curricular modules.

6.9   Core modules are those which serve a fundamental role within the curriculum, and for which achievement of the credits for that module is essential for the achievement of the target award. Core modules must therefore be taken and

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[10] Projects may contain placement activity
[11] Includes year abroad etc
[12] A clear pedagogic rationale must be provided, and where a module is shared with other programmes, discussion must take place with those affected and details provided on how the impact on other programmes would be minimised.

passed in order to achieve that named award. They are approved and listed as core modules for that named award on the programme specification.

6.10 Compulsory modules are those which are designated as necessary to be taken as part of the programme syllabus. Compulsory modules can be compensated.

6.11 Elective modules are those which are in the same subject area as the field of study and are offered to students in order to offer an element of choice in the curriculum and from which students are able to select. They are approved and listed as elective modules for that named award on the programme specifications. Elective modules can be compensated.

6.12 Co-curricular modules are those offered College-wide to broaden the curriculum. These modules are numerically graded but will be treated as pass/fail modules and as such will not contribute to the calculation of the programme overall weighted average for degree classification. Co-curricular modules can be compensated. Where a programme allows a student to take an additional co-curricular module for degree credit, this would be graded and contribute to the degree classification.

6.13 Modules can have a different designation for different programmes of study (e.g. a core module on one programme could be offered as an elective on another programme).

Exceptions to the Curriculum Framework

6.14 In exceptional circumstances, such as to ensure accreditation of a programme of study by a PSRB, Programme Specific Regulations may be approved at the discretion of the Senate, or a nominated body acting on its behalf. The relevant programme specification will detail any Specific Regulations approved for that programme.

Section 7: Undergraduate Programmes of Study

7.1 Each undergraduate programme of study contains modules which combine to create a coherent learning experience in the relevant field of study, enabling students to develop the skills and knowledge required at each academic level.

7.2 Each undergraduate programme of study is designed to enable all students to accumulate sufficient credit at the relevant academic levels in accordance with the requirements set out in Table 6 and Table 3.

7.3 Each undergraduate degree programme of study normally will make provision for Exit Awards within the programme structure.

7.4 Each programme of study will have programme learning outcomes. These should set out what a student would be expected to have achieved for the target award and any approved exit awards.

7.5 Each undergraduate programme of study must include a space for a student to take one co-curricular module from the I-Explore portfolio as part of their

programme of study. These co-curricular modules will be offered at either Level 5 or Level 6 and all undergraduate programmes will include 5 ECTS credit for these modules to be taken in either year 2, year 3 or year 4 (or combinations thereof, allowing students to choose in which year to take this module).

Table 6: ECTS requirements for undergraduate awards

Award	Total ECTS required for award[13]	Minimum ECTS required at each FHEQ level				
		Level 4 (UG)	Level 5 (UG)	Level 6 (UG)	Level 7 (Master's)	Level 8 (Doctoral)
Integrated Master's Degree (MSci, MEng)	240	45	45	45	60	
Bachelor's Degree with Honours (BSc (Hons), BEng (Hons))	180	45	45	45		
Ordinary Bachelor's Degree (BSc, BEng)	150	45	45	30		
Diploma of Higher Education (DipHE)	120	45	45			
Certificate of Higher Education (CertHE)	60	45				
Bachelor of Medicine & Bachelor of Surgery (MBBS)	**Not credit rated[14]**					

7.6   The Bachelor of Medicine & Bachelor of Surgery (MBBS) adheres to the College's curriculum framework but modules are not credit rated. Credit is notionally applied to modules to provide an indicative credit volume as set out in 6.4.

7.7   In Year 4 of the MBBS programme, students undertake a one-year BSc programme which leads to the award of the BSc in Medical Sciences (iBSc). The specific degree title is determined through the electives taken, which are approved and set out in the programme specification.

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[13] Programmes which have a higher total ECTS requirement will reflect this in the programme specification.

[14] At least one full-time academic year is at level 7 of the FHEQ (i.e. at the level of the qualification).

For the MBBS award bachelor's level is integrated with study at master's level and the programme is designed to meet the qualification descriptors in full at level 6 of the FHEQ and level 7 of the FHEQ. For historical reasons the qualifications retain the title 'Bachelor'.

7.8   Exceptionally, MBBS students may be permitted to undertake a one-year intercalated BSc degree at another University, which will replace their Year 4 programme of study at the College. Applications are subject to the approval of the Head of the Undergraduate School in accordance with the criteria set out in the programme specification.

7.9   To obtain a BSc (Honours) or BEng (Honours) degree under these Regulations a student must complete to the satisfaction of the College a programme of study valued at a minimum of 180 ECTS. Where a BSc (Honours) or BEng (Honours) programme extends over more than three academic years additional ECTS may be awarded.

7.10   To obtain an MSci or MEng degree under these Regulations a student must complete to the satisfaction of the College a programme of study valued at a minimum of 240 ECTS. Where an MSci or MEng programme extends over more than four academic years additional ECTS may be awarded.

7.11   Students will not normally be permitted to take more than 60 ECTS in any one academic year. Where programme design means that students are able to choose between modules of different sizes and as a result will exceed 60 ECTS in an academic year, the maximum additional credit which a student can obtain over the course of their programme of study is 5 ECTS. This means that a student may acquire 185 ECTS for a Bachelor's Degree with Honours and 245 ECTS for an Integrated Masters Degree.

Field of Study

7.12   The Field of study is the discipline in which the programme of study is delivered. The field of study (e.g. Chemistry) is combined with the award (e.g. MSci) to create the programme title (e.g. MSci Chemistry)

7.13   An exit award normally will reflect the same field of study in the programme title as the target award.[15]

Placement Years – Undergraduate Programmes

7.14   An undergraduate programme of study may include a year for study purposes spent at another Higher Education Institution and/or a year in industry. Placement years can be defined as 'Additional' or 'Replacement' and this must be specified and approved at the point the programme of study is initially approved or through the agreed Programme Modifications Procedure.

7.15   Each placement year is normally given a credit value of 60 credits.

7.16   A placement year which is defined as an 'additional' year, where the credit awarded for the placement year is in addition to the credit required for the award will:

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[15] Where an exit award does not share the same programme title as the target award, this will need to be approved by Programmes Committee and reflected in the programme specification.

a. Extend the total duration of the student's programme of study by one year.

b. Be incorporated into a programme of study normally between level 5 and level 6, following the second year of study.

c. Not present a barrier to progression.

d. Not contribute to the student's degree classification.

7.17 A placement year which is defined as a 'replacement' year, where the credit awarded for the placement year is part of the credit required for the award will:

a. Replace an existing year of study.

b. Not extend the total duration of the student's programme.

c. Be spent in full-time study at a partner higher education institution or in full-time work with an approved industrial placement provider.

d. Replace the penultimate or final year of study of an integrated Master's Degree (MEng, MSci).

e. Not be incorporated into a Bachelor's Degree with Honours (BEng (Hons), BSc (Hons)).

f. Contribute towards the student's degree classification.

7.18 The programme title for undergraduate programmes which include a placement year will be determined as follows:

a. *'Field of study with Year Abroad'*

b. *'Field of study with Year in Industry'*

7.19 Undergraduate programmes of study which include a year for study purposes spent at another higher education institution and/or a year in industry may have specific requirements which students need to meet in order to be eligible to go on the placement year. These will be made clear in the programme specification (see 11.4 for more information).

Joint Honours

7.20 A joint honours programme incorporates two distinct fields of study within a single, coherent programme of study.

7.21 A joint honours programme is structured to contain study in both fields of study at each level of the award; modules in both disciplines are integrated into each year of study.

7.22   The programme title for joint honours undergraduate programmes will be
        determined as follows:

   a. *'Field of study A' and 'Field of study B'* where approximately 50% of the
      academic credit is awarded in each field of study.

   b. *'Field of Study A' with 'Field of Study B'* where between 25% to 50% of the
      academic credit is awarded in the secondary field of study.

Section 8: Postgraduate Programmes of Study

8.1   Each postgraduate programme of study contains Level 7 modules which combine
        to create a coherent learning experience, enabling students to develop advanced
        level skills and knowledge. A postgraduate taught programme may include Level
        6 modules up to a maximum of 15 ECTS credits.

8.2   Each postgraduate degree course will normally make provision for Exit Awards
        within the programme structure. The title will normally reflect that of the Target
        award and will be confirmed as part of the programme approval process.

8.3   Each programme of study is designed to enable all students to accumulate
        sufficient credit in accordance with the requirements set out in Table 7 and in
        accordance with Table 3.

Table 7: ECTS requirements for postgraduate awards

Award	Total ECTS required for award	ECTS Credits	
		Maximum Level 6 Credits	**Minimum Level 7 credits to be included**
Stand Alone Master's Degree (MBA, MEd, MPH, MRes, MSc)	90	**15**	**75**
Postgraduate Diploma (PGDip)	60	**15**	**45**
Postgraduate Certificate (PGCert)	30	**10**	**20**

8.4   Each programme of study contains project work in accordance with the
        requirements set out in Table 8.

Table 8: ECTS project requirements for postgraduate awards

Award	Minimum credit assigned to project work	Maximum credit assigned to project work
MBA, MEd, MPH, MSc	0	90
MRes	45	90

8.5   Students will not normally be permitted to take more than 90 ECTS to complete a Master's programme. Where programme design means that students are able to choose between modules of different sizes and as a result will exceed 90 ECTS, the maximum additional credit which a student can obtain over the course of their programme of study is 2.5 ECTS.

8.6   Where a full time Master's programme extends over more than one academic year, the programme can be approved with additional Level 7 ECTS in the programme structure.

PART 4: Assessment

Section 9: Assessment structure

9.1   The assessment for each module should allow students to demonstrate achievement of the module's learning outcomes and should contribute to the overall achievement of the programme learning outcomes.

9.2   The assessment regime for each module will comprise one or more summative assessment components. These will be clearly detailed in the module specification and may only be varied in accordance with the **Programme and Module Modification Procedure**. Where a module has more than one assessment component, the module specification will clearly state the relative weighting of each component and whether there is a qualifying mark for the component for the student to pass the module.

Section 10: Assessment Outcomes

Assessment component level

10.1   Each assessment component will be assessed against the assessment criteria as published for that module and (with the exception of pass/fail components/modules) awarded a mark between 0.00-100.00. Although assessment components will be recorded to two decimal places, components normally will be marked as integers except where the nature of the assessment results in a final component mark with decimal places. All assessment components which are not designated as pass/fail will receive a mark. Clear information will be provided as to what a student is required to do in order to pass each assessment component.

Module level

10.2   The module pass mark for graded modules at Levels 4, 5, and 6 is 40.00. The module pass mark for graded modules at Level 7 is 50.00. These pass marks will apply regardless of the year of study, therefore if a Level 7 module is taken during year 3 of an Integrated Master's programme for example, the pass mark for that module will be 50.00.

10.3   The overall module mark achieved by each student shall be calculated by aggregating, in accordance with their relative weightings, the student's assessment component marks (the weighted average). The module mark will be provided to two decimal places.

10.4   Unless specific assessment components have been designated as 'must pass' a module will be considered as passed even where one or more of the assessment components have been failed, should the module pass mark be achieved. However, where a student has accepted Mitigating Circumstances and a deferred piece of assessment, they should be provided with the opportunity to take any outstanding assessment components before a module pass is confirmed.

10.5   A mark may still be calculated for a pass/fail module but this will not be counted towards the year or Programme Overall Weighted Average. A mark calculated for a pass/fail module can be used to determine if a module can be compensated.

10.6   All marks, results and indicative grades, both at assessment component level and module level, are provisional until considered and ratified by the appropriate Board of Examiners, as explained in the **Guidelines for Issuing Provisional Marks to Students on Taught Programmes**.

10.7   Where a student passes a module the student will be awarded the volume of credit assigned to that module. The award of partial credit for a module is not permitted.

10.8   A module that has been passed, and for which credit has been awarded, may not be repeated in order to improve a mark or gain additional credit, except where required following the application of a penalty under the Academic Misconduct Procedures or where the Board of Examiners has agreed that a student is permitted to re-take the year as if for the first time under 11.5 c.

Compensation

10.9   Compensation is a mechanism by which a module can be passed and credit can be awarded by the Board of Examiners where the student has achieved a marginal failure.

10.10 Where a student has achieved an aggregate module result of 30.00-39.99 inclusive in modules taken at credit Levels 4, 5 and 6 or an aggregate module result of 40.00-49.99 inclusive in modules taken at credit Level 7, a Board of Examiners can, at its discretion, offer a compensated pass.

10.11 A compensated pass cannot be offered for a core module. Modules designated as compulsory or elective, including co-curricular modules, are eligible for compensation.

10.12 Compensated passes can be awarded for up to a maximum of 15 ECTS credits per credit level for undergraduate awards. Where a programme permits study at different credit levels Boards of Examiners must have sufficient safeguards to protect the integrity of its awards with regards to the amount of compensation it then awards. Where an Accrediting Body has different rules for compensation, these will take precedent and will be reflected in the programme specification.

10.13 For undergraduate programmes, a module(s) may only be compensated if the year weighted average mark meets the minimum required (40.00%). For postgraduate programmes, a module(s) may only be compensated if the year weighted average mark meets the minimum required (50.00%).

10.14 A compensated pass cannot be applied to a Level 6 module for a student exiting with an Ordinary Bachelor's degree where the student has not achieved a minimum of 30 ECTS at Level 6.

10.15 A compensated pass cannot be offered for modules counting towards a Postgraduate Certificate (direct entry or where offered as an exit award).

10.16 Compensated passes can be awarded for up to a maximum of 10 ECTS credits for a Postgraduate Diploma (direct entry or where offered as an exit award).

10.17 Compensated passes can be awarded for up to a maximum of 15 ECTS credits for all other postgraduate taught awards.

10.18 Where a student has been awarded a compensated pass they cannot re-attempt that module. The mark achieved will be recorded against the module and used for the calculation of the year and programme weighted averages.

Module Failure

10.19 A student who fails a module will, subject to regulations concerning maximum numbers of attempts, maximum numbers of credits, maximum periods of registration and credit thresholds be permitted at least one further attempt at the module.

10.20 The Examination Board may decide to allow the student to:

a. be re-assessed without attendance in one or more pieces of assessment for the module by a specified date, or;

b. re-take the module, which gives the student an opportunity to retrieve the failed assessment component(s) of a failed module.

10.21   After re-assessment in assessment components or a re-take of the module, the overall module mark will be capped at the pass mark (40.00 in the case of modules at Levels 4, 5 and 6 and 50.00 in the case of modules at Level 7).

10.22   Students should normally be provided with an opportunity to take referred or deferred assessment prior to the next academic year in order to allow them to progress with their cohort. Re-assessment may take the same format as the original assessment or may take an alternative format at the discretion of the relevant Board of Examiners. Where it is not possible to replicate the original assessment format, the alternative assessment format should be approved in advance and included in the module specification.

10.23   Where a module to be re-taken is no longer being offered, the student will be required to take an alternative, equivalent module, to be determined by the Board of Examiners. The alternative module will be capped at the pass mark.

Deferred Assessment

10.24   A student may only be deferred in a module as a result of an accepted mitigating circumstances claim.

10.25   Where a student is deferred in an assessment component or a module, it will not count as an attempt at that assessment component or module and the student will have the opportunity to be assessed as if for the first time (where the deferral was at the first attempt) at the next available opportunity (subject to 10.25 below).

10.26   Where a student has achieved a pass mark for the module but has an accepted mitigating circumstances claim no further action will be taken but the mitigating circumstances may be taken into account, where appropriate, at the final Board of Examiners which confers the award on the student where the scheme of award permits this.

Section 11: Progression

Undergraduate Awards

11.1   In order to progress to the next level of study, a student must have passed all modules (normally equivalent to 60 credits) in the current level of study either at first attempt, at re-sit, or by a compensated pass.

11.2   The overall weighted average for the year must be 40.00% or above, including where a module(s) have been compensated, in order for the student to progress to the next year of the programme.

11.3   Programme specific regulations may be used to determine a required level of performance, normally in years one and two (or a combination thereof) which students need to achieve in order to progress to the final year of an Integrated Master's degree. Where these requirements exist, they will be made clear in the programme specification and other programme materials. A clear academic rationale will be provided for including these and details of the process by which these may be waived or amended, for example, due to mitigating circumstances,

will be made clear. A deadline by which any decision on progression to the final year of an Integrated Master's will be made will be set out in advance.

11.4   Programme specific regulations may be used to determine a required level of performance in the earlier years of a programme which students need to achieve in order to be able to go on a placement year (including study abroad), whether this is a replacement or additional year. Where these requirements exist, they will be made clear in the programme specification and other programme materials. A clear academic rationale will be provided for including these and details of the process by which these may be waived or amended, for example, due to mitigating circumstances, will be made clear. A deadline by which any decision on permitting a student to go on a placement year (including study abroad) will be made will be set out in advance. Where the process of applying for a placement is competitive and based on other factors, such as a statement of suitability, this will be made clear in advance.

11.5   Where the requirements for progression have not been met, normally following the in-year re-assessment opportunity, the Board of Examiners may offer the student the opportunity to either:

a.   Re-take the module(s) they have failed

b.   Re-take the entire year

c.   Re-take the year as if for the first time. This may be exceptionally offered to students at the end of year one (Level 4) or Year 2 (Level 5) and may be offered only once during a programme. For MBBS programmes a re-take as if for the first time may only be offered for year 1.

11.6   The programme specification for Integrated Masters awards will make clear under what circumstances a student would be eligible to transfer from a BSc (Hons) or BEng (Hons) award to an MSci or MEng. The programme specification must also make clear the progression requirements for the student to continue on the MSci or MEng and where a student would be required to transfer from the MSci or MEng to the BSc (Hons) or BEng (Hons).

Withdrawal on Academic Grounds

11.7   A Board of Examiners has the authority to require a student to withdraw on academic grounds in any of the following circumstances:

a.   where a student has exhausted the maximum permitted number of attempts at a module.

b.   where a student is unable to complete the award within the maximum period of registration for that award.

c.   where a student has demonstrated significant failure (normally less than 30 credits passed at the first assessment opportunity) within the year of study.

11.8   Where a Board of Examiners requires a student to withdraw on academic grounds, the Board will provide the student with a relevant Exit Award where the student has met the criteria for the lower award (see regulations 13.23 onwards).

Section 12: Assessment Practice

Marking and Moderation

Principles of marking and moderation

12.1   Marking and moderation must be conducted:

   a. Fairly; using defined marking criteria which have been developed with reference to the relevant module learning outcomes.

   b. Objectively; through the use of anonymity, and moderation under the scrutiny of internal and external experts.

   c. Transparently; ensuring that all students and staff are informed of the marking and moderation process to be used.

Anonymity in the marking process

12.2   Anonymity must be observed and maintained during the marking process for all written examinations. Anonymity is not required (but is encouraged) for coursework; practical assessments cannot be marked anonymously.

12.3   Where a student breaches their own anonymity, for example by writing their name visibly on an assessment, the student forfeits their right to anonymity.

Marking

12.4   For each module owned by a department, the relevant Head of Department or nominee(s) must ensure that:

   a. A Module Leader is appointed for each module and that any approved markers are competent to act as such.

   b. The marking of assessments for each module is organised in accordance with the regulations including the allocation of approved markers to assessment components, questions or scripts as appropriate.

   c. Arrangements have been determined for internal and external moderation.

   d. Appropriate third markers are appointed to resolve disagreements in the marking process.

12.5   The Module Leader must ensure that:

a. A clear marking scheme/model answers are provided to the markers, the internal moderator (where required) and the External Examiner.

b. There is a clear description of the moderation activity that will take place for the assessments.

c. There are appropriate processes in place for assessments to be audited.

d. A record of the marking and internal moderation arrangements is provided to the relevant External Examiner(s).

e. There is a clear audit trail for each piece of assessment showing the rationale for the marks awarded by each marker and any communication between them to reach an agreed mark.

12.6   All assessments must be marked by an approved marker except where:

a. Marking is conducted electronically (for example using optical mark recognition software)

b. Marks are assigned through a process of peer assessment

12.7   The markers shall evaluate an assessment against the agreed marking criteria and, using their academic judgement, award an appropriate mark, grade or outcome as specified in the marking scheme for that assessment. The markers shall evaluate the assessment at the lowest level of granularity (for example an individual examination question or essay).

12.8   The mark awarded by the marker[s] will be considered the provisional mark and will be put forward for moderation.

12.9   Any assessment designated as a 'major project', for example a dissertation, end research or consultancy project, must be blind double marked.

12.10 Blind double marked means that the assessment is completely independently, and normally concurrently, marked by two approved assessors.

Moderation

12.11 Moderation is the process by which the College assures itself that the marking has been conducted in a consistent and fair way, taking into account the marking criteria and learning outcomes. Moderation can be internal (by another member of College staff) or external (by a duly appointed External Examiner). Internal moderation may take the form of:

a. Open double marking (also known as non-blind double marking)

b. Sample check marking

12.12 Where the module assessment regime contains more than one summative assessment, smaller assessments are not required to be internally moderated where the following criteria apply:

    a.   The summative assessment is not weighted at more than 25% of the module.

    b.   The assessment regime for the module includes an assessment that is weighted at more than 50% of the module, which would automatically be internally moderated.

The principle being that the majority of the assessment over the programme will be internally moderated prior to the external moderation process.

12.13 Where assessment is conducted electronically (for example using optical mark recognition software) or marks are assigned through a process of peer assessment the first part of the internal moderation process (open double marking or sample check marking) is not required.

12.14 The Head of Department (or nominee) is responsible for overseeing the internal moderation process for the relevant module to ensure the consistency of marking, this includes agreeing and implementing the recommendations and investigating any anomalies identified.

12.15 Internal moderation cannot be carried out by the first marker. A Graduate Teaching Assistant (GTA) cannot carry out internal moderation activities.

12.16 For each module the internal moderator should be provided with the distribution of marks for the relevant assessment tasks and a sample of assessed work. The distribution of marks must be anonymous.

12.17 For Major Projects the internal moderator should be provided with the distribution of marks only. The distribution of marks must be anonymous.

12.18 Practical assessments (including oral assessments and presentations), except where a durable record of the assessment is retained, for example a video or audio recording are required to be open double marked.

12.19 Any assessment that has been blind double marked is not required to be internally moderated, but must be externally moderated.

12.20 All other submitted work would normally be sample check marked.

12.21 Where sample check marking is used, the sample shall normally be at least 10% of the cohort or 10 assessments, whichever is the greater. The sample should consist of examples from the full range of marks including examples from each individual marker. In addition all assessments which are awarded a mark below the pass mark must be included in the sample.

12.22 In the event that there is no disagreement between the markers, the mark awarded will be considered the provisional mark and will be put forward to complete the internal moderation process, and then on to the External Examiner.

Resolving disagreements in the marking process

12.23 In the event that the process of internal moderation or blind double marking results in a disagreement between the marker(s) and moderator a resolution must be sought.

    a. Where a sample of the marking was moderated, any disagreement between markers will require the full set of assessed work to be independently second marked before any disagreements can be resolved.

For open or blind double marking:

    b. Where the difference between the marks awarded by the markers is less than or equal to 5.00% any disagreement may be resolved by taking the average.

    c. Where the difference between the marks awarded by the markers is greater than 5.00% any disagreement should be resolved by discussion between the markers to reach an agreed mark.

12.24 Where an agreement cannot be reached between the markers the decision should be referred to a third party. The third party should be a third independent marker and should not be an external examiner. The third marker should review the marks awarded by each of the markers and determine the mark to be put forward for internal moderation.

12.25 Once all marking for the assessment task has been completed the Module Leader shall confirm the provisional mark for each student which will be put forward to internal moderation.

12.26 The final stage of internal moderation is to ensure that the scale, range and standards of marking are appropriate. Any recommendations for change must be based upon the identification of systematic issues with the marking process and resolutions should be applied consistently to all work submitted for the assessment task.

12.27 Systematic issues with the marking process may include:

    a. A pattern of generous or punitive marking

    b. Over emphasis on individual marking criteria or individual sections of the assessment

    c. Under emphasis or exclusion of individual marking criteria or individual sections of the assessment

    d. Large fluctuations in marks

e. Use of an excessively narrow range of marks

12.28 Statistical tools and techniques may be used to moderate assessment practices in order to address underlying issues. Such techniques may not be used to change the marks of individual students however they may be used to apply consistent changes to all work submitted for the assessment task by enabling the department to identify assessments where the marks profile is out of line with departmental norms.

12.29 Where an issue has been identified during internal moderation, a further review of marks may be required. This may require further marking of the entire assessment, of a single section of the assessment, or assessments within a particular mark range. It is expected that all assessments displaying the same general issue will be re-marked.

Issuing provisional marks

12.30 The release of provisional marks, i.e. agreed marks which have not yet been ratified by the Board of Examiners, for summative assessment is permitted by the College, except in certain circumstances as explained in the **Guidelines for Issuing Provisional Marks to Students on Taught Programmes**. Provisional marks should always be released with the caveat that all marks released are provisional until confirmed by the Board of Examiners.

External moderation

12.31 A sample of assessed work must be made available for moderation by an external examiner for each module.

12.32 The sample of assessments to be used for external moderation should be the same sample as that used for internal moderation.

12.33 The role of the external examiner in respect to external moderation is:

a. To confirm whether the academic standards and achievements of students are appropriate within the context of relevant national and international frameworks and guidelines.

b. To confirm whether the academic standards and achievements of students is comparable with those in other higher education institutions of which the external examiner has experience.

c. To confirm whether the assessment process has been conducted rigorously, fairly and in accordance with the College's regulations for taught programmes of study.

d. To confirm whether the marking process has been undertaken consistently and in accordance with the agreed marking criteria.

12.34 For each module being externally moderated, in addition to the sample of assessed work, the external examiner should be provided with:

a. the module specification

b. the distribution of marks for the relevant assessment tasks. The distribution of marks must be anonymous

c. the marking criteria for the relevant assessment tasks

d. details of the marking arrangements for the relevant assessment tasks

e. details of the internal moderation arrangements for the relevant assessment tasks

Reasonable Adjustments in Respect of Disability

12.35 Reasonable adjustments may be made to assessments for individual students in respect of disability.

Late Submission of Assessment

12.36 Except where individual mitigating circumstances apply, students must adhere to the published submission deadlines for their programme of study. Failure to submit to the satisfaction of the College will result in the application of penalties as set out in the **Policy on Late Submission of Assessment on Undergraduate and Postgraduate Master's Level Programmes.**

Timing and Format of Re-assessment

12.37 The relevant Pre-Board of Examiners (also known as Sub-Board or Internal Board) nominated committee will determine and approve the timing and format of the re-assessment that will take place. This will be either:

(i) at the next normal assessment opportunity (i.e. when the module next operates); or

(ii) as a re-assessment before the start of the following academic year (usually between June and September). In this instance the Pre-Board of Examiners or nominated committee may at their discretion permit the use of an alternative form of assessment to that originally used for the module.

Academic Appeals

12.38 An academic appeal is a representation against a decision of a Board of Examiners in respect of an assessment outcome for an individual student. Academic Appeals will be conducted in accordance with the College's **Academic Appeals Procedure**.

PART 5: Conferment of Awards

13.1   In order to be considered for an award, a student must have achieved the minimum number of credits at the required levels prescribed for that award and met any programme specific requirements as set out in the programme specification.

Undergraduate Awards: Determination of Honours Classification

13.2   An Honours classification will be determined through:

   (i)   Aggregate Module marks for all graded modules
   (ii)   Year Weightings

   This is known as the Programme Overall Weighted Average.

13.3   The College sets the class of undergraduate degree that may be awarded as follows:

   (i)   First   70.00% or above for the average weighted module results
   (ii)   Upper Second 60.00% or above for the average weighted module results
   (iii)   Lower Second 50.00% or above for the average weighted module results
   (iv)   Third   40.00% or above for the average weighted module results

13.4   Students with a Programme Overall Weighted Average of 69.50-69.99, 59.50-59.99, 49.50-49.99 or 39.50-39.99 (inclusive) will have their Programme Overall Weighted Average rounded up to 70.00, 60.00, 50.00 or 40.00 respectively and be considered as automatically meeting the requirement for that classification band.

13.5   Where a student has achieved more than the minimum number of credits, the marks from these modules will not normally be included in the classification calculation unless otherwise specified in the programme specification.

13.6   The final degree classification is determined through the assessment process and confirmed by the Board of Examiners in accordance with the classification criteria in 13.3.

13.7   Candidates whose Programme Overall Weighted Average is between n8.00 and n9.49 (inclusive) will be considered for a higher classification band where applicable based on their overall academic performance. Each Board of Examiners is required to have its own approved criteria for application to borderline candidates; this will be made clear to students. Clear records will be kept as to which students have a Programme Overall Weighted Average which means they fall in the boundary zone and the reason as to why they are or are not uplifted to the next classification band.

13.8   Once a student has fulfilled the criteria for the honours degree they may not take further modules in order to improve their average result.

Award of a Single Honours Degree

13.9   To qualify for the award of a Degree with Honours, a student must have:

    a.   accumulated at least 180 ECTS credits at Level 4 or above, including a minimum of 45 credits passed at level 6;

    b.   no more than 45 credits as a Compensated Pass overall, with no more than 15 ECTS compensated credits at each level

    c.   met any specific requirements for an award as outlined in the approved programme specification for that award.

Award of a Joint Honours Degree

13.10   To qualify for the award of a Degree with Joint Honours, a student must have;

    a.   accumulated at least 180 ECTS credits at Level 4 or above; including a minimum of 45 credits passed at Level 6;

    b.   complied with the the requirements set out in regulation 7.20 for the percentage of modules in each Field of Study;

    c.   no more than 45 credits as a Compensated Pass overall, with no more than 15 ECTS compensated credits at each level

    d.   met any specific requirements for an award as outlined in the approved programme specification for that award.

Award of an Integrated Master's Degree

13.11   To qualify for the award of an Integrated Master's Degree, a student must have:

    a.   accumulated at least 240 ECTS credits at Level 4 or above, including a minimum of 60 Credits at Level 7;

    b.   no more than 60 credits as a Compensated Pass overall, with no more than 15 ECTS compensated credits at each level

    c.   met any specific requirements for an award as outlined in the approved programme specification for that award.

Table 9: Year Weightings of Undergraduate Taught Awards

Degree	Ratio	Year 1	Year 2	Year 3	Year 4	Year 5
BSc (Hons)/BEng (Hons) (3 yrs)	3:14:23	7.5%	35%	57.5%		
BSc (Hons) with Management (4 yrs)	6:16:29:29		20%	36.25%	36.25%	
BSc (Hons) with Management and a year in Industry (5 yrs)	6:16:0:29:29			0	36.25%	36.25%
BSc (Hons) Physics and Music Performance (4 yrs)	6:16:29:29			36.25%	36.25%	
MSci/MEng (4 yrs, including year abroad degrees)[16]	6:16:29:29			36.25%	36.25%	
MSci/MEng with year in industry in year 3 (5 yrs)	6:16:0:29:29			0	36.25%	36.25%
MSci/MEng with a year in industry in year 4 (5 yrs)	6:16:29:0:29			36.25%	0	36.25%
MEng (with 6 month industry placement)	6:16:58			72.5%		

Postgraduate awards: Classification of Postgraduate Taught Awards

13.12 The College sets the class of Degree that may be awarded as follows:

(i) Distinction: The student has achieved an overall weighted average of 70.00% or above across the programme.

(ii) Merit: The student has achieved an overall weighted average of above 60.00% but less than 70.00%.

(iii) Pass: The student has achieved an overall weighted average of 50.00% but less than 60.00%.

13.13 For a Master's, students must normally achieve a minimum of a distinction (70.00%) mark in a designated dissertation or final major project module (as designated in the programme specification) in order to be awarded a distinction.

13.14 For a Master's, students must normally achieve a minimum of a merit (60.00%) mark in a designated dissertation or final major project module (as designated in the programme specification) in order to be awarded a merit

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[16] MSci Maths with a year abroad operates the following year weighting: Year 1 7.5%, Year 2 25%, Year 3 25%, Year 4 42.5%

13.15 Modules taken at level 6 as part of the programme specification for a named postgraduate award will contribute to the determination of pass, merit or distinction for any taught postgraduate award and are included in the calculation of the overall weighted average.

13.16 Students with a Programme Overall Weighted Average of 69.50-69.99, 59.50-59.99 or 49.50-49.99 (inclusive) will have their Programme Overall Weighted Average rounded up to 70.00, 60.00 or 50.00 respectively. They will be considered as having automatically met the requirement for the higher classification band provided they also meet the criteria set out in 13.13 or 13.14.

13.17 Candidates whose Programme Overall Weighted Average is between $n8.00$ and $n9.49$ (inclusive) and provided they have also met the criteria set out in 13.13 or 13.14, will be considered for a higher classification band where applicable based on their overall academic performance. Each Board of Examiners is required to have its own approved criteria for application to borderline candidates; this will be made clear to students. Clear records will be kept as to which students have a Programme Overall Weighted Average which means they fall in the boundary zone and the reason as to why they are or are not uplifted to the next classification band.

13.18 Candidates who have a Programme Overall Weighted Average of 70.00 or above or 60.00 or above but have not achieved a minimum of a distinction (70.00%) mark or a minimum of a merit (60.00%) mark in a designated dissertation or final major project module will be considered for the next classification band where their mark in a designated dissertation or final major project module falls within 2.00% of the boundary for a distinction or merit mark respectively (68.00-69.99; 58.00-59.99%).

13.19 Each Board of Examiners is required to have its own approved criteria for application to borderline candidates; this will be made clear to students. Clear records will be kept as to which students have a Programme Overall Weighted Average which means they fall in the boundary zone and the reason as to why they are or are not uplifted to the next classification band. Students will be informed as to these reasons.

Award of a Postgraduate Certificate (PG Cert)

13.20 To qualify for the award of a Postgraduate Certificate, a student must have accumulated at least 30 ECTS credits at Level 6 or above (this must include a minimum of 20 credits at Level 7).

Award of a Postgraduate Diploma (PG Dip)

13.21 To qualify for the award of a Postgraduate Diploma a student must have:

a. accumulated at least 60 ECTS credits at Level 6 or above (this must include a minimum of 45 credits at Level 7);

b. no more than 10 credits as a Compensated Pass.

Award of a Postgraduate Degree

13.22   To qualify for the award of a postgraduate degree a student must have:

   a.   accumulated at least 90 ECTS credits at Level 6 or above (this must include a minimum of 75 ECTS at Level 7);

   b.   no more than 15 credits as a Compensated Pass;

   c.   met any specific requirements for an award as outlined in the approved programme specification for that award.

Exit awards: All Programmes

13.23   Within the approved programme specification for a target award of the College there may be provision for an exit award. An exit award is a named award of the College which recognises specific achievement during a student's study. Exit awards are not available for registration.

13.24   Where a target award makes provision for exit awards in the programme specification, a student who:

   a.   fails to achieve sufficient credits to gain the award for which they are registered, and;

   b.   has chosen to leave their programme of study, is withdrawn on academic grounds or has reached the maximum period of registration, or for good cause as determined by the Board of Examiners;

   c.   has achieved sufficient credits to gain a lower level or lower volume exit award[17]

will be recommended by the Board of Examiners for the lower award.

13.25   Where a student has been awarded an exit award following exclusion from a programme;

   a.   there shall be no further opportunity for re-admission or re-registration on to the same programme.

   b.   there shall be no automatic right to transfer to another course at the College. Excluded students would be required to submit a new application for admission as per the published procedure.

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[17] Where Recognition of Prior Learning or Credit transfer have been awarded, an exit award may not be granted unless the student has achieved sufficient credits whilst studying at the College.

Award of a Certificate of Higher Education (CertHE)

13.26 To qualify for the award of a Certificate of Higher Education, a student must have:

a. accumulated at least 60 ECTS credits at Level 4 or above, including a minimum of 45 credits passed at Level 4;

b. no more than 15 credits as a Compensated Pass overall;

c. met any specific requirements for an award as outlined in the approved programme specification for that award.

Award of a Diploma of Higher Education (DipHE)

13.27 To qualify for the award of a Diploma of Higher Education, a student must have:

a. accumulated at least 120 ECTS credits at Level 4 or above, including a minimum of 45 credits passed at Level 5;

b. no more than 30 credits as a Compensated Pass overall, with no more than 15 ECTS compensated credits at each level;

c. met any specific requirements for an award as outlined in the approved programme specification for that award.

Award of an Ordinary Bachelor's Degree

13.28 To qualify for the award of an Ordinary Bachelor's Degree, a student must have:

a. accumulated at least 150 ECTS credits at Level 4 or above, including a minimum of 30 credits passed at Level 6;

b. no more than 30 credits as a Compensated Pass overall, with no more than 15 ECTS compensated credits at each of Levels 4 and 5;

c. met any specific requirements for an award as outlined in the approved programme specification for that award.

Aegrotat and Posthumous Award Provisions

These regulations apply to students on undergraduate degrees apart from candidates for the award of the MBBS degrees who are not eligible to be recommended for the award of an Aegrotat degree.

Aegrotat Award (for Undergraduate awards only)

13.29 An Aegrotat Award is made without classification and can be awarded at the discretion of a Board of Examiners to a student who has completed the full period of study but is unable to complete the requirements of any deferred assessments

due to serious illness or other incapacity to complete the requirements of the award.

13.30 An Aegrotat award may only be conferred following application by the student or the student's representatives. An application, together with supporting evidence, must be submitted to the Board of Examiners within 12 months of the student's last date of attendance.

13.31 If a student has satisfied the requirements for an award as laid down in Part 5, the examiners shall recommend the award of a degree with a classification and shall not consider the candidate for the award of an Aegrotat degree.

13.32 Where a student has not met the requirements for an award as laid down in Part 5 and has not met the requirements for an Aegrotat Award, the Board of Examiners may agree to confer an Exit Award where the student has met the requirements of that Exit Award approved in the programme specification.

13.33 Once the award of an Aegrotat degree is conferred, a student will not be eligible to re-enrol onto the classified degree.

13.34 Students who have been awarded an Aegrotat degree after complying with the relevant Regulations will also be awarded the relevant Aegrotat Associateship. The procedures, described in paragraphs 13.29 to 13.36, will apply, as appropriate, to students who are candidates for the award of the Associateship only.

Posthumous Award Provisions (for all Taught Programmes)

13.35 A Posthumous award may be made with or without classification and can be awarded at the discretion of a Board of Examiners to a student who has passed away before completing the full period of study or the requirements for their target award.

Reporting

13.36 The Board of Examiners minutes should fully record the basis on which an Aegrotat or Posthumous Award has been made.