

**Regulations for Bachelors, Integrated Masters, Graduate Diplomas, Graduate Certificates, Foundation Degree and Certificate and Diploma of Higher Education Awards**

**Adapted for Partner Institutions of the University as listed in Appendix 1.  
(N.B. all partner institutions are referred to as “the Institution” in these regulations)**

**1. Scope of these Regulations**

1.1 These Regulations govern the assessment, progression and awards for Bachelors, Integrated Masters, Graduate Diploma, Graduate Certificate, Foundation Degree, Certificate of Higher Education and Diploma of Higher Education students.

1.2 These Regulations govern students who commence their courses at Stage 0 and Stage 1 and students commencing on a Bachelors degree (Top Up) from the academic year 2021-22. All other students who commenced studying at Stage 2 or above in 2021/22, either by direct entry or course transfer, are governed by the 2020/21 regulations.

1.3 Students who commenced their courses in 2020/2021 or earlier, are governed by separate Regulations.

1.4 These Regulations govern the awards of:

Bachelor degrees: Bachelor of Arts, Bachelor of Engineering, Bachelor of Science, Bachelor of Laws and Bachelor of Medicine/Bachelor of Surgery (MBBS);

Integrated Masters degrees: Master of Chemistry, Master of Computing Science, Master of Engineering, Master of Mathematics, Master of Natural Sciences, Master of Pharmacy, Master of Physics and Master of Sciences'

Foundation degrees: Foundation Degree (Science) and Foundation Degree (Arts);

Diploma of Higher Education

Graduate Diploma and Graduate Certificate;

Certificate of Higher Education and Diploma of Higher Education.

1.5 These Regulations apply to full-time and part-time undergraduate students. Where appropriate, these Regulations also apply to Visiting or Exchange students studying at undergraduate level.

1.6 Alterations to or concessions against these Regulations may be made only with the approval of the Learning and Teaching Committee of Senate, or by named persons with delegated powers to operate on behalf of the Committee.

## 2. General Preconditions to an Award

In order to qualify for an award of the University the student must:

satisfy the general entrance requirements of the Institution and any entrance requirements relevant to the course; and

satisfactorily complete a programme of study and assessment in accordance with these Regulations and any specific criteria set out in the relevant programme specification and Professional, Statutory and Regulatory Body (PSRB).

## 3. Course Requirement

3.1 The Institution shall:

- a) publish Programme Specifications specifying the content and requirements of each course including any course-specific requirements for assessment and progression;
- b) publish Course Profiles specifying the modules to be taken, and optional modules available, for each course;
- c) publish Module Outlines specifying the content and assessment for each module.

3.2 Courses may consist entirely of compulsory modules or may be a mix of compulsory and optional modules chosen from a list of defined modules. Each module will normally be worth at least 20 credits.

3.3 Courses may contain modules which are eligible for compensation. Modules that are not eligible for compensation will be identified as Core and must be passed.

3.4 Students may be awarded specific credit via Accredited Prior Learning, in accordance with the Institution's approved policy.

### 3.5 Table of Awards

Qualification	Level	Overall credits to be studied	Range of credits required	Normal Length of programme (full-time unless stated)
Integrated Masters degree	7	480 600 (for 5 year course)	Stage 1: 120 credits at level 4 Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4. Stage 3: minimum of 90 credits at level 6 and no	4 years  5 years (for 5 year course)

			more than 30 credits at level 5, and none at level 4 or level 7 Stage 4: 120 credits at level 7	
4-year Bachelors degree	6	480	Stage 1: 120 credits at level 4 Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4 Stage Y: 120 credits at level 5 Stage 3: minimum of 90 credits at level 6 and no more than 30 credits at level 5, and none at level 4	4 years
3-year Bachelors degree	6	360	Stage 1: 120 credits at level 4 Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4 Stage 3: minimum of 90 credits at level 6 and no more than 30 credits at level 5, and none at level 4	3 years  (Part-time 6 years)
2-year Bachelors degree	6	360	Stage 1: 120 credits at level 4 Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4 Stage 3: minimum of 90 credits at level 6 and no more than 30 credits at level 5, and none at level 4	2 years  (Part-time 4 years)
Bachelor degree (Top Up)	6	120	120 credits at level 6	1 year  (Part-time 2 years)
Graduate Diploma	6	90	90 credits at level 6	Modular programme with variable length  Maximum registration

				period- 4 years
Graduate Certificate	6	60	60 credits at level 6	Modular programme with variable length Maximum registration period- 3 years
Foundation Degree	5	240	Stage 1: 120 credits at level 4 Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4	2 years (part time 4 years)
Certificate of Higher Education	4	120	120 credits at level 4	1 year (Part-time 2 years)
Diploma of Higher Education	5	240	Stage 1: 120 credits at level 4 Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4	2 years (part time 4 years)
All courses			Students will not take modules at a higher level than their stage of study	

#### 4. Duration of Course

4.1 Students must enrol for and complete the course within the timescales published in the Programme Specification and summarised in the table in Regulation 3.5.

4.2 Extension to a period of study

4.2.1 The Learning and Teaching Committee of Senate may vary or amend the requirements of these Regulations in respect of a particular student. This may include the extension, by interruption to or repetition of, a student's period of study to a maximum of two years beyond the specified length of the course. In such instances, it may also impose alternative conditions and requirements.

4.2.2 Professional, Statutory or Regulatory bodies (PSRBs) may impose a shorter maximum period of study, details of which are published in the relevant Programme Specification.

#### 5. Module Enrolment

5.1 Students shall be required to enrol for and complete modules according to the

requirements set out in the Programme Specification, Course Profile and Module Outlines, by the deadline published by the Institution.

5.2 Full-time students on a 3 year Bachelors degree shall normally enrol on 60 credits each semester and no more than 70 credits in one semester.

5.3 Full-time students on a 2 year Bachelors degree shall normally enroll on no more than 80 credits per trimester and no more than 180 credits per academic year.

5.4 Visiting and Exchange students will normally take 60 credits in each of the semesters that they are studying at the Institution.

5.5 Part-time students on a 3 year Bachelors degree will normally take no more than 80 credits in each academic year of study.

5.6 Part-time students on a 2 year Bachelors degree will normally take no more than 100 credits in each academic year of study.

5.7 No student shall register for more than the credit requirement of their year of study, as specified in their Programme Specification.

5.8 No student shall register for modules that have clashing teaching events.

5.9 A student seeking a late module enrolment, or change to enrolment, after Week 3 of the autumn or Week 2 of the spring semester must obtain the prior approval of the UEA Associate Pro-Vice-Chancellor of Academic Partnerships and Apprenticeships, on the recommendation of the Head of the Institution. The student must meet any pre-requisite of the new module and abide by an agreed learning plan to remediate any missed learning activity.

Core or compulsory modules cannot be substituted.

5.10 With the approval of the UEA Associate Pro-Vice-Chancellor of Academic Partnerships and Apprenticeships, confirming the learning outcomes of the course will still be met, a student may vary their course by a maximum of 40 credits during their period of study. Such variation shall not apply to Core modules and must comply with Regulation 3.5.

5.11 A student may be suspended from a module including a practice element placement where a Professional Code of Conduct applies, pending formal investigation of the circumstances in accordance with published procedures, where the Head of the Institution decides that there is prima facie evidence that a student's behaviour has jeopardised the welfare of a subject (whether patient, pupil or client), and/or has contravened the relevant professional code of conduct and/or the behaviour is incompatible with behaviour required by the relevant profession.

## **6. Assessment**

6.1 Each course shall have an assessment strategy linked to the learning outcomes of the course.

6.2 The method and timings of each assessment shall be published in Module Outlines, on the Institution's Virtual Learning Environment or intranet and in examination timetables as appropriate. Assessment timings will be in accordance with the following:

- a) Formal examinations will be held throughout the year in line with the published

assessment schedule.

- b) Other assessments are normally assessed within or immediately following the semester in which the module is delivered.
- c) Modules may be assessed at additional or alternative times, as specified in the relevant Course Handbook and/or Module Outline.

6.3 Coursework-only variants of examined modules may be made available to Visiting and Exchange students who are studying at the Institution in the autumn semester only.

6.4 The assessment of each module shall generate a single mark between 0% and 100%, calculated from contributing individual component marks, weighted appropriately.

6.5 The pass mark for undergraduate modules (levels 3 to 6) shall be 40% except where PSRB requirements stipulate a higher pass mark.

6.6 The pass mark for masters' modules (level 7) shall be 50%.

6.7 All marks will be recorded and displayed to two decimal places. For the purposes of progression and classification, module, stage average and classification marks will be treated as if rounded to the nearest integer:

- a) Module marks within 0.5% of a pass mark will be awarded a pass;
- b) Module marks within 0.5% of a higher classification grade will be awarded the higher classification;
- c) Stage average marks within 0.5% of a progression boundary will be considered to have achieved the threshold;
- d) Classification marks within 0.5% of a higher classification will be awarded the higher classification;

6.8 The pass mark must be achieved at the module level. These modules are identified with a 'pass on aggregate' marks scheme.

6.9 Where there is a PSRB requirement to do so or as is set out in the programme specification, each individual component of the module may be required to be passed in order to pass the module; such modules are identified with a 'pass all components' marks scheme.

6.10 Where appropriate, individual modules or components may be assessed on a Pass/Fail or Distinction/Merit/Pass/Fail basis. This includes semester abroad modules for Bachelors courses.

## **7. The Board of Examiners**

### **7.1 Membership of Boards of Examiners**

7.1.1 The Board of Examiners shall comprise a Chair (who shall not be the Head of the Institution), external examiner(s) and at least two additional internal examiners, who are academic staff having a major responsibility for teaching and/or assessment of the modules or the course under consideration. The membership of Boards of Examiners

and their sub-groups must be approved by the UEA Associate Pro-Vice-Chancellor of Academic Partnerships and Apprenticeships.

7.1.2 With the exception of the Board of Examiners for the Final Assessment, a Board may delegate its functions to a sub-group of examiners which shall include the Chair (or Deputy Chair) of the Board and at least two other internal examiners.

7.1.3 There shall be an Extenuating Circumstances Panel or equivalent body<sup>1</sup> which acts as an advisory group to the Board of Examiners to consider students' extenuating circumstances and the related evidence.

7.1.4 All members of a Board of Examiners (or one of its sub-groups) are required to attend unless the UEA Associate Pro-Vice-Chancellor of Academic Partnerships and Apprenticeships has approved their absence in advance. In the case of reassessment for the final degree classification, the UEA Associate Pro-Vice-Chancellor of Academic Partnerships and Apprenticeships may approve the absence of the external examiners, if there is evidence that they have been appropriately consulted.

7.1.5 In order to inform its decisions, a Board of Examiners may invite the attendance or comments of other internal staff who are not members. Such an invitation will not confer rights of membership.

## 7.2 The Chair

The Chair of the Board of Examiners, with appropriate support and regulatory advice from the Secretary to the Board, shall have responsibility for:

- a) seeking approval of the membership of the Board and its sub- groups;
- b) the production of examination papers;
- c) marking and moderation processes and other quality assurance scrutiny, in liaison with the Institution Lead for Assessment where necessary;
- d) the chairing of the meetings of the Board;
- e) ensuring that any decisions on progression, classification or the award of academic qualifications are not influenced beyond the recorded marks by a student having plagiarised and/or colluded or otherwise been disciplined;
- f) making and recording all arrangements with external examiners, including the size and nature of the sample for moderation in accordance with University guidelines, arrangements for consultation at Reassessment Boards where required and ensuring that the views of external examiners are given due weight in any decisions made by the Board of Examiners which are not determined by formal vote;
- g) considering any recommendations of the Extenuating Circumstances Panel in accordance with Regulation 10;
- h) the recording of decisions made by the Board of Examiners and ensuring that all members of the Board of Examiners or appointed sub-group thereof have signed the appropriate results and pass lists;

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<sup>1</sup> The function of the Extenuating Circumstances Panel shall be carried out by the Academic Review Board at Brooksby Melton College

- i) ensuring that the Board of Examiners awards prizes in accordance with the rules approved by the Institution;
- j) ensuring compliance with the relevant Regulations;
- k) undertaking such other tasks as the Senate shall require.

### 7.3 The External Examiner

7.3.1 The role of the external examiner is to ensure that:

- a) internal marking is consistent, fairly applied and of an appropriate standard;
- b) assessment has enabled learning outcomes to be achieved and demonstrated;
- c) academic standards are appropriate for the level of the award;
- d) recommendations for awards and for classification of awards are consistent, fair, fairly applied and of an appropriate standard.

7.3.2 The external examiner shall undertake duties as described in the Policy for the [External Examiner System for Awards](#) (Adapted for UEA partner Institutions) including consultation with the Chair of the Board of Examiners with regards to all arrangements, e.g. size and nature of the sample for moderation.

7.3.3 The external examiner shall normally attend the Final Assessment Board(s) and, where appropriate, participate in the Final Reassessment Board(s) where recommendations for awards are made and sign the appropriate signature sheet.

7.3.4 The external examiner shall monitor module marks and confirm whether marking standards are acceptable. The external examiner should review the marks awarded and report to the Board of Examiners as follows:

- a) where the marking standards are judged to be acceptable, that no further action is required;
- b) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board before module marks have been confirmed, request that the Board shall review and amend as appropriate the marks of all the students who have taken the module or item in question. If the overall marking standards are acceptable but an individual mark appears to be inappropriate, the mark shall stand but it will be drawn to the attention of the Final Assessment Board;
- c) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board after module marks have been confirmed, request that the Board shall not amend confirmed marks but shall take appropriate action to ensure that the classification of students is not compromised. This will normally involve considering the position of all borderline candidates who have taken the module or item in question and might also involve a review of further samples of work to ascertain an appropriate allowance to be made in the consideration of such borderline students.

### 7.4 Voting



The Board of Examiners may determine its decisions by formal vote. Where a vote is taken the decision shall go with the overall majority. The Chair shall have the casting vote.

#### 7.5 Meetings of the Boards of Examiners

The individual meetings of the Boards of Examiners shall be scheduled at the beginning of the academic year by the Institution, in consultation with Academic Partnerships. The dates of Boards of Examiners should be published by partner institutions on their student portal.

#### 7.6 Provision of Assessment Information

7.6.1 Boards of Examiners shall receive the following:

- i) Module marks and any contributing component marks achieved by each student taking the module;
- ii) Stage aggregate mark for each student, expressed as a percentage and taking weightings into account, for the Stage in question;
- iii) Where relevant, the confirmed marks for the preceding Stage(s).

7.6.2 Results will be presented as follows:

- i) Marks shall be displayed to two decimal places for all marks, including module and component marks, stage aggregate and final award marks;
- ii) Where appropriate, modules and individual components assessed without the award of a mark shall be presented as Pass/Fail or Distinction/Merit/Pass/Fail.

### **8. Student Progress**

8.1 Students' attendance, engagement and progress will be monitored throughout the year via each institution's approved attendance and engagement policies and procedures.

8.2 Institutions may opt to hold a Student Progress Board after the first semester (or equivalent) block of teaching.

8.3 Where Progress Boards are held, the Board of Examiners shall review each student's attendance record and marks achieved to date. For any student who warrants special attention, such as the non-submission of one or more pieces of work and/or failure in two or more assessment components, the Board shall refer to the student to the Head of HE or equivalent, or other delegated member of academic staff for appropriate actions such as consideration under the institution's approved attendance and engagement policies and procedures.

### **9. Confirmation of Marks**

9.1 All marks are provisional until these have been confirmed by the Board of Examiners which shall receive the marks presented for each module, and contributing components being assessed and for which it is responsible.

9.2 It is the role of the Board of Examiners to confirm that internal and external moderation has been completed and that the marking standards for the module are appropriate.

### 9.3 Autumn Semester Visiting Students

9.3.1 The Board of Examiners shall confirm marks for autumn semester Visiting and Exchange students in accordance with Regulation 12.5 on a date set in accordance with Regulation 7.5. This Board of Examiners may be virtual.

### 9.4 Adjustment of Marks

In exceptional circumstances, the Board of Examiners may determine that marks obtained in a component of the module should be amended by scaling. Scaling may only be undertaken in consultation with UEA Academic Partnerships and with the approval of the Learning and Teaching Committee of Senate, which must be given for each assessment item for which the Board of Examiners believes that scaling is necessary. A recommendation that scaling should occur must be informed by factors other than the standard deviation and average marks for the module relative to other modules and should seek to address factors not previously addressed by internal and external moderation. Only upward scaling will be approved and the method for scaling shall be piecewise linear scaling. Any such adjustment must be made for all students who have taken the assessment in question.

9.5 In some circumstances it may be appropriate for the assessment item to be remarked.

9.6 Marks may not be adjusted for individual students. Special factors relating to an individual student's examination and coursework marks may only be taken into account at the relevant Stage or Final Assessment Board meeting.

9.7 After completing the above process, the Board shall confirm all marks.

9.8 Where a Board has previously confirmed the marks of Autumn Semester Visiting or Exchange students and there are subsequent adjustments to the module marks for all the other students on the module, the previously confirmed marks for Visiting students should also be amended. The Board of Examiners must inform the student and the home institution.

9.9 Where modules are assessed without the award of a mark the Board of Examiners shall resolve whether the student has achieved a Pass or, where applicable for certain specified assessments, a Merit or Distinction.

9.10 Marks thus confirmed by the Board of Examiners shall not normally be subject to further amendment except in the following instances:

- a) to correct an error in recording or transcription;
- b) following a decision to change a mark as a result of an Academic Appeal by a student. In such cases and after completion of the Academic Appeal process the final mark shall be determined by the Board of Examiners, if necessary at a later date;
- c) as a result of the outcome of a disciplinary hearing.

## 10. Extenuating Circumstances

10.1 The Extenuating Circumstances Panel advising the Board of Examiners shall consider extenuating circumstances formally reported to it, and make recommendations to the Board, in accordance with the Institution's approved Extenuating Circumstances Regulations.

10.2 The Board of Examiners shall formally approve the recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.

10.3 The Extenuating Circumstances Panel advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, students may ask that the disclosure of the information be limited.

## **11. Delayed Assessment**

11.1 A student may be granted a Delayed Assessment (including a Delayed Reassessment) in accordance with the Institution's approved Extenuating Circumstances Regulations.

11.2 Students for whom a Delayed Assessment has been approved shall normally be required to take the Delayed Assessment at the earliest possible opportunity.

11.3 An eligible student may opt to take compensation for the failed module rather than a Delayed Assessment.

11.4 In the case where a Delayed Assessment/Reassessment is approved at a student's request even though the initial assessment has been attempted, the original mark for the initial assessment will be voided. The mark for the Delayed Assessment/Reassessment will be used to calculate progression and final classification.

## **12. Stage Assessment Board for Non-Final Year Students**

12.1 There will be a Stage Assessment Board once students have attempted the assessment for all modules with a credit total that equates to a Stage as defined in the Programme Specification. At this meeting, the Board of Examiners will consider if students have successfully completed the relevant Stage of Study by reviewing all module results for the Stage.

12.2 The Stage Assessment Board shall:

- a) receive and confirm module marks and grades completed during the relevant Stage and an aggregate mark for the Stage for each student expressed as a percentage and taking into account weightings of modules for the Stage in question;
- b) receive from the Extenuating Circumstances Panel its recommendations regarding extenuating circumstances.

12.3 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has achieved the following in the Stage in question:

- a) at least the pass mark for all numerically-marked modules including individual components of modules and/or individual sections within examinations where

required;

- b) a Pass, Merit, or Distinction where appropriate and available, in modules assessed as Pass/Fail including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification;
- c) any additional progression requirement/s for the Stage as specified by PSRBs and/or in the additional Regulations below (12.7 to 12.10).

## 12.4 Compensation

12.4.1 A non-final year student is eligible for compensation where all of the following are met:

- i) The student has an overall stage aggregate equal to or above the pass mark for the stage.
- ii) The student has failed only one module, of no more than 20 credits.
- iii) The failed module is not designated as Core.

Any such student will be referred to reassessment in the eligible module, provided they have not undertaken the maximum permitted number of reassessment attempts as per 13.3, but may opt to take the compensation.

## 12.5 Failure to complete the Stage satisfactorily

12.5.1 For a student who has failed to complete the Stage satisfactorily, the Board of Examiners shall refer the student to reassessment, except in the following circumstances:

Where a student studying at Stage 2 or above has achieved a module mark of below 20% in any module, the Board of Examiners shall:

- a) For a student whose marks of below 20% are as a result of an application of a penalty for late submission or plagiarism and collusion, offer a reassessment opportunity in the affected module(s).
- b) For any other student, consider the overall performance of the student, taking into account factors including the number of failed modules, the student's attendance and progress to date, the level of study, any recommendations of the Extenuating Circumstances Panel, and any PSRB requirements, and take one of the following actions:
  - i) Offer a reassessment opportunity in the affected module(s);
  - ii) On the recommendation of the Extenuating Circumstances Panel, permit the student to repeat the year of study, either with or without a period of interruption;
  - iii) Recommend to the Head of the Institution that the student should not be offered a reassessment attempt. Any such student would not be permitted to be reassessed in any failed module, and would be withdrawn from the Institution and receive an exit award where appropriate in accordance with Regulation 17.

12.5.2 A student may not be referred to reassessment in a module until they have

completed any Delayed Assessments in that module.

12.5.3 Where a student has Delayed Assessment for a module and has failed another module for which Delayed Assessment has not been granted, they may be referred to reassessment in the failed module.

12.6 In all cases, the Board may refer to the Head of Institution or nominee any student who has failed 40 credits or more within the Stage, for appropriate advice and guidance, including consideration under the Institution's attendance and engagement procedures if appropriate.

12.7 Stage Assessment for Stages 1 and 2 for Bachelors Courses with a Year or Semester Abroad, on Placement or with a Year in Industry

12.7.1 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has passed all modules and achieved the following Stage aggregate mark, or requirement of the placement provider, for the Stage in question:

Bachelors Course	Stage 1	Stage 2
UG Year Abroad	55%	55%
UG Year in Industry/Placement Year	40%	40% PLUS meet the requirements of the placement provider (normally an interview)
UG Semester Abroad	55%	Not applicable

12.7.2 The 55% progression requirement in Stage 1 for students on a Bachelors course with a Year Abroad shall be either at the first attempt or after reassessment, including with compensation if appropriate. Students who receive compensation at first attempt and fail to meet the stage average progression requirement may, by exception, opt to take reassessment if their capped reassessment mark would result in the student achieving the progression requirement.

12.7.3 The 55% progression requirement in Stage 2 for students on a Bachelors course with a Year Abroad shall be the first attempt. Students who are referred to reassessment shall not be permitted to undertake a year abroad. Students who are eligible for compensation and meet the progression requirement at the first attempt with the compensated mark may proceed to the year abroad.

12.7.4 The 55% progression requirement in Stage 1 for students intending to take a Semester Abroad in Stage 2 shall be obtained at the first attempt. Students referred to reassessment shall not be permitted to undertake a Semester Abroad. Students who are eligible for compensation and meet the progression requirement at the first attempt with the compensated mark may undertake the Semester Abroad.

12.7.5 Where a student has not completed the Stage satisfactorily as specified above, the Board shall:

- a) firstly consider the recommendations of the Extenuating Circumstances Panel in deciding whether a student may remain on the course;

- b) where there are no factors to be taken into consideration determine whether the student can be offered the opportunity to transfer to an alternative Bachelors degree course for which the requirements have been met;
- c) where a student has failed a module, offer the student an option of reassessment in any failed module in accordance with Regulation 12.5.

12.7.6 The Board of Examiners may not offer the option of reassessment where a student has passed a module but has not met the higher progression threshold to continue on a Bachelors degree programme with a Year Abroad, on placement or in Industry, or the option of a Semester Abroad.

#### 12.8 Stage Assessment for Stage Y (Year Out) for Bachelors Courses with a Year in Industry, Year on Placement or Year in Industry

Where a student has not completed the Stage studied abroad, on placement or in industry satisfactorily the Board shall offer the student a reassessment opportunity where this is available. If it is not available, the Board shall offer the student the opportunity to transfer to another Bachelors degree course if one is available or, alternatively, require the student to be withdrawn from the Partner Institution.

#### 12.9 Stage Assessment for a Semester Abroad

A Semester Abroad is assessed on a pass/fail basis. Where a student has not completed the Semester Abroad satisfactorily the Board shall offer the student a reassessment opportunity. The method of reassessment and the requirements to pass are published in the appropriate Module Outline for the Semester Abroad modules.  
Reassessment for Professional Registration

#### 12.10 Reassessment for Professional Registration

- a) Students registered on courses that lead to professional registration may be referred to reassessment in:
  - i) any module where the aggregate mark obtained is below the pass mark acceptable to the professional body;
  - ii) any component of a module where the mark in that component is below the pass mark acceptable to the professional body.
- b) In addition, where the failed module or component is a clinical/practical placement, the Board may:
  - i) modify the form and duration of the reassessment on an individual basis, to take account of any special circumstances, the needs of the student and the needs of the placement provider;
  - ii) opt not to offer a reassessment opportunity to a student who has demonstrated a failure that, in the view of the Board, indicates that the student is unlikely to achieve a pass mark or reach the appropriate standards for professional practice within the reassessment period (i.e. where there is evidence of continued and persistent failure to demonstrate professional competence within the placement with no significant trajectory towards competence). In the event that reassessment is not offered, the student shall be required to withdraw from the course of study.

- c) In all cases described above, the Board shall take into account the comments of external examiners and where applicable, the guidelines issued by the relevant PSRB.

#### 12.11 Reassessment for Exemption from Professional Examinations

For students who have achieved the pass mark and progression requirements of the Institution, but who have failed to meet the requirements of a PSRB to be exempted from its professional examinations, the Board of Examiners may offer one opportunity of optional reassessment in:

- i) any such module or modules where the aggregate mark obtained is below the pass mark acceptable to the professional body;
- ii) any component of such a module where the mark in that component is below the pass mark acceptable to the professional body;

In such cases the marks obtained at reassessment shall be recorded for accreditation purposes but the original marks shall be used for assessment and degree classification as set out in Regulation 15.

#### 12.2 Part-time students

12.12.1 The Board of Examiners shall review the marks achieved by part-time students at the end of each academic year, and shall confirm that the student has achieved the following for each module taken:

- a) at least the pass mark for all numerically-marked modules including individual components of modules and/or individual sections within examinations where required and stipulated by the PSRB or as set out in the Programme Specification;
- b) a Pass, or Distinction where appropriate and available, in modules assessed as Pass/Fail including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification.

12.12.2 Where a part-time student has failed one or more modules, the Board of Examiners shall consider the student in accordance with regulation 12.5.

12.12.3 Part-time students eligible for reassessment should complete reassessment in the next available reassessment period (in accordance with Regulation 13) irrespective of whether the whole Stage has been completed.

#### 12.13 Visiting and Exchange Students

The Board of Examiners shall review the marks achieved by Visiting and Exchange students and confirm whether they have achieved the standards of satisfactory completion and report this to the home institution. In the event that a Visiting or Exchange student has not achieved the pass mark in all modules undertaken at the University, the Board of Examiners shall offer the opportunity of reassessment to the student in all failed modules. Regulation 9.7.2 also applies in the case of Visiting and Exchange students.

### 13. Reassessment

13.1 Students eligible for reassessment will be offered a reassessment opportunity in all failed components of the failed module normally in the form of the original assessment. Any exceptions to this may be made only with the approval of the UEA Associate Pro-Vice-Chancellor of Academic Partnerships and Apprenticeships.

13.2 Students are required to pay the appropriate reassessment fee by the deadline published by the Institution.

13.3 Reassessment will normally be offered:

- a) once at levels 3 and 4, then with the discretion of the Board to provide one further attempt provided; and
- b) on one occasion only at levels 5, 6 and 7.

13.4 Reassessment for each module shall be completed in accordance with the timetable specified by the Institution.

13.5 Module marks following reassessment are calculated as follows:

- i) All marks achieved at reassessment are stored on the Student Record System;
- ii) For 'Pass on Aggregate' mark schemes, the highest mark achieved for each component, whether achieved at first attempt or reassessment, is used, weighted appropriately, to calculate the overall module mark. Where the overall module mark is at or above the pass mark, following reassessment, the mark will be capped back to the pass mark. This capped mark will be the mark used for progression and classification purposes.
- iii) For 'Pass all Components' mark scheme modules, component marks at or above the pass mark achieved at reassessment will be capped at the pass mark.

13.6 In the case of the Semester Abroad, where practicable, reassessment should be in all failed elements and should be undertaken at the partner (host) institution. Where this is not available the School will set a reassessment which is commensurate with the extent of the failure and which tests the learning outcomes of the Semester Abroad in accordance with Regulation 12.10.

#### **14. Stage Reassessment Board**

There shall be a Stage Reassessment Board at which the Board of Examiners shall confirm and consider module marks achieved for each student following their reassessment. It may act as a Stage Assessment Board or Final Assessment Board for students who have taken Delayed Assessments.

14.1 Confirmed marks will be presented as follows:

- a) the original mark achieved in each module or component that was reassessed;
- b) the actual mark achieved at Reassessment;
- c) the overall module mark calculated following Reassessment; the capped mark will be recorded against the module (for 'Pass on Aggregate' modules) or component (for 'Pass all components' modules) for use in progression and



degree classification purposes.

14.2 The Board of Examiners shall receive recommendations from the Extenuating Circumstances Panel in accordance with Regulation 10.

14.3 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has achieved the following in the Stage in question:

- a) at least the pass mark for all numerically-marked modules, including individual components of modules and/or individual sections within examinations where required and stipulated by a PSRB or as set out in the Programme Specification;
- b) a Pass, Merit or Distinction where appropriate and available, in modules assessed as Pass/Fail;
- c) any additional progression requirement/s for the Stage as by a PSRB.

14.3.1 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has met the criteria to be compensated, namely:

- i) The student has an overall stage aggregate equal to or above the pass mark for the stage.
- ii) The student has failed only one module, of no more than 20 credits.
- iii) The failed module is not designated as Core.

This may include students who were eligible for compensation following the Stage Board and chose not to take reassessment and those who became eligible following Reassessment.

14.4 Consideration of extenuating circumstances at the Reassessment Board

14.4.1 Where a student has been granted a Delayed Assessment, in accordance with the Extenuating Circumstances Regulations, the Board of Examiners shall:

- a) for a student in stages 0, 1 or 2, or Stage 3 for students on Integrated Masters courses, who has met the required conditions, confirm provisional progression, pending passing the outstanding Delayed Assessment(s) or reassessment(s) in no more than one module with a credit rating of no more than 30 credits, by the deadline published by the Institution;
- b) for any other student, require the student to interrupt their studies and return to undergo the Delayed Assessment at the next available opportunity.

14.4.2 For all other students with extenuating circumstances the Board of Examiners shall formally approve the recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.

14.4.3 An eligible student may opt to take compensation for the failed module rather than a Delayed Assessment.

14.5 Failure to complete the Stage satisfactorily

Where a student has not completed the Stage satisfactorily as specified above, and there are no recommendations from the Extenuating Circumstances Panel the Board of Examiners shall:

- a) in the case of an Integrated Masters student, permit the student to transfer to a Bachelors degree course for which the requirements have been met;
- b) in the case of students at Level 3 and 4, have the discretion to refer the student to a further reassessment attempt;
- c) in the case of a Bachelors degree student, permit the student to transfer to an alternative Bachelors degree course for which the requirements have been met, (for example, for a student registered on a course with a year abroad or in industry where no reassessment opportunity is available, permit transfer to a course of otherwise similar content for which a year abroad or in industry is not required. Where a reassessment opportunity is available and the student fails reassessment the Board may offer the student the opportunity to transfer to another Bachelors degree course if one is available);
- d) in all other cases, require the student to withdraw from the Institution and recommend an award where appropriate.

## **15. Final Assessment Board**

There shall be a Final Assessment Board at which the Board of Examiners, including the External Examiner(s), shall consider the results of all students after their final stage of study.

### **15.1 Final Stage Assessment Board**

The Board of Examiners shall confirm that a student has satisfactorily completed the Final Stage where the student has achieved the following:

- a) at least the pass mark for numerically-marked modules including individual components of modules and/or individual sections within examinations where required and stipulated by a PSRB or as set out in the Programme Specification;
- b) a Pass, Merit or Distinction where appropriate and available, in modules assessed as Pass/Fail;
- c) any additional requirement/s for the Stage as specified by a PSRB.
- d) eligibility for compensation in one failed module, where all of the following are met:
  - i) The student has an overall stage aggregate equal to or above the pass mark for the stage;
  - ii) The student has failed only one module, of no more than 30 credits;
  - iii) The failed module is not designated as Core.

15.1.1 Final-year students who are eligible for compensation will be awarded a compensated pass in the failed module and their award classification will be based on the marks obtained; they may opt to take reassessment instead of the compensation by applying to the Institution by the published deadline. Such students will be permitted to attend Graduation and have their degree conferred but will receive their degree parchment at the conclusion of their reassessment.

15.1.2 Final-year students who are eligible for compensation in a module for which they have obtained a Delayed Assessment or who have an outstanding approved

extension will be considered as having completed their degree and will be awarded the compensation for that module. They can opt to take the Delayed Assessment at Reassessment rather than taking the compensation by applying to the Institution by the published deadline.

## 15.2 Consideration of the Award

The Board shall consider the classification of Final Stage Bachelors and Integrated Masters degree students and the award of Foundation degrees, Graduate Certificates and Graduate Diplomas, who have successfully completed the Final Stage, according to regulation 15.3. and 15.4 respectively.

## 15.3 Degree Classification

15.3.1 The Board shall receive for each student:

- a) the final module marks contributing to the degree, together with the component marks achieved at the original attempt and any reassessment attempt.
- b) a Stage aggregate mark for each year contributing to the final award mark, expressed as a percentage and taking credit weightings into account;
- c) a final award mark calculated from the Stage aggregate mark for each contributing year according to the following percentage weighting:

<b>Degree</b>	<b>Stage 1/Level 4</b>	<b>Stage 2/Level 5</b>	<b>Stage 3/Level 5</b>	<b>Stage 4/Level 6</b>	<b>Stage 5/Level 7</b>
		%	%	%	%
Bachelors 3-year degrees		40		60	
Bachelors 3-year degrees including a Semester Abroad		25		75	
Bachelors 3-year Nursing degree		50		50	
Bachelors 4-year degrees		40		60	
Bachelors 2-year degrees		40		60	
Integrated Masters degrees		20		30	50
120 credit level 6 degrees including Top-up degrees				100	
Graduate Diploma				100	
Graduate Certificate				100	

Foundation Degree		100			
Certificate of Higher Education	100				
Diploma of Higher Education		100			

15.3.2 Having received and considered the information as set out above, the Board of Examiners shall assign a provisional classification to all Bachelors and Integrated Masters students on the basis of their final award marks as follows:

<b>Classification</b>	<b>Abbreviation</b>	<b>Final Award</b>
First Class Honours	I	70 – 100%
Upper Second Class Honours	II (1)	60 – 69%
Lower Second Class Honours	II (2)	50 – 59%
Third Class Honours	III	40 – 49%

15.3.3 For Foundation Degree and Diploma of Higher Education students the Board will assign a classification of Pass, Merit or Distinction on the basis of their final award marks as follows:

<b>Classification</b>	<b>Final Award Mark</b>
Distinction	70 – 100%
Merit	60 – 69%
Pass	40 – 59%

15.3.4 With respect to Final Classification, the Board of Examiners shall consider the recommendations of the Extenuating Circumstances Panel.

15.3.5 Students who have not met the criteria to be awarded a degree may be eligible to be awarded an exit award in accordance with Regulation 17.

15.3.6 For Graduate Diploma, Graduate Certificate and Certificate of Higher Education students who have satisfied the examiners in their course, the Board shall recommend that such students have passed.

#### 15.4 Award of an Aegrotat Degree

The Board of Examiners may recommend the award of an Aegrotat degree in cases where the Examiners are satisfied by appropriate evidence that a student would have obtained a degree but was unable to complete final assessment under the following circumstances and conditions. The Board must:

- a) be satisfied that the work done by the student shows beyond reasonable doubt that the student would have passed the assessment; and
- b) be informed of the circumstances which must be such that:
  - i) the student is not in a position to complete the final assessment within a reasonable period of time; and
  - ii) the Examiners could not recommend the degree based on the range of marks available.

## **16. Final Reassessment Board**

The Board of Examiners shall consider for a degree (as set out under Regulation 15) those Final Stage students who were referred to reassessment, once the students' module marks have been confirmed and after the Stage Reassessment Board has confirmed that they have successfully passed the final Stage, taking into account the compensation eligibility criteria for the course. At least one External Examiner shall be part of the consideration of awards.

## **17. Exit Awards**

17.1 Students who are not eligible to be awarded a degree shall be considered by the Board of Examiners, including the External Examiner(s), for the appropriate exit awards.

17.2 In addition to the consideration of any named exit award available to students as set out in the Programme Specification, the Board of Examiners shall consider the following unclassified exit awards:

- i) Certificate of Higher Education

The Board of Examiners shall recommend the award of Certificate of Higher Education to students who have satisfactorily completed Stage 1 (level 4) including any compensation. At least 60 credits must have been completed on UEA validated programmes delivered by the Institution.

- ii) Diploma of Higher Education

The Board of Examiners shall recommend the award of Diploma of Higher Education to students who have successfully completed Stage 2 (level 5), including any compensation and at least 120 of which have been completed on UEA validated programmes delivered by the Institution.

17.3 Where an Integrated Masters student withdraws, or is withdrawn, from the Final Stage of an Integrated Masters award, or is not recommended for an Integrated Masters award following Final Assessment or Reassessment, the Board of Examiners shall consider the student's eligibility to receive the following exit award(s)

- i) A Bachelors degree (for any student who has achieved 360 credits at level 4 or above, including at least 90 at level 6 and 100 at level 5);
- ii) In addition, a Postgraduate Certificate of Higher Education (for any student who has achieved at least 60 credits at level 7).

17.4 Students awarded an exit award from a professional course are not eligible to apply for professional registration.

## **18. Disclosure Of Results**

18.1 The deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see 18.4 below).

18.2 Examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those decisions. However, other factors may be taken into account in accordance with these Regulations and students should be aware that a particular number or pattern of marks does not necessarily lead to a given result.

18.3 Students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures published by the Institution.

18.4 As part of an informal or formal Academic Appeal or Academic Complaint the Head of the Institution, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussions of the Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can be released by the Institution to the student who has submitted an Academic Appeal or Academic Complaint, without recourse to the General Data Protection Regulations.

**These regulations apply to UEA validated Bachelors, Integrated Masters, Graduate Diplomas, Graduate Certificates and Foundation Degree Awards at the following institutions:**

SMB Group (Brooksby Melton College)  
Head of the Institution – the College Principal

Colchester Institute  
Head of Institution – the College Principal

City College Norwich  
Head of the Institution – the College Principal

East Sussex College Group  
Head of the Institution – the College Principal

Mountview Academy of Theatre Arts  
Head of the Institution - Principal

The Royal Marsden School  
Head of the Institution – the Director of the School

South Essex College  
Head of the Institution - the College Principal

West Suffolk College  
Head of the Institution- the College Principal