

# **Guide to the Taught Degree Regulations**

**(to accompany the Undergraduate and Postgraduate Taught Degree Regulations)**

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## **Purpose and Status**

The purpose of this guide to the Taught Degree Regulations is to provide an explanation on the principles underpinning the Degree Regulations and their implementation. Note that only the University of Manchester Degree Regulations have the status of having been approved by Senate whereas this guide and accompanying glossary are intended as an aid to their understanding and have not been subject to Senate approval.

## **Versions of Degree Regulations and accompanying documents**

The latest versions of the Undergraduate and Postgraduate Taught Degree Regulations can be found at <https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/degree-regulations/regulation-documents/>.

This accompanying guide should be read alongside the following documents:

- Monitoring Attendance and Wellbeing of students (Regulation XX)  
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1895>
- Glossary of terms for Degree Regulations  
<http://documents.manchester.ac.uk/display.aspx?DocID=13146>
- Guidance on External Examiners Procedures  
<http://documents.manchester.ac.uk/display.aspx?DocID=13287>
- Guidance on Examination Boards  
<http://documents.manchester.ac.uk/display.aspx?DocID=24362>

Further information is available at:

- Policy on Mitigating Circumstances  
<http://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/reaching-decisions-from-assessment/mitigating-circumstances/>
- Records Retention Schedule  
<http://documents.manchester.ac.uk/display.aspx?DocID=6514>
- The Assessment Framework  
<http://documents.manchester.ac.uk/display.aspx?DocID=7333>

## **General Overview**

The Regulations were revised to ensure consistency in practice across the institution. There is still a need for some programmes to modify the Regulations for example to satisfy the requirements of Professional, Statutory and Regulatory bodies (PSRBs) or the Education and Skills Funding Agency (ESFA). Where this is a requirement, students must be informed via Programme Handbooks and any variances must be approved by the relevant Faculty.

The marking schemes for undergraduate and postgraduate taught degrees including levels of compensation are provided in tables A, B and C at the end of this guide. Note that some programmes may adopt higher thresholds due to Professional, Statutory and Regulatory Bodies (PSRB)/Education and Skills Funding Agency (ESFA) requirements, in which case these must be included in Programme Handbooks.

All variations from the standard University agreed Regulations must be approved by Faculty Teaching and Learning Committees.

In addition there are areas where options exist and Schools are required to inform the Faculty and students of the regulation adopted across the school.

For Undergraduate, these are as follows:

- Schools must decide whether or not they wish to include level 4 (year 1) study in degree average calculations (see paragraphs K55 and L58 in version 2.6 of the Undergraduate Degree Regulations);

For PGT, the optional choice is as follows:

- School must decide whether or not the award of distinction is based on the overall average of the programme; or alternatively if it is based on the students achieving a level of distinction in both the taught and research elements of a programme. The reason for this choice is that there are a wide range of credit weightings applied to taught and research elements across the University. Because of this choice there are two approaches to the determination of those students lying in the boundary zone for degree classification at the level of distinction (see PGT Degree Regulations Appendix A and table A1).

Throughout the Regulations there is acceptance that these can be modified in light of mitigating circumstances, (see Policy on Mitigating Circumstances):

- <http://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/reaching-decisions-from-assessment/mitigating-circumstances/>

The recording of results is based upon *course unit final mark calculated as a whole number*; whereas weighted degree averages for the determination of classification are calculated *to one decimal place* (see appendix A in the PGT and UG Regulations).

A student's final results after graduation will not indicate any approved mitigating circumstances, but will have annotated course unit marks which have been compensated (C) and/or subject to referral (R). Undergraduate students' marks will be reflected in their Higher Education Achievement Report (HEAR).

The following headings accord with those used in the Degree Regulations and are best read alongside the Regulations.

### **Credit and Award Framework**

Table 1 in both the UG and PGT Degree Regulations is intended to be used for exit awards, not for deciding progression.

For UG programmes the credit required to progress automatically from year 1 to year 2 is 120 credits. Standard University practice should be that Ordinary degrees are intended as an exit awards only and students are not normally expected to progress onto an Ordinary degree, for example due to course unit failure. However, students can progress onto an Ordinary degree on the basis of decisions made by a School or Faculty misconduct committee. (Please see page 14 for further information about distinguishing between the award of a Third and an Ordinary degree).

It follows that the opportunities for both UG and PGT students to exit before the end of the programme must be made clear, most notably where a student has failed the requirements of a professionally accredited programme. Updates to exit awards can normally be handled through the [programme amendment process](#) via the Faculty.

Framework for Higher Education Qualifications (FHEQ) levels have been used rather than year e.g. FHEQ level 4 is equivalent to year 1 because of possible confusion for students on part time degrees or non-credit bearing study.

FHEQ level 7 is equivalent to postgraduate study because of possible confusion for students on part time degrees or non-credit bearing study who are taking course units from lower FHEQ levels.

### **Title of Taught Awards**

The authority to approve titles of degree awards lies with Senate.

The title of a programmes or an award will normally follow the following conventions:

- The title “X” signifies that at least two thirds of the credits of the programme relate directly to the subject X.
- The title “X and Y” signifies that the distinct subjects X and Y each comprise more than one third of the credits of the programme and of the credits in the final year.
- The title “X with Y” signifies **either**
  - (i) that subject X is studied with subject Y, where Y comprises at least one quarter but no more than one third of the credits of the programme and of the credits in the final year; **or**
  - (ii) that subject X is combined with a substantial period of study Y (typically one academic year) away from the University.
- The titles “X (with Y)” or “X (Y)” may be used to signify that subject X is studied with subject Y where Y is another subject or pathway that comprises less than one quarter but at least one sixth of the credits of the programme and of the credits in the final year.

Titles of awards will not normally include more than two subjects, to which “with Y” for a period of study Y as above may be added where applicable.

### **Duration of Undergraduate and Postgraduate Taught Programmes**

A Degree of Master will normally be a one-year programme and the date for the end of the programme and submission of the dissertation (or equivalent) will be published in the programme handbook.

There is no set maximum Undergraduate or Postgraduate Taught length of study specified in the Degree Regulations, although it is generally accepted that the period of time for part-time Degree of Masters students to complete their programmes would not exceed five academic years. The length of study for both UG and PGT students depends on whether a student has exhausted their resit opportunities, whether there are any mitigating circumstances or periods of interruption, or if there are any variances approved by the Faculty, as stated in programme handbooks. However, Schools will have to be mindful of visa requirements when taking action which may extend a student’s duration of study and should also consider whether the content of the programme is still current when looking at agreeing to extend a student's length of study.

### **Students returning after Interruption**

Students commencing their studies will be subject to the version of the Degree Regulations which were in place at the time of their registration). Students who are returning after a period of interruption should return

to the set of Degree Regulations they were originally registered upon if they have undertaken work or achieved credits which are counted towards their final degree classification.

In the case of a first year student who is returning after interruption and the work they have already undertaken is not counted in the final degree classification, they would return on the latest set of Degree Regulations if they agree to this. It is important that the student agrees to the transfer to the new set of Regulations as a condition of their return and that this is carefully documented with a transparent audit trail which would need to be available in the case of an appeal or complaint.

A second year student would normally return on the original Regulations under which they registered. However, if their first year does not count towards their final classification, they can agree to transfer to the latest Regulations. Again, there would need to be agreement from the student and a clear paper trail regarding their agreement to the transfer.

Students applying to take an interruption should be given details of how their interruption is likely to affect the set of Regulations they would return on, taking into account the fact that there could be advantages or disadvantages of transferring to a different set of Regulations.

### **Accreditation of Prior and Experiential Learning (AP(E)L)**

While we wish to acknowledge prior learning/experience, it is a principle that at least half of the programme should be assessed at the University of Manchester, for UG programmes, (see C7 of the Undergraduate Regulations, version 2.6, January 2020) unless exceptional circumstances apply.

For PGT programmes, paragraph C6 of the PGT Regulations confirms the maximum amount of credits which are permitted for each programme for AP(E)L, ranging from 15 credits for a PG Certificate (if the award is based on a 15 credit structure, and a maximum of 20 credits if the award is based on a 20 credit structure) to 60 credits for a Masters award.

There should be a time limit on the period between prior learning/experience and award normally set at five years but Faculties may wish to take into account part time study. The principle is that prior learning/experience is relevant and current to the award.

With regards to exit awards, students on both UG and PGT programmes are permitted to receive exit awards if they have AP(E)L credits in their profile, as long as at least half of their total credits have been awarded by the University of Manchester.

### **Rescinding Awards**

It is not a right to rescind an award. All students attempting to gain admission to the University are subject to admission requirements regardless of previous enrolment status.

Students who have received an exit award as a result of academic failure may not rescind and be readmitted as they have exhausted all assessment opportunities previously.

The formal rescindment of an existing award will take place at the Examination Board, once the replacement award has been ratified.

The administrative rescindment of the award will take place after re-admittance has been accepted, using the SSO guidance and the certificate should be placed on the student's file:

- [SSO guidance on readmit and rescinded awards](#)

If due to failure, the subsequent award is not conferred, the original award will remain in place and the original certificate returned to the student.

The University is able to rescind an award when academic misconduct within the award has been proven after graduation, in accordance with 'Ordinance XXXVIII: Degrees and other academic distinctions', paragraph 7 (see [Schedule of Ordinances](#)).

For further information about rescinding awards, please see the Appendix to the [Guidance on Examination Boards](#).

### **Assessment and Progression**

For undergraduate Programmes, progression is based upon obtaining sufficient credit e.g. 120 credits to progress from level 4 to level 5, 240 credits to progress from level 5 to level 6. Students who fail more than two thirds i.e. 80 credits are deemed to have failed the level and paragraph D11 of the Undergraduate Regulations sets out the options available to Examinations Boards.

Excluding the requirements of programmes with professional body accreditation, progression in postgraduate programmes is often determined at the transition from taught to research element. Given the variation in forms and timing of the research element, the requirement for this progression should be determined by the programme and stated in the Programme Handbook.

### **Compensation**

Compensation of failed course units is a measure to reduce the need for referral assessment where the student has demonstrated academic ability.

Some programmes, e.g. due to professional accreditation requirements, may wish to adopt higher standards such as not allowing compensation. In such cases these must be agreed by the Faculty and included in Programme Handbooks.

Credit-rated experience away from the University, such as certain types of study abroad that constitute part of the credit of a UoM programme, may be compensated.

Unless the unit has been defined as non-compensatable, compensation is normally automatic; however, under Paragraphs E21 of the Undergraduate Degree Regulations and E19 of the Postgraduate Taught Regulations, the decision on how to apply compensation is at the discretion of the Examination Board.

#### **Undergraduate Compensation**

Compensation of failed course units is a measure to reduce the need for referral assessment where the student has demonstrated academic ability through passing at least two thirds i.e. 80 credits at levels 4 and 5. In the final year a different process applies and is referred to as 'Special Compensation' (see section J of the Undergraduate Regulations).

Compensation for undergraduates applies to marks between 30 and 39 (see appendix A of the Undergraduate Degree Regulations and Table A in this guide).

Please see the following example.

**Box 1 An example of end of year compensation and referral decisions for a 120 credit undergraduate programme**

Course unit	credit	mark%	(P pass, C compensatable fail, R uncompensatable fail)
A	20	55	P
B	20	38	C
C	20	60	P
D	20	40	P
E	10	70	P
F	10	65	P
G	10	25	R
H	10	35	C

In this example the student has passed 80 credits, they have gained a compensatable fail in course unit B and course unit H but have failed course unit G. The student would normally be compensated in course units B and H, to a total of 30 credits which is within the maximum allowable of 40 credits, (assuming the compensated course units are not compulsory and that additional accreditation rules do not apply- if there are such additional requirements, e.g. for professional degree programmes, they will be explained in the programme handbook).

The student in this case has failed course unit G and will have to resit this examination: known as a referral. If the mark gained after the resit examination is 45% the student will have gained sufficient credits i.e. 120 to progress to the next year of study. The mark recorded for this student in course unit G will be 30 as this is the maximum allowable for a referral when the first sitting mark was an uncompensatable fail.

In the event of a student failing a course unit with a mark less than 30, and then obtaining a compensatable fail in the resit where there is compensation available, the student would receive the credit and pass the year overall. The student's mark would be capped at 30R.

**Postgraduate Compensation**

At postgraduate level, students can be compensated for up to 40 credits for PG Diploma/Masters or 20 credits for PG certificate.

Compensation for postgraduates applies to marks between 40 and 49 for Masters programmes and between 30 and 39 for PGDip/ PGCert programmes (see tables B and C in this guide, page 19).

Note that postgraduate dissertations are normally not compensatable because of their high credit weighting, but a failed dissertation can be resubmitted, as long as it achieves a mark of 30 or above (see paragraphs F27 and F28 of the PGT Degree Regulations).



## **Reassessment**

### **Undergraduate Reassessment**

Reassessment is available for undergraduate course units with marks below compensation i.e. 29 or less; or where more than 40 credits are in the compensation zone. Note that reassessment is not available for improving marks. The Examination Board should decide which course units should be referred e.g. when more than the maximum allowable are in the compensation zone.

The UG Degree Regulations (paragraph F22) state that reassessment may be taken *unless in the final year (or level 6) of a Bachelors degree or the final years of an integrated masters (level 6 or 7)*<sup>1</sup>. For clarification, work which was undertaken in any year preceding the final year of a programme can be reassessed (or referred) in the final year (subject to the referral limits set out in the Degree Regulations). Similarly, work/assessments from any year preceding the final year that are deferred due to mitigating circumstances, can be taken in the final year. However, work which was undertaken as part of the final year of a programme cannot be reassessed during the final year. This is where 'special compensation' may apply.

In order to record student achievement rather than failure, the uncompensatable fail mark can be replaced in final degree classification with the mark gained in referral to a maximum of the lower limit of compensation, which is 30%. This will show on a student's transcript as 30R. The reason for capping a referral mark is not to disadvantage students who have already been compensated hence not allowed to resit such courses for a higher mark.

For all referred assessment, the original pass mark will stay the same; therefore for Undergraduate referred assessment, a student will have to achieve a mark of 40 to pass, but this mark will be capped at the lowest compensatable mark (30%). This includes dissertations.

Referrals are capped at the lowest compensatable mark (30%). The capped mark is applied to the unit level mark, not just the failed element.

In the event of a student failing a course unit with a mark less than 30, and then obtaining a compensatable fail in the resit where there is compensation available, the student would receive the credit and pass the year overall. The student's mark would be capped at 30R.

Where students are permitted a resubmission following the application of a penalty due to academic malpractice, the resubmission is capped at 30R.

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<sup>1</sup> Reassessment is not usually allowed in year 3, unless for PSRB/ESFA requirements; however, paragraph J47 of the Undergraduate Degree Regulations does allow for it at the discretion of the Examination Board in relation to Integrated Masters programmes.

**Box 2 An example of end of year compensation and referral decisions for a 120 credit undergraduate programme**

Course unit	credit	mark%	(P pass, C compensatable fail, R uncompensatable fail)
A	20	30	C
B	20	38	C
C	20	60	P
D	20	40	P
E	10	70	P
F	10	65	P
G	10	25	R
H	10	35	C

In this example the student has passed 60 credits, they have gained a compensatable fail in course unit, A, B and course unit H but have an uncompensatable fail in course unit G, (assuming the compensated course units are not compulsory and that additional accreditation rules do not apply- if there are such additional requirements e.g. for professional degree programmes they will be explained in the programme handbook).

As the student has compensatable fails of more than 40 credits, in this case 50 credits, they cannot all be compensated. In these circumstances the Regulations require the Examination Board to make the decision which course unit (s) should be compensated fails and which are uncompensatable fails. The reason for this is that the composition of the assessment might need to be taken into account, also the course unit credits along with the need to pass compulsory courses.

In this example let us assume the Examination Board concludes the 10 credit course H should not be compensated, the two 20credit course units A and B are compensated and the student will resit course units G and H.

**Postgraduate Reassessment**

Reassessment is available for course units with marks below compensation or where more than the allowable number of course units have been compensated. Note that reassessment is not available for improving marks. The Examination Board should decide which course units should be referred e.g. when more than the maximum allowable are in the compensation zone.

In order to record student achievement rather than failure, the fail mark can be replaced in final degree classification with the mark gained at referral to a maximum of the lower limit of compensation. The reason is not to disadvantage students who have already been compensated hence not allowed to resit such course units for a higher mark.

For all referred assessment, the original pass mark will stay the same; therefore for Postgraduate Taught referred assessment, a student will have to achieve a mark of 50 to pass, but this mark will be capped at the lowest compensatable mark (40%), unless the previous mark was within the compensation zone, in which case the original mark will stand. This includes dissertations.

In theory a student could pass all course units, e.g. with marks of 50 for a Masters programme, with some at the level of compensation and this would produce an overall average below 50%. For this reason the classification of pass degree at Masters in table A1 (Postgraduate Masters degree classification and boundary zone using total points 0-100 mark range) on page 7 of the PGT Degree Regulations is set at 59.9% or less, providing the credit requirement from Table 1 (Credit and

Postgraduate Award Framework) on page 2 of the PGT Degree Regulations is satisfied; i.e. passing 180 credits for a Masters irrespective of the average programme weighting. It is key to remember that the award is based on *the achievement of required amount of credit* rather than the average mark.

Paragraph F29 of the PGT Regulations state that “Referral pass marks will be capped at the lowest compensatable mark for Postgraduate Taught students, unless the previous mark was within the compensation zone, in which case the original mark will stand. This mark is used in the weighted average mark for the final award. The capped mark is applied to the unit level mark, not the failed element.” It should be noted that it is the *unit level mark* which is capped, *not* the failed element. Some of the principles behind the way referrals are handled are as follows:

- If a student passes a course unit by resit/referral, then they should not end up with a lower mark than they obtained at the first sit. So if a PGT student gets 45% in the first sit (which is a fail), and then they get 60% in the resit/referral, then their final mark should be 45R and not 40R.
- A student who got a low mark in the first sit of an exam should not gain an advantage compared to a student who got a relatively good mark in the first sit. So, for example, if a PGT student got 23% in the first sit and then 60% in the resit, their final mark will be 40R. That is, their resit mark is capped at the compensation level. This final mark is lower than that of the student in the first example, above, as intended.

So the basic rule is that if the student **passes** the resit/referral, then the resit mark is capped at the lowest compensation level. However, if the original first-sit mark was in the compensation range, then this original mark is retained.

However, if a student **fails**, then the first-sit mark stands and would be recorded without a suffix of ‘R’.

### **Re-sitting a failed component to meet programme or Professional Body requirements**

Where a variation to the Degree Regulations has been approved, in cases where an undergraduate student is required to re-sit a failed component of a unit in the final year (even though they may have achieved an average pass mark in the unit) in order to meet the requirements of the programme or of a professional body or the Education and Skills Funding Agency (ESFA), the recording and treatment of such marks must reflect PSRB requirements, be specified clearly by the School (in programme handbooks, etc.) and be approved by the Faculty. The expectation is that these marks will be capped at the equivalent of the lowest compensatable mark (30 at Undergraduate level), *or as required and agreed by the PSRB/ESFA and the School/Faculty*, to determine the class of degree awarded to the student.

### **Carrying forward failed credit on Undergraduate Programmes**

A student can take up to 20 failed credits in attendance, but this should be a decision of the Examination Board and not a right, and should be taken with due consideration of the burden on the student and the availability of facilities. The intention is that the 20 credits would be taken **in addition to** the 120 credits required for the subsequent year so they would study 130/140 credits in a year, not just the 10/20 carried over. The Examination Board would have to make the decision based on whether the student is likely to be able to pass with a heavier load. This may not be in their best interests but there might be some students who are capable of redeeming themselves.

Undergraduate students permitted to carry 20 credits into a subsequent year will not be charged any additional tuition fee but will be required to cover any additional costs associated with the course unit(s) concerned, e.g. mandatory field trips.

### **Resit without Attendance**

Significant discussion took place in the development stages of the Taught Degree Regulations concerning carrying forward fails, studying and resitting these without attendance. 'Resit without Attendance' has the potential to be a poor experience for students as they can be unsupported and this status can place students in an invidious position with regards their unemployment and visa status. As a result resit without attendance is to be avoided unless exceptional e.g. mitigating circumstances apply. Staff members must seek advice from the Student Immigration Team ([visa@manchester.ac.uk](mailto:visa@manchester.ac.uk)) with regards to students on a Tier 4 visa in respect of Resit without Attendance.

### **Exit Awards**

See table 1 (Credit and Award Framework) in both the UG and PGT Degree Regulations. The opportunities for a student to exit before the end of the programme must be made clear, most notably where a student has failed the requirements of a professionally accredited programme. Updates can normally be handled through the [process for amendments to taught programmes](#).

### **Repeating the Level/Year (or part of a year)**

This is a decision of the Examination Board and not a right on either UG or PGT programmes.

If a student has failed the level/year, the Examination Board can make the decision to permit the student to repeat the year (or part thereof – this would normally only apply in cases of approved mitigating circumstances – see H38 of the UG Degree Regulations).

If a student fails and is allowed to repeat, fees are payable for the repeated period of study:

Undergraduate students permitted to repeat a year/part of a year of study are charged full tuition fees (or a proportion of) at the rate applicable for the academic year concerned. As mentioned above under '*Carrying forward failed credit on Undergraduate Programmes*', Undergraduate students permitted to carry 20 credits into a subsequent year will not be charged any additional tuition fee but will be required to cover any additional costs associated with the course unit(s) concerned, e.g. mandatory field trips.

If there are proven mitigating circumstances and the School feels that they are serious enough, they can decide that a student shouldn't be charged fees to repeat the period of study, but the final decision would be a School one.

### **Classification**

#### **Classification in Postgraduate Taught programmes**

As noted above, if a student gains the required credit listed in Table 1 of either the UG or PGT Degree Regulations, they are eligible for that award e.g. 180 credits for 1 year Masters programme.

Course unit marks are recorded as whole numbers; weighted averages are calculated to one decimal point.

Overall average is based upon course unit credit weighting.

In addition there is one regulation where an option exists and Schools are required to inform the Faculty and students of the regulation adopted across the school. This is whether the award of distinction (see paragraph I37 of the PGT Degree Regulations, version 3.6, January 2020) is based on the overall average across the programme; or alternatively the level of distinction must be obtained in both taught and research i.e. dissertation elements. The reason for this choice is that there are a wide range of credit weightings applied to taught and research elements across the University. Because of this choice there are two approaches to the determination of those students lying in the boundary zone for degree classification at the level of distinction (see PGT Degree Regulations Appendix A and table A1).

Appendix A of the PGT Regulations states that a student whose total mark at the first assessment is within the specified boundary zone found in table A1, must be considered for the higher award; this relates to students who fall within the boundary zones between pass/merit and merit/distinction.

Students who lie within the pass/merit boundary zone can be awarded the higher award if they have some compensation or resits within their profile, as long as they have achieved at least 2/3 of the credits (excluding AP(E)L and non-numeric pass/fail units) which are equal to or higher than the final award .

Students who lie within the merit/distinction boundary can only be considered for the award of distinction if they have no compensation or resits within their profile.

Award of the higher classification is automatic if the criteria are met.

### **Final Year of an Undergraduate (including Integrated Masters) programme**

A student is awarded 360 credits for a 3 year Bachelors degree with Honours and 480 credits for a four year Integrated Masters degree; hence allowance must be made for course unit failure in the final year(s) as there are no referrals. Paragraphs J48 to J50 of the Undergraduate Degree Regulations allow up to 40 credits to be failed for 2:2; 2:1 and 1st class degrees; and up to 60 credits for third class degrees. Note that there is no change in marks as this 'special compensation' is for credit only.

Paragraph J48 of the UG Degree Regulations states that students can fail up to 40 credits and be awarded 'special compensation' at Level 6/7, without penalty. To clarify, this is a total of 40 *across both levels*, not 40 at each level.

Paragraph J49 states students can fail up to 60 credits and be awarded 'special compensation', with a penalty of reduced classification. Again, this is a total of 60 across both levels 6 and 7, not 60 at each level.

### **Classification of Integrated Masters Programmes**

The principle of level/year weightings is that early year(s): final year(s) of the Integrated Masters are weighed 1:2 e.g. 0; 0.2; 0.4; 0.4 (level 4 to 7).

Programmes may decide to include level 4 (year 1) performance in degree classification or not. This is a pedagogic decision based on the curriculum and/or professional requirements. This decision must be contained in Programme Handbooks and communicated to the Faculty.

Course unit marks are recorded as whole numbers; weighted averages are calculated to one decimal point.

## Classification in Bachelors Programmes

The principle of level/year weightings is that earlier year(s): final year of the Bachelor degree are weighed 1:2, e.g. 0; 0.33; 0.67 (level 4 to 6).

Programmes may decide to include level 4 (year 1) performance in degree classification or not. This is a pedagogic decision based on the curriculum and/or professional requirements. This decision must be contained in Programme Handbooks and communicated to the Faculty.

Course unit marks are recorded as whole numbers; weighted averages are calculated to one decimal point.

## Classification in cases of Direct Entry students

When students have been accepted onto a year after the first year of study, the weighting across the remaining years of the programme should be calculated on the following basis.

From the implementation of the 2012 Degree Regulations onwards, Schools/Faculties have been asked to state the weighting for each year of a three or four year undergraduate degree, e.g. for a three year Bachelors programme, Y1 to Y3 (L4 to 6 FHEQ) using weights of 0.0 (L4), 0.33 (L5), and 0.67 (L6) or Y1 to Y3 (L4 to 6 FHEQ) using weights of 0.1 (L4), 0.3 (L5), and 0.6 (L6).

If a student bypasses year 1 by directly entering in year 2 of a Bachelors programme for which the School/Faculty has opted for the second choice of weighting (0.1/0.3/0.6), the weighting for the final two years of the programme should be 0.33/0.67 in order to retain the same ratios of weightings for the final two years.

When a student enters by direct entry purposes into year 3 of a four-year programme, the same principles would apply to weighting of the remaining years, in order to retain the same ratios.

In cases where a student is admitted with direct entry into the final year (year 3 of a three-year programme or year 4 of a four-year programme), all the weighting would be based on marks achieved in year 3.

## Distinguishing between the award of a Third and an Ordinary Degree

In boundary zone	Other stipulations	Resulting award or classification
37.0 to 39.9	<ul style="list-style-type: none"><li>• Have a total of at least 300 credits with 60 credits at Level 6</li><li>• Meet the criteria set out in the section on 'Consideration of Bachelor Degree students within the boundary zone by mark distribution' in the UG Degree Regulations (i.e. 2/3 of the credits (excluding AP(E)L and non-numeric pass/fail units) taken in the awarding academic year are equal to/higher than the classification threshold of a Third – 40.0)</li></ul>	Student is awarded a Third class degree

37.0 to 39.9	<ul style="list-style-type: none"> <li>• Have a total of at least 300 credits with 60 credits at Level 6</li> <li>• Do not meet the criteria above</li> </ul>	Student is awarded an Ordinary degree.
36.9 or less	<ul style="list-style-type: none"> <li>• Have a total of at least 300 credits with 60 credits at Level 6</li> </ul>	Student is awarded an Ordinary degree.

### **Examination Board Arrangements**

When decisions are made regarding student progression, this must be conducted by an Examination Board. Often review of semester 1 results, e.g. in February, are for moderation and do not require decisions on progression. The role of the External Examiner is governed by the [Guidance on External Examiner Procedures](#) and is also highlighted in the [Guidance on Examination Boards](#) which sets out details of Examination Board types and responsibilities. This will clarify Year 1 and Year 2 progression decisions and the review of referral results.

## Appendix A – Undergraduate Classification Scheme

The figure below presents the steps for calculation of programme average, determination of classification, consideration of students in the boundary zone through mark distribution, followed by Classification Review. (Please also refer to ‘Appendix C – Classification Review’ for further details of Classification Review).

### The University of Manchester (Undergraduate degrees)

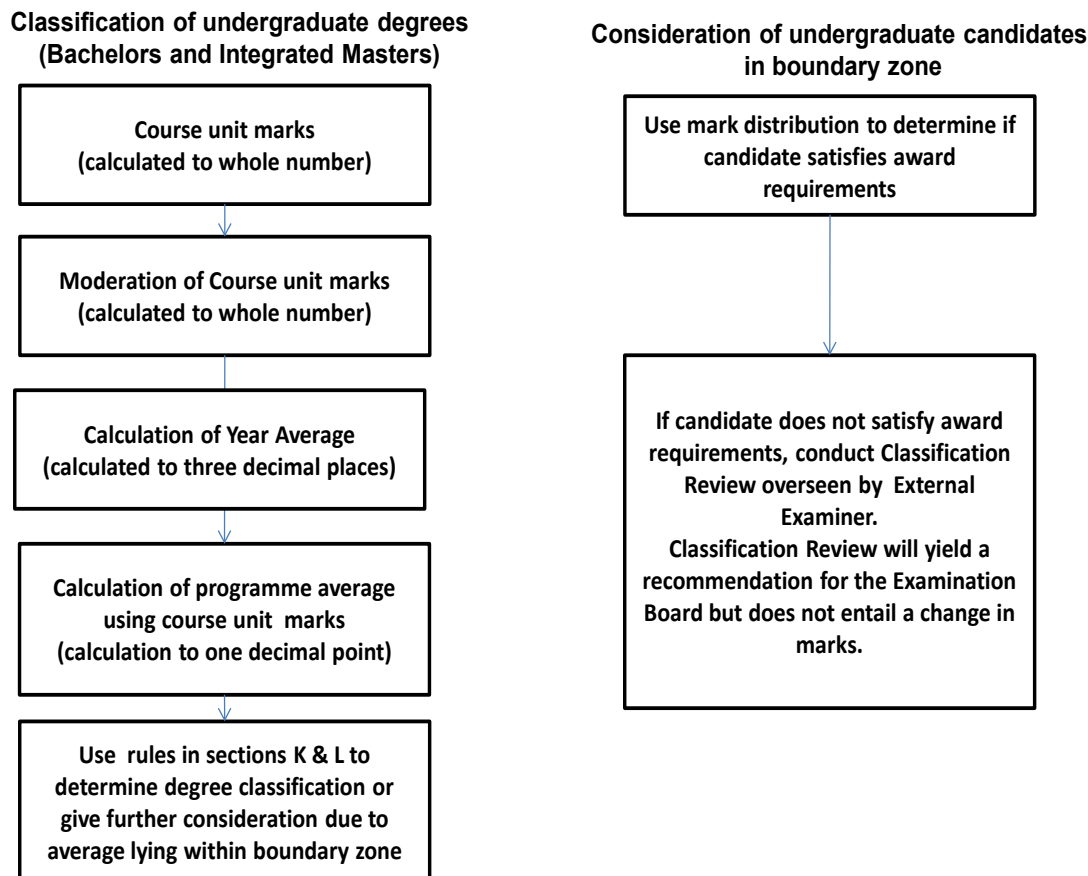


Figure 1 Flow chart for undergraduate degree classification

Mark distribution i.e. pattern of final year assessment is conducted before Classification Review and those students who gain a higher classification based on their mark distribution are not then subject to Classification Review. The use of 75 credits for Integrated Masters and 80 credits for Bachelor degrees in the UG Degree Regulations is because the former can include level 7 courses taught as 15 credit course units whereas course units at levels 4, 5 and 6 are in multiples of 10 credits.

Classification Review is based upon inspection of a final year student’s work to determine whether there are any academic grounds for the award of a higher degree. Note that this does not involve changing marks and that External Examiners should support this process, e.g. through advice on standards, but they are not expected to act as a ‘third examiner’. This holistic approach is to ensure that every consideration has been given to marginal candidates. Classification Review will make recommendations to the Examination Board, which will then take the decision on final degree classification.



## University of Manchester course unit marking scheme for undergraduate students

**Table A. Undergraduate course unit marking scheme**

Mark (class) descriptor	Mark range (whole numbers)
First Class	70 to 100
Upper Second	60 to 69
Lower Second	50 to 59
Third	40 to 49
Compensatable fail	30 to 39
Non-compensatable fail	Less than 30

## Appendix B – Postgraduate Degree Classification Scheme

The figure below presents the steps for calculation of programme average, determination of classification, consideration of students in the boundary zone through mark distribution, followed by Classification Review.

### The University of Manchester (Postgraduate degrees)

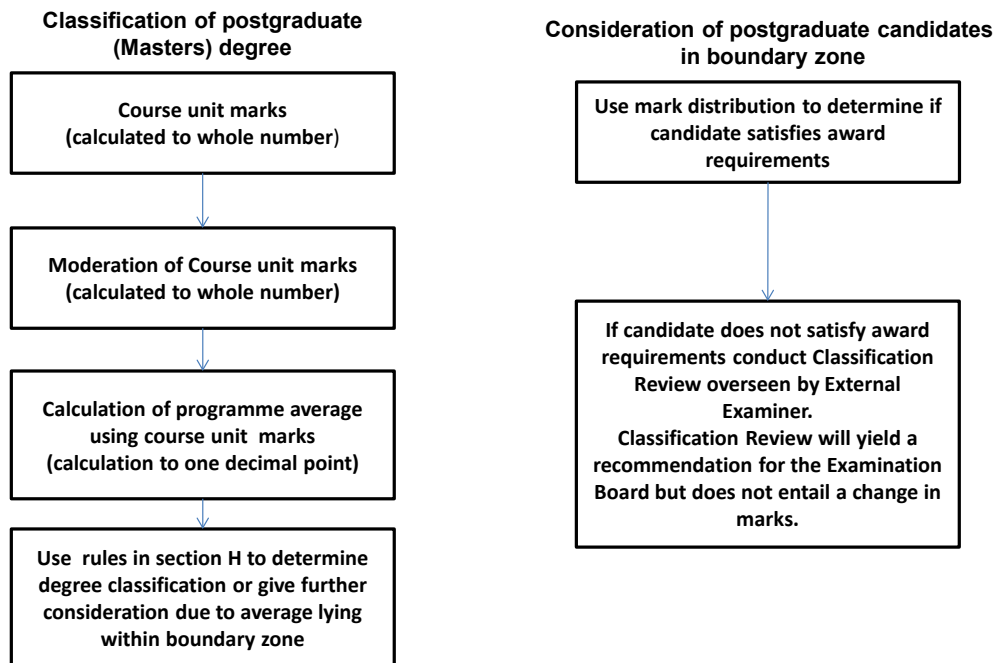


Figure 2 Flow chart for postgraduate degree classification

Mark distribution (i.e. pattern of marks obtained) is conducted before Classification Review and those students who gain a higher classification based on their mark distribution are not then subject to Classification Review. Note that boundary zone conditions are specified differently for those following the award of distinction based upon programme average, as opposed to the award of distinction based upon both taught and research elements.

Classification Review is based upon inspection of the student's marks to determine whether there are any academic grounds for the award of a higher degree. Note that this does not involve changing marks and that External Examiners should support this process, e.g. through advice on standards, but they are not expected to act as a 'third examiner'. This holistic approach is to ensure that every consideration has been given to marginal candidates. Classification Review will make recommendations to the Examination Board, which will then take the decision on degree classification. If a student's classification is raised as a result of Classification Review, this would not be noted on the student's transcript.

## University of Manchester course unit marking scheme for Postgraduate Taught students

**Table B Postgraduate (Masters) course unit marking scheme**

Mark (class) descriptor	Mark range (whole numbers)
Distinction	70 to 100
Merit	60 to 69
Pass	50 to 59
Compensatable fail	40 to 49
Non-compensatable fail	39 <u>or less</u>

**Table C Postgraduate (Dip, Cert.) course unit marking scheme**

Mark (class) descriptor	Mark range (whole numbers)
Pass	40 or more
Compensatable fail	30 to 39
Non-compensatable fail	29 <u>or less</u>

## Appendix C – Classification Review

Below are a few principles to assist Schools in the operation of Classification Review:

1. Classification Review does not remark or change marks.
2. Classification Review can only result in an increase in class to those cases which are in the borderlines and/or do not meet the criteria for the higher class award.
3. Classification Review does not result in a lower classification.
4. Not every student in the boundary zone is eligible to receive a Classification Review.
5. The Examination Board can exercise its collective academic judgement in deciding which cases can be subject to Classification Review.
6. Classification Review allows an Examination Board to reflect on the near misses, which do not meet the criteria for a higher class and confirm the decision was correct.
7. During Classification Review, External Examiners approve the rationale to increase a class; they do not look at individual assessments or remark.
8. Classification Review allows Boards scope for academic judgement in exceptional circumstances.

Applications for mitigating circumstances to be taken into account are subject to a different process and Examination Boards should ensure there is no duplication of consideration of mitigation during Classification Review.

<b>Document control box</b>	
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