

# The University of Manchester: Regulations for Undergraduate Awards

For students registered on an Undergraduate programme between  
17 October 2007 and 31 August 2010

Except where specified, these regulations apply only to full-time programmes.

## DEFINITIONS

### (a) Credit framework

1. *Credit* is a measure of units and programmes of study according to the volume of student work required. One credit corresponds to a notional ten hours of student workload.
2. *Level* describes the intellectual demands of units and programmes of study. A unit will be assigned a level as follows: 0 corresponding to the typical demands of a foundation year; 1, 2 or 3 corresponding to the typical demands of successive years of a Bachelor's Degree programme; or 4 corresponding to the typical demands of a Master's Degree programme.

Alongside the levels of study used by the University, the QAA's Framework for Higher Education Qualification (FHEQ)\* assigns levels on the basis of achievement of outcomes and attainment rather than years of study. Qualification descriptors which set out the generic outcomes and attributes expected for the award of individual qualifications are a key part of the FHEQ.

#### *FHEQ Levels*

Qualification	FHEQ Level	University Level of study
Certificate of Higher Education (Cert HE)	4	0 corresponding to the typical demands of a foundation year
Diploma of Higher Education (DipHE) Foundation Degree	5	0 corresponding to the typical demands of a foundation year
Bachelor's Degree with Honours Bachelor's Degree	6	1, 2 or 3 corresponding to the typical demands of successive years of study
Master's Degree Integrated Master's Degree	7	4 corresponding to the typical demands of a Master's Degree

3. The standard undergraduate academic year comprises 120 credits for programmes with honours, and 100 credits for Ordinary programmes. The credits are normally divided equally between the semesters.
4. In undergraduate programmes, a Unit will be worth 10 credits (or an integral multiple of this figure), except for a Unit at level 7, which will be worth **either 10 or 15** credits

(or an integral multiple of these figures). Any variations in these credit values will require the permission of Senate.

\*The levels referred to are taken from the QAA Framework for Higher Education Qualifications (<http://www.qaa.ac.uk/academicinfrastructure/FHEQ/EWNI08/default.asp>)

#### **(b) Award framework**

5. Award of the Certificate of Higher Education requires 120 credits, with at least 100 credits at level 1 or above (level 4 in the FHEQ\*).
6. Award of the Diploma of Higher Education requires 240 credits, with at least 100 credits at level 2 or above (level 5 in the FHEQ).
7. Award of the Ordinary Degree of Bachelor for a programme of standard length (three years full-time study or its part-time equivalent) requires 300 credits, with at least 60 credits at level 3 or above (level 6 in the FHEQ).
8. Award of the Degree of Bachelor with Honours for a programme of standard length (three years full-time study or its part-time equivalent) requires 360 credits, with at least 100 credits at level 3 or above (level 6 in the FHEQ).
9. Award of the Integrated Degree of Master for a programme of standard length (four years full-time study or its part-time equivalent) requires 480 credits, with at least 90 credits at level 4 (level 7 in the FHEQ).
10. For longer programmes, the total credit requirements for each award are increased *pro rata* to the length.

#### **(c) Accreditation of prior learning**

11. The University may accredit prior learning undertaken elsewhere when such learning may be shown to have delivered the appropriate level and volume of study and to have achieved the intended learning outcomes of a specific part of one of its own programmes, thereby preparing the student suitably for subsequent parts of the programme.
12. Prior learning that is certificated may be accredited by scrutiny of documentary evidence against the required criteria of level, volume and achievement of relevant intended learning outcomes. Prior learning that is experiential must be recognized by the compilation of material that allows equivalent scrutiny. In either case a fee may be payable, which may depend on the level and volume of credit to be recognized and on whether the learning is certificated or experiential.
13. Prior learning may be recognized for the purpose of admitting a student to a programme *with advanced standing*, i.e. to a year after the first, subject to the criteria under Paragraphs 11 and 12. Any year thus exempted will not be awarded a mark but will be graded pass (and hence excluded from the calculation of the overall mark for the programme).

14. Prior learning may also be recognized for the purpose of exempting a student from the attendance and assessment requirements of a specific unit in any year except the final year of a programme leading to the Degree of Bachelor or integrated Degree of Master. Any unit thus exempted will not be awarded a mark but will be graded pass (and hence excluded from the calculation of the overall mark for the year). The volume of credit so exempted will not exceed one half of the total credits in any year, or, for a student admitted to the programme with advanced standing, one sixth of the total credits in any year. Such exemption will not imply exemption from paying any part of the normal fees due for the year.

**(d) Titles of awards**

15. 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.

**MINIMUM STUDY PERIOD**

16. The award of the Degree of Bachelor or the integrated Degree of Master for a student admitted to a programme with advanced standing in respect of learning completed prior to entry (see Paragraph 13) requires completion of at least the final year of full-time study (or its part-time equivalent) at the University of Manchester.

**MAXIMUM STUDY PERIOD**

17. A student will not be allowed to interrupt full-time study except with permission from Faculty. The full-time programme for the award of a degree will normally be completed within two academic years of the intended completion date following first registration for the programme.

## ASSESSMENT

18. A student successfully completes a unit by demonstrating achievement of specified intended learning outcomes. For numerical assessment, marks are determined by the extent to which the student achieves the intended learning outcomes, such that in principle the full range from 0 to 100% is available. Where there is numerical assessment, the normal pass mark will be 40%. Where there is no numerical assessment the unit will be graded pass or fail.
19. The Board of Examiners may determine from evidence available to it that a student who has been prevented by good cause from completing the assessment for a unit will be awarded the percentage mark if at least half of the assessment has been completed or a pass if less than half of the assessment has been completed.
20. For the purposes of determining progression, the percentage mark that represents a *compensatable fail* will be not less than 30%. Where a unit is graded simply pass or fail there is no compensatable fail mark.

## PROGRESSION

21. The overall mark for a given year of a programme will be calculated as an average of the numerical marks awarded for each unit in that year weighted by the credits for that unit, with suitable provision for marks from any assessments that relate to more than one unit or to study outside the standard programme. Units graded pass or fail are excluded from the calculation.
22. The minimum overall pass mark will be 40% to progress from one year of a programme for the Degree of Bachelor to the next and to progress to Years 2 and 3 of a programme for the integrated Degree of Master. The minimum overall pass mark will be 50% to progress to Year 4 of a programme for the integrated Degree of Master.
23. To progress from one year of a programme to the next, except from Year 3 to Year 4 of a programme for the integrated Degree of Master, a student must
  - reach the minimum pass mark overall; and
  - reach the pass mark in individual units totalling at least two thirds of the credits for that year; and
  - reach the compensatable fail mark in all remaining units.

To progress from Year 3 to Year 4 of a programme for the integrated Degree of Master, a student must

- reach the minimum pass mark overall; and
- satisfy the requirements for the Degree of Bachelor with at least 2ii Honours as set out in Paragraphs 32 to 37 of these Regulations.

Faculties may allow Schools on discipline-specific grounds to adopt more stringent requirements, including (but not restricted to):

- limiting the number of credits for which a compensatable fail mark will be available in each of the separate components of a joint degree programme;
- specifying core units for which no compensatable fail mark will be available;

- increasing the proportion of the total credit that must reach the pass mark (ultimately to the total credits available, thus allowing no compensatable fails);
  - setting a compensatable fail mark greater than 30% as allowed under Paragraph 20;
  - setting a higher pass mark overall.
24. A student who fails to progress to a subsequent year of a programme for the Degree of Bachelor, or to a subsequent year other than the final year of a programme for the integrated Degree of Master, will be reassessed in all units for which the unit pass mark was not attained. Such reassessment must be designed to assess achievement of the same intended learning outcomes but need not be of the same form as that originally used. It will normally take place in time for the student to progress at the time originally intended. In order to progress, a student will be required to pass each unit reassessed. The student will then be deemed to have obtained the credits necessary for progression. However, the marks originally obtained will be used to calculate the overall mark for the year. Although compensation is not normally available, Faculties may for good cause allow a School to adopt a scheme of compensation, provided that such a scheme is no less stringent than the scheme the School uses under Paragraph 23.
25. A student who progresses to a subsequent year of a programme according to Paragraph 23 may be reassessed in order to achieve higher marks where such marks are required by a relevant professional, statutory or regulatory body. However, the marks originally obtained, which may include compensatable fail marks for some units, will be used to calculate the overall mark for the year.
26. A student who fails to progress to the final year of a programme for the integrated Degree of Master will not be reassessed but instead will be considered forthwith for the award of the Degree of Bachelor.
27. A student who fails after reassessment (and application of compensation allowed as in Paragraph 24) to progress to a subsequent year of a programme for an Honours Degree but has passed units totalling at least 100 credits (after compensation where allowed) will progress to the subsequent year of the programme for the Ordinary Degree of Bachelor, except as allowed under Paragraph 28.
28. A student who fails to progress to a subsequent year of a programme having failed after reassessment to reach the unit pass mark (or the compensatable mark where compensation is allowed) in units totalling no more than 20 credits may be allowed by the Board of Examiners to progress to the next year taking additional units of the same credit value and at the same level as the failed credits, in addition to the full set of units for that year. To complete that year successfully, the student must satisfy the usual criteria for the year and reach the unit pass mark for the additional credits at the first attempt. A student who satisfies the criteria for the year but fails to pass the additional credits will be treated as having completed successfully that year of the programme for the Ordinary Degree of Bachelor.
29. A student who fails to progress to Year 2 of a programme after reassessment may be allowed by the Board of Examiners to re-start Year 1 of that or a cognate programme.

30. To progress to a subsequent year of a programme for the Ordinary Degree of Bachelor, a student must:
- reach the pass mark overall in units totalling 100 credits; and
  - reach the pass mark in individual units totalling at least 60 credits; and
  - reach the compensatable fail mark in all remaining units.

## **MITIGATION**

31. The Board of Examiners, or other cognate body constituted for this purpose, may determine from evidence of good cause shown before an assessment period (or exceptionally after the assessment period if the cause was not then known to the student or could not then have been shown by the student) that a student's performance was likely to have been impaired. It may then judge that without the impairment the student would have reached higher marks sufficient to demonstrate the necessary learning outcomes and thereby satisfy the requirements for progression under the criteria in Paragraphs 21 to 30 or for a given degree classification under the criteria in Paragraphs 32 to 37. It will not adjust the mark of the student in individual units or overall, but will treat the unadjusted marks separately in any subsequent computations.

## **CLASSIFICATION**

32. The Degree of Bachelor with Honours will normally be awarded in classes 1, 2i, 2ii and 3. The integrated Degree of Master will be normally awarded in classes 1, 2i and 2ii, unless approval by a professional, statutory or regulatory body requires the use of class 3. The Ordinary Degree of Bachelor will be awarded without any classes or divisions.
33. The Board of Examiners may determine from evidence available to it that a candidate for an honours degree who has been prevented by good cause from completing the final examination or assessment will be awarded a class of degree the Board judges to be suitable, or unclassified honours if the Board judges that no class can be determined.
34. A candidate for any award who fails to satisfy the requirements for the intended award but satisfies those for a lower award will be eligible for the lower award. The programme title of the lower award will normally be the same as that of the intended award, but an appropriate alternative programme title will be used:
- (i) when the student has not satisfied the credit requirements for one of two subjects studied in combination; or
  - (ii) when at least part of the title of the degree is associated with a right to practise; or
  - (iii) for other good cause.
- The Certificate of Higher Education or Diploma of Higher Education may be awarded without a programme title.
35. The overall mark for a programme is a weighted average of the overall marks for different years of the programme. For the different classes the overall mark ranges are:
- for class 1, not less than 70.0%;
  - for class 2i, less than 70.0% but not less than 60.0%;
  - for class 2ii, less than 60.0% but not less than 50.0%;

- for class 3, less than 50.0% but not less than 40.0%.

For the different classes *boundary zones* are:

- for class 1, less than 70.0% but not less than 68.0%;
- for class 2i, less than 60.0% but not less than 58.0%;
- for class 2ii, less than 50.0% but not less than 48.0%;
- for class 3, less than 40.0% but not less than 38.0%.

36. A student who obtains an overall mark in the range required for class 1, 2i or 2ii and obtains at least two-thirds of the credits for the final year with a mark not less than 40.0% will be awarded that class of degree. A student who obtains the overall mark in the range required for class 3 and obtains at least half of the credits for the final year with a mark not less than 40.0% will be awarded that class of degree, unless the Faculty has approved more stringent requirements for such an award. Except as provided under Paragraph 37, a student who obtains an overall mark in the range for that class but obtains less than the specified fraction of the credits for the final year with a mark not less than 40.0% will be awarded the next class lower, or for class 3 will be considered under the criteria in Paragraph 38.
37. A student may be considered for the next higher class of degree than determined by Paragraph 36 by one of two methods approved for each programme by the relevant Faculty.

*Method A (by mark distribution)*

A student who obtains an overall mark in the boundary zone for that class and obtains at least two-thirds of the credits for the final year with a mark not less than 40.0% will obtain that class if at least two thirds of the credits for the final year are in or above the range required for that class.

*Method B (by mark review)*

For a student who **either**

- obtains an overall mark in the range required for a given class but does not obtain the fraction of the credits for the final year with a mark not less than 40.0% (as specified in Paragraph 36); **or**
- obtains an overall mark in the boundary zone for that class and obtains the fraction of the credits for the final year with a mark not less than 40.0% (as specified in Paragraph 36),

the relevant External Examiners will review the marks, and may conduct an oral (*viva voce*) examination of the student. On the basis of that review, the External Examiners may recommend that the student obtains that class of degree.

38. The Ordinary Degree of Bachelor will be awarded to a student who at the end of the honours programme obtains an overall mark of not less than 40.0%, averaged over final-year units totalling 60 credits, and obtains at least half of those credits with a mark of not less than 40.0%.
39. The Ordinary Degree of Bachelor will be awarded to a student who at the end of the Ordinary programme obtains an overall mark of not less than 40.0% averaged over final-year units totalling 100 credits, and obtains at least half of the credits with a mark of not less than 40.0%.

40. A student who fulfils the requirements for the award of a degree may seek to be reassessed in some units in the final year in order to achieve higher marks required by a relevant professional, statutory or regulatory body. However, the marks originally obtained will be used to determine the class of degree awarded to such a student.

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