

UNIVERSITY OF MANCHESTER
ALLIANCE MANCHESTER BUSINESS SCHOOL

BSc (HONOURS) IT MANAGEMENT FOR BUSINESS AND BSc (HONOURS) IT MANAGEMENT FOR BUSINESS WITH INDUSTRIAL EXPERIENCE

UNDERGRADUATE DEGREE REGULATIONS

The University Undergraduate Degree Regulations apply to all full-time undergraduate students enrolled on BSc (Hons) in IT Management for Business and BSc (Hons) IT Management for Business with Industrial Experience.

Variations to the University Undergraduate Degree Regulations have been approved, in accordance with University policy, in order to incorporate requirements specific to individual degree programmes. It is your responsibility to familiarise yourself with the full Degree Regulations and the information given below which relates to your own programme.

Undergraduate degrees at the University of Manchester are based on the National Framework for Higher Education Qualifications (FHEQ). This framework requires students to achieve credit at each level of the award. For BSc (Hons) in IT Management for Business and IT Management for Business with Industrial Experience this means achieving (passing) 120 credits in each of the three years of study.

The overall final mark and degree classification for students enrolled on BSc (Hons) in IT Management for Business with/without IE is decided using the weighted average of the overall marks for different years of the programme. The weightings for the BSc (Hons) in IT Management for Business are:

Year 1: Zero
 Year 2: 0.33
 Year 3: 0.67

The weightings for the BSc (Hons) in IT Management for Business with Industrial Experience programme are:

Year 1: Zero
 Year 2: 0.30
 Year 3 Industrial Experience: 0.10
 Year 4: 0.60

The full Degree Regulations are available via:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13147>

Please note that the number indicated in italics at the end of each section below refers to the corresponding section in the full Degree Regulations.

Progression (including compensation)

1. To progress from one year of the BSc (Hons) in IT Management for Business with/without IE programme to the next, a student must
 - reach the pass mark (40%) in individual course units totalling at least 80 credits of the 120 credits for that year; and,
 - reach the lowest compensatable mark (30%) in all remaining course units (a maximum of 40 credits). **(18)**

Students will normally not be allowed to register for an *optional* course unit in Years 2 and 3 if they have obtained a mark of less than 40% in the prerequisite for that course unit, even if they have been permitted to progress in the degree. Passes in prerequisite course units must be gained at the first attempt to be eligible to take the dependent course unit.

2. A mark in the range of 30% to 39% is deemed to be within the compensation zone. **(17)**
3. Where credits are compensated for the purpose of progression, a student will keep the original course unit mark and this will be used in the weighted average for the calculation of the final classification / award. **(19)**
4. A student on the BSc (Hons) IT Management for Business with/without IE programme must reach the pass mark (40%) in individual course units totalling at least 40 credits on the first attempt in both Years 1 and 2. Failure to do so means that the student has failed the year and is not able to progress to the next year. In this case, the Examination Board has the option of awarding an exit award or allowing the student to repeat the year (see point 16). **(11)**
5. BSc (Hons) in IT Management for Business with Industrial Experience students will be subject to the additional requirements as highlighted below:

Additional requirements for the BSc in IT Management for Business with Industrial Experience programme:

- The candidate must normally attain an overall average of 55% or higher in Year 1 of the programme at the first attempt; and
- The candidate must pass BMAN11030 Academic and Professional Practice with a mark of 40% or more at the first attempt, and
- In year 2 the candidate must have no reassessment

Failure to satisfy the examiners in these requirements will result in the student being transferred to the programme of the same title without industrial experience, and being assessed according to the normal rules for that programme.

6. If an Examination Board has documented evidence that, (a) a student's work, attendance or engagement has been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work, attendance or engagement but has not shown significant improvement acceptable to the Board, then the Board has the right to refuse assessment. See [*Regulation XX – Work and Attendance of Students and the Policy on Recording and Monitoring Attendance*](#).¹ **(13)**

Reassessment

7. Reassessment (known as 'referral') may be taken when a student fails to progress to Year 2 or the Final Year of the BSc (Hons) in IT Management for Business with/without IE programme. A student will fail to progress when an individual course unit mark is below the compensation zone (i.e., 29% or less) or the maximum amount of compensation (40 credits) has been exceeded. Referrals can be offered in course units up to a maximum of 80 credits. **(22, 27)**
8. Referred assessment will be designed to assess the achievement of the same intended learning outcomes but need not be of the same form as that originally used. The referred assessment will normally take place in the same academic year as the original assessment to enable the student to progress as originally intended. **(22)**
9. Referrals in Year 1 and Year 2 of the BSc (Hons) IT Management for Business with/without IE will be offered subject to satisfactory work, attendance, and engagement (see point 12). The Examination Board has the authority to decide which course units are retaken and the decision of the Examination Board is final. If required to take year 2 referrals, Industrial Experience students will only be referred as candidates for the BSc (Hons) in IT Management for Business (ITMB) programme (see the section on additional requirements above). **(24, 27)**

¹ <http://documents.manchester.ac.uk/display.aspx?DocID=1895>

10. Referrals are not permitted in the final year of the BSc (Hons) IT Management for Business with/without IE programme unless it is a requirement of a professional, statutory or regulatory body (PSRB) or the Education and Skills Funding Agency (ESFA). **(22, 30, 45)**
11. If an Examination Board has documented evidence that, (a) a student's work, attendance, or engagement have been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work, attendance, or engagement, but has not shown significant improvement acceptable to the Board, then the Board has the right to refuse referred assessment. See [Regulation XX – Work and Attendance of Students and the Policy on Recording and Monitoring Attendance](#).¹ **(23)**
12. Referrals are compensatable, provided that a student has not already used the maximum 40 credits of compensation at the first attempt. **(20)**
13. Referrals are capped at the lowest compensatable mark (30%) unless the previous mark was in the compensation zone, in which case the original mark will stand. If a student fails a referred assessment, where the original mark was in the compensation zone (between 30% and 39%), the original mark stands and the student has failed to achieve the required credit for progressing (see point 16). **(28)**

As an example: The table below shows the mark achieved when a student was first assessed (First Sit) and the mark achieved in the resit (Resit Mark). The last column shows the final mark that is recorded on the student's record in Campus Solutions (Final Mark). In the example below, the student passes the resit with a mark of 60% and gains the credit for the completed course unit:

First Sit	Resit Mark	Final Mark
0	60	30R
5	60	30R
15	60	30R
25	60	30R
35	60	35R
39	60	39R

In the example below, the student fails the resit with a mark of 20%. In this case, the student has failed the unit and so does not gain any credit:

First Sit	Resit Mark	Final Mark
0	20	0
5	20	5
15	20	15
25	20	25
35	20	35
39	20	39

14. A student will be allowed **only one attempt** at referred assessment (at the discretion of the Examination Board) and so two attempts in total (original and referred assessment) per course unit. When referred assessment is failed, the student has failed to achieve the required credit and is not able to progress to the next year (see point 16). **(25, 26, 29)**
15. For students with approved and verified mitigating circumstances, point 14 does not apply. In this case, additional attempts at assessment (known as 'deferrals') are considered as a first attempt. No cap is applied to the course unit mark for a deferral. **(25)**

¹ <http://documents.manchester.ac.uk/display.aspx?DocID=1895>

16. Where a student has failed more than 80 credits on the first attempt or fails to meet the progression requirements after compensation or reassessment, the Examination Board has the following options at its discretion:

- Consider reassessment (only in cases of approved and verified mitigating circumstances)
 - Permit the student to carry forward up to a maximum of 20 credits, in exceptional circumstances, as defined by the Examination Board (see section on carrying forward failed credit)
 - Permit the student to repeat the year (see section on repeating the year)
 - Withdraw the student and award an exit award, if applicable (see section on exit awards)
- (11, 13, 26, 27)**

Carrying forward failed credit

17. The Examination Board may exceptionally permit a student on BSc (Hons) IT Management for Business with/without IE to carry forward failed credits (up to a maximum of 20 credits). This decision will be based on a student's academic standing (taking into account approved and verified mitigating circumstances, as appropriate). Carrying forward extra course units imposes a significant additional burden on a student and the Examination Board will only give permission where it judges that, in the light of previous results, a student is likely to be able to cope adequately. The student should repeat, in attendance, at the next available opportunity (subject to teaching capacity not being exceeded). **(26, 31, 36)**
18. Whole course units must be repeated in attendance with assessment taken in full. Course unit marks will be capped to the lowest compensatable mark (30%). **(33)**
19. Students can have only one attempt at gaining failed credit carried forward to a subsequent year. If a student fails to gain the credit, the student will not be able to progress and an exit award will be considered. **(34)**
20. Optional course units can be substituted. However, a substituted course unit will not be considered as a first sitting. There will be no further opportunities to regain the credit if the substituted course unit is failed. The substituted course unit mark will be capped to the lowest compensatable mark (30%). **(33, 35)**

Repeating the year

21. The Examination Board will make a decision on academic grounds when deciding whether or not a BSc (Hons) IT Management for Business with/without IE student is suitable to repeat the year. This outcome of this decision is also subject to teaching capacity not being exceeded. **(37)**
22. A student on BSc (Hons) in IT Management for Business with/without IE can normally only repeat the year on one occasion during the whole programme, either at Year 1 or Year 2 (subject to teaching capacity not being exceeded). Exceptions may be permitted in cases of approved and verified mitigating circumstances. **(38)**
23. Fees are payable when a year is repeated as a result of a failure, without approved and verified mitigating circumstances. **(39)**
24. A student who is repeating the year cannot carry forward credit from the year that is being repeated. **(40)**
25. Alternative arrangements may be sought where professional body requirements take precedence. **(41)**

Exit awards

26. Once a student has exhausted all the opportunities to retrieve failed assessment, an exit award will be awarded, subject to the accrual of the appropriate number of credits as defined in the table below. **(42)**
27. If a student decides to withdraw, the relevant exit award will be automatically awarded in accordance with Table 1 below. **(44)**

28. All programmes must have approved exit awards. **(43)**

Table 1

Name of Award	Minimum credit for the award	ECTS*	Minimum credits at the level of qualification required for an award	ECTS*	FHEQ level**
Diploma of Higher Education (DipHE)	240	120	90	45	5
Certificate of Higher Education (CertHE)	120	60	90	45	4

* One ECTS (European Credit Transfer System) is equivalent to two UK credits

** FHEQ level 4 and 5 correspond to years 1 and 2 of an undergraduate degree

NB. The column titled 'minimum credits at the level of qualification required for an award' is to be used when making awards only and is not to be used for the purpose of deciding progression.

Special Compensation (final year only)

29. A student who achieves less than 40% in a course unit at final year may be eligible for special compensation (see point 36). There will be no reassessment in the final year. **(22, 30, 45)**

30. Where special compensation is given, this is for credit only and the original course unit marks are recorded and used to calculate the degree classification. **(51)**

31. In cases where a student is carrying forward up to 20 credits of failed credit from the previous year (Year 2), this credit may also be considered under the special compensation criteria (see point 36), providing the maximum allowance of special compensation specified has not been exceeded. **(52)**

Students carrying forward failed credit into the final year of the BSc (Hons) IT Management for Business with/without IE degree programme must demonstrate attendance and engagement in completing the carried forward course unit(s). Special compensation for the carried forward course unit(s) may not be considered by the Finals Examination Board if the student attendance records and completion of assessment records do not show appropriate engagement in completing the course unit(s).

Classification

32. The Undergraduate Degree Classification Scheme for BSc (Hons) in IT Management for Business with/without IE is based upon a weighted average of the overall marks for different years of the programme using a 0 – 100 mark range calculated to one decimal place, where marks for individual course units are recorded as whole numbers **(Appendix A)**

33. The weightings for the BSc (Hons) in IT Management for Business programme are:

Year 1: Zero
Year 2: 0.33
Year 3: 0.67

The weightings for the BSc (Hons) in IT Management for Business with Industrial Experience programme are:

Year 1: Zero
Year 2: 0.30
Year 3 Industrial Experience: 0.10
Year 4: 0.60 **(58)**

For students on the with Industrial Experience programme

The assessment weighting for the industrial experience year (10% towards overall degree classification) is as follows:

Statement of placement aims (10%)

Submission of the Industrial Placement Logbook (60%)

Student Presentation (20%)

Employer Appraisal (10%)

34. In order to be considered for a BSc (Hons) IT Management for Business with/without IE degree a student must achieve a total of 360 credits. **(1, 46, 57)**

35. The degree of Bachelor with Honours will normally be awarded in classes 1, 2i, 2ii and 3.

(Appendix A Stage 1)

36. Criteria for determining the final class: **(48, 49, 50, Appendix A Stage 1)**

For the different classes, the overall **mark ranges** are:

- For class 1 (First class), not less than 70.0%
- For class 2i (Upper second class), less than 70.0% but not less than 60.0%
- For class 2ii (Lower second class), less than 60.0% but not less than 50.0%
- For class 3 (Third class), less than 50.0% but not less than 40.0%

For class 1, 2i or 2ii a student should:

- Obtain an overall mark in the **mark range** required (see above) and
- Reach the pass mark (40%) in individual course units totalling at least 80 credits of the 120 credits required for the final year.

Special compensation may be awarded for up to 40 credits where the pass mark (40%) has not been achieved. **(48)**

Where the student has obtained an overall mark in the **mark range** required, but has failed to reach the pass mark (40%) in individual course units totalling at least 80 credits, a student will be awarded one classification below that which would have been awarded on the basis of the weighted average for the programme, provided that the student:

- Reaches the pass mark (40%) in individual course units totalling at least 60 credits of the 120 credits required for the final year.

Special compensation may be awarded for up to 60 credits where the pass mark (40%) has not been achieved. **(49)**

For class 3, a student should:

- Obtain an overall mark in the **mark range** required (see above) and:
- Reach the pass mark (40%) in individual course units totalling at least 60 credits of the 120 credits required for the final year.

Special compensation may be awarded for up to 60 credits where the pass mark (40%) has not been achieved. **(50)**

37. A student may be considered for the next higher class of degree than determined by point 36 by the following: **(Appendix A Stage 1)**

For the different classes, the **boundary zones** are:

- For class 1 (First class), 68.0% to 69.9%
- For class 2i (Upper second class), 58.0% to 59.9%
- For class 2ii (Lower second class), 48.0% to 49.9%
- For class 3 (Third class), 37.0% to 39.9%

For all classes (1, 2i, 2ii and 3) a student should:

- Obtain an overall mark in the **boundary zone** for that class (see above) and:
- Obtain at least 80 credits of the 120 credits for the final year in or above the **mark range** required for that class (see point 35 above).

38. If a student is in the boundary zone for the average overall mark and does not satisfy the additional criteria, the Examination Board may apply a further stage of 'Classification Review' overseen by an External Examiner. **(Appendix A Stage 2)**

39. The process of 'Classification Review' will not change course unit marks and will only influence the classification awarded. **(Appendix A Stage 2)**

40. A student who fails to meet the criteria for the award of the BSc (Hons) in IT Management for Business with/without IE at the end of the degree will be awarded an Ordinary Degree, provided that the student has achieved a total of 300 credits, 60 of which must be passed with a mark of not less than 40% at final year. Special compensation may not be applied. **(53)**

41. A student who has failed to meet the criteria to be awarded the BSc (Ord) IT Management for Business with/without IE degree (see point 40) will be awarded an exit award in accordance with Table 1. **(42)**

Year 3 (Industrial Experience)

A student who fails the Industrial Experience year will normally transfer to the final year of the BSc (Hons) Information Technology Management for Business programme.

Posthumous and Aegrotat Degrees

42. An Undergraduate degree may be awarded in the event of the death of a candidate prior to the completion of their degree (posthumous degree). For more information about posthumous degrees and the options open to Examination Boards, please see: <https://documents.manchester.ac.uk/display.aspx?DocID=51163>. **(62)**

43. An Undergraduate degree may be awarded should the candidate be prevented from completing their degree due to the diagnosis of a terminal or debilitating illness (aegrotat degree). The Examination Board 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, as long as the candidate has gained over half the credits required for the award. **(63)**

November 2012 - Dr Ilias Petrounias, Director of Undergraduate Studies
Updated May 2013 - Dr Ilias Petrounias, Director of Undergraduate Studies
Updated Oct 2014 - Dr Ilias Petrounias, Director of Undergraduate Studies
Updated April 2016 – Dr Anna Goatman, Director of Undergraduate Programmes
Updated June 2019 - Dr Anna Goatman, Director of Undergraduate Programmes
Updated July 2020 - Dr Anna Goatman, Director of Undergraduate Programmes
Updated April 2021 - Dr Anna Goatman, Director of Undergraduate Programmes
Updated April 2022 - Dr Anna Goatman, Director of Undergraduate Programmes