

UNIVERSITY OF WOLVERHAMPTON

ACADEMIC REGULATIONS

2016-17

CONTENTS

Section 1	Course and Modular Framework	p.2
Section 2	Admissions	p.5
Section 3	Registration and Enrolment	p.7
Section 4	Assessment and Progression	p.12
Section 5	Awards	p.18

SECTION 1 COURSE AND MODULAR FRAMEWORK

1.1 Introduction

- 1.1.1 The Academic Regulations are the legally-binding statements of the regulatory framework for pathways leading to qualifications at all levels of the University of Wolverhampton. In the event of any discrepancy between the Academic Regulations and any other University of Wolverhampton requirement, the Academic Regulations take precedence and are applied in all cases. In the event of any discrepancy between Academic Regulations and Professional, Statutory and Regulatory Body (PSRB) or other legislative requirements, the PSRB or legislative requirements take precedence.
- 1.1.2 Academic Regulations must be approved by the Academic Board and are reviewed annually by the Academic Board or a designated sub-committee. A full list of valid exemptions is held by the Academic Registrar. The relevant exemptions are also notified to students in Course and / or Module Guides. Exemptions may only be approved by the Academic Board or its delegated authority and will apply for the period of the current course validation.
- 1.1.3 The University of Wolverhampton aligns the level of its awards and qualifications with the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ) (QAA, 2008) and where relevant, the requirements of PSRBs.

1.2 Course Framework

- 1.2.1 All taught courses within this regulatory framework use the Credit Accumulation and Transfer System (CATS), which refers to notional learning hours and includes formal contact, assessment, guided study and independent learning. The University also recognises the European Credit Transfer System (ECTS). 1 CATS credit is equal to 10 hours notional learning and 0.5 ECTS credits).
- 1.2.2 The University Bye-Law No. 5 <https://www.wlv.ac.uk/media/departments/office-of-the-vice-chancellor/Bye-Law-5-July-2016.pdf> describes the criteria relating to the award and management of Degrees, Diplomas and Certificates. The bye-law lists all qualifications approved by the Board of Governors. New qualifications not currently listed must be approved by the Board of Governors prior to the release of any course related marketing or publicity.
- 1.2.3 Courses are delivered across the University's academic year which is sub-divided into Semesters. Any variation to the standard academic calendar must be approved by the Academic Board or delegated authority (this will normally be through the Course Validation and Modification Approval processes).
- 1.2.4 Every course has a Course Specification that must specify the modules required to be taken and any other additional requirements (such as course attendance), which must be satisfied for the award of the qualification. All qualification names (final and interim) must be approved as part of the validation process and no two courses will have the same title. Courses may be;
- Full-time** and contain modules worth 120 credits in each University academic year, taught over two semesters.
- Accelerated Full-time** and contain modules worth 180 credits in each 12 month period, taught over three semesters.

Masters Full-time and contain modules worth 120 taught credits and a further 60 credits independent study at level 7.

Part-time and normally contain modules worth no more than 80 credits in each University academic year.

- 1.2.5 Where students are offered specialist options there must be at least 33% difference in course content for a different award name or 20% difference for a bracketed field of interest, rounded upwards to the nearest 20 credits. Credit awarded for independent study modules will not count towards the calculated difference in course content.
- 1.2.6 Courses will normally consist of 20 credit modules and may be;

Single Subject.

Sandwich in design, in which students will study a period of supervised work experience, the length of which will be specified in the course requirements.

Integrated in design, in which students will study will normally study modules of 50% from each of two subject areas, with the combination of subjects being fully integrated to provide clear progression and learning outcomes.

Research in design, in which students at level 7 will study at least 80 credits in research-related modules

- 1.2.7 For the award of a Bachelor's Degree with Honours, students are required to demonstrate the ability to manage their own learning and communicate this effectively through initiation of project and solution-based independent study. Students studying for Bachelor's Degree with Honours qualification may study a maximum of 60 credits at levels 5 and 6 by independent study. The composition of independent study must be clearly defined through validation, re-validation and approval processes.
- 1.2.8 For the award of a Master's Degree, students are required to demonstrate originality in the application of knowledge, self-direction in solution-based inquiry, comprehensive research evaluation skills and to communicate these abilities effectively. Students studying for a taught Master's qualification will study a minimum of 60 credits at level 7 by independent study. This may be studied concurrently with taught credits.
- 1.2.9 Students are expected to study the number of credits required for their qualifications and are not permitted to study additional credits to improve the classification of their Degree. Additional credits will be reflected on the student's Higher Education Achievement Report.
- 1.2.10 All courses leading to University of Wolverhampton qualifications will be taught in English, unless the course is validated to teach students other languages.
- 1.2.11 A Progression / Award Board of examiners will be appointed for every approved course. Courses must be considered by a Progression / Award Board on at least an annual basis.
- 1.2.12 All courses will be subject to formal review, at an interval of not more than six years.

- 1.2.13 Changes may be made to an approved course in advance of the next formal review if approved by a Faculty Academic Enhancement Committee in accordance with the limits and criteria set out in the Quality Framework at;

<http://www2.wlv.ac.uk/registry/qasd/Qual%20Proc/VAAD%20Guidelines.pdf>

1.3 Modular Framework

- 1.3.1 Each course will normally be made up of units of study called modules that consist of multiples of 20 academic credits. Modules are discrete units of assessed learning at a given level, with coherent learning outcomes.
- 1.3.2 Every module has distinct learning outcomes that reflect the level of study as articulated in the FHEQ. Learning outcomes must be articulated for each module and specified in the Module Guide.
- 1.3.3 Modules are described as either **core** or **option**. Core modules are compulsory and option modules are usually in an option pool where one or more is selected. Where option modules are provided, the number and availability will be denoted in the relevant Course Guide.

Modules may also be;

A **Pre-requisite module** – this type of module must be studied and passed before a student may proceed to study a post-requisite (or subsequent) module. Modules may normally only have pre-requisites at the level of study lower than the level of the final award,

A **Co-requisite** is a module which must be studied either at the same time (usually the same semester) or in the same academic year as another module and at the same level.

A **Prohibited module** is one which may not be studied in certain combination with other modules as denoted in the Course Guide.

- 1.3.5 All modules must include at least one summative assessment designed to enable students to demonstrate that the module learning outcomes have been met. Module Guides will detail all forms of assessment required.
- 1.3.6 Every module must be allocated to a Module Results Board and overseen by a named External Examiner. Modules must be considered by a Module Results Board on at least an annual basis.

SECTION 2 ADMISSIONS

2.1 Introduction

- 2.1.1 These regulations include essential details about the admissions requirements by which all taught courses and modules are governed. They should be read in conjunction with the Admissions Terms and Conditions presented to applicants as part of the admissions process and Admissions Complaints process, see; <https://www.wlv.ac.uk/study-here/how-to-apply/>
- 2.1.2 Applicants will be provided with timely information and advice needed for them to make informed choices about courses best suited to their individual needs and circumstances and financial support and costs.
- 2.1.3 The University will inform prospective students as soon as possible of any significant changes to a course which may occur from the time of the offer being made and enrolment, and will inform successful applicants of the arrangements for enrolment, registration and induction, in accordance with the Code of Practice on Informing Students and Applicants of Changes (see; <http://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/>).
- 2.1.4 For applicants outside the European Union, additional statutory requirements will operate and take precedence over the Academic Regulations. These requirements will be communicated to applicants by the University as part of the admissions process.

2.2 Application to the University

- 2.2.1 All applicants to the University will be required to follow the appropriate application process for the course.
- 2.2.2 The University will not admit or allow the continuation of study for any person found to have made a fraudulent application and/or breached other standards and requirements specified by a PSRB (where relevant).
- 2.2.3 Students who have previously been excluded from any course in the University for reasons of discipline, academic misconduct, professional misconduct or fitness to practice will have no right to study at the University again.

2.3 Entry with Recognition of Prior Learning (RPL)

- 2.3.1 Students may be admitted to the University with accredited prior learning where they have previously successfully completed relevant study at higher education level, in the UK or abroad. Students may also be admitted with accredited experiential learning on the basis of relevant prior learning which has occurred outside a formal course of study, which may include in-company training or relevant work experience.
- 2.3.2 The procedures for the assessment of prior learning are determined by the University Academic Enhancement Committee on behalf of Academic Board and set out in the guidelines for the Recognition of Prior Learning (normally a maximum of 50% from a course is permitted).
- 2.3.3 Credits acquired from a previous University of Wolverhampton qualification may normally only be used once as RPL for entry onto any future University of Wolverhampton qualification.

2.3.4 The total credit and level value of awarded RPL will be recorded on the student record. Any grades associated with the previous study and/or RPL will not be individually recorded and are excluded from the final classification calculations.

2.3.5 The minimum number of University of Wolverhampton credits students must study and pass on their current course are detailed below;

Qualification	Minimum credits required (from current course)
Bachelor's Degree (including Joint Honours, Accelerated & Single Honours)	120 credits at level 6
Bachelor's Degree Top-Up	60 credits at level 6
Certificate in Education	60 credits at level 4
Certificate of Higher Education / Higher National Certificate	60 credits at level 4
Diploma of Higher Education / Higher National Diploma	60 credits at level 5
Foundation and Preparatory Studies	120 credits at level 3
Foundation Degree	60 credits at level 5
Professional Graduate Certificate in Education	60 credits at level 5
Graduate Certificate	All credits must be studied and passed, no RPL permitted
Graduate Diploma	All credits must be studied and passed, no RPL permitted
Higher Master's Degree	100 credits at level 8
Integrated Master's Degree	120 credits at level 7
Research Master's Degree	100 credits at level 7 including dissertation/project
Master's Degree	100 credits at level 7 including dissertation/project
Master's Degree Top-Up	All credits must be studied and passed, no RPL permitted
Postgraduate Certificate	40 credits at level 7 (60 at level 7 for PgC Education)
Postgraduate Diploma	60 credits at level 7
Professional / Practitioner Doctorate	180 credits at level 8 including completion of thesis
Sandwich Bachelor's Degree with Honours	120 credits at level 6 and 60 at level 5 of which 40 must be sandwich placement credits
Sandwich Bachelor's Degree	60 credits at level 6 and 60 at level 5 of which 40 must be sandwich placement credits
Sandwich Integrated Master's Degree	120 credits at level 7, 120 credits at level 6 and 40 sandwich placement credits at level 5 (or additional 40 sandwich placement credits if studied at level 6)
University statements of credit	All credits must be studied and passed, no RPL permitted

2.3.6 Students currently registered on Foundation Degrees, Undergraduate Certificates and Diplomas, and Higher National Certificates and Diplomas, will be permitted to progress onto a Single Honours Bachelor's Degree, Sandwich Bachelor's Honours Degree, or Top-Up Single Honours Bachelor's Degree, prior to completing their first award. Students with only 100 credits at either level 4 or level 5 are permitted to progress where the student has not exhausted their reassessment opportunity to gain the outstanding credits.

SECTION 3 REGISTRATION AND ENROLMENT

3.1 Introduction

- 3.1.1 The academic year runs from 1st August to 31st July. Modules that begin before 31st July in a year and end after 1st August will belong to the university academic year in which the module ends.
- 3.1.2 An academic calendar will be published annually by the Academic Registrar. This will include start and end dates for undergraduate and postgraduate semesters. The calendar will include dates for the current academic year, plus the following three academic years.
- 3.1.3 “Registration” is the activity confirming a student’s place on a qualification or module for its full duration.
- 3.1.4 “Enrolment” is the annual process through which students formally agree to be a student member of the University for either the whole or part of the academic year, and also agree to abide by the University Regulations, Bye-Laws and their liability for annual fee payments. A student may therefore be registered for a qualification but not enrolled in a particular academic year (for instance, if they are on a Leave of Absence).

3.2 Student Modes of Study

- 3.2.1 An undergraduate full time student is normally expected to study 120 credits each University academic year.

An undergraduate full time student on an accelerated course is normally expected to study 180 credits each University academic year.

A postgraduate full time student on a Master’s course is normally expected to study 180 credits over a 12 month period.

- 3.2.2 A part time student can study a minimum of 20 and a maximum of 80 in any University academic year.
- 3.2.3 A full time student may request a temporary period of part time study if they fail to meet the progression regulations on their course. During this period students will remain registered on their full time course. Students with International status may not normally study part time.

3.3 Enrolment

- 3.3.1 Students are responsible for ensuring that they are fully enrolled on the correct course by the course commencement date. Students may be admitted later than the course start date provided they are enrolled no later than the start of the third week of teaching according to the academic calendar.
- 3.3.2. Students not fully enrolled by the third week of teaching may be de-registered from their course.
- 3.3.3 All new students will be required to provide evidence of their identity and relevant qualifications as part of the enrolment process.

- 3.3.4 Students requiring a visa to study in the UK must ensure that they meet, both at the beginning and for the duration of the course, requirements stipulated by the UK Government and conditions of their visa.
- 3.3.5 Continuing students who do not re-enrol will be assumed to have withdrawn from their course and will be presented at the next Award Board to be considered for the relevant interim qualification.
- 3.3.6 Students must ensure that all academic fees and other academic payments due to the University are paid within the academic year such costs are incurred. Students owing the University money from a previous year or course, outside any agreed limit set annually by the University, will not be permitted to enrol. Students unable to enrol, because of outstanding academic debts, will be obliged to take a Leave of Absence or withdraw permanently from their course.
- 3.3.7 Any student who is not enrolled may not be covered by relevant University policies such as those relating to health & safety. It therefore follows that a student must be enrolled before engaging in any formal learning and teaching activities (including lectures, tutorials, seminars, lab work, fieldwork, clinical and vocational placements). Students who are not enrolled will be excluded from learning activities and any assessment submitted will not be marked.
- 3.3.8 Students must, at all times, ensure that the data the University holds for them are accurate. The enrolment process allows students to check and update key personal information in their record. Changes which occur at other times in the academic year must be notified to the University via the student portal. This includes notifying the University of their withdrawal, Leave of Absence, or changes to contact/emergency contact details.

3.4 Registration Periods

- 3.4.1 All students who enrol on a credit rated course validated by the University of Wolverhampton will be registered for the highest qualification validated for the course.
- 3.4.2 Maximum registration periods will be defined for each qualification offered by the University. The following table details normal and maximum periods of registration according to qualification and mode of study. Where the maximum period of registration differs, this will be detailed in the Course Guide.

Final / interim qualification	Mode	Normal	Maximum
Accelerated Bachelor's Degree with Honours	FT	2	4
Accelerated Bachelor's Degree with Honours	PT	4	7
Certificate in Education	FT	1	2
Certificate in Education	PT	2	4
Certificate of Higher Education / Higher National Certificate	FT	1	2
Certificate of Higher Education / Higher National Certificate	PT	2	4
Diploma of Higher Education / Higher National Diploma	FT	2	4
Diploma of Higher Education / Higher National Diploma	PT	4	6

Foundation Degree	FT	2	4
Foundation Degree	PT	3	6
Professional Graduate Certificate in Education	FT	1	2
Professional Graduate Certificate in Education	PT	2	4
Graduate Certificate	FT	1	1
Graduate Certificate	PT	1	2
Graduate Diploma	FT	1	2
Graduate Diploma	PT	2	3
Higher Master's Degree	FT	1	2
Higher Master's Degree	PT	2	4
Integrated Master's Degree	FT	4	6
Integrated Master's Degree	PT	6	8
Research Master's Degree	FT	1	2
Research Master's Degree	PT	2	4
Master's Degree	FT	1	2
Master's Degree	PT	2	4
Master's Degree Top-Up	FT	1	1
Master's Degree Top-Up	PT	1	1
Ordinary Degree	FT	3	5
Ordinary Degree	PT	4	8
Postgraduate Certificate	FT	1	1
Postgraduate Certificate	PT	2	3
Postgraduate Diploma	FT	1	2
Postgraduate Diploma	PT	2	3
Professional / Practitioner Doctorate	FT	3	4
Professional / Practitioner Doctorate	PT	4	8
Sandwich Bachelor's Degree	FT	4	6
Sandwich Bachelor's Degree	PT	6	8
Sandwich Integrated Masters Degree	FT	5	7
Sandwich Integrated Masters Degree	PT	7	9
Single and Joint Honours Bachelor's Degree	FT	3	5
Single and Joint Honours Bachelor's Degree	PT	5	8
Top-up Honours Degree (120 credits)	FT	1	2
Top-up Honours Degree (120 credits)	PT	2	4
Top-up Honours Degree (180 credits)	FT	2	3
Top-up Honours Degree (180 credits)	PT	3	4
University Credit	FT	1	1
University Credit	PT	1	1
University Statement of Preparatory Studies	FT	-	2
University Statement of Preparatory Studies	PT	-	3

3.4.3 Where a student chooses to change their mode of study, the maximum period of registration will be re-calculated *pro rata* from the point at which the change is approved.

- 3.4.4 To be eligible to continue to study for an award a student must not exceed the maximum period of registration set for the appropriate interim awards, unless approved Leave of Absence and/or statutory childcare leave is taken (see 3.5).
- 3.4.5 Registration periods for students admitted with Recognition for Prior Learning and for students who choose to amend their mode of attendance will be calculated *pro rata*. These registration periods will be recorded on the student record.
- 3.4.6 On completion of their course, or at the point they withdraw or reach the maximum study period permitted, students will receive the relevant qualification (which may be an interim award) for the highest qualification they have obtained.
- 3.4.7 Students who fail to achieve the qualification for which they are registered within the maximum registration period will normally have no right to return to study for the same course within a one year period. At this point a student may apply to study at the University and an application for recognition of prior learning may be made by the applicant.
- 3.4.8 The University will permit enrolled students to change the qualification for which they are registered to an interim qualification provided it is validated for the course on which they are enrolled. Students must notify the University of this intention by the beginning of an academic year.
- 3.4.9 Students may request a transfer to an alternative course and qualification at the same level provided they meet the entry criteria for that course and can complete the requirements of the new qualification within the maximum registration period granted to them when they began study on the course from which they have requested a transfer.

3.5 Leave of Absence

- 3.5.1 Students may apply to take a Leave of Absence from their course for up to a total of four semesters, or two academic years. In this event, the maximum registration period will be extended for the same period. Periods of leave undertaken due to statutory childcare (including maternity leave, paternity leave, shared parental leave and adoptive leave) will not be counted towards the maximum total of four semesters, or two academic years, and the maximum registration period will be duly extended. Students may be required to fulfil specified conditions before resumption of their studies. The University cannot guarantee continuation on the same course and/or modules.
- 3.5.2 A student whose Leave of Absence has been approved for the whole or part of the year will remain registered for their course but should not attend University to study nor undertake assessments.
- 3.5.3 Where a student takes a Leave of Absence during a University academic year before completing a module, any summative assessment submitted will be carried forward and will contribute to the students assessment result for that module when the student returns from Leave of Absence, provided the same assessment requirements remain.
- 3.5.4 Where a student takes a Leave of Absence and has not passed any summative assessment, the student will be required to recommence the module without penalty.

3.5.5 If a student takes a Leave of Absence because of extenuating circumstances, when they return to study they will deem themselves fit to study and the circumstances which affected their ability to study previously will not be considered a valid cause of poor performance again. The University will, however, exceptionally consider sudden or unexpected worsening of a disability and / or medical condition for a student registered with the University's Student Enabling Centre and where medical evidence is provided to confirm the condition.

3.6 Module Registration

3.6.1 Students will be required to confirm registration of relevant core modules and may also be required to register one or more optional modules as part of their course. Deadlines and procedures for doing this will be specified in Course Guides.

3.6.2 A student may request to amend their module study intention but until any change is approved by Registry, the original registered modules will be regarded as those for which they are studying. Requests for amendment must be made within the first two weeks of teaching.

3.6.3 Students not registered for a module cannot study the module, cannot submit assessment for the module, nor will they be granted academic credit for the module.

3.6.4 Students must ensure that they have studied any modules recorded in the Course Guide as being a pre-requisite module prior to beginning post-requisite modules, otherwise they will not be granted credit for any assessed work submitted.

SECTION 4 ASSESSMENT AND PROGRESSION

4.1 Introduction

- 4.1.1 To gain academic credit, a student must demonstrate that they have achieved specified learning outcomes. Academic credit will only be awarded to students as follows;
- through granted accreditation for recognition of prior learning through the defined University process, or;
 - successful completion of module summative assessments that meet the specified learning outcomes.
- 4.1.2 Module Results Boards and Progression and Awards Boards have delegated authority on behalf of Academic Board for ensuring regulations are correctly applied. Detail of the Boards' scope and terms of reference are in the Code of Practice on Assessment Boards.

4.2 Grading Schemes

- 4.2.1 The University uses grading schemes for recording the results of summative assessment and overall module results. There are two grading schemes operating, to meet the different requirements at different academic levels.
- 4.2.2 For modules at levels 3 – 6 results will be recorded using the following Percentage Mark scheme;

Mark	Result Level 3, 4, 5 and 6
90-100%	Pass
80-89%	Pass
70-79%	Pass
60-69%	Pass
50-59%	Pass
40-49%	Pass
30-39 CP	Compensated pass
30-39%	Defer (first attempt) Fail/Compensatable fail (following second attempt)* Fail (following third attempt)
15-29%	Defer (first attempt) Fail (following second attempt)
0-14	Defer (following first attempt) Fail (following second attempt)
NS	Defer (first attempt) Fail (following second attempt)
GA	Held - assessment has been submitted but mark has been delayed
AM	Held
M	Defer - may submit assessment within the academic year the module was studied

(* Please refer to section 4.4).

4.2.3 For reference to relevant performance descriptors, from levels 3 to level 6, please see the University Assessment Handbook at; <http://www.wlv.ac.uk/media/manual-migration/University-Performance-Descriptors-PDF.pdf>

4.2.4 For modules at level 7 results will be recording using the following Percentage Mark scheme;

Mark	Performance	Result Level 7
90-100%	Outstanding Pass	Pass
80-89%	Excellent Pass	Pass
70-79%	Very Good Pass	Pass
60-69%	Good Pass	Pass
50-59%	Pass	Pass
0 -49%	Fail	Defer (first attempt) Fail (following second attempt)
NS	Assessment not submitted	Defer (first attempt) Fail (following second attempt)
GA	Assessment grade awaited	Held - assessment has been submitted but mark / placement outcome has been delayed
AM	Academic Misconduct under investigation	Held
M	Valid Extenuating Circumstances.	Defer - may submit assessment within the academic year the module was studied.

4.2.5 For modules at level 8, a Pass/Fail grade will be used.

4.2.6 The rules used for aggregating assessment grades to determine an overall module grade are as follows;

- a. The weighting of each summative assessment will be expressed as a percentage of the total assessment.
- b. Where a summative assessment is made up of more than one mark or component, the average overall grade is calculated to a maximum of two decimal points. Module Guides must clearly specify assessment components and how the overall grade will be calculated.
- c. Summative assessment grades are added together (according to their weighting) to give an overall module grade.
- d. No rounding up of decimal points will occur until the calculation of the overall module grade at which time scores of 0.50 - 0.99 will be rounded up. Scores of 0.01 - 0.49 are rounded down.
- e. Internal compensation will be assumed unless specified otherwise at validation.

4.2.7 If a student is unable through disability or injury to be assessed by the normal methods specified in the Module Guide, the Student Enabling Centre will review and determine the feasibility of alternative appropriate method of assessment in consultation with Subject Leaders.

4.3 Failure

4.3.1 The grade 0NS will be awarded to all students who do not submit assessment.

4.3.2 Assessment submitted after the published submission deadline, will be awarded a 0NS.

4.3.3 Students who fail a module at the first attempt at Levels 3-7 will be permitted to attempt the failed summative assessment task(s) once more. This resit attempt must be taken within the academic year the module was studied, unless valid extenuating circumstances are approved.

4.3.4 Students who successfully resit a failed summative assessment will be awarded a pass (40% at Undergraduate and 50% at Postgraduate) for this resit attempt. The overall grade for a module, where a student successfully resits a summative assessment, will be calculated on the basis of the grade achieved in the assessment passed at the first attempt and the pass awarded for the successful resit.

4.3.5 Students who fail a module will be permitted to repeat the module, subject to the relevant continuation and progression regulations. The University cannot guarantee that all modules will be available to be repeated, in which case the student will be required to take a replacement module. A student who fails an option module may study a suitable substitute module rather than repeat the module they have failed.

4.3.6 In summary, the grade awarded to students repeating modules or taking a replacement module will be restricted and the maximum overall module grade which will be awarded will be 40% at Undergraduate and 50% at Postgraduate.

4.3.7 Where students pass a module they will have no further right to take re-assessment of the specific learning outcomes associated with that module, unless the student has been granted permission to submit assessment again because their claim for extenuating circumstances was accepted as valid. This submission must normally occur within the academic year that the module was studied.

4.4 Compensation

4.4.1 Compensation for marginal failure (30-39%) in a module is permitted at levels 3-6 only. There is no compensation for the following;

- a. modules taken at level 7 or level 8
- b. sandwich placement modules, work-based or work-related modules
- c. Independent Study Module (in courses where independent study is assigned to a specific module).

4.4.2 Provided students have passed modules worth a minimum of 100 credits at the same level, marginal failure (30-39%) will be compensated by Awards Boards as follows;

Qualification	Level 3 maximum	Level 4 maximum	Level 5 maximum	Level 6 maximum	Maximum total
Certificate in Education, Graduate Certificate, Professional Graduate Certificate in Education, Graduate Diploma, Statement of University Credit	Compensation not permitted				
Certificate of Higher Education	-	20	-	-	20
Higher National Certificate, Diploma of Higher Education, Higher National Diploma, Foundation Degree	-	20	20	-	40
Accelerated, Single, Joint Honours, Sandwich Bachelor's Degree, Integrated Masters	-	20	20	20	40
Top-up Honours Degree	-	-	20	20	20
University Statement of Preparatory Studies	20	-	-	-	-

4.4.3 For levels 3-6 on eligible modules/awards listed above, a marginal failure will be considered for Compensation in the following way;

- a. To enable a student to firstly exercise their right to a resit, compensation will only be considered by a reassessment board.
- b. At levels 3-6, a student can receive a compensated pass following their first resit attempt, if this would permit the student to progress.
- c. A student who receives a fail grade and following their resit is awarded a lower grade for the resit attempt, the higher fail grade will be considered by the reassessment board.
- d. The recipient of a Pass by Compensation (30-39CP) will not have the right to resit assessment in that module. Students compensated will gain the credit for the module but the module mark will not be changed and will be shown on their transcript.

- 4.4.4 Where Professional, Statutory, Regulatory Bodies do not permit compensation, students will normally be permitted an additional resit attempt in assessment in modules, provided students have passed modules worth a minimum of 100 credits at the same level, as follows;
- a. a maximum of 20 credits at level 4
 - b. a maximum of 20 credits at level 5
 - c. a maximum of 20 credits at level 6
 - d. but overall, a maximum of 40 credits for Bachelor's Degree and Bachelor's Honours Degrees.

An additional resit attempt will not be permitted for;

- e. identified work-based or work-related modules at level 5 or 6; or
- f. the Independent Study Module.

4.5 Continuation and Progression

- 4.5.1 For undergraduate courses lasting more than one year (with the exception of Graduate Certificate, Graduate Diplomas, and Preparatory Studies qualifications) in order to progress from one year to the next, full-time students will;
- a. have passed at least 100 credits
 - b. be in a position to recover any failure
 - c. not have exceeded the maximum registration period for their award
 - d. for Accelerated Single Honours Degrees, be required to pass all modules at level 4 before commencing level 6.
- 4.5.2 Full-time students who are unable to progress to the following level may return to continue or repeat their studies at the same level on a part-time basis. In such cases students will;
- a. study a maximum of 80 credits (100 credits for Accelerated Single Honours Degrees)
 - b. study a maximum of 20 credits from their future programme;
 - c. study the modules previously failed or deferred or substitutes for the failed modules
 - d. be in a position to recover any failure; and
 - e. not have exceeded the maximum registration period for their award.
- 4.5.3 For undergraduate courses lasting more than one year (with the exception of Graduate Certificate, Graduate Diplomas, Accelerated Single Honours Degrees and Preparatory Studies courses) in order to progress from one year to the next, part-time students will;
- a. be in a position to recover any failure
 - b. have no more than 20 credits outstanding from modules already studied
 - c. be in a position to not exceed the maximum period over which an award or interim award may be studied.
- 4.5.4 Part-time students unable to progress to the next year of study may return to continue or repeat their studies at the same level. In such cases students will;
- a. only study modules previously failed or deferred or substitutes for failed modules
 - b. study a maximum of 20 credits from their future programme.
 - c. be in a position to recover any failure
 - d. not have exceeded the maximum registration period for their award.

- 4.5.5 Full-time students on Graduate Certificates, Graduate Diplomas and Preparatory Studies courses who fail to achieve 120 credits will;
- a. only study modules previously failed or deferred or substitutes for failed modules;
 - b. be in a position to recover any failure
 - c. not have exceeded the maximum registration period for their award.
- 4.5.6 Part-time students on Graduate Certificates, Graduate Diplomas and Preparatory Studies courses, in order to continue from one year to the next, will;
- a. be in a position to recover any failure
 - b. have no more than 20 credits outstanding from modules already studied
 - c. not have exceeded the maximum registration period for their award.
- 4.5.7 For students on postgraduate and Master's qualifications lasting more than one year, in order to continue from one year to the next, will;
- a. be in a position to recover any failure
 - b. not exceed the maximum period over which an award or interim award may be studied
 - c. For students on Professional Doctorates, must successfully complete all Level 8 taught modules before submission of doctoral thesis/portfolio.

4.6 Extenuating Circumstances

- 4.6.1 If a student believes they have a valid reason (such as illness) for not completing an assessment they must follow the published University's Code of Practice on Extenuating Circumstances, which includes the need to provide independent evidence in order that each case may be assessed fairly.
- 4.6.2 Students with accepted extenuating circumstances are expected to submit assessment at the next published opportunity. If they do not do so they will be required to resit the assessment and the maximum grade the student will receive is 40% at Undergraduate and 50% at Postgraduate.

SECTION 5 – AWARDS

5.1 Qualification / credit requirements

5.1.1 To be eligible for a qualification (including where applicable the relevant interim award as specified in the Course Guide), a student will normally need to have passed the following credit requirements;

Qualification	Total Credits required	Level 4	Level 5	Level 6	Level 7	Interim award
Higher National Certificate	120	120				
Higher National Diploma	240	120	Minimum 120			Certificate of Higher Education
Foundation Degree	240	120	Minimum 120 at level 5			Certificate of Higher Education
Bachelor's Degree with Honours	360	120	240 at levels 5 and 6 of which a minimum of 120 must be at level 6			Diploma of Higher Education; Certificate of Higher Education; Bachelor's Degree
Bachelor's Degree	300	120	180 at levels 5 and 6 of which a minimum of 60 must be at level 6			Diploma of Higher Education; Certificate of Higher Education
Diploma of Higher Education	240	120	Minimum 120 at level 5/6			Certificate of Higher Education
Certificate of Higher Education	120	Minimum 120 at level 4/5				
Sandwich Bachelor's Degree with Honours	400	120	280 at levels 5 and 6 of which a minimum of 120 must be at level 6		Diploma of Higher Education; Certificate of Higher Education	
Sandwich Bachelor's Degree	340	120	220 at levels 5 and 6 of which a minimum of 60 must be at level 6		Diploma of Higher Education; Certificate of Higher Education	

Top-up Bachelor's Degree with Honours	120 min - 180 max		Max 60	120		
Top-up Bachelor's Degree	60 min - 120 max		Max 60	60		
Graduate Diploma	120			120		Graduate Certificate
Graduate Certificate	60			60		
Graduate Certificate in School Teaching	100			100 at levels 6 or 7		
Graduate Certificate in Teaching Studies	60			60 at levels 6 or 7		
Certificate in Education	120	Minimum 120 at level 4/5				
Professional Graduate Certificate in Education	120		Minimum 120 at level 5/6			Certificate in Education
Integrated Master's Degree	480	120	240 at levels 5 and 6 of which a minimum of 120 must be at level 6		120	Bachelor's Degree with Honours; Diploma in Higher Education; Certificate in Higher Education
Integrated Master's Degree with placement	520	120	280 at levels 5 and 6 of which a minimum of 120 must be at level 6 (includes 40 additional level 5 or 6 sandwich placement credits)		120	Bachelor's Degree with Honours; Diploma in Higher Education; Certificate in Higher Education
Research Master's Degree	180				180	Postgraduate Diploma; Postgraduate Certificate
Master's Degree	180				180	Postgraduate Diploma; Postgraduate Certificate
Master's Top-Up Degree	60				60 must be dissertation /project	
Postgraduate Certificate	60				60	
Postgraduate Certificate in Education (H)	120		Max 60	Min 60		

Postgraduate Certificate in Education (M)	120			60	60	Graduate Certificate in School Teaching; Graduate Certificate in Teaching Studies
Postgraduate Diploma	120				120	Postgraduate Certificate
Practice Certificate in Independent Prescribing	40				40	

5.1.2 Where credit has been achieved that is insufficient for an interim / exit award, or where no interim/exit awards exists, a University Statement of Credit will be recognised on the student's transcripts.

5.1.3 For students on Foundation-level University statement of Preparatory Studies, 120 credits at level 3 are required with no interim award.

5.1.4 For students on qualifications with level 8 modules, the award credit requirements are;

Qualification	Total Credits required	Level 7	Level 8	Interim award
Professional/Practitioner Doctorate	540	160-180	360-380	Higher Master's
Higher Master's Degree	360	160-180	180-200	

5.1.5 For students on courses in specified sections below, if the total number of credits have been passed a further classification is applied. All other awards do not carry any additional classification.

5.2 Classification of Bachelor's Degrees with Honours (excluding Sandwich Degrees with Honours)

5.2.1 The classification of Honours Degrees will be calculated using a percentage grade average (and, where applicable) borderline profiling method, shown in the table below;

Classification	Percentage Average	Criterion for award of the higher class
First	70 – 100%	
First/Upper Second border range	67.01% - 69.99%	Student must have 70% or above in at least 60 level 6 credits gained in the final year of the course
Upper Second	60% - 67%	

Upper/Lower Second border range	57.01% - 59.99%	Student must have 60% or above in at least 60 level 6 credits gained in the final year of the course
Lower Second	50% - 57%	
Lower Second/Third border range	47.01% - 49.99%	Student must have 50% or above in at least 60 level 6 credits gained in the final year of the course
Third	40% - 47%	

5.2.2 The percentage grade average will be based on the grades from the student's best credits taken at the University of Wolverhampton on their current course as detailed in table below. Students will be considered to be in the border zone if their percentage grade average falls within the levels shown in table in Section 5.2.1 or they meet the criteria listed below;

Number of University of Wolverhampton credits taken on current course	Percentage average based on best results from:	Borderline zone criteria
240-360	180 level 5 and level 6 credits; at least 100 credits must be at level 6 and include an independent study/project module.	100 credits or more of the grades achieved in the 180 selected credits are in a higher class than that indicated by the grade average.
160-220	160 level 5 and level 6 credits; at least 100 credits must be at level 6 and include an independent study/project module.	100 credits or more of the grades achieved in the 160 selected credits are in a higher class than that indicated by the grade average.
Fewer than 160	100 level 6 credits and include an independent study/project module.	60 credits or more of the grades achieved in the 100 selected credits are in a higher class than that indicated by the grade average.

5.2.3 Students undertaking a Bachelor's Degree (Bracketed- Specialist) with Honours must have passed at least 80 credits at level 6 in the specialist subject.

5.3 Classification of Sandwich Bachelor's Degrees with Honours

5.3.1 The percentage grade average will be based on the grades from the student's best credits taken at the University of Wolverhampton on their current course as detailed in table below.

Students will be considered to be in the border zone if their percentage grade average falls within the levels shown in table in Section 5.2.1 or they meet the criteria listed below;

Number of University of Wolverhampton credits taken on current course	Percentage average based on best results from:	Borderline zone criteria
280-400	220 level 5 and 6 credits, of which at least 100 credits must be at level 6 and include an independent study/project module and a 40 credit level 5 sandwich placement module.	120 credits or more of the grades achieved in the 220 selected credits are in a higher class than that indicated by the grade average.
180-260	160 level 5 and 6 credits, of which at least 100 credits must be at level 6 and include an independent study/project module and a 40 credit level 5 sandwich module.	100 credits or more of the grades achieved in the 180 selected credits are in a higher class than that indicated by the grade average.

5.4 Classification of Integrated Master's Degrees

5.4.1 In addition to meeting the credit requirements for the qualification, the grades achieved in all modules studied at levels 5, level 6 and level 7 will be used in calculating the classification.

The average of each level is then aggregated according to the weightings in the table below (this will also include the 40 sandwich placement credits where this option is selected);

Level	Weighting (standard route)	Weighting (direct entry to level 6)
5	20%	n/a
6	30%	50%
7	50%	50%

5.5 Classification of Foundation Degrees

5.5.1 In addition to meeting the credit requirements for the qualification, a Foundation Degree may be awarded with Merit or Distinction as follows;

Qualification	Pass with Merit criteria	Pass with Distinction criteria
Foundation Degree	At least 80 credits at grade 60% or above at level 5.	At least 80 credits at 70% or above at level 5.

5.6 Classification of Master's Degrees

5.6.1 In addition to meeting the credit requirements for the qualification, a Master's Degree may be awarded with Merit or Distinction as follows;

Number of University of Wolverhampton credits taken on current course	Pass with Merit criteria	Pass with Distinction criteria
180	At least 120 credits at 60% or above, including research project/dissertation	At least 120 credits at 70% or above, including research project/dissertation
140-160	At least 100 credits at 60% or above, including research project/dissertation	At least 100 credits at 70% or above, including research project/dissertation
100-120	At least 80 credits at 60% or above, including research project/dissertation	At least 80 credits at 70% or above, including research project/dissertation

5.7 Classification of Higher National Certificates and Higher National Diplomas

5.7.1 In addition to meeting the credit requirements for the qualification, an HNC or HND may be awarded with Merit or Distinction as follows;

Qualification	Pass with Merit criteria	Pass with Distinction criteria
HNC	At least 80 credits at grade 60% or above at level 4.	At least 80 credits at 70% or above at level 4.
HND	At least 80 credits at 60% or above at level 5.	At least 80 credits at 70% or above at level 5

5.8 Credit awarded outside the University

5.8.1 Grades gained in modules owned and delivered by another educational institution will normally be excluded from the calculation of an Honours Degree classification. Exceptions to the exclusion may be approved at validation. In these cases, the following arrangements must be followed by Award Boards;

- a. The Award Board shall consider whether the student's proposed classification is the result of the effect of the mean of grades from other institutions that is significantly higher (or lower) than the typical performance of the student as reflected in the grades achieved in the University of Wolverhampton modules taken on the current course.
- b. If the mean performance at the other Institution is no more than three grade points higher (or lower) than the student's mean performance on University modules, then the classification produced by the classification algorithm will be confirmed.
- c. Where the performance at the other Institution is more than three grade points higher (or lower) than the overall performance on University of Wolverhampton modules, a lower (or higher) classification will be awarded. The lower (or higher) classification will be determined by the student's performance on University of Wolverhampton modules.

5.9 Interim Awards

- 5.9.1. Interim awards will not normally be awarded to students as they accumulate credits towards a higher qualification.
- 5.9.2 Students who fail to achieve the award for which they are registered within their registration period will have no right to study for this qualification. They will be awarded the highest interim award for which they are eligible that is validated for the course they have studied.

5.10 Aegrotat Awards

- 5.10.1 An Aegrotat award may be recommended when an Award Board has incomplete evidence of the student's performance to be able to recommend the award (or interim award), but is satisfied that, but for illness or other valid causes, the student would have reached the standard required. In these circumstances, the student (or a person duly authorised by the student to act on their behalf) must have signified, in writing, that s/he is willing to accept the award and that any possibility of reassessment has been waived. Aegrotat awards do not carry any classification or distinction.
- 5.10.2 Recommendations for Aegrotat awards must be approved by the Academic Registrar prior to confirmation.

Version	7	Author:	Academic Registrar
Approved date	January 2017	Approved by	Academic Board
Review date	June 2017		