

Part 8: Appendices

Appendix A: Undergraduate Award Requirements Pre-2010/11

Condoned credit

The definition and regulation for awarding condoned credit significantly changed in 2010/11 as and has been adopted over a period of three academic years (2010/11 to 2012/13). However, students who commenced studies prior to 2010/11, are part-time, module retrievers, or resuming studies after a period of suspension remain eligible for condoned credit under the pre-2010/11 regulations as outline in A17.1 below.

It is the students' responsibility to ensure that they are familiar with the correct regulation relating to their level of study.

A17.1 Condoned credit

- a) Where a student fails to achieve an overall pass but has been offered and attempted a referral opportunity(s) and achieved an overall mark of at least 30% in a module at Levels 6, the Referral Subject Board may decide at its discretion to award a condoned credit.

Note: The awarding of a condoned credit will only be considered by a Referral Subject Board, by which point the student will have had the opportunity to attempt the assessment twice. In such cases the recorded module mark will be 39%.

- b) A student may only be awarded a condoned credit at the Referral Subject Board, where applicable, on the condition that the referral opportunity(s), as offered to the student, has been attempted.

Note: Where a student has not attempted the referral opportunity(s) as offered by a Subject Board the student will not be eligible for a condoned credit and be expected to retake the module in question.

- c) A student may be awarded condoned credit for no more than 15 credits at each of levels 3, 4, 5 and 6 within a programme of study. Modules with condoned credit awarded in addition to this must be retrieved in order to be eligible for the specified award.
- d) Condoned credit will count towards any credit limits for specified awards.

Award requirements

The award requirements detailed within this appendix are specifically for students who commenced studies **prior to 2010/11 only** and who are now eligible to complete their studies with an award.

A17.2 General

- a) When a student achieves the specified combination of credits for their recorded final qualification aim, that award will be conferred and there will be no further opportunities to improve the classification of the award by taking additional credits;
- b) Where a student is no longer able to complete the recorded target qualification aim, the Conferment Board will award the highest intermediate award which the student is eligible to receive.
- c) A student will normally be entitled to receive not more than one award from a programme within the undergraduate modular framework.

- d) The title of award conferred will be determined by university regulations, course specific regulations and the programme pursued by the student and may differ from the title of award when the student first enrolled.

A17.3 Award of a Foundation Certificate (CertFS)

- a) To be eligible for the award of a Foundation Certificate , a student must have:
 - i. obtained at least 120 credits at Credit Level 3 or higher including no more than 15 condoned credits; and
 - ii. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.
- b) The University may award:
 - i. a **Foundation Certificate with Merit** to a student whose marks average at least 60% across the best 105 credits;
 - ii. a **Foundation Certificate with Distinction** to a student whose marks average at least 70% across the best 105 credits.

A17.4 Award of a Certificate

- a) To be eligible for the award of a Certificate a student must have:
 - i. obtained a minimum of 45 credits at Credit Level 4 or higher, and
 - ii. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.
- b) The University may award:
 - i. a **Certificate with Merit** to a student whose marks average at least 60% across the modules contributing to the award;
 - ii. a **Certificate with Distinction** to a student whose marks average at least 70% across the modules contributing to the award.

A17.5 Award of a Certificate in Education (CertEd)

- a) To be eligible for the award of a Certificate in Education , a student must have:
 - i. obtained a minimum of 120 credits at Credit Level 4 or higher including no more than 15 condoned credits; and
 - ii. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.
- b) The University may award:
 - i. a **Certificate in Education with Merit** to a student whose marks average at least 60% across the modules contributing to the award;
 - ii. a **Certificate in Education with Distinction** to a student whose marks average at least 70% across the modules contributing to the award.

A17.6 Award of a Certificate in Education (CertEd) (Diploma in Teaching in the Lifelong Learning Sector)

- a) To be eligible for the award of a Certificate in Education a student must have:
 - i. obtained a minimum of 120 credits at Credit Level 4 or higher, including a minimum of 60 credits at Level 5 or higher; and
 - ii. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.
- b) The University may award:

- i. a **Certificate in Education (Diploma in Teaching in the Lifelong Learning Sector) with Merit** to a student whose marks average at least 60% across the modules contributing to the award;
- ii. a **Certificate in Education (Diploma in Teaching in the Lifelong Learning Sector) with Distinction** to a student whose marks average at least 70% across the modules contributing to the award.

A17.7 Award of a Certificate of Higher Education (CertHE)

- a) To be eligible for the award of a Certificate of Higher Education a student must have:
 - i. obtained at least 120 credits at Credit Level 4 or higher including no more than 15 condoned credits; and
 - ii. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.
- b) The University may award:
 - i. a **Certificate of Higher Education with Merit** to a student whose marks average at least 60% across the best 105 credits;
 - ii. a **Certificate of Higher Education with Distinction** to a student whose marks average at least 70% across the best 105 credits.

A17.8 Award of Certificate of Special Study

- a) To be eligible for the award of a Certificate in Special Study a student must have:
 - i. obtained a minimum of 15 credits at Credit Level 4 or higher, and
 - ii. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.
- b) The University may award:
 - i. a **Certificate of Special Study with Merit** to a student whose marks average at least 60% across the modules contributing to the award;
 - ii. a **Certificate of Special Study with Distinction** to a student whose marks average at least 70% across the modules contributing to the award.

A17.9 Award of a Certificate in Special Study in Lifelong Learning

- a) To be eligible for the award of a Certificate in Special Study in Lifelong Learning a student must have:
 - i. obtained a minimum of 60 credits at Credit Level 4 or higher, and
 - ii. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.
- b) The University may award:
 - i. a **Certificate in Special Study in Lifelong Learning with Merit** to a student whose marks average at least 60% across the modules contributing to the award;
 - ii. a **Certificate in Special Study in Lifelong Learning with Distinction** to a student whose marks average at least 70% across the modules contributing to the award.

A17.10 Award of a Diploma

- a) To be eligible for the award of a Diploma a student must have:
 - i. obtained a minimum of 90 credits at Credit Level 4 or higher, and
 - ii. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.
- b) The University may award:
 - i. a **Diploma with Merit** to a student whose marks average at least 60% across the modules contributing to the award;

- ii. a **Diploma with Distinction** to a student whose marks average at least 70% across the modules contributing to the award.

A17.11 Award of a Diploma of Special Study

- a) To be eligible for the award of a Diploma of Special Study a student must have:
 - i. obtained a minimum of 30 credits at Credit Level 4 or higher, and
 - ii. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.
- b) The University may award:
 - i. a **Diploma of Special Study with Merit** to a student whose marks average at least 60% across the modules contributing to the award;
 - ii. a **Diploma of Special Study with Distinction** to a student whose marks average at least 70% across the modules contributing to the award.

A17.12 Award of a Diploma of Higher Education (DipHE)

- a) To be eligible for the award of a Diploma of Higher Education a student must have:
 - i. obtained at least 240 credits including:
 - a minimum of 120 credits at Level 4 or higher, of which no more than 15 credits shall be condoned; and
 - a minimum of 120 credits at Level 5 or higher, of which no more than 15 credits shall be condoned; and
 - ii. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.
- b) The University may award:
 - i. a **Diploma of Higher Education with Merit** to a student whose marks average at least 60% across the best 105 credits at Credit Level 5 or higher;
 - ii. a **Diploma of Higher Education with Distinction** to a student whose marks average at least 70% across the best 105 credits at Credit Level 5 or higher.

A17.13 Award of a Foundation Degree (Fd)

- a) To be eligible for the award of a Foundation Degree, a student must have:
 - i. obtained at least 240 credits including:
 - a minimum of 30 credits at Level Three or higher, of which no more than 15 credits shall be condoned; and
 - a minimum of 90 credits at Level Four or higher, of which no more than 15 credits shall be condoned; and
 - a minimum of 120 credits at Level Five or higher, of which no more than 15 credits shall be condoned; and
 - ii. satisfied the requirements contained within any course specific regulations for the Relevant Course Scheme; and
 - iii. attempted modules worth no more than 165 credits at Credit Level 5 or above.
- b) The University may award:
 - i. a **Foundation Degree with Merit** to a student whose marks average at least 60% across the best 105 credits at Credit Level 5 or higher;
 - ii. a **Foundation Degree with Distinction** to a student whose marks average at least 70% across the best 105 credits at Credit Level 5 or higher.

A17.14 Award of a Non-Honours Degree

- a) To be eligible for the award of a Non-Honours Degree, a student must have:
 - i. obtained at least 300 credits including:
 - a minimum of 120 credits at Level 4 or higher, of which no more than 15 shall be condoned; and

- a minimum of 120 credits at Level 5 or higher, of which no more than 15 credits shall be condoned; and
 - a minimum of 60 credits at Level 6 or higher.
 - ii. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.
- b) To be eligible for the award of a **Joint Non-Honours Degree**, a student must additionally have obtained a minimum of 75 credits in each set at Level 5 or higher, including a minimum of 30 credits in each set at Level 6 or higher.
- c) To be eligible for the award of a **Major/Minor Non-Honours Degree**, a student must additionally have obtained:
- a minimum of 105 credits in the major set at Level 5 or higher, including a minimum of 45 credits at Level 6 or higher; and
 - a minimum of 45 credits in the minor set at Level 5 or higher, including a minimum of 15 credits at Level 6 or higher.
- d) The University may award:
- i. a **Non-Honours Degree with Merit** to a student whose marks average at least 60% across the best 150 credits at Credit Levels 5 and 6;
 - ii. a **Non-Honours Degree with Distinction** to a student whose marks average at least 70% across the best 150 credits at Credit Levels 5 and 6.

A17.15 Award of an Honours Degree

- a) To be eligible for the award of an Honours Degree, a student must have:
- i. obtained at least 360 credits including:
 - a minimum of 120 credits at Level 4 or higher, of which no more than 15 shall be condoned; and
 - a minimum of 120 credits at Level 5 or higher, of which no more than 15 shall be condoned; and
 - a minimum of 120 credits at Level 6 or higher, of which no more than 15 credits shall be condoned; and
 - ii. attempted modules with a maximum value of 330 credits at Level 5 and 6; and
 - iii. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.
- b) To be eligible for the award of a **Joint Honours Degree**, a student must additionally have obtained a minimum of 90 credits in each set at Level 5 or higher, including a minimum of 45 credits in each set at Level 6 or higher.
- c) To be eligible for the award of a **Major/Minor Honours Degree**, a student must additionally have obtained:
- i. a minimum of 120 credits in the major set at Level 5 or higher, including a minimum of 60 credits at Level 6 or higher; and
 - ii. a minimum of 60 credits in the minor set at Level 5 or higher, including a minimum of 30 credits at Level 6 or higher.
- d) The overall classification for an honours degree shall normally be determined as follows:
- i. Any module attempted in addition to the 360 credits required for an Honours Degree shall be excluded unless the student must pass such modules in order to achieve the named award. In this circumstance the student will be awarded the next available award.

- ii. Recommended classifications shall be calculated using the following formula:

First Class Honours:	An average of 70% or above in the best 105 credits at Credit Level 6, with an average of 60% or above in the next best 105 credits at Credit Levels 5 and 6.
Upper Second Class Honours:	An average of 60% or above in the best 105 credits at Credit Level 6, with an average of 50% or above in the next best 105 credits at Credit Levels 5 and 6.
Lower Second Class Honours:	An average of 50% or above in the best 105 credits at Credit Level 6, with an average of 40% or above in the next best 105 credits at Credit Levels 5 and 6.
Third Class Honours:	An average of 40% or above in the best 210 credits at Credit Levels 5 and 6.

- iii. The Conferment Board shall **consider** all students whose best 105 credits at Level 6 fall within one percent of the upper classification boundary for **possible** elevation to the next classification. This application of discretion by the Conferment Board may be based upon strength elsewhere within the student profile such as a work placement or final year project.

Note: Guidance regarding the criteria, against which discretion is considered and agreed at College, School and/or Course level, will normally be detailed within the course handbook.

- e) The Conferment Board will use academic judgement to confirm the final award classification for each student.
- f) All Honours Degree Programmes shall make provision for the following awards:
- Certificate of Higher Education
 - Certificate of Higher Education with Distinction
 - Diploma of Higher Education
 - Diploma of Higher Education with Distinction
 - Degree
 - Degree with Distinction
 - Honours Degree

A17.16 Award of a Graduate Certificate

- a) To be eligible for the award of a Graduate Certificate, a student must have:
- i. obtained at least 60 credits including:
 - a minimum of 15 credits at Level 4 or higher which may be; and
 - a minimum of 45 credits at Level 6 or higher; and
 - ii. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.
- b) The University may award:
- i. a **Graduate Certificate with Merit** to a student whose marks average at least 60% across the modules contributing to the award;
 - ii. a **Graduate Certificate with Distinction** to a student whose marks average at least 70% across the modules contributing to the award.

A17.17 Award of a Graduate Diploma

- a) To be eligible for the award of a Graduate Diploma, a student must have:
- i. obtained at least 120 credits including:
 - a minimum of 30 credits at Level 4 or higher, of which no more than 15 credits shall be condoned; and

- a minimum of 90 credits at Level 6 or higher; and
 - ii. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.
- b) The University may award:
- i. a **Graduate Diploma with Merit** to a student whose marks average at least 60% across the modules contributing to the award;
 - ii. a **Graduate Diploma with Distinction** to a student whose marks average at least 70% across the modules contributing to the award.

A17.18 Award of an Integrated Master's (MEng, MSci)

- a) To be eligible for the award of an Integrated Master's, a student must have:
- i. obtained at least 480 credits including:
 - a minimum of 120 credits at Level 4 or higher, of which no more than 15 shall be condoned; and
 - a minimum of 120 credits at Level 5 or higher, of which no more than 15 shall be condoned; and
 - a minimum of 120 credits at Level 6 or higher, of which no more than 15 credits shall be condoned; and
 - a minimum of 120 credits at Level 7;
 - ii. attempted modules with a maximum value of 510 credits at Levels 5, 6 and 7; and
 - iii. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.
- b) The University may award:
- i. an **Integrated Master's Degree with Merit** to a student whose marks average at least 60% across Credit Levels 6 and 7.
 - ii. an **Integrated Master's Degree with Distinction** to a student whose marks average at least 70% across Credit Levels 6 and 7.

A17.19 Award of a Professional Graduate Certificate of Education (PGCE) (Diploma in Teaching in the Lifelong Learning Sector)

- a) To be eligible for the award of a Professional Graduate Certificate of Education a student must have:
- i. obtained at least 120 credits including:
 - a minimum of 60 credits at Credit Level 4 or higher; and
 - a minimum of 60 credits at Level 6 or higher; and
 - ii. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.
- b) The University may award:
- i. a **Professional Graduate Certificate of Education (Diploma in Teaching in the Lifelong Learning Sector) with Merit** to a student whose marks average at least 60% across the modules contributing to the award;
 - ii. a **Professional Graduate Certificate in Education (Diploma in Teaching in the Lifelong Learning Sector) with Distinction** to a student whose marks average at least 70% across the modules contributing to the award.