



UNIVERSITY OF
LIVERPOOL

CODE OF PRACTICE ON ASSESSMENT

APPENDIX J

Classification of Four-Year and Five-Year Non-Clinical Undergraduate Degrees

2010-26

Applicable to the following cohorts
2010-11 to 2024-26

A student belongs to the cohort in which they started at FHEQ Level 4 provided they have a continuous student record regardless of interruptions of studies, suspensions, transfers etc. A student articulating into a programme above Level 4 belongs to the cohort which commenced that programme at Level 4. If a student withdraws from a programme and then restarts a new programme there would not be a continuous record and therefore the student would be on the cohort corresponding to Level 4 of the new programme.

In the Code of Practice on Assessment and all Appendices the term “student” includes apprentices on degree apprenticeship programmes

Classification of Four-Year and Five-Year Non-Clinical Undergraduate Degrees

PREFACE

The University offers a number of four and five-year non-clinical undergraduate programmes. Those which have a foundation year (year zero) are classified according to the system for three-year non-clinical degrees (see Appendix I of the Code of Practice on Assessment).

The other four-year programmes are:

- Bachelor's programmes with a year in industry or a year abroad
- 'Integrated' Master's programmes

The five-year programmes are:

- 'Integrated' Master's programmes (four years) with a year in industry or a year abroad.

1. FOUR YEAR BACHELOR'S PROGRAMMES

Four-year Bachelor's programmes with a year in industry or a year abroad will be classified according to the following rules:

1.1 Progression

Year one and year two progression rules are those detailed in Appendix B to the Code of Practice on Assessment i.e. to progress from year one to year two and from year two to year three a student must:

- pass (i.e. achieve 40%) all mandatory modules: and
- pass (i.e. achieve 40%) in modules amounting to 90 credits; and
- achieve at least 40% averaged across all modules and a minimum mark of 35% in all modules.

Any variations to these progression rules require the approval of the University Academic Quality and Standards Committee and must be detailed in the relevant programme specification.

1.2 Credit to be passed

If modules totalling 330 credits **from years one, two and four** or more have been passed, i.e. the module has been awarded a mark of 40% or above (this includes compensated marks of 40% gained in years one and two) and all mandatory modules have been passed, the student will be **considered** for the award of a classified honours degree. If modules totalling **more than 30** credits in the final year have been failed, i.e. the module has been awarded a mark of less than 40%, the student will **not** be eligible for the award of an honours degree but may be eligible for the award of a pass (non-honours) degree (see below).

1.3 Weighting

Where the year abroad or year in industry is an integral part of the degree programme, as specified in the programme/subject component specification, the marks for years two, three and four are used to determine the degree classification, with a 20:10:70 year two/year three/year four weighting applied.

Where the year in industry is not integral to the subject or discipline of the degree programme and is intended as an experiential opportunity on the programme, the year will be assessed with a credit value of 120 credits, but the mark will be unweighted for the purpose of determining the degree classification. The marks for years two and four only will be used to classify the degree weighted 30:70 respectively. A programme of study may offer a year in industry that is weighted or unweighted, as described here, but it cannot offer both; a programme of study can be approved to include a weighted year in industry **or** an unweighted year in industry. The status of the year in industry in respect of weighting must be set out in the programme specification.

1.4 Averaging

- (i) A mark is allocated for each module **taken in years two and four**. Each mark is multiplied by the number of credits allocated to the module to which it relates. The resulting numbers for each module in the year of study are totalled together and divided by 120 (the total number of credits for a year of study), resulting in an average mark. This calculation is done for both year two and year four and the resulting marks are averaged with the mark awarded for the year in industry or abroad using the weighting 20:10:70 for years two, three and four to arrive at an overall average. Where the year in industry is unweighted, only the marks for years two and four are averaged and then weighted 30:70 to determine the overall average.
- (ii) The overall average for years two, three and four is rounded to the nearest whole number (decimal places below five are rounded down and decimal places of five or more are rounded up). The initial indication of degree classification is then reached as follows:

70%+	1 st
60-69%	2.1
50-59%	2.2
40-49%	3 rd
Less than 40%	Pass Degree

1.5 Profiling

- (i) If a student achieves 69%, 59%, 49% or 39% by averaging, i.e. missing automatic classification by no more than 1% (after rounding), they will have their mark profile considered.
- (ii) If a student is profiled, they will be awarded the higher class provided that:
- at least 120 credits of study in years **two** and **four** are in a higher class than the overall average mark and of these at least 30 credits have been achieved in year four; **or**
 - at least 60 credits of study in the final year are in the higher class; or
 - at least 30 credits of study in the final year are in the higher class and the overall average for the year abroad or in industry is also in the higher class.

The first condition allows performance in year two to count in the student's favour while requiring that there is some performance at the higher class in year four; the second condition recognises exit velocity; and the third condition allows performance in the year abroad or in industry to count, whilst also requiring performance in the higher class in the final year.

1.6 Failure of Modules

If a student meets the criteria set out above for the award of a classified honours degree but has failed a module or modules in their final year, the Board of Examiners, before recommending the award of a classified honours degree, must satisfy itself that the overall learning outcomes of the programme of study have been achieved **and** that the student has made a reasonable attempt at the assessments that were failed. If, for example, without personal extenuating circumstances, a student has a mark of zero in a module due to non-attendance or failure to take the assessments, the Board of Examiners would be unlikely to recommend the award of an honours degree.

1.7 Pass (Non-Honours) Degrees

Students who do not meet the criteria for a classified honours degree will be eligible for the award of a pass (non-honours) degree if they achieve the pass mark (40% or above) in modules totalling a minimum of 300 credits from years one, two and four (irrespective of their overall average). The credits passed must be at the appropriate level, as detailed in Appendix A of the Code of Practice on Assessment and must not include Year 0 credits. This therefore includes:

- (i) students who are not considered for a classified honours degree because they have not achieved the minimum 330 credits from years one, two and four;
- (ii) students who have achieved the minimum 330 credits from years one, two and four for an honours degree but whose average mark is less than 40% and who are **either** not eligible for profiling **or** are not eligible for a classified honours degree following profiling; and
- (iii) students with a failed module or modules in year four who have *prima facie* met the criteria for the award of a classified honours degree but to whom the Board of Examiners has declined to award a classified honours degree on the basis that they have failed achieved the overall learning outcomes of the programme or the Board is not satisfied that the student made a reasonable attempt at the failed assessments.

1.8 Classification Calculations for Students with Personal Extenuating Circumstances

- (i) Personal Extenuating Circumstances (PECs) are circumstances beyond a student's control that may affect their ability to submit coursework on time, attend a timed assessment, or that may adversely impact their academic performance, as set out in Appendix M to the Code of Practice on Assessment: Additional Considerations Policy for Taught Students. This section 1.8 should be read in conjunction with Appendix M and applies to modules that have been passed but have been affected by accepted PECs. It does not apply to modules affected by PECs that have been failed, these are covered in Appendix M.
- (ii) Students with PECs that have been accepted are required to meet the same classification and progress rules as set out above and in the Code of Practice on Assessment, Appendix I. However, when calculating the student's overall average mark for classification, marks from modules affected by accepted PECs and passed should be discounted, up to a maximum of 60 credits across years two and four. The discounting of credit should take place at module level, i.e. where a 50% component of a 15-credit module has been deemed affected by PECs, the entire module mark totalling 15 credits shall be excluded, rather than 7.5 credits. The mark from a weighted year abroad or year in industry may not be discounted.
- (iii) Where modules have been passed but were affected by PECs, the impact should be mitigated as follows:
 - (a) Calculate the average mark each for years two and four using marks from all modules, whether or not they have been affected by PECs, then calculate the overall average weighted 20:70 between years two and four where the year abroad or in industry is weighted, or make the calculation with a weighting of 30:70 between years two and four where the year abroad or in industry is unweighted.
 - (b) Exclude the lowest 60 credits of marks affected by PECs across years two and four and repeat the calculation in (a) above, i.e. the average for each of years two and four then overall average weighted 20:70 or 30:70 as applicable, from the marks for the remaining credit.
 - (c) Exclude the lowest 60 credits of marks in year four affected by PECs and repeat the calculation in (a) above, i.e. the average for each of the two years and then overall average weighted 20:70 or 30:70, with marks from the remaining credit.

The highest of the three averages calculated in this way will be used to determine whether a student is eligible for profiling and the award classification. The normal profiling and classification rules will apply.

- (iv) This represents the full mitigation available for modules that have been passed but were affected by PECs i.e. up to a maximum of 60 credits can be mitigated by discounting credit as explained above. There is no further mitigation for any passed module affected by PECs where the mark for such module(s) could not be discounted because the total credit value of affected modules exceeded the value that could be discounted.

1.9 Aegrotat degrees

- (i) Board of Examiners may award an *aegrotat* degree if it is considered that a student's ongoing ill-health would preclude them from re-sitting/re-taking the missed/affected assessments or where an exit award has been offered, for example, if the student is out of time for further re-assessment attempts, but it is deemed that the student was unable to complete the degree owing to ill-health. The option to award an *aegrotat* degree is at the sole discretion of the Board of Examiners. *Aegrotat* degrees will only be available for students in their final year of study on non-clinical undergraduate degree programmes, or for students in the third or fourth year of integrated Masters' degrees for consideration for a Bachelor's award. Students on clinical degree programmes cannot be awarded an *aegrotat* degree but may be eligible for an exit award of a classified or *aegrotat* non-clinical Bachelor of Science degree in accordance with the provisions of the framework for non-clinical first degree programmes.
- (ii) An *aegrotat* degree will only be awarded on application by the candidate or their representative. The application should be made after the Final Board of Examiners has decided, on the basis of the student's performance and any accepted extenuating circumstances claims, either to allow a re-assessment or to offer an exit award (for example, if the student is out of time for further re-assessment attempts). Any application for an *aegrotat* degree must be accompanied by appropriate medical evidence. Application must normally be made within ten days of the notification of the Board of Examiners' decision. Where the student indicates they are unable to provide evidence to support their application within the ten days, the student or their representative can request a further fourteen days to provide the evidence.
- (iii) Applications for *aegrotat* degrees will be considered by the Final Board of Examiners. Where the Board had decided to offer an exit award it will consider whether the medical evidence suggests that the student was ever likely to have been able to complete the degree successfully. Where the Board had decided to offer a re-assessment opportunity, it must decide if the student will be able to undertake a re-assessment opportunity within a reasonable period.
- (iv) *Aegrotat* degrees are not classified. The decision of a Board of Examiners not to make this discretionary award does not constitute grounds for an academic appeal.
- (v) A student whose degree has already been conferred, either in person or in absentia, may not return to the University to re-sit/re-take their final year.

1.10 Final Year Re-Assessments

The same rules relating to the re-sitting and re-taking of failed final year assessments apply to four-year Bachelor's programmes as to three-year Bachelor's programmes (see Appendix B and section 3 of Appendix I).

2. FOUR YEAR INTEGRATED MASTER'S PROGRAMMES

2.1 Progression

- 2.1.1 To pass year one and progress to year two a student must:

- Pass all mandatory modules; and
- Pass modules totalling at least 90 credits; and
- Obtain an overall average of at least 40% in modules totalling 120 credits **and a minimum mark of 35% in all modules.**

2.1.2 To pass year two and progress to year three a student must:

- Pass all mandatory modules; and
- Pass modules totalling at least 90 credits; and
- Obtain an overall average of at least 55%, normally 60% for the MBiolSci and MPsycholSci programmes, **at the first attempt**, in modules totalling 120 credits **and a minimum mark of 35% in all modules.**

Students who do not achieve an overall average of 55%, or 60% for the MBiolSci and MPsycholSci, at the first attempt in year two will be allowed to transfer to an appropriate Bachelor's degree, provided that they meet the progression requirements for the Bachelor's programme.

2.1.3 To pass year three and progress to year four a student must:

- Pass all mandatory modules; and
- Pass modules totalling at least 90 credits; and
- Obtain an overall average of at least 55%, normally 60% for the MBiolSci and MPsycholSci programmes, **at the first attempt** in modules totalling 120 credits **and for the MBiolSci and MPsycholSci programmes a minimum mark of 35% in all modules.**

Students who do not achieve an overall average of 55%, or 60% for the MBiolSci and MPsycholSci, at the first attempt in year three will be considered for the award of a Bachelor's degree.

2.1.4 Any variations to these progression rules require the approval of the University Academic Quality and Standards Committee and must be detailed in the relevant programme specification.

2.1.5 For students with Personal Extenuating Circumstances (PECs) accepted in accordance with the Code of Practice on Assessment, Appendix M, who do not satisfy the progression requirements set out in 2.1.2 or 2.1.3 above, but have achieved an overall pass mark for the year, the following shall apply. The marks for the modules affected by PECs in the relevant year should be discounted up to a maximum of 60 credits and the overall average for the year will be calculated from the remaining credit. This calculation will be solely to determine if the progression requirement has been met. Students who do not achieve the requirements for progression will be allowed to transfer to an appropriate Bachelor's degree or be considered for the award of a Bachelor's degree as applicable under sections 2.1.2 or 2.1.3 above.

2.2 Re-Assessments

2.2.1 Students in years one and two will normally have the opportunity to be re-assessed in August/September.

2.2.2 Students who fail to meet the requirements for progression from year three to year four and who have insufficient credits for a Bachelor's degree at the end of year three shall have the opportunity to be re-assessed at the next ordinary sitting.

2.2.3 Students who meet the requirements for progression from year three to year four will be given the opportunity to be re-assessed in failed year three modules during, but not beyond, year four, at the next sitting. The next ordinary sitting shall normally be in the following academic year except where otherwise specified in a module specification or in the case of students with accepted Personal Extenuating Circumstances¹ for whom an August/September attempt is arranged.

¹ See also Appendix M of the Code of Practice on Assessment and section 2.10 below.

2.2.4 Students with insufficient credits for an Integrated Master's degree at the end of year four shall have the opportunity to be re-assessed in failed fourth year modules at the next ordinary sitting. The mark obtained at the second attempt will be capped at the pass mark for the purposes of determining the final degree, except where the second attempt is to be uncapped due Personal Extenuating Circumstances accepted in accordance with the Code of Practice on Assessment, Appendix M.

2.3 Degree Transfers

2.3.1 Students shall normally have the opportunity to transfer from a Bachelor's programme to an Integrated Master's programme; and from an Integrated Master's programme to a Bachelor's programme, at the end of year one and year two.

2.3.2 Students shall normally have the option to exit at the end of years one, two and three.

2.3.3 If a student opts to exit at the end of year three once the final Board of Examiners meeting has been held, they will be considered for the award at the subsequent final Board of Examiners meeting.

2.4 Credit to be passed

2.4.1 Programmes shall contain a minimum of 120 level 7 credits to be taken during year three and year four. Programmes may contain additional level 7 credits, up to a maximum of 30 credits that may be taken over years three and four; these must be optional and are in addition to the 120 level 7 credits that are required.

2.4.2 Upon completion of the programme, students shall be considered for the award of an Integrated Master's degree, subject to the provisions below.

2.4.3 To be eligible for the award of a classified Integrated Master's degree, students must have passed modules totalling 450 credits or more (including compensated marks of 40% gained in years one and two) and must have passed all mandatory modules. If students have failed modules worth more than 30 credits they will not be eligible for the award of a Master's degree, but may be eligible for the award of a Bachelor's degree.

2.4.4 Project or Dissertation Credit

Programmes may contain a project or dissertation module carrying up to a maximum of 60 credits.

2.5 Awards available

2.5.1 All available exit awards must be clearly stated.

2.5.2 If a student fails to satisfy the requirements for an Integrated Master's degree having progressed to year four, they will be considered to have met the academic criteria for the award of a Bachelor's degree. Classification of the Bachelor's degree will be based upon the marks achieved in years two and three. However, if credit has been passed in year four, the overall average mark for year three should be calculated using the highest marks for modules totalling 120 credits from years three and four. Where profiling is applied, higher marks in year four may replace lower marks for the same credit value achieved in years two or three to determine if a higher classification can be awarded.

2.5.3 To be eligible for the award of a classified Bachelor's degree, students must have passed modules totalling 330 credits or more i.e. the modules have been awarded a mark of 40% or above (including compensated marks of 40% gained in years one and two) and must have passed all mandatory modules. The credits passed must be at the appropriate level as detailed in Appendix A to the Code of Practice on Assessment. If students have failed modules worth **more than** 30 credits in year three, i.e. the modules have been awarded a mark of less than 40%, they will not be eligible for the award of a classified Bachelor's honours degree, but may be eligible for the award of a pass (non-honours) degree.

2.5.4 Students who do not meet the criteria for a classified Bachelor's honours degree will be eligible for the award of a pass (non-honours) degree if they achieve the pass mark (40% or above) in modules totalling a minimum of 300 credits (irrespective of their overall average). This therefore includes:

- (i) students who are not considered for a classified honours degree because they have not achieved the minimum 330 credits requirement;
- (ii) students who have achieved the minimum 330 credits requirement for an honours degree but whose average mark is less than 40% and who are **either** not eligible for profiling **or** are not eligible for a classified honours degree following profiling; and
- (iii) students with a failed module or modules in year three who have *prima facie* met the criteria for the award of a classified honours degree but to whom the Board of Examiners has declined to award a classified honours degree on the basis that they have failed to achieve the overall learning outcomes of the programme or the Board is not satisfied that the student made a reasonable attempt at the failed assessments.

2.6 Professional / Statutory Body Requirements

2.6.1 The requirements for professional/statutory body accreditation must be made clear to students when they commence their programme of study.

2.6.2 Where the academic requirements differ from those of relevant professional/statutory bodies for programmes that carry professional accreditation, the more stringent rules will apply for the purposes of making the award. Where a student meets the criteria for the academic award, but fails to meet the criteria for professional accreditation, the University will inform the relevant professional/statutory body.

2.7 Weighting

The marks achieved in years two, three and four are weighted in the calculation of the overall average mark as follows:

MBiolSci programmes	20:40:40
MEcol, MEng, MMath and MPhys programmes	20:40:40
MChem (all four years at Liverpool)	20:40:40
MChem (with year three spent in industry)	20:20:60
MESci	20:40:40
MMarBiol	20:40:40
MOSci programmes	20:40:40
MPlan	20:30:50
MPsycholSci	20:40:40
MPharm	20:40:40

2.8 Profiling

2.8.1 The profiling rules for all the four-year Integrated Master's programmes, with the exception of the MChem with a year in industry and the MESci with a year in North America, are as follows. If, as a result of their overall average, a student misses the higher classification by no more than 1% (after rounding), their marks profile will be considered. For the purpose of determining the average mark for profiling, re-assessment marks will be capped at 40% (or 50% for level 7 modules), unless the re-assessment is being treated as a first examination in cases of ill-health or other extenuating circumstances determined by the Board of Examiners (or, where appropriate, the Faculty Progress Committee). They will be awarded the higher class if they have obtained:

- (i) at least 60 credits at level 7 in the higher class; **and either**
- (ii) at least 180 credits over Years 2, 3 and 4 in the higher class; or

(iii) at least 120 credits over Years 3 and 4 in the higher class.

2.8.2 For the MChem with a year in industry and the MEdSci with a year in North America, i.e. four-year Integrated Master's degrees with a year abroad/in industry, if a student's overall average result is such that they miss the higher classification by no more than 1% (after rounding) their marks profile will be considered. The student will be awarded the higher class if they have obtained:

- (i) at least 60 credits at level 7 in the higher class; and either
- (ii) at least 120 credits of study over years two and four are in the higher class; or
- (iii) an overall average for the year abroad or in industry in the higher class.

2.8.3 For a student intercalating into year four of a MBioSci programme,

- (i) If the candidate achieves 69%, 59%, 49% or 39% by averaging, i.e. missing automatic classification by no more than 1% (after rounding) they will have their mark profile considered. For the purpose of determining the average mark and for profiling, reassessment marks will be capped at 50%, unless the reassessment is being treated as a first examination/assessment in cases of ill-health or other extenuating circumstances determined by the Board of Examiners (or, where appropriate, the Faculty Progress Committee).
- (ii) If a candidate is profiled, they will be awarded the higher class if at least 60 credits of study at level 7 (year four of the programme) have been achieved in the higher class.

2.9 Failure of Modules

2.9.1 If a student meets the criteria set out above for the award of a classified honours degree but has failed a module or modules in their final year, the Board of Examiners, before recommending the award of a classified honours degree, must satisfy itself that the overall learning outcomes of the programme of study have been achieved **and** that the student has made a reasonable attempt at the assessments that were failed. If, for example, without personal extenuating circumstances, a student has a mark of zero in a module due to non-attendance or failure to take the assessments, the Board of Examiners would be unlikely to recommend the award of an honours degree.

2.9.2 For students who have failed modules due to personal extenuating circumstances, the Code of Practice on Assessment, Appendix M will apply.

2.9.3 For candidates who are permitted to present themselves for re-assessment in research and independent study modules, the Board of Examiners shall determine whether they should do so either:

- (a) As re-taking the module with attendance with full supervision. The Board of Examiners shall ensure that the student is given clear guidance on whether or not the retake should be on a new topic; or
- (b) As re-sitting the module without attendance. The Board of Examiners shall ensure that the student is given clear guidance as to the level of supervision which they can expect; it is anticipated that this requires no attendance on campus and no face-to-face meetings with supervisors and that the student is not required to make a submission on a new topic. The student shall be provided with formative written feedback on their first attempt submission; or
- (c) As re-sitting the module with partial supervision. The Board of Examiners shall ensure that the student is given clear guidance as to the level of supervision which they can expect; it is anticipated that this requires no attendance on campus and no face-to-face meetings with supervisors and that the student shall not normally be required to make a submission on a substantially new topic. The Board of Examiners shall ensure that the student is provided with formative written feedback on their first attempt submission and given clear guidance as to the level of supervision which they can expect.

- 2.9.4 Board of Examiners may award an *aegrotat* degree if it is considered that a student's ongoing ill-health would preclude them from re-sitting/re-taking the missed/affected assessments or where an exit award has been offered, for example, if the student is out of time for further re-assessment attempts, but it is deemed that the student was unable to complete the degree owing to ill-health. The option to award an *aegrotat* degree is at the sole discretion of the Board of Examiners. *Aegrotat* degrees will only be available for students in their final year of study on non-clinical undergraduate degree programmes, or for students in the third or fourth year of integrated Masters' degrees for consideration for a Bachelor's award. Students on clinical degree programmes cannot be awarded an *aegrotat* degree but may be eligible for an exit award of a classified or *aegrotat* non-clinical Bachelor of Science degree in accordance with the provisions of the framework for non-clinical first degree programmes.
- 2.9.5 An *aegrotat* degree will only be awarded on application by the candidate or their representative. The application should be made after the Final Board of Examiners has decided, on the basis of the student's performance and any accepted personal extenuating circumstances claims, either to allow a re-assessment or to offer an exit award (for example, if the student is out of time for further re-assessment attempts). Any application for an *aegrotat* degree must be accompanied by appropriate medical evidence. Application must normally be made within ten days of the notification of the Board of Examiners' decision. Where the student indicates they are unable to provide evidence to support their application within the ten days, the student or their representative can request a further fourteen days to provide the evidence.
- 2.9.6 Applications for *aegrotat* degrees will be considered by the Final Board of Examiners. Where the Board had decided to offer an exit award it will consider whether the medical evidence suggests that the student was ever likely to have been able to complete the degree successfully. Where the Board had decided to offer a re-assessment opportunity, it must decide if the student will be able to undertake a re-assessment opportunity within a reasonable period.
- 2.9.7 *Aegrotat* degrees are not classified. The decision of a Board of Examiners not to make this discretionary award does not constitute grounds for an academic appeal.
- 2.9.8 A student whose degree has already been conferred, either in person or in absentia, may not return to the University to re-sit/re-take their final year.

2.10 Classification Calculations for Students with Personal Extenuating Circumstances

- (i) Personal Extenuating Circumstances (PECs) are circumstances beyond a student's control that may affect their ability to submit coursework on time, attend a timed assessment, or that may adversely impact their academic performance, as set out in Appendix M to the Code of Practice on Assessment: Additional Considerations Policy for Taught Students. This section 2.10 should be read in conjunction with Appendix M and applies to modules that have been passed but have been affected by accepted PECs. It does not apply to modules affected by PECs that have been failed, these are covered in Appendix M.
- (ii) Students with PECs that have been accepted are required to meet the same classification and progress rules as set out above. However, when calculating the student's overall average mark for classification, marks from modules affected by accepted PECs and passed should be discounted, up to a maximum of 60 credits across years two, three and four. The discounting of credit should take place at module level, i.e. where a 50% component of a 15-credit module has been deemed affected by PECs, the entire module mark totalling 15 credits shall be excluded, rather than 7.5 credits.
- (iii) Where modules have been passed but were affected by PECs, the impact should be mitigated as follows:
 - (a) Calculate the average mark each for years two, three and four using marks from all modules, whether or not they have been affected by PECs, then calculate the overall average weighted in accordance with section 2.7 above between years two, three and four.

- (b) Exclude the lowest 60 credits of marks affected by PECs across years two, three and four and repeat the calculation in (a) above from the marks for the remaining credit, i.e. the average for each of years two, three and four, then the overall average weighted as set out in section 2.7.
- (c) Exclude the lowest 60 credits of marks in year four affected by PECs and repeat the calculation in (a) above from the marks for the remaining credit, i.e. the average for each of the three weighted years and then the overall average weighted as set out in section 2.7.

The highest of the three averages calculated in this way will be used to determine whether the student is eligible for profiling and the award classification. The normal profiling and classification rules will apply.

- (iv) This represents the full mitigation available for modules that have been passed but were affected by PECs i.e. up to a maximum of 60 credits can be mitigated by discounting the credit as explained above. There is no further mitigation for any passed module affected by PECs where the mark for such module(s) could not be discounted because the total value of affected modules exceeded the value that could be discounted.

3. FIVE YEAR INTEGRATED MASTER'S PROGRAMMES WITH A YEAR ABROAD OR IN INDUSTRY

In some programmes the year in industry or abroad can be taken in either the third year or the fourth year of the programme. The programme specification should clearly state when the year in industry or abroad can be taken.

3.1 Progression

3.1.1 To pass year one and progress to year two a student must:

- pass all mandatory modules; and
- pass modules totalling at least 90 credits; and
- obtain an overall average of at least 40% in modules totalling 120 credits **and a minimum mark of 35% in all modules.**

3.1.2 To pass year two and progress to year three a student must:

- pass all mandatory modules; and
- pass modules totalling at least 90 credits; and
- obtain an overall average of at least 55% **at the first attempt** in modules totalling 120 credits **and a minimum mark of 35% in all modules.**

Students who do not achieve an overall average of 55% at the first attempt in year two will be allowed to transfer to an appropriate Bachelor's degree, provided that they meet the usual progression requirements for the Bachelor's programme.

3.1.3 To pass year three and progress to year four a student must:

For students spending year three in industry or abroad:

- complete the year in industry or year abroad successfully as detailed in the relevant programme specification; and
- obtain a mark in assessed work of 55% **at the first attempt.**

Students who do not achieve an overall average of 55% at the first attempt in year three will have the following options:

- to transfer into year three of an appropriate four-year Integrated Master's degree, in which case the year in industry or abroad will not be counted towards the final degree classification; or
- to transfer into year four of an appropriate four-year Bachelor's degree with a year in industry or abroad, provided they meet the progression requirements for the four-year Bachelor's programme; or
- to transfer into year three of a three-year Bachelor's degree; in which case the year in industry or abroad will not be counted towards the final degree classification.

For students completing an unweighted year in industry in year three:

- complete the unweighted year in industry successfully, as detailed in the relevant programme specification.

Students who do not successfully complete the unweighted year in industry will have the following options:

- to transfer into year three of an appropriate four-year Integrated Master's degree; or
- to transfer into year three of a three-year Bachelor's degree.

For students proposing to spend year four in industry or abroad:

- pass all mandatory modules; and
- pass modules totaling at least 90 credits; and
- obtain an **overall average of at least 55% at the first attempt** in modules totaling 120 credits.

Students who do not achieve an overall average of 55% at the first attempt in year three will be considered for the award of a Bachelor's degree.

3.1.4 To pass year four and progress to year five a student must:

For students who spent year three in industry or abroad:

- pass all mandatory modules; and
- pass modules totaling at least 90 credits; and
- obtain an **overall average of at least 55% at the first attempt** in modules totaling 120 credits.

Students who do not achieve an overall average of 55% at the first attempt in year four will be considered for the award of a four-year Bachelor's degree with a year in industry or a year abroad.

For students spending year four in industry or abroad:

- complete the year in industry or year abroad successfully as detailed in the relevant programme specification; and
- obtain a mark in assessed work of 55% **at the first attempt**.

Students who do not achieve an overall average of 55% at the first attempt in year four will have the following options:

- to transfer into year four of an appropriate four-year Integrated Master's degree, in which case the year in industry or abroad will not be counted towards the final degree classification; or
- to be considered for the award of the appropriate four-year Bachelor's degree with a year in industry or abroad, provided they meet the requirements of the four-year Bachelor's programme; or
- to be considered for the award of a three-year Bachelor's degree; in which case the year in industry or abroad will not be counted towards the final degree classification.

For students spending year four on an unweighted year in industry:

- complete the unweighted year in industry successfully as detailed in the relevant programme specification.

Students who do not pass the unweighted year in industry will have the following options:

- to transfer into year four of an appropriate four-year Integrated Master's degree; or
- to be considered for the award of a three-year Bachelor's degree.

3.1.5 Any variations to these progression rules require the approval of the University Academic Quality and Standards Committee and must be detailed in the relevant programme specification.

3.1.6 For students with Personal Extenuating Circumstances (PECs) accepted in accordance with the Code of Practice on Assessment, Appendix M, who do not satisfy the progression requirements set out above, but have achieved an overall pass mark, the following shall apply. The marks for the modules affected by PECs in the relevant year should be discounted up to a maximum of 60 credits and the overall average for the year will be calculated from the remaining credit. This calculation will be solely to determine if the progression requirement has been met. Students who do not achieve the requirements for progression will be allowed to transfer to an appropriate Bachelor's degree or be considered for the award of a Bachelor's degree as applicable under sections 3.1.2 to 3.1.4 above.

3.2 Re-assessments

3.2.1 Students in years one and two will normally have the opportunity to be re-assessed in August/September.

For students who spent year three in industry or abroad:

3.2.2 Students who fail to meet the requirements for progression from year four to year five and who have insufficient credits for a four-year Bachelor's degree with a year in industry or abroad at the end of year four shall have the opportunity to be re-assessed at the next ordinary sitting.

3.2.3 Students who meet the requirements for progression will be given the opportunity to be re-assessed in failed year four modules once, during but not beyond year five, at the next ordinary sitting. The mark obtained at the second attempt will be capped at the pass mark for the purposes of determining the final degree, except where the second attempt is to be uncapped due to Personal Extenuating Circumstances accepted in accordance with the Code of Practice on Assessment, Appendix M.

3.2.4 Students with insufficient credits for a Master's degree at the end of year five shall have the opportunity to be re-assessed in failed fifth year modules at the next ordinary sitting. The next ordinary sitting shall normally be in the following academic year except where otherwise specified in a module specification or in the case of students with accepted Personal Extenuating Circumstances² for whom an August/September attempt is arranged. The mark obtained at the second attempt will be capped at the pass mark for the purposes of determining the final degree, except where the second attempt is allowed under extenuating circumstances.

For students who spend year four in industry or abroad:

3.2.5 Students who meet the requirements for progression will be given the opportunity to be re-assessed in failed year three modules once, during but not beyond year four, at the next ordinary sitting. The mark obtained at the second attempt will be capped at the pass mark for the purposes of determining the final degree, except where the second attempt is to be uncapped due to Personal Extenuating Circumstances accepted in accordance with the Code of Practice on Assessment, Appendix M.

3.2.6 Students with insufficient credits for a Master's degree at the end of Year 5 shall have the opportunity to be re-assessed in failed fifth year modules at the next ordinary sitting. The next ordinary sitting shall

² See also Appendix M of the Code of Practice on Assessment

normally be in the following academic year except where otherwise specified in a module specification or in the case of students with accepted Personal Extenuating Circumstances³ for whom an August/September attempt is arranged. The mark obtained at the second attempt will be capped at the pass mark for the purposes of determining the final degree, except where the second attempt is allowed under extenuating circumstances.

3.3 Degree Transfers

3.3.1 Students shall normally have the opportunity to transfer from a Bachelor's programme to an Integrated Master's programme and from an Integrated Master's programme to a Bachelor's programme, at the end of year one and year two.

3.3.2 Students shall normally have the option to exit at the end of years one, two, three and four.

3.3.3 If a student opts to exit at the end of year three or four once the Board of Examiners meeting has been held, they will be considered for the award at the subsequent final Board of Examiners meeting.

3.4 Credit to be Passed

For students who spent year three in industry or abroad:

3.4.1 Programmes shall contain a minimum of 120 level 7 credits to be taken during years four and five. Programmes may contain additional level 7 credit, up to a maximum of 30 credits that may be taken over years four and five; these must be optional and are in addition to the 120 level 7 credits that are required.

For students who spent year four in industry or abroad:

3.4.2 Programmes shall contain a minimum of 120 level 7 credits to be taken during years three and five. Programmes may contain additional level 7 credit, up to a maximum of 30 credits that may be taken over years three and five; these must be optional and are in addition to the 120 level 7 credits that are required.

For students who spent either year three or year four in industry or abroad:

3.4.3 Upon completion of the programme, students shall be considered for the award of a Master's degree, subject to the provisions below.

3.4.4 To be eligible for the award of a classified Integrated Master's degree, students must have passed modules totalling 570 credits or more (including compensated marks of 40% gained in years one and two) and must have passed all mandatory modules. If students have failed modules worth more than 30 credits they will not be eligible for the award of a Master's degree, but will be considered for the award of a Bachelor's degree.

3.4.5 Project or Dissertation Credit

Programmes may contain a project or a dissertation module carrying up to a maximum of 60 credits.

3.5 Awards Available

3.5.1 All available exit awards must be clearly stated.

For students who spent year three in industry or abroad:

3.5.2 If a student fails to satisfy the requirements for an Integrated Master's degree having progressed to year five, they will be considered to have met the academic criteria for the award of a Bachelor's degree. The award can include a Bachelor's degree with a year in industry or year abroad. Classification of a

³ See also Appendix M of the Code of Practice on Assessment

Bachelor's degree will be based upon the marks achieved in years two and four. However, if credit has been passed in year five, the overall average mark for year five should be calculated using the highest marks for modules totalling 120 credits from years four and five. Where profiling is applied, higher marks in year five may replace lower marks for the same credit value achieved in years two or four to determine if a higher classification can be awarded.

- 3.5.3 To be eligible for award of a classified Bachelor's degree, students must have passed modules totalling 330 credits or more from years one, two and four, i.e. the modules have been awarded a mark of 40% or above (including compensated marks of 40% from years one and two) and must have passed all mandatory modules. The credits passed must be at the appropriate level, as detailed in Appendix A to the Code of Practice on Assessment. If students have failed modules worth **more than** 30 credits in year four, i.e. the modules have been awarded a mark of less than 40%, they will not be eligible for the award of a classified Bachelor's honours degree, but may be eligible for the award of a pass (non-honours) degree.
- 3.5.4 Students who do not meet the criteria for a classified Bachelor's honours degree will be eligible for the award of a pass (non-honours) degree if they achieve the pass mark (40% or above) in modules totalling a minimum of 300 credits from years one, two and four (irrespective of their overall average). This therefore includes:
- (i) students who are not considered for a classified honours degree because they have not achieved the minimum 330 credits from years one, two and four;
 - (ii) students who have achieved the minimum 330 credits from years one, two and four for an honours degree but whose average mark is less than 40% and who are either not eligible for profiling or are not eligible for a classified honours degree following profiling;
 - (iii) students with a failed module or modules in year four who have prima facie met the criteria for the award of a classified honours degree but to whom the board of examiners has declined to award a classified honours degree on the basis that they have failed to achieve the overall learning outcomes of the programme or the Board is not satisfied that the student made a reasonable attempt at the failed assessment.

For students who spent year four in industry or abroad:

- 3.5.5 If a student fails to satisfy the requirements for an Integrated Master's degree having progressed to year five, they will be considered to have met the academic criteria for the award of a Bachelor's degree. The award can include a Bachelor's degree with a year in industry or year abroad. Classification of a Bachelor's degree will be based upon the marks achieved in years two and three. However, if credit has been passed in year five, the overall average mark for year three should be calculated using the highest marks for modules totalling 120 credits from years three and five. Where profiling is applied, higher marks in year five may replace lower marks for the same credit value achieved in years two or three to determine if a higher classification can be awarded.

3.6 Professional / Statutory Body Requirements

- 3.6.1 The requirements for professional/statutory body accreditation must be made clear to students when they commence their programme of study.
- 3.6.2 Where the academic requirements differ from those of relevant professional/statutory bodies for programmes that carry professional accreditation, the more stringent rules will apply for the purposes of making the award. Where a student meets the criteria for the academic award, but fails to meet the criteria for professional accreditation, the university will inform the relevant professional/statutory body.

3.7 Weighting

3.7.1 The marks achieved in years two, three, four and five will be weighted in the calculation of the overall average mark as follows, where the year in industry or abroad is an integral part of the degree programme as defined in the programme specification:

MEng programmes with the year in industry or abroad in Year 3	10:10:40:40
MEng programmes with the year in industry or abroad in Year 4	10:40:10:40
MESci programmes with the year in industry or abroad in Year 3	10:10:40:40
MESci programmes with the year in industry or abroad in Year 4	10:40:10:40
MPlan programmes with the year in industry or abroad in Year 3	10:10:30:50
MPlan programmes with the year in industry or abroad in Year 4	10:30:10:50

The marks achieved in years two, three, four and five will be weighted in the calculation of the overall average mark as follows, where the year abroad is not an integral part of the degree programme as defined in the programme specification:

MEng programmes with the year in industry or abroad in year three	20:0:40:40
MEng programmes with the year in industry or abroad in year four	20:40:0:40

3.7.2 For programmes with an unweighted year in industry, the weighting for degree classification will be as follows:

- Where the year in industry is taken year three, the marks achieved in years two, three, four and five will be weighted 20:0:40:40, and for the MPlan award it will be 20:0:30:50.
- Where the year in industry is taken in year four, the marks achieved in years two, three, four and five will be weighted 20:40:0:40, and for the MPlan award it will be 20:30:0:50.

3.8 Profiling

The profiling rules for the five-year Integrated Master's programmes are as follows. If a student misses the higher classification by no more than 1%, their marks profile will be considered. They will be awarded the higher class if they have obtained:

For students who spent year three in industry or abroad:

- at least 60 credits at level 7 in the higher class; **and either**
- at least 180 credits over years two, four and five in the higher class; **or**
- at least 120 credits over years four and five in the higher class; **or**
- an overall mark for the integral year abroad/in industry in the higher classification.

For students who spent year four in industry or abroad:

- at least 60 credits at level 7 in the higher class; **and either**
- at least 180 credits over years two, three and five in the higher class; **or**
- at least 120 credits over years three and five in the higher class; **or**
- an overall mark for the integral year abroad/in industry in the higher classification.

3.9 Failure of Modules

3.9.1 If a student meets the criteria set out above for the award of a classified honours degree but has failed a module or modules in their final year, the Board of Examiners, before recommending the award of a classified honours degree, must satisfy itself that the overall learning outcomes of the programme of study have been achieved **and** that the student has made a reasonable attempt at the assessments

that were failed. If, for example, without Personal Extenuating Circumstances, a student has a mark of zero in a module due to non-attendance or failure to take the assessments, the Board of Examiners would be unlikely to recommend the award of an honours degree.

- 3.9.2 For students who have failed modules due to Personal Extenuating Circumstances, the Code of Practice on Assessment, Appendix M will apply.
- 3.9.3 For candidates who are permitted to present themselves for re-assessment in research and independent study modules, the Board of Examiners shall determine whether they should do so either:
- (i) As re-taking the module with attendance with full supervision. The Board of Examiners shall ensure that the student is given clear guidance on whether or not the retake should be on a new topic; or
 - (ii) As re-sitting the module without attendance. The Board of Examiners shall ensure that the student is given clear guidance as to the level of supervision which they can expect; it is anticipated that this requires no attendance on campus and no face-to-face meetings with supervisors and that the student is not required to make a submission on a new topic. The student shall be provided with formative written feedback on their first attempt submission; or
 - (iii) As re-sitting the module with partial supervision. The Board of Examiners shall ensure that the student is given clear guidance as to the level of supervision which they can expect; it is anticipated that this requires no attendance on campus and no face-to-face meetings with supervisors and that the student shall not normally be required to make a submission on a substantially new topic. The Board of Examiners shall ensure that the student is provided with formative written feedback on their first attempt submission and given clear guidance as to the level of supervision which they can expect.
- 3.9.4 Board of Examiners may award an *aegrotat* degree if it is considered that a student's ongoing ill-health would preclude them from re-sitting/re-taking the missed/affected assessments or where an exit award has been offered, for example, if the student is out of time for further re-assessment attempts, but it is deemed that the student was unable to complete the degree owing to ill-health. The option to award an *aegrotat* degree is at the sole discretion of the Board of Examiners. *Aegrotat* degrees will only be available for students in their final year of study on non-clinical undergraduate degree programmes, or for students in the third or fourth year of integrated Masters' degrees for consideration for a Bachelor's award. Students on clinical degree programmes cannot be awarded an *aegrotat* degree but may be eligible for an exit award of a classified or *aegrotat* non-clinical Bachelor of Science degree in accordance with the provisions of the framework for non-clinical first degree programmes.
- 3.9.5 An *aegrotat* degree will only be awarded on application by the candidate or their representative. The application should be made after the Final Board of Examiners has decided, on the basis of the student's performance and any accepted extenuating circumstances claims, either to allow a re-assessment or to offer an exit award (for example, if the student is out of time for further re-assessment attempts). Any application for an *aegrotat* degree must be accompanied by appropriate medical evidence. Application must normally be made within ten days of the notification of the Board of Examiners' decision. Where the student indicates they are unable to provide evidence to support their application within the ten days, the student or their representative can request a further fourteen days to provide the evidence.
- 3.9.6 Applications for *aegrotat* degrees will be considered by the Final Board of Examiners. Where the Board had decided to offer an exit award it will consider whether the medical evidence suggests that the student was ever likely to have been able to complete the degree successfully. Where the Board had decided to offer a re-assessment opportunity, it must decide if the student will be able to undertake a re-assessment opportunity within a reasonable period.
- 3.9.7 *Aegrotat* degrees are not classified. The decision of a Board of Examiners not to make this discretionary award does not constitute grounds for an academic appeal.

3.9.8 A student whose degree has already been conferred, either in person or in absentia, may not return to the University to re-sit/re-take their final year.

3.10 Classification Calculations for Students with Personal Extenuating Circumstances

- (i) Personal Extenuating Circumstances (PECs) are circumstances beyond a student's control that may affect their ability to submit coursework on time, attend a timed assessment, or that may adversely impact their academic performance, as set out in Appendix M to the Code of Practice on Assessment: Additional Considerations Policy for Taught Students. This section 3.10 should be read in conjunction with Appendix M and applies to modules that have been passed but have been affected by accepted PECs. It does not apply to modules affected by PECs that have been failed, these are covered in Appendix M.
- (ii) Students with PECs that have been accepted are required to meet the same classification and progress rules as set out above. However, when calculating the student's overall average mark for classification, marks from modules affected by accepted PECs and passed should be discounted, up to a maximum of 60 credits across years two, four and five where the year in industry or abroad is in year three, or across years two, three and five where the year in industry or abroad is in year four. The discounting of credit should take place at module level, i.e. where a 50% component of a 15-credit module has been deemed affected by PECs, the entire module mark totalling 15 credits shall be excluded, rather than 7.5 credits. The mark from a weighted year in industry or year abroad may not be discounted.
- (iii) Where modules have been passed but were affected by PECs, the impact should be mitigated as follows:
 - (a) Calculate the average mark each for years two, four and five, or years two, three and five as applicable under 3.10(ii) above using marks from all modules, whether or not they have been affected by PECs, then calculate the overall average weighted in accordance with section 3.7 above.
 - (b) Exclude the lowest 60 credits of marks affected by PECs across years two, four and five, or years two, three and five as applicable under 3.10(ii) above and repeat the calculation in (a) above, i.e. the average for each of weighted years (but not the year in industry or abroad), then the overall average weighted as set out in section 3.7 from the marks for the remaining credit.
 - (c) Exclude the lowest 60 credits of marks in year five affected by PECs and repeat the calculation in (a) above, i.e. the average for each of the three weighted years (but not the year in industry or abroad) and then the overall average weighted as set out in section 3.7 from the marks for the remaining credit.

The highest of the three averages calculated in this way will be used to determine whether the student is eligible for profiling and the award classification. The normal profiling and classification rules will apply.

- (iv) This represents the full mitigation available for modules that have been passed but were affected by PECs i.e. up to a maximum of 60 credits can be mitigated by discounting the credit as explained above. There is no further mitigation for any passed module affected by PECs where the mark for such module(s) could not be discounted because the total value of affected modules exceeded the value that could be discounted.