



CODE OF PRACTICE ON ASSESSMENT

APPENDIX J

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

2010-22

Applicable to the following cohorts
2010-11 to 2021-22

A student belongs to the cohort in which they started at FHEQ Level 4 provided they have a continuous student record regardless of 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 1 to year 2 and from year 2 to year 3 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 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 Extenuating Circumstances¹

Where a student has not completed all assessments owing to ill-health or other extenuating circumstances, or whose performance in their assessments is considered by the Board of Examiners to have been affected by ill-health or other extenuating circumstances, the Board of Examiners should decide whether it has sufficient evidence of the student's achievement to determine the award. If the Board of Examiners considers that there is enough work (normally 60 credits) and that there is evidence that the programme's learning outcomes have been met, they will recommend the award which should be made (including the class of the award, if appropriate) and that the student be offered the option of **either** accepting that award **or** of re-taking/re-sitting the missed/affected assessments as a 'first attempt' at either the August/September sitting or at the next ordinary sitting. Such 'first attempt' re-assessments shall only be possible if they can be accommodated within the maximum period of registration on a programme. Where the Board of Examiners decides to award a pass degree, then the student concerned should be given the opportunity **either** to accept the pass degree **or** to sit/re-sit the missed/failed assessments at either the August/September sitting or at the next ordinary sitting of those assessments, with any sit/re-sit of assessments judged to have been affected by extenuating circumstances being regarded as a 'first attempt'. A student who wishes to re-sit or re-take final year MUST, within 10 days of the formal confirmation of the result by the Board of Examiners, give notice in writing to the Director of Student Administration and Support (SAS) division, of their decision to re-sit/re-take. Notice should be given on the designated pro-forma which can be found on the SAS website www.liv.ac.uk/student-administration/exams/results/resits/.

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.

¹ See also Appendix M of the Code of Practice on Assessment

- (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 Extenuating Circumstances Committee which will advise the Board of Examiners. The Extenuating Circumstances Committee will be required to consider whether the medical evidence suggests that the student was ever likely to have been able to complete the degree successfully (in cases where the Board has decided to make an exit award) or will be able to so within a reasonable period (in cases where the Board has decided to offer a re-assessment opportunity) and to advise the Board of Examiners accordingly
- (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 1 and progress to Year 2 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 2 and progress to Year 3 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 programmes², **at the first attempt**, in modules totalling 120 credits **and a minimum mark of 35% in all modules.**

² Students in Year 2 in 2019-20 must obtain an average of 55% 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 MPsycholSci³, at the first attempt in year 2 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 3 and progress to Year 4 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 programmes⁴, **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 MPsycholSci⁵, at the first attempt in year 3 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.

2.2 Re-Assessments

2.2.1 Students in Years 1 and 2 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 3 to year 4 and who have insufficient credits for a Bachelor's degree at the end of Year 3 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 3 to year 4 will be given the opportunity to be re-assessed in failed Year 3 modules during, but not beyond, Year 4, 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 Extenuating Circumstances⁶ for whom an August/September attempt is arranged.

2.2.4 Students with insufficient credits for an Integrated Master's degree at the end of Year 4 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 allowed under extenuating circumstances.

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 1 and Year 2.

2.3.2 Students shall normally have the option to exit at the end of Years 1, 2 and 3.

2.3.3 If a student opts to exit at the end of Year 3 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.

³ For students in Year 2 in 2019-20 the overall average for the MBiolSci and MPsycholSci programmes is also 55%

⁴ Students in Year 3 in 2019-20 must obtain an average of 55% for the MBiolSci and MPsycholSci programmes, at the first attempt, in modules totalling 120 credits and a minimum mark of 35% in all modules

⁵ For students in Year 3 in 2019-20 the overall average for the MBiolSci and MPsycholSci programmes is also 55%

⁶ See also Appendix M of the Code of Practice on Assessment

2.4 Credit to be passed

- 2.4.1 Programmes shall contain a minimum of 120 level 7 credits to be taken during Year 3 and Year 4. Programmes may contain additional level 7 credits, up to a maximum of 30 credits that may be taken over Years 3 and 4; 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 1 and 2) 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 4, 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 2 and 3.
- 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 1 and 2) 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 (all four years at Liverpool)	20:40:40
MESci (with a year in North America)	20:20:60
MMarBiol	20:40:40
MOSci programmes	20:40:40
MPlan	20:30:50
MPsychSci	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
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 MESci 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 2% (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 2 and 4 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 4 of a MBioSci programme,

- (i) If the candidate achieves 68%, 58%, 48% or 38% by averaging, i.e. missing automatic classification by no more than 2% (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 4 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 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 Where a student has not completed all assessments owing to ill-health or other extenuating circumstances, or whose performance in their assessments is considered by the Board of Examiners to have been affected by ill-health or other extenuating circumstances, the Board of Examiners should decide whether it has sufficient evidence of the student's achievement to determine the award. If the Board of Examiners considers that there is enough work (normally 60 credits) and that there is evidence that the programme's learning outcomes have been met, they will recommend the award which should be made (including the class of the award, if appropriate) and that the student be offered the option of **either** accepting that award **or** of re-taking/re-sitting the missed/affected assessments as a 'first attempt' at either the August/September sitting or at the next ordinary sitting. Such 'first attempt' re-assessments shall only be possible if they can be accommodated within the maximum period of registration on a programme. Where the Board of Examiners decides to award a pass degree, then the student concerned should be given the opportunity **either** to accept the pass degree **or** to sit/re-sit the missed/failed assessments at either the August/September sitting or the next ordinary sitting of those assessments, with any sit/re-sit of assessments judged to have been affected by extenuating circumstances being regarded as a 'first attempt'. A student who wishes to re-sit or re-take final year **MUST**, within 10 days of the formal confirmation of the result by the Board of Examiners, give notice in writing to the Director of Student Administration and Support (SAS) division, of their decision to re-sit/re-take. Notice should be given on the designated pro-forma which can be found on the SAS website www.liv.ac.uk/student-administration/exams/results/resits/.
- 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 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 Extenuating Circumstances Committee which will advise the Board of Examiners. The Extenuating Circumstances Committee will be required to consider whether the medical evidence suggests that the student was ever likely to have been able to complete the degree successfully (in cases where the Board has decided to make an exit award) or will be able to so within a reasonable period (in cases where the Board has decided to offer a re-assessment opportunity) and to advise the Board of Examiners accordingly
- 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.
- 2.9.9 The same rules relating to the notification of intention to take reassessments as set out in section 3 of Appendix I apply to four year integrated Master's programmes.

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 1 and progress to Year 2 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 2 and progress to Year 3 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 2 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 3 and progress to Year 4 a student must:

For students spending Year 3 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 3 will have the following options:

- to transfer into Year 3 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 4 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 3 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 3:

- 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 3 of an appropriate four year Integrated Master's degree; or
- to transfer into Year 3 of a three year Bachelor's degree.

For students proposing to spend Year 4 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 3 will be considered for the award of a Bachelor's degree.

3.1.4 To pass Year 4 and progress to Year 5 a student must:

For students who spent Year 3 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 4 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 4 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 4 will have the following options:

- to transfer into Year 4 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 4 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 4 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.

3.2 Re-assessments

3.2.1 Students in Years 1 and 2 will normally have the opportunity to be re-assessed in August/September.

For students who spent Year 3 in industry or abroad:

3.2.2 Students who fail to meet the requirements for progression from Year 4 to Year 5 and who have insufficient credits for a four year Bachelor's degree with a year in industry or abroad at the end of Year 4 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 4 modules once, during but not beyond Year 5, 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 allowed under extenuating circumstances.

3.2.4 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 normally be in the following academic year except where otherwise specified in a module specification or in the case of students with accepted Extenuating Circumstances⁷ 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 4 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 3 modules once, during but not beyond Year 4, at the next ordinary sitting. The mark

⁷ See also Appendix M of the Code of Practice on Assessment

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.

- 3.2.6 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 normally be in the following academic year except where otherwise specified in a module specification or in the case of students with accepted Extenuating Circumstances⁸ 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 1 and Year 2.
- 3.3.2 Students shall normally have the option to exit at the end of Years 1, 2, 3 and 4.
- 3.3.3 If a student opts to exit at the end of Year 3 or 4 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 3 in industry or abroad:

- 3.4.1 Programmes shall contain a minimum of 120 level 7 credits to be taken during Years 4 and 5. Programmes may contain additional level 7 credit, up to a maximum of 30 credits that may be taken over Years 4 and 5; these must be optional and are in addition to the 120 level 7 credits that are required.

For students who spent Year 4 in industry or abroad:

- 3.4.2 Programmes shall contain a minimum of 120 level 7 credits to be taken during Years 3 and 5. Programmes may contain additional level 7 credit, up to a maximum of 30 credits that may be taken over Years 3 and 5; these must be optional and are in addition to the 120 level 7 credits that are required.

For students who spent either Year 3 or Year 4 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 1 and 2) 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

⁸ See also Appendix M of the Code of Practice on Assessment

3.5.1 All available exit awards must be clearly stated.

For students who spent Year 3 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 5, 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 2 and 4.

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 1, 2 and 4 i.e. the modules have been awarded a mark of 40% or above (including compensated marks of 40% from Years 1 and 2) 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 4, 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 1, 2 and 4 (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 1, 2 and 4;
- (ii) students who have achieved the minimum 330 credits from Years 1, 2 and 4 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 4 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 4 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 5, 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 2 and 3.

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 2, 3, 4 and 5 will be weighted in the calculation of the overall average mark as follows, where the year 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

The marks achieved in Years 2, 3, 4 and 5 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 3 20:0:40:40
MEng programmes with the year in industry or abroad in Year 4 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 3, the marks achieved in Years 2, 3, 4 and 5 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 4, the marks achieved in Years 2, 3, 4 and 5 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 3 in industry or abroad:

- (i) at least 60 credits at level 7 in the higher class; **and either**
- (ii) at least 180 credits over years 2, 4 and 5 in the higher class; **or**
- (iii) at least 120 credits over years 4 and 5 in the higher class; **or**
- (iv) an overall mark for the integral year abroad/in industry in the higher classification.

For students who spent Year 4 in industry or abroad:

- (i) at least 60 credits at level 7 in the higher class; **and either**
- (ii) at least 180 credits over years 2, 3 and 5 in the higher class; **or**
- (iii) at least 120 credits over years 3 and 5 in the higher class; **or**
- (iv) 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 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 Where a student has not completed all assessments owing to ill-health or other extenuating circumstances, or whose performance in their assessments is considered by the Board of Examiners to have been affected by ill-health or other extenuating circumstances, the Board of Examiners should

decide whether it has sufficient evidence of the student's achievement to determine the award. If the Board of Examiners considers that there is enough work (normally 60 credits) and that there is evidence that the programme's learning outcomes have been met, they will recommend the award which should be made (including the class of the award, if appropriate) and that the student be offered the option of **either** accepting that award **or** of re-taking/re-sitting the missed/affected assessments as a 'first attempt' at either the August/September sitting or the next ordinary sitting. Such 'first attempt' re-assessments shall only be possible if they can be accommodated within the maximum period of registration on a programme. Where the Board of Examiners decides to award a pass degree, then the student concerned should be given the opportunity **either** to accept the pass degree **or** to sit/re-sit the missed/failed assessments at either the August/September sitting or the next ordinary sitting of those assessments, with any sit/re-sit of assessments judged to have been affected by extenuating circumstances being regarded as a 'first attempt'. A student who wishes to re-sit or re-take final year **MUST**, within 10 days of the formal confirmation of the result by the Board of Examiners, give notice in writing to the Director of Student Administration and Support (SAS) division, of their decision to re-sit/re-take. Notice should be given on the designated pro-forma which can be found on the SAS website www.liv.ac.uk/student-administration/exams/results/resits/.

- 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:
- (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.
- 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 Extenuating Circumstances Committee which will advise the Board of Examiners. The Extenuating Circumstances Committee will be required to consider whether the medical evidence suggests that the student was ever likely to have been able to complete the degree successfully (in cases where the Board has decided to make an exit award) or will be able to so within a reasonable period (in cases where the Board has decided to offer a re-assessment opportunity) and to advise the Board of Examiners accordingly
- 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.
- 3.9.9 The same rules relating to the notification of intention to take reassessments as set out in section 3 of Appendix I apply to five year integrated Master's programmes with a year abroad or in industry.