

# Appendix E

## Academic Framework: Modular Regulations 2013/14 (including Legacy Distance Learning Programmes)

### Definitions and Explanations

- 1.1 A **module** is a separate identifiable block of learning which is credit-rated, with credit allocated on the basis of 10 hours of study for each credit. Standard modules are 20 credits in size for undergraduate programmes (indicating 200 hours of student study) or 30 credits in size for postgraduate programmes (indicating 300 hours of student study).
- 1.2 A unique **module level** is associated with each module. This is level 0, 1, 2, 3, or M (and P for placement modules), reflecting the level of achievement expected in order to pass (i.e. be awarded credit) in the module.
- 1.3 A module is a **prerequisite module** for another module if a student must have passed the prerequisite module (i.e. been awarded credit) in order to study on the other module.
- 1.4 A module is a **precursor module** for another module if a student must register on the precursor module (and remain registered for the duration of that module) in order to study subsequently on the other module.
- 1.5 A module is a **co-requisite module** with another module if both modules must be studied at the same time.
- 1.6 A module has one or more **delivery modes**. These will be either 'on-campus' or by 'distance learning' or both. The delivery mode(s) must be designated at approval.
- 1.7 An **on-campus module** is predominantly delivered on campus. A **distance learning module** is predominantly delivered by distance learning.
- 1.8 A **component** of a module is a separate part of a module, as identified in the module specification. Whole number marks are awarded for each component of a module. A standard module may have one, two or three components. Double and treble modules have a maximum of six and nine components respectively.

- 1.9** A **Subject Area** comprises modules forming a coherent academic grouping. Each module belongs to one and only one Subject Area.
- 1.10** A **module specification** specifies (amongst other matters)
- module name
  - module unique identifying code
  - module credit value
  - the Subject Area to which the module belongs
  - any prerequisites, precursors and co-requisites
  - module learning outcomes
  - outline module content
  - details of the component assessments and their weightings (together with the threshold mark for assessment if , for Professional and Statutory Regulatory Body requirements, this is set above the minimum standard threshold for)
- 1.11** In order to study, be assessed, or be reassessed on a module, a student must be **registered** on the module. Provided a student has registered on a module (and not subsequently been formally withdrawn from the module), the student will be assessed at the next assessment point (for that mode of delivery) and (if the module is not passed) reassessed on that module at the next reassessment point (for that mode of delivery). Assessment or reassessment cannot be deferred.
- 1.12** Reassessment for all distance learning modules (with the exception of the postgraduate advanced independent research module) will occur at the next assessment point.
- 1.13** A module for which a pass has not been achieved on assessment or reassessment may be repeated only once. This will involve reregistration and further study and assessment (and reassessment if necessary).
- 1.14** A programme leads to a university award. A programme may be a single module or a combination of modules.
- 1.15** A **programme specification** specifies (amongst other matters)
- the structure of the programme
  - any particular conditions to be met (e.g. Professional and Statutory Regulatory Body requirements) for conferment of the relevant named award
- 1.16** A **core module** for a programme is a module which a student must have passed or been compensated on (i.e. been awarded credit) in order to achieve the relevant named award. Core modules are specified in the programme specification.
- 1.17** An **option module** for a programme is a module selected from a range of modules specified in the programme specification.

## **2. Undergraduate Awards**

### **2.1 Undergraduate Associate Certificate**

A programme leading to an Undergraduate Associate Certificate consists of 20 credits at Level Zero or Higher

### **2.2 Undergraduate Certificate**

A programme leading to an Undergraduate Certificate consists of 40 credits at Level Zero or Higher

### **2.3 Certificate of Higher Education**

A programme leading to a Certificate of Higher Education consists of 120 credits at Level One or Higher

### **2.4 Diploma of Higher Education**

A programme leading to a Diploma of Higher Education consists of 240 credits at Level One or Higher including  
120 credits at Level One or Higher  
120 credits at Level Two or Higher

### **2.5 Foundation Degree**

A programme leading to a Foundation degree consists of 240 credits at Level One or Higher including  
120 credits at Level One or Higher  
120 credits at Level Two or Higher  
A Foundation degree is linked to a named Honours degree on to which a student may progress after successful completion of the Foundation degree

### **2.6 Ordinary Degree**

A programme leading to an Ordinary degree consists of 300 credits at Level One or Higher including  
120 credits at Level One or Higher  
120 credits at Level Two or Higher  
60 credits at Level Three or Higher

### **2.7 Honours Degree**

A programme leading to an Honours degree consists of 360 credits at Level One or Higher including  
120 credits at Level One or Higher  
120 credits at Level Two or Higher  
120 credits at Level Three or Higher

Up to half the credits for an award may be achieved through accredited experiential learning, and up to two thirds of the credits for an award may be achieved through accredited certificated learning.

(Where a combination of experiential and certificated learning is involved up to one half of the credits for the award may be achieved through accredited experiential

learning with further credits being achieved through accredited certificated learning up to a maximum of two thirds of the credits for the award)

In the case of an Honours Degree a minimum of 120 UEL credits should be achieved at Level Two or Level Three including a minimum of 80 UEL credits achieved at Level Three in order to ensure honours classification.

Where exceptionally agreed by Academic Board for a partner institution, a mark may be recorded for credit achieved at another institution as an approved part of a UEL programme where all the following conditions apply: the module is taken as an approved option on the programme and is named as such on the programme specification; a formal partnership between UEL and the partner is in place; and quality and standards processes at the partner are subject to review by the Quality Assurance Agency through Institutional Audit. Such credit will be classed as UEL credit for the purpose of calculating the degree classification.

### **3. The Structure of Modular Undergraduate Programmes**

#### **3.1 Modules**

- 3.1.1** Undergraduate programmes consist of standard modules whose value is 20 credits (equivalent to 200 student study hours). Where appropriate, modules of 40 credits and 60 credits may be included in a programme.
- 3.1.2** A module is allocated to a single level.
- 3.1.3** No module may be a pre-requisite for another module at the same level.
- 3.1.4** The programme specification will specify for each module within a programme whether it is a core module or an option module for that programme.
- 3.1.5** A standard module may be composed of one, two, or three components. 40 credit and 60 credit modules have a maximum of six and nine components respectively.

#### **3.2 Undergraduate Honours degrees**

- 3.2.1** An Honours degree may be either a named Single Honours degree, a named Combined Honours degree (a major and a minor, or a joint and a joint), or a General Combined Studies Honours degree (if the credit requirement for an Honours degree is met but the requirements for a named award have not been met).

#### **3.3 The structure of single and combined honours programmes**

- 3.3.1** **Single Honours** is composed of 360 credits at Level One or Higher including

120 credits at Level One or Higher  
120 credits at Level Two or Higher  
120 credits at Level Three or Higher

**3.3.2 Major Honours** is composed of 240 credits at Level One or Higher including

80 credits at Level One or Higher  
80 credits at Level Two or Higher  
80 credits at Level Three or Higher

**3.3.3 Joint Honours** is composed of 180 credits at Level One or Higher including

60 credits at Level One or Higher  
60 credits at Level Two or Higher  
60 credits at Level Three or Higher

**3.3.4 Minor Honours** is composed of 120 credits at Level One or Higher including

40 credits at Level One or Higher  
40 credits at Level Two or Higher  
40 credits at Level Three or Higher

**3.3.5** In addition, programme specifications may require a period of professional/industrial training or study/work experience abroad in order for a student to achieve the relevant named award. Such periods may be awarded 120 credits at level P for a 12 month period or 60 credits at level P for a six month period (or pro rata in multiples of 20 credits).

## **4. Undergraduate Student Study**

### **4.1 Student registration and study**

**4.1.1** A student must be registered on a module in order to be assessed or reassessed on the module.

**4.1.2** Once a student has passed (or been awarded a compensated pass (see 6.2.2)) on a module the student may not register, be assessed or reassessed on the module.

**4.1.3** A standard study load for a student is 120 credits by distance learning for each enrolled year. However a student may study up to 180 credits in one calendar year. (If on-campus modules are included then a maximum of 80 credits may be studied in one semester provided that the total on- campus modules studied in one academic year (September to September) does not exceed 140 credits). Students who take less than 100 credits per enrolled year will be classified as part time.

**4.1.4** A student may not study a level three module until all level one modules on the programme on which the student is enrolled have been passed.

## **4.2 Time limits for student study**

**4.2.1** A student may not continue study, or be assessed or reassessed, on a module once three years have elapsed from first study on the module.

**4.2.2** The time limit for completion of a programme is eight years after first enrolment on the programme.

## **4.3 Intermission**

**4.3.1** A student may intermit from a programme with the agreement of the Programme Leader.

**4.3.2** The intermitted period must include at least one assessment point and be not longer than two consecutive years. During the intermitted period, no module study may be undertaken. However all outstanding reassessment requirements should be undertaken or else the module will automatically be regarded as not passed on reassessment (Note: Part 6 of the Manual of General Regulations on extenuating circumstances applies).

**4.3.3** An intermission extends the time limits for study on the module and the programme for the period of the intermission (unless prohibited by Professional and Statutory Regulatory Body requirements)

## **5. Undergraduate Admission**

**5.1** Students are admitted in accordance with the approved admission requirements..

**5.2** Students may be admitted with advanced standing through the recognition of credit, or the accreditation of experiential or certificated learning according to the University of East London Accreditation of (Experiential) Learning (A(E)L) policy.

A student may gain admission to a programme, with advanced standing, with up to half of the credits associated with the award being achieved through accredited experiential learning, or up two thirds through accredited certificated learning. (Where a combination of experiential and certificated learning is involved up to one half of the credits for the award may be achieved through accredited experiential learning with further credits being achieved through accredited certificated learning up to a maximum of two thirds of the credits for the award)

In the case of an Honours Degree a minimum of 120 UEL credits should be achieved at Level Two or Level Three including a minimum of 80 UEL credits achieved at Level Three in order to ensure honours classification.

5.3 A student who has been awarded an ordinary degree may be readmitted to the honours degree programme on which they were originally enrolled (or a Combined Studies honours degree programme) and re-enrolled to complete an honours degree programme provided that

5.3.1 There is at least one semester's break between the award of the ordinary degree by the assessment board and re-enrolment on the honours degree programme

5.3.2 The total period between the first enrolment on the honours degree and its completion does not exceed 8 years as in regulation 4.2.2

In classifying the student the entire assessment profile on the honours degree programme is taken into account in the calculation of the classification.

## **6. Undergraduate Assessment**

### **6.1 Subject Area Boards and Module assessment**

#### **6.1.1 Subject Area Boards**

6.1.1.1 Subject Area Boards are responsible for:

- assuring the appropriate standards for modules
- considering the performance of students on modules
- confirming the marks achieved by students on modules
- awarding credit for the achievement of students on modules
- awarding credit for certificated and experiential learning
- noting Breaches of Regulations

6.1.1.2 The Subject Area Board considers all and only modules within the Subject Area. The Subject Area Board meets after each assessment point.

#### **6.1.2 Module assessment**

6.1.2.1 In calculating the mark for a module on the basis of the component marks, the final mark is calculated as a percentage with all decimal points rounded up to the nearest whole number.

6.1.2.2 In order to pass a module, a student must both achieve an aggregate mark of 40% and also meet the component threshold marks.

**6.1.2.3** For the purposes of passing a module each component has a threshold mark of 30%. (The threshold may be higher where there are Professional and Statutory Regulatory Body requirements; this will be specified in the module specification)

### **6.1.3 Reassessment in a module not passed**

**6.1.3.1** Where a student does not achieve an aggregate of 40%, or does not achieve the component threshold marks, the student is reassessed in the module at the next reassessment point in all and only those components achieving a mark of less than 40%. Component marks of 40% or over are carried forward to reassessment.

**6.1.3.2** Reassessment for all distance learning modules occurs at the next assessment point.

**6.1.3.3** In determining whether a student has passed a module on reassessment, the calculation is based on the highest component marks achieved, whether in assessment or reassessment.

**6.1.3.4** In order to pass a module on reassessment a student must both achieve an aggregate mark of 40% and achieve the component threshold marks. If the module is passed, the module mark is capped at 40% for the purpose of calculating the degree classification. The actual mark achieved will be recorded on the student diploma supplement.

**6.1.3.5** If a student reregisters and undertakes study on the same module prior to reassessment then the mark assigned to the reassessment is 0%

### **6.1.4 Procedure in the case of a student not passing a module on reassessment**

**6.1.4.1** A student who does not pass a module on reassessment is entitled to repeat the module once.

**6.1.4.2** If a module which has not been passed on reassessment is an option module, the student may choose to register on an alternative option module (rather than repeat the option module). In this case, the regulations governing the first time study and assessment of a module apply and the marks achieved are not capped at 40%.

**6.1.4.3** Where a student changes programmes and registers on a module previously studied (repeated module), the student will



continue on the module at the point that they had previously reached and modules previously capped will remain capped (i.e. previous assessments in the module will be carried over).

**6.1.4.4** A repeated module must be undertaken after reregistration. Marks achieved previously in the module are ignored for the purposes of assessment of the repeated module (i.e. no marks are carried forward from the previous registration).

**6.1.4.5** A repeated module is assessed at the next assessment point and, if necessary, reassessed at the subsequent assessment point. If passed, a repeated module is capped at 40% for the purpose of calculating the degree classification. The actual mark achieved will be recorded on the student diploma supplement

**6.1.4.6** No further registration, study or assessment is possible for a repeated module which has not been passed after reassessment.

### **6.1.5 Procedure in the event of illness or other valid cause (extenuating circumstances)**

**6.1.5.1** A student who believes that

- his/her performance in assessment or reassessment has been impaired, or
- he/she was unable to attend for an assessment or reassessment, or
- he/she was unable to submit assessed or reassessed work by the scheduled date

due to illness or other valid cause (as defined in the Procedures Governing Extenuating Circumstances), may submit an application for extenuation for the relevant component(s) to the University of East London Extenuation Panel. Such applications will only be considered if the applicant has followed prescribed procedures, which can be found in the Procedures Governing Extenuating Circumstances.

**6.1.5.2** If the Extenuation Panel grants extenuation for a component, the outcome is as follows:

- any mark achieved for the relevant component(s) (including 0 for non-attendance at assessment or non-submission of assessed work) is ignored
- the Subject Area Board will not consider the module result until after reassessment

- the student will be reassessed, in the extenuated component(s) only, at the next assessment point
- no other components will be reassessed
- the Subject Area board will consider the module result at the next assessment point
- the mark achieved for the module will not be capped (unless it is a repeated module: see 6.1.4.).

This has the effect of restoring the student, with respect to uncapping, to the position that the student would have been in, had the extenuating circumstance not occurred

**6.1.5.3** Once a module has been capped extension does not uncap the module

**6.1.5.4** Where

- a student submits an application for extension for a component, and
- the student has failed to achieve the threshold mark in a second component, and
- no extension applies to this second component

the effect of granting extension for the first component would be to ensure that the (below threshold) mark for the second component was carried forward to reassessment, (thus automatically preventing that student from passing the module at reassessment). In such cases, the application for extension will formally be denied in order that the student has the opportunity to pass the module at reassessment.

**6.1.5.5** If

- a student is granted extension for a component at reassessment, and
- that component has previously been granted extension at assessment

then (unless the module has already been repeated) the student will be allowed to repeat the module and the module mark will not be capped at 40% on assessment. The repeated module must be undertaken with study (after reregistration). Marks achieved previously in the module are ignored for the purposes of assessment of the repeated module (i.e. no marks are carried forward from the previous registration).

## **6.2 Award Boards**

### **6.2.1 Award Boards**

- 6.2.1.1** Award Boards are responsible for:
- awarding credit to students on modules passed by compensation (see 6.2.2)
  - confirming eligibility for awards on the basis of accumulated credit
  - ensuring any award-specific requirements have been met
  - conferring awards
  - formally implementing the decisions of the Extenuation Panel
  - noting credits achieved on the basis of accredited learning
  - noting Breaches of Regulations

**6.2.1.2** There will be an Award Board which meets following Subject Area Boards after each assessment point.

## **6.2.2 Compensation**

**6.2.2.1** A student is awarded a compensated pass in a module by an Award Board and awarded credit provided that:

- the module is a 20 credit module
- the student has been awarded 100 UEL credits at the level (or higher) of the compensated module
- the student has both attained at least 35% in the module to be compensated and attained the threshold in all components
- the module is not specified as non-compensatable in the programme specification as an award-specific requirement

**6.2.2.2** If eligible, the student will be awarded a maximum of one compensated pass on one module at each level on a programme and this will occur at the earliest point at which the student is eligible for compensation. Modules which have already been taken into account in deciding a student's eligibility for compensation cannot subsequently be taken into account for the further compensation of another module.

## **6.2.3 Conferment of award for completion of a programme**

**6.2.3.1** The Award Board will confer an award on a student for completion of a programme at the first occasion on which the student is eligible for the award.

**6.2.3.2** Where a student has withdrawn from, or is being discontinued on, a programme and has not transferred to another UEL programme, the Award Board will confer the highest award for which the student is eligible.

## **6.2.4 Honours degree – classification**

**6.2.4.1** Where a student is eligible for an Honours degree, and has gained a minimum of 240 UEL credits at level 2 or level 3 on the current enrolment for the programme, including a minimum of 120 UEL credits at level 3, the award classification is determined by calculating:

The arithmetic mean of the best 100 credits at level 3	x	2/3	+	The arithmetic mean of the next best 100 credits at levels 2 and/or 3	x	1/3
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and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification

70% - 100%	First Class Honours
60% - 69%	Second Class Honours, First Division
50% - 59%	Second Class Honours, Second Division
40% - 49%	Third Class Honours
0% - 39%	Not passed

## 6.2.5 Honours degree – classification (A(E)L)

**6.2.5.1** Where a student is eligible for an Honours degree, has non-UEL credit (accredited learning, experiential learning or recognised credit), and has achieved fewer than 240 UEL credits at level 2 or level 3 (but with a minimum of 120 UEL credits achieved at Level 2 or Level 3 including a minimum of 80 UEL credits achieved at Level 3) on the current enrolment for the programme, the award classification is determined by calculating:

### Credits

220	(mean of the best 100 credits at level 3)x2/3	+	(mean of the next best 100 credits at levels 2 or 3)x1/3
200	(mean of the best 100 credits at level 3)x2/3	+	(mean of the next best 80 credits at levels 2 or 3)x1/3
180	(mean of the best 80 credits at level 3)x2/3	+	(mean of the next best 80 credits at levels 2 or 3)x1/3
160	(mean of the best 80 credits at level 3)x2/3	+	(mean of the next best 60 credits at levels 2 or 3)x1/3
120-	(mean of the best 80	+	(mean of the next best

140 credits at level 3)x2/3

40 credits at levels 2 or 3)x1/3

and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification

70% - 100%	First Class Honours
60% - 69%	Second Class Honours, First Division
50% - 59%	Second Class Honours, Second Division
40% - 49%	Third Class Honours
0% - 39%	Not passed

Where exceptionally agreed by Academic Board for a partner institution, a mark may be recorded for credit achieved at another institution as an approved part of a UEL programme where all the following conditions apply: the module is taken as an approved option on the programme and is named as such on the programme specification; a formal partnership between UEL and the partner is in place; and quality and standards processes at the partner are subject to review by the Quality Assurance Agency through Institutional Audit. Such credit will be classed as UEL credit for the purpose of calculating the degree classification.

## 6.2.6 Ordinary degree – classification

**6.2.6.1** Where a student is eligible for an ordinary degree, the award classification is determined by calculating the credit-weighted arithmetic mean of all marks at level 2 and level 3 on the current enrolment for the programme and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification

70% - 100%	Distinction
55% - 69%	Merit
40% - 54%	Pass
0% - 39%	Not passed

## 6.2.7 Foundation degree – classification

**6.2.7.1** Where a student is eligible for a Foundation degree, the award classification is determined by calculating the credit-weighted arithmetic mean of all marks obtained for modules at level 1 or higher on the current enrolment for the programme and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification

70% - 100%	Distinction
55% - 69%	Merit
40% - 54%	Pass
0% - 39%	Not passed

## **6.2.8 Aegrotat and posthumous awards**

**6.2.8.1** These may be conferred in accordance with the Manual of General Regulations.

## **6.2.9 Award name**

**6.2.9.1** In order to qualify for a named award, the student must have been enrolled on the programme and satisfied any award-specific requirements as detailed in the relevant programme specification.

**6.2.9.2** Students not satisfying any award-specific requirements for a named award, but who are otherwise eligible for the award of an Honours degree or an Ordinary degree, are eligible for the named award from the following list most closely describing their programme of study. The name will be confirmed by the Award Board on the basis of pattern of study

### **Single Honours Degrees**

BA/BSc Combined Studies

BSc Combined Applied Health Sciences

BA Combined Art and Design

BA Combined Business Studies

BA Combined Education Studies

BA Combined Humanities

BA Combined Legal Studies

BSc Combined Psychological Sciences

BSc Combined Sports Studies

BSc Combined Sciences

BA Combined Social Sciences

BSc Technological Sciences

BSc Technological Studies

### **Combined Honours Degrees**

BA/BSc X and\with Combined Studies

BA/BSc Combined Studies with X

BA/BSc Combined Studies

## **6.2.10 Discontinuation of a student on a programme**

- 6.2.10.1** A student cannot continue on a programme if the student has not achieved a pass in the reassessment of a repeated core module for that programme.

## **7. Postgraduate Awards**

### **7.1 Postgraduate Associate Certificate**

A programme leading to a Postgraduate Associate Certificate consists of 30 credits at Level M

### **7.2 Postgraduate Certificate**

A programme leading to a Postgraduate Certificate consists of 60 credits at Level M

### **7.3 Postgraduate Diploma**

A programme leading to a Postgraduate Diploma consists of 120 credits at Level M

### **7.4 Masters**

A programme leading to a Masters award consists of 180 credits at Level M and will include a 60 credit level M core module of advanced independent research.

Exceptionally, through programme validation, the 60 credit level M core module of advanced independent research required for a Masters award may be replaced by a 30 credit level M core module of advanced independent research, provided that it can be demonstrated that sufficient advanced independent research is achieved in the remainder of the programme amounting to a further 30 level M credits.

Up to half the credits for an award may be achieved through accredited experiential learning, and up to two thirds of the credits for an award may be achieved through accredited certificated learning. (Where a combination of experiential and certificated learning is involved up to one half of the credits for the award may be achieved through accredited experiential learning with further credits being achieved through accredited certificated learning up to a maximum of two thirds of the credits for the award)

Where exceptionally agreed by Academic Board for a partner institution, a mark may be recorded for credit achieved at another institution as an approved part of a UEL programme where all the following conditions apply: the module is taken as an approved option on the programme and is named as such on the programme specification; a formal partnership between UEL and the partner is in place; and quality and standards processes at the partner are subject to review by the Quality Assurance Agency through Institutional Audit. Such credit will be classed as UEL credit for the purpose of calculating the degree classification.

## **8. The Structure of Modular Postgraduate Programmes**

### **8.1 Modules**

- 8.1.1** Postgraduate programmes consist of standard modules whose value is 30 credits (equivalent to 300 student study hours). Where appropriate, modules of 60 credits may be included.
- 8.1.2** A module is allocated to a single level – level M.
- 8.1.3** No module can be a pre-requisite for another taught module at the same level. One or more modules may be specified as pre-requisites for the advanced independent research module.
- 8.1.4** The programme specification will specify for each module within a programme whether it is a core module or an option module for that programme.
- 8.1.5** A standard module may be composed of one, two, or three components. Double and treble modules have a maximum of six and nine components respectively.

### **8.2 Postgraduate Awards**

- 8.2.1** A postgraduate award may be either a named single award or a general postgraduate award at the Certificate or Diploma Level, where award-specific requirements have not been met

## **9. Postgraduate Student Study**

### **9.1 Student registration and study**

- 9.1.1** A student must be registered on a module in order to be assessed or reassessed on the module.
- 9.1.2** Once a student has passed (or been awarded a compensated pass (see 11.2.2)) on a module the student may not register, be assessed or reassessed on the module.
- 9.1.3** A student may study 30 or 60 credits for each assessment point.

### **9.2 Time limits for student study**

- 9.2.1** A student may not continue study, or be assessed or reassessed, on a module once three years have elapsed from first study on the module.



**9.2.2** The time limit for completion of a programme is six years after first enrolment on the programme.

### **9.3 Intermission**

**9.3.1** A student may intermit from a programme with the agreement of the programme leader.

**9.3.2** The intermitted period must include at least one assessment point and be not longer than two consecutive years. During the intermitted period, no module study may be undertaken. However all outstanding reassessment requirements should be undertaken or else the module will automatically be regarded as not passed on reassessment (Note: Part 6 of the Manual of General Regulations on extenuating circumstances applies).

**9.3.3** An intermission extends the time limits for study on the module and the programme for the period of the intermission (unless prohibited by Professional and Statutory Regulatory Body requirements)

## **10. Postgraduate Admission**

**10.1** Students are admitted in accordance with the approved admission requirements.

**10.2** Students may be admitted with advanced standing through the recognition of credit or the accreditation of experiential or certificated learning according to the University of East London Accreditation of (Experiential) Learning (A(E)L) policy.

A student may gain admission to a programme, with advanced standing, with up to half of the credits associated with the award being achieved through accredited experiential learning, or up two thirds through accredited certificated learning (Where a combination of experiential and certificated learning is involved up to one half of the credits for the award may be achieved through accredited experiential learning with further credits being achieved through accredited certificated learning up to a maximum of two thirds of the credits for the award)

## **11. Postgraduate Assessment**

### **11.1 Subject Area Boards and Module Assessment**

#### **11.1.1 Subject Area Boards**

- 11.1.1.1** Subject Area Boards are responsible for:
- assuring the appropriate standards for modules

- considering the performance of students on modules
- confirming the marks achieved by students on modules
- awarding credit for the achievement of students on modules
- awarding credit for certificated and experiential learning
- noting Breaches of Regulations

**11.1.1.2** The Subject Area Board considers all and only modules within the Subject Area. The Subject Area Board meets following each assessment point.

### **11.1.2 Module assessment**

**11.1.2.1** In calculating the mark for a module on the basis of the component marks, the final mark is calculated as a percentage with all decimals points rounded up to the nearest whole number.

**11.1.2.2** In order to pass a module, a student must both achieve an aggregate mark of 50% and also meet the component threshold marks.

**11.1.2.3** For the purposes of passing a module each component has a threshold mark of 40%. (The threshold may be higher where there are Professional and Statutory Regulatory Body requirements; this will be specified in the module specification)

### **11.1.3 Reassessment in a module not passed**

**11.1.3.1** Where a student does not achieve an aggregate of 50%, or does not achieve component threshold marks, the student is reassessed in the module at the next reassessment point in all and only those components achieving a mark of less than 50%. Component marks of 50% or over are carried forward to reassessment.

**11.1.3.2** Reassessment for all distance learning modules occurs at the next assessment point.

**11.1.3.3.** In determining whether a student has passed a module on reassessment the calculation is based on the highest component marks achieved, whether in assessment or reassessment.

**11.1.3.4** In order to pass a module on reassessment a student must both achieve an aggregate mark of 50% and achieve the component threshold marks. If the module is passed, the module mark is capped at 50% for the purpose of

calculating the Masters award classification. The actual mark achieved will be recorded on the student diploma supplement

- 11.1.3.5 If a student reregisters and undertakes study on the same module prior to reassessment then the mark assigned to the reassessment is 0%

#### **11.1.4 Procedure in the case of not passing a module on reassessment**

- 11.1.4.1** A student who does not pass a module on reassessment is entitled to repeat the module once.
- 11.1.4.2** If a module which has not been passed on reassessment is an option module, the student may choose to register on an alternative option module (rather than repeat the option module). In this case, the regulations governing the first time study and assessment of a module apply and the marks achieved are not capped at 50%.
- 11.1.4.3** Where a student changes programmes and registers on a module previously studied (repeated module), the student will continue on the module at the point that they had previously reached and modules previously capped will remain capped (i.e. previous assessments in the module will be carried over).
- 11.1.4.4** A repeated module must be undertaken after reregistration. Marks achieved previously in the module are ignored for the purposes of assessment of the repeated module (i.e. no marks are carried forward from the previous registration).
- 11.1.4.5** A repeated module is assessed at the next assessment point and, if necessary, reassessed at the subsequent assessment point. If passed, a repeated module is capped at 50% for the purpose of calculating the Masters award classification. The actual mark achieved will be recorded on the student diploma supplement.
- 11.1.4.6** No further registration, study or assessment is possible for a repeated module which has not been passed after reassessment.

#### **11.1.5 Procedure in the event of illness or other valid cause (extenuating circumstances)**

- 11.1.5.1** A student who believes that

- his/her performance in assessment or reassessment has been impaired, or
- he/she was unable to attend for an assessment or reassessment, or
- he/she was unable to submit assessed or reassessed work by the scheduled date

due to illness or other valid cause (as defined in the Procedures Governing Extenuating Circumstances), may submit an application for extenuation for the relevant component(s) to the University of East London Extenuation Panel. Such applications will only be considered if the applicant has followed prescribed procedures, which can be found in the Procedures Governing Extenuating Circumstances.

**11.1.5.2** If the Extenuation Panel grants extenuation for a component, the outcome is as follows:

- any mark achieved for the relevant component(s) (including 0 for non-attendance at assessment or non-submission of assessed work) is ignored
- the Subject Area Board will not consider the module result until after reassessment
- the student will be reassessed, in the extenuated component(s) only, at the next assessment point.
- no other components will be reassessed
- the Subject Area board will consider the module result after the next assessment point.
- the mark achieved for the module will not be capped (unless it is a repeated module: see 11.1.4.).

This has the effect of restoring the student, with respect to uncapping, to the position that the student would have been in, had the extenuating circumstance not occurred

**11.1.5.3** Once a module has been capped, extenuation does not uncap the module

**11.1.5.4** Where

- a student submits an application for extenuation for a component, and
- the student has failed to achieve the threshold mark in a second component, and
- no extenuation applies to this second component

the effect of granting extenuation for the first component would be to ensure that the (below threshold) mark for the second component was carried forward to reassessment, (thus automatically preventing that student from passing the module at reassessment). In such cases, the application for extenuation will formally be denied in order that the student has the opportunity to pass the module at reassessment.

**11.1.5.5** If

- a student is granted extenuation for a component at reassessment, and
- that component has previously been granted extenuation at assessment

then (unless the module has already been repeated) the student will be allowed to repeat the module and the module mark will not be capped at 50% on assessment. The repeated module must be undertaken with study (after reregistration). Marks achieved previously in the module are ignored for the purposes of assessment of the repeated module (i.e. no marks are carried forward from the previous registration).

## **11.2 Award Boards**

### **11.2.1 Award Boards**

**11.2.1.1**

Award Boards are responsible for:

- awarding credit to students on modules passed by compensation (see 11.2.2)
- confirming eligibility for awards on the basis of accumulated credit
- ensuring any award-specific requirements have been met
- conferring awards
- formally implementing the decisions of the Extenuation Panel
- noting credits achieved on the basis of accredited learning
- noting Breaches of Regulations

**11.2.1.2**

There will be an Award Board which meets following Subject Area Boards after each assessment point.

### **11.2.2 Compensation**

- 11.2.2.1** A student is awarded a compensated pass in a module by an Award Board and awarded credit provided that:
- the module is a 30 credit option module
  - the student has been awarded 90 UEL credits at the level (or higher) of the compensated module
  - the student has both attained at least 45% in the module to be compensated and attained the threshold in all components
  - the module is not specified as non-compensatable in the programme specification as an award-specific requirement

**11.2.2.2.** If eligible the student will be awarded a compensated pass on one module on a programme and this will occur at the earliest point at which the student is eligible for compensation.

### **11.2.3 Conferment of award for completion of a programme**

**11.2.3.1** The Award Board will confer an award on a student for completion of a programme at the first occasion on which the student is eligible for the award.

**11.2.3.2** Where a student has withdrawn from, or is being discontinued on, a programme and has not transferred to another UEL programme, the Award Board will confer the highest award for which the student is eligible.

### **11.2.4 Masters award – classification**

**11.2.4.1** Where a student is eligible for an Masters award then the award classification is determined by calculating the credit-weighted arithmetic mean of all marks on the current enrolment for the programme and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification

70% - 100%	Distinction
60%- 69%	Merit
50% - 59%	Pass
0% - 49%	Not passed

### **11.2.5 Aegrotat and Posthumous Awards**

**11.2.5.1** These may be conferred in accordance with the Manual of General Regulations

### **11.2.6 Award Name**

**11.2.6.1** In order to qualify for a named award the student must have been enrolled on the programme and satisfied the programme specifications associated with that named award.

### **11.2.7. Discontinuation of a student on a programme**

**11.2.7.1** A student cannot continue on a programme if the student has not achieved a pass in the reassessment of a repeated core module for the programme.

## **12. Modular Programmes - General**

**12.1** These regulations do not restrict penalties imposed for Breaches of Regulations.

## **Appendix A**

### **Assessment Board Membership**

#### **Subject Area Board**

Dean of School or senior nominee i.e. Principal Lecturer or above (Chair)

Subject Area Leader

Module Leaders for all modules under consideration by the Subject Area Board

Subject Area External Examiners

#### **Award Board**

Dean of School or senior nominee i.e. Principal Lecturer or above (Chair)

Programme Leaders for all programmes under consideration by the Award Board

Award External Examiners

Where distance learning modules are being considered by Subject Area boards and distance learning awards considered by award boards, the Director of UELconnect or nominee will be entitled to attend.