

# Part 3b

## Academic Regulations (Level 5 and 6)

**Sections 7 to 11 of these regulations apply to Postgraduate Taught programmes only. The regulations for Postgraduate Research degrees are provided in Part 9 of this Manual and the regulations for D level modules in programmes and Professional Doctorates are provided in Part 3c.**

### 1. Definitions and Explanations

- 1.1** UEL is organised into a number of academic colleges, within which are schools. Within each School are one or more **Departments**, which comprise programmes and modules forming a coherent academic grouping. All single honours programmes belong to one and only one Department. Each module also belongs to a Department, although may form part of programmes in other Departments.
- 1.2** A **programme** is an approved combination of modules which, if successfully completed, leads to a university award. A programme may be a single module or a combination of modules. Modules can be core or optional. At Level 4, it is expected that most modules will be core, unless there is a sound rationale presented at approval for the inclusion of optional modules. Each programme has a programme specification. A **programme specification** specifies (amongst other matters)
- the structure of the programme;
  - each module within a programme and whether it is a core or an option module for that programme;
  - any particular conditions to be met for conferment of the relevant named award (e.g. Professional and Statutory Regulatory Body requirements or required periods of professional/industrial training or study/work experience abroad);
  - the School to which the programme belongs.
- 1.3** 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 30 credits in size for both undergraduate and postgraduate programmes (indicating 300 hours of student study). It is possible to approve modules with multiples of 15 credits, such as 15, 45 and 60 credits, if there a

sound rationale for doing so, and this is agreed during the approval process.

- 1.4 A unique **module level** is associated with each module. This is level 3, 4, 5, 6, 7 or 8 (and P for placement modules), reflecting the level of achievement expected in order to pass (i.e. be awarded credit) in the module.
- 1.5 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.
- 1.6 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.
- 1.7 A module is a **co-requisite module** with another module if both modules must be studied at the same time.
- 1.8 A module has one or more **delivery modes**. These will be either 'on-campus' or by 'distance learning' or occasionally a programme could contain elements of both. The delivery mode(s) must be designated at approval. Where a programme contains identical modules and learning outcomes in both the on-campus and distance learning modes, it is possible for a student on the programme to take the modules in either mode, provided that they do not exceed the standard study load outlined in 4.1.3.
- 1.9 An **on-campus module** is predominantly delivered on campus. A **distance learning module** is predominantly delivered by distance learning.
- 1.10 A **component** of a module is a separate part of a module, as identified in the module specification.
- 1.11 A **core module** for a programme is a module which a student must have passed (i.e. been awarded credit) in order to achieve the relevant named award. Core modules are specified in the programme specification.
- 1.12 An **option module** for a programme is a module selected from a range of modules specified in the programme specification.
- 1.13 A **module specification**, which is required for all modules, specifies (amongst other matters)
  - module name;
  - module unique identifying code;

- module credit value;
- the Department 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).

- 1.14** In order to study, be assessed, or be reassessed on a module, a student must be **registered** on the programme and/or its modules. 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 any outstanding assessment components at subsequent assessment points. Assessment or reassessment cannot be deferred.
- 1.15** Details of module and programme assessment is made available to students via the module guide. The final reassessment for all modules will occur in the period after the end of year assessment boards.
- 1.16** If a module has not been passed at the reassessment opportunity, the decision as to the student's status on the programme will be agreed by the Department assessment board. Where a student has extenuating circumstances accepted, an additional assessment and/or reassessment opportunity may be granted.

## 2. Undergraduate Awards

### 2.1 Honours Degree

A programme leading to an Honours degree consists of 360 credits at Level 4 and Higher including  
 120 credits at Level 4 or Higher  
 120 credits at Level 5 or Higher  
 120 credits at Level 6 or Higher

### 2.2 Ordinary Degree

A programme leading to an Ordinary degree consists of 300 credits at Level 4 and Higher including  
 120 credits at Level 4 or Higher  
 120 credits at Level 5 or Higher  
 60 credits at Level 6 or Higher

### **2.3 Foundation Degree**

A programme leading to a Foundation degree consists of 240 credits at Level 4 and Higher including  
120 credits at Level 4 or Higher  
120 credits at Level 5 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

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

A programme leading to a Diploma of Higher Education consists of 240 credits at Level 4 and Higher including  
120 credits at Level 4 or Higher  
120 credits at Level 5 or Higher

This will normally be an unnamed award, unless otherwise specified at approval, and noted on the programme specification.

### **2.5 Certificate of Higher Education**

A programme leading to a Certificate of Higher Education consists of  
of  
120 credits at Level 4 and Higher

This will normally be an unnamed award, unless otherwise specified at approval, and noted on the programme specification.

### **2.6 Undergraduate Certificate**

A programme leading to an Undergraduate Certificate consists of 40 credits at Level 3 and Higher

This will normally be an unnamed award, unless otherwise specified at approval, and noted on the programme specification.

**2.7** 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. Further details are available in 5.2.

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

**3.1** The academic year is divided into three terms of a roughly equal number of weeks. Details are published in the academic calendar.

**3.2** Undergraduate programmes consist of standard modules whose value is 30 credits (equivalent to 300 student study hours), or multiples thereof up to a maximum of 60 credits. Modules of 30 or more credits will extend across two terms. 15 credit modules will extend over one term. Further detail of this is available in the Academic Calendar.

- 3.3** A module is allocated to a single level. No module may be a pre-requisite for another module at the same level.
- 3.4** In addition, programmes may require a period of professional/industrial training or study or work abroad in order for a student to achieve a relevant named award. Such periods may be embedded within credit-rated modules on a programme or, in the case of sandwich programmes, across a whole year. Details of this would appear in the programme specification.

## **4. Undergraduate Student Study**

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

- 4.1.1** A student must be registered on a programme and/or modules in order to be assessed or reassessed.
- 4.1.2** Once a student has passed, or been awarded a compensated pass (see 6.8) on a module the student may not register, be assessed or reassessed again on the module, except where the Department Assessment Board allows the student to repeat an entire year of study under paragraph 6.4.
- 4.1.3** A standard study load for a full time student is 120 credits, in on-campus mode in an academic year. However, in exceptional circumstances, a student may study up to 150 credits in one academic year.

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

- 4.2.1** A student cannot normally continue on a programme after four years of study in full time mode. In exceptional circumstances, this time limit may be extended. Students on Foundation Year programmes with a sandwich or placement year, or Integrated Master's programmes may also continue after four years in a full time mode. This regulation should be read in conjunction with regulations in section 6.4.
- 4.2.2** The time limit for completion of a programme in part time mode is eight years after first enrolment on the programme. Details of the part time programme structure will be approved during the programme approval process, and included in the programme specification.
- 4.2.3** Where a student changes mode of study, the time limit for completion of a programme will be recalculated on a pro-rata basis.

### **4.3 Intermission**

- 4.3.1** A student may intermit from a programme with the agreement of the Secretary and Registrar or nominated signatory. In exceptional circumstances, more than one intermission may be granted.
- 4.3.2** In the first instance a student can request a break for up to one academic year only. The maximum intermission period allowed from first enrolling on a programme is two academic years.
- 4.3.3** During the intermitted period, no module study may be undertaken. The intermitted period will not count as a period of study for the purposes of regulation 4.2. However all outstanding reassessment requirements from a module, where intermission is requested after all assessment has taken place should be undertaken or else the module will automatically be regarded as not passed on reassessment (Note: Standard regulations on extenuation apply).
- 4.3.4** An intermission extends the time limits for study on the programme for the period of the intermission unless prohibited by Professional Statutory or 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 to 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 Five or Level Six including a minimum of 90 UEL credits achieved at Level Six in order to ensure honours classification.

## **6. Undergraduate Assessment**

## **6.1 Assessment in a module**

- 6.1.1** Clear deadlines will be provided for the submission for each assessment component. Students are required to submit on time for each component, although work submitted up to seven days' late might be marked if there is accepted extenuation.
- 6.1.2** Work will normally be marked within 20 days of submission, and the outcomes and feedback made available to students.
- 6.1.3** Where a student does not achieve an aggregate of 40% on a module, or does not achieve the component threshold marks, the student is reassessed in all the failed components of the module. Details of the re-assessment will be provided at a module level, at a final reassessment point, and will apply in all and only those components achieving a mark of less than 40%. Component marks of 40% or over are carried forward to reassessment
- 6.1.4** The final reassessment point for all modules occurs after the end of year assessment boards.
- 6.1.5** 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.
- 6.1.6** In order to pass a module on reassessment a student must both achieve an aggregate mark of 40% and achieve the component threshold marks. Unless extenuation has been granted, any reassessed component marks are capped at 40% for the purposes of calculating the module mark and therefore the degree classification, or at 40% at module level, whichever is the higher.
- 6.1.7** Students on Extended Degrees/Foundation Years progressing from Level 3 to Level 4 will need to have successfully completed 120 credits at Level 3 in order to be able to progress, and cannot move to Level 4 with a credit deficit.

## **6.2 Assessment boards**

- 6.2.1** Assessment boards at undergraduate level consider both student progression and awards. Boards are sometimes held after the first term, and during the third term, with additional boards for resits normally being held after the end of the reassessment period. Exceptionally, additional assessment boards may be held outside of these times where local factors necessitate. Each Board will consider the student outcomes at both programme and module level for all programmes and modules within the Department

**6.2.2** Department Assessment Boards will be chaired by a senior academic member of staff from another Department. The membership and terms of reference are provided in Appendix 2.

### **6.3 Responsibility of Department Assessment Boards**

**6.3.1** Department Assessment Boards are responsible for reviewing the progress of all students on their programme of study. The result will be a decision on students' academic standing. For students not eligible for their final award, Department Assessment Boards are responsible for:

- Considering the performance of students on modules and programmes;
  - Confirming the marks awarded to each student in respect of all modules which comprise the Department and its programmes;
  - Assuring the appropriate standards on modules;
  - Awarding credit for the achievement of students on modules;
  - Agreeing pass compensation, where applicable;
  - Applying the decisions made by the University extenuating circumstances panel, and using these decisions to help inform progression or award outcomes;
  - Awarding credit for certificated and experiential learning;
  - Noting breaches of the academic misconduct regulations.
  - Making progression decisions for students, where relevant;
- For students eligible for an award, Department assessment boards are responsible for:
- Ensuring eligibility for awards on the basis of accumulated credit;
  - Awarding qualifications to students for successful completion of programmes of study;
  - Reviewing withdrawn students and awarding the highest qualification to which they are entitled;
  - Agreeing the award classification, where relevant;
  - Ensuring any award-specific requirements have been met.

### **6.4 Progression decisions**

**6.4.1** In order to progress to the next level of a programme, a student will be expected to have achieved a pass or pass compensation in all the modules comprising that particular level of study, unless prohibited by a Professional, Statutory or Regulatory Body.

**6.4.2** A student must have passed all Level 4 modules before they are able to undertake study at Level 6.



- 6.4.3** If a student has not achieved a pass or pass compensation in all modules, then the relevant Department Assessment Board will be required to make a decision as to the student's status on the programme. In most cases, students would be able to undertake a reassessment opportunity after the end of year assessment board. However, where there has been poor engagement or attainment, and a student profile shows very few component attempts with no accepted extenuation, and assessment board may wish to recommend that a student is withdrawn.
- 6.4.4** Where a student does not achieve an aggregate of 40% on a module, or does not achieve the component threshold marks, the student is reassessed in all the failed components of the module. Details of the re-assessment will be provided at a module level, at a final reassessment point, and will apply in all and only those components achieving a mark of less than 40%. Component marks of 40% or over are carried forward to reassessment.
- 6.4.5** 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.
- 6.4.6** In order to pass a module, a student must both achieve an aggregate mark of 40% and also meet the component threshold marks.
- 6.4.7** 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 programme handbook.
- 6.4.8** In the case of a part-time student who has not yet reached a minimum of 90 credits at a particular level by the end of a year of study, the Board will decide whether or not that student should be allowed to proceed further with his or her studies, based on the student's academic progress to date.
- 6.5 Reassessment in a module in which all the components have not been passed**
- 6.5.1** 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.
- 6.5.2** In order to pass a module on reassessment a student must both achieve an aggregate mark of 40% and achieve the component threshold marks. Unless extenuation has been granted, any reassessed component marks are capped at 40% for the purposes

of calculating the module mark and therefore the degree classification, or at 40% at module level, whichever is the higher.

## **6.6 Possible progression decisions in the case of a student not passing a module on reassessment**

- 6.6.1** A student who does not pass a module on reassessment is only entitled to repeat the module where agreed by a Department Assessment Board.
- 6.6.2** If, after the reassessment following the end of year board, a student has achieved 90 or more credits at a particular level, the relevant Department Progression Board may allow a student to progress, and make appropriate arrangements for the retrieval of any failed components or credit deficit. These could include:
- 6.6.3** Students may be requested to complete the trailing credit and study part-time (especially where there are only Level 6 credits outstanding). The outstanding components would be capped.
- 6.6.4** If not all module components have been failed, a student may be asked to retake an assessment component, rather than the entire module. The outstanding assessment components would be capped, unless extenuation has been granted at any previous opportunities.
- 6.6.5** Retake all of the assessment components with attendance on one module (or up to 30 credits), in which case these components will be capped;
- 6.6.6** Repeating an entire level of study on their programme. Where this is agreed, a student is required to retake all modules, none of the previous marks on the module(s) will be carried forward, and none of the component marks will be capped. This can only be agreed once during a student's programme.
- 6.6.7** Unless extenuation has been granted, any failed components at first repeat assessment will be awarded a capped mark of 40% for the purposes of calculating the module mark and therefore a degree award, or at 40% at module level, whichever is the higher
- 6.6.8** If a module which has not been passed on reassessment is an option module, the student may be able to register on an alternative option module, subject to availability and provided that the decision of the assessment board allows this. 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%. The Department Assessment Board will decide on the most suitable mode of study.

**6.6.9** If an application for extenuating circumstances is accepted, a student may be able to be reassessed on additional occasions on the module components for which extenuation has been granted at the next assessment points.

**6.6.10** If a student has achieved 89 credits or fewer at any level of study, a Department Assessment Board may require the student to:

- Transfer to part-time study in order to make good their failure to complete sufficient credit, such as by repeating failed modules with full payment. These would be capped;
- Repeat the year of the programme by full-time/sandwich study. These would not be capped;
- Terminate their studies and withdraw from the University.

**6.7** A student who has been withdrawn by the University from a module may be allowed to resit that module on one further occasion with the approval of the appropriate Assessment Board.

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

**6.8.1** 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.

**6.8.2** Please consult Part 6 of the Manual of General Regulations: Extenuating Circumstances for a summary of the possible outcomes of the Extenuation Panel.

<https://www.uel.ac.uk/discover/governance/policies-regulations-corporate-documents/student-policies/manual-of-general-regulations>

**6.8.3** Once a component has been capped extenuation does not uncap it.

**6.8.4** If a student does not achieve enough credits to progress to the following level of their programme, or does not achieve sufficient credit to gain an award, an accepted claim for extenuation should be taken into account when considering the student's profile at the relevant assessment board.

## **6.9 Late submission of coursework**

**6.9.1** There will be a stipulated deadline date for all pieces of coursework. All coursework will need to be submitted by the set time on the stipulated deadline date, whether at first submission or reassessment. Coursework submitted up to one working day late will be accepted, but the component mark will be subject to a deduction of 5% of the total marks available. The deadline for this will be the set time on the next working day. Further details of this are available in the Assessment and Feedback Policy. Coursework submitted up to seven working days late will be accepted and marked, although only marks from late coursework with agreed extenuation will be used on the student profile.

**6.9.2** Should a student submit and then resubmit coursework for the same assessment component by the assessment deadline, the later submission will be the one which is accepted.

## **6.10 Compensation**

**6.10.1** A student is awarded a compensated pass in a module and awarded credit provided that:

- the module is a 15 or 30 credit module;
- the student has been awarded 90 UEL credits at the level (or higher) of the compensated module for the compensation of a 30 credit module. In order to compensate a 15 credit module, the student should have been awarded 105 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 (for example due to a Professional, Statutory or Regulatory Body requirement);
- there is no assessment breach recorded against the module.

**6.10.2** If eligible, the student will be awarded a compensated pass for a maximum of 30 credits 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.

## 6.11 Conferment of award for completion of a programme

**6.11.1** The Department Assessment 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.

**6.11.2** 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.

## 6.12 Honours degree – classification

**6.12.1** Where a student is eligible for an Honours degree by passing a valid combination of modules to comprise an award and has gained a minimum of 240 UEL credits at level 5 or level 6 on the current enrolment for the programme, including a minimum of 120 UEL credits at level 6, the award classification is determined by calculating:

The credit-weighted arithmetic mean of the best 90 credits at level 6	x	0.8	+	The credit-weighted arithmetic mean of the next best 90 credits at levels 5 and/or 6	x	0.2
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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

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

Where a student is eligible for an Honours degree, and has non-UEL credit (accredited learning, experiential learning or recognised credit), the following calculation is used to determine their award:

If the student has entered with only Level 4 credit, or lower, then the standard calculation will be used to determine the award classification, as per 6.12.1.

If the student has achieved fewer than 240 UEL credits at level 5 or level 6, but with a minimum of 120 UEL credits achieved at Level 5 or Level 6 including a minimum of 90 UEL credits achieved at Level 6 on the current enrolment for the programme, the award classification is determined by working out the credit-weighted arithmetic mean percentage module results for all credit attained at the particular level, which will be multiplied by the appropriate weighting as per 6.12.1.

If the student has achieved only UEL credits at Level 6, the classification is determined by working out the average mean percentage module results for all credit at Level 6 and applying the mark obtained as a percentage, with all decimals 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

### 6.12.3 Ordinary degree – classification

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 5 and level 6 on the current enrolment for the programme and applying the mark obtained as a percentage, with all decimals 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

### 6.12.4 Foundation degree – classification

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 4 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

### **6.12.5 Aegrotat and posthumous awards**

**6.12.5.1** These may be conferred by Academic Board.

### **6.13 Award name**

**6.13.1** 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. A list of awards is available in the Manual of General Regulations.

**6.13.2** 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. These awards will be reviewed during the 2017/18 academic year for their continued relevance.

### **Single Honours Degrees – until September 2018**

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 – until September 2018**

BA/BSc X and\with Combined Studies

BA/BSc Combined Studies with X

## **7. Taught Postgraduate Awards**

### **7.1 Postgraduate Certificate**

A programme leading to a Postgraduate Certificate consists of 60 credits at Level 7.

### **7.2 Postgraduate Diploma**

A programme leading to a Postgraduate Diploma consists of 120 credits at Level 7.

### **7.3 Masters**

A programme leading to a Masters award consists of 180 credits at Level 7 and will include a 60 credit level 7 core module of advanced independent research.

Exceptionally, through programme validation, the 60 credit level 7 core module of advanced independent research required for a Masters award may be replaced by a 30 credit level 7 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 7 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)

### **7.4 Integrated Masters**

A programme leading to a Master's Level award which consists of at least 120 credits at Level 4, at least 120 credits at Level 5, at least 120 credits at Level 6 and at least 120 credits at Level 7. The independent research part of the programme could be at either Level 6, or 7, or a combination of both.

## **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),



extending over one term. It is possible to approve modules with multiples of 15 credits, such as 15, 45 and 60 credits, if there a sound rationale for doing so, and this is agreed during the approval process. Modules of 60 credits may extend over one or two terms. The advanced independent research module may take place during the summer period.

- 8.1.2** A module is allocated to a single level – level 7.
- 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-cursor 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 30 credit module may be composed of up to four assessment components. Double and treble modules have a maximum of eight and twelve 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 up to 60 credits in any term or summer period as specified in the programme specification.

### **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. This time limit should be extended to reflect any authorised breaks in study.

**9.2.2** The time limit for completion of a programme is three years in full time mode, and six years in part time mode after first enrolment on the programme. These time limits should be extended to reflect any authorised breaks in study.

### **9.3 Intermission**

**9.3.1** A student may intermit from a programme with the agreement of the Secretary and Registrar or nominated signatory. In exceptional circumstances, more than one intermission may be granted.

**9.3.2** In the first instance a student can request a break for up to one academic year only. The maximum intermission period allowed from first enrolling on a programme is two academic years.

**9.3.3** During the intermitted period, no module study may be undertaken. The intermitted period will not count as a period of study for the purposes of regulation 4.2. However all outstanding reassessment requirements from a module, where intermission is requested after all assessment has taken place should be undertaken or else the module will automatically be regarded as not passed on reassessment (Note: Standard regulations on extenuation apply).

**9.3.4** An intermission extends the time limits for study on the programme for the period of the intermission unless prohibited by Professional Statutory or 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 to 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 Department Boards and Module Assessment**

#### **11.1.1 Department Boards**

**11.1.1.1** Department Boards are responsible for:

- assuring the appropriate standards for modules;
- considering the performance of students on modules and on programmes;
- 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;
  
- 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.

**11.1.1.2** The Department Board considers all and only modules within the Department. The Department Board meets at the end of Term 1, at the end of Term 2 and at the end of the summer reassessment period.

#### **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 decimal 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 Statutory or 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. Details of reassessment will appear in module and programme related information.
- 11.1.3.2** The last reassessment point for all on-campus modules, excluding the independent research module, is after the Department Assessment Boards reassessment period with the exception of the advanced independent research module studied over the summer period where reassessment will occur at the next scheduled end of term assessment or reassessment 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 student will achieve the module mark but any reassessed components will be capped at 50% for the purposes of calculating the Masters award classification. Modules that do not include components will be capped at 50%. The actual mark achieved will be recorded on the student transcript.

#### **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** 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 end of the term of study (or summer period in the case of the advanced independent research module) and (if necessary) reassessed at the subsequent reassessment point. If passed, a repeated module is capped at 50% for the purposes of calculating the Masters award classification. The actual mark achieved will be recorded on the student transcript.

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

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

**11.2.1** 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.

**11.2.2** Please consult Part 6 of the Manual of General Regulations: Extenuating Circumstances for a summary of the possible outcomes of the Extenuation Panel.

<http://www.uel.ac.uk/ga/policies/manual/>

**11.2.3** Once a component has been capped extenuation does not uncap it.

**11.2.4** If a student does not achieve enough credits to progress to the following level of their programme, or does not achieve sufficient credit to gain an award, an accepted claim for extenuation should be taken into account when considering the student's profile at the relevant assessment board.

### **11.2.5 Late submission of coursework**

**11.2.5.1** There will be a stipulated deadline date for all pieces of coursework. All coursework will need to be submitted by the set time on the stipulated deadline date, whether at first submission or reassessment. Coursework submitted up to one working day late will be accepted, but the component mark will be subject to a deduction of 5% of the total marks available. The deadline for this will be the set time on the next working day. Further details of this are available in the Assessment and Feedback Policy. Coursework submitted up to seven working days late will be accepted and marked, although only marks from late coursework with agreed extenuation will be used on the student profile.

**11.2.5.2** Should a student submit and then resubmit coursework for the same assessment component by the assessment deadline, the later submission will be the one which is accepted.

**11.2.6** Where a School has programmes which involve study on the advanced independent research module at level 7 during the summer period a joint Award and Department Board (involving those in assessment of the advanced research modules) will meet to award credit for the advanced independent research module (only) and to confer the Masters award.

### **11.3 Compensation**

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

- the module is either a 15 or 30 credit core or 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.

**11.3.2** 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.

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

**11.4.1** 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.

**11.4.2** 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.

#### **11.5 Masters award – classification**

**11.5.1** 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

**11.5.2** Where a student is eligible for Post Graduate Certificate or Post Graduate Diploma 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

#### **11.5.3 Aegrotat and Posthumous Awards**

**11.5.3.1** These may be conferred in agreement through Academic Board.

## **11.6 Award Name**

**11.6.1** 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.

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

**11.7.1** 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. General**

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