These academic regulations cover all taught undergraduate and postgraduate programmes of study. Separate regulations are available for postgraduate research programmes.

The regulations are available in hardcopy on request from each Faculty Office/Student Advice Centre and on the university's website at: dmu.ac.uk/academic-regulations. The web-based regulations are the definitive

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Section 1: Undergraduate and taught postgraduate study

Undergraduate and taught postgraduate study: In brief

The majority of students at De Montfort University (DMU) enrol on a programme which leads to an academic award, for example BA (Hons) English; MSc Computing. Programmes are made up of modules which have set credit values and levels; an award is made when a student has passed sufficient modules to meet the credit requirements of the awards.

Occasionally students may enrol for individual modules only, without intending to gain an

6.

25. Compensation is not permitted in 'must pass' modules or in some programmes which are governed by a Professional, Statutory or Regulatory Body – these requirements are defined in the programme-specific regulations.

[redacted] Compensation is not available on postgraduate programmes.

Unauthorised late submission of assessments

27. If an assessment is submitted later than the deadline without an approved extension or deferral the mark received will be capped.

28. If an assessment is submitted 1-14 calendar days late the mark for the work will be capped at the pass mark of 40 per cent for undergraduate modules or 50 per cent for postgraduate modules.

29. If an assessment is submitted beyond 14 calendar days late the work will receive a mark of zero per cent.

30. The above applies to a student's first attempt at the assessment4.8(p)6.1(l)2.3(Td (.)Tj Td [(Th)

of extenuating circumstances please refer to section 5 of these regulations.

38. Where a student has been assessed more than once in the same module but has still failed it, the highest mark achieved will be shown on the student's record.

39. Students will be automatically registered to take reassessments at the first opportunity provided. If a student is unable to do this, a deferral must be requested.

40. If a student does not submit a reassessment when expected, the student will be recorded as having failed the reassessment.

41. Students may be required to re-study a failed module with attendance prior to submitting reassessments. In such cases the student must pay the appropriate module fee.

42. On undergraduate programmes students awarded compensation are not required to be reassessed in the compensated module. However a student may be reassessed in a compensated module, if they wish, to attempt to improve the result to a module pass. This is only possible if a student has reassessment opportunities available, has no failed modules with marks below 30 per cent and is not at the point of graduating from their programme.

43. Where a student has opted to take reassessment in a compensated module, but has failed the reassessment, the best overall module mark will be calculated and used.

[redacted] Where a student has used all their reassessment opportunities but is still unable to progress or achieve their award their registration with the university will be ended. The student will be provided with a record of any modules passed and an exit award if eligible.

Reassessment in postgraduate dissertation, major project or design work

45. If a student fails the dissertation or equivalent the assessment board may request that the student amends and resubmits the same piece of work or may require the submission of a different piece of work. In both cases the module mark will be capped at 50 per cent.

Substitution of failed modules

46. Occasionally, a student may need to register on and submit assessments in a module which replaces a module which has been failed. This is subject to the suitability of the module within the student's programme and timetable and resource constraints.

47. In such cases a student will be required to pay the module tuition fee.

[redacted] The outcome of assessment on the module will be capped at the pass mark, and be deducted from the number of credits available for reassessment.

Reassessment in modules which have changed or been withdrawn

49. Where a module has been withdrawn from the programme, a maximum of three opportunities to take the reassessment will be made available. Students should be aware that modules change over time. If the first reassessment opportunity is not taken,

changes may be made which impact on the module's assessment tasks.

50.

Section 3: Progression through the programme of study

Progression through the programme of study: In brief

Progression means allowing a student to move from one academic level to the next or from one stage of a programme to the next. We consider how many modules (credits) a student has passed and whether they have failed any modules.

We have progression regulations to make sure that students have the knowledge and skills from passing previous modules to prepare them for a more challenging level of study. We also have these regulations to make sure that students don't have a significant additional challenge in repeating failed assessments alongside studying new modules.

Where do I go for more information?

A glossary is available should you need an explanation of the terminology used within this document.

Need help?

For advice and guidance about progression, please contact your programme leader, Student Advice Centre or Associate Dean (Academic) or nominee.

Some programmes may have different requirements from those outlined in thi reciiohye-r9 Tc .7(g)173

Minimum credits required for awards

70. The minimum credits needed to gain a university award are outlined in the table below:

	Credits				
Award	**Level 4**	**Level 5**	**Level 6**	**Level 7**	**Total**
Master's degree			30	150	**180**
Postgraduate diploma (PgDip)			30	90	**120**
Postgraduate certificate (PgCert)			15	45	**60**
Integrated master's degree	120	120	120	120	**480**
Honours degree with 30 credit sandwich placement	120	150	120		**390**
Honours degree	120	120	120		**360**
Graduate diploma (GradDip)			120		**120**
Non-honours degree	120	120	60		**300**
Graduate certificate (GradCert)			60		**60**

Classification of awards for students with Recognition of Prior Learning (RPL)

72. Where a student has been granted exemption from studying one or more modules via the Recognition of Prior Learning (RPL) process the method of degree classification is outlined in the RPL section of the regulations.

Postgraduate awards

Eligibility criteria for postgraduate awards

73. The university will make a postgraduate award if a student has met all of the following criteria:
    - Gained the minimum number of credits needed for that award, as outlined in the credit table
    - Achieved an average mark of at least 50 per cent across the modules studied at the level of the award.

Methods for calculating postgraduate award classifications

Please see the example postgraduate award outcome calculations .

Honours degree with 30 credit sandwich

Section 5: Deadline extensions, deferrals, interruptions and repeat study

Deadline extensions, deferrals, interruptions and repeat study: In brief

Sometimes students are unable to meet assessment deadlines due to unforeseen circumstances, or have significant personal or medical issues which mean that they would benefit from some time away from their studies. New students may also experience initial difficulties settling in to university life.

The university offers several options for students in such situations, which are outlined in this section. Decisions on students' options should be taken in discussion with the relevant academic staff and requests for deferrals or interruptions will require supporting evidence.

Where do I go for more information?

General regulations and procedures affecting students: dmu.ac.uk/student-regulations.
A glossary is available should you need an explanation of the terminology used within this document.

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126. Where a student repeats level 4 none of their module marks from their previous attempt at level 4 will be carried forward.

127. Where a student is going to repeat a level of study a repeat year agreement form should be completed.

128. The university won't normally consider requests from students to repeat level 5 or level 6. Where a request to repeat the level has been rejected, the decision of the Associate Dean (Academic) or nominee is final.

Award

Withdrawing from study

Students may withdraw from their studies at any time. A student considering withdrawal should seek advice on the academic and financial implications. It is the student's responsibility to inform the Associate Dean (Academic) or nominee and complete the relevant form. If a student wishes to return to the university at a later date they may apply for admission using the Recognition of Prior Learning (RPL) process.

141. In exceptional circumstances the university may refuse a student's application to withdraw from their studies pending the outcome of a disciplinary, fitness to practice or academic offence investigation.

Returning following withdrawal from study

142. A student may re-enter the university to achieve a first or higher award following their withdrawal from studies. A student should apply to return using the RPL process but would not be subject to the normal constraints on maximum volumes of RPL credits. Return would be at the discretion of the programme leader and/or admissions tutor.

143. Students' previous marks would be carried forward if registering on the same programme and they should return any previous certificates awarded by the university before the higher award is made. Students are not required to return the certificate where the original award gained is a recognised professional qualification.

Returning following academic failure

144. A student may re-enter the university to achieve a first or higher award following the ending of their studies due to academic failure u

155. For postgraduate programmes, RPL claims can't be made in relation to the dissertation or equivalent major project. RPL claims can be made in relation to postgraduate research methods modules.

Volume of RPL credit which can be allowed

156. Students must pass a minimum volume of credit at the university in order to get a DMU award. These requirements are set out in the table below:

Award	DMU credit required	Maximum RPL credit
Master's degree	90 level 7 credits	90 level 7 credits
Postgraduate diploma (PgDip)	60 level 7 credits	60 level 7 credits
Postgraduate certificate (PgCert)	30 level 7 credits	30 level 7 credits
Integrated master's degree	120 level 6 credits 120 level 7 credits	120 level ~~4 credits~~ 120 level 5 credits

Calculation of award for students entering with RPL

159. Calculation of award classification is based only on modules studied at the university.

160. For master's degrees classification is calculated via the average of the marks for modules studied at the university or as calculated in the table below:

		Merit/distinction calculated on the below credits	
RPL credits	**DMU credits**	**Dissertation**	**Taught modules**
0	180	60	60
15	165	60	60

Maximum periods of registration

164. The maximum registration period for students entering the university with RPL will be in proportion to their study at the university, compared to the full programme of study. This information will be provided at initial registration with the university or as soon as possible thereafter.

Section 8: Studying abroad

Studying abroad: In brief

Students may take the opportunity to study abroad for part of their programme and likewise students from overseas institutions may attend De Montfort University (DMU). Where such arrangements exist there are regulations which govern how the credit earned at a different institution may be included in the student's programme.

Where do I go for more information?

A glossary is available should you need an explanation of the terminology used within this document.

Need help?

For advice and guidance about studying abroad, please contact your programme leader, or Associate Dean (Academic) or nominee.

Some programmes may have different requirements from those outlined in this section. Please refer to the programme-specific regulations for details.

Studying in Europe: European Credit Transfer and Accumulation System (ECTS)

- There is a recognised credit transfer system across Europe which is called the European Credit Transfer and Accumulation System (ECTS). This is used where DMU students undertake study at a European institution.

166. Where a student has been awarded credit via ECTS the credit gained will be converted to the equivalent UK higher education credit. One ECTS credit is equivalent to two UK higher education credits.

167. The credits awarded by the European institution will replace the credits which would otherwise have been obtained through study at DMU. These arrangements must be agreed between the university and the participating institution in advance of the student undertaking study abroad.

168. Students studying under the ECTS system will also receive grades for the modules successfully completed. The following conversion tables will be used to convert these into DMU marks.

ECTS conversion tables

169. For undergraduate programmes, the ECTS conversion is as follows:

Conversion to DMU marks		Conversion from DMU marks	
ECTS grade	**DMU mark**	**DMU mark**	**ECTS grade**
A	80%	73-100%	A
B	68%	63-72%	B

Conversion to DMU marks		Conversion from DMU marks	
ECTS grade	**DMU mark**	**DMU mark**	**ECTS grade**
D	49%	46-52%	D
E	43%	40-45%	E
FX	35%	30-39%	FX
F	Fail	0-29%	F

Term	Definition
Degree-Awarding Bodies (FHEQ)	education levels of study. The descriptors demonstrate the extent of the academic challenge required at each level of study.

Postgraduate diploma (PgDip)

Student profile

Credits Level 7	Counts towards classification	Module mark	Classification banding

Counts

Credits

Credits	Counts towards classification	Module mark	Classification banding
Level 6			
45	x3	73%	First class honours
45	x2 (discount 15 credits)	59%	Lower second (2:2)
30	x2	70%	First class honours

Appendix 2: Example award outcome calculations

Credits	Counts towards classification	Module

Appendix 2: Example award outcome calculations