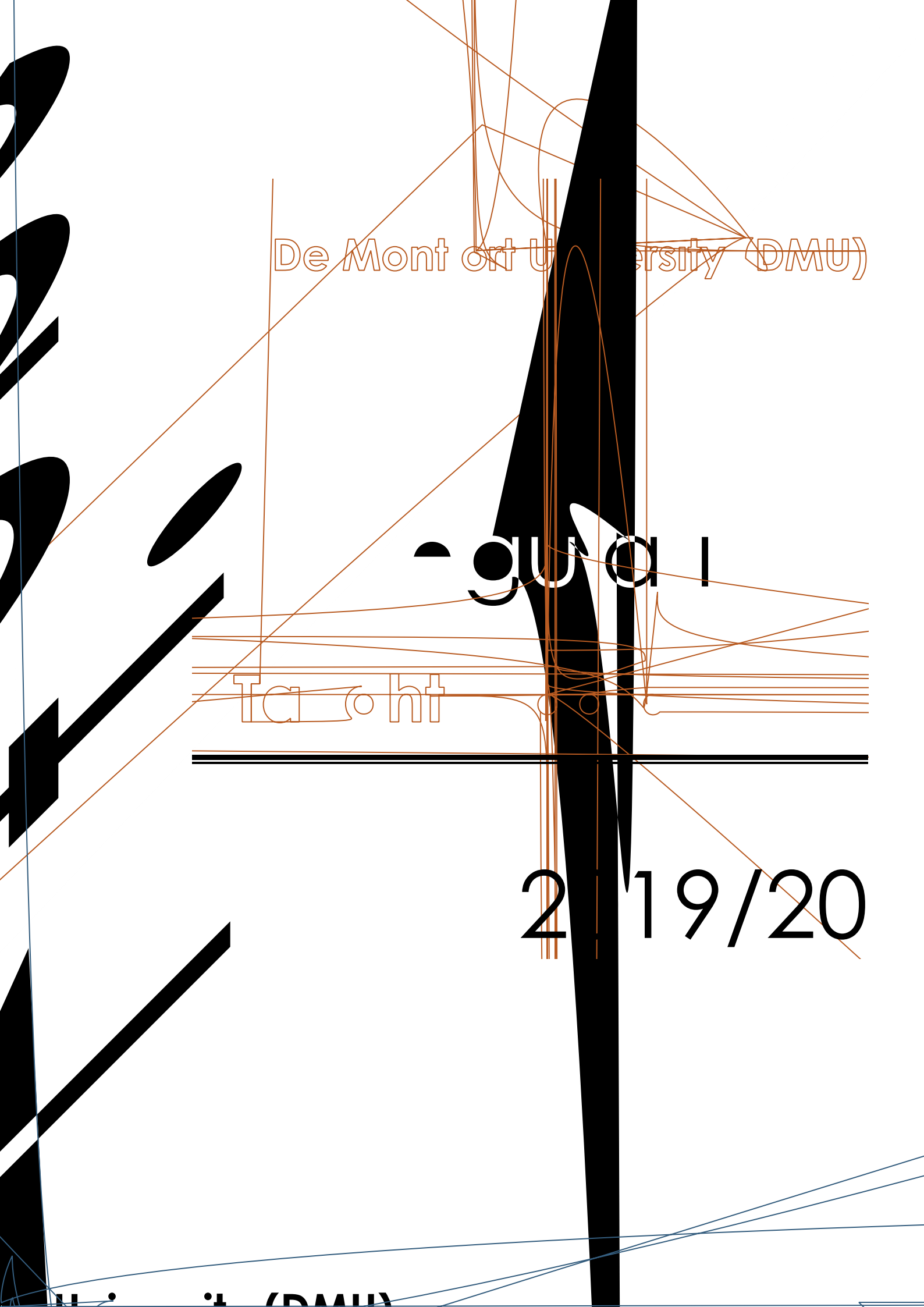
De Montfort University (DMU)
2019/20

Introduction 0
How the regulations are managed 0
What if changes have to be made? 0
What happens when programmes have different regulations? 0
How to use this document 0
Introduction to programmes and modules 1
Introduction to programmes 1
Students enrolled on individual modules 1
Introduction to modules 2
Module assessment 3
Module assessment 3
Passing a module 4
Compensation 4
Unauthorised late submission of assessments 5
Reassessment of failure 5
Reassessment in postgraduate dissertation, major project or design work 6
Position of failed modules 6
Reassessment in modules which have changed or been withdrawn 7
Confirmation of module results 7
Use of proof-readers 7
Undergraduate progression 9
Undergraduate progression 9
Progression between undergraduate levels of study 9
Progression of part-time undergraduate students 9
Progression to and from an undergraduate sandwich placement 10
Progression to a non-honours award 10
Postgraduate progression 10
Credit-based academic awards 11
Credit-based academic awards 11
Re-use of credit

Introduction

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 award. These are known as continuing professional development (CPD) modules.

Where to find more information

For further information about your DMU programme, please see the module and programme specifications contained in your student handbook. A glossary is available should you need an explanation of the terminology used within this document.

Help

For advice and guidance about studying at DMU, please contact your programme leader, module leaders

[illegible]

Each module has one or more assessment tasks to test student's understanding of the module content. Each module has learning outcomes – things which students should be able

Passing a module

17. The pass mark for an undergraduate module is 40 per cent.

18. The pass mark for a postgraduate module is 50 per cent.

19. Some modules do not have a percentage mark but are marked as pass or fail.

20. Normally a student is required to achieve at least the pass mark to pass a module. In some modules each individual assessment task must also be passed.

Compensation

21. Compensation is available for module failure in undergraduate programmes, provided a student meets the following criteria:

    - An overall mark of 35 per cent or above in the module

24. Where the average mark for the level is 39 per cent or below, students are required to take reassessment in the f

37. Where a student is studying a zero-credit academic module, whether as an individual module or as part of a programme, they may be reassessed once in each zero-credit module.

38. Where a student has been reassessed in one or more assessment tasks within a module, the mark for the overall module will normally be capped at the pass mark. In the case of extenuating circumstances please refer to section 5 of these regulations.

39. 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.

40. 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.

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

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

43. On undergraduate programmes students awarded compensation are not required to be reassessed in the compensated module. However a student may be reassessed in a ce w 4 ( ) 6.9 (h) 3.3 (en) 3.4 ( ) 8.9 (p) -0.3 (e) 1.7 (c) -3.3 omesise /MClep.228 Td [(b)-0.mod [(b)-0.002 Tc

48. This means that the student will take a year out from their programme to study the substitute module in attendance and take the module assessments, subject to the following:

- That if the failed module is a must-pass or must-take within the student's programme, a substitute module can only be used if the content is sufficiently similar that it contributes appropriately to the programme's outcomes as defined in the programme specification
- That the substitute module is of the same credit value and level as the failed module
- The substitute module's suitability and availability within the student's programme
- That timetable and resource constraints don't prevent the student from studying the module
- That the student pays the module tuition fees
- That the student enrols on the substitute module at the next available opportunity

49. In taking a substitute module:

- The student will be using up a reassessment opportunity
- The overall module result will be capped at the pass mark
- If the student fails the substitute module, it may only be reassessed if the student has reassessment opportunities remaining

Reassessment in modules which have

56. A proof-reader must not

- Change the text to clarify or develop an argument
- Significantly alter the length of the assessment
- Assist with academic referencing
- Correct factual information
- Translate the work into English

57. A

Progression

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

Progression to and from an undergraduate sandwich placement

62. Students must have passed 120 level 4 credits and a minimum of 90 credits at level 5 to proceed to a placement year. Where a student has undertaken a sandwich placement, the normal regulations for progressing into level 6 apply. A student may not use credit gained from the placement module as a substitute for failed level 5 module(s) in order to progress.

Progression to a non-honours award

63. Students on an honours degree programme who are unable to progress to level 6 after

[illegible]

When students have accumulated sufficient credits they become eligible to be given an award of the university. Credits are awarded by passing modules or to compensate for a marginal fail (undergraduate programmes only). Some awards are classified. This means that rather than just confirming that a student has passed, students can be given recognition for the marks they have achieved, either through the honours degree classification system or via the award of merit or distinction.

[illegible]

More information can be found in the Assessment and Feedback Policy. The policy also includes undergraduate and postgraduate mark descriptors which describe what a student must achieve to receive a mark in a particular mark range. Visit dmu.ac.uk/assessment. A glossary is available should you need an explanation of the terminology used within this document.

[illegible]

For advice and guidance about awards, please contact your programme leader, Student Advice Centre 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.

Credit-based academic awards

66. The majority of students studying at the university will be enrolled on a programme which will lead to an academic award.

    The most common awards of the university are outlined below. To gain an award a student must obtain a certain number of academic credits. The number of credits required and any additional criteria for gaining each award type are detailed below.

68. Credits are awarded either by passing a module or by being compensated for a marginal fail (undergraduate programmes only).

69. Academic credits are defined at different levels, indicating the challenge of study and the skills and knowledge which a student will need to show to be successful at that level.

Minimum credits required for awards

71. The minimum credits needed to gain a university award are outlined in the table below : 512.51.3

Award	Credits				
	Level 4	Level 5	Level 6	Level 7	Level 8
Master's degree			30	150	180
Postgraduate diploma (PgDip)			30	90	120
Postgraduate certificate (PgCert)			15	45	
Integrated master's degree	120	120	120	120	180
Honours degree with 30 credits sandwich placement	120	150	120		360
Honours degree	120	120	120		360
Graduate diploma (GradDip)			120		120
Non-honours degree	120	120	60		360
Graduate certificate (GradCert)			60		
Foundation degree (FD)	120	120			240
Diploma of higher education (DipHE)	120	120			240

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

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

Eligibility criteria for postgraduate awards

74. 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 obtained 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 for a full step-by-

Postgraduate diploma (PgDip)

See example postgraduate diploma classification calculation

78. Subject to gaining a minimum of 120 credits (with at least 90 level 7 credits and no more than 30 level 6 credits), a student will be awarded a:

    a. PgDip with Merit if they have a minimum of 90 credits on the overall average mark of the passed modules is 70 per cent or above.

    b. PgDip with Pass if they have a minimum of 90 credits on the overall average mark of the passed modules is 60-69 per cent.

    c. PgDip if all modules have been passed with a mark of at least 50 per cent but the requirements for distinction or merit are not met

    Where a postgraduate diploma is awarded as an exit award the best 120 credits will be used to calculate the award classification.

Postgraduate certificate (PgCert)

See example postgraduate certificate classification calculation

79. Subject to gaining a minimum of 60 credits (with at least 45 level 7 credits and no more than 15 level 6 credits), a student will be awarded a:

    a. PgCert with Merit if they have a minimum of 45 credits on the overall average mark of the passed modules is 70 per cent or above.

    b. PgCert with Pass if they have a minimum of 45 credits on the overall average mark of the passed modules is 60-69 per cent.

    c. PgCert if all modules have been passed with a mark of at least 50 per cent but the requirements for distinction or merit are not met

    Where a postgraduate certificate is awarded as an exit award the best 60 credits will be used to calculate the award classification.

[illegible]

Eligibility criteria for undergraduate awards

80. The university will make an undergraduate award if a student has met all of the following criteria:

    x

Methods for calculating undergraduate award classifications

Please see the example undergraduate award outcome calculations for a full step-by-step breakdown of how the method for calculating undergraduate award classifications is applied in practice.

81. The methods for calculating the classification of undergraduate awards are based upon the classification table. The outcome of this classification calculation is called the average for classification and will determine which classification band a student will be awarded, in conjunction with the Tln4 rTf8. 4aii.56(fnc)e.551.u(l)-4 det56(fng (l)97.31 (e)1.8 ( )]T.7 (

Non-honou

Diploma of higher education (DipHE)

100. A student will be awarded a diploma if they have:

- Gained 240 credits, passing a minimum of 90 credits in a maximum of 30 credits of compensation per level, and:
- Achieved an average mark of at least 40 per cent across the 120 level 5 credits studied.

Hi

[illegible]	[illegible]
Master's degree	Postgraduate diploma Postgraduate certificate
Postgraduate diploma (PgDip)	Postgraduate certificate
Postgraduate certificate (PgCert)	None
Integrated master's degree	Honours degree Non-honours degree Diploma of higher education Certificate of higher education
Honours degree	Non-honours degree Diploma of higher education Certificate of higher education
Graduate diploma (GradDip)	Graduate certificate
Non-honours degree	Diploma of higher education Certificate of higher education
Graduate certificate (GradCert)	None
Foundation degree (Fd)	Certificate of higher education
Diploma of higher education (DipHE)	Certificate of higher education
Higher National Diploma (HND)	Certificate of higher education
Higher National Certificate (HNC)	None
Certificate of higher education (CertHE)	None
University Certificate of Professional Development (UCPD)	None

In making an external award credit [illegible]

110. Before an aegrotat award is made consultation will take place with the student, if appropriate, or next-of-kin if the student is deceased or unable to make a decision. The student or next-of-kin will be asked to decide whether to accept the aegrotat award. If a student does not accept the aegrotat award they may undertake the required assessments to gain the award or may leave the university with an exit award.

111. A student who accepts an aegrotat award may apply to return to the university via the Recognition of Prior Learning (RPL) process to complete their intended award. On achieving the intended award the aegrotat certificate must be returned to the university.

128.

Withdrawing from a module

142. A student may withdraw from a module up to the end of week two of teaching without the penalty of failing the module. Exceptionally, subject to the approval of the Associate Dean (Academic) or nominee, a student may withdraw from a module without penalty as late as week four. Students wishing to withdraw from a module are advised to seek

151. Students re -entering the university following academic failure are subject to a time delay before they can return unless exceptional circumstances can be shown.

152. For postgraduate programmes 3 57.9599991 74U aj/T7 5(e)4 (s)-13(c)-3.2 ([d)2.2 (r)-1.3(el)6.4 .002 Tc

Recognition of Prior Learning (RPL)

We have a Recognition of Prior Learning (RPL) process so the university can give academic credit for relevant learning which a student has undertaken before they arrive at De Montfort University (DMU). This can be learning which led to the award of academic credit from another university or learning through work or other experience.

The RPL process helps us decide if a student has already met the learning outcomes of one or more modules on their programme. If they have, they won't need to study that module or modules.

How to apply

Further information about RPL and an application form can be found here: dmu.ac.uk/scheme-regulations

A glossary

167. 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 :

0	180	60	60
15	165	60	60
30	150	60	60

[illegible]

Students may ask

Term	Definition
Academic offence	An academic offence is where a student commits any act which is intended to evade and undermine the university's processes for rigorous and fair assessment Academic offences include plagiarism, cheating, collusion, copying work and reuse of your own work, among others.
Anonymous marking	Anonymous marking is where students' work is marked without the marker having access to the students' names. Some assessment tasks cannot be anonymously marked, for example performances, production of artefacts, major projects and dissertations.
Assessment	Assessment is the way that student's learning and understanding is tested, and the way in which the university is assured that students have met the module learning outcomes. Each module has one or more assessment tasks, linked to one or more of the module's learning outcomes. Successful completion of module assessment tasks, as measured by a pass mark in the module, leads to the award of credit For more information go to: dmu.ac.uk/assessment.
Assessment tasks/methods	These are the types of assessments which are used to test students' knowledge and understanding. Examples include essay, examination, presentation, portfolio, and laboratory.
Assessment weightings	These define how much each module assessment task is

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. For more information go to: qaa.ac.uk
Mark descriptors	Mark descriptors are criteria which explain the requirements a student should meet in their assessed work in order to achieve a mark in a particular band, eg 50-59%, 60-69%. Mark descriptors can be contextualised to make them more relevant to a specific academic subject.
Module	A standalone learning package with defined content, learning outcomes and one or more assessment tasks. Each module is set at the appropriate level of the Framework for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQs). See glossary entry for FHEQ. Must-take module A module which a student must take within their programme. Must take modules are eligible for compensation. Must-pass module A module which a student does not necessarily have to take within their programme. However if a student chooses to take a module of this type, it must then be passed. Compensation is not allowed. Optional module A module which may be taken by a student within their programme. However the student is not obliged to take or pass the module. Optional modules are eligible for compensation. Pre-requisite module A pre-requisite module must be successfully completed before a student may begin to study another specified module within a programme.
Module leader	Each module has a module leader. Module leaders are responsible for the academic leadership, management and assessment for their module(s).
Module learning outcomes	Module learning outcomes define the things which students should be able to do on successful completion of the module – for example the application of specific skills and knowledge. They are linked to the module assessment tasks which test students' ability to meet the learning outcomes.
Levels	Levels of study are defined using outcomes which reflect the amount of intellectual challenge required in order to be successful at that level. Levels can be seen as a series of sequential stages with level 4 equating to the first year of an undergraduate programme, through to level 7 being taught postgraduate study.

Term	Definition
	The levels are outlined in the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQs). See glossary entry for FHEQ.
Personal tutor	A student's personal tutor is an academic member of staff who is a

Establishment

Assessment boards are established by and within faculties, subject to the approval of the Faculty Academic Committee (FAC).

Constitution

Role	
Chair	Head of School or Department, or PVC/Dean's nominee
Deputy Chair	Associate Dean (Academic) or PVC/Dean's nominee

Minimum credits needed to gain a university award – overview

Award	Credits				
	Level 4	Level 5	Level 6	Level 7	Total
Master's degree			30	150	180

Go straight to example calculations:

Master's degree
Postgraduate diploma (PgDip)
Postgraduate certificate (PgCert)
Integrated master's degree
Honours degree with 30 credits sandwich placement
Honours degree
Foundation degree (FdA)/Higher National Diploma (HND)
Higher National Certificate (HNC)
University Certificate of Professional Development (UCPD)

Master's degree

Student profile

[illegible]	[illegible]	[illegible]	[illegible]
15	1	73%	Distinction
15	1	68%	Merit
15	1	66%	Merit
15	1	70%	Distinction
15	1	50%*	Pass *capped after reassessment
15	1	84%	Distinction
15	1	76%	Distinction
15	1	88%	Distinction

How the classification is calculated

How the classification is calculated			
1. At least 45 credits sit in?			
2. The overall average mark for classification sit in?			

Outcome

Although the overall average mark for classification is in the pass band at 59%, the student is awarded a [illegible] when as they have 45 credits at merit level.

15	1	91%	First-class honours
30	2	81%	First-class honours
120		5	5
180			

How the classification is calculated

1. Best 225 credits of the 240 studied at levels 5 and 6, single-weighted, and the:	Levels 5 and 6 : 55 + 55 + 67 + 67 + 63 + 63 + 74 + 74 (exclude 40) + 73 + 57 + 57 + 64 + 64 + 55 + 55 = 943 ÷ 15 = 62.8, rounded up to 63 (upper second (2:1))
2. Best 105 credits of the 120 studied at level 7, tiple -weighted	Level 7 : 73 (exclude 66) + 88 + 70 + 68 + 91 + 81 + 81 = 552 ÷ 7 = 78.8, rounded up to 79

30		62%	Upper second (2:1)
	8	5	0
	6		
30		63%	Upper second (2:1)
30			

15	Discount	40%*	Pass *capped after reassessment
0		9	6
6			
45	8	73%	First-class honours
45	2 (discount 15 credits)	59%	Lower second (2:2)
30	2	70%	First-class honours
0			
3			

How the classification is calculated

1. Best 105 credits of the 120 studied at level 5, single-weighted, and the:	Level 5 : 75 + 75 + 75 + 68 + 68 + 68 + 67 = 496 ÷ 7 = 70.8, rounded up to 71 (first-class honours)
2. Best 105 credits of the 120 studied at level 6, tiple -weighted	Level 6 : 73 + 73 + 73 + 59 + 59 + 70 + 70 = 477 ÷ 7

[illegible]	[illegible]	[illegible]	[illegible]
120	0	N/A	120 credits required at level 4 to gain an award. Module marks excluded from classification calculation.
Level 5			
30	2	62%	Upper second (2:1)
30	2	52%	Lower second (2:2)
30	2	55%	Lower second (2:2)
30	1 (discount 15 credits)	34%*	Fail *compensated
120	[illegible]	3	
Level 6			
30	2	61%	Upper second (2:1)
30	2	68%	Upper second (2:1)
30	1 (discount 15 credits)	55%	Lower second (2:2)
30	2	67%	Upper second (2:1)
120	[illegible]	[illegible]	
3			

How the classification is calculated

[illegible]	[illegible]
1. Best 105 credits of the 120 studied at level 5, single-weighted, and the:	Level 5: 62 + 62 + 52 + 52 + 55 + 55 + 34 (exclude 34) = 372 ÷ 7 = 53.1, rounded down to 53
2. Best 105 credits of the 120 studied at level 6, tiple-weighted	Level 6: 61 + 61 + 68 + 68 + 55 (exclude 55) + 67 + 67 = 447 ÷ 7 = 63.8, rounded up to 64
Level 5 single-weighted plus level 6 tiple-weighted	Overall: 53 + 64 + 64 + 64 = 245 ÷ 4 = 61.2, rounded down to 6

Outcome

The student is awarded an upper second (2:1) award as the overall average mark for classification is 61% (upper second (2:1)).

Honours degree – direct entrant into level 6

Student profile

[illegible]	[illegible]	[illegible]	[illegible]
Level 4			
120	0	N/A	120 credits granted under Recognition of Prior Learning (RPL)

Outcome

The student is awarded a [illegible] as the overall average mark for classification is at pass level .

University Certificate of Professional Development (UCPD)

Student profile

[illegible]	[illegible]	[illegible]	[illegible]
15	1	63%	Merit
15	1	71%	Distinction
30	2	65%	Merit
		2	