

Introduction

Who do these regulations apply to?

These regulations apply only to undergraduate students in the final year (level 7) of an integrated master's programme in September 2024.

Please visit the [academic regulations webpage](#) to access separate regulations which apply to students not listed above.

How the regulations are managed

The academic regulations are managed by the university's Academic Quality Committee, with support from the Department of Academic Quality (DAQ).

The regulations are reviewed and re-is7 Tw 0.283 0 Tc 0 Tw 11.04 31e Tc 06/ 7 (a)-311.6 ((ed)2.2 (36/ 7

navigating within the document, further clickable links have been provided to take you to relevant content that has been cross-referenced.

If you have any difficulties with this document, please contact DAQ@dmu.ac.uk.

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Introduction to modules

6. Each module is a stand-alone learning package worth a number of credits at a specific level of study. Although they are stand-alone, sometimes one or more modules must be studied before a student can

Section 2: Assessment

Assessment: In brief

Each module has one or more assessment tasks to test students' understanding of the module content. Each module has learning outcomes – things which students should be able to do on successful completion of the module – which are linked to the assessment tasks. Successful completion of the assessment tasks, as measured by a pass mark in the module, leads to the award of credit. In some modules, compensation for marginal failure may be offered, which also leads to the award of credit. By [accumulating credit a student can become eligible to be given an award](#) eg BA (Hons), MSc.

Sometimes students may experience difficulties with their assessments due to unforeseen circumstances, significant personal or medical issues. The university offers several options for students in such situations, which are detailed in [\[redacted\]](#)

39. Where a student is studying a zero-credit academic module, whether as an individual module or as part of a programme, they can be reassessed once in each zero-credit module.
40. 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. The mark for an assessment task which has been reassessed will not be capped and the full range of marks should be used when marking the component. In the case of extenuating circumstances please refer to [section 5](#) of these regulations.
41. 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.
42. 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.
- 43.

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.

59. If a student is unable to take the reassessment within the limits outlined above, a replacement module may be studied. This will be subject to the regulations for [substitution of failed modules](#).

Confirmation of module results

60. While coursework assessment marks are final, the MC 4-8.3.7.8 (a) (o)15.7dn AMCID 61 BDC 0 g0 T

Section 4: Awards

Awards: In brief

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've achieved, either through the honours degree classification system or via the award of merit or distinction.

Where do I go for more information?

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.

A [glossary](#) is available should you need an explanation of the terminology used within this document.

Need help?

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

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Minimum credits required for awards

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

Award	Credits				
	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 with sandwich placement	120	150	120	120	510
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
Foundation degree (Fd)	120	120			240
Diploma of higher education (DipHE)	120	120			240
Higher National Diploma (HND)	120	120			240
Higher National Certificate (HNC)	120				120
Certificate of higher education (CertHE)	120				120

Classification band	Postgraduate awards	Integrated master's Honours degree	Foundation degree HNC/HND UCPD
Below 40%	Fail	Fail	Fail

Classification of awards for students with Recognition of Prior Learning (RPL) HJETEM3 /Artifact AMO

106. Classification of the honours degree is based on the:
- x Best 105 credits of the 120 studied at level 5, single-weighted, **and the:**
 - x Best 105 credits of the 120 studied at level 6, triple-weighted.
107. If the outcome of the above classification calculation is within two per cent of the next classification band, then the [consideration band rules](#) will be applied.

Non-honours (ordinary) degree

108. A student will be awarded a **non-honours (ordinary) degree** if they have:
- x Gained 300 credits including a minimum of 60 credits at level 6, passing a minimum of:
 - 90 credits with a maximum of 30 credits of compensation at level 4
 - 135 credits at levels 5 and 6 with a maximum of 45 credits of compensation across the levels. Compensation cannot constitute any more than 25 per cent of the credits passed at either level 5 or 6, **and:**
 - x Achieved an average mark of at least 40 per cent across the level 6 modules contributing to the final award.

Non-honours degrees are not classified.

109. Where a non-honours degree is awarded as an exit award, lespa Gr cenda

Diploma of higher education (DipHE)

113. A student will be awarded a **diploma of higher education** if they have:

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

Higher National Certificate (HNC)

[See example HNC classification calculation](#)

114. Subject to gaining 120 credits, passing a minimum of 90 credits with a maximum of 30 credits of compensation, a student will be awarded a:

- a. **HNC with distinction** if they have an average of 70 per cent or above across the 120 credits studied.
- b. **HNC with merit** if they have an average of 60-69 per cent across the 120 credits studied.
- c. **HNC pass** if they have an average mark of at least 40 per cent across the modules studied, but the requirements for distinction or merit are not met.

Certificate of higher education (CertHE)

115. A student will be awarded a **certificate of higher education** if they have:

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

University Certificate of Professional Development (UCPD)

[See example UCPD classification calculation](#)

116. Subject to gaining 60 credits, passing a minimum of 45 credits with a maximum of 15 credits of compensation, a student will be awarded a:

- a. **UCPD with distinction** if either a minimum of 45 credits or the overall average mark of the modules studied is 70 per cent or above.
- b. **UCPD with merit** if either a minimum of 45 credits or the overall average mark of the modules studied is 60-69 per cent.
- c. **UCPD pass** if they have an average mark of at least 40 per cent across the 60 credits studied, but the requirements for distinction or merit are not met.

Exit awards

117. Sometimes a student is unable to achieve their intended award due to running out of reassessment opportunities or reaching the [maximum period of registration](#) for the programme. In such cases the university will make an exit award, if possible, based on

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.

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.

Section 5: Deadline extensions, deferrals, leave of absence and repeat study

Deadline extensions, deferrals, leave of absence 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 leave of absence 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.

Need help?

For advice and guidance about extensions, deferrals, leave of absence or repeat study,

Deferring assessments

128.

maximum period of registration. Gap years are not permitted on apprenticeship programmes.

Repeating an undergraduate level of study

139. Repeating a level of study is not normally allowed. The university will only consider requests from students to repeat their level of study in very extenuating circumstances. A written request should be submitted, supported by strong third-party documentary evidence that spans the academic year, to the faculty's Student Advice Centre in the first instance. The decision of the Associate Dean (Academic) or nominee is final. A repeat year opportunity, if agreed, may only be offered once.
140. The student has a right to appeal the outcome and must submit their appeal in writing to the Academic Support Office within 10 university working days of receiving their outcome. The Academic Support Office will review the appeal and once this is

Section 6: Student registration

Student registration: In brief

This section provides an overview of student registration and how to change programmes and/or modules. It also covers how to withdraw from studies at the university and how to return following student withdrawal or ending of registration by the university.

Where do I go for more information?

Award	Full-time	Part-time
Honours degree	6 years	8 years
Graduate diploma (GradDip)	2 years	3 years
Non-honours degree	5 years	7 years
Graduate certificate (GradCert)	1 year	2 years
Foundation degree (Fd)	4 years	6 years

157. A student on an apprenticeship programme may not change modules.

Withdrawing from a module

158. A student may withdraw from a module up to the end of week two of teaching without the penalty of failing the module. Students wishing to withdraw from a module are advised to seek guidance to ensure they can achieve sufficient credits to gain their award.

Withdrawing from study

159. 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.

160. 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.

Withdrawing from study on an apprenticeship programme

161. Apprentices may withdraw from their studies and are advised to seek guidance about the implications for their employment.

162. Apprentices who leave or are dismissed from their employment may be required to withdraw from their programme. A new supportive employer must be in place within 13 weeks to avoid withdrawal from the programme. Where the new employment is not in place within 30 days, a break in learning must

Volume of RPL credit which can be allowed
180. Students must gain

Calculation of award for students entering with RPL

183. Calculation of award clastM 19.68 8.8 49. 6m(r51(l)-0.7 (a)-6.8 (t)-3 (i)-076 (o)-2.1 (n-)3.7 (i)-076 (s

RPL scenario	Classification calculation
Direct entrants part-way through level 5	Classification is based on the average of the module marks in the best 105 credits from the 120 studied at level 6, triple-weighted, and the mark average for all the level 5 modules studied, single-weighted
Direct entrants at the start of level 5	The normal classification rule applies

188. For other undergraduate awards which are classified, the classification is based on the average of the marks for all modules studied at the level of the award. This means level 5 for foundation degrees and Higher National Diplomas (HNDs) and level 4 for Higher National Certificates (HNCs).

Maximum periods of registration

189. 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.

1.94. Students must have passed 120 level 4 credits and a minimum of 90 credits at level 5 to proceed to the student exchange year abroad. Where a student has undertaken the year abroad, the normal

Glossary

Term	Definition
Academic offence	<p>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.</p> <p>Academic offences include plagiarism, cheating, collusion, copying work and reuse of your own work, among others.</p>
Anonymous marking	<p>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.</p>
Apprenticeship	<p>Higher and degree apprenticeships provide an academic or professional programme to learners in the workplace to support them to develop knowledge, skills and behaviours to enhance their career. They are funded by the employer and/or the government and consist of 80 per cent on-the-job training and 20 per cent off-the-job training.</p>
Assessment	<p>Assessment is the way that students' learning and understanding is tested, and the way in which the university is assured that students have met the module learning outcomes.</p> <p>Each module has one or more assessment tasks, linked to one or more of the module's learning outcomes.</p> <p>Successful completion of module assessment tasks, as measured by a pass mark in the module, leads to the award of credit. For more information is provided here.</p>
Assessment board	<p>Assessment boards are convened to confirm students' module results and make decisions about progression, awards and degree classification outcomes.</p>

Assessment tasks/methods T3-12.4 (r)-13 (ks)-5.3 (/m)1.2 319.04 2ifh19797e(-0 11. mod(s)14)u-23Td()7 (ss76.64t)583

Term	Definition
Associate Dean (Academic)	A senior academic member of staff who provides faculty-wide leadership in academic management, student support and enhancing the student experience.
Award	When students have accumulated sufficient credits they become eligible to be given an award of the university eg BA (Hons) English, MSc Computing. 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've achieved, either through the honours degree classification system or via the award of merit or distinction.
Classification	Some awards are classified, which means that students' performance above the threshold standard to pass the award is recognised and rewarded. Common methods are the degree classification system (first class, upper second class etc) and the pass/merit/distinction model. An average mark for classification is determined according to set mathematical rules, and an award is made based on what classification band a student's average for classification falls within.
Compensation	<p>Compensation is the award of credit in an undergraduate programme where a module has been marginally failed, but a student has passed all their other modules. Compensating credit is not awarded against the failed module, but against the level of study, up to a maximum of 30 credits. This allows a student to progress or gain their award without having to be reassessed in a marginal failure (30-39 per cent).</p> <p>Compensation is not permitted in 'must pass' modules or in some programmes which are governed by a Professional, Statutory or Regulatory Body – these are defined in the programme-specific regulations.</p>
Course	See glossary entry for programme .
Consideration band	The consideration band is a two per cent band used in the calculation of integrated master's and honours degrees. It provides additional scrutiny where a student's average for classification falls close to a degree classification band boundary. It is rules-based and uses a student's performance at the culmination of their studies (level 6, or level 7 for an integrated master's degree) to decide whether the student should be awarded a degree in the higher classification band.
Coursework	This is a generic term for assessment tasks which are not formal exams.
Credit	Credit is a way of quantifying student achievement in terms of the volume of study undertaken, and the level of challenge of the study. Credit is associated to modules which have both a credit

Term	Definition
	<p>value and level eg 30 credits at level 6. Credit is awarded to a student on successful completion of the module and can be accumulated to gain an award.</p> <p>The levels of credit are defined by the Office for Students sector-recognised standards. Levels 4, 5 and 6 equate to an undergraduate study and level 7 denotes postgraduate study.</p> <p>See glossary entry for Office for Students.</p> <p>Compensating credit Compensating credits are awarded at the level of study not in relation to particular modules (see compensation).</p> <p>General credit General credit is the total amount of credit a student may be awarded through RPL. General credit may have no validity for the purpose of transferring to another programme.</p> <p>Specific credit Specific credit for a module is awarded for a pass mark (40 per cent) or above). Specific credit is also the amount of credit which is recognised when a student is admitted by Recognition of Prior Learning to a particular programme.</p>
Deferral	<p>Deferral of assessment occurs when a student has permission from the university to take an assessment at a later date than scheduled, without it having an effect on his or her re-sit opportunities. This will be when the assessment is next normally offered, or, in the case of coursework or assignments, as determined by the relevant panel.</p>
End Point Assessment (EPA)	<p>End Point Assessment is an independent assessment of the knowledge, skills and behaviours which have been learned through an apprenticeship, and tests the apprentice's ability to apply them in the workplace. EPA may be incorporated into the credit forming the academic award or may be separate, depending on the requirements of the relevant apprenticeship</p>

Term	Definition
	<p>Must-take module A module which a student must take within their programme. Must take modules are eligible for compensation.</p> <p>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.</p> <p>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.</p> <p>Pre-requisite module A pre-requisite module must be successfully completed before a student may begin to study another specified module within a programme.</p>
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

Appendix 1: Assessment board terms of reference

Establishment

Assessment boards are established by and within faculties, subject to the approval of the Faculty Academic Committee (FAC). They have the formal status of standing committees of the FAC and are subject to such standing orders as are determined by the Academic Board. It is the responsibility of each FAC annually to approve the membership for each assessment board and to determine that each assessment board is properly constituted, with a chair, deputy chair and external examiner(s). The name of the assessment board will be determined by the proider bsa env

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Appendix 2: Example award classification calculations

Classification

Outcome

Although the overall average mark for classification is at distinction level, the student is awarded a **master's degree with merit** as the mark for the major/final piece is in the merit band. The major/final piece is

Credits Level 7	Counts towards classification	Module mark	Classification banding
60	4	235	Overall average mark for classification calcu 11.04 .3 (n)12

Credits	Counts towards classification	Module mark	Classification banding
30	x2	73%	First class honours
30	x1 (discount 15 credits)	66%	Upper second (2:1)
30	x2	88%	First class honours
30	x2	70%	First class honours
270	7	528	
420			

How the classification is calculated

Criteria

Average mark for classification calculation

- 1) Best 240 credits of the 255 studied at levels 5 and 6, single-weighted, and the: Levels 5 and 6:

Credits Counts towards

Credits Counts towards

Credits	Counts towards classification	Module mark	Classification banding
30	x1 (discount 15 credits)	40%*	Pass *capped after reassessment
120	7	496	
Level 6			
30	x2	73%	First class honours
30	x2	68%	Upper second (2:1)
30	x1 (discount 15 credits)	55%	Lower second (2:2)
30	x2	70%	First class honours
120	7	477	
360			

How the classification is calculated

Criteria

- 1) Best 105 credits of the 120 studied at level 5, single-weighted, and the:

Average mark for classification calculation

Level 5: 75 + 75 +

Credits	Counts towards classification	Module mark	Classification banding
120	0	N/A	120 credits required at level 4 to gain an award. Module marks excluded from classification calculation.

Level 5

30	x2	62%	Upper second (2:1)
30	x2	52%	Lower second (2:2)
30	x2	55%	Lower second (2:2)
30	x1 (discount 15 credits)	34%*	Fail * <i>compensated</i>
120	7	372	

Credits	Counts towards classification	Module mark	Classification banding
120	0	N/A	120 credits granted under Recognition of Prior Learning (RPL)

Credits	Counts towards classification	Module mark	Classification banding
30	x2	55%	Pass
30	x2	70%	Distinction
120	8	510	<u>Overall average mark for classification calculation:</u> 63 + 63 + 67 + 67 + 55 + 55 + 70 + 70 = 510 ÷ 8 = 63.7, rounded up to 64 (merit)
240			

Outcome

The student is awarded a **foundation degree (Fd)/Higher National Diploma (HND) with merit** as the overall average mark for classification is at merit level.

Higher National Certificate (HNC)

Credits Level 4	Counts towards classification	Module mark	Classification banding
30	x2	55%	Pass
30	x2	61%	Merit
30	x2	48%	Pass
15	x1	53%	Pass
15	x1	45%	Pass
120	8	426	<u>Overall average mark for classification calculation:</u> 55 + 55 + 61 + 61 + 48 + 48 + 53 + 45 = 426 ÷ 8 = 53.2, rounded down to 53 (pass)

Outcome

The student is awarded a **Higher National Certificate (HNC) pass** as the overall average mark for classification is at pass level.

University Certificate of Professional Development (UCPD)

Credits
Level 5

house, sporting events, acts of religious observance and other similar circumstances which are foreseeable.

Minor short-term illnesses or injury such as a common cold would not have a significant adverse ability on a student's ability to complete the assessment on time and are not grounds for approval of an extension. Medical conditions not diagnosed/supported by a doctor are not normally acceptable grounds for an extension; this includes medical certificates with statements such as 'the patient informs me that...', 'the patient reported that...' and 'student declared that they had been unwell...'

An extension will not be granted where a student's own organisational abilities have caused an issue with meeting a deadline. These include poor time management, failure of IT equipment, uploading incorrect information to Turnitin, commitments to paid or voluntary employment and other similar situations.

An extension will not be granted in cases in which running for office (for example as an officer of De Montfort Students' Union) has caused an issue with meeting a deadline.

A period of suspension, debt hold or debt exclusion is not a valid reason for an extension. This includes situations where the submission deadline falls within the period of suspension, debt hold or debt exclusion.

If an extension request is incomplete or is received later than the deadline specified in the overview, above, it will be rejected.

Where an extension is granted, failure to meet the new deadline will result in a [penalty for](#)