

Regulations for Taught Awards 2025-26

Approved by:	Effective date:	Next review:
Academic Board	1 August 2025	June 2026

Regulation statement

The Regulations for Taught Awards form part of the University's Regulation and Credit Framework. They are designed to ensure each course and award taught is structured, delivered and assessed fairly, consistently and transparently.

Who needs to know about the regulations?

- Pro Vice-Chancellors
- Deans and Associate Deans of School
- Heads of Department
- Teaching Staff
- Managers, supervisors, professional and technical staff
- Students
- Applicants
- External regulatory bodies

Purpose of the regulations

These regulations apply to undergraduate and postgraduate taught awards granted by Canterbury Christ Church University. They safeguard the University's academic standards and ensure equitable and fair treatment of students registered on University courses.

They are supported by Additional Course Regulations (alternative regulations for specific courses to meet professional body and/or employer requirements), the Academic Framework for the Design and Delivery of Awards, the Assessment Framework and a range of underlying academic policies and procedures.

Contacts

The University Quality and Standards Office is responsible for updating and maintaining the regulations. The team can be contacted by emailing: quality@canterbury.ac.uk

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1. Scope

- 1.1. This document, together with any Additional Course Regulations, sets out the Regulations governing all taught awards at Canterbury Christ Church University [the University], wherever they are delivered. A student is subject to the regulations approved for the year in which they are registered or re-registered, with the following exceptions:
- (i) unless clearly indicated otherwise in the document;
 - (ii) where a student is registered under the University's Outgoing Regulations, in which case, they will be subject to those regulations.
- 1.2. The University publishes procedural documents supporting the implementation of these Regulations. If there is any conflict of interpretation between these Regulations and the procedures, these Regulations shall have precedence unless it is determined that this disadvantages the student.

Students registered on the University's Outgoing Regulations should be referred to the [Outgoing Regulations](#).

2. Key Responsibilities

Academic Board

- 2.1. Wherever the term "Academic Board" is used in this document it refers to the Academic Board of the University.
- 2.2. The Academic Board is responsible for the approval of the Regulations for Taught Awards, the Regulations for Research Awards, and Additional Course Regulations [hereafter the Regulations]. The approval of amendments to these documents may be delegated by the Academic Board to the appropriate sub-committee.
- 2.3. The Academic Board will ensure that all arrangements in place to meet its responsibilities are reviewed on a periodic basis to determine that they remain fit-for-purpose.
- 2.4. The Academic Board may delegate aspects of its powers under these Regulations.
- 2.5. The Academic Board may approve awards that are additional to those set out in Section 5 as it sees fit.

Staff

- 2.6. Staff of Canterbury Christ Church University must adhere to the regulations.

Collaborative Partners

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- 2.7. Collaborative partners responsible for the delivery of Canterbury Christ Church University awards are responsible for adhering to the regulations, to any Additional Course Regulations that apply and to supporting procedural documents.

Students

- 2.8. Students studying Canterbury Christ Church University awards must meet the requirements for their award as set out in these regulations, in any Additional Course Regulations that apply and in the underlying procedural documents.
- 2.9. A student's registration may be terminated due to unsatisfactory progress or attendance. The Academic Board will approve the arrangements for such a termination of registration.

3. Alignment with external requirements

- 3.1. The regulations are mapped against the Office for Students requirements, in particular the ongoing conditions of registration and sector recognised standards.
- 3.2. The term 'level' in this document refers to the level of study as defined by the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ) (Quality Assurance Agency, 2014).¹
- 3.3. All awards of the University, whether credit-bearing or not, are assigned to a level in the FHEQ, and will have Course Learning Outcomes that align with the level descriptors. Taught courses that are below level 4 in the National Qualification Framework will be allocated to Level 0.
- 3.4. Where a specific course requires distinct regulations to meet professional body and/or employer requirements, they shall have approved Additional Course Regulations (ACRs). ACRs take precedence over the Taught Regulations. Where the Additional Course Regulations are silent, the standard regulations for the relevant level and/or mode of study will apply in full.

4. Principles for changing the regulations

- 4.1. The University may from time-to-time review its regulations to ensure that they remain fit for purpose or to reflect external requirements. It will also undertake an annual review. Any changes made as a result of review by the University will be recorded in a schedule of changes document and published alongside the regulations.
- 4.2. When changing the regulations the University will seek to ensure students are not disadvantaged in relation to the rights conferred upon their initial registration on a course.

¹ <https://www.officeforstudents.org.uk/media/cffb3feb-c7ed-472d-8ad3-008175099a6b/sector-recognised-standards-in-england.pdf>

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- 4.3. Where regulations are approved that apply to particular groups of students before or after a certain date, this is clearly indicated.
- 4.4. Where a student changes their course and/or returns following an interruption of study, they will be subject to the regulations in place at the time of their re-registration.

5. Taught Awards offered by the University

Awards at Level 7

- 5.1. The following are approved for award by the University at Level 7:
- (i) Master of Arts (abbreviated to MA);
 - (ii) Master of Business Administration (abbreviated to MBA);
 - (iii) Master of Design (MDes);
 - (iv) Master in Education (abbreviated to MEd);
 - (v) Master of Law (abbreviated to LLM);
 - (vi) Master of Music (abbreviated to MMus);
 - (vii) Master of Science (abbreviated to MSc);
 - (viii) Master of Surgery (abbreviated to MCh);
 - (ix) Integrated Degree of Master of Engineering (abbreviated to MEng);
 - (x) Integrated Degree of Master of Science (abbreviated to MSci);
 - (xi) Bachelor of Medicine Bachelor of Surgery (abbreviated to BMBS);
 - (xii) Postgraduate Diploma (abbreviated to PG Dip);
 - (xiii) Postgraduate Certificate (abbreviated to PG Cert);
 - (xiv) Postgraduate Certificate in Education (abbreviated to PGCE);
 - (xv) a short course comprising 5, 10, 15, 20, 30 or 40 credits (or of corresponding hours of learning, if non-credit bearing) at Level 7 leading to a University Certificate.
- 5.2. The University may approve the following courses leading to awards at Level 7:

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Award type	Total credits	Level 7 credits	Level 6 credits	Level 5 credits	Level 4 credits	Other
Master's degrees	180	180				
	180	180				AND non-credit bearing study
Integrated Master's degree	480	120	120	120	120	
Postgraduate Diploma	120	120				
Postgraduate Diploma in Education	120	120				
Postgraduate Certificate	60	60				
Postgraduate Certificate in Education	60	60				
University Certificate	0-40	5, 10, 15, 20, 30, 40				OR corresponding hours of learning if non-credit bearing
Non-credit bearing course leading to assessment for a Level 7 Apprenticeship	0	0				

5.3. Students registered for Professional Doctorates where there is a taught component of 180 credits at Level 7 are subject to the regulations set out in this document for all taught elements of their award, except where there are Additional Course Regulations.

Awards at Level 6

5.4. The following awards are approved for award by the University at Level 6:

- (i) Bachelor of Arts (abbreviated to BA);
- (ii) Bachelor of Laws (abbreviated to LLB);
- (iii) Bachelor of Music (abbreviated to BMus);
- (iv) Bachelor of Science (abbreviated to BSc);
- (v) Bachelor of Engineering (abbreviated to BEng);
- (vi) Bachelor of Design (abbreviated to BDes);
- (vii) Bachelor of Medical Science (abbreviated to BMedSci);
- (viii) Graduate Diploma (abbreviated to Grad Dip);
- (ix) Graduate Certificate (abbreviated to Grad Cert);
- (x) Professional Graduate Certificate in Education (abbreviated to ProfGCE);
- (xi) Professional Graduate Certificate in Education and Training;
- (xii) Integrated Degree Apprenticeship

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- (xiii) courses comprising 60 credits (or 600 hours of learning, if non-credit bearing), at Level 6, leading to a University Diploma;
- (xiv) a short course comprising 5, 10, 15, 20, 30 or 40 credits (or of corresponding hours of learning, if non-credit bearing) at Level 6 leading to a University Certificate.

5.5. The University may approve the following courses leading to awards at Level 6.

Award type	Total credits	Level 6 credits	Level 5 credits	Level 4 credits	Level 0 credits	Other
Undergraduate degrees	360	120	120	120		
Undergraduate degrees of 480-credits	480	240	120	120		
Undergraduate degrees with a Foundation Year	360	120	120	120	120 equivalent before Level 4	
Undergraduate degrees with a year abroad / a year in a designated country or region / a year in industry or in a professional setting	360	120	120	120	120 equivalent between Levels 5 and 6	
Pre-Master's Diploma	120	120				
Graduate Diploma	120	120				Where a student has entered the course with an undergraduate degree
Graduate Certificate	60	60				Where a student has entered the course with an undergraduate degree
Professional Certificate in Education	60	60				
University Diploma	60	60				
University Certificate / short courses	0-40	5, 10, 15, 20, 30, 40				
Non-credit bearing course leading to assessment for a Level 6 Apprenticeship	0	0				

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Awards at Level 6 comprising 480 credits

- 5.6. Where the University approves a course, which leads to an undergraduate award and comprises 480 credits, the following arrangements apply:
- (i) Level 6 will comprise two stages of 120 credits each;
 - (ii) for Level 4, the regulations that apply to Level 4 of an undergraduate award apply in full;
 - (iii) for Level 5, the regulations that apply to Level 5 of an undergraduate award apply in full (other than for award classification);
 - (iv) for Level 6, Stage 1 of the award, the regulations that apply to Level 5 of an undergraduate award apply in full (other than for classification), except where a student exits at the end of Level 6, Stage 1;
 - (v) for Level 6, Stage 2 of the award the regulations that apply to Level 6 of an undergraduate award apply in full (other than for award classification).

Awards at Level 5

- 5.7. The following are approved for award by the University at Level 5:
- (i) Foundation Degree (abbreviated to FD);
 - (ii) Foundation of Arts (FDA)*;
 - (iii) Foundation of Engineering (FDEng)*;
 - (iv) Foundation Degree of Education (FDEd)*;
 - (v) Foundation of Sciences (FDEng)*;
 - (vi) Diploma of Higher Education (abbreviated to Dip HE);
 - (vii) Higher National Diploma (abbreviated to HND);
 - (viii) Diploma in Education and Training (abbreviated to DET);
 - (ix) Certificate in Education in Further Education and Skills (CertEd FES)
 - (x) courses comprising 60 credits (or 600 hours of learning, if non-credit bearing), at Level 5, leading to a University Diploma;
 - (xi) a short course comprising 5, 10, 15, 20, 30 or 40 credits (or of corresponding hours of learning, if non-credit bearing) at Level 5 leading to a University Certificate.

* can only be offered as Higher Technical Qualifications.

- 5.8. The University may approve the following courses leading to awards at Level 5:

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Award type	Total credits	Level 6 credits	Level 5 credits	Level 4 credits	Level 0 credits	Other
Foundation Degrees	240		120	120		
Diplomas	240		120	120		
Diplomas with a Foundation Year	240		120	120	120 equivalent before Level 4	
University Diploma	60	60				OR 600 hours of learning at Levels 5 or 6, if non-credit bearing
University Certificate / short courses	0-40	5, 10, 15, 20, 30, 40				OR corresponding hours of learning, if non-credit bearing
Non-credit bearing course leading to assessment for a Level 5 Apprenticeship	0	0				

Awards at Level 4

5.9. The following are approved for award by the University at Level 4:

- (i) Certificate of Higher Education (abbreviated to Cert HE);
- (ii) Higher National Certificate (abbreviated to HNC);
- (iii) Non-credit bearing awards that lead to an assessment for an Apprenticeship;
- (iv) a short course comprising 5, 10, 15, 20, 30 or 40 credits (or of corresponding hours of learning, if non-credit bearing) at Level 4 leading to a University Certificate.

5.10. The University may approve the following courses leading to awards at Level 4:

Award type	Total credits	Level 6 credits	Level 5 credits	Level 4 credits	Level 0 credits	Other
Certificate of Higher Education	120			120		
Certificate of Higher Education with a Foundation Year	120			120	120 equivalent before Level 4	
Higher National Certificate	120			120		
Award in Education and Training	120			120		
Certificate in Education and Training	120			120		
University Certificate / short courses	0-40	5, 10, 15, 20, 30, 40				OR corresponding hours of learning, if non-credit bearing
Non-credit bearing course leading to assessment for a Level 4 Apprenticeship	0	0				

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Level 0

- 5.11. The following are approved for award by the University at Level 0:
- (i) an International Foundation Programme;
 - (ii) Taught courses below Level 4 in the National Qualification Framework
- 5.12. These awards are non-credit bearing.
- 5.13. A Foundation Year is not a standalone award but can be offered as part of awards at Levels 4, 5 and 6.

Short Courses

- 5.14. The University may approve a short course, leading to a University Certificate, comprising 5, 10, 15, 20, 30 or 40 credits, or, if non-credit bearing, comprising 100, 200, 300 or 400 hours of learning time at Levels 0, 4, 5, 6 or 7.
- 5.15. The University may approve a course, leading to a University Diploma, comprising 60 credits, or, if non-credit bearing, comprising 600 hours of learning time at Levels 5 or 6.
- 5.16. The University may award a University Certificate or University Diploma that includes a subject title.
- 5.17. The University may approve an award other than University Certificate or University Diploma, for the same volume and level of learning, if such an award is required to meet regulatory or professional requirements.
- 5.18. A University Diploma cannot be made as an exit award from another award.
- 5.19. A University Certificate cannot be made as an exit award from another award, other than from a University Diploma.

6. Entry requirements

- 6.1. Entrants must meet the requirements for admission as set out in the University Admissions Policy.

7. Alternative awards

- 7.1. An alternative award is an exit award lower than the target award for which a student has registered. When making an alternative award the University may consider credits from the course awarded at a higher level.
- 7.2. Alternative awards are not classified unless offered as an honours degree.

8. Recognition of Prior Learning

- 8.1. Recognition of Prior Learning [RPL] may take one of three forms:

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- (i) Advanced Standing, defined as the use of a prior certificated award to gain entry to a course at a level or stage of study later than the normal entry point;
 - (ii) Recognition of Prior Certificated Learning [RPCL], defined as the use of prior certificated credits to gain exemption from specific module(s) within a University course;
 - (iii) Recognition of Prior Experiential Learning [RPEL], defined as the use of recent previous professional or non-certificated experience to gain exemption from part of a University course.
- 8.2. For an undergraduate or taught postgraduate award, the maximum limit for RPL, either through (a) Advanced Standing, (b) RCPL, (c) RPEL or (d) any combination of these, is two-thirds of the required credit of the award, excepting the following:
- (i) an applicant or student cannot have RPL of more than 240 credits, except where an Additional Course Regulation has been approved to permit 60 credits of RPEL at Level 6 in addition to 240 credits of RPL at levels 4 and 5;
 - (ii) a student with 240 credits of RPL may exit the award with the alternative award of an Ordinary degree;
 - (iii) where a different limit is required to meet the University's commitment to a Professional, Statutory or Regulatory Body (including those for apprenticeships), in which case that will be set out in Additional Course Regulations.
- 8.3. Achievement used for RPL, including Advanced Standing, RCPL and RPEL must have occurred during the previous five years, from the date the award was made, except where it is being used for entry to an Apprenticeship, when there is no time limit for the use of achievement for RPL.
- 8.4. Where certificated prior learning forms part of a submission for RPL, including Advanced Standing, the five-year period is from the date that the award was made.
- 8.5. Decisions regarding RPL are a matter of academic judgement.

Advanced Standing

- 8.6. An applicant may enter a course with advanced standing, where:
- (i) they hold an appropriate award at the level of advanced standing, from a UK institution with degree-awarding powers;
- OR**
- (ii) they hold an appropriate award at the level of advanced standing, from an international institution with equivalent standing;
- OR**
- (iii) they hold an award from a UK awarding organisation or professional body;
- AND**

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- (iv) appropriate mapping has taken place to ensure that the award enables the student to demonstrate that they have met the Intended Learning Outcomes at the point of entry.
- 8.7. An applicant may not be granted admission with advanced standing into any course that does not have an alternative exit award, including but not limited to:
 - (i) a Level 4 Cert HE;
 - (ii) a HNC;
 - (iii) a Level 6 Graduate Certificate;
 - (iv) a PGCE;
 - (v) a short course.
- 8.8. If the award is a recognised UK University qualification, the mapping for Advanced Standing needs to confirm only that appropriate subject matter has been covered.
- 8.9. If the award is from an international institution or a non-UK University awarding body, the mapping for Advanced Standing must demonstrate that the Intended Learning Outcomes of the stage of the course for which Advanced Standing is being sought, are met in full, at the appropriate level.
- 8.10. Where a non-UK University award has a standard or prescribed content, the University may approve a standard mapping arrangement, as part of the course documentation, rather than mapping each individual application.
- 8.11. No University credit will be awarded for Advanced Standing.
- 8.12. No marks from the imported award will be used by the University for the classification of any award.
- 8.13. Where Advanced Standing forms part of an Articulation Agreement, there must be mapping of the intended learning outcomes of the imported award and the University award.

Recognition of Prior Certificated Learning

- 8.14. An applicant or student may apply to import credit, taken at a higher education institution, into a University award for which they are applying or are registered for, in the following circumstances:
 - (i) RPCL is not excluded from the Award by Additional Course Regulations
 - (ii) the RPCL is applied at the stage at which the applicant or student enters the course, unless specified otherwise in Additional Course Regulations;
 - (iii) the credit used for RPCL is at the level of the module for which it is being substituted;
 - (iv) the credit appropriate mapping has taken place to ensure that the award enables the student to demonstrate that they have met, at the appropriate level, the Intended Learning Outcomes of the module for which it is being substituted.
- 8.15. When RCPL is being used, the following arrangements apply:

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- (i) the mark from the imported credit by RPCL cannot be used for classification purposes unless specified in Additional Course Regulations;
- (ii) RPCL does not result in the award of credits by the University, unless an Additional Course Regulation that allows credit to be awarded has been approved.
- (iii) the same credit or award can be used only once. This does not prevent an award which comprises RPCL being used for future Advanced Standing on one occasion.

Award of credit through the Recognition of Prior Experiential Learning

- 8.16. An applicant or student may apply to use RPEL for a University award for which they are applying or registered, unless it is excluded from the award by Additional Course Regulations.
- 8.17. RPEL is awarded on the basis of learning acquired through reflecting on experience.
- 8.18. In order to be awarded credit through RPEL, an applicant or student must submit a Portfolio that demonstrates that they have met the Intended Learning Outcomes of that part of a course, at the appropriate level.
- 8.19. The Portfolio must include:
- (i) a statement of the Intended Learning Outcomes, from which the applicant or student is seeking exemption;
 - (ii) the applicant or student's written reflection and evaluation of evidence being produced to support the claim for RPEL;
 - (iii) the evidence needed to substantiate a claim for the recognition of experiential learning.
- 8.20. The evidence produced to support a claim for RPEL may include some or all of the following:
- (i) a Curriculum Vitae;
 - (ii) testimonials;
 - (iii) evidence of achievement from the work-place, volunteering and similar activities, such as reports and presentations;
 - (iv) evidence of certificated learning that is (a) at a lower academic level than at the one for which exemption is being sought, or (b) that is at the appropriate level but that five years has elapsed since the award was made.
- 8.21. The University will award credit as the result of the successful RPEL.

9. Period and level of study

Key Terms:

- Part-time recovery mode - a student has a part-time credit load but is undertaking a full-time course (for example, because they have returned from interruption or are retaking failed modules).

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9.1. Depending upon the mode of study approved for a course, a student may be registered for study **EITHER**:

- (i) on a full-time basis; **OR**
- (ii) on a part-time basis; **OR**
- (iii) on a part-time recovery mode; **OR**
- (iv) as an Apprentice.

9.2. A student must complete a course within the specified period of registration for the level of course. Unless varied by Additional Course Regulations, the period of registration is to include any periods during which the student is required or permitted by the University to interrupt study for the course and any period of extension to the course approved by the University, other than where there are statutory requirements, such as for maternity.

9.3. The table below sets out the maximum periods of registration for taught awards.

Target award	Full-time maximum registration period	Part-time maximum registration period (calculated as 0.5 FTE)
Cert HE	4 years	5 years
Dip HE	5 years	7 years
Foundation Degree	5 years	7 years
Undergraduate degrees (including Foundation Year, additional year of level 6 study, year in industry)	9 years	12 years
Top-up degree (Level 6 only)	4 years	5 years
Integrated Masters	9 years	12 years
Graduate Certificate	4 years	4 years
Graduate Diploma	4 years	5 years
Postgraduate Certificate	4 years	4 years
Postgraduate Diploma	4 years	5 years
Postgraduate Certificate in Education / Professional Certificate in Education	4 years	5 years
Taught Masters	4 years	6 years

9.4. The University may establish criteria to grant exemption from part of a course leading to an award.

9.5. The University may prescribe the requirements relating to the extension of periods of study.

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10. Interruption to study

- 10.1. Where a student interrupts a taught course with outstanding assessment or reassessment opportunities, the Academic Registrar or nominee may, in agreement with the student, authorise a course of action for the completion of the assessment and/or reassessment, other than that which would have occurred through the normal application for the regulations.
- 10.2. The arrangements for interruption set out in the University's Interruptions Policy must be followed.

11. Assessment and Examination Arrangements

Examiners

- 11.1. Qualified examiners must oversee assessment and examinations. See section 17 for more information.

Examinations

- 11.2. Examinations must be conducted using the required examination arrangements, conditions and materials, in line with the University's Examination Procedures.

Language of Assessment

- 11.3. The language of assessment is to be English, except where the course approval provides that assessment should be in a language other than English.
- 11.4. If assessment is conducted in a language other than English:
- (i) the internal and External Examiners must be fluent in both English and the language of assessment;
 - (ii) assessed work must be first marked and moderated in the language of assessment, in line with the requirements relating to marking procedures.
- 11.5. Translation of work will only be allowed where the following applies:
- (i) there must be prior approval of the translator by the University;
 - (ii) translation is by a translator of professional standing;
 - (iii) the translator follows the professional practice of translation into the translator's first language;
 - (iv) where there is uncertainty about meaning in the original, the area of uncertainty is identified.

12. Marking Arrangements

Exceptional Circumstances and associated procedures

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- 12.1. The University recognises the need to make allowance for circumstances that affect a student's ability to perform in assessment.
- 12.2. Decisions relating to circumstances that affect a student's ability to perform in assessment will be determined through the application of the *Exceptional Circumstances Procedures* and associated procedures, which must be applied in full.

Moderation and Double Marking

- 12.3. All assessed work must be marked and moderated in line with the procedures set out in the University's [Marking Procedures](#).
- 12.4. All summative assessment will be moderated unless it falls into a category of assessment where double marking is required. There must only be one moderator for any single component of assessment.
- 12.5. Double Marking is required in the following circumstances:
 - (i) where a component of assessment is undertaken independently by each student, such as independent study, dissertation or negotiated module;
 - (ii) where it is impossible to revisit the assessment (such as a live performance or exhibition) and no permanent record, e.g. video recording, can be kept;
 - (iii) where it is the requirement of an external regulatory body.

Marking illegible/inaudible scripts

- 12.6. An illegible/inaudible script, either in its entirety or in part, is one that is not possible for an examiner to decipher in such a way that a fair assessment can be made.
- 12.7. No marks shall be given or deducted for work that has been determined to be illegible/inaudible following the application of the University's [Marking Procedures](#).
- 12.8. If, as a result of decisions on illegibility/inaudibility, a piece of work does not attract sufficient marks to pass, the work will be treated in line with the University's reassessment regulations.

Late Submission of Assessed Work

- 12.9. All components of assessment (including dissertations, extended essays and projects) submitted after an agreed deadline without an approved exceptional circumstance will be considered late and subject to penalties.
- 12.10. The standard penalty to be applied by all courses will be 10 percent, for any late submission up to 2 working days (unless a significant system outage occurs, as set out in the Marking Procedures). The deduction will reduce the mark to no less than the pass mark, where the work would otherwise have passed. Where the work has failed no further late penalties will be applied. After 2 working

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days late a mark of 0 will be recorded and the work will be considered as a non-submission. These regulations will apply, unless:

EITHER

- (i) an Additional Course Regulation has been approved;

OR

- (ii) the work is marked on a pass/fail basis and it is not possible to give a numerical mark.

- 12.11. For a component of assessment that has been validated to be marked on a pass/fail basis for which it is not possible to give a numerical mark, the late submission of work without an approved exceptional circumstance will be recorded as a fail, unless an Additional Course Regulation has been approved.
- 12.12. Where the penalty is applied to a reassessment it will be applied to the marked assessment before the cap of the pass mark is applied.
- 12.13. All work that is penalised because of late submission will be subject to the normal reassessment regulations.
- 12.14. The application of any penalties to work submitted within the permitted late period will be made after the component of assessment has been first marked, moderated and externally examined to ensure the transparency of the process.
- 12.15. Where a request is made for an Additional Course Regulation related to late penalties:
 - (i) this will normally be as a result of professional body or employer expectations;
 - (ii) the penalty will be for the mark of 0 to be applied where work has not been submitted by the deadline.

Cases where coursework exceeds the prescribed length

- 12.16. Where a dissertation or other coursework exceeds the prescribed length by more than 10 per cent (or by any amount where precision is required due to the nature of assessment e.g. writing in a set poetic form) a penalty reduction in marks of 10 percentage points (of the eligible marks) shall be applied.

Academic Integrity and Misconduct

- 12.17. The University must take action against Academic Misconduct, which is a breach of Academic Integrity. Where breaches of Academic Integrity are suspected to have occurred, the University (and its Partners) will take action under the [Academic Integrity Policy](#).
- 12.18. Accusations of academic misconduct will be investigated and dealt with under the procedures that are set out in the University's [Academic Misconduct Procedures](#), which must be applied in full.

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12.19. The findings of academic misconduct investigations are binding on relevant Boards of Examiners.

Assessment Feedback

12.20. Formal feedback on assessed work must be provided to students in line with the University's agreed procedures as set out in the [Marking Procedures](#).

12.21. The first internal examiner for a module is responsible for feedback to students. The second internal examiner and any internal moderator will not be responsible for providing feedback to students.

13. Module Assessment Arrangements

Pass Mark for Modules

13.1. The pass mark for a module at Levels 0, 4, 5 and 6 is 40%.

13.2. The pass mark for a module at Level 7 is 50%.

13.3. The pass mark for a module at Level 8 is 50%.

Determination of Module Marks

13.4. A module mark is determined by calculating the weighted average of the marks of each component of assessment.

13.5. Where a component of assessment is graded pass/fail, that component will need to be passed but will not contribute to the weighted average for the module mark.

13.6. Where all components of assessment are graded pass/fail, the module mark will be recorded on the transcript as the pass/fail mark.

Rounding of Marks for Modules

13.7. Mathematical rounding at all levels of study is applied as follows:

- (i) for the purposes of determining whether a module has been passed, a module mark is rounded to the nearest integer
- (ii) for the purpose of determining the classification of an award, module marks are not rounded.

Classification of Modules

For Level 7 students registered before August 2025, please see the Regulations for 2024-25 regarding the classification of modules.

13.8. Modules at Levels 0, 4, 5, 6 and 7 are not classified.

14. Assessment

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Key Terms:

- Component of assessment – a discrete summative assessment activity within a module.

Assessment and Reassessment

- 14.1. Each module will be assessed by one or more components of assessment.
- 14.2. Where there is more than one component of assessment, the weighting of each component will be set out in the module specification, for example, “written exam 50%; essay 50%”.
- 14.3. Where a student achieves a pass mark or higher for a module, but not all components of assessment have been passed, a student will have passed the module, unless Additional Course Regulations require all components of assessment to be passed.
- 14.4. A student will have a maximum of four attempts at the assessment of a module, where they have met the criteria for engagement with their studies (see section 15).
- 14.5. For undergraduate courses, a student is limited to two attempts at the assessment of a module in a single academic year, unless otherwise changed by an Additional Course Regulation.
- 14.6. For postgraduate courses, the number of attempts allowed at the assessment of a module in a single academic year is dependent on the module mark (see section 15).

Attendance at Formal Examinations and Assessments

- 14.7. Students are required to attend examinations and assessments associated with a course, unless an approved absence or extension has been agreed through the application of the Exceptional Circumstances Procedures or associated procedures.
- 14.8. A student who fails to attend a required examination or assessment at the time and place published by the University, a Placement or Work-based Learning Setting, or a Partner Institution, will be deemed to have failed that component of assessment.
- 14.9. All students are required to undertake examinations at the appointed location.
- 14.10. Only those authorized as per the University examination procedures to do so may enter an examination room.

15. Retrieval of failed assessment (reassessment and retake)

Key terms:

- Retrieval – further attempts to pass a module that has been failed.
- Fail with retrieval available – where a student hasn’t passed a module and a further attempt is available to a student.
- Fail with no retrieval available - where a student hasn’t passed a module and has exhausted all attempts.

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There are two means by which a student may retrieve a module that has been failed at first attempt:

- Reassessment - an attempt at a component of assessment where the module hasn't been passed. It does not involve reattending/re-studying a module. If passed it will be capped at the standard assessment pass mark.
- Retake of module - this requires re-study of a module in full and the first assessment attempt in a retake is uncapped.

Form of reassessment

- 15.1. A student is entitled to submit the same piece of work in an improved form as a form of reassessment rather than having to undertake a new piece of work, except where:
- (i) the reassessment is a formal examination;
 - (ii) the form of reassessment is incapable of resubmission, such as laboratory work or group presentations;
 - (iii) there are Additional Course Regulations that prevent it.
- 15.2. Where a student is not entitled to submit the same piece of work in an improved form this must be made clear in the student handbook.
- 15.3. Where the submission of the same piece of work in an improved form is excluded, students will be permitted to be reassessed by a different form than that undertaken for the original assessment, as set out in the definitive course materials.

Reassessment principles

- 15.4. A student cannot be reassessed in passed credit.
- 15.5. A student whose work requires reassessment must be reassessed in the period designated for their reassessment, unless a deferral has been agreed.
- 15.6. Where a student does not pass a module at first attempt, they will be allowed reassessment in the failed component(s) of assessment only, except where exclusions related to placement modules apply (see 15.23).
- 15.7. Where, after reassessment, a student passes one or more components of assessment of reassessed work, the mark for those component(s) are capped at the pass mark.
- 15.8. Where, after reassessment, a student fails the component of assessment of reassessed work, the mark recorded and used is the highest mark obtained by the student between the first submission and the reassessment. NOTE: if the module is being retaken marks obtained in the previous attempt at the module will not be used.
- 15.9. After reassessment, the marks used to calculate the module mark will be the original mark for any components passed at the first assessment attempt and the capped mark for any reassessed components which have been passed.

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Retrieval of a module after second assessment attempt

- 15.10. Where a student does not pass a module after reassessment (the second attempt at the assessment of the module), they will be allowed two further attempts to pass the assessment of the module, except where exclusions as a result of Additional Course Regulations apply.
- 15.11. The form of retrieval required is conditional on the criteria as set out below (see 15.12-15.19) and will either take the form of further reassessment or a retake of failed modules.

Undergraduate Conditions for Retrieval of a Module after second assessment attempt

- 15.12. For undergraduate courses, where a student does not pass a module after a second assessment attempt, further attempts will be completed as a retake of failed modules unless the criteria for trailing credit are met (see 15.47).

Postgraduate Conditions for Retrieval of a Module after second assessment attempt

- 15.13. For postgraduate courses, where a student does not pass a module after a second assessment attempt, the nature of their third attempt (and fourth, if required) will depend on the module marks for any modules not passed, as follows:
- (i) where they have a module mark of 40 - 49%, and meet all other reassessment criteria, they will be granted a further reassessment attempt;
 - (ii) where they have a module mark of 39% or less, they will be required to complete a retake with attendance of the failed module(s).
- 15.14. Where the third attempt is as a further reassessment attempt the standard reassessment rules apply:
- (i) the student does not reattend the module being reassessed;
 - (ii) the reassessment must be taken in the designated reassessment period;
 - (iii) reassessment is only for the failed components of the module;
 - (iv) the mark for those component(s) are capped at the pass mark.

Retake of Failed Modules

- 15.15. Where a student is required to retake a failed module(s), they cannot progress to the next level or stage of their award without first passing their retake.
- 15.16. A student shall only be offered a retake (a) if there is evidence of sufficient engagement in their studies and (b) if the relevant award is still being offered by the University.
- 15.17. A student undertaking retake is required to re-study the unpassed modules (or their nearest equivalent where a course has been revalidated) in full, as if for the first time. There is no carry-over

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of marks for individual components of assessment to pass the module, even if some components were passed in previous study.

15.18. The first attempt at a component of assessment for a retake is uncapped.

15.19. The second attempt at a component of assessment for a retake (which shall be undertaken as reassessment) is capped.

Reassessment / retake of Student Success Modules

15.20. Where a student does not pass a Student Success Module after a second assessment attempt, they will be required to retake these in the next academic year and therefore cannot progress to the next level of study.

15.21. Student Success Modules cannot be compensated.

15.22. Student Success Modules cannot be retrieved as trailed credit.

Reassessment / retake of placement

15.23. The standard regulations for reassessment and retake will apply to placements in the cases where a student has failed placement assessment at the first attempt in the following instances:

- (i) there are no PSRB exclusions; **AND**
- (ii) reassessment can be undertaken without reattendance; **OR**
- (iii) reattendance for the purposes of reassessment can be accommodated and does not require the repeating of the placement in full.

15.24. Where a student has failed a placement and is required to re-attend a placement in full for summative assessment, this will have to be undertaken as a retake. In these cases, a student will only be allowed to have a maximum of two attendances at a placement (except where exclusions for Year in Industry apply).

15.25. Where a student is required to reattend a placement this can only be offered where suitable placement opportunities are available.

Reassessment of Semester or Year in Industry

Key terms:

- Semester/Year in Industry – this covers all types of year in industry, including year abroad and year in a professional setting.

15.26. A student cannot reattend a year in industry for the purposes of reassessment. Where reassessment for these cannot be offered as resubmission, the component will be deemed failed.

Deferral of assessments and reassessments

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Key terms:

- **Deferred** - where the Board of Examiners approves a delay in a student's completion of their first assessment attempt or reassessment attempt for a component of assessment. Deferrals can only be offered through an approved process to permit a delay.

- 15.27. A deferral may be applied to any assessment attempt (whether first assessment or reassessment). The approval of a deferral will be granted by the Board of Examiners on the recommendation of the Exceptional Circumstances Panel.
- 15.28. An assessment attempt can only be deferred on one occasion.
- 15.29. In extraordinary circumstances, one further deferral of that attempt may be permitted where the student meets the relevant criteria and the recommendation has been made by the Exceptional Circumstances Panel and approved by the Board of Examiners.
- 15.30. Where a first assessment attempt is deferred, the student is required to undertake their first assessment attempt within the same academic year as that in which module was studied. A student will only be permitted to undertake their first assessment attempt in the next academic year, where:
- (i) they otherwise meet the criteria to progress (including Trailing Credit);
 - (ii) they are studying a course in a Trimester structure, and the assessment(s) in question are from a Trimester three module;
 - (iii) approval has been granted through the interruption process to carry forward a deferral agreed at a prior Board of Examiners;
 - (iv) a deferred placement has been agreed through the appropriate School process.
- 15.31. Where a first assessment is deferred into the next academic year under 15.30 (i) and (ii), the student will be expected to complete that attempt in the designated reassessment period for the relevant academic calendar.
- 15.32. Where a reassessment attempt is deferred, the attempt will normally be completed within the same academic year as that in which module was studied, unless:
- (i) they otherwise meet the criteria to progress (including Trailing Credit);
 - (ii) they are studying a course in a Trimester structure, and the attempts are deferred to the final reassessment(s) period after completion of Trimester three modules;
 - (iii) approval has been granted through the interruption process to carry forward a deferral agreed at a prior Board of Examiners.

Progression

Key Terms:

- **Level** - refers to the level of study as defined by the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ) (Quality Assurance Agency, 2014).

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- Stage – a part of a course that must be passed before being able to continue to the next part or academic year of study. For example, Year 1 of course designed for part-time mode of study.

15.33. Student progression from one level to the next or from one stage to the next must meet all requirements for progression and be approved by the Board of Examiners.

15.34. In order to progress to the next academic year of study, whether that is to the next level or stage of the course, a student must pass all modules unless they meet the criteria for:

- (i) Compensation **OR**
- (ii) Trailing Credit (Undergraduate ONLY) **OR**
- (iii) A third or fourth attempt (Postgraduate ONLY).

Compensation: General Principles

Key Terms:

- Compensation - where a module is failed but the module mark and the overall academic performance at the level of study meet set criteria, the module will be confirmed as Compensated Pass and the level of study will have been passed.

15.35. Where a module is not passed but the module mark and the overall academic performance at the level of study meet set criteria, the module will be confirmed as Compensated Pass and the level of study will be deemed to be passed.

15.36. Compensation can only be applied when all marks for a level of study are available.

15.37. Compensation will be applied at the first possible opportunity, except where a variation is approved in Additional Course Regulations, and no reassessment or retake opportunity will be granted for the compensated module.

15.38. A student is awarded the credits for a compensated module.

15.39. The mark for a compensated module on a transcript will be recorded at the achieved mark and denoted as a Compensated Pass (abbreviated CP). E.g. A student who has been compensated for a module with a mark of 32, would have the mark listed on their transcript as 32CP.

15.40. Where modules that are classified as 'pass/fail only' compensation is not permitted.

Undergraduate compensation

The regulations in paragraphs 15.41 – 15.42 relating to compensation apply to all undergraduate courses of study except:

- where there is an Additional Course Regulation that excludes compensation from a course or part of a course;
- where all modules are pass/fail only;
- for Student Success Modules;

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- University Certificates, short course or micro credentials;
- University Diplomas;
- Graduate Certificates.

15.41. A student studying for an undergraduate award may have compensation for a maximum of 30 credits at each level.

15.42. A Board of Examiners will apply compensation and permit an undergraduate student to progress to the next level or gain an award if they have:

- (i) passed modules to the value of at least 90 credits; **AND**
- (ii) obtained a mark of at least 30% in the module(s) to be compensated; **AND**
- (iii) obtained a combined average mark of at least 40% for all graded credits across the level.

Postgraduate Taught compensation (including Level 7 of an Integrated Master's Award)

The regulations in paragraphs 15.43 – 15.46 relating to compensation apply to all postgraduate taught courses of study except:

- where the module was studied before September 2019;
- where there is an Additional Course Regulation that excludes compensation from a course or part of a course;
- where all modules are pass/fail only;
- a Postgraduate Diploma in Education;
- a Postgraduate Certificate or smaller.

15.43. A student studying for a postgraduate taught award of 120 credits or more may have compensation for a maximum of 30 credits.

15.44. A Board of Examiners will apply compensation and permit a postgraduate student to gain an award if they have:

- (i) passed all modules except 30 credits; **AND**
- (ii) achieved a mark of at least 40% in the module to be compensated; **AND**
- (iii) achieved a combined average mark of at least 50% for all graded credits contributing to the award.

15.45. The compensation regulations for Postgraduate Taught Awards applies to Level 7 of an Integrated Master's Award.

15.46. Where there is a dual-level course, compensation will be applied at the Level of the award being received.

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Undergraduate - Trailing credit

The regulations in paragraphs 15.47– 15.53 relating to trailing credit do not apply to a Foundation Year.

Key Terms:

- Trailing credit - allows a student under specific conditions to progress to the next level of study while completing reassessment or deferred first attempts at assessment for modules not yet passed from the previous level or stage.

15.47. Trailing credit allows a student under specific conditions (see 15.49) to progress to the next level or stage of study while completing reassessment or deferred first attempts for modules not yet passed from the previous level or stage.

15.48. Trailing credit is not allowed:

- (i) for Foundation Year into Level 4
- (ii) into a placement year or year abroad
- (iii) for the final year of study
- (iv) for short courses / micro-credentials
- (v) where excluded by Additional Course Regulations based on the requirements of PSRBs.

15.49. A student will be allowed to progress with trailing credit into the next level or stage of their course where (a) they have failed a module after a reassessment attempt and (b) no more than 40 credits are being trailed.

15.50. There is no minimum module mark to allow credits to be trailed.

15.51. Except where a deferred first attempt is being trailed, trailing credit is treated as reassessment. Therefore the standard reassessment rules apply:

- (i) the student does not reattend the module being trailed
- (ii) the reassessment must be taken in the designated reassessment period
- (iii) reassessment is only for the failed components
- (iv) the mark for those component(s) are capped at the pass mark.

15.52. Where a student has not passed their trailed credit by the end of the academic year, they shall not be eligible for any further attempts at reassessment or a retake of the trailed credit.

15.53. A student permitted to trail credit to Level 5, who does not pass the trailed credit by the end of Level 5, but who passes Level 5, either directly or through compensation, will be permitted to progress to Level 6, where they may be eligible for an ordinary degree.

Students who cannot continue due to failure to meet the academic requirements

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Key Terms:

- Cannot continue - a student has not passed the requirements of the target award or stage, is not eligible for further retrieval attempts and therefore is not allowed to continue their studies. Where eligible, a student may receive a lower exit award or any institutional credits achieved.

- 15.54. A student who has not submitted anything for a level or stage of study (non-submission in all modules) without approved Exceptional Circumstances will not have met the academic requirements to continue their course and will not be offered reassessment.
- 15.55. Failure to achieve enough credit to progress with insufficient evidence of engagement with their studies, may cause a student to be ineligible for reassessment and/or progression and as a result a student may be deemed to have not met the academic requirements to continue their course.
- 15.56. Where a student has exhausted all reassessment and retake attempts for which they are eligible, without passing, they cannot continue and shall exit the course with the relevant alternate exit award or credits.

Progression and reassessment: part-time mode

- 15.57. At the end of an academic year, a student studying on a part-time mode of study is only eligible to study the next set of modules in the next academic year if they have **either** passed all the modules studied **or** met the requirements for trailing credit (Undergraduate) or further reassessment attempts (Postgraduate Taught).
- 15.58. Where this criterion is not met, a student will be offered any retake for which they are eligible.
- 15.59. Any credits carried into the next academic year as trailed credits (UG) or further reassessment attempts (PGT), must be passed by the end of the academic year or compensation is applied (where permissible) to allow the student to be eligible to progress.
- 15.60. Students in their final level of study can carry trailed credits (UG) or resubmission attempts (PGT) within the level, but in their final year they can only be offered retake of failed modules.

16. Pass requirements and award classification

Awards at Level 7

For a student registered prior to August 2025 who is required to re-register to continue on their course, the calculation of the classification will be completed under the previous formula (see Regulations for 2024-25) and new formula below. These students will receive the highest outcome.

- 16.1. To qualify for a Taught Award at Level 7, a student must:
- meet and pass the credit requirements at each level or stage of the award as set out in the table below;

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- (ii) complete satisfactorily the requirements of the award, including any professional requirements of the course.
- 16.2. All graded Level 7 credits will be used in the classification of the award.
- 16.3. Unless indicated in the table below, where an award uses classification, a Board of Examiners will recommend that a student is awarded a Taught Award at Level 7 on the basis of the following criteria:
 - (i) with Distinction, where the final overall average mark, rounded to the nearest integer, is 70%-100%; **OR**
 - (ii) with Merit, where the final overall average mark, rounded to the nearest integer, is 60%-69%; **OR**
 - (iii) with Pass, where the final overall average mark, rounded to the nearest integer, is 50-59%.
- 16.4. The University operates a borderline zone at the classification boundaries. Students will not be eligible for a higher classification unless they meet the criteria for a borderline uplift.
- 16.5. Where a student has a grade within two percentage points below the classification boundary (e.g. 68%) they will be considered in the borderline zone.
- 16.6. To qualify for the higher classification, a student in the borderline zone must have 50% of credits in the higher classification banding.

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Award type	Credits to pass	Distinction	Merit	Pass	Borderline is available for award classification?	Compensation is available?
Taught Master's degree (not Integrated Masters)	180 at Level 7	Final overall average mark is 70-100%	Final overall average mark is 60-69%	Final overall average mark is 50-59%	Yes	Yes
Postgraduate Diploma	120 at Level 7	Final overall average mark is 70-100%	Final overall average mark is 60-69%	Final overall average mark is 50-59%	Yes	Yes
Postgraduate Diploma where there more than 60c Advanced Standing and no arrangements to import marks	60 at Level 7 (+ 60 advanced standing)	Final overall average mark is 70-100%	Final overall average mark is 60-69%	N/A	No	Yes
Postgraduate Diploma in Education	120 at Level 7	Final overall average mark is 70-100%	Final overall average mark is 60-69%	Final overall average mark is 50-59%	Yes	No
Postgraduate Diploma in Education where there more than 60c Advanced Standing and no arrangements to import marks	60 at Level 7 (+ 60 advanced standing)	Final overall average mark is 70-100%	Final overall average mark is 60-69%	Final overall average mark is 50-59%	No	No
Postgraduate Certificate	60 at Level 7	N/A	N/A	Final overall average mark is 50-59%	No	No
Postgraduate Certificate in Education (registrations before September 2024)	60 of which 40 must be passed at Level 7; the remainder may be passed at Level 6	An average mark of at least 70% across the best two modules at Level 7, where neither of these modules has a module mark of lower than 60%	N/A	N/A	No	No
Postgraduate Certificate in Education (registrations after September 2024)	60 credits, of which: 30 credits must be passed at Level 7 the remainder may be passed at Level 6	An average mark of at least 70% across the 60 graded credits of the award at Level 7, where no module has a module mark lower than 60%	Average mark of between 60-69% across the 60 graded credits of the award at Level 7, where no module has a module mark lower than 50%	N/A	No	No
University Certificate	0-40 / corresponding hours	Not classified – pass/fail only.			No	No

Award of an Integrated Master's Degree

- 16.7. The ratio of credits for classification purposes is Level 5 – 20%. Level 6 – 30%: Level 7 - 50%:
- 16.8. All graded Level 5, 6 and 7 credits will be used in the classification of the award.
- 16.9. In order to progress from Level 5 to Level 6 of an Integrated Master's Degree, a student must achieve an overall average level mark of at least 50%, except for courses designed to meet the accreditation requirements of the Engineering Council assessed by affiliated and chartered engineering institutions (see the Additional Course Regulations for further details).

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- 16.10. A student who wishes to enter on to an Integrated Master's Degree through the Recognition of Prior Certificated Learning must, in addition to meeting the Level 5 Course Learning Outcomes of the Integrated Master's Degree, achieve an equivalent of 50% at Level 5 that meets the requirement of their accrediting body.
- 16.11. The University's undergraduate requirements for compensation apply to Levels 4-6 of an Integrated Master's Award.
- 16.12. The University's postgraduate requirements for compensation apply to Level 7 of an Integrated Master's Award.
- 16.13. A Board of Examiners will recommend that a student is awarded an Integrated Masters award at Level 7 on the basis of the following criteria:
- (i) where the final overall average mark of all Levels 5, 6 and 7 (weighted 20:30:50), rounded to the nearest integer, is 70%-100%, the award of First Class Honours will be made **OR**
 - (ii) where the final overall average mark of all Levels 5, 6 and 7 (weighted 20:30:50), rounded to the nearest integer, is 69%-70%, the award of Upper Second Class Honours will be made **OR**
 - (iii) where the final overall average mark of all Levels 5, 6 and 7 (weighted 20:30:50), rounded to the nearest integer, is 50%-59%, the award of Lower Second Class Honours will be made **OR**
 - (iv) where the final overall average mark of all Levels 5, 6 and 7 (weighted 20:30:50), rounded to the nearest integer, is 40%-49%, the award of Third Class Honours will be made.
- 16.14. The University operates a borderline zone at the classification boundaries. Students will not be eligible for a higher classification unless they meet the criteria for a borderline uplift.
- 16.15. Where a student has a grade within two percentage points below the classification boundary (e.g. 68%) they will be considered in the borderline zone.
- 16.16. To qualify for the higher classification, a student in the borderline zone must have 50% of credits at the Level of the award in the higher classification banding.

Award type	Credits to pass	1st	2:1	2:2	3rd	Borderline is available for award classification?	Compensation is available?
Integrated Master's degree	480 Must be 120 at Level 6 and 120 at Level 7	Final overall average mark of L5-7 graded credits (weighted 20:30:50) is 70-100%	Final overall average mark of L5-7 graded credits (weighted 20:30:50) is 60-69%	Final overall average mark of L5-7 graded credits (weighted 20:30:50) is 50-59%	Final overall average mark of L5-7 graded credits (weighted 20:30:50) is 40-49%	Yes	Yes

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Awards at Level 6

For a student registered prior to August 2025 who is required to re-register to continue on their course, the calculation of the classification will be completed under the previous formula (see Regulations for 2024-25) and new formula below. These students will receive the highest outcome.

16.17. To qualify for a Taught Award at Level 6, a student must:

- (i) meet and pass the credit requirements at each level or stage of the award and as set out in the table below;
- (ii) complete satisfactorily the requirements of the award, including any professional requirements of the course.

16.18. All graded Level 5 and 6 credits will be used in the classification of the award.

16.19. Unless indicated in the table below, where an award uses classification, a Board of Examiners will recommend that a student is awarded a Taught Award at Level 6 on the basis of the following criteria:

- (i) where the final overall average mark of all Levels 5 and 6 (weighted 40:60), rounded to the nearest integer, is 70%-100%, the award of First Class Honours will be made **OR**
- (ii) where the final overall average mark of all Levels 5 and 6 (weighted 40:60), rounded to the nearest integer, is 60%-69%, the award of Upper Second Class Honours will be made **OR**
- (iii) where the final overall average mark of all Levels 5 and 6 (weighted 40:60), rounded to the nearest integer, is 50%-59%, the award of Lower Second Class Honours will be made **OR**
- (iv) where the final overall average mark of all Levels 5 and 6 (weighted 40:60), rounded to the nearest integer, is 40%-49%, the award of Third Class Honours will be made.

16.20. The University operates a borderline zone at the classification boundaries. Students will not be eligible for a higher classification unless they meet the criteria for a borderline uplift.

16.21. Where a student has a grade within two percentage points below the classification boundary (e.g. 68%) they will be considered in the borderline zone.

16.22. To qualify for the higher classification, a student in the borderline zone must have 50% of credits at the Level of the award in the higher classification banding.

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Award type	Credits to pass	1st	2:1	2:2	3rd	Borderline is available for award classification?	Compensation is available?
Bachelor's degree with honours	360	Final overall average mark of all Levels 5 & 6 graded credits (weighted 40:60) is 70-100%	Final overall average mark of all Levels 5 & 6 graded credits (weighted 40:60) is 60-69%	Final overall average mark of all Levels 5 & 6 graded credits (weighted 40:60) is 50-59%	Final overall average mark of all Levels 5 & 6 graded credits (weighted 40:60) is 40-49%	Yes	Yes
Bachelor's degree with honours Where a student enters Level 6 with advanced standing	120 at Level 6 (with 240 advanced standing)	Final overall average mark of all Level 6 graded credits is 70-100%	Final overall average mark of all Level 6 graded credits is 60-69%	Final overall average mark of all Level 6 graded credits is 50-59%	Final overall average mark of all Level 6 graded credits is 40-49%	Yes	Yes
Bachelor's degree with honours Where the degree comprises 480 credits	480	Final overall average mark of all Levels 5 & 6 graded credits* is 70-100% *see 16.23 for weighting	Final overall average mark of all Levels 5 & 6 graded credits* is 60-69%	Final overall average mark of all Levels 5 & 6 graded credits* is 50-59%	Final overall average mark of all Levels 5 & 6 graded credits* is 40-49%	Yes	Yes
Ordinary degree	300	N/A	N/A	N/A	N/A	No	Yes
Professional Graduate Certificate in Education (registrations before September 2024)	60, of which at least 40 must be passed at Level 6; the remainder must be passed at least at L6	Not classified				No	No
Professional Graduate Certificate in Education (registrations after September 2024)	60, of which at least 30 credits must be passed at Level 6; the remainder must be passed at least at L6	Not classified				No	Yes
Graduate Diploma	120 (and enter with at least an undergraduate degree at L6)	Not classified				No	Yes

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Graduate Certificate	60, of which at least 40 credits must be at Level 6 and 20 may be at L5 (and enter with at least a UG degree at L6)	Not classified	No	No
University Diploma	60 / 600 hours	Not classified – pass/fail only.	No	No
University Certificate	0-40 / 400 hours	Not classified – pass/fail only.	No	No

Bachelor's Degree with Honours comprising 480 credits

- 16.23. The ratio of credits for classification purposes is Level 5 – 10: Level 6 stage 1 – 30: Level 6 stage 2 – 60.
- 16.24. The ratio of credits for classification purposes is Level 6 stage 1 – 40: Level 6 stage 2 – 60.
- 16.25. A student who does not achieve Level 6, Stage 2 of the award, but achieves Level 6, Stage 1 of the award will be eligible for a named honours degree, which is differentiated from the named award at the completion of Level 6, Stage 2.
- 16.26. Where a student does not achieve Level 6, Stage 2 of the award, but successfully achieves Level 6, Stage 1 of the award, the arrangements for the classification of the award will be those for an undergraduate award with 360 credits.

Awards at Level 5

For a student registered prior to August 2025 who is required to re-register to continue on their course, the calculation of the classification will be completed under the previous formula (see Regulations for 2024-25) and new formula below. These students will receive the highest outcome.

- 16.27. To qualify for a Taught Award at Level 5, a student must:
- (i) meet and pass the credit requirements at each level or stage of the award and as set out in the table below;
 - (ii) complete satisfactorily the requirements of the award, including any professional requirements of the course.
- 16.28. All graded Level 5 credits will be used in the classification of the award.
- 16.29. Unless indicated in the table below, where an award uses classification, a Board of Examiners will recommend that a student is awarded a Taught Award at Level 5 on the basis of the following criteria:

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- (i) with Distinction, where the final overall average mark, rounded to the nearest integer, is 70%-100%; **OR**
- (ii) with Merit, where the final overall average mark, rounded to the nearest integer, is 60%-69%; **OR**
- (iii) with Pass, where the final overall average mark, rounded to the nearest integer, is 40-59%.

16.30. The University operates a borderline zone at the classification boundaries. Students will not be eligible for a higher classification unless they meet the criteria for a borderline uplift.

16.31. Where a student has a grade two percentage points below the classification boundary (e.g. 68%) they will be considered in the borderline zone.

16.32. To qualify for the higher classification, a student in the borderline zone must have 50% of credits at the Level of the award in the higher classification banding.

Award type	Credits to pass	1st	2:1	2:2	3rd	Borderline is available for award classification?	Compensation is available?
Diploma of Higher Education	240 (of which 120 credits must be at Level 5 or above)	Not classified				No	Yes

Award type	Credits to pass	Distinction	Merit	Pass	Borderline is available for award classification?	Compensation is available?
Foundation Degree	240 (of which 120 credits must be at Level 5)	Final overall average mark is 70-100%	Final overall average mark is 60-69%	Final overall average mark is 40-59%	Yes	Yes
Higher National Diploma	240 (of which 120 credits must be at Level 5)	Final overall average mark is 70-100%	Final overall average mark is 60-69%	Final overall average mark is 40-59%	Yes	Yes
University Diploma	60 / 600 hours	Not classified – pass/fail only.			No	No
University Certificate	0-40 / 400 hours	Not classified – pass/fail only.			No	No

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Awards at Level 4

For a student registered prior to August 2025 who is required to re-register to continue on their course, the calculation of the classification will be completed under the previous formula (see Regulations for 2024-25) and new formula below. These students will receive the highest outcome.

16.33. To qualify for a Taught Award at Level 4, a student must:

- (i) meet and pass the credit requirements at each level or stage of the award and as set out in the table below;
- (ii) complete satisfactorily the requirements of the award, including any professional requirements of the course.

16.34. All graded Level 4 credits will be used in the classification of the award.

16.35. Unless indicated in the table below, where an award uses classification, a Board of Examiners will recommend that a student is awarded a Taught Award at Level 4 on the basis of the following criteria:

- (i) with Distinction, where the final overall average mark, rounded to the nearest integer, is 70%-100%; **OR**
- (ii) with Merit, where the final overall average mark, rounded to the nearest integer, is 60%-69%; **OR**
- (iii) with Pass, where the final overall average mark, rounded to the nearest integer, is 40-59%.

16.36. The University operates a borderline zone at the classification boundaries. Students will not be eligible for a higher classification unless they meet the criterion for a borderline uplift.

16.37. Where a student has a grade two percentage points below the classification boundary (e.g. 68%) they will be considered in the borderline zone.

16.38. To qualify for the higher classification, a student in the borderline zone must have 50% of credits at the Level of the award in the higher classification banding.

Award type	Credits to pass	1st	2:1	2:2	3rd	Borderline is available for award classification?	Compensation is available?
Certificate of Higher Education	120 credits at Level 4 or above	Not classified				No	Yes

Award type	Credits to pass	Distinction	Merit	Pass	Borderline is available for award classification?	Compensation is available?
Higher National Diploma	120 at Level 4 or above	Final overall average mark is 70-100%	Final overall average mark is 60-69%	Final overall average mark is 40-59%	Yes	Yes
University Certificate	0-40 / 400 hours	Not classified – pass/fail only.			No	No

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Awards at Level 0

16.39. To qualify for a Taught Award at Level 0, a student must:

- (i) meet and pass the credit requirements set out in the table below;
- (ii) complete satisfactorily the requirements of the award, including any professional requirements of the course;
- (iii) pass the credit requirements at each level or stage of the award.

Award type	Credits to pass	1st	2:1	2:2	3rd	Borderline is available for award classification?	Compensation is available?
Foundation Year	0 (120 equivalent)	Not classified – pass/fail only.				No	Yes
University Certificate	0-40 / 400 hours	Not classified – pass/fail only.				No	No

University Certificates

16.40. A University Certificate may be offered at Level 0, 4, 5, 6 and 7.

16.41. To qualify for a University Certificate, a student must:

- (i) complete satisfactorily the requirements of the Short Course on which they are registered;
- (ii) pass modules to the value of 40 credits or complete a short course comprising 400 hours of learning at the Level of the Short Course.

16.42. A student registered for a University Certificate is not eligible for compensation.

17. Examiners

Examiner status

17.1. Only those with Examiner Status can:

- (i) be members of the Board of Examiners for an award bearing course approved by the University;
- (ii) mark examinable work, except in the instance of (a) approved practice assessors, and (b) where the Academic Board determines otherwise.

17.2. The following will have Examiner Status:

- (i) all academic staff that are permanent, or on fixed or fractional contracts;
- (ii) individuals so determined by Academic Board, providing that the individual has undertaken appropriate training, induction and mentoring;
- (iii) those granted Affiliate Examiner Status, subject to limitations.

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Affiliate Examiner Status

17.3. The following are eligible for Affiliate Examiner Status:

- (i) staff employed by the University on hourly paid contracts (sessional staff);
- (ii) staff associated with the University, but not employed by it, who provide a sufficiently large contribution to a course that they are also appropriately involved in examining;
- (iii) approved partner staff teaching on collaborative courses.

17.4. Recognition of Affiliate Examiner Status is given for a specific course or subject area only.

17.5. Those with Affiliate Examiner Status may not act as a sole moderator.

External Examiners

17.6. External Examiners must be allocated to Modules or Progression and Award Boards of Examiners.

17.7. External Examiners for taught courses, are, in their expert judgment, required to report whether or not:

- (i) the University is maintaining the threshold academic standards for its awards in accordance with the frameworks for higher education qualifications and applicable subject benchmark statements;
- (ii) the assessment process measures student achievement rigorously and fairly against the intended outcomes of the course(s) and is conducted in line with the institution's policies and regulations;
- (iii) the academic standards and the achievements of students are comparable with those in other higher education institutions of which the External Examiners have experience.

17.8. All External Examiners are full members of the Board of Examiners and their involvement is crucial to the Board process.

17.9. No meeting of the Board of Examiners that considers student progression or award outcomes shall take place in the absence of an External Examiner, unless the Academic Registrar authorises the meeting to proceed as scheduled, in which case a report outlining these instances will be submitted to Academic Board.

17.10. Module marks must not be changed at a Board of Examiners as a result of review by an External Examiner of one or more components of assessment, unless the assessed work of all students undertaking the component(s) of assessment is reconsidered.

17.11. External Examiners must be invited to endorse the outcomes of the Board of Examiners before results can be issued to students.

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17.12. In circumstances where an External Examiner is unwilling to endorse a pass list or similar document:

- (i) attempts must be made by the Board of Examiners to address the concerns of the External Examiner, and the outcome will be reported to the External Examiner, to the Board of Examiners and to the Academic Board;
- (ii) where the concern cannot be resolved by the relevant Board of Examiners, the External Examiner will be required to make a written report to the Vice-Chancellor (or nominee) who will resolve the matter on behalf of the Academic Board.

17.13. External Examiners are expected to make independent judgements about the examination process and award of qualifications. No External Examiner shall be dismissed for exercising judgement.

18. Boards of Examiners

18.1. A Board of Examiners is a formally convened body that approves marks and decides on student progression and awards.

18.2. Boards of Examiners derive their authority from the Academic Board.

18.3. All Board of Examiners will operate in line with the University's Boards of Examiners for Taught Awards procedure.

18.4. Prior to a Progression and Award Board of Examiners a Module Ratification Process shall take place to ratify student assessment and module outcomes.

Award of a Qualification and Credit

18.5. The award of a qualification and the award of credit must be approved by a Progression and Award Board of Examiners.

18.6. A Board of Examiners has no discretion to recommend that a classification of an award is raised, outside the rules for borderline uplift, unless that recommendation is made Notwithstanding the Regulations.

Module Ratification Process

18.7. The Module Ratification Process (MRP) shall take place prior to a Progression and Award Board of Examiners. It will act to ratify student assessment and module outcomes through a confirmation of the accuracy of marks process.

18.8. The Module Ratification Process (MRP) will confirm:

- (i) all assessment marks are entered correctly;

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- (ii) module marks calculated correctly, taking account of decisions made as the result of the application of the Exceptional Circumstances Procedure or associated procedure and agreed outcomes of investigations into cases of academic misconduct;
- (iii) missing marks have a reason indicated and an expected date is known;
- (iv) the Module Leader has confirmed that the profile is correct;
- (v) that appropriate assessment samples have been shared with a Module External Examiner.

18.9. Where the Course Director or Module Leader is unable to confirm that the work sample has been shared with the Module External Examiner, the steps set out in the Boards of Examiners for Taught Awards procedure must be followed.

18.10. Where there are complex cases which needed further consideration, for example those below, an Extraordinary meeting of the relevant members of the Module Ratification Process, including appropriate External Examiner input, shall be held in line with the Boards of Examiners for Taught Awards procedure:

- (i) the External Examiner raises concerns via a Module External Examiner Exception Form;
- (ii) there are special or complex individual cases;
- (iii) any specific administrative issues which impact on a whole cohort.

18.11. Following the MRP, ratified module outcomes will be formally released to students, and where appropriate, will confirm reassessment or deferred assessment opportunities.

Scaling of Marks

18.12. The Board of Examiners may permit the scaling of marks as a tool to rectify a significant error in the assessment process.

18.13. The scaling of marks should only be considered where there is significant error in the assessment process, which is clearly identified, which would mean that the assessment type or delivery was flawed, and when all other means to rectify the problem have been explored and discounted.

18.14. Scaling can take place in either direction but when scaling down, the student will be offered the opportunity to accept the scaled mark or to be reassessed in the assessment which will be treated as an uncapped attempt. A student must be informed of their pre- and post-scale mark before they make their decision.

18.15. The scaling of marks must apply to all students undertaking the assessment on the same occasion.

18.16. Scaling must be applied equally across the module cohort, so not advantage or disadvantage a subset of students. The scaling of marks must always maintain the ranked position of each student within a specific assessment. Norm-referencing is not permitted as a means of marking assessment.

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- 18.17. Prior to the scaling of marks, the method that is intended to be employed must be agreed by the relevant Chair of the Board of Examiners and the External Examiner(s) and approved for use by the Academic Registrar prior to application.
- 18.18. The application to the Academic Registrar must set out the methodology to be applied, supported by an impact analysis. This should take place at the earliest possible opportunity to ensure consistency and allow monitoring of use and decision making.
- 18.19. Scaling can be applied to any work, not just an examination, where there has been a flaw in the assessment process.
- 18.20. Examples of where scaling might be applied are as follows:
- (i) a misprinted examination paper;
 - (ii) an incorrect formula in an examination paper;
 - (iii) in a practical examination, an instrumental malfunction not obvious at the time of the examination;
 - (iv) a mistake in an examination paper;
 - (v) the incorrect length of time given to complete an examination.
- 18.21. The approaches used to scale the marks should be confirmed by the Board of Examiners, clearly documented in the Board of Examiner minutes and students fully informed of its use.
- 18.22. The adjustment of marks following scaling will require the approval of the Academic Registrar who will confirm that the appropriate process has been followed.

Progression and Award Boards of Examiners

- 18.23. A Progression and Award Board of Examiners will:
- (i) Consider the overall profile of marks for each student and recommend students for awards or make recommendations for a course of action in the case of failure;
 - (ii) Make recommendations about students, not in their final year, regarding progression or make recommendations for a course of action in the case of a student who cannot continue;
 - (iii) Confirm the award of credit for prior experiential learning;
 - (iv) Confirm the outcomes for students within the borderline zone as per the regulations;
 - (v) Consider any issues referred to the Board through the Module Ratification Process;
 - (vi) Confirm that the assessment processes have operated in a fair and reliable manner, making use of agreed degree classification criteria and in line with the University's Regulations and assessment procedures;

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- (vii) Assure the appropriate standards for the awards;
- (viii) Progression and Award Boards do not have the authority to change assessment and module marks previously confirmed by the Module Ratification Process prior to the Board. The Progression and Award Board will confirm any changes made to assessment marks through the application of the Scaling of Marks policy. In exceptional situations, should accepted evidence be provided to the Board of a process failure, the Chair may agree to a mark change in consultation with the Assessment Management Team.

Decisions open to a Progression and Award Board of Examiners

18.24. For each student, the Progression and Award Board of Examiners will apply the following decisions as applicable:

- (i) an award be made on the completion of the student's course;

OR

- (ii) an award be made and a recommendation be made to an external body for professional accreditation or licence to practice;

OR

- (iii) the student be permitted to proceed to the next stage of the course for which the student is registered;

OR

- (iv) where the student has not passed the award or stage, the student be permitted to take reassessments/retakes as specified by the Board of Examiners in compliance with the Regulations on assessments and reassessments;

OR

- (v) where a student has not passed the award or stage but is eligible for trailing credit, a student may progress to a subsequent level or stage and undertake reassessment in the designated (re)assessment period;

OR

- (vi) the student be permitted to proceed to an appropriate stage of a different course as specified by the Board of Examiners;

OR

- (vii) the student be awarded an alternative award prescribed within the relevant Additional Course Regulations, with or without further assessment;

OR

- (viii) the student cannot continue on the course and is awarded any credit gained.

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Board of Examiner Chair's Action

18.25. The Progression and Award Board of Examiners will delegate authority to the Chair to take Chair's Action outside the meeting where:

- (i) This has been authorised by the Board of Examiners;
- (ii) Information is provided verbally to the Board by a member of the Board, that requires further confirmation, to allow a decision after the meeting;
- (iii) Accuracy of the presented information requires confirmation prior to confirming an approved outcome;
- (iv) Following the meeting it is determined that a factual error requires correction or that there are circumstances that were not known to the Board of Examiners;
- (v) A student has been missed for consideration by their scheduled Board of Examiners;
- (vi) A student's appeal has been upheld;
- (vii) It has been identified that there is an urgent need to confirm a student outcome before a Board of Examiners meeting is scheduled to convene.

18.26. In these circumstances the student may be referred for consideration by another Progression and Award Board of Examiners meeting or the Chair may authorise appropriate action to resolve the matter through Chairs Action.

18.27. All Chair's Actions must be minuted and reported to the next meeting of the Board of Examiners.

19. Aegrotat and Posthumous Awards

Aegrotat Awards

- 19.1. An aegrotat award means an award without classification that may be conferred on the presumption that a student who is unable to continue their studies due to illness or other misfortune, would have met the requirements for the award had they been able to continue.
- 19.2. A student on a taught course may be considered for an aegrotat award in the circumstances set out below. Students on postgraduate research courses cannot be considered for an aegrotat award.
- 19.3. Where a reassessment is considered not possible, and the Progression and Award Board of Examiners is satisfied that the student's absence from, or performance in, assessments was caused by illness or other misfortune, it may make a recommendation, based on academic judgment, for an aegrotat award.
- 19.4. The Board may only recommend an aegrotat award on the written application of the student or, in the case of incapacity, an appointed person with Lasting Power of Attorney.

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- 19.5. An aegrotat award will be a pass award without any form of classification. The award will contain the term 'aegrotat' as part of the award title.
- 19.6. A recommendation for aegrotat award shall be made only where the Progression and Award Board of Examiners is satisfied that, in the absence of illness or other misfortune, the student would have reached the standard required for the award.
- 19.7. The Board must be satisfied the student is unlikely to be able to return to complete the course at a later date.
- 19.8. A student who is recommended for an aegrotat award shall be so informed in writing by the University. The student may decline to accept the award within twenty-eight days of the written offer. Instead, the student may request to take any further assessments agreed by the Progression and Award Board of Examiners with a view to qualifying for the award for which the student was originally registered.
- 19.9. A student who declines an aegrotat award and instead elects to take any further assessments may not subsequently make a further application for an aegrotat award in the event of failure but may be reassessed according to the Regulations.
- 19.10. An aegrotat award may be accepted on the student's behalf by a family member or other appropriate individual in consultation with the student.

Posthumous awards

- 19.11. A posthumous award is an award that may be conferred where a student who has taken some of the required assessments but has died before completion of all the required assessments.
- 19.12. A posthumous award must be recommended by a Progression and Award Board of Examiners based on evidence of achievement available regarding the progress of their studies and will be considered on an individual basis.
- 19.13. The recommendation of an award should be based on the academic judgement that if the student had been able to complete the course, they would have satisfied the requirements of the award being recommended.
- 19.14. Awards may be agreed where at least 50% of the award has been achieved. Alternative awarding outcomes may be agreed by the Academic Registrar.
- 19.15. Posthumous awards may be made as unclassified or classified.
- 19.16. The award title will contain the term 'posthumous'.
- 19.17. The award can be made for a Taught course.
- 19.18. A posthumous award may be accepted on the student's behalf by a family member or other appropriate individual in consultation with the family.

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20. Use of Discretion Notwithstanding the Regulations

- 20.1. The Academic Board may, in the most exceptional of cases, make an award or decision notwithstanding the Regulations.
- 20.2. The Deputy Vice-Chancellor or nominee will be responsible for making a decision notwithstanding the Regulations, which will be reported to the Academic Board.
- 20.3. The decision will be made on the advice of the Academic Registrar, who will ensure that appropriate academic judgement is exercised in assessing the case for an award or decision Notwithstanding the Regulations
- 20.4. A recommendation must be based on suitable and sufficient documentary evidence and not oral testimony.
- 20.5. There is an expectation that a student will ordinarily be offered all available opportunities to complete their award within the regulations, before an award or decision notwithstanding the Regulations is considered.
- 20.6. Each decision for an award notwithstanding the Regulations will be reported individually to the Academic Board.

21. Academic appeals

- 21.1. The Academic Appeals Procedure outlines how a student at the University can appeal against a Board of Examiners decision about student progression, assessment, or award. The Academic Appeals Procedure must be followed.

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