ORDINANCE IX
FIRST DEGREES AND UNDERGRADUATE AWARDS

Within the following Ordinance and its associated Regulations the following phrases have the significance stated:

- 'relevant committee' means the committee empowered for the purpose concerned by the Senate;
- 'designated authority' means the member of staff authorised to act in accordance with the relevant Ordinances, Regulations, Rules, Procedures and Codes of Practice of the University for the purpose concerned by the Senate or the relevant committee;
- 'designated Board of Examiners means the University/ Faculty/ School/ College Board or Committee of Examiners with designated authority from the Senate to consider the examination results and/or degree classifications concerned;
- 'first degree(s)' means any or all of the integrated degrees of Master and Bachelor or the degrees of Bachelor as instituted under Article 1.

1. The first degrees and undergraduate awards shall be:

First Degrees

The Integrated Degrees of Master and Bachelor
Master of Engineering and Bachelor of Engineering (MEng, BEng)
Master of Engineering and Bachelor of Science (MEng, BSc)
Master of Mathematics and Bachelor of Science (MMath, BSc)
Master of Physics and Bachelor of Science (MPhys, BSc)
Master of Chemistry and Bachelor of Science (MChem, BSc)
Master of Geology and Bachelor of Science (MGeol, BSc)
Master of Geophysics and Bachelor of Science (MGeophys, BSc)
Master of Geography and Bachelor of Science (MGeog, BSc)
Master of Natural Sciences and Bachelor of Science (MNatSc, BSc)
Master of Environment and Bachelor of Arts (MEnv, BA)
Master of Environment and Bachelor of Science (MEnv, BSc)
Master of Geosciences and Bachelor of Science (MGeosci, BSc)
Master of Design and Bachelor of Design (MDes, BDes)
Master of Biology and Bachelor of Science (MBiol, BSc)
Master and Bachelor of Dental Surgery and Bachelor of Science (MChD/BChD, BSc)
Master of Psychology and Bachelor of Science in Advanced Psychology (MPsyc, BSc)
Master of Design and Bachelor of Science (MDes, BSc)
Master of Arts and Bachelor of Arts (MArts, BA)
Master of Science and Bachelor of Science (MSci, BSc)

The Degrees of Bachelor
Bachelor of Arts (BA)
Bachelor of Laws (LLB)
Bachelor of Science (BSc)
Bachelor of Medicine and Bachelor of Surgery (MB, ChB)
Bachelor of Engineering (BEng)
Bachelor of Health Science (BHSc)
Bachelor of Music (BMus)
Bachelor of Performing Arts (BPA)

* Ordinance IX and the Rules for Award for session 2018-19 apply to students commencing their studies in September 2018.
Bachelor of Design (BDes)

*Undergraduate Awards*
- Graduate Diploma (GradDip)
- Graduate Certificate (GradCert) (including Professional Graduate Certificate (PGC)*)
- Advanced Diploma (AdvDip)
- Foundation Degree (FD)
- Diploma of Higher Education (DipHE)
- Certificate of Higher Education (CertHE)
- Diploma
- Certificate

**General**

2. A first degree or undergraduate award shall be conferred on payment of the proper fee, upon candidates who have fulfilled the requirements of the Ordinance and the relevant regulations as to study and assessments.

3. Before commencing their studies all candidates for a first degree or undergraduate award of the University shall be required to satisfy the requirements for entry upon a first degree or undergraduate award programme. Such requirements, which will include acceptable levels of literacy and numeracy, will be prescribed from time to time for the programme concerned by the relevant committee in accordance with the provisions of the Regulations governing First Degrees and Undergraduate Awards.

4. Under the provisions of Ordinance V candidates for first degree and undergraduate awards who have successfully attended certain courses of study either at the University of Leeds or at an approved educational establishment shall:
   - a. where provided for in the prescribed programme specification approved by the relevant committee, be eligible for exemption from year 1 requirements of the programme of study leading to a first degree;
   - b. exceptionally, be eligible for special consideration under the University's policies and procedures for credit accumulation and transfer (CATS)/accreditation of Prior Experiential Learning (APEL) for the granting of exemption from any module/course and its assessments other than the modules/courses designated as comprising the final programme year for the candidate concerned providing always that no such exemptions will apply to the statutory qualifying assessments for registerable awards or to the penultimate programme year for the integrated degrees of Master and Bachelor.

5. A candidate may transfer from any programme of study leading to a first degree or undergraduate award to any other undergraduate programme, including transfers between full-time and part-time modes of study, in conformity with the prescribed programme specification approved by the relevant committee for the programme or programme mode into which the candidate has applied to transfer.

6. A candidate may proceed to a first degree or undergraduate award by following a prescribed programme of study and by passing the prescribed assessments. Unless otherwise specified in the prescribed programme specification concerned, the full-time and, where applicable, part-time minimum duration of study excluding any time spent on foundation modules or courses will be:

* available only for the non-direct entry programmes leading to the Professional Graduate Certificate in Education (PGCE)

2 Ordinance IX 2018-19
Minimum Period of Full-Time Study in academic sessions unless otherwise prescribed

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Where candidates have been permitted to transfer between the full-time and part-time modes of study, or have been admitted under the provisions of Article 4 above, or have been granted permission by the relevant committee to intercalate periods of leave of absence on academic or health grounds, the minimum periods of study for their programme will be determined in proportion to the minimum period of study applicable to the relevant mode of each Programme Year they are required to complete.

7. Except with the special permission of the Senate every candidate for a first degree or undergraduate award shall be required to have completed all study and assessment requirements, including any reassessments, by not later than 24 months after the expiry of the minimum period of study prescribed for their programme.

8. The assessments and their timing shall be defined by the Regulations for First Degrees and Undergraduate Awards and the prescribed programme specification.

9. A candidate who has been awarded a first degree or undergraduate award on completion of one programme of study may not present a second time for the assessment for the same degree or award on either the same programme of study or on another programme of study where a half or more of the compulsory components of the second programme formed part of the programme already successfully completed other than in the following cases:

a. A candidate who was registered for the Ordinary degree and has been awarded that degree may, with the approval of the relevant committee, proceed with an approved programme of study for the degree of Bachelor with Honours and, if successful be eligible for the award of that degree;

b. A candidate who was registered for the Foundation degree and has been awarded that degree may, with the approval of the relevant committee, proceed with an approved programme of study for the degree of Bachelor with Honours and, if successful be eligible for the award of that degree;

c. A candidate who was registered for the degree of MBChB or the integrated degrees of MChD/BChD, BSc and who has been granted permission to undertake approved study for the intercalated degree of Bachelor or Master may return to study for the degree of MBChB or the integrated degrees of MChD/BChD, BSc as appropriate.
10. Subject to the provisions of the relevant regulations and prescribed programme specifications, candidates who have not attained sufficient of the requirements to merit the award of the:

a. integrated degrees of Master and Bachelor may become or be deemed candidates for and, if they have fulfilled the requirements of a programme for, be awarded the Degree of Bachelor with or without Honours;

b. degree of Bachelor with Honours may become or be deemed candidates for and, if they have fulfilled the requirements of a programme for, be awarded the Ordinary Degree of Bachelor;

c. degree of Bachelor with Honours or the Ordinary Degree of Bachelor may become or be deemed candidates for and, if they have fulfilled the requirements of a programme for, be awarded the Diploma of Higher Education;

d. the Diploma of Higher Education may become or be deemed candidates for and, if they have fulfilled the requirements of a programme for, be awarded the Certificate of Higher Education;

e. Postgraduate Certificate (in Education) under the provisions of Ordinance XI (Taught Postgraduate Awards), may become or be deemed candidates for and, if they have fulfilled the requirements of a programme for, be awarded the Professional Graduate Certificate in education (PGCE).

11. Nothing in the provisions of Ordinance XVI (Aegrotat and posthumous awards) shall apply to the award of the integrated degrees of Master and Bachelor of Dental Surgery and Bachelor of Science, of Bachelor of Medicine and Bachelor of Surgery or any degree of Bachelor of Health Science which is recognized by the relevant Statutory Body for inclusion in the relevant professional register.

The Integrated Degrees of Master and Bachelor

12. Candidates who have passed the assessments prescribed for a programme of study leading to the integrated degrees of Master and Bachelor (other than MChD/BChD, BSc) may, in conformity with the Rules for Award approved by the Taught Student Education Board and the arrangements approved for the programme concerned by the relevant committee, be awarded:

i. the integrated degrees of Master and Bachelor with Honours Class I, or

ii. the integrated degrees of Master and Bachelor with Honours Class II, Division i or

iii. the integrated degrees of Master and Bachelor with Honours Class II, Division ii or

iv. the integrated degrees of Master and Bachelor with Honours Class III.

13. A) Candidates who have passed the assessments prescribed for a programme of study leading to the integrated degrees of Master and Bachelor of Dental Surgery and Bachelor of Science may, in conformity with the Rules for Award approved by the Taught Student Education Board and the arrangements approved for the programme concerned by the relevant committee, be awarded:

i. the integrated degrees of Master and Bachelor with Distinction, or

ii. the integrated degrees of Master and Bachelor with Merit, or

iii. the integrated degrees of Master and Bachelor.

B) Except with the special permission of the Senate, a candidate for the degrees of MChD/BChD, BSc whose progress has at any time been deemed by the relevant committee to be unsatisfactory, shall not be eligible for the award of the degrees with Merit or Distinction.

The Degree of Bachelor

14. A) Candidates who have passed the assessments prescribed for a programme of study leading to the degree of Bachelor may, in conformity with the Rules for Award approved by the Taught Student Education Board and the arrangements approved for the programme concerned by the relevant committee, be awarded:

either

a. i. the degree of Bachelor with Honours Class I, or

ii. the degree of Bachelor with Honours Class II, Division i, or

iii. the degree of Bachelor with Honours Class II, Division ii, or

iv. the degree of Bachelor with Honours Class III.

or

b. i. the degree of Bachelor with Honours, or

ii. the degree of Bachelor.

or

c. the Ordinary degree of Bachelor.
C) Distinctions may be awarded in individual subjects in the examinations for the degrees of BA or MBChB in conformity with the arrangements as laid down for the programme by the relevant committee.

D) Except with the special permission of the Senate, a candidate for the degrees of MBChB who has not passed any assessment at his/her first attempt, or whose progress has at any time been deemed by the relevant committee to be unsatisfactory, shall not be eligible for the award of the degrees with Honours.

15. The Ordinary Degree of Bachelor may be awarded with Merit in conformity with the Rules for Award approved by the Taught Student Education Board and the arrangements laid down for the programme by the relevant committee.

Undergraduate Awards
16. Candidates who have passed the assessments prescribed for a programme of study leading to an undergraduate award may, in conformity with the Rules for Award approved by the Taught Student Education Board and the arrangements approved for the programme concerned by the relevant committee, be awarded:
   a. the Graduate Diploma, the Graduate Certificate (including Professional Graduate Certificate (PGCE)), the Advanced Diploma, the Foundation Degree, the Diploma of Higher Education, the Certificate of Higher Education, the Diploma or the Certificate with Distinction, or
   b. the Graduate Diploma, the Graduate Certificate (including Professional Graduate Certificate (PGCE)), the Advanced Diploma, the Foundation Degree, the Diploma of Higher Education, the Certificate of Higher Education, the Diploma or the Certificate with Merit, or
   c. the Graduate Diploma, the Graduate Certificate (including Professional Graduate Certificate (PGCE)), the Advanced Diploma, the Foundation Degree, the Diploma of Higher Education, the Certificate of Higher Education, the Diploma or the Certificate.

REGULATIONS FOR FIRST DEGREES AND UNDERGRADUATE AWARDS

General
1. Admission Requirements
   In order to qualify for admission to a programme of study applicants must demonstrate that they have qualifications and/or experience which suggests that they have the ability to benefit from and succeed on the programme through:
   a. meeting the normal minimum entry requirement for admission to a first degree or undergraduate award programme which, unless otherwise stated in the prescribed programme specification, comprises:
      i. pass* in 5 subjects in GCSE/GCE ‘A-Level’ examinations including:
         • at least a grade A*, A, B or C in English at GCSE or its equivalent, and
         • at least two subjects at grade A-E in GCE ‘A-Level’ examinations or their equivalent;
      or
      ii. the equivalent of i. in Intermediate GNVQ and Advanced GNVQ/Advanced VCE, International/European Baccalaureate Diploma, a recognised Access course or other qualifications recognised by the University;
      or
      iii. the equivalent of i. through the assessment of their prior certificated or experiential learning through the University’s procedures for the recognition of such learning,
   b. attainment of the standard prescribed for transfer to a first degree or undergraduate award in a prescribed foundation programme and/or modules provided by the University’s Schools and Colleges;
   c. in addition to meeting the above requirements, all applicants will be required to meet any requirements for admission to an individual course of study stipulated in the prescribed programme specification and by any relevant professional statutory or accreditation body;
   d. Applicants whose first language is not English shall fulfil the following conditions in order to provide evidence that they have a sufficient knowledge of both written and spoken English:
      Applicants for admission to a programme of study leading to a first degree of the University must, before they can be admitted to the University, provide evidence that they have attained normally at least a band score of 6.0 overall (with not less than 5.5 in any individual

* for the purpose of entry requirements, passes in GSCE subjects are required at grade A*, A, B or C
skill) in the British Council IELTS, or equivalent qualifications which have been approved by the University. Exceptionally, with the explicit approval of the Taught Student Education Board of the requirements and procedures concerned, a School may develop and prescribe other requirements designed to ensure that students whose first language is not English have a sufficient knowledge of both written and spoken English to meet the particular characteristics of the programme of study to which they are being admitted.

2. All candidates intending to be admitted to a programme of study leading to a first degree or undergraduate award must comply with any special requirements laid down in relation to the programme of study.

3. Candidates for first degrees and undergraduate awards will be admitted, or be permitted to transfer under the provision of the Ordinance, to a prescribed programme of study by the appropriate designated authority.

4. Candidates for the integrated degrees of Master and Bachelor of Dental Surgery and Bachelor of Science, the degree of MBChB, or for any degree of BHSc or undergraduate award which is recognized by the relevant Statutory Body for inclusion in the relevant professional register are required to satisfy the relevant committee that in respect of health and conduct they are fit to be registered as medical, dental or healthcare practitioners on graduation. Any such candidates for whom fitness to practise is called into question on non-academic grounds will be considered under the provisions of the University's Code of Practice on Student Health and Conduct in Relation to Professional Practice.

5. Programmes of Study
The University's programmes of study are taught and assessed in the English Language except where the subject of the programme of study obviously necessitates all or part of the teaching and assessment being in another language. Programmes will comprise:

a. the study of 120 credits during each Programme Year (Article 6 of Ordinance IX refers) as laid down in the individual programme specification published in the University's programme catalogue. Part-time programmes will require the study in each session of the number of credits specified in the prescribed programme specification. With the approval of the relevant committee this normal number of credits may be exceeded either in respect of an individual prescribed programme specification to the extent prescribed by the regulations specifically applicable to the first degree or undergraduate award concerned or to enable an individual candidate to undertake at his/her own request additional modules or preparation for the re-assessment of failed credits provided that normally no full-time candidate will be permitted to study in excess of 80 credits, and no part-time candidate in excess of 40 credits, per semester.

b. the study of modules designated as core/compulsory, optional or discovery. Programmes of study which are not subject to limitation because of professional/statutory accreditation and/or which do not, because of their inter-disciplinary nature, already include at least 20 core/compulsory credits at level 1 from modules parented by School(s) other than the programme's parent School should normally include a requirement for the study of at least 20 credits of discovery modules in their first programme year. Programmes may include provision for the study of up to 20 credits of discovery modules in each of the second and subsequent programme years. Subject to the provisions of the programme of study a candidate in the third or subsequent programme year may be permitted to register for a maximum of 20 credits of level 1 discovery modules only if these modules have been approved for this purpose as Skills Discovery Modules by the Taught Student Education Board. Skills Discovery Modules taken in the third or subsequent year count towards classification as if they were taken in the penultimate programme study year.

6. Registration
Every candidate for a first degree or undergraduate award of the University must register as a student of the University and pay the prescribed fees. Registration will be for a prescribed programme of study and be subject to the approval of the designated authority concerned. Where the overall learning outcomes of a prescribed programme remain unaffected individual candidates may be permitted by the designated authority to substitute other modules of equal credit and level value for a minority of the modules specified for the programme concerned. In exceptional circumstances and only with the prior approval of the Committee on Applications a candidate registered for a prescribed programme may be permitted to register for a second prescribed...
programme* where there is appropriate evidence that the two programmes can be undertaken concurrently and there is no overlap between the content of the two programmes.

7. **Attendance**

Students are required to be in residence throughout each designated period of study and assessment may not absent themselves without permission from the designated authority except at weekends. Certain programmes of study may require students to be in attendance outside term time and at weekends. During the prescribed periods of study students shall attend regularly, punctually and in an orderly manner the course of lectures, laboratory work, tutorial periods, classes and assessment prescribed in their programmes of study, together with such other lectures, classes or assessments as may be directed. Persistent neglect of work, repeated failure in assessments or unreasonable delay in presentation for an assessment may result in a student being required to withdraw from the University. A student who becomes absent through illness or other sufficient cause shall send a written explanation promptly to the designated authority. In cases where absence through illness extends for more than one week, or results in absence from University assessments, the student shall promptly send to the designated authority a medical certificate stating the nature, severity and duration of the illness in relation to the absence.

8. **Assessments**

Candidates for first degrees or undergraduate awards must present themselves for any Faculty/College assessments associated with any module/course for which they are registered.

9. The results of assessments shall be considered by the designated Board of Examiners to which authority to determine and publish the results of assessments has been delegated by the Senate. Pass lists for the award of first degrees and undergraduate awards shall be published by programme of study.

10. Candidates must present themselves for the University assessments arranged in connection with any modules/courses prescribed in their programme of study. However, candidates will not be permitted to present themselves for such assessments unless they have satisfactorily attended the prescribed module/course and performed any required class, practical and/or clinical work to the satisfaction of the Head of Faculty providing the module/course. Candidates must present themselves for such oral examinations as may be required by the examiners in accordance with the requirements laid down in relation to the programme of study.

11. The last date for registration for University assessments will be published in the Almanac in the preceding session. The timing of assessments and re-assessments in the Schools of Medicine, of Dentistry and of Healthcare Studies will be in accordance with the arrangements approved for the programme of study concerned. (See also the General Regulations for Examinations.)

12. Subject to the provisions of the relevant programme of study a first attempt at University assessments as prescribed for individual modules/courses will ordinarily be held at the end of either Semester 1 or Semester 2 upon completion of the module/course.

13. Candidates who do not pass an assessment at a first attempt for a first degree or undergraduate award may, subject to Regulation 14.a, present for a re-assessment opportunity normally held in August immediately following the first attempt.

14. a. Except with the special permission of the Senate, candidates will normally only be admitted to re-assessments in August or at the end of either Semester 1 or Semester 2 or in August or September where:

   i. they have presented for and failed the corresponding preceding assessment,
   ii. a reasonable attempt has been made at the preceding assessment;
   iii. entry to the re-assessment concerned has been recommended by the designated Board of Examiners.

   b. A candidate's failure in any assessments to the extent that the parent Faculty/School is no longer prepared to take responsibility for that candidate will, where the regulations may permit further re-assessment on the recommendation of the designated Board of Examiners, lead to him/her being considered by the relevant committee under the Referred Students Procedure for final determination in accordance with the terms of reference of that committee.

* the fees for any such additional programme will normally be at the rate which is not subsidised by the UK Government.
15. Students on full-time programmes who do not or will not pass sufficient credits in order to proceed to the next programme year or to final award or who elect to take temporary leave of absence from their studies may be permitted by the relevant authority to continue as registered students of the University as part-time or external students with normally no extension of the time limit prescribed under Article 7 of Ordinance IX.

16. A candidate who fails at the final opportunity an assessment which is required to be passed before progression to the next Programme Year or to award will be required to withdraw from the programme of study concerned.

17. In any re-assessment the mark achieved may not exceed the minimum pass grade designated on the University scale of marks.

18. The assessment performance of candidates at any stage in their programme of study may be taken into account in assessing their final award in accordance with the Rules for Award approved by the Taught Student Education Board and the provisions for that programme approved by the relevant committee.

19. Where permissible in the programme of study and subject to the provisions of Regulation 5(a), a candidate who has failed the first assessment but who has not attempted a re-assessment for an optional or discovery module may seek the permission of the parent School to study and present for assessment in another such module (as if it were a re-assessment). The assessment opportunity in such a substituted module will normally be at the end of either semester 1 or semester 2 when the assessment is next offered. Only with the prior approval of the University Special Cases Committee will the mark that an individual student can achieve in such a substituted module exceed the minimum pass mark designated on the University scale of marks.

The Integrated Degrees of Master and Bachelor

20. Programmes of study leading to the integrated degrees of Master and Bachelor shall normally carry credits of 480 and 600 for four- and five-year programmes respectively except that, with approval of the relevant committee, this credit rating may be exceeded by no more than 40 and 60 respectively. Programmes of study will normally comprise a minimum of 120 credits in each Programme Year and include a minimum of 120 credits at level M. Unless otherwise prescribed in the programme specification candidates will be required to pass a minimum of 100 credits at each of levels 1, 2, 3 and M. With the approval of the designated authority, candidates on four-year programmes may be permitted to register for 110 credits in either of year 3 or year 4 provided they register for 130 credits in the other year. Individual candidates may be permitted in appropriate circumstances by the relevant committee to substitute credits taken at a higher level for the number of credits required at a lower level provided that these substituting credits are not also used to fulfil any credit requirements at the higher level.

21. In years 1 and 2, candidates will normally hold joint registration for the integrated degrees and the corresponding degree of Bachelor. Candidates thus registered will proceed under the provisions of the Ordinance and Regulations for the degree of Bachelor in Years 1 and 2. Upon completion of year 2 assessments, candidates who have achieved the standard stipulated in the prescribed programme specification, may proceed to year 3 either as candidates registered for the integrated degrees of Master and Bachelor or for the degree of Bachelor in accordance with the relevant regulations and any supplementary arrangements approved by the relevant committee.

22. Upon completion of year 2, in order to proceed to year 3 of the integrated degrees of Master and Bachelor, candidates must have achieved a minimum number of 200 credits, or a higher number if specified in the prescribed programme specification, and have passed the modules, including any designated in the programme specification as necessary for progression, to the standard prescribed. Additionally, in order to proceed to the integrated degrees of Master and Bachelor, candidates shall be supported by the Head of Faculty concerned after completion of such additional tests as the Head of the Faculty may specify.

23. Upon completion of year 3, in order to proceed to year 4, candidates must normally have achieved a minimum number of 300 credits, or a higher number if specified in the prescribed programme specification, and have passed the modules, including any designated in the programme specification as necessary for progression, to the standard prescribed.

24. Upon completion of year 4 of a five-year programme, in order to proceed to year 5, candidates must normally have achieved a minimum number of 400 credits, or a higher number if specified in the
prescribed programme specification, and have passed the modules, including any designated in the programme specification as necessary for progression, to the standard prescribed.

25. Upon completion of a four-year programme of study and in accordance with the individual programme regulations, the integrated degrees of Master and Bachelor may be awarded with classified Honours in accordance with the Rules for Award approved by the Taught Student Education Board to candidates who have achieved a minimum of 400 credits including at least 100 credits at level M, passed at the standard specified in the prescribed programme specification, including the credits obtained by passing the assessment requirements for certain specified modules in accordance with the individual prescribed programme specification which may, in addition, require the successful completion of further modules, thus raising the maximum credit requirement for the award. Candidates will be required to pass the module/s comprising the Final Year Project of the programme of study on which the candidate is registered. In addition, in making the award of the integrated degrees of Master and Bachelor, the examiners may take into account such other factors as they may determine appropriate in the overall performance of the candidate.

26. Upon completion of a prescribed programme of study for the MChD/BChD, BSc and in accordance with the individual programme regulations, the integrated degrees of Master and Bachelor may be awarded, or awarded with merit or distinction, in accordance with the Rules for Award approved by the Taught Student Education Board to candidates who have passed all modules at the standard specified in the prescribed programme specification.

27. Candidates who have satisfactorily completed the first three years of a prescribed programme of study for the integrated degrees of MChD/BChD, BSc may be permitted to intercalate a period, normally of one year's full-time duration, into their studies to follow a prescribed programme of study for the intercalated degree of Master or the third and final year of a prescribed programme of study for the intercalated degree of Bachelor in accordance with the arrangements approved by the relevant committee. Candidates completing such intercalated programmes of study become eligible for the award of the degree of Master (or Master with Merit or with Distinction) or the classified or unclassified Honours degree of Bachelor when they have satisfied any supplementary regulations governing the programme and have normally (a) been awarded credits and (b) achieved a Classification Average, determined in accordance with the Rules for Award approved by the Taught Student Education Board, equal to or greater than the minimum prescribed for the award.

28. Where it is permitted by the individual programme regulations, candidates who have achieved fewer credits than those required for the award of the integrated degrees of Master and Bachelor shall be eligible for the degree of Bachelor with or without Honours or as an Ordinary degree when they have satisfied any regulations governing the award of the degree of Bachelor concerned and met the requirements of the relevant prescribed programme.

The Degree of Bachelor

29. Programmes of study leading to the degree of Bachelor shall normally carry credits of 360, 480 and 600 for three-, four- and five-year programmes respectively except that, with approval of the relevant committee, the credit ratings for such programmes may be exceeded by no more than 30, 40 and 50 respectively. For three-year programmes leading to the degree of Bachelor with Honours candidates will be required to pass a minimum of 100 credits at each of levels 1, 2 and 3 except where the explicit approval of the Taught Student Education Board has been granted under the provisions of Regulation 31a for the credit achievement requirements for the programme concerned to be met through passing at least 280 credits including at least 80 at level 3. Individual candidates may be permitted by the relevant committee to substitute credits taken at a higher level for the number of credits required at a lower level provided that these substituting credits are not also used to fulfil any credit requirements at the higher level.

30. Candidates will not be permitted to proceed to a higher level module/course until they have satisfied the examiners or gained exemption from any designated module/course which is a pre-requisite for that higher level module/course as prescribed in the programme specification. Additionally, unless otherwise stated in the prescribed programme specification approved by the relevant committee, candidates may not proceed to the next year of the programme:
   a. for Bachelor with classified Honours until they have been awarded at least 100 credits in the previous year and have satisfied any supplementary regulations governing the programme of study for the degree of Bachelor with Honours; or either
b. for MBChB only, until they have satisfied the examiners in the assessments in the previous year and have satisfied any supplementary regulations governing the programme of study for the degree of Bachelor with or without unclassified Honours; or
c. for the Ordinary degree of Bachelor, other than the degree of MBChB, until they have been awarded at least 80 credits in the previous year and have satisfied any supplementary regulations governing the programme of study for the Ordinary degree of Bachelor.

31. In accordance with the individual programme regulations approved by the relevant committee, candidates completing their programmes of study become eligible for the award of:

a. **the Honours degree of Bachelor (classified)**
   when they have satisfied any supplementary regulations governing the programme and (a) normally have been awarded at least 300 credits of which at least 100 must be passed at level 3; (b) achieved a Classification Average, determined across all the modules taken in the final years of the programme in accordance with the Rules for Award approved by the Taught Student Education Board, equal to or greater than the minimum prescribed for the award of a Class III Honours degree; and (c) have passed the module/s comprising the Final Year Project of the programme of study on which the candidate is registered.

Alternatively, with the explicit approval of the Taught Student Education Board, candidates may be eligible for the Honours degree of Bachelor when they have satisfied any supplementary requirements/regulations governing their prescribed programme and (a) been awarded a minimum of 280 credits including at least 180 at levels 2 and 3 combined with at least 80 at level 3; (b) achieved a Classification Average, determined across all the modules taken in the final years of the programme in accordance with the Rules for Award approved by the Taught Student Education Board, equal to or greater than the minimum prescribed for the award of a Class III Honours degree, and (c) have passed the module/s comprising the Final Year Project of the programme of study on which the candidate is registered; or

b. **the degree of Bachelor (with or without unclassified Honours)**
   the degree of MBChB (with or without unclassified Honours) when they have satisfied the examiners in the final statutory qualifying assessment in accordance with the prescribed programme specification and they have satisfied any supplementary regulations governing the programme of study for the degree of MBChB with or without unclassified Honours, or

b. **the Ordinary degree of Bachelor (other than the degree of MBChB)**
   when they have satisfied any supplementary regulations governing the programme and have (a) been awarded at least 240 credits of which at least 60 must be passed at level 3 and 160 at levels 2 and 3 combined and (b) achieved an average, determined across all the modules taken in the final years of the programme in accordance with the Rules for Award approved by the Taught Student Education Board, equal to or greater than the minimum pass.

32. Candidates who have satisfactorily completed the first two or three years of a prescribed programme of study for the degree of MBChB may be permitted to intercalate a period, normally of one year's full-time duration, into their studies to follow a prescribed programme of study for the intercalated degree of Master or the third and final year of a prescribed programme of study for the intercalated degree of Bachelor in accordance with the arrangements approved by the relevant committee. Candidates completing such intercalated programmes of study become eligible for the award of the degree of Master (or Master with Merit or with Distinction) or the classified or unclassified Honours degree of Bachelor when they have satisfied any supplementary regulations governing the programme and have normally (a) been awarded credits and (b) achieved a Classification Average, determined in accordance with the Rules for Award approved by the Taught Student Education Board, equal to or greater than the minimum prescribed for the award.

33. Where it is permitted by the individual programme regulations, candidates for the degree of Bachelor who accumulate fewer credits than those required for the award of the degree of Bachelor shall be considered by the examiners for the award of an undergraduate award where they have satisfied any regulations governing the award concerned and met the requirements of the relevant prescribed programme.

**The Foundation Degree**

34. Programmes of study leading to the Foundation Degree shall normally carry 240 credits except that, with approval of the relevant committee, the credit ratings for such a programme may be exceeded by no more than 20 credits.
35. For programmes leading to the Foundation Degree candidates will be required to pass a minimum of 100 credits at each of levels 1 and 2. Individual candidates may be permitted in appropriate circumstances by the relevant committee to substitute credits taken at a higher level for the number of credits required at a lower level provided that these substituting credits are not also used to fulfil any credit requirements at the higher level.

36. In conformity with the prescribed programme specification as determined by the relevant committee and the Rules for Award approved by the Taught Student Education Board, a Foundation Degree may be awarded to a candidate who has satisfied any supplementary regulations governing the programme and has achieved not less than 200 credits in the programme including at least 100 credits at level 2. The Foundation Degree may be awarded with distinction or with merit in conformity with the provisions laid down in the Rules for Award approved by the Taught Student Education Board.

37. Where it is permitted by the individual programme regulations, candidates for the Foundation Degree who accumulate fewer credits than those required for the award of that degree shall be considered by the examiners for the award of another undergraduate award where they have satisfied any regulations governing the award concerned and met the requirements of the relevant prescribed programme.

**The Diploma and Certificate of Higher Education**

38. Programmes of study leading to the Diploma and Certificate of Higher Education shall normally carry credits of 240 and 120 respectively except that, with approval of the relevant committee, the credit ratings for such programmes may be exceeded by no more than 20 and 10 credits respectively.

39. For programmes leading to the Diploma of Higher Education candidates will be required to pass a minimum of 100 credits at each of levels 1 and 2. For programmes leading to the Certificate of Higher Education candidates will be required to pass a minimum of 100 credits at level 1.

Individual candidates may be permitted in appropriate circumstances by the relevant committee to substitute credits taken at a higher level for the number of credits required at a lower level provided that these substituting credits are not also used to fulfil any credit requirements at the higher level.

40. In conformity with the prescribed programme specification as determined by the relevant committee and the Rules for Award approved by the Taught Student Education Board, a Diploma of Higher Education may be awarded to a candidate who has satisfied any supplementary regulations governing the programme and has achieved not less than 200 credits in the programme including at least 100 credits at level 2. Similarly, a Certificate of Higher Education may be awarded to a candidate who has achieved not less than 100 credits at level 1. The Diploma or Certificate may be awarded with distinction or with merit in conformity with the provisions laid down in the Rules for Award approved by the Taught Student Education Board.

**Graduate Diplomas, the Graduate Certificate (including Professional Graduate Certificate), Advanced Diplomas, Diplomas and Certificates (other than the Certificate or Diploma of Higher Education)**

41. Candidates for Graduate Diplomas, the Graduate Certificate (including Professional Graduate Certificate), Advanced Diplomas, Diplomas and Certificates must have attended satisfactorily the required programme and have fulfilled the requirements as to assessment. Candidates who fail to satisfy the examiners may be permitted to re-present themselves on one further occasion which must be within a period of two calendar years following their failure. Candidates may be required to repeat the programme in whole or in part before re-assessment.

42. In conformity with the regulations for each programme as determined by the relevant committee and the Rules for Award approved by the Taught Student Education Board:

- a Graduate Diploma may be awarded to a candidate who has followed a programme comprising not less than 120 credits and has been awarded not less than 100 credits, at least 60 of which must be at level 3;

- a Graduate Certificate (including Professional Graduate Certificate) may be awarded to a candidate who has followed a prescribed programme, been awarded not less than 60 credits at level 3 or above and passed all professional requirements.
an Advanced Diploma may be awarded to a candidate who has followed a programme comprising not less than 300 credits and has been awarded not less than 240 credits, at least 40 of which must be at level 3;

a Diploma may be awarded to a candidate who has followed a programme comprising not less than 120 credits and has been awarded not less than 80 credits, at least 60 of which must be at level 2 or above;

a Certificate may be awarded to a candidate who has followed a prescribed programme and has been awarded not less than 40 credits at level 1 or above.

43. A Graduate Diploma, Graduate Certificate (including Professional Graduate Certificate), Advanced Diploma, Diploma or Certificate may be awarded with distinction or with merit in conformity with the provisions laid down in the Rules for Award approved by the Taught Student Education Board.

Explanatory Note

Credits

The University's modular programme framework is based on the award of credit in recognition of the achievement of the learning outcomes prescribed for a given module at a specified level. Credit is expressed in terms of notional learning hours at a given level with 10 credits equating to 100 notional learning hours. Notional learning hours are the number of hours which it is expected that a learner (at a particular level) will spend to achieve the learning outcomes at that level.

Taught or contact time may vary according to the manner of delivery of the module concerned but notional learning time does not vary according to the manner of delivery. Notional learning time is not the actual time that any particular learner necessarily needs to spend in order to achieve the learning outcomes; the actual time will vary according to the individual's capabilities, extent of prior experiential or other learning and the type of the learning concerned. Some modules may require attendance for study purposes in excess of the notional learning hours particularly when learning is to be achieved in non-academic environments.

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