

Rules for Award: 2018-19

The University's rules and minimum requirements for awards are defined in the Curricular Ordinances and Regulations. These Rules for Award provide a summary of the principal requirements of the Curricular Ordinances and Regulations, and expectations for how they are applied in practice. They explain the principles under which schools are authorised to make awards on behalf of the University, and they explain the University's general requirements for each type of undergraduate and taught postgraduate award. They also explain the University's classification system.

The Rules for Award work together with the relevant Code of Practice on Assessment and the Programme Specification to explain the requirements of the University, of the Faculty/School, and of the individual programme. These Rules for Award are applicable to all candidates regardless of entry date.

1. Principles

- 1.1. The University operates a unified corporate degree, diploma and certificate awarding/classification system for undergraduate and taught postgraduate programmes that are not otherwise constrained by accreditation requirements.
- 1.2. The classification system is based on averaging the mark obtained across all qualifying or, in certain cases, the majority of modules comprising the programme with module mark being weighted in line with credit value.
- 1.3. The University's classification arrangements are designed to be consistent with the Framework for Higher Education Qualifications in England, Wales and Northern Ireland, including taking due account of the relationship between assessment arrangements and programme learning outcomes.
- 1.4. These Rules are designed to ensure that:
 - a. The University's arrangements are transparent;
 - b. The arrangements are articulated as clearly as possible to all staff and students; and
 - c. The arrangements in faculties and schools are absolutely consistent with what has been ratified through the Senate¹.

Terminology

- 1.5. The term 'level' is solely used as a characteristic/attribute of a module, and the term 'year' is used to mean Programme Year as defined in Ordinance IX or XI.
- 1.6. The term 'mark' is used for a single point on the 0-100 Module Marking Scale and the term 'grade' is used for a grade on the Classification Grade Scale.

2. Grading and Marking

- 2.1. The University's marking scales and their translations are given in full in Annex 1. The scales are used in the marking and classification process as follows.

Module Marks

- 2.2. Faculties and schools (other than the Schools of Medicine and Dentistry in relation to the MBChB, and the MChD/BChD, programmes) return marks on a 0-100 scale. The marking scale

¹ The Committee on Applications and/or the University Special Cases Committee, acting on behalf of the Senate, may prescribe in individual cases special requirements, arrangements or waivers for the achieving of an award and its classification (see http://www.leeds.ac.uk/secretariat/student_cases.html).

being used should be declared to students via the relevant Code of Practice on Assessment. All assessed work is marked, within the relevant scale, according to the achievement represented.

P/F

- 2.3. P or F is used to denote a pass/fail in a module (such as a study abroad or work placement module) which is being marked on a pass/fail basis.

Classification Average

- 2.4. The 0.00-10.00 Classification Average Scale is used for averages of module marks. Classification Averages are always expressed to two decimal places and rounded accordingly (see individual sections below for details of the weighting of Programme Years and the prescribed minimum Classification Average for different awards).

Academic Transcript

- 2.5. The 0-100 scale is used for publication of marks in the University's Academic Transcript.

3. Non-numeric Module Assessment Codes

- 3.1. There are a number of non-numeric codes which Assessment Boards may use instead of, or alongside, the module marks. These are used to signify additional information that qualifies the marks, such as that no work was submitted or that some work is outstanding. A full list of the non-numeric codes and their meanings is given in Annex 2.

4. Minimum Pass Mark for Modules

- 4.1. The minimum pass mark for undergraduate-level 1, 2 or 3 modules is 40.
- 4.2. The minimum pass mark for taught postgraduate level M modules is 50.

5. Programme Specifications

- 5.1. Programme specifications for awards of the University of Leeds (including intermediate awards and variants) are approved and are published online at <http://www.leeds.ac.uk/programmes>. Programme specifications state the minimum credit that must be studied for each award, alongside rules about which modules are compulsory and optional. Programme specifications include links to specifications for the constituent modules which give the details of the learning outcomes, teaching and assessment for each module.

6. Progression and Eligibility for Award

- 6.1. The minimum attendance, study and credit requirements for awards are prescribed in the Curricular Ordinances and Regulations. A tabulated summary is provided in Annex 3.
- 6.2. Students can only progress to the next programme year (stage of their studies) or to the award of a degree, diploma or certificate when they have:
 - a. Complied with the requirements of the relevant Curricular Ordinance and Regulations (i.e. obtained sufficient credits at the appropriate level in the prescribed manner); and
 - b. Met the learning outcomes for the relevant programme year/award as detailed in the Programme Specification. This includes in particular:
 - Passing all modules indicated as 'pass for progression/award' for the relevant year/award in the programme specification; and
 - Meeting any other requirements set out in the programme specification.
- 6.3. In addition, to be eligible for award, students must have achieved a Classification Average which is equal to or greater than the prescribed minimum (see individual sections below for details of

the weighting of programme years and the prescribed minimum Classification Average for different awards).

- 6.4. Progression and Awards Boards take full responsibility on behalf of the Senate for the classification of awards to students for whom they are responsible. They work within the agreed framework of the Responsibilities of Assessment Boards and Progression and Award Boards and their Terms of Reference. They apply judgement to all students within the approved procedures, clearly documenting their deliberations and the outcomes agreed and considering all students fairly, consistently and transparently.
- 6.5. Progression and Awards Boards are required to implement progression/award decisions in accordance with the programme specification.

7. Re-assessment

- 7.1. Undergraduate and taught postgraduate students are permitted two attempts to pass a module (the first attempt plus a re-sit).
- 7.2. The maximum mark on re-assessment for undergraduate-level modules is 40.
- 7.3. The maximum mark on re-assessment for taught postgraduate-level M modules is 50.
- 7.4. Eligibility for re-assessment does not depend upon reaching a minimum standard in an earlier attempt. However, the Assessment Board has the discretion to deny an August resit to a student who has made an unreasonably poor attempt in the preceding attempt (the non-numeric assessment module code 'S' is used to signify this; see annex 2). In such cases the re-assessment will be available at the end of the following Semester 1 or Semester 2. In exceptional circumstances the Assessment Board may determine that the final attempt is dependent upon the candidate repeating the module (with teaching).

8. Final Awards and Classification

Supernumerary ('additional') modules

- 8.1. Where any supernumerary modules (i.e. over 120 credits in any undergraduate programme year or over 180 in any taught postgraduate programme year) are required to meet the learning outcomes of a specific programme, the rule as to whether these credits count for classification should be stated in the programme specification and made clear in corresponding material for students. Where students opt to take supernumerary modules outside of the programme specification, these do not count towards classification.

Classification Calculators

- 8.2. A number of self-help classification calculators for the University's main awards are published online at <http://www.leeds.ac.uk/ssc/examclassify.htm>. These allow students to calculate an estimate of their final classification.

Transitional arrangements for the revised classification algorithm

- 8.3. The classification of candidates will be awarded as the better of the two calculations, calculated according to the former 2.00-9.00^[1] and the current 0.00-10.00 classification average scale. This is to ensure that no candidate is disadvantaged during the transitional period.

9. Assessment Board Discretion

- 9.1. In reaching decisions, Progression and Awards Boards must explicitly consider two forms of discretion for all students to whom they apply. These are 'academic discretion' and 'special circumstances discretion'.

^[1] Refer to Rules for Award 2017/18

- 9.2. Any decision to make an award under discretionary powers can only be made by a Progression and Awards Board if that Board is persuaded that it has sufficient evidence against established criteria.
- 9.3. Both the basis and the process for any discretionary consideration should be clearly minuted by Progression and Awards Boards.

Academic Discretion

- 9.4. Any student with a Classification Average falling within the discretionary band should be selected for consideration. The discretionary band is 0.05 below a classification threshold for Bachelors Degrees with Classified Honours and 0.10 below a classification threshold for Foundation Degrees, Undergraduate Diplomas, Graduate Diplomas and Certificates, and Taught Postgraduate Awards.
- 9.5. Criteria which the Progression and Awards Board may apply to academic discretion may include mark profiles, performance in key modules, and performance during study abroad or a year in industry which is not otherwise weighted in the classification calculation. The specific criteria for each Faculty/School are published in advance in the relevant Code of Practice on Assessment following approval by the Faculty Taught Student Education Committee.

Special Circumstances Discretion

- 9.6. Whether or not academic discretion is applicable, where there is evidence of serious medical or personal problems disclosed to and discussed by the School Special Cases Committee in the student's parent school, the Progression and Awards Board may, on the recommendation of the School Special Cases Committee, apply special circumstances discretion as follows.
- 9.7. Medical and mitigating circumstances may be taken into account at the module level by granting students additional time; by granting an additional opportunity to re-sit one or more assessments as a first attempt without penalty; by granting an exceptional extra attempt at one or more assessments; or by making alternative assessment arrangements subject to approval of the relevant Faculty Taught Student Education Committee. These provisions can indirectly affect the module marks that students receive (for example alternative arrangements, additional attempts, setting aside penalties for late submission, and so on). However module marks must reflect academic performance under agreed assessment arrangements and therefore must not be changed directly. School Special Cases Committees/Progression and Awards Boards are not permitted to intervene directly to change module marks because of mitigation.
- 9.8. In addition, medical and mitigating circumstances may be taken into account in arriving at a degree classification which is more favourable than the normal classification rules may otherwise yield. Where compensation has already been applied at the module level the Progression and Awards Board must be satisfied, on the recommendation of the School Special Cases Committee, that the circumstances warrant additional consideration beyond that already applied.

10. Bachelors Degrees with Classified Honours

- 10.1. Bachelors Degrees with Classified Honours are awarded and classified according to the general rules under Sections 1-9 above.
- 10.2. Candidates must pass a minimum of 100 credits at each of levels 1, 2 and 3. If excess credits beyond those needed are obtained at a higher level, it is possible for these to 'back count' against a shortage of credits at a lower level.
- 10.3. To be eligible for the Bachelor's degree with Classified Honours candidates are required to pass the module/s designated as comprising the Final Year Project of the programme of study on which they are registered.

- 10.4. The degree class for a Bachelor's degree with Classified Honours is determined according to the better of 1:1 or 1:2 weighting of grades between programme year 2 and 3, respectively. Level 1 Skills Discovery Modules taken in year 3 are weighted as year 2 modules.
- 10.5. The minimum Classification Average for the award of a Bachelors Degrees with Classified Honours is 4.00.
- 10.6. The classification thresholds at class boundaries are:

Class Boundary	Threshold*
Class Iii / Class I	6.85
Class Iiia / Class Iii	5.90
Class III / Class Iiia	4.95
Fail / Class III	4.00

*A discretionary band of 0.05 applies to all borderlines

Direct entrants to year 2

- 10.7. In considering the degree classification of students who entered directly into year 2 and who fall within the discretionary band, any poor performance in semester 1 of year 2 which is not in line with the overall profile should be taken into account by the examiners.

Joint Honours Programmes

- 10.8. Where a programme is designated as a joint honours programme, the following additional eligibility rule applies. To be eligible for a joint honours award, students must pass at least 40 credits at level 2 and 40 credits at level 3 in each of the named subjects (if excess credits beyond those needed are obtained at a higher level, it is possible for these to 'back count' against a shortage of credits in that subject at a lower level).

Periods of Study Abroad and Industrial Placement

- 10.9. Some programmes include a period of study abroad or a placement opportunity. There are two alternative assessment schemes (weighted, or not weighted) and the programme specification will make clear which scheme applies.
- 10.10. **Not weighted:** In most cases, a period of study abroad/study in industry is not weighted in the classification average (nevertheless, such periods of study may be compulsory and required for progression/award). Where a term or semester is spent abroad or in industry, the relevant modules are zero-weighted and the remainder of the relevant programme year is weighted in the normal way. Where a full year is spent abroad, years of study are weighted as follows:

For **4 year programmes**, the better of:

	Year 2	Year 3	Year 4
Either	1	0	1
or	1	0	2

For **3 year programmes**, the better of:

	Year 2	Additional Year	Year 4
Either	1	0	1
or	1	0	2

- 10.11. **Weighted:** In some cases, where there is sufficient confidence in the comparability of the student experience and recorded standards of achievement, periods of study abroad may count towards classification. Where a term or semester is spent abroad the programme specification will set out the assessment requirements and the relevant modules are weighted in the normal

way. Where a full year is spent abroad, a mark translation scheme must be approved Abroad and programme years are weighted as follows:

For **4 year programmes**, the better of:

	Year 2	Year 3	Year 4
Either	1	1	1
or	1	1	2

For **3 year programmes**, the better of:

	Year 2	Additional Year	Year 4
Either	1	1	1
or	1	1	2

Intercalating Students or Students admitted into year 3 with Advanced Standing

- 10.12. Students taking an intercalated programme or who have been admitted into year 3 with Advanced Standing according to a school's agreed criteria should be classified on their year 3 achievements only. Such students should normally be required to pass at least 100 out of the 120 year 3 credits at level 3.

11. Ordinary Bachelors Degrees

- 11.1. Ordinary Bachelors degrees are awarded and 'classified' according to the general rules under Sections 1-9 above.
- 11.2. Ordinary degrees must only be awarded by a Faculty/School Progression and Awards Board on the basis of performance meeting learning outcomes specified in approved programme specifications.
- 11.3. To be eligible for the award of the Ordinary Degree candidates must have:
- Passed a minimum of 240 credits, of which at least 60 must be at level 3 and 160 at levels 2 and 3 combined; and
 - Achieved a Classification Average of at least 4.00 across at least 200 credits taken in programme years 2 and 3 with this classification average being determined according to the better of 1:1 or 1:2 weighting of grades between programme years 2 and 3 respectively (i.e. in a manner analogous to Bachelors Degrees with Classified Honours). Level 1 Skills Discovery Modules are taken in year 3 are weighted as year 2 modules.
- 11.4. Candidates who achieve a Classification Average of 6.00 or above receive the Ordinary Degree with Merit. A discretionary band of 0.05 applies at all borderlines. Medical or other mitigating circumstances may be considered outside the discretionary band.
- 11.5. Students taking an intercalated programme or who have been admitted into Programme Year 3 with advanced standing according to a School's agreed criteria should be considered for the award of the Ordinary degree on year 3 achievements only. Such students should be required to pass at least 80 credits in Programme Year 3, including at least 60 at level 3, and to achieve a Classification Average of at least 4.00 across at least 100 of the credits comprising Programme Year 3.
- 11.6. Where a programme is designated as a joint honours programme, the following additional eligibility rule applies. To be eligible for a joint Ordinary award, students must pass at least 40 credits at level 2 and 20 credits at level 3 in each of the named subjects (if excess credits beyond

those needed are obtained at a higher level, it is possible for these to 'back count' against a shortage of credits in that subject at a lower level).

12. Bachelors Degrees awarded with or without Unclassified Honours (Medicine and Dentistry)

- 12.1. The degrees of MBChB and MChD/BChD are awarded in line with the requirements of national and professional practice. They are assessed and marked in accordance with the provisions in the relevant programme specification and the relevant Code(s) of Practice on Assessment.

13. Integrated Degrees of Master and Bachelor

- 13.1. Integrated Degrees of Master and Bachelor are awarded and classified according to the general rules under Sections 1-9 above.
- 13.2. Candidates must pass a minimum of 100 credits at each of levels 1, 2, 3 and M. If excess credits beyond those needed are obtained at a higher level, it is possible for these to 'back count' against a shortage of credits at a lower level.
- 13.3. Candidates must achieve an Award Average, calculated over the 120 level M credits included in their programme, of at least 5.00.
- 13.4. To be eligible for the Integrated Degrees of Master and Bachelor candidates are required to pass the module/s designated as comprising the Final Year Project of the programme of study on which they are registered.
- 13.5. Where not restricted by accreditation requirements and where not designed as 2+2 programmes, the classification average for Integrated Masters and Bachelors awards is determined by weighting years of study according to the better of:

	Year 2	Year 3	Year 4
Either	1	1	1
or	1	2	2

- 13.6. Where not restricted by accreditation requirements and where designed (in the approved programme specification) as 2+2 programmes, the classification average for Integrated Masters and Bachelors awards is determined by weighting years of study according to the better of:

	Year 2	Year 3	Year 4
Either	0	1	1
or	0	1	2

- 13.7. The classification thresholds are the same as for Bachelors Degrees with Classified Honours (see 10.5 above).

Periods of Study Abroad/Industrial Placement

- 13.8. Some programmes include a period of study abroad or a placement opportunity. There are two alternative assessment schemes (weighted, or not weighted) and the Programme Specification will make clear which scheme applies.
- 13.9. **Not weighted:** In most cases, a period of study abroad/year in industry is not weighted in the classification average (nevertheless, such periods of study may be compulsory and required for progression/award.) Where a term or semester is spent abroad or in industry, the relevant modules are zero-weighted and the remainder of the relevant programme year is weighted in the normal way. Where a full year is spent abroad years of study should be weighted as follows:

The better of:

	Year 2	Year 3	Year 4
Either	1	0	1
or	1	0	2

And for 5 year programmes the better of:

	Year 2	Year 3	Year 4	Year 5
Either	1	0	1	1
or	1	0	2	2

- 13.10. **Weighted:** In some cases, where there is sufficient confidence in the comparability of the student experience and recorded standards of achievement periods of study abroad may count towards classification. Where a term or semester is spent abroad the Programme Specification will set out the assessment requirements and the relevant modules are weighted in the normal way. Where a full year is spend abroad, a mark translation scheme must be approved and programme years are weighted as follows:

The better of:

	Year 2	Year 3	Year 4
Either	1	1	1
or	1	1	2

Failure of a year abroad or in industry

- 13.11. Students who fail a year abroad or in industry should be given the opportunity of continuing on the standard version of the programme or any intermediate award of Bachelor as if they were progressing normally from the lower Programme Year.

Failure of a Master's level award

- 13.12. Where students fail to meet the learning outcomes for the Master's level award their achievement in relation to any relevant Bachelor's degree should be considered on an ad personam basis by the relevant Board of Examiners.

14. Integrated Degrees of Master and Bachelor of Dental Surgery and Bachelor of Science

- 14.1. The Integrated Degrees of Master and Bachelor of Dental Surgery and Bachelor of Science is awarded and classified according to the general rules under Sections 1-9 above.
- 14.2. Candidates must pass all modules in the programme specification; achieving a pass mark of at least 40 in level 1, 2 and 3 modules and a pass mark of at least 50 in level M modules.
- a. The classification average for the Integrated Master and Bachelor of Dental Surgery and Bachelor of Science award is determined by weighting years of study according to the better of:

	Year 2	Year 3	Year 4	Year 5
Either	1	1	1	1
or	1	1	2	2

- b. Classification thresholds are the same as for Taught Postgraduate Awards and can be awarded with Merit and Distinction. For the purpose of classification, all marks in levels 2 and 3 modules will be translated to the 50 pass scale.

15. Foundation Degrees, Undergraduate Diplomas, Graduate Diplomas and Certificates

General Rules

- 15.1. Foundation Degrees, Undergraduate Diplomas, Graduate Diplomas and Certificates are awarded and 'classified' according to the general rules under Sections 1-9 above.
- 15.2. Where the Programme Specification for an individual Undergraduate Diploma, Graduate Diploma or Certificate requires fewer than 120 credits to be passed a classification average of 4.00 is required across all credits.
- 15.3. Foundation Degrees, Undergraduate Diplomas, Graduate Diplomas and Certificates are awarded with Merit for classification averages between 6.00 and 6.99, inclusive, and with Distinction for classification averages of 7.00 or above. A discretionary band of 0.10 applies at all borderlines. Medical or other mitigating circumstances may be considered outside the discretionary bands.

Diploma of Higher Education (DipHE) and the Foundation Degree

- 15.4. The DipHE and the FD are awarded on the basis of an Classification Average across all its 240 credits with award 'class' being determined according to the better of 1:1 or 1:2 weighting of grades between years 1 and 2, respectively.

16. Taught Postgraduate Awards and Classification

- 16.1. Taught Postgraduate Awards are awarded and 'classified' according to the general rules under Sections 1-9 above.
- 16.2. The minimum classification average required for the award of a Taught Postgraduate Award is 5.00 (but see the rules on Examiners' Discretion).
- 16.3. Where the progression/award rules for an individual masters or postgraduate diploma programme require fewer than, respectively, 180 or 120 credits to be passed a classification average of 5.00 across all the respective 180 or 120 credits of modules taken is required.
- 16.4. Taught Postgraduate Awards are awarded with Merit for Classification Averages between 6.00 and 6.99, inclusive, and with Distinction for Classification Averages of 7.00 or above. A discretionary band of 0.10 applies to all borderlines. Medical or other mitigating circumstances may be considered outside the discretionary bands.

17. Oral Examinations

- 17.1. Oral Examinations are only appropriate where they are included in the relevant programme and module specifications and approved as being suitable for testing the learning outcomes. The University does not permit interviews/viva voce examinations for the purpose of making a decision on borderline cases. An individual candidate has no rights to request that they be assessed by oral examination.
- 17.2. Where external examiners participate in oral examinations at least one representative of the internal examiners must also participate.

Annex 1. Module Marks and Classification Scales

Marking Scale	Award Classification Scale					Marking Scale	Award Classification Scale				
	Classification Scale	First Degrees 'with honours'	Ordinary Degree	UG Diplomas/ Certificates	Postgraduate Taught Awards		Classification Scale	First Degrees 'with honours'	Ordinary Degree	UG Diplomas/ Certificates	Postgraduate Taught Awards
100	10.0	↑	↑	↑	↑	49	4.9	↑	↓	↓	Fail
99	9.9	↑	↑	↑	↑	48	4.8	↑	↓	↓	↑
98	9.8	↑	↑	↑	↑	47	4.7	↑	↓	↓	↓
97	9.7	↑	↑	↑	↑	46	4.6	↑	↓	↓	↓
96	9.6	↑	↑	↑	↑	45	4.5	↑	↓	↓	↓
95	9.5	↑	↑	↑	↑	44	4.4	↑	↓	↓	↓
94	9.4	↑	↑	↑	↑	43	4.3	↑	↓	↓	↓
93	9.3	↑	↑	↑	↑	42	4.2	↑	↓	↓	↓
92	9.2	↑	↑	↑	↑	41	4.1	↑	↓	↓	↓
91	9.1	↑	↑	↑	↑	40	4.0	Class III	Pass	Pass	↓
90	9.0	↑	↑	↑	↑	39	3.9	Fail	Fail	Fail	↓
89	8.9	↑	↑	↑	↑	38	3.8	↑	↑	↑	↓
88	8.8	↑	↑	↑	↑	37	3.7	↑	↑	↑	↓
87	8.7	↑	↑	↑	↑	36	3.6	↑	↑	↑	↓
86	8.6	↑	↑	↑	↑	35	3.5	↑	↑	↑	↓
85	8.4	↑	↑	↑	↑	34	3.4	↑	↑	↑	↓
84	8.4	↑	↑	↑	↑	33	3.3	↑	↑	↑	↓
83	8.3	↑	↑	↑	↑	32	3.2	↑	↑	↑	↓
82	8.2	↑	↑	↑	↑	31	3.1	↑	↑	↑	↓
81	8.1	↑	↑	↑	↑	30	3.0	↑	↑	↑	↓
80	8.0	↑	↑	↑	↑	29	2.9	↑	↑	↑	↓
79	7.9	↑	↑	↑	↑	28	2.8	↑	↑	↑	↓
78	7.8	↑	↑	↑	↑	27	2.7	↑	↑	↑	↓
77	7.7	↑	↑	↑	↑	26	2.6	↑	↑	↑	↓
76	7.6	↑	↑	↑	↑	25	2.5	↑	↑	↑	↓
75	7.5	↑	↑	↑	↑	24	2.4	↑	↑	↑	↓
74	7.4	↑	↑	↑	↑	23	2.3	↑	↑	↑	↓
73	7.3	↑	↑	↑	↑	22	2.2	↑	↑	↑	↓
72	7.2	↑	↑	↑	↑	21	2.1	↑	↑	↑	↓
71	7.1	↑	↑	↑	↑	20	2.0	↑	↑	↑	↓
70	7.0	Class I	↑	Distinction	Distinction	19	1.9	↑	↑	↑	↓
69	6.9	↑	↑	↑	↑	18	1.8	↑	↑	↑	↓
68	6.8	↑	↑	↑	↑	17	1.7	↑	↑	↑	↓
67	6.7	↑	↑	↑	↑	16	1.6	↑	↑	↑	↓
66	6.6	↑	↑	↑	↑	15	1.5	↑	↑	↑	↓
65	6.5	↑	↑	↑	↑	14	1.4	↑	↑	↑	↓
64	6.4	↑	↑	↑	↑	13	1.3	↑	↑	↑	↓
63	6.3	↑	↑	↑	↑	12	1.2	↑	↑	↑	↓
62	6.2	↑	↑	↑	↑	11	1.1	↑	↑	↑	↓
61	6.1	↑	↑	↑	↑	10	1.0	↑	↑	↑	↓
60	6.0	Class II i	Merit	Merit	Merit	9	0.9	↑	↑	↑	↓
59	5.9	↑	↑	↑	↑	8	0.8	↑	↑	↑	↓
58	5.8	↑	↑	↑	↑	7	0.7	↑	↑	↑	↓
57	5.7	↑	↑	↑	↑	6	0.6	↑	↑	↑	↓
56	5.6	↑	↑	↑	↑	5	0.5	↑	↑	↑	↓
55	5.5	↑	↑	↑	↑	4	0.4	↑	↑	↑	↓
54	5.4	↑	↑	↑	↑	3	0.3	↑	↑	↑	↓
53	5.3	↑	↑	↑	↑	2	0.2	↑	↑	↑	↓
52	5.2	↑	↑	↑	↑	1	0.1	↑	↑	↑	↓
51	5.1	Class II ii	↑	↑	↑	0	0.0	↓	↓	↓	↓
50	5.0	↑	↑	↑	Pass			↓	↓	↓	↓

Classified Honours Degrees		
Class Boundary	Threshold Classification Grade	Discretionary Band
2i / 1	6.85	6.80
2ii / 2i	5.90	5.85
3 / 2ii	4.95	4.90
Fail	4.00	3.95

Foundation Degrees, Undergraduate Diplomas and Certificates		
Class Boundary	Threshold Classification Grade	Discretionary Band
Merit / Distinction	7.00	6.90
Pass / Merit	6.00	5.90
Fail / Pass	4.00	3.90

Taught Postgraduate Awards		
Class Boundary	Threshold Classification Grade	Discretionary Band
Merit / Distinction	7.00	6.90
Pass / Merit	6.00	5.90
Fail / Pass	5.00	4.90

Annex 2. Non-numeric module assessment codes and their meanings

There are a number of non-numeric codes which Assessment Boards may use instead of, or alongside, the module marks. These are used to signify additional information that qualifies the marks, such as that no work was submitted or that some work is outstanding.

- **AB** signifies that the student was absent from and/or failed to submit the assessment/work required for a module irrespective of whether this is deliberate or not. This translates to a module mark of 0 unless a higher mark is achieved in a subsequent attempt. A mark of AB appears on the transcript.
- **Z** indicates that a student has either temporarily or permanently withdrawn from the University or should not have appeared on a particular mark list, for example through administrative error or through having received APEL for the module concerned. Neither the module nor the Z mark will be displayed on the transcript.
- **V** signifies mandatory criteria (such as submission of mandatory components or meeting minimum accreditation requirements) have not been met. The V suffix is used to show that the module is not passed and credit is not awarded (if a pass mark). If the V remains unredeemed on classification, the maximum mark of 39 for undergraduate modules and 49 for taught postgraduate modules should be used. The transcript will show 'INC' to signify that the work is incomplete.
 - **Redeeming a V:** a deadline for the submission of outstanding work (or otherwise meeting the mandatory criteria) must be set by the Faculty/School; on submission of the outstanding work to a satisfactory standard, the suffix is removed and credit awarded. The final module mark is unchanged, except for the removal of the V. Once the V is removed, the normal rules on the classification apply and the mark appears on the transcript.
- **C** signifies that one or more elements of the assessment remain to be presented or completed, owing to special circumstances. The original mark should reflect only the proportion of the assessment that has actually been done. Where no work has been completed (a deferred mark) 0C should be returned.
 - **Redeeming a C:** a deadline for the submission of outstanding work must be set by the relevant faculty/school; on submission of the outstanding work, the mark is recalculated to include the marks awarded for the submitted work and the suffix is removed. If unredeemed, the mark stands unless some mandatory criteria has not been met. Then a V mark replaces the C.
- **S** (for undergraduate modules only):
 - i. To indicate that the Assessment Board has determined that the student should be denied a re-sit in August on the grounds of exceptionally poor performance at the first attempt (see Regulation 14.a.ii for more information). It is used only in exceptional circumstances;
 - ii. To indicate the format of the re-sit is unsuitable to be assessed in August;
 - iii. A mark of S is not shown on a student transcript: the numeric mark achieved at the first attempt will be shown.
- **G** indicates that a plagiarism penalty has been applied but credit should be awarded if the mark is above the pass mark.
- **H** indicates that a plagiarism penalty has been applied and credit has been withheld against a resulting pass mark.

Annex 3. Tabulated Summary of the minimum attendance, study and credit requirements for awards prescribed in the Curricular Ordinances and Regulations

The following summary is derived from the Curricular Ordinances and Regulations which should be consulted for full and precise details of the requirements for awards.

Award Title	Full-time Duration (Programme Years)	Total Minimum Credit volume to be taken*	Total Minimum Credit Volume to be passed	Highest Level which must be Included	Minimum Credits to be Passed at Highest Level**
MRes	1 calendar year	180 ***	180 ***	M	180 ***
Master (PGT)	1 calendar year	180	150	M	135
PGDip	8 months	120	90	M	75
PGCert	4 months minimum	60	60	M	45
Integrated Master	4 years	480	400	M	100
Master (first degree)	4 years	480	400	M	80
Bachelor (Honours)	3 years minimum	360 minimum	300****	3	100****
Bachelor (Ordinary)	3 years minimum	300-360*****	240	3	60 (160 at levels 2 and 3 combined)
Graduate Diploma	1 year	120	100	3	60
Graduate Certificate (including Professional Graduate Certificate (Non-direct entry))	See individual programme specification	60**	60**	3	60**
Foundation Degree	2 years	240	200	2	100
DipHE	2 years	240	200	2	100
Diploma	1 year	120	80	2	60
CertHE	1 year	120	100	1	100
Certificate	1 semester	40	40	1	40

* *In some awards some of the total credit volume to be taken requirements may be fulfilled through the University's CATS/APCL/APEL arrangements.*

** *The regulations for the award concerned MUST be consulted for details of any requirements for the minimum number of credits to be passed at Levels other than the highest.*

*** *The research elements of some combined taught/research degrees and research degrees are not credit-rated.*

**** *Exceptionally the prescribed Honours degree programmes in some disciplines may have the explicit approval of the Taught Student Education Board to award on the basis of other requirements (Regulation 31a. refers): in such cases full information is given in the relevant programme specification.*

***** *The Senate agreed in June 2002 that 'Students on programmes leading to the award of an Ordinary degree must enrol for at least 100 credits, and not more than 120 credits, in each [programme] year in modules compatible with the specific programme.*