



# Universal Assessment Regulations

## Continuation, Completion and Award Classification for Undergraduate Bachelors Awards for students who began their studies from October 2025.

### Document Control

Responsibility for Policy:	Registrar
Approved by and date:	June 2025
Frequency of Review:	5 years
Next Review date:	2030
Related Policies:	Universal Regulations and Conventions; Programme Regulations for Undergraduates and Integrated Masters
Minor Revisions:	
EIA:	Data is monitored as appropriate through the processes of Annual Reflection and Enhancement.

### 1 Implementation

These regulations are implemented for all Bachelors awards and for Year 4 study for students undertaking Integrated Masters awards. **The regulations apply to students who began their studies from October 2025.**

### 2 Key Definitions

A Year of Study indicates the year of study that is currently being undertaken and may not equate to the number of years the student has been at the University. For example, a part-time student will take a minimum of two years in a Year of Study.

Undergraduate Bachelors students' study either a:

- Combined Honours Degree, in which both academic subjects are studied in equal weighting at Years 1, 2 and 3.
- Major/Minor Combined Honours Degree, in which a student will take at least 240 credits of study in their Major subject and no less than 60 credits of study in their minor subject.
- Single Subject Exit, in which a student who undertakes a combined honours degree in Year 1 opts to take all remaining credits at Years 2 and 3 in one of their subjects resulting in a split of 300 credits in this subject and only 60 credits in the second subject.
- Single Honours degree, focussing entirely on one subject area;

The minimum aggregate pass mark for each module to which these regulations apply is 40%. Failure in

one or more components of the assessment of a given module may be compensated<sup>1</sup> for by the results in one or more other assessment components within that module, provided that the overall pass mark for the module of 40% is attained. This compensation rule does not apply to assessment components deemed to be Qualifying Marks by the course documentation.

### 3. Determining whether a student has continued within, or completed an Undergraduate Award

#### 3.1 Single Honours students

A student at Year 0, 1, 2, or 3 of a Single Honours award is deemed to have completed their Year of Study (or award as appropriate) if the following apply:

- **PASS** - 40% for each module taken to a total of 120 credits and all assessment attempted.
- **PASS (Condoned)** 40% for each module taken to a total of 90 credits, with a Year aggregate of 40% overall and all assessments attempted but with condonement<sup>2</sup> of failure in 30 credits where the overall module outcome ranges between 30-39%
  - Condonement will only be applied once students have had the opportunity to undertake initial assessment, in year resubmission and reassessment. Condonement cannot be applied to a module specifically designated as compulsory at the time of validation.
  - Continuation with condonement of a 30 credit failed module will only be allowed on one occasion during the students' academic studies.  
When a student continues or completes with condonement the credits for the condoned module(s) will be awarded, although the fail marks themselves will stand and will be included in the award calculations as appropriate.
- **PASS (Conditions)** 40% for each module taken to a total of 90 credits, with a Year aggregate of 40% overall and all assessments attempted but with failure of a maximum of 30 credits in optional modules.
  - Pass with conditions is not available in all circumstances and should not be considered a normal outcome. However, if the Board considers it appropriate, it will be offered.
  - Pass with Conditions will only be allowed on one occasion during the students' academic studies.
  - Students may elect to retake the failed module rather than continue with a Pass with Conditions outcome.
  - The failed module must not be a compulsory module which is deemed essential to satisfy accreditation requirements, nor must it be a module with qualifying pass marks.
  - Students must undertake the failed module, or an alternative, at the next opportunity. The mark for the module aggregate will not be capped, a first attempt and reassessment will be available as appropriate to the University procedures.
  - The student's outcome for the Year of Study will include the module outcome achieved on retake.
  - A second failure of the module, or an alternative, will be considered at the Continuation and Award Board. Normally a students' studies will be terminated in line with other failures on a second attempt. Students will be entitled to any award appropriate to the credits they have achieved.

In addition,

- All students must meet any professional requirements set out as part of PSRB's or accreditation standards before they can complete or continue.
- Where an assessment has been designated as a Qualifying Mark a student cannot complete or continue with a mark less than 40%
- A student on a course that includes a compulsory zero-credit professional block must achieve a pass standard in that element before they can continue.

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<sup>1</sup> Compensation allows a student to pass a module despite a failing mark, provided this is not subject to a qualifying pass mark.

<sup>2</sup> Condonement allows a student to continue to the next stage with a failing grade in one module provided other conditions are met.

- In such cases the student will be required to undertake reassessment in these components and will then be subject to the usual continuation rules.

### **3.2 Combined Honours students**

For all Years of Study, a Combined Honours student is deemed to be able to continue, or to have completed their award as appropriate, if at least 40% has been achieved for each module taken totalling 60 credits in each subject.

In addition,

- All students must meet any professional requirements set out as part of PSRB's or accrediting bodies before they can complete or continue.
- Where an assessment has been designated as Qualifying Mark a student cannot complete or continue with a mark less than 40%.
- A student on a course that includes a compulsory zero-credit professional block must achieve a pass standard in that element before they can continue.
- A student will be required to undertake reassessment in the components preventing their continuation or completion and will then be subject to the usual regulations as appropriate.

### **3.3. In Module Resubmissions (IMRs)**

3.3.1 A student who did not achieve a pass mark in one or more coursework assessment will have the opportunity, before the Module Confirmation Meeting, to re-submit assessment tasks. There will be no extension on submission dates for resubmissions beyond the date set; the resubmission is usually within a period of one week of the return of assessment outcomes to the students.

3.3.2 Resubmissions are not offered on examinations taking place during formal assessment periods

3.3.3 In Module Resubmissions are subject to capping at 40%. Students retain their right to undergo reassessment provided they fulfil the conditions detailed in these regulations.

3.3.4 In Module Resubmission of coursework tasks will not normally be offered if the coursework assessment task was failed due to non-participation in practical work or in taught classes.

3.3.5 Resubmission of coursework may be denied in some cases of Academic Misconduct.

### **3.4 Continuation for students who have undertaken a Placement Year**

3.4.1 Students will not be able to undertake a Placement Year unless they have satisfied the University's requirements for continuation from Year 2 to Year 3.

- A student will not be deemed ineligible to continue to Year 3 on the basis of the mark awarded for the Placement Year.
- At the end of the Placement Year, the June Continuation and Award Board will normally consider, on the basis of the mark awarded for the Placement Year, whether the student may:
  - Continue to Year 3 and their intended award confirmed as "...with Placement Year";
  - Continue to Year 3 but their intended award will not be "...with Placement Year";
  - on the grounds of valid mitigating circumstances, be granted a further opportunity, before continuing to Year 3, to undertake further work, to enable their intended award to be confirmed as ".... with Placement Year".

3.4.2 A student who has committed a disciplinary offence, or academic misconduct, during a Placement Year, may, in principle, be required to leave the programme by the appropriate University body.

#### **4. Further Opportunities for Student Continuation or Completion of their award**

##### **4.1 Students who meet the criteria to Continue from an Undergraduate Year of Study without condonment or conditions**

These students will accept the marks awarded. No opportunities for reassessment or retake will be available.

##### **4.2 Reassessment and Retake: Students who do NOT initially Continue or Complete from an Undergraduate Bachelors Year of Study or complete their award**

After first assessment:

- 4.2.1 All students who achieve an overall aggregate between 25 and 39 in a particular module, or who fail to continue or complete for another reason detailed in these regulations, will normally be eligible for reassessment. Individual assessment components that are subject to reassessment will be capped at 40%, and the module aggregate will also be capped at either 40% or at the original mark if this was above 40%.
- 4.2.2 Students who achieve a module aggregate less than 25 will be required to retake failed modules of study. Alternative non-compulsory modules may be selected for the retake as appropriate.
- 4.2.3 The University Continuation and Award Board has the discretion to offer further reassessment opportunities in the case of exceptional circumstances.
- 4.2.4 Students are normally expected to undergo reassessment before they are eligible to retake. Fees are charged for retaken modules.
- 4.2.5 Retakes will be with full attendance and submission of all assessment components within a module, including any that had already been passed. Fees are normally charged for retakes. Retaking students will be entitled to any In Module Resubmissions and any reassessments deemed appropriate by their module aggregate.
- 4.2.6 Students who have still fail to continue or complete after a retake opportunity and subsequent reassessment will not be eligible for any further redemption opportunities. The student will be required to terminate studies but may be eligible, in accordance with the regulations governing the University's awards, for an intermediate exit award.
- 4.2.7 Students who are retaking a Year of Study or academic Subject will normally receive uncapped marks for individual assessments and for overall weighted module aggregates. Relevant aggregates may, however, be capped if a student's previous failure related to academic misconduct and this penalty was applied at the time of the investigation.
- 4.2.8 Students may be deemed to have forfeited their entitlement to reassessment in certain circumstances. Specifically, the Continuation and Award Board may require a student to retake their academic Subject, or their Year of study if their failure is related to issues associated with professional practice or a failure to undertake practical work, or if this outcome is advised as the result of academic misconduct.
- 4.2.9 Students who have reached the maximum duration for completion of study will normally be required to terminate their studies rather than undertake further reassessment.

#### **5 Special regulations governing failure in assessed practice for BA Social Work**

If a student's practice learning opportunity is terminated due to misconduct, or if their conduct otherwise gives concern in relation to their Fitness to Practice, the student will be deemed to have failed the

relevant assessment, and Fitness to Practice procedures will be invoked. These may lead to termination of the student's studies.

## 6. Classifications to be Recommended to Boards of Examiners

### 6.1 All Bachelors Degrees

The system is based on the best outcome from a single algorithm with additional consideration in the case of students who fall within the borderline of two degree classifications. Specifically,

6.1.1 Recommendations for an award will normally be based on the overall award mark, combining the best 90 credits of assessments from Year 2 [weighted 25%] & 120 credits from Year 3 [weighted 75%];

6.1.2 The overall award mark will be rounded to the nearest whole number (decimal places up to four are rounded down, decimal places of five or more are rounded up).

6.1.3 A student's degree will then be classified based on an initial assessment of whether their rounded aggregate as determined above falls within the following categories:

- |   |                            |           |        |
|---|----------------------------|-----------|--------|
| • | First Class Honours        | Aggregate | 70%+   |
| • | Upper Second Class Honours | Aggregate | 60-69% |
| • | Lower Second Class Honours | Aggregate | 50-59% |
| • | Third Class Honours        | Aggregate | 40-49% |

Pass degree awarded at the University's discretion in exceptional circumstances, for example academic misconduct.

6.1.5 Where the overall rounded aggregate falls within two marks of the classification borderline the student's profile will be scrutinised further at the examination board. Such borderline candidates will have their Year 2 and 3 profiles considered in more detail before confirming their overall degree classification. The higher classification will be awarded if either the Year 3 profile or the Year 2 and 3 profile confirms that the student achieved, on initial assessment, a minimum of 60 credits approved for that award at the higher classification.

### 6.2 Calculating the overall aggregate for students who enter the University with Recognition of Prior Learning (RPL)

For students who RPL 240 credits of Years 1 and 2 recommendations will normally be based on the overall aggregate of Year 3 assessments;

## 7. Decisions of the Boards of Examiners [all degrees]

### 7.1 Candidates Recommended for a Classification

7.1.1 The Boards will **confirm** the recommended classifications **unless** *either* the Board identifies an error in the calculation of the aggregate marks *or* the Board wishes, in accordance with regulations, to amend the mark[s] awarded for one or more individual assessments.

### 7.2 Borderline Candidates

- The Board will not, when determining classifications, consider any evidence of mitigating circumstances, but will, instead, base its judgements upon the quality of the work submitted.
- In order to make informed decisions about Borderline Candidates, the Board will, in addition to the overall award marks, also be presented with each student's full profile of

assessment marks from Years 2 and 3.

- The Boards will be guided by the University Conventions for making decisions about borderline candidates.