Academic Regulations for Taught Programmes

Registry and Academic Quality

UNIVERSITY OF
WINCHESTER

Document Title:	Academic Regulations for Taught Programmes
Document Author:	Registry and Academic Quality
Responsible Person and Department:	Academic Registrar, Registry and Academic Quality
Approving Body:	Senate
Date of Approval:	6 December 2023
Date Effective From:	6 December 2023
Review Date:	September 2024
Indicate whether the document is for public access or internal access only **Indicate whether the document applies to collaborative provision?** *(Strikethrough text, as appropriate)*	Public Access ~~Internal Access Only~~ Applies to Collaborative Provision

Summary/Description:

This document defines the Academic Regulations for all taught programmes, validated by the University of Winchester, including undergraduate, PGCE and taught postgraduate programmes.

The regulations governing assessment for taught programmes can be found in the *Assessment Regulations*

A summary of changes to this document appears below.

SUMMARY OF CHANGES

This list summarises the changes since 2016/17. The date confirms when the changes were implemented.

Implementation date	Changes Approved by Senate
6 December 2023	1. Students who return from a Break in Studies (Interruption) after week 4 will no longer have their grades capped at pass level (D1.1) 2. Students who transfer to a new programme will no longer be subject to the same restrictions applied to Repeat Study progression. Grade cap penalties have been removed and students will retain all rights to future trail and repeat study. (D2.7)
1 September 2022	1. Removal of the word normally (throughout). 2. Confirmation that these regulations also apply to short courses. (A1) 3. Addition of references to Foundation Degrees. (G1) 4. Addition of references to apprentices. (C3, D1, D3) 5. Students no longer able to use their non-student email account for university communications. Students to check their university email at least once a day and before any teaching or other university appointments. (B2.2) 6. Postgraduate students who study PGCert awards may apply for a repeat or trail fails up to a maximum of 40 credits, during their period of postgraduate study at the university, regardless of whether they are changing pathway. (D2.3) 7. Clarification arising from Assessment Regulations change that foundation year students may be eligible for a third attempt. (D2.4 and Assessment Regulations) 8. Clarification that when transferring programmes, any transfer of credit shall be agreed at the time of transfer and the student shall be required to sign an acceptance of the credit agreement. (D3) 9. No programme shall have more than six learning outcomes per level and no module no more than four learning outcomes. (E3) 10. Addition of requirement for undergraduate programmes with option choices to allow students to take Value Studies options at level 5 and level 6. (E4.3) 11. Undergraduate programmes (including apprenticeships and integrated master's programmes) must include a learning outcome dedicated to the UNSDGs at each level (E4) and postgraduate programmes are recommended to (E6). 12. Addition of section confirming the structure of an apprenticeship. (E7) 13. Discontinuation of GPA for students starting from September 2022. (F1 and F2) 14. The University may terminate the registration of a student who has been inactive for one semester. (G2) 15. Replacement of section E Credits and Programme Structure with new appendices 2 and 3 (incorporated from the *Awards and Classification Rules and Credit Framework summary* document)

	16. Replacement of section F Award Calculations and Award Classifications with new appendix 4 (incorporated from the *Awards and Classification Rules and Credit Framework summary* document)
	17. Clarification about the status of the Extended Independent Study module in degree calculations. (Appendix 4)
1 September 2021	1. Clarification that students may repeat studies having already trail failed (D2.2)
	2. Addition of the requirement for students to submit an academic appeal if they wish to apply for a second period of repeat study based on extenuating circumstances (D2.12)
	3. Correction to the PGCE credits (E.1)
	4. Removal of all references to Combined Honours programmes
	5. Amendment of section regarding the Academic Year Calendar (Appendix 2)
	6. References made throughout to the new Supporting Students to Succeed: Extenuating Circumstances and Support to Study Procedures
31 August 2020	1. Definition of Repeat Study – explicit reference to the number of credits that can be taken during repeat study (D2)
	2. Addition of reference to programmes that are unable to meet the standard award calculation (F3.10)
	3. Removal of references to Foundation Degree and Graduate Diploma (E1, F3, G1)
	4. Removal of reference to Level 6 for the awards of PGCE and Professional Graduate Certificate
	5. Updates to amend Exam Board to Progression and Award Board(s)
31 August 2019	1. Removal of D1.3 due to repetition, renumbering of subsequent points
	2. Addition of new and missing programmes (G1.3)
	3. Removal of section CATS Levels (outdated) (Appendix 1, 1.20)
	4. Addition of new Award Titles and removal of those no longer in use (Appendix 5)
16 May 2019	1. Explicit reference to the fact that an IS and an EIS refers to the module and simply an assessment called IS or EIS. (E4.1, E6.1, F2, F3.1 – 2, Appendices 1 and 4)
	2. Inclusion of references to and definitions for level 3 and Foundation Year (C4. E1, F2.1, Appendix 1)
	3. Clarification of the exceptions to normal progression rules (C4 a) – c))
	4. Clarification of grounds for amending the period of registration in accordance with the RPL Policy (G2.1)
1 September 2018	1. Modes of study expanded to include year-long placements, study abroad, exchange study and blended and distance learning (B1.4)
	2. References to year-long placements and study abroad included throughout
	3. Clarification for linking personal email and Unimail (B2.2);
	4. Remove requirement to submit Master's Independent Study (IS) module after completing/passing taught modules (C6)

	5. Clarification that student's may interrupt, without penalty, within the first four weeks of the start of a module (D1.1)
	6. Upgrade rule removed for cohorts starting in September 2018 and later. (F4)
	7. Amendments to expected PT periods of registration (G1.3)
	8. Amendments to the programme titles (Appendix 5)
1 September 2017	1. Inclusion of Grade Point Average (GPA)

ACADEMIC REGULATIONS FOR TAUGHT PROGRAMMES

TABLE OF CONTENTS

SECTION A   INTRODUCTION

The Regulations are intended to be used as a primary source of information. Alongside the Regulations, the University operates a wide range of institutional policies and procedures. Key aspects of these policies and procedures are incorporated within the Regulations and reference is made there to the full policy or procedures, which can be found on the University's website.

Section A1   Scope of the Regulations

A1.1   The Academic Regulations for Taught Programmes, referred to here as the Regulations, apply to all taught provision of the University of Winchester and to all students undertaking that provision unless specifically exempted by Senate or disallowed under accreditation agreements with Professional, Statutory and Regulatory Bodies. This includes short course programmes whose Programme Handbook must also be consulted for additional regulations or any exemptions. A full list of all awards, including Honorary degrees, is contained in Appendix 7.

A1.2   The Regulations for each year shall be approved annually by the Senate Academic Development Committee and Senate during the previous year.

A1.3   The Regulations in force at any time shall be those for that academic year unless specified otherwise. When a student registers at the start of an academic year for a year of study or part way through an academic year, the student shall sign up for the Regulations for that academic year.

A1.4   When a student resumes study after an interruption the student shall undertake to abide by the Regulations and the programme and module specifications in force at the time of resumption.

A1.5   The Academic Regulations may be amended, through the Senate Academic Development Committee, by authority of Senate.

Section A2   Suspension of the Regulations

A2.1   In exceptional circumstances, a programme or subject may seek an exemption from one or more of the Regulations, normally, at the time of validation or review. Application to do so shall follow appropriate consultation with other programmes and subjects as required, and shall be made explicit at the time of validation or review and must be explicitly approved by the Academic Regulations, Policies and Procedures Committee. Where approval is secured, this must again be made explicit in the Programme Specification and added to the list of Exemptions held by the Quality Office on the University Intranet.

A2.2   In exceptional circumstances, and following appropriate consultation, a programme or subject may seek to obtain formal approval through the Academic Regulations, Policies and Procedures Committee to suspend temporarily one or more of the Regulations. Where approval is secured, students shall be explicitly notified before implementation. (An example of this might occur where a programme is running out or an external event prevents the normal procedures to apply.)

SECTION B   ENROLMENT, CONTRACTUAL OBLIGATIONS AND ATTENDANCE

Section B1   Enrolment

B1.1   B1.1   All students shall enrol annually in accordance with procedures established by the Academic Registrar. Failure to re-enrol shall result in termination of registration.

B1.2   B1.2   A student shall not be permitted to enrol on more than one taught programme leading to a qualification at one time except with the special permission of the Academic Registrar. This includes registration at another higher education provider. Failure to disclose any information relevant to this regulation may result in disciplinary action being taken and termination of registration, particularly in cases involving fraud or academic misconduct.

B1.3   B1.3   New students, who have not enrolled by Friday of week 4 of the semester in which their proposed programme starts, must defer starting their studies until the next intake for the programme.

B1.4   Students enrolled with the University of Winchester and registered for a programme shall undertake the programme in accordance with the specified mode of study. Change of mode of study is not permissible except where the programme allows it. The following modes of study apply:

   a.   full-time study;

   b.   part-time study;

   c.   year abroad;

   d.   placement year;

   e.   exchange or study abroad period (maximum period allowed is equivalent to one semester);

   f.   distance learning (studying wholly at a distance)

   g.   blended learning (a combination of on-site and distance learning)

Section B2   Contractual Obligations

B2.1   Every student undertakes to abide by the Regulations of the University and any programme, subject and/or module specifications for which they have registered, as a condition of enrolment, and to be subject to the University's discipline whilst registered at the University.

B2.2   The University is responsible for providing students with a functioning University email account for educational purposes and providing adequate support. All formal email communication between the University and students shall proceed through this account. Students shall, therefore, undertake to monitor communications at least once a day and before any teaching or other university appointments.

B2.3   Should a student transfer to another programme and/or to another mode of study at the University, or withdraw temporarily or permanently from a programme, they shall obtain written approval in accordance with the University's procedures.

B2.4   A student remains enrolled unless:

   a.   they have advised the University of their withdrawal by completing the approved withdrawal form and submitting it to Registry; or

   b.   the University has terminated their registration.

B2.5   An enrolled student of the University shall ensure that their record, held by the University, always has their most up to date residential addresses and contact numbers, both permanent and local/term-time.

Section B3   Student Attendance and Workload Obligations

B3.1   The nature of students' academic obligations (including attendance at lectures, classes and seminars, performance of practical and written work, etc) varies between programmes, subjects and modules.

B3.2   Students admitted to full-time programmes are required to attend the two University semesters each year as defined in the Programme Specification for their programme and this may include additional periods of study outside the University's standard Attendance Dates, as published annually in the Academic Year Calendar (see Appendix 5 for further details).

B3.3   Students admitted to part-time or distance-learning programmes are required to attend as defined in the Programme Specification for their programme.

B3.4   Students undertaking a year abroad, placement year or exchange or study abroad period are required to meet their academic obligations, as required by the institution where they are studying or, in the case of the placement, as defined by the programme and agreed with the organisation where they are placed.

B3.5   Wherever possible, the student should trail fail with attendance because the experience and outcome are likely to be beneficial to the student. There are two circumstances in which a student must attend a trail fail module:

    a.   if the module they are taking to replace a failed module is new to them (e.g. where the original module is not running or the student requested and is permitted to replace the module with a new module).

    b.   where Programmes have identified modules which can only be trail failed with attendance in their Module Description. For example, Volunteering or Placement modules.

B3.6   If, in the case of a) and b) above, the module clashes with the student's normal timetable and it is not possible to amend the timetable, then the student shall not be permitted to trail fail but must repeat study instead.

B3.7   Students who fail to satisfy individual subject or programme attendance and/or workload requirements may be:

    a.   penalised in accordance with the Programme's Attendance Rules;

    b.   required to leave the programme or subject;

    c.   denied the opportunity to repeat study, trail fail or to transfer to another subject, programme or other modules.

B3.8   Students who feel they have good cause for failing to meet attendance and/or workload requirements, for example due to personal or medical circumstances, may apply for extenuating circumstances to be taken into account and should refer to the University's *to Succeed: Extenuating Circumstances and Support Supporting Students to Succeed Procedures for Undergraduate and Postgraduate Taught Degrees: Extenuating Circumstances and Support to Study Procedures* for further details.

B3.9   While the University recognises that many students combine study with paid or voluntary work, it is the responsibility of students to organise their time in a way which allows them to participate in required teaching and learning activities and complete assignments and exams at the appropriate time. International students must also abide by any condition of their visa requirements which may include a restriction on part-time work.

Section B4   Full-time and Part-time Load

B4.1   The normal full-time load is 60 credits per semester. An exception may be approved, subject to programme, PSRB and timetabling requirements, for students to take up to 90 credits in a single semester but no more than 150 credits in total in the following cases only:

    a.   students permitted to trail fails [1];

    b.   students who are transferring internally from one programme and who need to take additional modules in order to meet pathway requirements;

    c.   students who wish to take and pass or audit additional modules for academic interest.

B4.2   A year abroad or placement year shall be equivalent to 120 credits.

B4.3   A part-time load is normally half the equivalent full-time load, although individual programmes may permit part-time students to undertake an accelerated route of study and trail fails up to 30 credits in any one year of study.

---

[1] All students shall sign to confirm that they have read and understood the guidance relating to the trail fail process.

B4.4   A part-time student may also be permitted to vary their part-time load during their programme.

B4.5   Continuing Education students normally register for, and attend, discrete modules on a semester by semester basis.

SECTION C   PROGRESSION

C1   Each Faculty shall hold a Progression and Award Board to consider students' eligibility for progression or award. (Refer to the *Assessment Regulations*, for further details)

C2   The University reserves the right to deny students permission to continue on a programme if they:

   a. have not made a bona fide attempt to submit work by set deadlines;

   b. fail to attend an exam or practical assessment without valid cause;

   c. fail to satisfy specific attendance requirements for their programme, subject or module(s), as defined in the Programme's own *Attendance Rules;*

   d. fail to meet specified requirements set by a Progression and Award Board, including passing any trail fail modules.

C3   Degree apprentices may not be allowed to progress if they do not meet the requirement for 20% off the job training.

C4   Any student required to withdraw under C2 above shall have the normal rights of appeal in accordance with the *Academic Appeals Regulations*.

C5   An undergraduate student shall pass 120 credits at one level before being permitted to progress to a higher level. These credits may include compensated modules (in accordance with Section D4 or D5 of the *Assessment Regulations),* modules accredited via an internal or external transfer (in accordance with D3 of these Regulations or the Recognition of Prior Learning Policy, respectively). The following exceptions may apply:

   a. An exception may be made for students permitted to trail fail one or two modules in accordance with Section D2 below.

   b. Unless specified otherwise in the Programme Specification, students who fail the year abroad or placement year shall proceed as normal but, on conclusion of their final year of study, shall receive an exit award for the three-year programme.

   c. Students shall not be permitted to progress to the next academic year of their programme unless they have paid at least 80% of their tuition fees and have an agreed payment plan in place for the balance (in accordance with the *Student Finance Regulations* for the relevant year of study). Students studying with Collaborative Partners shall be liable for fees in accordance with the Terms and Conditions set by their institution.

C6   For programmes with a year abroad or placement year, the progression requirement to the year abroad or placement year shall be 120 credits at level 5. Students may complete these modules by repeat study prior to the year abroad or placement year but cannot trail fail modules during their year abroad or placement year.

C7   An Integrated Masters student shall pass the 120 credits taken at level 5/6 (with a minimum of 90 credits at level 6) during their third year of full-time study (or part-time equivalent) with an overall average mark of 50% in order to proceed to level 7. Exceptionally, the substantive mark achieved for second attempts at failed assessments and/or repeated modules shall be taken into account for the purposes of calculating the overall average mark for progression to L7 of an Integrated Masters programme only.

C8   A part-time student shall pass all modules for which they were registered in an academic year before being permitted to progress from one year to the subsequent year at the same level of study.

C9   A student shall be permitted a second attempt to pass failed modules before progressing to the next academic year of the programme. (Refer to the *Assessment Regulations* for further details about second attempts.)

C10   A student who has failed to satisfy the requirements for progression to the next stage of their programme may apply to (re)take the failed module(s) either as repeat study or as (a) trail fail(s). If, after retaking the failed module(s), the student has still not completed the requirements for progression from the previous year, they shall not be permitted to proceed and shall instead be required to leave the programme. (See Section D2)

C11   Where a student fails to complete the requirements of their intended award as a result of failing to progress, they shall be considered for the highest exit award appropriate for the level reached.

SECTION D   INTERRUPTING STUDY, REPEAT STUDY AND INTERNAL TRANSFERS

Section D1   Interrupting Study

D1.1   Students, who are unable to continue their programme due to extenuating circumstances, may apply to interrupt their studies provided that they shall be able to resume study and complete their intended award within the maximum period of registration. Students who wish to interrupt study but do not have extenuating circumstances may apply to do so without penalty within the first four weeks of the start of a module. For apprenticeship students who require an interruption, known as a 'break in learning', please refer to D1.11.

D1.2   The period of the interruption shall be up to one year and exceptionally up to a maximum of two years, subject to any PSRB restrictions.

D1.3   Students who wish to interrupt study shall complete and submit the appropriate application form, together with evidence of their extenuating circumstances[2] to their Faculty. The Faculty Evidence Panel shall determine whether or not the extenuating circumstances are valid. The form (without the evidence) shall then be passed to the Programme Leader who may then approve an application to interrupt study for a maximum period of up to one year[3]. If a further break in study is requested or the initial request is for more than one year, the approval of the Head of Academic Department shall be sought. Where appropriate, the Programme Leader shall confirm details about how to manage any incomplete modules and any conditions for their return to study. Where the extenuating circumstances are deemed valid by the Faculty Evidence Panel, outstanding results may be recorded as 'L' grades pending completion of the module after the student returns to study or the student may be permitted to repeat the entire module for substantive marks.

D1.4   Once approved, the form and the evidence shall be forwarded to Registry in order for the details to be processed. Until the form has been received by Registry, a student shall remain enrolled for their current programme. Access to University facilities (e.g. IT and Library services) are suspended while students interrupt their studies.

D1.5   Shortly before students are due to return to their studies, Registry staff shall contact them to confirm the date of return and any details relating to their studies that need to be confirmed, eg module choices.

D1.6   Where the reasons for interrupting study relate to medical or health issues, the University may require specific evidence to demonstrate that the issues have been addressed before permitting the student to resume their studies. Such evidence shall be detailed at the point of interruption. (Refer to the *Supporting Students to Succeed Procedures for Undergraduate and Postgraduate Taught Degrees: Extenuating Circumstances and Support to Study Procedures* for further details.)

---

[2] Students who wish to keep the extenuating circumstances confidential may apply to Student Support and Success to support their request.

[3] Exceptions might be where the programme is running out and it will not be possible for the student to return to the same programme. In these cases, the Programme Leader shall discuss with the student whether it would be possible to transfer to another programme.

D1.7   In view of the pace of educational change, students who interrupt study may be required to provide proof of appropriate study and professional re-orientation prior to resuming the programme.

D1.8   Students who wish to resume their studies after an interruption shall re-enrol on the programme, in accordance with University procedures, before they are permitted to continue their studies. When students resume study they shall sign up for the Regulations and the programme, subject and module specifications in force at the time of resumption.

D1.9   Students who take an agreed interruption with the intention of returning and subsequently find they are unable to return to complete their studies within the period of registration, shall write to Registry to confirm their inability to return and, where appropriate, may request consideration for the highest terminal exit qualification. This request shall be made before the start of the final year of the period of registration.

D1.10   Students who fail to contact the University to either arrange their return to study or discuss other options to retain their registration no later than 20 working days of their expected return date shall be deemed to have unofficially withdrawn and their registration shall be terminated with effect from their expected return date.

D1.11   Apprentices are permitted to take a break in learning, when they meet the Education Skills Funding Agency (ESFA) eligibility criteria for a minimum of four weeks and up to one year. Apprentices shall only be granted a break in learning with the agreement of their employer. The Centre for Degree Apprenticeships should be contacted regarding any application to take a break in learning.

Section D2   Applications to Repeat Study or Trail Fail

Repeat Study is defined as one or more modules (with capped assessments marks) taken to replace modules failed the previous academic year in order to complete a level or stage of study. The modules may be the same or different depending on programme requirements and availability. The number of credits taken will be limited to the same number that has been failed i.e. students will not be permitted to take additional modules during repeat study. Progression on the programme is halted until the repeat study has been completed and the Progression and Award Board has confirmed that the student is clear to proceed to the next stage or level. The modules being taken must be attended and all assessments submitted as if the module were being taken for the first time.

Trail Fail is defined as the procedure by which a student may take one or two modules (up to a maximum of 30 credits and with capped assessment marks) alongside their normal programme in order to complete the previous level or stage of study. A module being taken to replace a previously failed module may be the same module or a new module depending on programme requirements, availability and timetabling. The student may normally choose whether or not to attend a module taken to replace a trail fail [4] except in the case of modules being taken for the first time or where Programme or PSRB requirements prohibit this[5]. Trail fails cannot be taken after a Foundation Year or the final year of study has been completed. After this, the student is only eligible to apply to repeat study unless they have already repeated.

D2.1   Students who have failed one or more modules and are either ineligible to proceed to the next academic year of study or ineligible to graduate may be offered the opportunity to apply to repeat the failed modules by repeat study or trail fails, with the exception of students studying at level 3, who may only apply to repeat study.

D2.2   Undergraduate students may be permitted a maximum of one application to repeat modules or trail fails during their period of undergraduate study at the University, regardless of whether they are changing pathway[6]. An exception may be made for:

---

[4] The option or requirement to attend does not apply to modules which are delivered by Distance Learning.
[5] An example of a Programme requirement prohibiting a trail fail could be where the failed module is a pre-requisite for another module so the two modules could not be taken together.
[6] This includes Integrated Masters programmes

a. students with valid extenuating circumstances (See D2.11 and D2.12 below for details)

b. students who repeat study at level 3 and successfully proceed to level 4, shall be permitted a second opportunity to apply to repeat study later during their period of undergraduate study without the need for valid extenuating circumstances.[7]

c. Students who have previously trail failed modules may be offered one opportunity to repeat their failed modules.

D2.3   Postgraduate students who study for a PGDip or full Masters programmes may apply to repeat or trail fail up to a maximum of one third of the credit for their programme, during their period of postgraduate study at the University, regardless of whether they are changing pathway. Students who study PGCert awards may apply for a repeat or trail fails up to a maximum of 40 credits, during their period of postgraduate study at the university, regardless of whether they are changing pathway. An exception may be made for students with valid extenuating circumstances. (See D2.11 below for details about how to apply for an exception to this regulation).

D2.4   A student who fails to pass their repeat year, shall not progress further and shall be required to leave the programme. The only exception to this is final year Undergraduate students, or Foundation Year students who have not previously completed a 3rd attempt for the failed module, where the Progression and Award board retains the discretion to offer a 3rd attempt to a student who has just failed one module. See 'Conduct of Progression and Award Boards for Taught Programmes' for further details. The University does not accept that passes at a higher level 'trump' fails at a lower level. Therefore no appeal, requesting that failure at a lower level be compensated with passes at a higher level in order to enable a student to progress, shall be considered on these grounds.[8]

D2.5   Students who wish to repeat study or trail fail shall complete and submit the appropriate application form to Registry, in accordance with university procedures. This shall include a signed statement that they have read, understood and accepted the conditions and consequences of repeat study or trail fail.

D2.6   Applications to repeat study or trail fail, regardless of whether the student has valid extenuating circumstances or not, shall normally be accepted by the Programme Leader(s) unless prohibited by PSRB or programme requirements. Programme Leaders may also set conditions on students who wish to repeat study or trail fail, (eg pathway restrictions, regular progress reviews) and may require students to withdraw at any point if these conditions are not met. Where a Programme Leader rejects an application, a written explanation shall be provided to the student.

D2.7   Students who request a transfer to another programme whereby they will be repeating the same level of study will not be subject to restrictions applied to repeat year study on the same programme. Further repeat study and trail fail opportunities will be permissible once.

D2.8   Students shall not be offered the opportunity to retake modules that have already been passed. The only exception would be students with valid extenuating circumstances and where the modules concerned would affect their overall degree result. Where a Programme Leader permits a student to retake a module, which has already been passed, or take a new module to replace a module that has already been passed, the original result shall be set aside and the result for the repeated or replacement module shall stand, even if the result is lower than the result for the original module.

D2.9   Results for repeated modules or modules taken to replace failed modules shall be capped at the minimum pass mark unless the student has valid extenuating circumstances, approved by a

---

[7] There may be financial implications to repeating twice during their programme and students should seek advice before making a final decision.

[8] However, the University may allow modules passed at a higher level to replace the missing credits at a lower level for an exit award, without classification. See Section E1 – Credit Requirements.

Faculty Evidence Panel or the Progression and Award Board, or the student is required to take additional modules to meet the requirements for a new programme, pathway or subject [9].

D2.10   If a student has extenuating circumstances that they wish to be considered, with regard to paragraphs D2.2, 2.3, 2.8 or 2.9 above, they shall submit valid evidence of extenuating circumstances[10] together with their Repeat Study/Trail Fail Application Form. The relevant Faculty Evidence Panel shall then advise the Programme Leader whether or not specific modules were affected by extenuating circumstances. The Programme Leader may then take this into account when deciding whether to accept the student's application to repeat study or trail fails.

D2.11   If a student has already repeated study once and is seeking a second repeat based on extenuating circumstances, then they must submit an Academic Appeal.

Section D3   Internal Transfers

D3.1   A student who is registered on a programme may be permitted to transfer to another programme in accordance with University procedures and with approval at the discretion of the Programme Leader(s) concerned, subject to the constraints listed below. For transfers taking place during the academic year, the student and their Programme Leader(s) must ensure that the student is able to meet their academic credit and pathway requirements or must confirm that an additional period of study shall be required to ensure the student is able to meet progression requirements as detailed in Section C above.

D3.2   A student may be permitted to transfer between modules on a programme up to the end of the second week of teaching of either module. Exceptionally, the transfer of a student from one module to another may be authorised on academic grounds up to the end of the fourth week of teaching by the Head of Academic Department responsible for the module to which the student is transferring.

D3.3   A student may be permitted to transfer between full-time and part-time modes of study up to the end of the second week of teaching of the first semester. After this date, students may be permitted to transfer from full-time to part-time only, solely on grounds of extenuating circumstances.[11]

D3.4   Where a single diet of modules leads to more than one award and students are permitted to choose which award title they wish to receive, they must ensure that they have formally registered their chosen award title with Registry no later than Friday of week 15 of semester 2 in their final year of study. After this date, no change will be permitted unless it transpires that the student's module diet doesn't meet the programme's requirements.

D3.5   Any transfer of credit shall be agreed at the time of transfer and the student shall be required to sign an acceptance of the credit agreement.

D3.6   Apprentices that who wish to transfer their programme must be considered in consultation with the employer. The Centre for Degree Apprenticeships must be contacted in the first instance regarding any internal apprenticeship transfer.

SECTION E1   CREDITS AND PROGRAMME STRUCTURE

E1.1   Credit requirements and programme structure for undergraduate awards are described in Appendix 2.

---

[9] However, if the student is repeating a module they previously failed and it appears in the Programme Specification for their new programme, either in the year the module was taken or the year in which the module is due to be repeated or replaced, the module result will be capped.

[10] Students who wish to keep the extenuating circumstances confidential may apply to Student Support and Success to support their request.

[11] Care needs to be taken when a student on a full-time programme transfers to a part-time mode and then applies to transfer back to full-time. Approval may only be granted if Registry has confirmed that the student will not exceed the full-time equivalent (FTE) for funding purposes. This particularly affects one-year programmes.

E1.2   Credit requirements and programme structure for postgraduate taught awards are described in Appendix 3.

Section E2   Minimum Credit to be Earned at the University

E2.1   In order to receive an award from the University a student shall study at least half the required module credits for the award at the University and shall be required to undertake at least a full academic year, or part-time equivalent, at the University. The exception to this would be students admitted to the final year of a three-year programme, who subsequently exit with a Pass degree or students who are admitted through a formal agreement with a collaborative partner that states a specific exemption from this regulation.

E2.2   Recognition of Prior Learning (RPL) credit awarded by the University is not considered as credit studied at the University and therefore marks shall not normally contribute to the final mark/classification. Further details may be found in the *Recognition of Prior Learning RPL Policy*.

Section E3   Common Structure

E3.1   All programmes have a modular structure, which may consist of core or mandatory modules and may include some optional modules. Modules may not span academic levels.

E3.2   Students shall select modules in accordance with university procedures.

E3.3   Programmes are set at a particular level of study or may offer progression through two or more levels. The higher the level the greater the complexity, relative demand and autonomy expected of a student studying modules at that level. Programmes with two or more levels of study, normally require 120 credits to be completed at each level.

E3.4   If a programme or subject includes a professional, vocational or practical placement or fieldwork, the placement or fieldwork may carry a credit rating.

E3.5   If the placement or fieldwork carries a credit rating, the number of credits required for an award shall normally be increased if the placement or fieldwork increases the length of the programme.

E3.6   If the placement or fieldwork does not carry a credit rating, the programme or subject regulations may stipulate that the placement must be passed in order for students to progress or graduate.

E3.7   No programme shall have more than six learning outcomes per level.

E3.8   There is a maximum of four learning outcomes per module.

Section E4   Undergraduate Programme Structure

E4.1   In order to qualify for an Honours degree, some programmes shall require students to take and pass an Extended Independent Study (EIS) module assessed at level 6 worth 30 credits.

E4.2   Undergraduate programmes may allow students to undertake a Volunteering module, at level 5.

E4.3   Undergraduate programmes with optional modules at either Level 5 and/or Level 6 must include Value Studies modules as a choice within these optional module groups.

E4.4   Undergraduate students on some programmes may also apply to undertake a 60 credit Exchange or Visiting programme at level 5 or level 6. Results from an Exchange or Visiting programme are normally converted to the University's grading scheme before inclusion in the calculation for a final award in accordance with the University's procedures.

E4.5   A top-up programme is designed to enable a student, who has been awarded a credit bearing qualification by this University or another institution, to accumulate the additional credits necessary for a higher qualification.

E4.6   Where programmes include a year abroad or placement year, they shall be undertaken as the third year of a four-year programme. In rare cases, part-time students may be permitted to undertake a year-long study abroad or placement, but this shall be undertaken on a full-time basis.

E4.7   Undergraduate programmes (including apprenticeships and integrated master's programmes) must include a learning outcome dedicated to the UNSDGs at each level.

Section E5   Integrated Master's Programme Structure

E5.1   Students shall register for the combined Bachelor and Master's award at the outset of the programme but may elect to transfer to the Bachelor programme at any time. By the end of three years of full-time study, students shall have reached the level of a Bachelor's degree, and if they choose to do so, may complete their programme at that time and leave with a Bachelor's degree.

E5.2   An Integrated Master's programme is defined as an Undergraduate programme and therefore receives an Honours classification, although the Regulations relating to level 7 apply to level 7 modules taken by Integrated Master's students.

E5.3   Students who do not complete the Integrated Master's successfully shall normally receive a Bachelor degree based on their first three years of study and be considered for the exit award of a PgCert based on their level 7 study.

Section E6   Postgraduate Programme Structure

E6.1   In order to qualify for a Master's degree, students shall take and pass:

   a.   a research methods module assessed at level 7 normally worth 20 credits; and

   b.   an Independent Study module assessed at level 7 normally worth between 40 and 60 credits.

E6.2   Postgraduate students may also apply to undertake one optional module (worth up to 20 credits at level 7) from another programme, in accordance with University procedures.

E6.3   Postgraduate programmes are recommended to include a learning outcome dedicated to the UNSDGs.

Section E7   Apprenticeship Structure

E7.1   In order to complete the Apprenticeship, apprentices shall be required to take and pass the required academic credits for the award as noted in Section E1 and:

   a.   complete 20% off-the-job training

   b.   pass the gateway to End Point Assessment (EPA)

   c.   pass the End Point Assessment (EPA).

SECTION F   GRADE POINT AVERAGE (GPA), AWARD CALCULATIONS AND AWARD CLASSIFICATIONS

Section F1   Awards and GPA (sections F1.5 and F1.6 only apply to students who started their programme before September 2022)

F1.1   Awards shall automatically be recommended as exit qualifications either on successful completion of the programme (as defined in the Programme Specification) or as terminal exit qualifications to individual students who are unable to complete their intended programme but who have achieved the learning outcomes for an alternative award.

F1.2   A student who fails to meet the requirements of the programme shall be required to withdraw.

F1.3   Students shall not be permitted to attend a Graduation Ceremony while in debt to the University (in accordance with the *Student Finance Regulations)*.

F1.4   All students, regardless of whether they qualify for an award or not, shall receive a transcript of their results at the end of each academic year of study. This transcript shall detail the modules

studied and the overall module mark, corresponding grade and details of credits achieved, where appropriate.

F1.5   Transcripts for students on undergraduate programmes leading to awards at levels 4 – 6 inclusive shall also include a single Grade Point Average (GPA) score.

F1.6   The results of a year abroad or placement year shall not count towards the calculation of the GPA, final mark or award classification.

F1.7   Results achieved for modules taken during an exchange or study abroad period shall normally count towards the award of the University for which a student is registered. The results achieved may be subject to rescaling and weighting to bring them into line with equivalent marks and results awarded by the University; scaling and weighting methods shall be approved by Registry, under Senate's delegated authority, and shall be subject to periodic review.

Section F2   GPA and Award Calculations (sections F2.1 and F2.2 only apply to students who started their programme before September 2022)

F2.1   A GPA shall be calculated for each undergraduate programme for which a student is registered or, in the case of a Continuing Education student, for all modules taken at levels 4 – 6, i.e. level 3 modules shall be excluded for students on programmes including a Foundation Year and level 7 modules shall be excluded for students on Integrated Master's programmes. Regardless of the number of modules included, the calculation method for deriving the GPA remains the same. The GPA is a mean average in which each module is counted equally according to its credit value, irrespective of level, subject or date taken. The weighted mean average shall be rounded to a whole number and converted to the equivalent GPA score according to the Mark Scheme in the Assessment Regulations. For further details please see the Award and Classification Rules and Credit Framework Summary or GPA Guidelines.

F2.2   The only module marks exempted from the GPA shall be:

   a.   modules graded pass/fail only;

   b.   where a failed module is retaken or a replacement module is taken in an attempt to make good the failure, the lower mark achieved shall be excluded.

Section F3   Award Calculations and Classifications

See Appendix 4 for the university's award calculations and classifications.

F3.1   Programmes and subjects may specify modules which shall count in the marks averaged for an Honours degree classification.

F3.2   If a student is exempted, because of transfer credit, from modules which count towards a classification, the transfer agreement between the University and the student shall stipulate the basis upon which those units shall count towards the final mark. Normally exempted units shall be disregarded.

F3.3   Students who have satisfactorily completed a Diploma of Higher Education programme at the University and are permitted to transfer internally to the final year of a relevant Honours degree programme, shall have their degree classification calculated in accordance with Appendix 4. either paragraph F2.4 or 2.5 above, as appropriate.

F3.4   Students, who are admitted to the final year of a three or four- year programme or part-time equivalent, shall have their classification for honours calculated in accordance with F2.6 above the TopB (Hons) line in Appendix 42.

F3.5   Any variations to the award calculation for a particular programme shall be approved by Academic Regulations, Policies and Procedures Committee and included in the Programme Specification.

Section F4   Classification for Borderlines for Honours

These upgrade rules only apply to students who started level 5, 6 or 7 in September 2018 or earlier; they shall not apply to students starting study for an Honours degree from September 2018 onwards.

F4.1   Bachelor degree students, whose overall mark falls within 2% of the borderline for a higher honours classification and who have achieved a mark equivalent to the higher classification in at least 60 credits at level 6, shall have their degree classification upgraded.

F4.2   Integrated Master's degree students, whose overall mark falls within 2% of the borderline for a higher honours classification and who have achieved a mark equivalent to the higher classification in at least 60 credits at level 7, shall have their degree classification upgraded.

Section F5   Aegrotat and Posthumous Awards

F5.1   Senate may exceptionally, on the recommendation of a Progression and Award Board, approve the conferment of an Aegrotat award to a student who has completed the whole or a substantial part of a programme of study but is prevented by illness, death or other valid cause from completing part of an exam or assessment (leading directly to a degree, diploma or certificate) to satisfy the examiners in accordance with the relevant programme of study regulations. The award shall not normally be given a classification of any kind, except in the case of posthumous awards. (Refer to the *Conduct of Progression and Award Boards for Taught Programmes including Collaborative Partners - Guidelines* for further details.)

SECTION G   PERIODS OF REGISTRATION

Section G1   Period of Registration

G1.1   The expected period of registration for a programme shall be the minimum period as defined in paragraph G1.3 below.

G1.2   The maximum period of registration defines the period within which a student shall have achieved the credit required for the award. This shall include any periods of interrupted study or repeat study. A student does not have a right to remain registered until the end of the period of registration, unless specifically approved by a Progression and Award Board or Dean of Faculty.

G1.3   The periods of registration, during which a student shall complete the requirements for an award from the University, are as follows:

Full-time Programmes of Study

Award	*Minimum (yrs)*	*Maximum (yrs)[12]*
Certificate of Higher Education	1 year	2 years
Diploma of Higher Education	2 years	4 years
Foundation Degree	2 years	4 years
LLB (Hons/Pass degree)	3 years	4 years
BA/BSc (Hons/Pass degree) (3 year)	3 years	5 years
BA/BSc (Hons) (4 year)	4 years	6 years
BEd (Hons) in Primary Education (3 year)	3 years	5 years
BEd (Hons) in Primary Education (4 year)	4 years	6 years
BN (Hons)	3 years	5 years
Top up programmes	1 year	2 years
Integrated Master's	4 years	6 years

---

[12] Including periods of interrupted study and repeat study

Postgraduate Certificate/ Professional Graduate Certificate	1 semester	2 years
Postgraduate Diploma	1 year	2 years

Award (cont)	Minimum (yrs)	Maximum (yrs)
Primary PGCE	1 year	2 years
Secondary PGCE	1 year	2 years
Postgraduate Diploma	1 year	3 years
Master's	1 year	3 years
Masters 2 year FT	2 years	4 years

Part-time Programmes of Study

Certificate of Higher Education	2 years	3 years
Diploma of Higher Education	4 years	6 years
Foundation Degree	4 years	6 years
LLB (Hons/Pass degree)	3 years	5 years
BA/BSc (Pass degree)	5 years	6 years
BA/BSc (Hons)	6 years	8 years
Top up programme (120 credits)	2 years	3 years
Top-up programme (< 120 credits)	1 year	2 years
Integrated Masters	8 years	10 years
Postgraduate Certificate/ Professional Graduate Certificate	1 year	3 years
Primary PGCE	2 years	4 years
Secondary PGCE	16 months	2 years
Postgraduate Diploma	2 years	4 years
Master's (2 year)	2 years	4 years
Master's (3 year)	3 years	5 years

Section G2   Changing the Period of Registration

G2.1   The University shall normally approve a shorter minimum period of registration for students admitted with transfer credit for previous study and/or RPL in accordance with the guidance in the *Recognition of Prior Learning (RPL) Policy*.

G2.2   The University may terminate the registration of a student who has been inactive (i.e. who has submitted no work for assessment or been unavailable for supervision) for one semester. If such a decision is made, an exit award may be conferred.

G2.3   In exceptional cases, the University may approve an extension to the maximum period of registration where a student has failed to progress and can provide valid evidence of extenuating circumstances. It is the student's responsibility to provide written evidence, supported by a disinterested person of demonstrable professional standing in relation to the type of evidence, in support of any application for an extension. The Programme Leader may approve a maximum period of extension for one year. An application for a second period of extension for a maximum of one calendar year may only be approved by the Dean of Faculty, as Chair of the Progression and

Award Board, with the support of the relevant Programme Leader(s). Applications for extensions of period of study shall be submitted via Registry.

G2.4   When a student's mode of study changes between full-time and part-time, the part-time period of registration appropriate for the programme shall apply.

SECTION H   ACADEMIC MISCONDUCT

H1   Suspected cases of academic misconduct (including plagiarism, cheating and other forms of unfair advantage) shall be dealt with in accordance with the University's *Academic Misconduct Policy*.

SECTION I   APPEALS AND COMPLAINTS

I1   Students have a right to appeal against the decision of the Progression and Award Board only in accordance with the *Academic Appeals Regulations*.

I2   Complaints shall be raised in accordance with the *Complaints Policy*.

APPENDIX 1   DEFINITIONS AND TERMINOLOGY

1.1   **'University'** means the University of Winchester.

1.2   **'Senate'** is the senior academic body of the University.

1.3   **'Senate Academic Development Committee'** (SADC) is the Senate committee responsible for the academic standards and quality assurance of the University of Winchester.

1.4   **'Academic Regulations, Policies and Procedures Committee'** (ARPP) oversees the development of Academic Regulations and related policies, procedures and guidelines for all undergraduate, postgraduate, and research degree programmes.

1.5   A **'Student'** is a person who has enrolled at the University in accordance with paragraph B1.1 of the Regulations and is studying one or more modules from a programme. A student may enrol on a programme leading to an award or may enrol as a 'continuing education' student. A 'continuing education' student is one who registers for discrete modules and not for a programme leading to an award.

1.6   Sabbatical Officers of the Student Union shall be deemed to be students for the purposes of these Regulations.

1.7   A **'Programme'** is an approved curriculum which leads to an award from the University of Winchester. A programme comprises either one subject or a combination of subjects and is made up of modules with a defined credit level and tariff. Each programme has a Programme Specification, approved by Senate Academic Development Committee.

1.8   A programme may lead simultaneously to two or more awards (e.g. academic and professional), each of which may have a separate pathway.

1.9   A **'Subject'** is a collection of modules normally in a single discipline and contributing to a recognised programme.

1.10   A **'Pathway'** specifies the modules that a student must undertake in order to achieve an award. Where a programme leads to two or more awards, there may be a separate pathway for each award.

1.11   A **'Foundation Year'** is a year of study taken at level 3 and integrated within a four-year Bachelor degree programme, and is thus considered as study at higher education by the QAA. It consists of 120 credits, which shall include generic modules and subject specific modules. Successful completion of a Foundation year shall enable a student to proceed with their intended Bachelor degree but they may apply to change programmes via the internal transfer process in accordance with Section D3 of these Regulations.

1.12   A **'Module'** is the basic component of a programme with a defined number of CATS credits and defined learning outcomes, which may be achieved in a variety of ways: on-site, off site, concentrated periods of residential learning, by distance learning (e.g. using online technology) or a combination of the above, defined as 'blended learning'. There are categories of modules:

   a.   a Mandatory module must be taken by all students on a particular pathway/programme;

   b.   a Core module must be taken and passed by all students on a particular pathway/ programme;

   c.   an Optional module may be taken by students on a particular pathway/programme.

1.13   An **'Extended Independent Study'** is a primarily student-directed exercise undertaken under supervision, constituting the major part of an Extended Independent Study module and may be a requirement for the award of a Bachelor degree with Honours. An Extended Independent Study is a level 6 module worth 30 credits undertaken during the final academic year of the programme and shall count for 20% of the final degree result, where taken. The module and format required shall be identified and defined in module and programme documentation.

1.14   An **'Independent Study'** is the final exercise of a Master's programme, undertaken under supervision but conducted independently by the student for the award of a Master's degree and constitutes the major part of an Independent Study module. The Independent Study is a level 7 module worth between 40 and 60 credits and undertaken during the final academic year of the programme.

1.15   An **'Exam'** is the independent assessment of work undertaken other than by private study and under controlled or time-constrained conditions, which is capable of external moderation on an individual basis. This definition conventionally implies a written and unseen paper exercise but it is intended to permit other interpretations including exam by performance.

1.16   **'Valid extenuating circumstances'** or **'Valid evidence of extenuating circumstances'** means approved, relevant extenuating circumstances as defined by the *University's Supporting Students to Succeed Procedures for Undergraduate and Postgraduate Taught Degrees: Extenuating Circumstances and Support to Study Procedures*

1.17   **'Auditing'** a module means a student attends a module but does not submit assessments and does not gain credit. (Refer to the *Assessment Regulations* for further details.)

1.18   **'RPL'** means Recognition of Prior Learning and is a generic term for the process by which recognition may be given for past learning experiences. (Refer to the *RPL Policy* for further details).

1.19   **'CATS'** refers to the Credit Accumulation Transfer Scheme operating at the University in which modules have a national currency. All references to module credits in these Regulations refer to CATS credits, unless stated otherwise. The number of credits is based on the estimated notional learning hours (where one credit represents 10 notional hours of learning).

1.20   **'ECTS'** refers to the European Credit Transfer and Accumulation System operating throughout Europe. ECTS is based on the principle that 60 credits measure the workload of a full-time student during one academic year. The University equates one ECTS credit to two CATS credits.

1.21   **Grade Point Average (GPA)** refers to a number representing the weighted mean average of the final marks achieved over a group of modules converted to a grade point score as defined Appendix 2 of the *Assessment Regulations*.

1.22   A **'substantive mark'** reflects the student's actual achievement and may be anything between 0 – 100%. A substantive mark is awarded for the first attempt at an assignment or exam (unless the assessment is graded Pass/Fail only). It may also be awarded for a second attempt if the student is deemed to have valid extenuating circumstances. (Refer to the *Assessment Regulations* for further details on when a substantive mark will be awarded.)

APPENDIX 2   CREDIT REQUIREMENTS AND PROGRAMME STRUCTURE FOR UNDERGRADUATE AWARDS

Award Code	Award Pattern		Year 1	Year 2	Year 3		Year 4
		Level 3	Level 4	Level 5	Level 5 or 6	Level 6	Level 7
CertHE	Certificate of Higher Education		120 credits [13]				
DipHE	Diploma of Higher Education		120 credits [14]	120 credits			
Fdn	Foundation Degree		120 credits	120 credits			
B(Pass)	Bachelor Pass Degree		120 credits	120 credits	60 credits		
TopB(Pass)	Top-up Bachelor Pass degree				60 credits		
TopB(Hons)	Top-up Bachelor with Honours				30 credits	90 credits	
B(Hons)	Bachelor with Honours		120 credits	120 credits	30 credits	90 credits	
B (Hons)	Bachelor with Honours. 4-year degree with a foundation year	120 credits	120 credits	120 credits	30 credits	90 credits	
BN(Hons)	Bachelor of Nursing with Hons		120 credits	120 credits	120 credits		

---

[13] If there are insufficient level 4 credits but the student has achieved credits at level 5 to replace the missing level 4 credits, these may be counted for the purposes of calculating an exit award without classification.

[14] If there are insufficient level 5 credits but the student has achieved credits at level 6 to replace the missing level 5 credits, these may be counted for the purposes of calculating an exit award without classification.

Award Code	Award Pattern		Year 1	Year 2	Year 3		Year 4
		Level 3	Level 4	Level 5	Level 5 or 6	Level 6	Level 7
IntM(Hons)	Integrated Masters		120 credits	120 credits	30 credits	90 credits	120 credits

Award Code	Award Pattern		Year 1	Year 2	Year 3	Year 4	
		Level 3	Level 4	Level 5	Study abroad or placement	Level 5 or 6	Level 6
B (Hons)	Bachelor with Honours. 4-year degree with a study abroad, sandwich or placement year		120	120	120	30	90

APPENDIX 3   CREDIT REQUIREMENTS AND PROGRAMME STRUCTURE FOR POSTGRADUATE TAUGHT AWARDS

Award Code	Award Pattern	Level 6 or 7	Level 7	Level 8
ProfGCEd[15]	Professional Graduate Certificate in Education		60 credits	
PGCE[16]	Postgraduate Certificate in Education		60 credits	
PGCertA	Postgraduate Certificate A		60 credits	
PGCertB	Postgraduate Certificate B		60 credits	
PGCertC	Postgraduate Certificate C			60 credits
PGCertD	Postgraduate Certificate D		60 credits	
ProfGDip	Professional Graduate Diploma	120 credits		
PgDipA	Postgraduate Diploma A		120 credits	
PGDipB	Postgraduate Diploma B		120 credits	
PGDipC	Postgraduate Diploma C			120 credits
MA	Masters		180 credits	
TopM	Top-up Masters		100 credits	
ProfMA	Professional Masters A		160 credits	80 credits
ProfMB	Professional Masters B		120 credits	120 credits
ProfMC	Professional Masters C			240 credits

---

[15] In addition to the academic credits, the ProfGCEd also requires completion of 60 placement credits.

[16] In addition to the 60 level 7 academic credits, award of the PGCE also requires successful completion of 60 placement credits.

APPENDIX 4   AWARD CALCULATIONS AND CLASSIFICATIONS

Where there is more than one award pattern (e.g. BA (Hons) A – D), the table below lists which calculation method is used.

Where there is only one award pattern listed, all programmes offering that award as a terminal or exit award will use the same calculation and classification pattern.

With effect from September 2016, an award based on the final mark shall be rounded to a whole number, in accordance with Section D3 of the Assessment Regulations.

Code	Award Calculation Method	Classification(s)	Applicable to these Award Patterns
CertHE	Weighted average of 120 credits at L4 only [1]	**Distinction** Weighted average mark is 70% or above **Merit** Weighted average mark is 60% or above	Certificate of Higher Education
DipHE	Weighted average of 240 credits at L4/5 with a minimum of 120 credits at L4[2]	**Distinction** Weighted average mark is 70% or above **Merit** Weighted average mark is 60% or above	Diploma of Higher Education
Fdn	Weighted average of 240 credits at L4/5	**Distinction** Weighted average mark is 70% or above **Merit** Weighted average mark is 60% or above	Foundation Degree
B(Pass)	Weighted average of the best 180 credits at L5/L6	**Distinction** Weighted average mark is 70% or above **Merit** Weighted average mark is 60% or above	Bachelor Pass Degree
TopB(Pass)	Weighted average of the best 60 credits at L5/L6	**Distinction** Weighted average mark is 70% or above **Merit** Weighted average mark is 60% or above	Top-up Bachelor Pass degree
TopB(Hons)	Weighted average of the best 120 credits at L5/L6	1st 70%+ 2.1 60 - 69% 2.2 50 - 59% 3rd 40 - 49%	Top-up Bachelor with Honours
B(Hons)EIS	The calculation for Honours classification for a three or four-year Bachelor programme where the Extended Independent Study module is mandatory or core is normally determined as follows:	1st 70%+ 2.1 60 - 69% 2.2 50 - 59% 3rd 40 - 49%	Bachelor's with Honours where the Extended Independent Study module is mandatory or core

	20%EIS 40%Weighted average of best 60 credits at L6 40%Weighted average of best remaining 120 credits at L5/6		
B(Hons)	The calculation for Honours classification for a three or four year programme without an Extended Independent Study module or where the Extended Independent Study module is optional is normally determined as follows: 60%Weighted average of best 90 credits at L6 40%Weighted average of best remaining 120 credits at L5/6	1st 70%+ 2.1 60 - 69% 2.2 50 - 59% 3rd 40 - 49%	Bachelor's with Honours where where the Extended Independent Study module is optional
BN(Hons)	60%Weighted average of best 60 credits at L6 40%Weighted average of best remaining 60 credits at L5	1st 70%+ 2.1 60 - 69% 2.2 50 - 59% 3rd 40 - 49%	Bachelor of Nursing with Hons
IntM(Hons)	60%Weighted average of best 90 credits at L7 40%Weighted average of best remaining 120 credits at L6/7	1st 70%+ 2.1 60 - 69% 2.250 - 59%	Integrated Master's
ProfGCEd	The award of the ProfGCEd requires successful completion of 20 Level 7 credits and 2 marginal fails (graded 40-49%). [17]	No award classification	Professional Graduate Certificate in Education
PGCE[18]	60 credits at L7	No award classification	Postgraduate Certificate in Education[18]
PgCertA	Weighted average of the best 60 credits at level 7	**Distinction** Weighted average mark for level 7 modules is 70% or above **Merit** Weighted average mark for level 7modules is 60% or above	Postgraduate Certificate A
PGCertB	Weighted average of all level 7 modules up to a maximum of 60 credits.	**Distinction** Weighted average mark for level 7 modules is 70% or above **Merit** Weighted average mark for level 7 modules is 60% or above	Postgraduate Certificate B

---

[17] In addition to the academic credits, the ProfGCEd also requires completion of 60 placement credits.

[18] In addition to the 60 level 7 academic credits, award of the PGCE also requires successful completion of 60 placement credits.

PgCertC	60 credits at L8	No award classification	Postgraduate Certificate C
PGCertD	60 credits at L7	No award classification	PGCert Research Skills where modules are marked Pass/Fail only
ProfGDip	120 credits at L6/7	No award classification	Professional Graduate Diploma
PgDipA	Weighted average of 120 credits at level 7	**Distinction** Weighted average mark for level 7 modules is 70% or above **Merit** Weighted average mark for level 7 modules is 60% or above	Postgraduate Diploma A
PgDipB	Weighted average of 120 credits at level 7	**Distinction** Weighted average mark for level 7 modules is 70% or above **Merit** Weighted average mark for level 7modules is 60% or above	Postgraduate Diploma B
PgDipC	120 credits at L8	No award classification	Postgraduate Diploma C
TopM	Weighted average of 100 credits at level 7	**Distinction** Weighted average mark for all modules is 65% or above and the mark for the Independent Study is 70% or above **Merit** Weighted average mark for all modules is 55% or above and the mark for the Independent Study is 60% or above	Top-up Masters
MA	Weighted average of 180 credits at level 7	**Distinction** Weighted average mark for all modules is 65% or above and the mark for the Independent Study is 70% or above **Merit** Weighted average mark for all modules is 55% or above and the mark for the Independent Study is 60% or above	Masters
ProfM	240 credits at L7/8	No award classification	Professional Masters A, B and C

APPENDIX 5   ACADEMIC YEAR

5.1 The University follows a common Academic Year Calendar for all taught programmes which:

5.2 lead to a University of Winchester award, and

5.3 are attendance-based and require a defined number of teaching and assessment weeks each year.

     a.   The academic year dates are published on the University website.

     b.   Any variations to the Academic Year Calendar for a particular programme shall be approved by Academic Regulations, Policies and Procedures Committee and be included in the Programme Specification.

     c.   The Academic Year Calendar is approved by Senate and published by the Academic Registrar.

APPENDIX 6   ADMISSIONS, EXTERNAL TRANSFERS AND READMISSIONS

6.1   Admissions Process and Entry Requirements

6.1.1. Students are admitted to the University, at the discretion of the Vice Chancellor or other appropriate officer, on fulfilment of specified entry requirements for the purposes of following a specified programme leading to an award or, as a continuing education student, to take discrete modules.

6.1.2. The recruitment and admission of students to the University is informed by the *Admissions Policy*.

6.1.3. The entry requirements for each programme of study are defined in the University Prospectus for the relevant year of entry.

6.1.4. The University specifies minimum general admission requirements for each of its programmes. Details may be found in the *Admissions Policy*. Programme specific entry requirements are defined in the Programme Specification.

6.2   Entry with Advanced Standing via RPL

6.2.1. An applicant may be permitted to enter a programme of study with advanced standing and awarded credit for specified modules through RPL. (Refer to the *RPL Policy* for further details.)

6.2.2. Continuing Education students, who are seeking to register for a programme, may apply to transfer credit from modules successfully completed at the University. Each application shall be considered on its own merit and shall be approved at the University's discretion. Students may normally only transfer credit for modules completed within a period of four years preceding the intended date of transfer to the programme. Credit shall normally only be transferred for modules taken which are validated for the programme being entered.

6.3   Re-Admission following Termination of Registration or Exclusion

6.3.1. If the University has terminated a student's registration and an application for repeat study has been rejected or disallowed or the student has been excluded or expelled in accordance with the *Disciplinary Procedures for Students,* a student may apply for re-admission. The responsibility for making the decision whether to readmit the student shall be taken by the Programme Leader. The only exception is when a student has served a custodial sentence, in which case, the Academic Registrar shall determine if the student's application may be passed to the Programme Leader for consideration or whether it shall be rejected outright. The Programme Leader is expected to respect the decision of the University and not readmit a student until at least 24 months has elapsed since their registration was terminated. Where a student's registration has been terminated on academic grounds and the student wishes to return to the same programme, the programme is expected to provide comprehensive reasons as to why they are re-admitting. Reasons for re-admitting might be that the applicant has been able to show they had kept up with the subject material and/or provided evidence that any circumstances that contributed to the termination of registration have been overcome.

6.3.2. If readmitted, previous credit may be recognised and accredited in accordance with the *RPL Policy*.

APPENDIX 7   LIST OF AWARD TITLES AND THEIR ABBREVIATIONS

Table 1

Programme	Abbreviation	Award title on certificate	Notes
Certificate of Higher Education	Cert HE	Certificate of Higher Education in 'x'	#
Church Colleges' Certificate in Religious Studies	CCC	Church Colleges' Certificate in Religious Studies	
Diploma of Higher Education	Dip HE	Diploma of Higher Education in 'x'	#
Foundation Degree of Science	FdSc	Foundation Degree of Science in 'x'	#
Bachelor of Arts (Pass degree)	BA	Bachelor of Arts in 'x'	#
Bachelor of Education in Primary Education (Pass degree)	BEd	Bachelor of Education in Primary Education	# ~
Bachelor of Laws (Pass degree)	LLB	Bachelor of Laws	#
Bachelor of Science (Pass degree)	BSc	Bachelor of Science in 'x'	#
Bachelor of Arts with Honours	BA (Hons)	Bachelor of Arts in 'x' with 'y' Honours	
Bachelor of Education in Primary Education with Honours	BEd (Hons)	Bachelor of Education in Primary Education with 'y' Honours	~
Bachelor of Laws with Honours	LLB (Hons)	Bachelor of Laws with 'y' Honours	
Bachelor of Nursing with Honours	BN (Hons)	Bachelor of Nursing in 'x' with 'y' Honours	
Bachelor of Science with Honours	BSc (Hons)	Bachelor of Science in 'x' with 'y' Honours	
Professional Graduate Certificate	Prof Grad Cert	Professional Graduate Certificate in 'x'	#
Professional Graduate Certificate in Education	Prof GCE	Professional Graduate Certificate in Education	~
Postgraduate Certificate	PgCert	Postgraduate Certificate in 'x'	#
Postgraduate Certificate in Education	PGCE	Postgraduate Certificate in Education	~
Postgraduate Diploma	PgDip	Postgraduate Diploma in 'x'	#
Integrated Master of Accounting with Honours	MAcc (Hons)	Master of Accounting with 'y' Honours	
Integrated Master of Education in Primary Education with Honours	MEd (Hons)	Master of Education with 'y' Honours	~
Integrated Master of Science with Honours	MSci (Hons)	Master of Science with 'y' Honours	
Integrated Master of Mathematics with Honours	MMath (Hons)	Master of Mathematics with 'y' Honours	
Master of Arts	MA	Master of Arts in 'x'	#
Master of Business Administration	MBA	Master of Business Administration	#
Master of Laws	LLM	Master of Laws	#
Master of Research	MRes	Master of Research in 'x'	#
Master of Science	MSc	Master of Science in 'x'	#

Programme	Abbreviation	Award title on certificate	Notes
Master of Theology	MTh	Master of Theology	#

Key

'x'   is the name of the pathway subject(s).

'y'   is the Honours classification, e.g. First Class, Upper Second Class, Lower Second Class or Third Class. For further details, see Section F2.3 of these Regulations.

may be awarded 'with Merit' or 'with Distinction' according to the criteria listed in section F3.1 and 3.2 of these Regulations.

~   may be awarded 'with Qualified Teacher Status' (QTS). For further details, see the Programme Specification for the relevant programme.

7.1   Programme Pathway Titles

Students who complete the necessary credits and meet the requirements stated in the relevant Programme Specification(s) for their subject(s) shall have the subject(s) listed in their award title as follows:

Named Award   ' in Subject 1 and Subject 2'

Or

'in Subject 1 with Subject 2'

Single pathway   ' in Subject 1'