



ACADEMIC REGULATIONS FOR TAUGHT PROGRAMMES

Document Title:	Academic Regulations for Taught Programmes
Document Author:	Quality Officer (Regulations & Policies) Academic Quality & Development
Responsible Person and Department:	Director of Academic Quality & Development
Approving Body:	Senate
Date of Approval:	20 June 2018
Date Effective From:	1 September 2018
Review Date:	Annually
Indicate whether the document is for public access or internal access only Indicate whether the document applies to collaborative provision? <i>(Strikethrough text, as appropriate)</i>	Public Access Internal Access Only Applies to Collaborative Provision
Summary/Description:	
<p>This document defines the Academic Regulations for all taught programmes, validated by the University of Winchester, including undergraduate, PGCE and taught postgraduate programmes.</p> <p>The regulations governing assessment for taught programmes can be found in the Assessment Regulations</p> <p>A summary of changes to this document appears below.</p>	

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
1 September 2018	<ol style="list-style-type: none">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 throughout3. Clarification for linking personal email and Unimail (B2.2);4. Remove requirement to submit Master's Independent Study (IS) 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	<ol style="list-style-type: none">1. Inclusion of Grade Point Average (GPA)

ACADEMIC REGULATIONS FOR TAUGHT PROGRAMMES

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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, under *Freedom of information*.

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. A full list of all awards, including Honorary degrees, is contained in Appendix 5.
- A1.2 The University reserves the right to withdraw programmes and to make changes in regulations, programmes, modules, fees, etc, at any time before or after an applicant's admission. Admission to the University is subject to compliance with the University's registration and enrolment procedures and its Regulations.
- A1.3 The Regulations for each year shall be approved annually by the Senate Academic Development Committee and Senate during the previous year.
- A1.4 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.
- A1.5 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.
- A1.6 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 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 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 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 Student 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 week. (Students who wish to retain and use their non-student email account for University communications relating to their studies shall be responsible for ensuring there is an effective link between this account and the Unimail account and they shall be responsible for maintaining this link.)
- 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 2 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 (eg 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.
- 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.
- B3.6 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 fails or to transfer to another subject, programme or other modules.
- B3.7 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 *Extenuating Circumstances Policy* for further details.
- B3.8 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:¹
- a) students permitted to trail fails;
 - b) students who are transferring internally from one programme and who need to take additional modules in order to meet pathway requirements I;
 - 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 Department and/or Faculty shall hold an Exam 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:
- d) have not made a bona fide attempt to submit work by set deadlines;
 - e) fail to attend an exam or practical assessment without valid cause;
 - f) fail to satisfy specific attendance requirements for their programme, subject or module(s), as defined in the Programme's own *Attendance Rules*;
 - g) fail to meet specified requirements set by an Exam Board, including passing any trail fail modules.
- C3 Any student required to withdraw under C2 above shall have the normal rights of appeal in accordance with the *Academic Appeals Regulations*.
- C4 An undergraduate student shall normally pass 120 credits at level 4 before being permitted to progress to level 5 and to pass 120 credits at level 5 before being permitted to progress to level 6. An exception may be made for students permitted to trail fail one or two modules in accordance with the Section D2 below.
- C5 For programmes with a year abroad or placement year, the progression requirement to the year abroad or placement year shall normally 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.
- C6 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.
- C7 An Integrated Masters student shall normally 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 normally 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 normally 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.

- C12 Students shall not normally 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.

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 but after this date any incomplete modules, which need to be repeated, shall normally be capped at the minimum pass mark.
- D1.2 The period of the interruption shall normally be up to one year and exceptionally up to a maximum of two years, subject to any PSRB restrictions.
- D1.3 If a further break in study is requested or the initial request is for more than one year, the approval of the Dean of Faculty shall be sought.
- D1.4 Students who wish to interrupt study shall complete and submit the appropriate application form, together with evidence of their extenuating circumstances² to their Faculty Office. The Extenuating Circumstances Officer 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 year³. 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 Extenuating Circumstances Officer, 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 normally for substantive marks.
- D1.5 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 (eg IT and Library services) are normally suspended while students interrupt their studies.
- D1.6 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.
- D1.7 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 normally be detailed at the point of interruption. (Refer to the *Supported Study – Approved Procedures* for further details.)

² Students who wish to keep the extenuating circumstances confidential may apply to Student Services to provide written support

³ Requests to interrupt study shall normally be approved. 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 or the Combined Studies route, following their return to study.

- D1.8 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.
- D1.9 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.
- D1.10 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.
- D1.11 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 normally be terminated with effect from their expected return date.

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. Progression on the programme is halted until the repeat study has been completed and the Exam 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 assessments 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 fail⁴ except in the case of modules being taken for the first time or where Programme or PSRB requirements prohibit this⁵. Trail fails cannot be taken after 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.
- 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 pathway⁶. 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)
- D2.3 Postgraduate students may apply to repeat or trail fails 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. 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)

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

- D2.4 A student who fails to pass at the second attempt, whether they undertook repeat study or trail fail, shall not progress further and shall normally be required to leave the programme as 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.⁷
- 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 For undergraduate Combined pathway students: if one subject accepts the application and another rejects it, the student may only be permitted to proceed with repeat study or trail fail if the accepting subject is able and willing to offer them a Single pathway or the student is able to find a second subject willing to take them on as a new student. (Refer to Appendix 4 for further details of combined subject pathways.)
- D2.8 Students may use the application to repeat study or trail fail as an opportunity to request a transfer to another subject or programme, either because a previous application has been rejected or because they feel unsuited to their current programme.
- D2.9 Students shall not normally 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. (See D2.11 below for details about how to apply for an exception to this regulation) 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.
- D2.10 Results for repeated modules or modules taken to replace failed modules shall normally be capped at the minimum pass mark unless the student has valid extenuating circumstances, approved by an Extenuating Circumstances Officer or the Faculty Exam Board, or the student is required to take additional modules to meet the requirements for a new programme, pathway or subject⁸. (See D2.11 below for details about how to apply for an exception to this regulation.)
- D2.11 If a student has extenuating circumstances that they wish to be taken into account, with regard to paragraphs D2.2, 2.3, 2.8 or 2.9 above, they shall submit valid evidence of extenuating circumstances⁹ together with their Repeat Study/Trail Fail Application Form. The relevant Extenuating Circumstances Officer 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.

⁷ 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.

⁸ 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.

⁹ Students who wish to keep the extenuating circumstances confidential may apply to Student Services to provide written support

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, subject to the constraints listed below. (See Appendix 3 for details of transfer credit requirements.) 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.¹⁰
- 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.

SECTION E CREDITS AND PROGRAMME STRUCTURE

Section E1 Credit and Study Requirements for Programmes

The study requirements for programmes leading to awards of the University are defined as follows:

Certificate of Higher Education	= 120 credits at level 4¹¹.
Diploma of Higher Education	= 240 credits 120 credits at level 4; and 120 credits at level 5 ¹²
Foundation Degree	= 240 credits 120 credits at level 4; and 120 credits at level 5
Graduate Diploma	= 120 credits at levels 5/6
Bachelor Degree (Pass degree)	= 300 credits 120 credits at level 4; and 180 credits at levels 5/6
Bachelor Degree with Honours (3 year)	= 360 credits 120 credits at level 4; and 120 credits at level 5; and

¹⁰ 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.

¹¹ 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.

¹² 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.

	30 credits at levels 5/6; and 90 credits at level 6
Bachelor Degree with Honours (4 year including a study abroad or placement year)	= 480 credits 120 credits at level 4; and 120 credits at level 5; and 30 credits at levels 5/6; and 90 credits at level 6
For study abroad or placement year (normally undertaken as the third year of study)	120 credits ¹³
Integrated Masters Degree with Honours	= 480 credits 120 credits at level 4; and 120 credits at level 5; and 30 credits at levels 5/6; and 90 credits at level 6; and 120 credits at level 7
Professional Graduate Certificate	= 60 credits at level 6/7
Postgraduate Certificate	= 60 credits at level 7
Professional Graduate Certificate in Education	= 120 credits at levels 6/7
Postgraduate Certificate in Education	= 120 credits at level 6/7 with a minimum of 40 credits at level 7
Professional Graduate Diploma	= 120 credits at level 6/7
Postgraduate Diploma	= 120 credits at level 7
Masters Degree	= 180 credits at level 7
The study requirements for top-up programmes are defined as follows:	
Bachelor Degree (top-up Pass degree only)	= 60 credits 60 credits at level 5/6
Bachelor Degree with Honours (top-up Honours degree only)	= 120 credits 120 credits at levels 5/6 with a minimum of 90 credits at level 6

Section E2 Minimum Credit to be Earned at the University

In order to receive an award from the University a student shall normally study at least half the required module credits for the award at the University and shall normally 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 a top-up Pass degree programme or students admitted to the final year of a three-year programme, who subsequently exit with a Pass degree.) 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 RPL Policy.

Section E3 Common Structure

- E3.1 All programmes have a modular structure, which normally consists of core or mandatory modules and may include some optional modules. Modules may not span academic years.
- E3.2 Students shall select modules in accordance with University procedures.

¹³ The level of study abroad shall be negotiated with the Programme Leader on a case by case basis. The level of a placement shall be defined in the Programme Specification.

- 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.

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 assessed at level 6 worth 30 credits.
- E4.2 Undergraduate programmes normally allow students to undertake a Volunteering module, normally at level 5.
- E4.3 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.
- E4.4 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.
- E4.5 Where programmes include years abroad or placement years, 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.

Section E5 Integrated Masters Programme Structure

- E5.1 Students shall register for the combined Bachelor and Masters 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 Bachelors degree, and if they choose to do so, may complete their programme at that time and leave with a Bachelors degree.
- E5.2 An Integrated Masters 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 Masters students.
- E5.3 Students who do not complete the Integrated Masters 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 Masters degree, students shall normally take and pass:
- a) a research methods module assessed at level 7 normally worth 20 credits; and
 - b) an Independent Study 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.

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

Section F1 Awards and GPA

- 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 determine the modules studied and the overall module mark, corresponding grade and details of credits achieved, where appropriate. Transcripts for students on undergraduate programmes leading to awards at levels 4 – 6 inclusive shall also include a single Grade Point Average (GPA) score.¹⁴
- F1.5 The results of a year abroad or placement year shall not count towards the calculation of the GPA, final mark or award classification.
- F1.6 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

- 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. 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:
- modules graded pass/fail only;
 - 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.
- F2.3 The calculation for Honours classification for a three or four-year Bachelor programme is normally determined as follows:
- | | |
|--|-----|
| An Extended Independent Study shall contribute: | 20% |
| An average of the best 60 credits at level 6 shall contribute: | 40% |
| An average of the best remaining 120 credits at levels 5/6 shall contribute: | 40% |
- F2.4 The calculation for Honours classification for a three or four year programme without an Extended Independent Study is normally determined as follows:

¹⁴ This shall be phased in over three years starting with new students studying at level 4 only in September 2017, ie students studying at level 5 or above in September 2017 shall be outside the GPA.

An average of the best 90 credits at level 6 shall contribute: 60%

An average of the best remaining 120 credits at levels 5/6 shall contribute: 40%

F2.5 The calculation for Honours classification for an Integrated Masters programme is normally determined as follows:

An average of the best 90 credits at level 7 shall contribute: 60%

An average of the best remaining 120 credits at levels 6/7 shall contribute: 40%

F2.6 The calculation for Honours classification for a one year top-up programme is normally determined as follows:

An average of the results of the 120 credits taken at levels 5/6. A minimum of 90 credits, including the Extended Independent Study, where taken, shall be taken at level 6.

Section F3 Award Classifications

F3.1 The following awards may be conferred with Distinction:

Certificate of Higher Education:

where the overall average mark for 120 credits at level 4 is 70% or above.

Diploma of Higher Education / Foundation Degree:

where the overall average mark for 120 credits each at levels 4 and 5 is 70% or above.

Graduate Diploma:

where the overall average mark for 120 credits at levels 5/6 is 70% or above

Pass degree:

where the overall average mark for 180 credits at levels 5 and 6 is 70% or above.

Postgraduate Certificate:

where the overall average mark for 60 credits at level 7 is 70% or above.

Postgraduate Diploma:

where the overall average mark for 120 credits at level 7 is 70% or above.

Masters:

where the overall average mark for 180 credits at level 7 is 65% or above and the mark for the Independent Study is 70% or above

F3.2 The following awards may be conferred with Merit:

Certificate of Higher Education:

where the overall average mark for 120 credits at level 4 is 60% or above.

Diploma of Higher Education / Foundation Degree:

where the overall average mark for 120 credits each at levels 4 and 5 is 60% or above.

Graduate Diploma:

where the overall average mark for 120 credits at levels 5/6 is 60% or above

Pass degree:

where the overall average mark for 180 credits at levels 5 and 6 is 60% or above.

Postgraduate Certificate:

where the overall average mark for 60 credits at level 7 is 60% or above.

Postgraduate Diploma:

where the overall average mark for 120 credits is 60% or above.

Masters:

where the overall average mark for 180 credits at level 7 is 55% or above and the mark for the Independent Study is 60% or above

F3.3 The University normally classifies all Bachelor degrees with Honours as follows¹⁵:

1st Class	70%+
2nd Class (First Division)	60 - 69%
2nd Class (Second Division)	50 - 59%
3rd Class	40 - 49%

F3.4 The University normally classifies all Integrated Masters degrees with Honours as follows¹⁶:

1st Class	70%+
2nd Class (First Division)	60 - 69%
2nd Class (Second Division)	50 - 59%

F3.5 Programmes and subjects may specify modules which shall count in the marks averaged for an Honours degree classification.

F3.6 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.

F3.7 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 either paragraph F2.4 or 2.5 above, as appropriate.

F3.8 Students who have satisfactorily completed a Foundation Degree programme and are permitted entry to level 6 of a relevant Honours degree programme, shall have their degree classification calculated in accordance with paragraph F2.10 above. Any bridging module taken in order to gain entry into level 6 of a relevant Honours degree programme shall not be included in the classification.

F3.9. 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 F2.10 above

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

Senate may exceptionally, on the recommendation of an Exam 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 Exam Boards for Taught Programmes including Collaborative Partners - Guidelines* for further details.)

¹⁵ The final award is based on the final mark, rounded to a whole number (see Section D3 Assessment Regulations)

¹⁶ The final award is based on the final mark, rounded to a whole number (see Section D3 Assessment Regulations)

SECTION G PERIODS OF REGISTRATION

Section G1 Period of Registration

- New The expected period of registration for a programme shall normally 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 an Exam 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)
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
BA (Hons) in Primary Education (3 year)	3 years	5 years
BEd (Hons) in Primary Education (3 year)	3 years	5 years
BEd (Hons) in Primary Education (4 year)	4 years	6 years
Top up programmes	1 year	2 years
Graduate Diploma	1 year	2 years
Integrated Master's	4 years	6 years
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

Part-time Programmes of Study

Certificate of Higher Education	2 years	3 years
Diploma of Higher Education	4 years	6 years
Foundation Degree	2 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

Graduate Diploma	2 years	4 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 may approve a shorter minimum period of registration for students admitted with transfer credit for previous study and/or RPL.
- G2.2 The University may terminate the registration of a student who has been inactive (ie who has submitted no work for assessment or been unavailable for supervision) for two consecutive semesters. 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 Exam 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

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 Exam 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.
- Sabbatical Officers of the Student Union shall be deemed to be students for the purposes of these Regulations.
- 1.6 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.
- A programme may lead simultaneously to two or more awards (eg academic and professional), each of which may have a separate pathway.
- 1.7 A **'Subject'** is a collection of modules normally in a single discipline and contributing to a recognised programme.
- 1.8 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.
- 1.9 **'Combined Honours Programme'** (CHP) is a programme allowing students to combine two Subjects on a Joint Pathway, where the balance of taught modules is 50:50 or a Single Pathway, where at least 70% of the modules shall be taken in one subject and up to 30% may be taken in another.¹⁷
- 1.10 A **'Combined Studies'** award may be granted by an Exam Board to a student who achieves the credits for an award but fails to meet the specific module requirements for an individual programme.
- Exceptionally an individual undergraduate student may be permitted to register for an award in Combined Studies. This option shall normally only be available to students who, for reasons beyond their control are unable to meet pathway requirements. For example, a student who takes an approved break in studies and, on their return, finds that the modules required to meet pathway requirements are no longer available.
- 1.11 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 (eg 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;

¹⁷ The last new intake for Combined Honours Programmes was in September 2016. Current students will complete their studies as normal.

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

1.12 An **'Extended Independent Study'** is a primarily student-directed exercise undertaken under supervision 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 normally 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.

Where the Extended Independent Study is submitted in the form of a dissertation, it shall normally be between 8,000 and 10,000 words.

1.13 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.

Where the Independent Study is submitted in the form of a dissertation, it shall normally be no more than 20,000 words.

1.14 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.

1.15 **'Valid extenuating circumstances'** or **'Valid evidence of extenuating circumstances'** means approved, relevant extenuating circumstances as defined by the University's Extenuating Circumstances Policy.

1.16 **'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.)

1.17 **'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). RPL was previously known as AP(E)L.

1.18 **'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).

1.19 **CATS Levels**

Each module shall carry one of the following CATS level ratings as defined by QAA in *The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies* in the *UK Quality Code for Higher Education Higher Education Part A: Setting and Maintaining Academic Standards* October 2014:

Level 4

Learning at this level should normally be of an introductory nature. Students are expected to demonstrate an understanding of basic concepts, knowledge and skills.

Level 5

Learning at this level may be introductory but should normally be of intermediate difficulty. Students are normally expected to have a secure mastery of basic concepts, knowledge and skills. They shall be required to demonstrate the beginnings of a critical response to material and be aware of the interaction between theory and practice, where appropriate.

Level 6

Learning at this level should be of an advanced nature, often allowing students to specialise. Students are expected to demonstrate a secure mastery of more complex concepts, knowledge and skills. They should be required to demonstrate the ability to think critically, to problem solve and to apply theory reflectively in practice, where appropriate. Students should also demonstrate, in some part of the level 6 programme, an ability to work independently to a high standard.

Level 7

Learning at this level shall display mastery of a complex and specialised area of knowledge and skills, employing advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for related decision making, including use of supervision.

- 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*.

APPENDIX 2 ACADEMIC YEAR

2.1 The University follows a common calendar for all taught programmes which:

- a) lead to a University of Winchester award, and
- b) are attendance-based and require 27 teaching and assessment weeks each year.

The academic year consists of two semesters (where semester 1 entails 12 teaching weeks and semester 2 entails 12 teaching weeks and a three-week assessment period) totalling 27 weeks.

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

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

APPENDIX 3 ADMISSIONS, TRANSFERS AND READMISSIONS

3.1 Admissions Process and Entry Requirements

- 3.1.1 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 normally leading to an award or, as a continuing education student, to take discrete modules.
- 3.1.2 The recruitment and admission of students to the University is informed by the *Admissions Policy*.
- 3.1.3 The entry requirements for each programme of study are defined in the University Prospectus for the relevant year of entry.
- 3.1.4 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.

3.2 Entry with Advanced Standing via RPL and Internal Transfers

- 3.2.1. 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.)
- 3.2.2 Internal student transfers between programmes and subjects shall be approved at the discretion of the Programme Leader(s) concerned. 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.
- 3.3.3 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.

3.3 Re-Admission following Termination of Registration or Exclusion

- 3.3.1. 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 normally be taken by the Programme Leader, unless the student has served a custodial sentence. In such cases, 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. Where the decision passes to the Programme Leader, they are expected to respect the decision of the University and not readmit them until at least 24 months has elapsed. Where a student's registration has been terminated on academic grounds and wishes to return to the same programme, the programme is expected to be very particular 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.
- 3.3.2 If readmitted, previous credit may be recognised and accredited in accordance with the *RPL Policy*.

APPENDIX 4 PATHWAY STRUCTURES FOR COMBINED AND SINGLE HONOURS PROGRAMMES

Table 1 Combined Honours Programme: Honours Degree Pathways (total 360 credits) where students take an Extended Independent Study (EIS)

Pathway	Subject	Level 4 credits	Level 5/6 credits (excluding EIS)	Extended Independent Study (EIS)	Total in each Subject incl EIS
Joint Honours	Subject 1	60 credits	105 credits (at least 30 at level 6)	30 credits Normally in one Subject	195 credits
	Subject 2	60 credits	105 credits (at least 30 at level 6)		165 credits
Single Honours	Subject 1 (Single)	60 or 120 credits	between 180 – 210 credits (at least 60 at level 6)	30 credits Single	270 – 360 credits
	Subject 2	60 credits	no more than 30 credits (at level 5)		up to 90 credits

Normally Joint Honours students submit an Extended Independent Study in the one Subject of their choice. Individual Subjects may rule that its students shall only submit single Subject Extended Independent Studies or specify that inter-disciplinary Extended Independent Studies shall only be permitted with certain Subjects.

A minimum of 90 credits at level 6 is required for an Honours degree

Table 2 Combined Honours Programme: Honours Degree Pathways (total 360 credits) where students do not take an Extended Independent Study (EIS)

Pathway	Subject	Level 4 credits	Level 5/6 credits	Total in each Subject
Joint Honours	Subject 1	60 credits	between 105 – 135 credits (including at least 30 at level 6 #)	between 165 - 195 credits
	Subject 2	60 credits	between 105 – 135 credits (including at least 30 at level 6 #)	between 165 - 195 credits
Single Honours	Subject 1 (Single)	60 or 120 credits	between 180 – 210 credits (including at least 90 at level 6)	270 – 360 credits
	Subject 2 (Subsidiary)	60 credits	no more than 30 credits (at level 5 only)	up to 90 credits

A minimum of 90 credits at level 6 in total is required for an Honours degree

**Table 3 Combined Honours Programme: Pass Degree Pathways
(total 300 credits)**

Pathway	Subject	Level 4 credits	Level 5/6 credits	Total in each Subject
Joint	Subject 1	60 credits	90 credits	150 credits
	Subject 2	60 credits	90 credits	150 credits
Single	Subject 1 (Single)	60 or 120 credits	between 150 – 180 credits	210 – 300 credits
	Subject 2 (Subsidiary)	60 credits	no more than 30 credits (at level 5)	Up to 90 credits

**Table 4 Combined Honours Programme: Diploma of Higher Education and Foundation Degree Pathways
(total 240 credits)**

Pathway	Subject	Level 4 credits	Level 5 credits	Total in each Subject
Joint	Subject 1	60 credits	60 credits	120 credits
	Subject 2	60 credits	60 credits	120 credits
Single	Subject 1 (Single)	60 or 120 credits	between 90 - 120 credits	150 – 240 credits
	Subject 2 (Subsidiary)	60 credits	no more than 30 credits (at level 5)	Up to 90 credits

APPENDIX 5 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 Arts	FdA	Foundation Degree of Arts in 'x'	#
Foundation Degree of Science	FdSc	Foundation Degree of Science in 'x'	#
Graduate Diploma	Grad Dip	Graduate Diploma in 'x'	#
Bachelor of Arts (Pass degree)	BA	Bachelor of Arts in 'x'	#
Bachelor of Arts in Primary Education (Pass degree)	BAEd	Bachelor of Arts in Primary Education	# ~
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 Theology (Pass degree)	BTh	Bachelor of Theology	#
Bachelor of Arts with Honours	BA (Hons)	Bachelor of Arts in 'x' with 'y' Honours	
Bachelor of Arts in Primary Education with Honours	BAEd (Hons)	Bachelor of Arts in Primary Education 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 Science with Honours	BSc (Hons)	Bachelor of Science in 'x' with 'y' Honours	
Bachelor of Theology with Honours	BTh (Hons)	Bachelor of Theology 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	~
Professional Graduate Diploma	Prof Dip	Professional Graduate Diploma in 'x'	#
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 Education in Primary Education with Honours	MEd (Hons)	Master of 'x' 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	#

Programme	Abbreviation	Award title on certificate	Notes
Master of Research	MRes	Master of Research in 'x'	#
Master of Science	MSc	Master of Science in 'x'	#
Master in Teaching and Learning	MTL	Master in Teaching and Learning	#
Master of Theology	MTh	Master of Theology	#

Key

'x' is the name of the pathway subject(s). For a list of the pathway titles for Combined Honours Programmes, see below.

'y' is the Honours classification, eg 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.

5.1 Combined Honours 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:

Joint Pathway ' in Subject 1 and Subject 2'

Single pathway ' in Subject 1'

Combined Studies ' in Combined Studies'
As there are no minimum credit requirements for the subjects studied in Combined Studies, students need only meet the minimum credit requirements for the award, as detailed in Section E1 of these Regulations.

5.2 Bachelor/Master of Arts or Bachelor/Master of Science

The award title of 'Arts' or 'Science' is agreed by the University Management Group and defined in the Programme Specification.

Students who fail to achieve their named pathway and are permitted to graduate in Combined Studies shall be awarded a BA or BSc in accordance with the original programme.

For students studying a Combined Honours Programme where one subject would normally lead to a BA and one subject would normally lead to BSc, the final award title shall be determined by the subject in which they take their Extended Independent Study (EIS). Where the EIS is taken across both subjects, the Programme Leaders shall jointly determine which award title is more appropriate.