

Regulations for Undergraduate Awards

Common Course Structure

THESE REGULATIONS ONLY APPLY TO PART-TIME STUDENTS WHO STARTED THEIR COURSE PRIOR TO 2013/14.

STUDENTS REGISTERING IN YEAR 0, YEAR 1, YEAR 2 OR YEAR 3 OF AN UNDERGRADUATE OR INTEGRATED MASTERS DEGREE IN THE ACADEMIC YEAR 2017/18 WILL BE TREATED UNDER THE 'REGULATIONS FOR BACHELORS AND INTEGRATED MASTERS AWARDS 2017/18'.

1 SCOPE OF THESE REGULATIONS

- 1.1 These Regulations govern the assessment, progression and awards of degrees of Bachelor of Arts, Bachelor of Engineering, Bachelor of Science (including those offered by the School of Health Care Sciences (Nursing and Midwifery degree courses) as listed in appendix B7), Bachelor of Laws and Bachelor of Medicine/Bachelor of Surgery. These Regulations also govern the awards of the Certificate and Diploma of Higher Education as listed in appendix B7.
- 1.2 These Regulations apply to full-time and part-time undergraduate students.
- 1.3 Alterations to or concessions against these Regulations may be made only with the approval of the Learning and Teaching Committee of the Senate or by named persons with delegated powers to operate on behalf of the Committee.
- 1.4 All references to Instruction in these Regulations shall refer to the *Common Course Structure: Instructions to Examiners*.

2 DEFINITIONS

Within these Regulations, the following terminology shall apply:

Course	a grouping of modules leading to an award.
Programme Specification	an outline of a course which specifies its content and requirements.
Course Director	an academic member of staff in the School in which a student is registered who is responsible for managing the course.
Stage	the equivalent of one year's full time study on a course, normally 120 credits apart from the MB BS programme.
Module	a discrete block of study for which a student enrolls. Each

module is classified by its **level** and its **credit** value.

Level	modules shall be classified at one of the following levels: (a) Access level (level 0); (b) Introductory degree level, not normally counting towards the final degree classification, except for a student following a degree course in subjects which are not cognate (level 1); (c) Honours Degree level, counting towards the final degree classification (level 2/ 3). Level 2 modules would normally precede level 3 modules as these may form pre-requisites or provide a broader context to the subject matter, compared to level 3 modules.
Credit	an indicator of the volume of study associated with a module .
Compulsory Module	a module designated as one which students must take in their chosen course.
Core Module	a module designated as one which students must take in their chosen course. Students must attain the pass mark in all modules designated core for their chosen course.
Optional Module	a module included within a range of options from which a student must select, subject to the approval of the Board of the School of Studies.
Free Choice Module	a module that may be selected by a student subject to the approval of the Board of their School of Studies.
Mark	Marks are expressed as a percentage except for modules in the MB BS course and for some specified modules or components of modules in other courses, where marks may be expressed as Fail/Pass or Fail/Pass/Distinction.
Delayed Assessment/ Reassessments (DA/RDA)	A deferred assessment or reassessment opportunity, normally in an assessment event (examinations, course test, presentation, Objective Course Specific Examination (OSCE), Objective Structured Pharmacy Examination (OSPE)), granted by the Board of Examiners on the recommendation of the Extenuating Circumstances Panel (ECP) where a student has presented evidence that factors outside the student's own control affected the student's attendance or performance at an assessment event.
Finalist	a student undertaking the final Stage of his/her registered course.

3 GENERAL PRECONDITIONS TO AN AWARD

In order to qualify for an award of the University a student must:

- (a) satisfy the general entrance requirements of the University and any entrance requirements relevant to the course;
- (b) satisfactorily complete a programme of study and assessment in accordance with these Regulations and any specific criteria set out in the relevant programme specification.

4 COURSE REQUIREMENTS

4.1 The University shall:

- (a) publish Programme Specifications specifying the content and requirements of each course including any course-specific requirements for assessment and progression;
- (b) publish Course Profiles specifying the modules to be taken, and electives available, for each course;
- (c) publish Modules Outlines specifying the content and assessment for each module.

4.2 Courses may consist entirely of compulsory modules or may be a mix of compulsory and option modules chosen from a list of defined modules. Each module will normally be worth at least 20 credits.

4.3 Students may be awarded specific credit via Accredited Prior Learning, in accordance with the University's policy:

<https://portal.uea.ac.uk/academic-calendar/general-regulations>

4.4 Courses shall consist of:

- (a) 720 credits for the MB BS course;
- (b) 840 credits for the MB BS course with a Foundation year;
- (c) 480 credits for a four year Bachelors degree;
- (d) 480 credits for a Bachelors degree with a Foundation degree;
- (e) 360 credits for a three year Bachelors degree;
- (f) at least 280 credits for Ordinary Degree courses;

- (g) at least 120 credits at level 3 for the BA Social Work Specialist Practice;
- (h) at least 120 credits at level 3 for the BA Professional Studies;
- (i) no more than 40 credits of Free Choice modules (level 0 modules are not allowed to be chosen as Free Choice modules) within the final 240 credits specified in the programme specification for Honours Degrees (or the final 360 credits in the case of degree courses comprising 480 credits);
- (j) credits as specified in appendix B7 for all awards offered by the School of Health Sciences (Nursing and Midwifery degree courses).

5 DURATION OF COURSE

- 5.1 Students must enrol for and complete the course in accordance with the Programme Specification published by the University, within:
- (a) three or four years in the case of full-time Honours Degree students;
 - (b) five/six years in the case of MB BS students/MB BS students registered on the MB BS programme with a Foundation year;
 - (c) the timescales set out for all awards offered by the School of Health Sciences (Nursing and Midwifery degree courses) as listed in Appendix B7;
 - (d) a period of eight years from the date of initial registration for all part-time students except those included in appendices B4 and B7.
- 5.2 On the recommendation of the Head of a student's School of Studies, the Learning and Teaching Committee of the Senate may vary or amend the requirements of these Regulations in respect of a particular student. This variation may include the extension, by intercalation or repetition, of a student's period of study for a degree to a maximum of two years beyond the specified length of the course (with the exception of MB BS students who intercalate after Stage 4 to complete a PhD). In such instances, it may also impose alternative conditions and requirements.
- 5.3 Professional, Statutory or Regulatory bodies may impose a shorter maximum period of study, details of which are published in the relevant Programme Specification.

6 MODULE ENROLMENT

- 6.1 Students are required to enrol formally for and complete modules according to the requirements set out in the Programme Specification, Course Profile and Module Outlines, by the deadline published by the Learning and Teaching Service.

- 6.2 Visiting and Exchange students will normally take 120 credits and part-time students no more than 80 credits in each academic year of study.
- 6.3 No student shall register for more than the credit requirement of their year of study, as specified in the Programme Specification.
- 6.4 No student shall register for modules that have clashing teaching events.
- 6.5 Course Profiles and the availability of modules are subject to change.
- 6.6 A student seeking a late module enrolment, or a change to enrolment, after week 3 of the autumn semester and week 2 of the spring semester must obtain the prior approval of the Learning and Teaching Committee of Senate, on the recommendation of the Head of their School and may be subject to a late fee.
- 6.7 Within the modules taken in the final 240 credits of study (excluding the Year Abroad), Honours Degree students shall not take modules totalling more than 120 credits which are wholly assessed by coursework as defined by the Learning and Teaching Committee of the Senate. Programme Specifications for some courses may further restrict the selection of modules wholly assessed by CW.
- 6.8 On recommendation of the appropriate Course Director, the Head of a student's School of Studies may vary a student's course by permitting that student to take modules which are not included in the specified range of units as follows:
- (a) a variation in modules totalling no more than 30 credits out of the total number of credits required for an Honours Degree;
 - (b) a variation in modules totalling no more than 20 credits out of the total number of credits required for an Ordinary degree.
- Such variation shall not apply to core or compulsory modules nor to the substitution of an Honours level module (level 2 or level 3 module) by a module of a lower level (level 1 module), either of which, would require a concession from the Learning and Teaching Committee of Senate.
- 6.9 A student may be suspended from a module including a practice placement where a Professional Code of Conduct applies, pending formal investigation of the circumstances in accordance with published procedures, where the Head of School decides that there is *prima facie* evidence that a student's behaviour has jeopardised the welfare of a subject (whether patient, pupil or client), and/or has contravened the relevant Professional Code of Conduct and/or the behaviour is incompatible with behaviour required by the relevant profession.

7 STUDY ABROAD AND IN INDUSTRY

- 7.1 As a requirement of the degree, a student may spend up to two consecutive semesters at an approved institution in another country or within an industrial setting in the UK (or, if outside the UK, provided that the proposal has been approved by the relevant Faculty Associate Dean (LTQ)) provided that no such semester forms part of the student's final Stage of study and that appropriate assessments of the institution or industrial setting have been conducted. The marks obtained from the period of study abroad or in industry may count towards the degree classification, in accordance with the requirements specified in the programme specification.
- 7.2 The School may stipulate additional criteria to govern progression to a period of study abroad or period of industrial placement and shall publish any such criteria in advance within the programme specification of the course. The additional criteria (as set out in Appendix B1 of these regulations) shall take precedence over the progression regulations otherwise in force.
- 7.3 The Head of School may require a student to transfer from a degree course which includes a required period of study abroad or period of industrial placement to a course of otherwise similar content spent wholly in the UK or for which an industrial placement is not required under the following circumstances:
- (a) if the student has failed to meet the criteria stipulated by the School as noted in regulation 7.2;
- or**
- (b) on the recommendation of a Board of Examiners following a required period of study abroad or placement in industry.
- 7.4 Where a student has registered on a degree course that does not include a required period of study abroad, but his/her School of Study offers module(s) under an approved ERASMUS scheme, the student may seek approval from the Head of the School to spend up to two consecutive semesters abroad. This period abroad:
- (a) must constitute a designated ERASMUS exchange administered by the University;
 - (b) shall not form part of the student's final Stage of study;
 - (c) must include the study of appropriate modules that will fulfil the normal course requirements;
 - (d) shall count in all respects towards the student's degree in accordance with the description in the relevant programme specification.

8 STUDENT PROGRESS MEETING

There shall be a Student Progress Meeting after each Autumn Semester spent at UEA (and for courses offered by the School of Health Sciences (Occupational Therapy, Physiotherapy and Speech and Language Therapy degree courses), at such other additional times as shall be approved by the Learning and Teaching Committee of the Senate). The appropriate Board of Examiners or sub-group of Examiners shall review each student's academic progress to date, in accordance with Instruction 4, and:

- (a) refer students whose performance is unsatisfactory to the Head of their School for appropriate academic guidance and advice;
- (b) confirm the marks for any Autumn Semester Visiting or Exchange students. Under these circumstances, the marks thus confirmed cannot be adjusted subsequently by the Module Assessment Board in accordance with Instruction 5.2. Where the Visiting or Exchange student has failed to achieve the pass mark in (a) module(s) studied at UEA, and his/her home institution requires pass marks in all modules undertaken, the Board shall offer the opportunity of reassessment to the student.

As the School of Health Sciences (Nursing and Midwifery degree courses) has frequent meetings of Boards of Examiners, where marks may be confirmed in accordance with Instruction 5, the School shall be exempt from holding student progress meetings in terms of checking students' academic progress.

9 MODULE ASSESSMENT

9.1 Subject to any alternative provisions in the Instructions to Examiners (Appendix B), each module shall be assessed by one of the following methods:

- (a) wholly by coursework (CW modules);
- (b) wholly by examination (EX modules);
- (c) as a project (PR modules);
- (d) wholly by assessment of practice (AP modules);
- (e) by a combination of two or more of the following: course work, examination, project, assessment of practice (WW for modules which include an examination; CP for modules which include a project and coursework; CA for modules which include coursework and assessment of practice).

9.2 For CP, CA and WW modules at Honours level, the proportion of marks derived from the coursework component shall not be greater than 50.00%

- with the exception of modules offered by the School of Health Sciences (Nursing and Midwifery degree courses).
- 9.3 The pass mark of modules shall be 40.00% unless otherwise stated.
- 9.4 Individual modules/components of modules may be assessed on a Pass or Fail basis only with the prior approval of the Learning and Teaching Committee of the Senate, on the recommendation of the Head of the School concerned.
- 9.5 Modules in the MB BS course shall be assessed on a Fail/Pass or Fail/Pass/Distinction basis in accordance with the instructions in Appendix B.
- 9.6 Each module shall be assessed in accordance with the following timetable:
- (a) CW, PR, CP, CA and AP modules: by the end of the semester in which they are studied;
 - (b) EX modules: shall be examined at the end of the Spring Semester;
 - (c) WW modules: the examined element of all WW modules shall be examined at the end of the Spring Semester, the non-examined element by the end of the semester in which the module is studied;
 - (d) modules for the MB BS course: assessment may take place at such other additional times as shall be approved by the Learning and Teaching Committee of the Senate;
 - (e) modules offered by the School of Health Sciences (Nursing and Midwifery degree courses): assessment may take place at such times as shall be approved by the Learning and Teaching Committee of the Senate.
- 9.7 In circumstances where a student has been permitted by the Board of Examiners on the recommendation of the Extenuating Circumstances Panel (ECP) to take a delayed assessment of an examination or course test, the assessment shall be carried out at the earliest appropriate opportunity. This shall normally be the next scheduled sitting of the examination(s) in that module.
- 9.8 There shall be a Module Assessment Board(s) at which the Board of Examiners shall:
- (a) confirm the marks for modules offered by its School in accordance with Instruction 5. For courses offered by the Faculty of Medicine and Health Sciences, the Board may also confirm the marks in components of modules for which it is responsible;

- (b) report the confirmed marks in a manner and within a period prescribed by the Registrar and Secretary, in accordance with Instruction 5.

Prior to confirmation by the Module Assessment Board, all marks shall be regarded as provisional and may be subject to amendment by the Board of Examiners. Where a module is taken over two semesters, the performance of students shall normally be reviewed at the end of the first semester (at the Student Progress Meeting as set out in Regulation 8) and marks confirmed by the Module Assessment Board at the end of the second semester.

10 EXTENUATING CIRCUMSTANCES

10.1 The Extenuating Circumstances Panel advising the Board of Examiners shall consider extenuating circumstances formally reported to it, and make recommendations to the Board, in accordance with the University's [Extenuating Circumstances Regulations](#):

10.2 The Board of Examiners shall formally approve the compensation/remedy/adjustment or other recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.

10.3 The Extenuating Circumstances Panel advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, students may ask that the disclosure of the information be limited.

11 DELAYED ASSESSMENT

11.1 A student may be granted a Delayed Assessment (including a Delayed Reassessment or Further Reassessment) in accordance with the [University's Extenuating Circumstances Regulations](#):

11.2 Students for whom a Delayed Assessment has been approved shall normally be required to take the Delayed Assessment at the earliest possible opportunity.

12 STAGE ASSESSMENT

12.1 When students have attempted the assessment for modules with a credit total that equates to a Stage as defined in Regulation 2 above and in the Programme Specification, the Stage Assessment Board of Examiners or a

sub-group of that Board (where permitted under the Instructions to Examiners) shall review the module marks and overall performance to date in accordance with Instruction 6. For:

- (a) full-time students this will normally fall at the end of the academic year;
- (b) part-time students this will occur when they have attempted sufficient modules with a credit total that equates to a Stage;
- (c) the School of Health Sciences (Nursing and Midwifery degree courses), its Stage Assessment Boards (or sub-groups thereof) may also review marks of modules/components of modules and refer students to reassessment in accordance with Instruction 6.6 after Module Assessment Boards held at other additional times during the year.

12.2 The Stage Assessment Board shall:

- (a) receive and consider the confirmed marks awarded by Module Assessment Boards, for students (other than finalists in the School of Health Sciences (Nursing and Midwifery degree courses)*) registered in its School, and confirm whether students should be referred to reassessment or progress to the next Stage as appropriate;
- (b) receive from the Extenuating Circumstances Panel its recommendations regarding extenuating circumstances

*The Stage Assessment Board in the School of Health Sciences (Nursing and Midwifery degree courses) shall consider the confirmed marks for its finalists and consider whether students should proceed to Final Assessment Board or be referred to reassessment.

12.3 The Board of Examiners shall, in accordance with Instruction 6, confirm that a student has satisfactorily completed the Stage where the student has achieved the following:

- (a) for all courses except those offered by the Faculty of Medicine and Health Sciences, level 0 studies as part of a Foundation Year programme and the Study Abroad/Year in Industry Assessment:
 - (i) an overall aggregate for the whole of the Stage of at least the pass mark (40.00%) **and**;
 - (ii) at least the pass mark (40.00%) in at least 80 credits for Honours Degree students or in at least 60 credits for Ordinary Degree students **and**;
 - (iii) at least the pass mark (40.00%) in all modules designated "core" for the course.

- (b) for MB BS students, a Pass or Distinction in all modules undertaken in the Stage in question;
- (c) for courses offered by the School of Health Sciences (Nursing, Midwifery, Occupational Therapy, Physiotherapy and Speech and Language Therapy degree courses), a mark of 40.00% or Pass in all modules undertaken in the Stage in question;
- (d) for the Study Abroad/Year in Industry Assessment, the criteria set out by the Faculty/School (Appendix B of the Instructions to Examiners) or a pass where the Study Abroad/Year in Industry is assessed on a Pass/Fail basis.

In respect of Visiting/Exchange students, the Board of Examiners does not consider whether they progress (as this is regulated by the students' home institutions). However, the Board of Examiners shall review the marks achieved by Visiting/Exchange students and confirm whether they have achieved the same standards of satisfactory completion in accordance with 10.3(a) above and report this to the home institution. In the event that the Visiting/Exchange student has not achieved the pass mark in (a) module(s) undertaken at the University and the home institution requires the pass mark to be achieved in all modules, the Board of Examiners shall offer the opportunity of reassessment to the student in all failed modules.

12.4 In the event that a student has not completed the Stage satisfactorily, the Board of Examiners shall (with the exceptions described in Instruction 6.6(b)) offer the option of reassessment in all failed modules. In such circumstances, the student may:

- (a) either undertake reassessment;
- (b) or withdraw from the course and receive an award where appropriate (in accordance with Instructions 6.10 and 6.11).

13 REASSESSMENT

13.1 Each module shall be reassessed by a method that is compatible with the overall learning outcomes of the module.

Where passing a module depends on passing specific elements within that module, reassessment shall include all such failed elements.

Where students are registered on courses that lead to professional registration (in the Schools of Healthcare Sciences; Social Work and the Norwich Medical School), reassessment may be offered in any component of a module where the mark in that element is below the pass mark acceptable to the professional/statutory/regulatory body, in accordance with Instruction 6.7 and the requirements from the relevant professional/statutory/regulatory body.

For CA modules, the method of reassessment will depend on the element failed by the student.

13.2 A student may be reassessed in a module or an element within a module on one occasion only.

13.3 Reassessment for each module shall be completed:

- (a) either by the end of the ensuing Summer Vacation in accordance with a timetable specified by the University;
- (b) or in respect of AP and CA modules, by timescales prescribed by the Board of Examiners;
- (c) or, in respect of modules offered by the School of Health Sciences (Nursing and Midwifery degree courses), by timescales published by the School;
- (d) or, where a student has been granted a delayed assessment in an examination, at the next scheduled sitting of examinations in that module in accordance with Regulation 9.6.

13.4 **Module Reassessment**

In respect of reassessed students, there shall be a Module Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board (where permitted under the Instructions to Examiners) shall:

- (a) confirm the marks for modules offered by its School in accordance with Instruction 5;
- (b) report the confirmed marks in a manner and within a period prescribed by the Registrar and Secretary, as set out in Instruction 5.

13.5 **Stage Reassessment**

There shall be a Stage Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board (where permitted under the Instructions to Examiners) shall consider the confirmed marks achieved at reassessment and:

- (a) consider whether students (except finalists in the School of Health Sciences (Nursing and Midwifery degree courses)/MB BS Stage 4 students**) should progress to the next Stage (with reference to the academic requirements for completing the Stage, as set out in Regulation 10.3 and Instruction 6) or alternatively, take one of the courses of action set out in Instruction 8.4;
- (b) receive any recommendations made by the Extenuating Circumstances Panel in respect of students in this Stage of their study;

- (c) perform all the duties of a Stage Assessment Board in respect of students who have undertaken a delayed assessment.

**The Stage Reassessment Board in the School of Health Sciences (Nursing and Midwifery degree courses) shall also consider the confirmed reassessment marks achieved by its finalists and consider whether they should proceed to Final Assessment Board or be required to withdraw from the course. Alternatively, it may take one of the courses of action set out in Instruction 9.8. The Stage Reassessment Board in the Norwich School of Medicine shall also act as the Stage Assessment Board in the consideration of MB BS students' progression to Stage 5 in view of the timing of the Elective module.

14 FINAL ASSESSMENT

There shall be a Final Assessment Board at which the Board of Examiners shall consider the results of all students after their final Stage of study. The Final Assessment shall be carried out by the appropriate Board of Examiners with the external examiner(s) in attendance and in accordance with the Instructions to Examiners. The examiners shall receive the results of all Assessments and Reassessments of modules which count towards the award and shall:

- (a) with the exception of courses offered by the School of Health Sciences (Nursing and Midwifery degree courses), perform the duties of a Stage Assessment Board for final Stage students in accordance with Instruction 6 including the referral of students to Reassessment where appropriate;
- (b) receive any recommendations made by the Extenuating Circumstances Panel;
- (c) recommend to Senate the conferment of awards to all students who have met the requirements of their course as specified in the Programme Specification and the standards laid out in the Instructions to Examiners;
- (d) in respect of Honours Degree students who have met the requirements of their course as well as any other requirements specified in the programme specification, rank such students in three classes, the second class being in two divisions, in accordance with the Instruction 9;
- (e) in respect of MB BS students who have satisfied the examiners in all Stages of their course as well as any other requirements stipulated by the Norwich Medical School, recommend that such students have passed or passed with Distinction or Merit, in accordance with Appendix B in the Instructions to Examiners;
- (f) in respect of students registered at the School of Health Sciences (Nursing and Midwifery degree courses) who have satisfied the examiners in all Stages of their course as well as any other

requirements stipulated by the School of Health Sciences (Nursing and Midwifery degree courses), recommend that such students have passed or, in respect of those who have completed Honours Degrees, be ranked as set out in Regulation 12(d) above.

15 FINAL REASSESSMENT

There shall be a Final Reassessment Board (except for the School of Health Sciences (Nursing and Midwifery degree courses)) at which the appropriate Board of Examiners shall review the marks achieved at reassessment and:

- (a) determine whether the Final Stage students have satisfactorily completed the last Stage (with reference to the academic requirements for completing the Stage, as set out in Regulation 10.3 and Instruction 6) and accordingly, perform all the duties of a Final Assessment Board in respect of Final Stage students, in accordance with Instruction 9;
- (b) receive any recommendations made by the Extenuating Circumstances Panel;
- (c) perform all the duties of a Stage Assessment Board in respect of Final Stage students who have undertaken a delayed assessment;
- (d) where applicable, recommend the award of Diploma of Higher Education in accordance with Instruction 6.11.

16 DISCLOSURE OF RESULTS

- 16.1 The deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see regulation 16.4 below);
- 16.2 Examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those decisions. However, other factors may be taken into account in accordance with the Instructions to Examiners, and students should be aware that a particular number or pattern of marks does not necessarily lead to a given result;
- 16.3 Students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures approved by the Registrar and Secretary;
- 16.4 As part of an informal or formal Academic Appeal or Academic Complaint the Head of the School, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussion of the Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can be released by the School to

the student who has submitted an Academic Appeal or Academic Complaint without recourse to the Data Protection Act.