FRAMEWORK AND REGULATIONS FOR UNDERGRADUATE AWARDS DELIVERED IN PARTNERSHIP WITH UNICAF

Introduction

1.   The following

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for a Diploma of Higher Education, except where required as a consequence of a course change or similar circumstance approved by the Course Leader.

Assessment of individual modules

21.   Assessment shall be undertaken in accordance with

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requirements or (ii) where the component of assessment is crucial to the achievement of course level learning outcomes (i.e. the relevant course

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Non-completion of assessment (leading to referral and reassessment)

33.   Failure to submit work by the deadline (or within three days of the deadline where late submission is permissible) without valid reason (i.e. without having requested and been granted an extension or deferral under the terms of the *Extenuating Circumstances Policy*) will result in a mark of 0% RN (refer, no work submitted) being recorded for the relevant component of assessment and will result in referral in the module overall.

34.   In cases of non-completion of coursework, the student will have the opportunity to be reassessed once only in the component(s) not completed. The resubmission deadline set by the Assessment Board will normally be six working weeks from the date when students are formally notified of the module result. The maximum mark attainable for the component(s) upon reassessment will be 40%. The overall module outcome will be determined in the normal way (see 'marking of modules' above).

Failure to pass a module (leading to referral and reassessment)

35.   Where a student submits work but fails to achieve an overall pass mark for the module (40% or above, with at least 35% for all non-core components and at least 40% for all core components), the overall module outcome will be recorded as a referral and the student will have the opportunity to be reassessed once only in those components of assessment not passed. The resubmission deadline set by the Assessment Board will normally be six working weeks from the date when students are formally notified of the module result.

36.   In such cases of reassessment, the maximum mark attainable for the reassessed component will be 40%. Where the mark achieved for the reassessed component is below pass standard (i.e. less than 40%), the highest mark achieved for the component (i.e. the best fail) will be used to determine the overall module outcome. The overall module outcome will be determined in the normal way (see 'marking of modules' above). Where students have passed a component of assessment, they cannot re-take it in an attempt to achieve a higher mark (see also paragraph 26).

Failure in a module (after a reassessment opportunity)

37.   If, after the reassessment opportunity, the overall module mark is still not of pass standard (i.e. 40% or above) and/or individual component marks remain below 35% (for non-core components) or below 40% (for core components), the student will be deemed to have failed the module. In such circumstances, the relevant Assessment Board will permit the student to retake

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subject to final ratification by the Assessment Board, and therefore subject to potential amendment by the Board.

55.   The early release of unratified marks is to facilitate an early opportunity for students to begin to address referred work that will need to be redeemed after the Assessment Board has ratified the result. It is not an opportunity for students to resubmit referred work as a first attempt before the Board ratifies the mark.

Progression

56.   Part-time students are permitted to study modules at the next highest level before successfully completing all modules at the previous level, subject to their having met any pre-requisites for the study of modules at the higher level (following appropriate academic guidance) and the availability of such modules. In accordance with paragraph 14, students cannot commence a new module with more than 20 credits outstanding from previous modules.

Honours Degree classifications

57.   The classification of the degree will be based upon student achievement in (i) the best 100 credits at Level 6 (which must include the dissertation or extended project module) and (ii) the best 100 credits at Level 5 or above (which may include remaining credit at Level 6 not used in

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59.   If a student has fewer than 100 credits' worth of modules with marks attached at Level 5, the degree classification will be based upon student achievement in the best 100 credits at Level 6 (which must include the dissertation or research project module) and the best available credits at Level 5 or above (which may include remaining credit at Level 6 not used in the Level 6 calculation) up to a maximum of 100 credits and not exceeding the total credit with marks at Level 5. The contribution to the overall degree classification will be weighted as follows:

Credits with marks attached at Level 5 (and value of "N" in Level 5 calculation)	% contribution to overall classification	
	Best "N" available credits at Level 5 or above	

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on the student's behalf. The requirement to obtain consent does not apply for Aegrotat awards awarded posthumously.

Recognition of credit without an award

75.   Where a student achieves credit by passing modules but is not eligible for an award within these regulations, a student transcript/record of achievement will be issued identifying credit gained and the level of achievement in the module(s) completed.

Withdrawal prior to completion

76.   A student who has withdrawn from the course prior to completion, with or without an exit award, may re-apply to the same course for admission at the appropriate point in order to complete the full award, provided that they were not originally required by the Assessment Board to withdraw from the course for academic reasons including academic failure and misconduct or where the maximum period of registration is exceeded. If the student was awarded an exit award, a period of at least one academic year must have elapsed since the exit award was conferred before re-commencing the course. Re-entry will be determined in accordance with current admissions requirements and the *Recognition of Prior Learning Policy*.

Academic appeals

77.   Students

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If proof of the award is required at an earlier date (for example to enable a student to gain employment), students can securely share their Higher Education Achievement Report (HEAR) issued by the University of Suffolk via Gradintelligence.

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