



UNIVERSITY
OF HULL

Foundation Degrees

Classification:	Regulation
Version Number:	2-20
Status:	Approved
Approved by:	Senate
Approval Date:	15/03/2023
Effective from:	01/09/2023
Next Review Date:	2025/26
Document Author:	Quality Support Service/Academic Services
Document Owner:	Quality Support Service
Department/Contact:	Quality Support Service
Collaborative provision:	Mandatory
Related documents:	UK Quality Code for Higher Education (QAA), for example The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (Nov 14) and the Higher Education Credit Framework for England: Advice on Academic Credit Arrangements (May 21). University Code of Practice for Assessment Procedures. University Code of Practice for Recognition of Prior Certificated and Experiential Learning. University Code of Practice for Requests for Extension or Additional Consideration. University Code of Practice Suspension of Study.
Published location:	Quality and Standards website – Programme Regulations. Quality and Standards University of Hull

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Foundation Degrees

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Foundation Degrees

Introduction

The following University Regulations apply to Foundation degrees and to Honours degrees awarded by the University in cases where candidates have progressed to the Honours degree (Honours level) having previously completed the associated Foundation Degree.

The following Regulations apply to all programmes leading to University of Hull awards unless the Education Student Experience Committee (ESEC) has approved alternative Regulations for a specified Partner Institution responsible for the delivery of collaborative provision.

The Education Student Experience Committee (ESEC) is the final arbiter of the application and/or interpretation of the Regulations.

MODULES AND CREDITS

1. Modules

- 1.1 For the purposes of these Regulations, a module is defined as being an assessed unit of learning.
- 1.2 A single level is assigned to each module, indicating the academic standard of that module:

Level 3	Preliminary Certificate
Level 4	Certificate
Level 5	Diploma
Level 6	Honours
- 1.3 Modules **must** be designated by the programme as core, compulsory, optional or elective, according to their importance in enabling students to achieve the learning outcomes/competencies for the programme as a whole and, where applicable, to meet professional body requirements.

2. Credit values

- 2.1 A credit value is assigned to each module indicating the total learning time, including assessment, which a candidate might expect to spend in achieving the learning outcomes/demonstrating the competencies associated with the module.
- 2.2 Modules shall be of 20 credits. Proposals to offer modules of credit values other than 20 credits shall be subject to the approval of the Education Planning Committee (EPC).
- 2.3 Learning includes private study, revision and assessment in addition to formal teaching time.

3. Valid life of credits

- 3.1 Modules credited to a candidate may not be used towards an award after nine years have elapsed from the end of the candidate's enrolment for the module.
- 3.2 For specific programmes leading to an award a lower 'shelf life' may be set for example to reflect the requirements of professional bodies.

4. Duplication of awards

- 4.1 With the exception of programmes designated as Dual Awards, the same credits cannot be counted towards two separate qualifications unless one qualification is a level in the normal progression to the other qualification.

PROGRAMME STRUCTURES

5. Programme levels

- 5.1 For the purposes of progression each Foundation Degree programme is divided into levels as follows:

Certificate	first 120 credits at level 4
Diploma	second 120 credits, with at least 100 credits at level 5.

- 5.2 With the approval of the Education Planning Committee, a Foundation Degree programme may also include a Preliminary Certificate level comprising the first 120 credits of a 360 credit Foundation degree, the level to comprise credits at levels 3 and 4 with at least 100 credits at level 3.
- 5.3 The Preliminary Certificate level **must** include at least 40 credits of core modules at Level 3.

6. Pass/Fail assessment components

- 6.1 The use of pass/fail for individual assessment components is only applicable for those modules with PSRB requirements for assessing professional competency.
- 6.2 Where a programme of study includes modules with pass/fail assessment components, these components/modules shall be disregarded in calculating any weighted average required under these Regulations.

The use of pass/fail within assessment grants exemption from having to attach a numerical mark where this would be inappropriate, for example because the assessment component for the module is concerned with demonstrating competency; this is applicable only where competency is being judged against professional standards set by the relevant PSRB.

ADMISSION

7. Admission to a programme

- 7.1 To be admitted to a programme to which these regulations apply a candidate **must** have satisfied:
- the University's requirement for admission as specified in the University Admissions Policy or in any applicable Progression agreement,
 - such entry requirements as may be specified for the degree programme generally or in an applicable Progression Agreement.

8. Recognition of Prior Learning

- 8.1 The University will accept credits for general transfer, awarded by other Universities, or awarded by this University, in recognition of prior learning (RPL).
- 8.2 The University will also consider applications in recognition of prior experiential learning.
- 8.3 The acceptance of applications for recognition of prior learning relating to a specific programme shall be subject to the approval of the Dean of the relevant faculty in accordance

with the relevant University code of practice.

- 8.4 Any award of the Foundation Degree shall be subject to a minimum of 60 credits from the final level of the award sought, having been awarded by this University.
- 8.5 Any award of an Honours Degree shall be subject to a minimum of 120 credits from the final level of the award, having been awarded by this University.

- *Credit awarded other than by the University of Hull is not counted towards weighted averages for purposes of determining progression (reg. 24) or degree classification (reg. 32). There is therefore no need to record marks awarded or a mark 'equivalence' for such credit.*
- *'This University' – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions.*
- *A candidate with direct entry to the Honours level (i.e., from other than a UoH awarded Fd) cannot benefit from condonement.*

ENROLMENT FOR PROGRAMMES AND MODULES

9. Programme of study requirements

- 9.1 Candidates shall select modules for each trimester in accordance with the instructions specified in the programme for which they are enrolled.
- 9.2 A candidate shall not be permitted to undertake more than 120 credits in a single level other than with the express approval of the Student Cases Committee. Where such approval is granted, the candidate shall be required to pass all credits attempted to proceed to the next level or to the award and credits achieved over and above the 120 credits required for the level shall not be carried over and counted towards the next level of the programme.
- 9.3 All University of Hull programmes are premised on the need to pass all credits undertaken except where condonement is applied.
- 9.4 All credits achieved over and above the 120 credits are used in calculating any weighted average.
- 9.5 A candidate who, for valid academic reasons, wishes to vary the weighting of modules between trimesters, may apply to the Head of Academic Unit for permission to take modules weighted 50/70, 70/50 or 60/60. Permission shall only be granted where the head of academic unit is satisfied that the candidate fully understands the workload implications of the request. In deciding whether to grant permission the head of academic unit shall take account of to which level of the programme the application relates and **must** be satisfied that the combination of modules can be taken within the timetable as published. Decisions shall be monitored by the Faculty Education and Student Experience Committee.

SUSPENSION OF STUDY AND REPEAT PERIODS

10. Permitted duration for the accumulation of credits

- 10.1 Where a candidate is permitted to extend their period of study through the grant of an extension or for a suspension of study or similar circumstances, such extension is subject to the overriding requirement that each level of the programme of study – as defined in Regulation 5 - **must** be completed within a period of three years.

11. Suspension of study

- 11.1 Subject to Regulation 10.1 above, a candidate may suspend their studies by making a written application to their personal supervisor and subject to the approval of the Head of Academic

Unit for periods not exceeding 12 months, and approval of the Student Cases Committee for periods of more than 12 months.

- 11.2 A suspension of study may be permitted for personal/medical reasons and for other circumstances, for example a candidate wishing to spend a period abroad or in industry, which is not part of the programme of study they are following.
- 11.3 A suspension of study may be required for students who need a period of suspension to complete outstanding assessments.
- 11.4 Where a candidate is due to return to study in the next academic year and does not re-enrol or request an extension to their period of suspended study, then they shall be deemed to have withdrawn. Candidates will be contacted immediately after the latest start date to confirm their intentions. Where a candidate does not respond by the stated deadline or indicates they will not be returning, then they will be awarded based on the number of credits accumulated.

Suspension of study arrangements are governed by the University Code of Practice: Suspension of Study.
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12. Suspension of study on grounds of risk

- 12.1 A candidate on any University of Hull module or programme, wheresoever located, who is judged, on substantial evidence, to be unfit to study by reason of posing a risk to themselves or others may be required to suspend those studies even in the absence of the candidate's consent provided the procedures defined below are followed.
- 12.2 Where such evidence is deemed to exist, this shall be reported in writing to the Head of Student Support and Experience, and the candidate shall be required to undertake such 'risk assessment' as the Head of Student Support and Experience determines appropriate. Refusal to undertake such assessment shall be deemed justification in itself for the candidate being required to suspend their studies.
- 12.3 The Head of Student Support and Experience shall report their findings of the risk assessment, in writing, to the Student Cases Committee (undergraduate and taught postgraduate students) or the Research Degrees Committee (research students), and the relevant Committee shall determine whether, in the light of the assessment, suspension of study shall be required.
- 12.4 A candidate who is required to suspend studies in accordance with this Regulation shall have the right to appeal in accordance with the University's Code of Practice: Academic Appeals. The said Code shall be modified to the extent that a member of the University's Health sub-committee shall be invited to submit such advice or evidence as the parties and/or those involved in determining the appeal deem useful and attend any hearing on the same basis.
- 12.5 The decision to require suspension of study shall be effective once made and notified to the candidate in writing by recorded delivery to such addresses as recorded on the University Student Information System at the time, and unless and until any appeal is heard and allowed.
- 12.6 A candidate who is required to suspend studies in accordance with this Regulation shall not be regarded as a student at the University during the period of suspension and shall not be entitled to use University facilities and services or be present on the University campuses.
- 12.7 A candidate who is required to suspend studies in accordance with this Regulation shall not be permitted to resume their studies until they have provided evidence to Student Support

and Experience agreed by them to be relevant and appropriate that they are fit to resume their studies. Where a candidate has ongoing support needs these **should** be documented along with an agreement as to who will be responsible for providing this support. This agreement may be made with Student Support and Experience or with external agencies and seen by Student Support and Experience. This evidence **should** be submitted to the candidate's Head of Academic Unit and forwarded to the chair of the Student Cases Committee or Research Degrees Committee. The chair shall determine whether the candidate is permitted to resume their studies taking such advice as they deem necessary in making the decision.

- 12.8 Any decision to require suspension of study, the outcome of any appeal, and the decision to allow the candidate to resume their studies shall be communicated to the candidate in writing by recorded delivery within three working days of the decision being made.

13. Repeating a year/level

- 13.1 A candidate shall not be permitted to repeat a level/year of the degree or enrol for the programme as new other than with the approval of the Student Cases Committee.
- 13.2 Where a repeat is permitted, all credits gained during the original attempt shall cease to count towards the programme, and the entire level/year shall be repeated. Any marks awarded during the original attempt shall not appear on the candidate's official transcript.
- 13.3 A candidate may apply to repeat a year due to exceptional personal/medical reasons and/or academic failure.

14. Interim awards following withdrawal

- 14.1 Subject to regulation 14.2 below a candidate may withdraw from a programme of study and be awarded:
- a) A Certificate in Higher Education with at least 120 credits
 - b) A Foundation Certificate in Higher Education with at least 120 credits from the Preliminary Certificate.
- 14.2 Any award under 14.1 above shall be subject to a minimum of 60 credits having been awarded by this University. The 60 credits will be in the final level of the award.
- 14.3 Any award under this Regulation shall be made provided that Certificates in Higher Education for professional programmes shall not be awarded in a named* subject which implies that the candidate is entitled to practise that profession.
- 14.4 Where a candidate fails to re-enrol by the latest start date set by the University then they will be immediately contacted to confirm their intentions. Where a candidate does not respond by the stated deadline or indicates they will not be returning, then they will be awarded based on the number of credits accumulated.

** Designed to ensure that a candidate is not awarded a certificate/diploma which implies they are entitled to practise a particular profession (such as Social Work) where this is not the case. The Programme Board of Examiners is responsible for recommending the title of the award for approval by SCC.*

ASSESSMENT

15. Awarding Credit

- 15.1 To be awarded the credits for a module, a candidate **must** have passed the assessment

requirements for that module. The credits for a particular module cannot be awarded to a candidate more than once.

16. Written examinations

- 16.1 The default length for all formal University examinations is 2 hours. Faculty Education and Student Experience Committees have the authority to permit variations where there are professional body requirements, or where the form of assessment does not require 2 hours, (for example where the examination takes the form of a multiple-choice test), or where there are other sound academic reasons.

17. Non-attendance/submission

- 17.1 Where a candidate fails to attend an examination or submit a piece of assessed work without receiving the approval of the Additional Consideration Committee or Student Cases Committee, a mark of zero **must** be recorded for that examination/piece of assessed work.

18. Module marks

- 18.1 The performance of a candidate in meeting the assessment requirements of a module is determined by the Module Board of Examiners, and is indicated by a numerical mark recorded on the following University scale:

40 - 100	Pass
35 - 39	Compensatable
0 - 34	Fail.

- 18.2 A candidate cannot be awarded the credit for a module where the module specification stipulates that to pass the module a candidate **must** achieve a pass in one or more module components, and the candidate does not pass such components, irrespective of the overall module mark.

- 18.3 Module marks **must** be recorded to the nearest whole number.

19. Reassessment

- 19.1 Students shall always be given the opportunity to undertake reassessment in modules in which they have not achieved the pass mark. Reassessment shall be by:

- a) resubmission of the same, amended, piece of work (where appropriate)
- b) resit of an examination, or
- c) submission and assessment of a new piece of work.

- 19.2 Where a student has failed a module, they have the right to reassessment on one occasion only.

- 19.3 Where a student has not achieved the pass mark for the module, reassessment shall be in the failed component(s) only.

- 19.4 Where reassessment is by the submission and assessment of a new piece of work, the reassessment task shall follow the same method of assessment as the original format where possible. Where this is not possible it **must** be made explicit what form, the reassessment will take.

- 19.5 Information about reassessment methods **must** be included within the module specification and approved through university approval processes.

- 19.6 The mark recorded for module components passed after reassessment/resubmission and

used to calculate the mark for the module **must** be the relevant pass mark for the level of the module.

ACADEMIC/PROFESSIONAL DISCIPLINE

20. Academic Misconduct

- 20.1 Allegations of academic misconduct shall be subject to the Regulations governing Academic Misconduct, and no penalty shall be imposed other than in accordance with the said Regulations.
- 20.2 Academic misconduct shall be defined to exclude conduct, which may amount to either professional misconduct or professional unsuitability as defined in Regulation 21 below.

21. Professional Standards of Conduct (Fitness to Practise)

- 21.1 'Fitness to practise' is the ability to meet professional standards; it is about character, professional competence and health. 'Fitness to practise' indicates that a student is capable of safe and effective practice without supervision or can do their job safely and effectively.
- 21.2 For information regarding professional standards of conduct (fitness to practise), please refer to the University Regulations Governing the Investigation and Determination of Concerns about Fitness to Practise.

PROGRESSION

22. Calculation of weighted averages

- 22.1 In calculating the weighted average mark for each level of a degree programme each individual mark shall be weighted by the credit value of the corresponding module and the average recorded to one decimal place.
- 22.2 Where a candidate enrolls for more than 120 credits for any level, the weighted average mark for the level shall be taken over the marks achieved for all modules on which the candidate is enrolled.
- 22.3 Credit which has been accepted towards the programme of study in accordance with Regulation 8 is disregarded for the purposes of calculating level weighted averages under this Regulation unless that credit was awarded by the University of Hull as a result of a module or modules delivered by the University or one of its Partner Institutions.

- *Weighted averages are required for determining eligibility for compensation, referral and condonement.*
- *22.3 - credit awarded other than by the University (including on programmes/modules delivered by University partner institutions) is disregarded for purposes of calculating weighted averages and for determining degree classification.*

23. Compensation, referral and condonement maxima

- 23.1 The following maxima apply to the exercise of any combination of compensation, referral or condonement - whether individually or in combination - as specified in the following Regulations:
- a) no more than 40 credits per level
 - b) no more than 60 credits per Honours Degree (including Integrated Masters degree).
- 23.2 Where a referred module is passed and the candidate allowed to proceed to the next level, the referral ceases to be included in the maxima defined above.

- *The maxima are designed to achieve an appropriate balance between providing a safety net in the event of modules being failed (usually after reassessment) and ensuring that sufficient credits are passed to merit the award.*
- *'Compensation' – allows a module to be treated as a pass and the credits to be awarded in defined circumstances; the raw mark – in the range 35-39 – is not changed – see reg. 25 below.*
- *'Referral' – allows a failed module to be retaken in its entirety simultaneously with the next level of the programme – reg. 26.*
- *'Condonement' – allows a failed module (with a mark of less than 35) in the Honours/Masters level only to be disregarded in determining eligibility for the award – reg. 27 below.*

PROGRESSION AND CLASSIFICATION

24. Progression and continuation

- 24.1 A candidate who is awarded a pass in all modules in the level shall proceed to the following level or to the Award.

25. Compensation

- 25.1 At Levels 3-6 any compulsory or optional module awarded a mark of 35-39, shall (subject to Regulation 23) be passed by compensation, with no change being made to the mark awarded, provided that the weighted average of all the marks for the level is 40 or greater.
- 25.2 A candidate may waive the right to pass a module or modules by compensation and choose instead to be reassessed. If the reassessment is subsequently failed, then the original pass by compensation shall be reinstated.

- *Note that provided the conditions in 25.1 are satisfied compensation is automatic; it is not a matter of discretion for the Programme Board (cf referral and condonement below).*
- *'Waive the right' – following the Programme Board the candidate **should** be advised (at least in writing) of the option and implications of either choice (bearing in mind the compensation maxima in reg. 23 above) and be provided with the opportunity to exercise the waiver. The decision to waive **must** be confirmed by the candidate in writing; silence would not constitute waiver.*

26. Referral and compensation

- 26.1 A candidate at the Certificate level who has not achieved a pass mark in all modules after reassessment may, at the discretion of the Programme Board of Examiners, be referred in any module or modules with a mark of less than 35 provided that:
- a) the weighted average of all the marks for the level is 40 or greater, and
 - b) the total number of credits to be referred is not greater than 20.
- 26.2 Other than at the Diploma level a candidate who is referred under 26.1 shall proceed to the following level of the programme and be required to complete the full process of attendance (subject to timetabling constraints) and assessment for the module referred or another module selected from within the programme by the candidate by way of substitution. Such a module shall be taken concurrently with the following level of the programme but shall be subject to the availability of the module in the light of timetabling and other constraints.
- 26.3 The mark achieved for the referred or substituted module shall be substituted for the original failed mark after which the candidate **must** be reconsidered for progression from the former level under Regulation 24 above. The mark obtained for a referred module does not form part of the assessment of the level of the programme taken at the same time as the referred or substituted module.

- 26.4 A candidate who fails a referred or substituted module shall have the right to be reassessed and thereafter re-considered for progression from the former level under Regulation 24 above. A candidate who fails a referred or substituted module following reassessment may not be further referred in that module.

- *Note that even where a module has been declared core and/or elective it can be referred (because ultimately the candidate still has to pass the module).*
- *The selection of another module by 'substitution' resolves the case where the candidate made an inappropriate choice of optional module.*
- *26.4 - a module failed when taken as a referred module can be reassessed.*

27. Condonement

- 27.1 A candidate at the Diploma level who has completed the assessments for all modules in the level and who has not achieved a pass mark in those modules may, at the discretion of the Programme Board of Examiners, be condoned (subject to regulation 23) in any module or modules with a mark less than 40 provided that:

- a) the weighted average of all the marks for the level is 40 or greater, and
- b) the total number of credits to be condoned is no greater than 20, and
- c) the module (or modules) in question is not declared in the programme of study to be core and/or elective.

- 27.2 A candidate so condoned may reject the condonement and exercise any right of re-assessment provided by Regulation 19 above.

- 27.3 Where the discretion to condone is exercised under this Regulation, any other module - excluding any module declared in the programme of study to be core and/or elective - awarded a mark of 35-39 shall (subject to Regulation 23) be compensated with no change being made to the mark awarded.

- 27.4 A candidate at the Diploma level who is so condoned and awarded compensation shall proceed to the Award.

- *'Completed the assessments' – condonement is not permitted prior to a first attempt (e.g., where a candidate is allowed a fresh first attempt); in such cases the progression decision **should** be deferred until the fresh attempt has been completed.*
- *Note that a candidate who benefits from condonement at the Diploma level of the Fd cannot also benefit from condonement on the Honours level of the associated Honours degree – reg. 31.1(b).*
- *A candidate admitted directly onto the Honours level from an Fd awarded other than by the University of Hull is not eligible for condonement because of the requirement to achieve 120 credits from the University of Hull.*

28. Merits and distinctions

- 28.1 Merits and distinctions shall be awarded on the basis of achievement in credit awarded by the University of Hull only. A minimum of 120 credits **must** be credit awarded by the University of Hull representing the final 120 credits of the award sought in order for a candidate to be eligible for the award of a merit or a distinction.

- 28.2 The award of merit or distinction applies only to programmes with a Diploma level which is comprised of no more than 20 credits' worth of modules designated to be pass/fail.

- 28.3 A candidate **must** be awarded the Foundation degree with merit provided that the candidate has achieved a weighted average of between 60 and 69 over all marks assigned in the Diploma level.

- 28.4 A candidate **must** be awarded the Foundation degree with distinction provided that the

candidate has achieved a weighted average of 70 or greater over all marks assigned in the Diploma level.

- 28.5 A candidate who does not satisfy the conditions for the award of a merit under 28.3 above, or distinction under 28.4 above may be awarded a merit or distinction at the discretion of the Programme Board of Examiners only where the Board is satisfied that the candidate has under-performed as a result of a properly documented additional consideration referred to it by the Module Board(s).

- 28.1: While up to 180 credits can be transferred into a Foundation degree (reg. 8), transferring more than 120 will exclude candidates from being considered for a merit or distinction.
- 28.5: This allows a merit or distinction to be awarded where the candidate is judged by the Programme Board to have under-performed as a result of an additional consideration; under no other circumstances can the merit or distinction be awarded – there is no concept of borderlines for Foundation degrees.
- 28.5: ‘Referred to it by the Module Board’ – this ensures that the circumstances have not been considered and acted upon by the board, thus ensuring there is no double counting of the circumstances.

29. Consequences of ineligibility to proceed

- 29.1 A candidate ineligible to progress from the Preliminary Certificate to the Certificate level of an Honours degree will be awarded the credits for the modules passed.

- 29.2 A candidate ineligible to proceed from the Certificate to the Diploma level:

- a) with at least 120 credits will be awarded a Certificate in Higher Education, or
- b) with less than 120 credits is entitled to the credits for the modules passed
- c) with 120 credits at the Preliminary Certificate level will be awarded a Foundation Certificate in Higher Education.

- 29.3 Any award under this Regulation shall be subject to a minimum of 60 credits having been awarded by this University.

- 29.4 Any award under this Regulation shall be made provided that Certificates in Higher Education for professional programmes shall not be awarded in a named subject which implies that the candidate is entitled to practise that profession.

- *This University’ – refers to the University as the awarding body and therefore includes (collaborative) provision delivered by partner institutions.*
- *29.4 - designed to ensure that a candidate is not awarded a certificate/diploma which implies they are entitled to practise a particular profession (such as Social Work) where this is not the case. The Programme Board of Examiners is responsible for recommending the title of the award for approval by SCC.*

PROGRESSION TO THE ASSOCIATED BACHELORS DEGREE

30. Progression to the associated Bachelors degree

- 30.1 Subject to 30.2, a candidate who has satisfied the requirements for the award of the Foundation Degree may be admitted to the Honours level of an associated Bachelors degree, with the approval of the academic unit responsible for the delivery of that associated Bachelors degree.

- 30.2 A candidate shall not be admitted as described in 30.1 where they commenced the Foundation Degree six or more years from the date on which they would now be admitted to the Honours level.

- 30.3 A candidate admitted under 30.1 shall undertake 120 credits, a minimum of 100 of those

credits being at level 6.

- 30.4 The accumulation of credits on the Honours level shall be subject to the same Regulations as for the Certificate and Diploma levels set out above.

- *This governs the admission of a candidate who has been awarded the Fd under the above Regulations, to the Honours degree related to the Fd.*
- *30.1: 'Requirements for the award' – as defined in regs. 25 et seq.*
- *'Bachelors' – rather than 'Honours' to show that progression is only possible to a Bachelors degree and not an Integrated Masters degree.*
- *30.2: This is the equivalent of the nine-year rule for Honours degrees.*

31. Progression to the award of the Honours Degree

- 31.1 Progression to the award shall be considered in accordance with Regulations 22 – 27 and 28, save that:

- a) A candidate shall not benefit from any combination of compensation, referral or condonement which exceeds a total of 60 credits for the Certificate, Diploma and Honours levels taken together.
- b) A candidate who has benefited from condonement in the Diploma level shall not further benefit from condonement in the Honours level.
- c) Subject to Regulation 29 and 31.1(d) below any award of the Honours degree shall be subject to a minimum of 120 credits from the Honours level having been awarded by this University.
- d) A candidate admitted directly to the Honours level from a Foundation Degree awarded other than by the University of Hull shall not be entitled to condonement at the Honours level.

- 31.1 a. Consistent with Honours degree Regulations.
- 31.1 c: 'Subject to reg. 29' – a candidate is permitted condonement (if meeting the criteria for condonement) notwithstanding the requirement to achieve 120 credits from the Honours level.
- 31.1 d: A candidate who has not completed the Fd awarded by Hull cannot benefit from condonement at the Honours level and **must** achieve (be awarded) the full 120 credits; condonement does not involve the award of the credits.

32. Honours classification

- 32.1 Honours degrees shall be awarded with Honours in the first class, second class (division 1), second class (division 2), or third class, according to the following scale:

70-100 First class
60-69 Upper second class
50-59 Lower second class
40-49 Third class

- 32.2 The class awarded shall be determined by the Programme Board of Examiners subject to the following Regulations:

- a) A candidate's performance in the Preliminary Certificate, Certificate and Diploma levels of a Foundation degree programme shall not count towards the classification.
- b) A candidate **must** be awarded a class at least equal to that indicated by the candidate's performance at the Honours level.
- c) Candidates who have not met the average requirement but who have submitted an application for additional consideration(s) where supported by valid

evidence, may, on the recommendation of the Additional Consideration Committee, be considered for the higher classification provided that the same circumstances have not already been considered by one or more module boards.

32.3 Candidates who have not met the weighted average requirement but whose weighted average (expressed as the arithmetic mean) is no greater than two below the classification threshold (after rounding) **must** be considered as 'borderline'. A candidate who is borderline **must** be awarded the higher classification where more than 50% of the credits counting towards the classification are in the higher classification (or above).

32.4 Candidates not meeting this requirement **must** not be awarded the higher classification.

33. Consequences of ineligibility to proceed to the Award

33.1 A candidate ineligible to proceed to the award of the Honours degree shall:

- a) with at least 300 credits from the Certificate, Diploma and Honours levels, including a minimum of 60 credits at level 6, be awarded an Ordinary degree.
- b) Otherwise, be awarded any credits gained during the Honours level.

33.2 Any award under 33.1 shall be subject to a minimum of 60 credits having been awarded by this University.

34. Aegrotat Awards

34.1 An Aegrotat award is an award without classification that may be conferred upon a candidate on the presumption that the candidate, who is unable to continue their studies, would have satisfied the standard required for the award had they been able to continue.

34.2 The Student Cases Committee shall consider applications from Programme Boards for the award of an Aegrotat degree, diploma or certificate.

34.3 Aegrotat awards may be made in accordance with the Regulations for the award listed below.

34.4 For undergraduate and postgraduate taught students, the Aegrotat award will normally correspond to the level of study which is interrupted. Such an award is contingent on there being sufficient evidence that had the study not been interrupted, the student would have completed the level in question. In the absence of such evidence, the Aegrotat award will be the relevant exit award for the body of study completed.

34.5 An Aegrotat degree, diploma or certificate shall be unclassified and, in all other respects, ungraded. An Aegrotat award does not necessarily entitle the holder to registration with a professional body or be exempt from the requirements of any professional qualification which might otherwise be associated with the programme of study concerned.

34.6 Candidates pursuing programmes that may lead to a professional registration who are subsequently awarded an Aegrotat degree, diploma or certificate may not be eligible for such a registration. This would be confirmed by the Programme Board in making their recommendation to the Student Cases Committee.

34.7 An Aegrotat degree shall normally be a named award except in those cases where professional body requirements dictate that a named award is not appropriate. The full degree title of an Aegrotat award shall be considered as part of the procedures for considering the award and shall be made known to the candidate prior to their acceptance of the award.

- 34.8 The request for the award of an Aegrotat award may be made by the candidate or where a candidate is unable to prepare or submit a request, by the Programme Board. All requests shall be submitted to the Secretary to the Student Cases Committee or for Research Degrees to the Secretary to the Research Degrees Committee.
- 34.9 The candidate shall be required to indicate that they are willing to accept an Aegrotat award. Where a candidate is unwilling to accept an Aegrotat award, they shall be permitted to complete the examination or assessment in question by the approved subsequent date.
- 34.10 The Programme Board shall consider relevant evidence which shall include satisfactory medical certification in the case of illness or appropriate documentation in other cases and establish the facts of the candidate's case.
- 34.11 The Programme Board **must** be satisfied that:
- a) the candidate is unlikely to be able to return to complete their study at a later date, and
 - b) that the candidate's prior performance demonstrates that they would have passed but for the illness/event which occurred.
- 34.12 All cases shall be considered, in the first instance, by the Programme Board. The Programme Board shall be charged with obtaining as much information as possible on the causes which prevented the candidate from attempting the whole or part of the assessment(s), together with evidence of the prospects of the candidate completing the assessment(s) in a subsequent year within the time-limit prescribed by the appropriate regulations.
- 34.13 When supporting evidence is received from a medical practitioner outside the University, it is desirable that the Occupational Health Department and/or suitably qualified practitioner, as specified by the University, be asked to undertake full consultation with the practitioner concerned before any recommendation is made on behalf of a candidate.
- 34.14 The Programme Board shall make a recommendation to the Student Cases Committee on each case. The recommendation shall include:
- a) details of the academic standing of the candidate
 - b) details on the causes which prevented the candidate from attempting the whole or part of the assessment(s)
 - c) details of medical evidence or other appropriate documentation
 - d) recommendation from the Occupational Health Department and/or suitably qualified practitioner, as specified by the University (if appropriate)
 - e) evidence on the prospects of the candidate completing the assessment(s) in a subsequent year within the time-limit
 - f) a recommendation on the title of the Aegrotat Award if it is not considered appropriate for the award to be named
 - g) a signed statement from the candidate indicating that they are willing to accept an Aegrotat degree.
- 34.15 The Student Cases Committee shall approve or not approve the award. The decision shall be conveyed to the candidate and reported to the appropriate academic unit.

35. Posthumous Awards

- 35.1 A posthumous qualification may be awarded to a deceased student who has completed sufficient study for the award.
- 35.2 A Programme Board may recommend to the Student Cases Committee that a posthumous

undergraduate or postgraduate taught award be conferred where there is sufficient evidence of the candidate's performance to demonstrate that the candidate would have reached the standard required for the award in question. Requests for a posthumous award for a Research student **should** be made by the Faculty to the Research Degrees Committee

- 35.3 A posthumous degree shall normally be a named award, as appropriate, except in those cases where professional body requirements dictate otherwise.
- 35.4 If the candidate had completed all the assessment requirements for the award, the case **should** be considered by the appropriate Programme Board.
- 35.5 Application for consideration for a posthumous award **must** be made by the candidate's Academic unit.
- 35.6 The application shall be considered by the Student Cases Committee with reference to the recommendation of the Programme Board
- 35.7 The Student Cases Committee shall approve or not approve the award.
- 35.8 If the Student Cases Committee approves the award, the candidate's family or next of kin **must** be allowed to decide whether they would like the award to be made.

RESULTS AND AWARDS

36. Notifications of Results and Transcripts

- 36.1 All candidates shall be given access to their own marks after the completion of each assessment process and - provided they are not in debt to the University for payment of tuition fees - to a full transcript of all credits awarded and marks obtained on completion of their period of enrolment at the University.
- 36.2 Note that modules attempted during a year subsequently repeated are not included on the transcript.

Version Control

Version	Author	Date approved	Relevant sections
2 20	Lynne Braham, Director of Quality and Collaborative Provision. Lisa Tees, Quality Manager (Quality Support Service)	15 March 2023, Senate August 2023	32.3 and 32.4 makes clear that the borderline rule applies to top up programmes. Housekeeping: <ul style="list-style-type: none"> • Replaces Education Committee with Education Student Experience Committee. • Replaces Registry Services with Academic Services. • 11.3 - Makes clear that a suspension of study may be required for students who require a period of suspension to complete outstanding assessments.
2 19	Lisa Tees, Quality Manager (Quality Support Service)	17 March 2022, Senate	<ul style="list-style-type: none"> • Non regulatory detail removed and included within UoH Academic Framework. • Accreditation of Prior Learning replaced with Recognition of Prior Learning to reflect sector. • Condonement is not applicable at the Preliminary Certificate level. • Compensation is applicable at the Preliminary Certificate level. • Changes to 'referral'. A candidate may only be referred in a module once. • Replaces Mitigating Circumstances with Requests for Extensions and Additional Consideration. • Reference to the timeframes for resubmission is removed.
2 18	Lisa Tees, Quality Manager (Quality Support Service)	NA	Migrated to new template
2 17	Education Committee	February 2021, Senate	<p>Introduces the following temporary amendments in response to the Covid-19 pandemic</p> <ul style="list-style-type: none"> • Explains the University's 2021 No Detriment approach, classifying degrees by excluding marks from the lowest performing module(s) (para 35 & 39).
2 16	Lisa Tees, Quality Manager (Quality Support Service)	July 2020, Senate	<ul style="list-style-type: none"> • Makes clear that applications for a repeat year must be approved by SCC, Reg 18.

			<ul style="list-style-type: none"> Introduces resubmission as the preferred method for reassessment, Reg 26. Replaces Quality Governance with Quality Support Service.
2 15	Lisa Tees, Quality Manager (Quality Support Service)	May 2020, Senate	<p>Introduces the following temporary amendments in response to the Covid-19 pandemic:</p> <ul style="list-style-type: none"> Explains the University's 'No Detriment' approach by classifying degrees in the normal way and by excluding modules affected by Covid 19. Where outcomes differ, Programme Boards must award the higher classification (Reg 35 and 39).
2 14	Lisa Tees, Quality Manager, Quality Governance	Sept 2019, Senate	<ul style="list-style-type: none"> Replaces School with Academic Unit. Includes reference to Elective modules, Reg 1c. Makes explicit that the use of pass/fail for individual assessment components is only applicable for those modules with PSRB requirements, Reg 8. Allows reassessments for ALL failed modules at each level of study on one occasion only, Reg 26. Removes reference to the 60-credit rule for reassessment and fail repeat year (FREP). Removes reference to stage with level. Replaces University Learning and Teaching Committee with Education Committee. Replaces Student Progress Committee with Student Case Committee.
2 13	Lisa Tees, Quality Manager, Quality Governance	July 2018, Senate	<ul style="list-style-type: none"> Removes the discretion of Programme Boards of Study to permit candidates to fail and repeat the year of study (FREP). Includes reference to Core, Compulsory and Optional modules, Reg 1. Makes explicit Dual Awards, Reg 6 Removes reference to pre/post and co-requisite modules.
2 12	Lisa Tees, Quality Manager, Learning, Teaching and Enhancement (LTE)	Housekeeping, Nov 2017.	<ul style="list-style-type: none"> Removes reference to Assessment Extensions and Mitigating Circumstances and signposts users to the University Code of Practice: Mitigating Circumstances, Reg 22 and 25. Changes LEAP to Learning and Teaching Enhancement.
2 11	Lisa Tees, Quality Manager, Learning, Teaching and Enhancement (LTE)	Housekeeping, Sept 2017.	<ul style="list-style-type: none"> Marries up to University Programme Regulations: Honours Degrees. Changes the condonement maxima for the Preliminary Certificate stage from 40 credits to 20 credits, Reg 36a.

			<ul style="list-style-type: none"> • Mandatory requirement for all Preliminary Certificate stage modules to be non-compensatable, Reg 34a. • Mandatory requirement for at least 40 credits at Level 3 to be designated as core in the Preliminary Certificate stage, Reg 7c. • Makes explicit that Boards of Examiners should only exercise discretion with respect to condonement at the final stage if all programme learning outcomes have been achieved, Reg 36a • Changes LEAP to Learning and Teaching Enhancement.
2 10	Lisa Tess, Quality Manager, Learning, Enhancement and Academic Practice (LEAP)	July 2017, Senate.	<ul style="list-style-type: none"> • Makes explicit reassessment procedures, Reg 26. • Clarifies the length of University examinations, Reg 21. • Introduces the award of Aegrotat Award to students and provides explanation, Reg 43. • Introduces the award of Posthumous Award to students and provides explanation, Reg 44. • Makes clear that where a student is due to return to study in the next academic year and does not re-enrol or request an extension to their period of study, then they shall be deemed to have withdrawn, Reg 16b. • Other minor amendments.
2 09	Lisa Tees, Quality Manager, Learning, Enhancement and Academic Practice (LEAP)	Sept 2016, Senate.	<ul style="list-style-type: none"> • Amendments to a number of Regs. in order to provide clarity and consistency for decision making at examination boards. • Re-orders Reg 22 Assessment Extensions (previously Absence with Good Cause) to provide clarity. • Re-orders Reg 25 Mitigating Circumstances to provide clarity. • Provides transparency for the rounding of module marks, Reg 24. • Provides clarity for the award of credits, Reg 38.
2 08	Lisa Tees, Quality Manager, Learning, Enhancement and Academic Practice (LEAP)	June 2016, Senate.	<ul style="list-style-type: none"> • Introduces revised regulations for applications for Mitigating Circumstances (reg. 25). • Replaces Unfair Means with Academic Misconduct. • Replaces Intercalation with Suspension of Study. • Replaces Sub-Module with Module Component.

			<ul style="list-style-type: none"> • Replaces Programme Approvals Committee with Programme Management Committee. • Replaces Semester with Trimester • Replaces Head of Department with Head of School.
2 07	Jane Iddon, Quality Manager, Learning, Enhancement and Academic Practice (LEAP)	Sept 2015, Senate.	<ul style="list-style-type: none"> • Discontinues the practice of using Level 5 marks to contribute to the classification of the articulated Honours degree (reg. 41). • Transitional arrangements: for students enrolled on the Diploma stage, or on the Honours stage of the articulated Honours degree, in the academic session 2014-15, the Honours degree classification be calculated using version 2 06 of the regulation and the new regulation (version 2 07) and the best outcome be awarded (reg. 41). • Change of name Head of Student Support to Head of Student Wellbeing, Learning and Support
2 06	Jane Iddon, Quality Manager, Learning, Enhancement and Academic Practice (LEAP)	Sept 2014, Senate.	<ul style="list-style-type: none"> • Addition of an explanatory note regarding extensions for students studying with a Tier 4 visa (reg. 22). • Removes the discretion of Boards of Examiners to deny reassessment on the grounds of attendance (reg. 26).
2 05	Quality Manager, Learning, Enhancement and Academic Practice (LEAP)	Sept 2013, Senate.	<ul style="list-style-type: none"> • Introduces the award of Foundation degree with merit and Foundation degree with distinction (reg 37) for students commencing the Diploma stage of a programme on or after 1 September 2013.
2 04	Quality Manager, Learning, Enhancement and Academic Practice (LEAP)	June 2012, Housekeeping.	<ul style="list-style-type: none"> • Minor amendment to Regulation 25 (e) for clarity. • Addition of an explanatory note (reg. 25(e)) to clarify the circumstances under which a Mitigating Circumstances Committee would recommend to the Module Board: (i) a fresh attempt; (ii) refer the matter to the Programme Board; or (iii) award a 'pass with mitigation'.
2 03	Quality Manager, Learning, Enhancement and Academic Practice (LEAP)	March 2012, Senate.	<ul style="list-style-type: none"> • Amends Regulation 31(a) to reflect that each individual module mark shall be weighted relative to its credit value.
2 02	Quality Manager, Learning, Enhancement and Academic Practice (LEAP)	April 2011, Senate.	<ul style="list-style-type: none"> • Clarifies the scope of Borderline cases (reg. 40 (b)(v)).
2 01	Quality Officer	Oct 2010, Housekeeping.	<ul style="list-style-type: none"> • Updates the code with reference to the new committee structure.

2 00	Quality Officer	Oct 2009, Housekeeping.	<ul style="list-style-type: none"> • Re-orders the Regulations to better reflect the student lifecycle, beginning with programme and modules and moving from admissions through progression to notification of results. • Clarity of language throughout and notes (which do not form part of the Regulations). • Removes references to the withdrawal of programmes and modules. • Clarifies the responsibilities of the Mitigating Circumstances Committees and the Module and Programme Boards (reg. 25).
1 03	Quality Officer	March 2008, Senate.	<ul style="list-style-type: none"> • Provides where a module specification requires all elements to be passed, the maximum mark to be awarded for the module in the event of an element being failed is 34 (reg. 6). • Makes explicit reference in the Regulations to 'pass with mitigation' adopting the wording approved in the code of practice on boards of examiners (QH:D2) (reg. 6).
1 02	Quality Officer	March 2008, Senate.	<ul style="list-style-type: none"> • Preliminary Certificate stage introduced for Fds comparable with the Honours degree Regulations (QH:B4) including a new interim award, the Foundation Certificate in HE (regs. 8, 9(a), 22(b), 24, 29(c), 32(a)(iii), 33(a), 34(a)). • Revision of evidential requirements following intercalation on grounds of risk (reg 26). • Replace references to Graduate Research Committee with Research Degrees Committee. • Remove references to Academic Approvals Committee.
1 01	Quality Officer	March 2008, Housekeeping.	<ul style="list-style-type: none"> • Definition of compensation (regs. 6(j), 31(a), 32(c)). • Definition of referral (reg. 32(d)).