Assessment of Units

20.10 (12) ‘Students will be offered a first attempt and two further referral attempts for each element where they have failed to achieve a pass mark for the unit, except where the level of failure warrants a repeat level.’

Where a student has failed a unit Quercus will calculate to a unit decision of either Refer or Defer/Refer (if an element of assessment within that unit is deferred). When a student is eligible for a second and final assessment attempt, the administrator will overwrite the unit grade of Refer with Refer - Final Referral Attempt. The assessment status for the assessment in question will also be updated to Refer - Final Referral Attempt.

20.10 (13) ‘Every time a unit is offered to students it must have a defined academic session start and end date. The first assessment attempt (first sitting) for all elements must be scheduled to occur before the end date of the unit.’

Start and end dates of units are set up against the module instance. Where the start and end dates cross the academic session i.e. 31 July, they will be flagged as Cross Sessional as opposed to Single Sessional.

20.10 (14) ‘The form of assessment for each unit must be specified within the unit descriptor. Where there is more than one element of assessment, the weighting attached to each element must be stated on the unit descriptor.’

Each element of assessment is set up against the unit within Quercus. Where a unit is aggregated, a pass mark of 0 is entered against the assessment, and the elements of assessment are ‘bonded’.

20.10 (15) ‘Exceptionally, there may be a requirement for individual assessment elements to be passed in their own right. Such exceptions must be approved through either the programme approval or unit and programme modification processes and stated on the unit descriptor.’

Where an individual assessment is to be passed in its own right, a pass mark will be entered against the assessment in Quercus.

Unit pass mark

20.10 (17) ‘The overall unit pass mark is 40% or where a unit is validated as pass/fail, the pass grade of pass (or its equivalent) will be used. Units with pass/fail unit outcomes are excluded from the award classification.’

In Quercus the grade scheme is set up to calculate a unit to a pass if the unit total is greater or equal to 38.5%. (If a unit calculates to 38.5% this would be rounded up to 39% - in line with the grade marking philosophy this would then be rounded up to a mark of 40%).

20.10 (18) ‘The grades/marks for all elements of assessment will be aggregated by the assessment sitting to determine the overall unit result for that sitting. This is the mark that will be presented to the Unit Assessment Board. For the purposes of
progression and award the best mark achieved for each element will be aggregated, regardless of sitting.’

The unit calculator will calculate the unit mark by aggregating the best ‘assessment’ marks across the current and previous sittings (with some exclusions i.e. assessments marks prior to a repeat year). This will be the stored value in Quercus. The aggregated ‘sitting’ mark that is presented to the Unit Assessment Board is calculated within the Unit Assessment Board Report.

20.10 (19) ‘When a unit profile at a sitting includes a ‘defer’, the sitting unit mark will be calculated on the marks available and regardless of the unit outcome the student will be offered an opportunity to make good the deferred element at the next sitting.’

Where a student has an assessment element with a status of Defer, the unit grade will automatically calculate to Defer. If another element of assessment within that unit is also failed, the unit grade would automatically calculate to Defer/Refer.

20.10 (20) ‘In line with the grade marking philosophy, unit marks ending in a 9 will be rounded up to the next decile.’

Where the unit result is ‘x8.5+’ the unit calculator will round upwards and calculate the result to ‘x0’. The .5 up and .49 down remains for all other numbers. (For example, if a unit calculates to 38.5% this would be rounded up to 39% - in line with the grade marking philosophy this would then be rounded up to a mark of 40%).

Late submission of coursework

20.10 (21) - ‘Coursework, which is submitted no later than five working days after the scheduled submission date, without an approved extension request, will be marked as normal and a penalty mark of 40% awarded’

In quercus the true mark will be entered by the administrator against the assessment in the gross column. The penalty mark of 40 will be entered in the net column. A unit board note would also be entered against the assessment of LL5 (late mark less than 5 days).

20.10 (22) - ‘Coursework submitted for the first assessment attempt more than five working days after the scheduled hand-in date will be treated as a non-submission and awarded a mark of zero.’

The administrator will enter a gross and net mark of 0 against the assessment indicating it is a non-submission.

20.10 (23) - ‘For referral work there is no late submission period, with the exception of any approved Extenuating Circumstances applications. Any referral work submitted after the scheduled hand in date will be treated as a non-submission and awarded a mark of zero.’

The administrator will enter a gross and net mark of 0 against the assessment indicating it is a non-submission. A unit board would also be entered against the assessment of LR (late referral).
Extension of an assessment submission deadline date

20.11 (24) - ‘Students may submit a request for an extension to an assessment submission date where Extenuating Circumstances have impacted on their learning and where a later submission would put them in a position of being ‘fit to study’ and to complete the work.’

20.11 (25) - ‘All approved extension requests will result in the student having an additional five working days from the deadline date in which to submit their assessment. Students who submit after five working days of the deadline submission date, with or without an approved extension request, will not have their assessment marked. The assessment will be regarded as a non-submission for assessment purposes.’

The administrator will record the outcome of the extension request as an extenuating circumstances note against the students’ assessment - ECAEXT (Extension Request Accepted), ECREXT (Extension Request Rejected). Where the extension request is accepted, and the student submits within five working days, the student will receive the ‘true’ assessment mark (with no penalty applied). Where the assessment is regarded as a non-submission a gross and net mark of 0 will be entered.

Non-submissions

20.11 (26) - ‘Students are required to make a credible, reasonable attempt at all assessments by showing that:

- the work is in the form required by the assessment brief; and
- the academic content of the assessment addresses the specified topic.’

20.11 (27) - ‘Submissions which do not meet these criteria will be regarded as a Non-Submission for assessment purposes and awarded a mark of zero.’

The administrator will enter a gross and net mark of 0 against the assessment indicating it is a non-submission.

Extenuating Circumstances

20.11 (28) - ‘Students can only be deferred on assessments where they have Extenuating Circumstances approved by the University’s Extenuating Circumstances Panel.’

The administrator will enter a gross and net mark of 1 against the assessment (indicating it is a valid assessment attempt), add an assessment status of Defer, and create an extenuating circumstances note against the assessment(s) of ECA. When the unit calculator runs it will calculate either a grade of Defer or Defer/Refer depending on the outcome of the other assessments within that unit.
Reassessment attempts

20.11 (29) - ‘Students shall have the right to be reassessed twice in any and all failed units at Levels 3-7, except where the recommendation of a Student Academic Misconduct Inquiry Panel invokes a ‘no right to re-sit’ academic penalty or where students have been awarded a repeat stage/level’.

Where a student has failed a unit Quercus will calculate to a unit decision of either Refer or Defer/Refer (if an element of assessment within that unit is deferred). Where the Academic Misconduct Panel invokes a ‘no right to re-sit’ penalty the administrator will update the unit grade to Fail. The assessment would have a mark of 1 entered as it still counts as a valid attempt for condonement purposes.

20.11 (31) - ‘Students must retake any failed assessment elements at the next available sitting but may elect to re-sit/resubmit an assessment earlier where this opportunity is available.

Both assessment marks must be presented to the sitting Unit Assessment Board. Where an assessment is resubmitted prior to the next sitting, the ‘best assessment’ mark needs to be recorded against the assessment and the ‘second’ mark recorded as an in-sitting referral note.

20.11 (32) - ‘Where a student has passed a unit, but been deferred in an element they will be offered the opportunity to take the deferred element.’

The administrator will enter a gross and net mark of 1 against the deferred assessment (indicating it is a valid assessment attempt), add an assessment status of Defer, and create an extenuating circumstances note against the assessment(s) of ECA. When the unit calculator runs it will calculate either a grade of Defer or Defer/Refer depending on the outcome of the other assessments within that unit.

20.11 (33) - ‘If a student has failed to achieve a pass mark in a unit after all reassessment attempts have been exhausted the unit will be deemed to have been irretrievably failed and no further reassessment attempts offered’.

The grade of Refer which has been calculated by quercus will be overwritten by the administrator with the grade of Fail - Failed Final Attempt. The assessment status for the assessment in question will also be updated to Fail - Failed Final Attempt.

20.11 (34) - ‘Where any optional unit has been failed at the first attempt the student shall have the right to substitute, once during the period of their registration, another available option and to be taught and assessed in that option, as if for the first time’.

The administrator will change the subject registration status against the ‘original’ option to SUBSTITUTE. By doing so, quercus will not include the marks or the credit points for the ‘original’ option in level calculations.
20.12 (35) - ‘A penalty mark of 40% will be awarded for a referred assessment element that has been passed.’

The net assessment mark in quercus will be changed to 40% by the administrator, and an assessment status entered of Pass Referral. The gross mark will remain as the true mark.

20.12 (36) - ‘Where a student is retaking an assessment element as a result of a proven case of academic misconduct, they must make a valid attempt (see paragraph 26) at the referred element. If no valid attempt is made, the unit mark will be capped at F2 (fail).

Where the student achieves a calculated unit result of greater than 20, the net unit mark will be capped at 20 (numerical equivalent of F2 grade) by the administrator.

20.12 (37) - ‘Where a student has submitted Extenuating Circumstances which have been accepted, they will be offered a deferral, that is, another attempt to take the missing assessment element. In such cases, the deferred assessment element will be marked as normal and the earned mark awarded. In cases where a deferral is offered in respect of an assessment which has previously been referred, the mark will be capped at 40%.

Where a deferral is given in respect of an assessment previously referred, the net assessment mark in quercus will be changed to 40% by the administrator. The gross mark will remain as the true mark.

**Progression and Awards**

**Condonement**

20.12 (38) - ‘Condonement will be used to re-dress marginal failure, unless the Progression and Awards Board consider there are compelling reasons not to do so. If, exceptionally, condonement is not exercised then the reasons for this should be recorded.’

Where condonement is not exercised, the Administrator will record this in Quercus as an overall board note.

20.12 (39) - ‘Condonement may not be applied to units where a student has failed an element which has been designated as a ‘must pass’.’

20.12 (40) - ‘Condonement can only be used when a student has attempted all assessments for a given sitting.’

20.12 (41) - ‘Condonement may only be awarded when a student has obtained a minimum mark of 30% in each assessment element.’

Where the unit could be eligible for condonement i.e. has met the three criteria above, this will be highlighted on the Progression and Award Board Report by a Q+ alert.

20.12 (42) - ‘At Levels 3-6 condonement will be permitted up to 20-credit points per level and at Level 7 condonement will be permitted up to 30 credit points.’
Where condonement is applied, the administrator will change the unit decision to a grade of Pass Condoned. The unit mark will not be changed.

2O.12 (43) - ‘Where a student has attempted and irretrievably failed a Level 4 unit, but obtained a Level 6 average of 50% or more, the irretrievable fail will be condoned and the credit awarded to enable a student to qualify for an Honours degree, rather than an Ordinary degree.’

Where a student has a level 6 average of 50% or more and a level 4 unit which has a unit decision of Fail or Fail Final, this will be highlighted on the Progression and Award Board Report by a Q+ alert. Where it is agreed to condone the unit, the administrator will change the unit decision to Fail Condoned, and the award calculator will treat this as a passed unit when calculating the number of credit points to qualify for an Honours degree.

Traditional Awards

Conferment of awards of students admitted with advanced standing

2O.12 (46) - ‘Progression & Awards Boards will take account of the credit value of the exempted stage/level in judging a student’s eligibility against the thresholds set for conferment of University Awards. When calculating the final classification/result, only the units assessed at the University will be counted - no marks or grades for the exempted stage (s)/level(s) will be awarded.’

The calculators within quercus will only calculate an award based on the units that the students have been registered on. Any units that a student is exempt from due to RPL, would have a status of ‘exempt’ against the unit in student curriculum so would not be included in any level or award average calculations.

Conferment of awards of students awarded RPL or credit through an Erasmus programme

2O.13 (47) - ‘When a student has been given credit for prior learning or through an Erasmus programme, Progression & Awards Boards will take account of that credit in judging the student’s eligibility against the credit thresholds set for conferment of University Awards. When calculating the final classification/result, only the marks from units studied and passed at the University will be counted.’

The calculators within quercus will only calculate an award based on the units that the students have been registered on. Any units that a student is exempt from due to RPL, would have a status of ‘exempt’ against the unit in student curriculum so would not be included in any level or award average calculations.
Undergraduate

Progression on Extended Degrees

20.13 (48) - ‘A student may progress from the extended year (Level 3) to Level 4 with 100 credits as long as the failed credit(s) are not defined as ‘must pass’.

The unit grade against the failed unit should be updated to Fail. The level grade in quercus should be changed to Pass Proceed.

Where the failed credit(s) are defined as ‘must pass’ this will be flagged on the Progression and Award Board report as a Q+ alert if the the student has a progression decision of ‘Pass Proceed’ or ‘Proceed with Deficit’.

20.13 (49) - ‘Students will not be required to be reassessed in the failed 20 credits, but they retain the right to be reassessed if they wish. Credits gained at Level 3 do not count towards the credit requirements for the final degree.’

If the student wishes to resit they can query the decision of the Progression and Award Board.

Progression on Undergraduate awards

20.13 (50) - ‘Students need to have achieved 100 credits to proceed to the next level of a full-time course.’

Where 100-119 credits have been achieved, the overall calculator will automatically calculate the progression decision to ‘Proceed with Deficit’. If 120 credits have been achieved, the overall calculator will automatically calculate the level decision of Pass - Proceed.

20.13 (51) - ‘For part time courses the number of credits that need to be passed in order to continue to the next stage of the course will be approved as part of course approval.’

The standard overall calculator will be applied to all part-time courses. The administrator will be required to update the progression decision manually where there is a difference.

Repeat stage/level

20.13 (53) - ‘Students need to have passed 100 credits to be eligible to proceed to the next level. Where they have not passed 100 credits they will required to repeat the level.’

Where 100 credits have been achieved, the overall calculator will automatically calculate the progression decision to ‘Proceed with Deficit’.

If the student has achieved less than 100 credits at the second sitting (and third sitting if applicable), the overall calculator will automatically calculate the progression decision to Repeat Level.

20.13 (54) - ‘Students who are referred in 60 credits or more at Level 3-5 will be required to repeat the level and will not be referred in the referred units.’
If the student has failed 60 credits or more at First Sitting, the overall calculator will automatically calculate the progression decision to Repeat Level.

20.13 (55) - ‘Level 6 students who are referred in 60 credits or more will be offered the opportunity to repeat the Level, accept an Ordinary degree or the exit award for which they are eligible. Where a student fails to notify the University of their choice within 10 working days they will be given the appropriate award.’

Where 60 or more credits have been failed the overall calculator will automatically calculate the progression decision to Repeat Level/Exit Qualification, with the exception of those students who have unit decisions of Defer in their profile. In which case the progression decision will calculate to either Defer or Defer/Refer. Where 60 credits have been failed the Award Calculator will automatically calculate the Award Decision to Award Ordinary / Repeat Level / Exit Qualification.

Where more than 60 credits have been failed the Award calculator will not run.

20.13 (56) - ‘Students who achieve more than 60 credits at Level 6, but are not eligible for an Honours degree, will be offered the option to accept the Ordinary degree, repeat the Level or take the outstanding referrals/deferrals. Where a student fails to notify the University of their choice within 10 working days they will be awarded the Ordinary degree.’

The overall calculator will automatically calculate the progression decision to either Repeat Level/Refer, Repeat Level/Defer or Repeat Level/Defer-Refer depending on the profile of the units. The award calculator will then automatically calculate the award decision based on the following:

Calculate to Award Ordinary/Repeat Level/Refer - if the ‘failed’ units at Level 6 have a unit decision of ‘Refer’.

Calculate to Award Ordinary/Repeat Level/Defer - if the ‘failed’ units at Level 6 have a unit decision of ‘Defer’. OR

Calculate to Award Ordinary/Repeat Level/Defer-Refer - if the ‘failed’ units at Level 6 are made up of a combination of unit decisions of ‘Refer’, ‘Defer’ or ‘Defer/Refer’.

20.13 (57) - ‘Foundation degree students who are referred in 60 credits or more will be offered the opportunity to repeat the level or accept the relevant exit award. Students who achieve more than 60 credits at Level 5 will be offered the option of a repeat level or taking the referral opportunities. Where a student fails to notify the University of their choice they will be awarded the referral opportunity.’

Where 60 or more credits have been failed the overall calculator will automatically calculate the progression decision to Repeat Level/Exit Qualification, with the exception of those students who have unit decisions of Defer in their profile. In which case the progression decision will calculate to either Defer or Defer/Refer.

Where less than 60 credits has been failed the overall calculator will automatically calculate the progression decision to Repeat Level/Refer, with the exception of
those students who have unit decisions of Defer in their profile. In which case the progression decision will calculate to either Defer or Defer/Refer.

20.14 (58) - ‘Students can only repeat one level during their entire registration on a named award.’

Where the student has previously had a student category of ‘Repeat Year’, this will be flagged on the Progression and Award Board Report by a Q+ Alert.

20.14 (59) - ‘The repeat stage rules for courses that have designated stages will be approved during course approval.’

The standard overall calculator will be applied to all courses that have designated stages. The administrator will be required to update the progression decision manually where this is required.

20.14 (60) - ‘In cases where a repeat stage/level is offered, students will be required to attend and to retake all assessments as if for the first time. No marks from the original attempt will be carried forward.’

When a student has been given a progression decision of Repeat Level or Repeat Stage, the student category in the following academic year is automatically set to Repeat Year by the end of year rollover procedure. When the unit calculator runs, it will exclude any marks achieved by the student on the unit prior to repeat year.

Any units attached to their curriculum in the previous year should have the subject registration status changed to SUBSTITUTE. By doing so, quercus will not include the marks or any CAT points (where passed) in level calculations for the current year.

20.14 (61) - ‘Students registered on awards comprising only one level will not be eligible for repeat level, including students enrolled on ‘top-up’ degrees.’

The overall calculator will automatically calculate the progression decision to either Refer, Defer or Defer/Refer depending on the profile of the units.

Award of a Bachelors Degree

20.14 (63) - ‘Students may be considered for an Honours degree, having been assessed in and awarded 360 credits. Students must have been assessed in all units. For students admitted with RPL credits or advanced standing, only the units studied at Southampton Solent University will be considered in the classification.’

The award calculator will automatically calculate a classification decision based on the award average achieved.

20.14 (64) - ‘Where a student has been assessed in 360 credits, and has achieved at least 300 credits, the student will be eligible for the award of an Ordinary Degree’

Where 60 or more credits have been failed the overall calculator will automatically calculate the progression decision to Repeat Level/Exit Qualification, with the exception of those students who have unit decisions of Defer in their profile. In which case the progression decision will calculate to either Defer or Defer/Refer.
Where 60 credits have been failed the Award Calculator will automatically calculate the Award Decision to Award Ordinary/Repeat Level/Exit Qualification.

Where more than 60 credits have been failed the Award calculator will not run.

Where less than 60 credits have been failed the Award Calculator will:

Calculate to Award Ordinary/Repeat Level/Refer - if the ‘failed’ units at Level 6 have a unit decision of ‘Refer’.

Calculate to Award Ordinary/Repeat Level/Defer - if the ‘failed’ units at Level 6 have a unit decision of ‘Defer’. OR

Calculate to Award Ordinary/Repeat Level/Defer-Refer - if the ‘failed’ units at Level 6 are made up of a combination of unit decisions of ‘Refer’, ‘Defer’ or ‘Defer/Refer’.

20.14 (65) - ‘Top-up’ degree students may be considered for an Honours degree, having been assessed in and been awarded 120 credits. Student must have been assessed in all units. For students admitted with RPL credits, only the units studied at Southampton Solent University will be considered in the classification.’

20.14 (66) - ‘Top-up’ degree students who have been assessed in 120 credits, and have achieved at least 60 credits, will be eligible for the award of an Ordinary degree.’

The Award Calculator will:

Calculate to Award Ordinary/Refer - if the ‘failed’ units at Level 6 have a unit decision of ‘Refer’.

Calculate to Award Ordinary/Defer - if the ‘failed’ units at Level 6 have a unit decision of ‘Defer’. OR

Calculate to Award Ordinary/Defer-Refer - if the ‘failed’ units at Level 6 are made up of a combination of unit decisions of ‘Refer’, ‘Defer’ or ‘Defer/Refer’.

Classification of Honours Degrees

20.14 (67) - ‘Top-up’ degree classifications will be calculated using the weighted average unit marks for the best 100 credits at Level 6.’

20.14 (68) - ‘For all other degrees the classification mark will be calculated using the weighted average unit marks for the best 100 credits at Level 6 (weighted at 70%) combined with the best 100 credits from the remaining credits at Levels 5 and 6 (weighted at 30%).

20.14 (69) - ‘The following overall classification mark will determine the Honours classification awarded, the classification boundaries are:

a. 69.5% or more: First Class
b. 59.5% - 69.4%: Second Class (First Division)
c. 49.5% - 59.4%: Second Class (Second Division)
d. 39.5%-49.4%: Third Class

The statistical aggregate profile above, is set up in the Undergraduate Award Grade Scheme as follows:

| 1ST | First Class Honours | 69.50 | 100.00 |
| 2:1 | Second Class (First Division) | 69.50 | 69.49 |
| 2:2 | Second Class (Second Division) | 49.50 | 58.49 |
| 3RD | Third Class Honours | 39.50 | 48.49 |

Foundation Degrees

20.15 (70) - ‘A student will be awarded a ‘Pass’ for obtaining 120 credits at Level 4 and 120 credits at Level 5.’

This is set up in the Foundation Degree Award Grade Scheme (see below).

| PASS | Pass Foundation Degree | 39.50 | 59.49 |
| PASS FD | Pass with Distinction | 69.50 | 100.00 |
| PASS FD | Pass with Merit | 59.50 | 69.49 |

20.15 (71) - ‘A Foundation Degree with ‘Merit’ will be awarded if a student has achieved a weighted level average of 59.5% at Level 5.’

The grade of ‘Merit’ is set up in the Foundation Degree Award Grade Scheme (see above).

20.15 (72) - ‘A Foundation Degree with ‘Distinction’ will be awarded if a student has a weighted level average of 69.5% at Level 5.’

The grade of ‘Distinction’ is set up in the Foundation Degree Award Grade Scheme (see above).

Higher Nationals

20.15 (74) - ‘In accordance with Pearson Education Limited regulations, units must be awarded a grade of Fail, Pass, Merit or Distinction. Where percentages are used the following will apply:

a) Pass 40% - 59.9%
b) Merit 60% - 69.9%
c) Distinction 70%+

This grading is set up in the HNC/D Unit Grade Scheme (see below). Where the unit has been passed, quercus will automatically calculate the relevant grade.

| DIST | Distinction | 69.50 | 100.00 | Pass |
| MERIT | Merit | 59.50 | 69.49 | Pass |
| PASS | Pass | 39.50 | 69.49 | Pass |
20.15 (75) - ‘Condonement rules are the same as for Bachelor’s degrees and the grade awarded as Pass.’

Where condonement is not exercised, the Administrator will record this in Quercus as an overall board note.

Where the unit could be eligible for condoned i.e. has meet the three criteria above, this will be highlighted on the Progression and Award Board Report by a Q+ alert.

Where condonement is applied, the administrator will change the unit decision to a grade of Pass Condoned. The unit mark will not be changed.

20.15 (76) - ‘A maximum grade of Pass will be awarded for a referred element that has been completed satisfactorily. Assessment elements passed at the first attempt or deferred will be awarded the earned mark and the overall unit grade calculated as normal. Any referred elements will be capped at 40% (pass) and the normal aggregation rules followed to determine the unit grade.’

In this case, the assessment net mark in Quercus will be changed to 40% by the administrator. The gross mark will remain as the true mark.

Note: A student must pass ALL units to be awarded either an HND or HNC. Where they do not meet this criteria they can be awarded a Certificate of Achievement for units successfully passed.

Exit Awards

20.15 (77) - ‘A student who withdraws or is withdrawn from a course, will be granted credit points for those units completed successfully, except where credit has been withdrawn as a result of an academic misconduct penalty.’

Where a student has withdrawn but does not meet the requirements for the awards in 20.15(78) i.e. CertHE, DipHE’s, they will be given a level decision of Award Exit Qualification, and an award of either:

Institutional Credit
Certificate of Achievement (HNC/HND courses)

20.15 (78) - ‘Exiting students who have shown they have achieved the specified learning outcomes for an award at a lower level than that which they were originally registered on will be granted that award.

a) Foundation Certificate for successful completion of at least 120 credits at Level 3 or higher;

The student will be given a level decision of Award Exit Qualification, and an award of Foundation Certificate

b) Certificate of Higher Education for successful completion of at least 120 credits, of which 90 credits or more must be at Level 4 or higher; and

The student will be given a level decision of Award Exit Qualification, and an award of Certificate of Higher Education.
c) Diploma of Higher Education for successful completion of at least 240 credits, of which a minimum of 90 credits or more must be at Level 5 or higher

The student will be given a level decision of Award Exit Qualification, and an award of Diploma of Higher Education.

Postgraduate Awards

Postgraduate Certificate

20.16 (79) - ‘In order to obtain the award of Postgraduate Certificate (PgC) students must have been awarded 60 credits.’

20.16 (80) - ‘The only classification available is Pass.’

This is set up in the Postgraduate Certificate Award Grade Scheme.

| AWARD | PgC | Award Postgraduate Certificate | 40.00 | 100.00 | Pass |

The students’ award will be calculated to Award Postgraduate Certificate.

Postgraduate Diploma

20.16 (81) - ‘In order to obtain the award of Postgraduate Diploma (PgD) students must have been awarded 120 credits.’

20.18 (86) - ‘The only classification available is Pass.’

This is set up in the Postgraduate Diploma Award Grade Scheme.

| AWARD | PgD | Award Postgraduate Diploma | 40.00 | 100.00 | Pass |

The students’ award will calculate to Award Postgraduate Diploma.

Masters

20.16 (84) - ‘In order to obtain the award of a Masters degree, students must have been awarded 180 credits.’

Quercus will calculate to the award of Masters if 180 Level 7 credits have been passed, and the award average is at least 40%.
Classification

Merit

20.16 (86) - ‘A Masters degree will be awarded with Merit if a student has achieved a 59.5% overall level average.

The grade of ‘Masters with Merit’ is set up in the Postgraduate Award Grade Scheme (see below).

<table>
<thead>
<tr>
<th>Average</th>
<th>Award</th>
<th>69.5%</th>
<th>100.00</th>
</tr>
</thead>
<tbody>
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<td>Distinguish</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master</td>
<td>with Merit</td>
<td>59.50</td>
<td>69.49</td>
</tr>
<tr>
<td>Master</td>
<td></td>
<td>40.00</td>
<td>59.49</td>
</tr>
</tbody>
</table>

Distinction

20.16 (87) - ‘A Masters degree will be awarded with Distinction if a student has achieved a 69.5% overall level average.

The grade of ‘Masters with Distinction’ is set up in the Postgraduate Award Grade Scheme (see above).

Posthumous Awards

20.16 (89) - ‘An award may be conferred posthumously where a student was close to completing their course of study. The relevant Progression and Award Board will consider each case on an individual basis.’

20.16 (90) - ‘No classification shall be awarded in the case of a posthumous award.’

20.16 (91) - ‘The Certificate or Diploma of Higher Education may also be conferred as a posthumous award.

Please refer to Academic Services (Student Operations) in these cases.

Aegrotat Awards

20.17 (92) - ‘An Aegrotat award may be conferred where a student was close to achieving an award but due to illness or other valid reason, as approved by the Extenuating Circumstances Panel, is unlikely to be able to complete their studies within the maximum registration period. The relevant Progression and Award Board will consider each case on an individual basis.’

20.17 (93) - ‘Where a student is receiving an Aegrotat postgraduate or undergraduate degree/Foundation degree no classification shall be awarded.’

The user will create an award sitting with an award of Aegrotat. This will be picked up from the Undergraduate Award Grade Scheme (see below).
20.17 (94) - ‘The Diploma of Higher Education and Postgraduate Diploma may also be conferred as an Aegrotat Diploma of Higher Education.’

Please refer to Academic Services (Student Operations) in these cases.

Professional Development Awards (PDAs)

20. (9) - Since PDAs are awarded on the basis of credit accumulation all credit to be considered as part of an award must have been processed by a unit assessment board and the credit awarded.

The unit grade will calculate to Pass. The level decision will be Pass Unit, and the students’ record updated to award Institutional Credit if applicable.