



**UNIVERSITY
ACADEMY 92**
MANCHESTER

STUDENT GUIDE TO THE UA92 ACADEMIC REGULATIONS

Implementation date:

September 2019

Version number:

1.0

<u>Document type</u>		Strategy
		Policy
		Regulations
		Procedure
		Code of Practice
	✓	Guidance
<u>Area of UA92 business</u>		Governance & Compliance
	✓	Student Affairs
		Academic
		Finance & Operations
		External Affairs
		Other
<u>Document Name:</u>		Student Guide to the UA92 Academic Regulations
<u>Author:</u>		Head of Registry and Quality
<u>Owner (if different from above):</u>		Head of Registry and Quality
<u>Document control information:</u>		
Version number:		1.0
Date approved:		11th September 2019
Approved by:		UA92 Executive Group
Implementation date:		August 2019
Review due:		July 2020
Document location:		UA92 website
<u>Consultation required:</u>		
Equality & Diversity		N/A
Legal considerations (including Consumer Rights)		N/A
Information Governance		N/A
Students		
Employee Engagement Forum		N/A
External		Lancaster University

REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author

1. Purpose

1.1 The purpose of this document is to provide an overview of the UA92 Academic Regulations in a more accessible and student friendly language.

1.2 These are designed to provide an overview of the key sections of the Academic Regulations and as a result do not provide details of all areas of the Academic Regulations.

1.3 The complete UA92 Academic Regulations are available via this link <https://gap.lancs.ac.uk/ASQ/QAE/CollabProvision/Documents/MARP-UA92-Academic-Regs.pdf>. They should be read in conjunction with this guide.

1.4 UA92's undergraduate awards are awarded by Lancaster University.

2. Scope

2.1 This guidance note applies to all students and apprentices (students) registered on UA92 courses awarded by Lancaster University.

3. Student Guide to the UA92 Academic Regulations

3.1 UA92 offers the following qualifications (awards):

- a) Bachelors honours degree
- b) Bachelors degree unclassified – Pass degree (exit award only)
- c) Diploma of Higher Education
- d) Certificate of Higher Education
- e) Higher Education award

3.2 Each award is sub-divided into individual modules and each module is sized according to a number of credits.

- i. Subject modules at UA92 are worth 25 credits each;
- ii. Target Talent Curriculum (TTC) modules at UA92 are worth 5 credits each.

3.3 In order to be awarded one of the qualifications detailed in 3.1, students will need to study and pass the following numbers of credits:

Award	Level 4	Level 5	Level 6	Total credits
Bachelors honours degree	120	120	120	360
Bachelors degree, unclassified – Pass degree	120	120	120	360
Diploma of Higher Education	120	120	N/A	240

Certificate of Higher Education	120	N/A	N/A	120

3.4 For students studying full-time, they will complete 120 credits in an academic year, with Level 4 being their Year 1, Level 5 their Year 2 and Level 6 their Year 3.

3.6 **Module pass:** module pass mark is 40%. Students must achieve an average of 40% across all elements of assessment to pass the module and have met all module learning outcomes.

3.7 Module fail:

- i. If a student fails one or more modules, they will be given the opportunity to resit the failed module. Any student who does not undertake the resit will be deemed as having withdrawn from their course at UA92.
- ii. Any student who fails the resit at level 4, will be given the following options:
 - a. one further opportunity to resit the assessment as an external candidate i.e. student will not be able to start the next level of modules until completed.
 - b. A repeat year i.e. student will repeat the level of study and all modules again.

3.6 **Resit module:** for any student who resits an assessment for a module, the maximum mark which can be awarded is 40%. Students who have passed a module are not able to resit in an attempt to achieve a higher mark.

3.7 **Repeat year:** only students registered on a Bachelors Honours degree and at Level 4 will be eligible for a repeat year. Students opting to undertake a repeat year will lose all credit, marks and grades previously achieved at level 4 and will only be allowed one resit opportunity. They will not be allowed any further resit opportunities as an external candidate or another repeat year, except under exceptional circumstances.

3.8 **Late penalties:** you will be given details of assessment deadlines for all modules at the start of the Academic Year. It is important that work is submitted by the published deadline. The following rules apply:

- i. Any work submitted after the deadline will be subject to a penalty.
- ii. If work is submitted up to 3 days late (72 hours maximum), the mark will be reduced as detailed in the table below.
- iii. Submission after 3 days will result in work being given a mark of 0 (zero), however in this instance, the worked will normally be marked and feedback provided to students.

Original mark (%)	Mark after penalty (%)
--------------------------	-------------------------------

87-100	68
74-86	65
70-73	62
50-69	Deduction of 10 marks
40-49	31
31-39	18
18-30	9
0-17	0

3.9 Reassessment. The following rules apply:

- i. A student who fails a module will be required to undertake a reassessment for that module in order to be considered for progression.
- ii. Reassessment scores will be subject to a 40.0% cap. Where the reassessment score does not improve on the original score, the original percentage score will stand.
- iii. The precise form of reassessment is for UA92 to decide.
- iv. Students will normally be given the opportunity to undertake reassessment within the same academic year in which they made their first attempt.

3.10 Condonation. The following rules apply:

- i. Students achieving a mark of between 30% and <40% may be considered for condonation.
- ii. Students must have attempted re-assessment to be considered for condonment.
- iii. No module with a % score below 30% can be condoned.
- iv. The maximum numbers of modules that can be condoned is as follows:
 - a. Level 4: up to 30 credits (which includes a maximum of one 5 credit TTC module)
 - b. Level 5 + 6: up to 30 credits (which includes a maximum of one 5 credit TTC module at level 5 and level 6).
- v. At course level, the following maximum numbers of modules can be condoned:
 - a. Bachelor Honours degree up to 30 credits across all of levels 5 and 6.
 - b. Diploma of Higher Education: up to 30 credits over levels 5 and 6 .
 - c. Certificate of Higher Education: up to 30 credits at level 4.
- vi. Condonment may result in the student being allowed to progress to the next level of study.

3.11 Incomplete assessment and exceptional circumstances. The following rules apply:

- i. Any claim for exceptional circumstances must be supported by evidence and demonstrate good reason for why the students' performance and achievement has been adversely affected.
- ii. A chronic medical condition for which reasonable adjustments have already been made will not be considered a good reason.
- iii. It is the responsibility of the student to make UA92 aware of the exceptional circumstances that have impacted on their performance and achievement and to provide appropriate evidence. Notification later than 48 hours after the assessment or after the date at which submission of the work for assessment was due, will not normally be taken into account
- iv. Any claim for exceptional circumstances will be considered by the UA92 Exceptional Circumstances Committee.

3.12 Academic Malpractice (sometimes known as misconduct in assessment). The rules relating to Academic Malpractice are detailed in the UA92 Academic Malpractice Policy and Procedure. No decisions on a students' assessment submission will be taken whilst academic malpractice is under investigation.

3.13 Academic Appeals. The rules relating to Academic Appeals are detailed in the UA92 Academic Appeals Policy and Procedure.

Progression from level 4 to level 5

3.14 In order to progress from Level 4 to Level 5, students must achieve an overall average mark of at least 40% in all modules and have achieved the minimum credit requirement for the level of study.

Example:

Student A achieves an overall average mark of 45% and 120 credits. They would pass and proceed to level 5.

Student B achieves an overall average mark of 37% and 120 credits. They would not pass and proceed to level 5.

Progression from level 5 to level 6

3.15 In order to progress from Level 5 to Level 6, students must achieve an overall average mark of at least 40% in all modules and have achieved the minimum credit requirement for the level of study.

Certificate of Higher Education

3.16 To gain the award of Certificate of Higher Education, students need to achieve the following:

- i. Have passed 120 credits at level 4 or above;
- ii. Have an overall % score of 40% or higher across all modules;
- iii. Have no more than 30 credits of modules condoned.

3.17 The award of Certificate of Higher Education will be classified as follows (this relates to the mean overall % score across all modules):

70.0% to 100%	Distinction
60.0% to 68.0%	Merit
40.0% to 58.0%	Pass
0 to 38.0%	Fail

3.18 Borderline is where the mean (average) overall percentage score falls within one of the borderline ranges defined below, the classification will be as follows:

68.1% to 69.9%	either Distinction or Merit
58.1% to 59.9%	either Merit or Pass
38.1% to 39.9%	either Pass or Fail

In deciding which classification to award, the Boards of Examiners will apply the following rules:

- i. Where 50% or more of credits are in the higher class, this will be awarded.
- ii. If not, the lower class will be awarded unless individual circumstances specific to the student where these have not already been taken into account.

Example:

Student A achieves an overall mark of 69.5%. For 70 credits of modules the student achieved marks over 70 and for 50 credits of modules the student had achieved marks of 61 and 65. In this case a Distinction would be awarded.

3.19 For students studying on the Certificate of Higher Education Target award, there is no automatic right of progression to the Bachelors Honours degree or Diploma of Higher Education. Students will be required to submit an application to join these courses following completion of the Certificate of Higher Education.

3.20 Repeat year is not available to students studying on the Certificate of Higher Education Target award.

Diploma of Higher Education

3.21 To gain the award of Diploma of Higher Education, students need to achieve the following:

- i. Have passed 240 credits at levels 4, 5 and/or 6 (with a minimum of 120 credits at Level 5).

- ii. Have an overall % score of 40% or higher across all modules;
- iii. Have no more than 30 credits of modules condoned.

3.22 The award of Diploma of Higher Education will be classified as follows (this relates to the mean overall % score across all modules):

70.0% to 100%	Distinction
60.0% to 68.0%	Merit
40.0% to 58.0%	Pass
0 to 38.0%	Fail

3.23 Borderline is where the mean (average) overall percentage score falls within one of the borderline ranges defined below, the classification will be as follows:

68.1% to 69.9%	either Distinction or Merit
58.1% to 59.9%	either Merit or Pass
38.1% to 39.9%	either Pass or Fail

In deciding which classification to award, the Boards of Examiners will apply the following rules:

- i. Where 50% or more of credits are in the higher class, this will be awarded.
- ii. If not, the lower class will be awarded unless individual circumstances specific to the student where these have not already been taken into account.

3.24 For students studying on the Diploma of Higher Education Target award, there is no automatic right of progression to the Bachelors Honours degree. Students will be required to submit an application to join the Bachelors Honours degree following completion of the Diploma of Higher Education.

Bachelors Honours degree

3.25 To achieve the award of Bachelors Honours degree, students need to achieve the following:

- i. Have passed 360 credits at levels 4, 5 and 6 (120 credits at each level).
- ii. Have an overall % score of 40% or higher across all modules;
- iii. Have no more than 30 credits of modules condoned up to 30 credits over levels 5 + 6).

3.26 The award of Bachelors Honours degree will be classified as follows (this relates to the mean overall % score across all modules with equal weighting to L5 and L6 modules i.e. 50/50):

70.0% to 100%	first class honours
60.0% to 68.0%	upper second class honours
50.0% to 58.0%	lower second class honours
40.0% to 48.0%	third class honours
0 to 38.0%	fail

3.27 Borderline is where the students mean (average) overall percentage score falls within one of the borderline ranges defined below, the classification will be as follows:

68.1% to 69.9%	either first or upper second class honours
58.1% to 59.9%	either upper or lower second class honours
48.1% to 49.9%	either lower second or third class honours
38.1% to 39.9%	either pass degree or fail

3.28 In deciding which classification to award, the Boards of Examiners will apply the following rules:

- i. Where 50% or more of credits are in the higher class, this will be awarded.
- ii. If not, the lower class will be awarded unless individual circumstances specific to the student where these have not already been taken into account.

3.29 **Bachelors degree unclassified Pass degree:** students who achieve the requirements for a Bachelors Honours degree but with an average % mark below 40% may be eligible for the award of unclassified Bachelors degree, a Pass degree.

3.30 **Exit awards:** students who have withdrawn from their course at UA92 and have not achieved their target award, may be eligible for an alternative award, known as an exit award. The following exit awards apply:

Target Award	Exit Award		
	Certificate of Higher Education	Diploma of Higher Education	Bachelors degree unclassified – Pass degree
Bachelors honours degree	✓	✓	✓
Diploma of Higher Education	✓		
Certificate of Higher Education			

In order to achieve an exit award, a student must have achieved the criteria for award as detailed above.

3.31 **Alpha indicators on results transcripts.** The following codes may be added to a students' transcript for identification purposes, as follows:

Flag	Broad descriptor	Definition
M	Malpractice	Failure to comply, in the absence of good cause, with the published requirements of the course or programme; and/or a serious breach of regulations

N	Non-submission	Failure to submit assignment for assessment
P	Penalty	Failure to submit within regulation requirements (late submission, improper format, etc.)
R	Resit	Attainment of a passing grade through reassessment processes
DP	Decision Pending	The grade is subject to investigation

4. Related documentation

- Lancaster University Academic Regulations for University Academy 92
<https://www.ua92.ac.uk/storage/app/media/MARP-UA92-Academic-Regs.pdf>
- UA92 Academic Malpractice Policy and Procedure.
<https://ua92.ac.uk/storage/app/media/UA92%20Academic%20Malpractice%20Procedure%20APPROVED.pdf>
- UA92 Academic Appeals Policy and Procedure.
<https://ua92.ac.uk/storage/app/media/Academic%20Appeals.pdf>

5. Appendices