Academic Regulations: Undergraduate 30 Credit

1.	Introduction
These Academic Regulations set out the rules which govern how courses are structured and what students need to do to successfully complete their studies.	
1.1.1	Academic Regulations must be approved by Academic Board and will be reviewed annually by them or a designated subcommittee.
1.1.2	Where a course has any additional or alternative rules set by a Professional Statutory and Regulatory Body (PSRB) or where there are specific legal requirements these will take priority over the University's Academic Regulations.
1.1.3	All awards offered by the University must be approved by the Board of Governors and listed in University Bye-Law No. 5 before they can be advertised.
1.1.4	Any exemptions to these regulations must be formally approved by Academic Board or a designated subcommittee. A list of all approved exemptions will be held centrally. Exemptions will: • apply throughout the period of validation, • be listed in the Course Specification, • be published in the Course Guide.
1.1.5	In very exceptional circumstances, the Chair of the Academic Board may agree to vary the provisions of the Academic Regulations. This may include the approval of alternative forms of assessment, the variation of the academic calendar and the continuation of students with deferred assessments.
1.2	**Course Framework**
The course framework describes how courses will be structured, delivered, and monitored. Within this regulatory framework:	
1.2.1	Courses will meet the academic standards set out in the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ) (QAA, 2014) and where relevant, a PSRB.
1.2.2	Courses will use the Credit Accumulation and Transfer System (CATS) which refers to notional learning hours and includes formal contact, assessment, guided study and independent learning. The University also recognises the European Credit Transfer System (ECTS).
1.2.3	Courses will be taught in English, unless the course is validated to teach students other languages.
1.2.4	Courses will be designed to ensure the effective assessment of technical proficiency in the English language, in a manner relevant to the level and content of the course, except where the course is assessing a language which is not English or could be demonstrated to be in contravention of the requirements of the Equality Act 2020.
1.2.5	Courses will have a Course Specification and a Course Academic Calendar which must be approved through the Course Approval process and published to students. This includes the

	approval of non-standard calendars for delivery of provision with academic collaborative partners and/or to support the delivery of professional courses. The Course Specification will specify: • The modules to be taken and which of these are "Independent study" modules. • All award titles (final and interim) • Course learning outcomes • Any additional requirements for the award. Any variation to the Course Specification or the approved Academic Calendar for a course must be approved by Academic Board or its delegated authority in accordance with approved quality procedures.
1.2.6	Courses will be studied over one or more academic years with each year divided into semesters. The University will publish a University Academic Calendar annually which will include dates for the current academic year and the projected calendars for the next three years (these may be subject to change). Where a course has approval for a non-standard calendar, for example where a non-standard calendar is approved for collaborative or professional courses, a calendar specific to the course and location of delivery will be provided to students.
1.2.7	Courses will be approved, through the Course Approval process, to be delivered in one or more of the following Modes of Study: • Full time – consisting of 120 credits per academic year • Accelerated Full Time – consisting of 180 in a 12-month period • Part time – consisting of up to 90 credits per academic year.
1.2.8	Courses will have at least 33% difference between module diets for courses with different titles. In calculating the difference, the following will not be included: • Level 3 Foundation Year modules • Independent study modules. For bracketed course titles, there must be at least 20% difference between module diets. On similarly named routes these will typically share the same diets at levels 4 and 5. At least 90 credits of the specialist modules must be at level 6. No two courses will have the same title.
1.2.9	Courses will be made up of a specified number of credit bearing modules and will be: • Single Subject Specialist – in which the majority of modules are from a single subject area, • Joint - in which students will study an even number of modules from two or more specified subject areas. In addition, Undergraduate Honours Degree courses can be: • With Foundation Year – in which students will commence their studies at level 3. • With Sandwich Year - in which students will undertake a specified period of supervised work experience as part of the course.
1.2.10	Courses will be appointed to an Award Board of examiners that, in accordance with the Code of Practice on Assessment Boards, will be required to confirm annually that the University

	regulations have been correctly applied in determining the award and any associated classification.
1.2.11	Courses will be reviewed through Continuous Monitoring processes to ensure that they: • Are up to date. • Provide educational challenge. • Are coherent. • Are effectively delivered. • Are appropriate to the subject matter. • Require students to develop relevant skills.
1.2.12	Through the initiation of project and solution-based independent study Undergraduate Honours Degree courses will enable students to demonstrate the ability to: • apply the methods and techniques learned, • manage their own learning and • communicate this effectively. A combined maximum of 60 credits of independent study across Levels 5 and 6 will be permitted.
1.3	**Module Framework**
Modules are credit bearing, discrete units of assessed learning, at a given level with specified learning outcomes which contribute to the learning outcomes of the course. The module framework describes how modules will be structured, delivered, and monitored.	
1.3.1	Courses will be designed to deliver learning through: • 30 credit modules or multiples thereof, For Joint Awards courses may also include 20 credit modules or multiples thereof. Formal exemptions will be required for any proposals requesting to adopt alternative module credit structures. These must be approved by Academic Board or its delegated authority.
1.3.2	Every module has a distinct set of learning outcomes that reflect the level of study as specified in the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ) (QAA, 2014). These will be listed in a Module Guide.
1.3.3	Modules will be either **core** or **option**. • **Core** modules are compulsory. • **Option** modules are available in an option pool from which the student will choose which module(s) they wish to study. The number and availability of option modules must be listed in the relevant Course Guide.
1.3.4	Some modules will also be:

	• **Pre-requisite** – these must be studied and passed before a specified module at the next level may be studied. • **Co-requisite** - these must be studied either at the same time (i.e., same semester) or in the same academic year as another module and at the same level of study. • **Prohibited** – these cannot be studied in combination with other specified modules. These will be clearly identified in the Course Guide.
1.3.5	All modules will include at least one summative assessment designed to enable students to demonstrate that the module learning outcomes have been met. Module Guides will include the number and type of all assessments being used.
1.3.6	Every module at Level 5 and above will be appointed a named External Examiner who, in accordance with the Code of Practice on Assessment Boards, will be required to confirm annually that module standards, and assessment and marking practices are sound and fair.
2	**Admissions**
These regulations include essential details about the admissions requirements by which all taught courses and modules are governed. They should be read in conjunction with the Admissions Terms and Conditions presented to applicants as part of the admissions process and Admissions Complaints process (see; https://www.wlv.ac.uk/study-here/how-to-apply/).	
2.1.1	Timely Information and advice will be provided to applicants to enable informed choices to be made.
2.1.2	The University will inform prospective students as soon as possible of any significant changes to a course which may occur from the time of the offer being made and enrolment and will inform successful applicants of the arrangements for enrolment, registration, and induction.
2.1.3	For applicants outside the UK, additional statutory requirements will operate and take precedence over the Academic Regulations. These requirements will be communicated to applicants by the University as part of the admissions process.
2.2	**Application to the University**
2.2.1	The University will publish Terms and Conditions of Admission which, with the specific information provided to an applicant in the Offer Pack, will form the basis of the contract between the student and the University.
2.2.2	All applicants to the University will be required to follow relevant course application processes.
2.2.3	The University will not admit or allow the continuation of study for any person found to have made a fraudulent application and/or breached other standards and requirements specified by a PSRB (where relevant).
2.2.4	Applicants who have previously been excluded from any course in the University for reasons of discipline, academic misconduct, professional misconduct, or fitness to practise will have no right to study at the University again.
2.2.5	Applicants who have previously been withdrawn for persistent non-attendance or excluded from any course at the University for any reason will not be permitted to return to study for a minimum of two years. At this point they may apply again to the University. Decisions on

	such applications will be made on a case-by-case basis and will take into consideration the applicant's previous academic record.
2.3	**Entry with Recognition of Prior Learning (RPL)**
2.3.1	Students may be admitted to the University with accredited prior learning where they have previously successfully completed relevant study at higher education level, in the UK or abroad.
2.3.2	Students may be admitted with accredited experiential learning on the basis of relevant prior learning which has occurred outside a formal course of study, which may include in-company training or relevant work experience.
2.3.3	The assessment of prior learning will be conducted in accordance with the Guidelines for the Recognition of Prior Learning as approved by Academic Board.
2.3.4	Credits acquired from a previous University of Wolverhampton qualification may normally only be used once as RPL for entry onto any future University of Wolverhampton qualification. The RPL credits given must be relevant to the course's current Learning Outcomes. The credits would normally need to have been studied within the five years prior to the RPL application.
2.3.5	The total credit and level value of awarded RPL will be recorded on the student record. Any grades associated with the previous study and/or RPL will not be individually recorded and are excluded from the final classification calculations, except where 6.2.4 applies.
2.3.6	The minimum number of University of Wolverhampton credits students must study, and pass can be found in Appendix A.
3.	**Registration and Enrolment**
This section details the regulations which relate to student registration and enrolment.	
3.1	**Registration**
Registration is a one-time process through which a student accepts the offer and confirms their place on a course for its duration. Students continue to be registered on their course until they: • Complete the course. • Withdraw • Are discontinued or excluded by the University or • Reach the permitted maximum registration period.	
3.2	**Changes to Registration**
3.2.1	Mode of Study Students can request to change their mode of study to any mode of study validated for their course. The University can require students to temporarily change their mode of study from full time to part time in accordance with the Progression Regulations (see 5.2.2).

	Students with "International" status are not normally permitted by UK legislation to study part time. The University can require students who have outstanding assessments to submit from the previous year as a consequence of approved extenuating circumstances, to change their mode of study to External Student, where they are registered only to submit the outstanding assessments without attendance.
3.2.2	Students can choose to change the level of the award they are studying for to one of the validated interim awards for their course or to exit the course with an interim award. This must be formally requested by the student. Students who chose to study for an interim award will not be permitted to continue to study for a higher level validated interim or final award on that course. After one year a student who has chosen to exit their course with an interim award can re-apply to the University, to study for a higher award on the same course and an application for recognition of prior learning can be made by the applicant in line with the limitations specified in Appendix A. Decisions on such applications will be made on a case-by-case basis.
3.2.3	Students can request a transfer to an alternative course and qualification at the same level providing they: • Meet the entry criteria for the new course, and • can complete the new course within the maximum registration period set for the original course.
3.2.4	Where a student requests a transfer to a course with a Professional, Statutory and Regulatory Body (PSRB) requirement the accepting Faculty will ensure that: • The same selection and recruitment criteria, as those for new entrants, are applied. • PRSB notification requirements are met. • Agreement to the transfer does not affect the availability of places on the course for new entrants.
3.3	**Registration Periods**
Registration periods define the maximum length of time that a student can study at each level of their course and the maximum registration periods for courses.	
3.3.1	All students who enrol on a credit rated course validated by the University of Wolverhampton will be registered for the highest award validated for that course.
3.3.2	Maximum registration periods will be defined for each award and interim award offered by the University. See Appendix A. Where registration periods differ from those in Appendix A, this will be stated in the relevant Course Guide.

3.3.3	The maximum registration period for the lowest credit rated interim award (University Statement of Credit) is 1 academic year. Students who do not achieve any credits within their first year of study will have reached the maximum registration period of an interim award and will not be permitted to continue on the course. Credits accumulated through micro-credentials are not included.

3.3.4	A student's maximum registration period will be recalculated when required to take into consideration:
	
	• Recognition for Prior Learning (RPL)
	• Changes to mode of study.
	• Voluntary or enforced Break in Study (see 3.6)
	• Temporary Suspension of Studies
	• A break in study for any of the following:
	  ○ mandatory jury service
	  ○ maternity, paternity shared parental leave, or adoptive leave
	
	Students who are required by an award board to temporarily transfer to part time (5.2.2) will not have their maximum registration period re-calculated.

3.3.5	A maximum registration period can be extended where there is evidence to demonstrate that exceptional circumstances, outside of the student's control, have disrupted their progression and where there is good reason to believe that an extension would enable the student to progress to the next level or achieve an award. Any extension to a maximum registration period of more than one month must be requested by either: • the Course Leader in advance of the end of the maximum registration period or • The Complaints & Student Casework Unit, through the Academic Appeal or Complaints procedures. All extension requests must be approved by the Director of Registry Services. Extensions to maximum registration periods will be granted in month-long blocks and for no longer than 12 months.
3.4	**Enrolment**
Enrolment is the annual process through which a student confirms their continued study, agrees to abide by all University regulations and to the terms of the Tuition Fee Liability & Credit Control Policy.	
3.4.1	Students are responsible for ensuring that they are fully enrolled on the correct course by the published course start date. Students who are classed as "External Students" (see 3.2.1) will be automatically enrolled.
3.4.2	For home students, the latest date for enrolment is the first working day of the fourth week of teaching, as specified in the academic calendar for the course. For overseas students, the latest date for enrolment is the first working day of the fifth week of teaching. For all students, and in exceptional circumstances where there is evidence the University is responsible for delaying a student's enrolment, the deadline may be extended. All such decisions will be made on a case-by-case basis.

3.4.3	New students who do not enrol within this time frame must either: • Request to defer their studies, • Take a Break in Study or • Request to be withdrawn. Students who do not do any of the above will have their registration withdrawn.
3.4.4	Continuing students who do not enrol within this timeframe must either: • Take a Break in Study or • Request to be withdrawn. Students who do not choose either option will be assumed to have withdrawn from the course. Where a student has achieved academic credit an Award Board or its delegated authority will, at the earliest opportunity, consider their eligibility for any relevant interim qualification.
3.4.5	New students must provide proof of identity as part of the enrolment process.
3.4.6	Students requiring a visa to study in the UK must ensure that they meet, both at the beginning and for the duration of the course, the requirements stipulated by the UK Government and the conditions of their visa.
3.4.7	When students enrol, they must confirm acceptance of the terms of the University Tuition Fee Policy and must ensure that all academic related fees for which they are liable under these terms are paid within the year that they are due.
3.4.8	Students who have unpaid academic related fees from the previous year, for which they are liable under terms of the Tuition Fee Liability & Credit Control Policy, which exceed any annually agreed limit will not be permitted to enrol. In such cases regulation 3.4.4 will apply.
3.4.9	Students who are not enrolled are not fully covered by relevant health and safety policies and will as a consequence be excluded from any learning activities and will not have access to a range of online facilities.
3.4.10	Any assessment submitted by a student who is not enrolled will not considered valid and will not be marked.
3.4.11	It is a student's' responsibility to: • ensure that the personal information held by the University is accurate and kept up to date. • formally notify the University through the student portal if they choose to: - Take a Break in Study - Withdraw - Transfer to another course or another Institution.
3.5	**Module Registration**
Module Registration is the annual process through which students confirm which modules they intend to study in an academic year.	

3.5.1	Students must confirm which core and option (where applicable) modules they will be studying within the first three weeks of teaching of each academic year.
3.5.2	Students can request a change to their module registration within the first three weeks of teaching. All requests for change must be approved by Registry Services.
3.5.3	Where a module has a pre-requisite (see 1.3.4) students must ensure that they have passed this before they commence study on the next module. If the pre-requisite has not been passed credit will not be granted for any assessed work submitted.
3.5.4	Where a module has a co-requisite (see 1.3.4) students must ensure that both modules are registered for study in the same academic year.
3.5.5	Where a course has a prohibited combination of modules students must ensure that they are not registered to study that combination.
3.5.6	Students are expected to study the number of credits specified for their award or interim award (See Appendix A). Students are not permitted to register additional modules for the purpose of studying additional credits to improve their final results/classification.
3.6	**Break in Study (previously known as Leave of Absence)**
A "Break in Study" is defined as an authorised period of time when a student chooses to, or is required to, temporarily withdraw from their studies.	
3.6.1	Students taking a break in study will remain registered on their course but will not be enrolled and should not attend University to study or undertake assessment.
3.6.2	Requests for a Break in Study will be processed in accordance with the Break in Study Policy and Procedure.
3.6.3	Students can apply to take a Break in Study for a maximum of four semesters, or two academic years.
3.6.4	Students can also apply for an additional Break in Study due to: • Mandatory jury duty service • Maternity/Paternity/Parental/Adoptive Leave.
3.6.5	The University can require a student to take a mandatory break in study if, through the provisions of the Support to Study procedure, it is decided that this is in the student's best interest.
3.6.6	The University can enforce a break in study the Temporary Suspension procedure or as an outcome to the Student Code of Conduct and Disciplinary Procedure.

3.6.7	Students can be required to fulfil specified conditions or provide specific assurances as a condition of their return to study in cases where the break in study was due to: • Personal/extenuating circumstances which affected the student's ability to study, • a decision made through any of the following procedures: – Support to Study – Temporary Suspension – Student Code of Conduct – University Fitness to Practice
3.6.8	In all cases of a break in study the maximum registration period will be extended by the same amount.
3.6.9	The University cannot guarantee continuation on the same course and/or modules following a break from study. The University will inform students on a break from study if there are material changes to their course or modules in line with the Terms and Conditions of Admissions.
3.6.10	Where a student takes a Break in Study before completing a module, any summative assessment submitted will be carried forward and will contribute to the assessment result for that module when the student returns, provided that there have been no changes to the assessment requirements.
3.7	**Engagement**
Engagement is defined as "active attendance and regular use of resources and learning activities including (but not exclusively) participation in scheduled events, accessing core University systems, completing all required assessments, and interacting with staff, peers, and programme learning resources".	
3.7.1	Engagement is compulsory and will be monitored by the University in accordance with the Student Engagement Policy.
3.7.2	If, during the academic year a student does not meet the minimum published requirements for engagement as specified in the Student Engagement Policy action will be taken in accordance with the policy which may result in the student being withdrawn from the course.
4	**Assessment**
This section details the regulations which relate to the assessment of a student's academic performance.	
4.1.1	To gain academic credit, a student must demonstrate that they have achieved specified learning outcomes. Academic credit will only be awarded to students through: • Accreditation of Recognition of Prior Learning (see 2.3)
	• Successful completion of module summative assessments that meet the specified learning outcomes. • Limited compensation (see 4.6)

4.1.2	Assessment Boards have delegated authority on behalf of Academic Board for ensuring regulations are correctly applied. Detail of the boards' scope and terms of reference are in the Code of Practice on Assessment Boards.
4.2	**Grading**
The University uses grading schemes for recording the results of summative assessment and overall module results. These are aligned to the University Level and Mark Descriptors.	
4.2.1	All modules will have one or more summative assessments. Collectively the assessments must allow the student to demonstrate that they have met the module learning outcomes. Assessments will be: 1) Elements – Elements will be grouped. Students will not have to achieve a passing grade in each element but must achieve a passing grade overall for the group of elements to demonstrate that the learning outcomes have been met. 2) Components – all components must be passed in order to pass the module overall and to demonstrate that the learning outcomes have been met. They may include elements, some of which can be failed without meaning that the learning outcomes have not been met.
4.2.2	Module Guides will clearly specify if a module is assessed using components or elements. Where a module has multiple assessments, these will be assessed as elements, unless the course has an exemption approved by Academic Board or a designated subcommittee.
4.2.3	Where a summative assessment is made up of more than one grade the average overall grade will be calculated to a maximum of two decimal points.
4.2.4	Summative assessment marks will be added together (according to their weighting) to give an overall module grade.
4.2.5	Grades will be calculated to a maximum of two decimal points and the final overall grades will be rounded up or down as follows: • 0.50 – 0.99 – rounded up • 0.01– 0.49 – rounded down

4.2.6 Undergraduate summative assessment and module results will be recorded using the following percentage mark scheme:

Mark(%)	Grade	Performance	Result
90 - 100	P	Exceptional	Pass
80 – 89	P	Outstanding	Pass
70 – 79	P	Excellent	Pass
60 – 69	P	Very Good	Pass
50 - 59	P	Good	Pass
40 - 49	P	Sufficient	Pass
35 - 39	CP	Compensated	Compensated Pass
35 - 39	F	Insufficient	Marginal Fail
0 - 34	F	Poor	Fail
0	F	Failure following Academic Misconduct	Fail following the outcome of Academic Misconduct procedures.
0	AM	Academic Misconduct under investigation	Assessment submitted but grading has been put on hold pending the outcome of Academic Misconduct procedures.
0	NS	Not Submitted	Fail – No assessment submitted.
0	M	Extenuating Circumstances	Excused. Extenuating Circumstances have been granted, and you may submit the assessment at the next available opportunity.

If approved during course validation, some summative assessments or modules may be recorded as Pass/Fail only.

4.2.7 Level 7 summative assessments and module results, for students on an Integrated Masters course, will be recorded using the following postgraduate percentage mark scheme:

Mark(%)	Grade	Performance	Result
90 - 100	P	Outstanding	Pass
80 – 89	P	Excellent	Pass
70 – 79	P	Very Good	Pass
60 – 69	P	Good	Pass
50 - 59	P	Sufficient	Pass
40 - 49	F	Insufficient	Fail
0 - 39	F	Poor	Fail
0	F	Failure following Academic Misconduct	Fail following the outcome of Academic Misconduct procedures.
0	AM	Academic Misconduct under investigation	Assessment submitted but grading has been put on hold pending the outcome of Academic Misconduct procedures.
0	NS	Not Submitted	Fail – No assessment submitted.
0	M	Extenuating Circumstances	Excused. Extenuating Circumstances have been granted, and you may submit the assessment at the next available opportunity.

If approved during course validation, some summative assessments or modules may be recorded as Pass or Fail only.

4.2.8 If a student is unable through disability or injury to be assessed by the methods specified in the Module Guide, and where PSRB requirements permit, alternative but equivalent assessments will be designed in consultation with the Faculty Enabling Tutors and Disability and Inclusion and/or through the Support to Study procedures.

4.3 Fit to Sit and Extenuating Circumstances

4.3.1 The University operates a Fit to Sit policy. When a student sits/submits an assessment they are declaring through the submission process that they are fit to do so in accordance with the University Fit to Sit and Extenuating Circumstances Policy.

4.3.2 Where a student believes they have a valid reason (such as illness) for not submitting/sitting a summative assessment, they must follow the University Fit to Sit and Extenuating Circumstances Policy.

4.3.3	Students with approved extenuating circumstances on the first sit of a piece of summative assessment (where that work has not been submitted) are expected to submit/sit the assessment at the next published opportunity. If they do not do so, or they fail the assessment they will be required to resit the assessment (i.e., take the assessment again). The grade for a resit assessment will be awarded in accordance with Section 4.5 of these regulations.
4.4	**Late Submissions and Extensions**
4.4.1	Requests for extensions will be considered in accordance with requirements specified in the Late Submissions and Extensions policy.
4.4.2	Assessments submitted after the published deadline will be considered in accordance with requirements specified in the Late Submissions and Extensions policy.
4.5	**Resits and Retakes**
A resit provides a student with the opportunity to take an assessment or examination again if they did not achieve a passing grade. A retake provides a student with the opportunity to study a whole module again when all resit opportunities have been exhausted.	
4.5.1	Students who do not achieve a passing grade in a component or group of elements will be permitted a single resit attempt on the failed assessment(s). Students who have achieved an overall passing grade for a group of elements will not be permitted to resit any failed individual elements.
4.5.2	Resit attempts must be taken at the first opportunity within the same academic year that the module was studied, unless valid extenuating circumstances were approved during the resit period.
4.5.3	Students who successfully pass a resit element will receive an uncapped resit assessment mark. However, the overall module mark will be capped at 40% for Levels 5-6, or 50% for Level 7. Resit module marks for levels 3 or 4 will not be capped.
4.5.4	Students who successfully pass a resit at level 5 or 6 will have their overall module grade capped at 40% (Levels 3-6) or 50% (Level 7).
4.5.5	Students who have exhausted all available resit opportunities without achieving an overall pass grade will be deemed to have failed the module. Students who fail a module will be permitted to retake it, subject to the relevant progression and continuation regulations (Section 5 of these regulations).
4.5.6	The University cannot guarantee that all modules will be available to be taken again. Where a module is no longer available the student will be required to take an alternative replacement module.
4.5.7	Students who fail an option module may choose to study an alternative module from the options listed in the Course Guide rather than retake the module they have failed.

4.5.8	Students who successfully pass a module they have retaken, or an alternative/replacement module will have their maximum overall module grade limited to 40% (Levels 3-6) or 50% (Level 7).
4.5.9	Students are not permitted to resit assessments or retake modules in which they have achieved a passing grade unless this has been agreed through the Academic Appeal or Extenuating Circumstances.
4.6	**Compensation**
Compensation is the process through which, in limited circumstances, a student can be granted a pass in a module for which they achieved a marginal fail grade (35- 39%).	
4.6.1	Compensation will only be applied where an overall module grade is between 35-39% and where all other compensation conditions are met.
4.6.2	Levels of compensation are specific to each type of award (see Appendix A). Compensation at any level will only be considered where a student has passed a minimum of 90 credits at that level.
4.6.3	Compensation is not permitted for: • Sandwich Placement modules • Work-based or work-related modules • Independent Study modules (in courses where independent study is assigned to a specific module).
4.6.4	Compensation will be automatically applied as follows: • For Levels 3 and 4 compensation will be applied at the earliest progression board. • For Levels 5 and 6 compensation will be applied after all submission opportunities in the current academic year have been exhausted.
4.6.5	For Levels 5 and 6, where a student receives a fail grade, and the grade for a subsequent resit is lower, the highest grade will be used for the purposes of assessing eligibility for compensation.
4.6.6	There is no right to resit an assessment in a module for which a compensated pass has been awarded.
4.6.7	Where a module is compensated students will be awarded credit for the module, but the % mark will not be changed. This will be recorded as a Compensated Pass (CP) and may be included in the calculations for the classification of an award.
5	**Progression and Continuation**
Decisions regarding student progression or continuation will be made in accordance with the terms of the Code of Practice on Assessment Boards.	
5.1	**Progression**

Progression regulations specify the conditions that need to be met for a student to progress to the next level of their course.	
5.1.1	Full time students on courses with more than one level can progress to the next level, providing they have: • Passed at least 90 credits on the current level. • Not exceeded the maximum registration period for their award or any interim award. • Are in a position to recover any failure. • Passed all modules at level 3 before commencing level 5. • Passed all modules at level 4 before commencing level 6. In addition, students on Integrated Masters courses can progress to level 7 where they have: • Passed all modules at level 6 before commencing level 7, **and** • Achieved a minimum of 2:2 (lower second class) degree classification on completion of level 6.
5.1.2	Part time students on courses with more than one level will be permitted to study modules at the next level, providing they have: • Passed at least 60 credits on the current level. • Not exceeded the maximum registration period for their award or any interim award. • Are in a position to recover any failure. • Passed all modules at level 3 before commencing level 5. • Passed all modules at level 4 before commencing level 6. In addition, students on Integrated Masters courses can progress to level 7 where they have: • Passed all modules at level 6 before commencing level 7, **and** Achieved a minimum of 2:2 (lower second class) degree classification on completion of level 6.
5.2	**Continuation**
Continuation regulations specify the conditions that need to be met for a student to continue to study at the same level of their course.	
5.2.1	**Full-time** students who do not meet the criteria to progress to the next level can continue and/or repeat their studies at the same level on a **full-time** basis providing they: • Study more than 90 credits (120 credits for Accelerated Single Honours Degrees) with a maximum of 30 credits from the next level of study. • Study the outstanding modules for the level or approved alternatives for these. • Are in a position to recover any failure. • Have not exceeded the maximum registration for their award or any interim award.

5.2.2	**Full-time** students who do not meet the criteria to progress to the next level can continue or repeat their studies at the same level on a **part-time** basis providing they: • Study no more than 90 credits with a maximum of 30 credits from the next level of study, • Study the outstanding modules for the level or approved alternatives for these. • Are in a position to recover any failure. • Have not exceeded the maximum registration for their award or any interim award.
5.2.3	**Part-time** students who do not meet the criteria in 5.2.1 can continue or repeat their studies at the same level providing they: • Study no more than 90 credits with a maximum of 30 credits from the next level of study, • Study the outstanding modules for the level or approved alternatives for these. • Are in a position to recover any failure. • Have not exceeded the maximum registration for their award or any interim award.
5.2.4	Full time students studying a Graduate Certificate or Graduate Diploma award who do not achieve the required credits for their award can continue and or repeat their studies providing they: • Study the outstanding modules for the level or approved alternatives for these. • Are in a position to recover any failure. • Have not exceeded the maximum registration for their award or any interim award
5.2.5	Part time students studying a Graduate Certificate or Graduate Diploma award can continue and/or repeat their studies providing they: • Have no more than 30 credits outstanding from modules already studied. • Are in a position to recover any failure. • Have not exceeded the maximum registration for their award or any interim award.
5.2.6	Where a student is following a non-standard delivery pattern (such as those commencing their studies in semester 2) which does not allow sufficient time to process progression and continuation decisions before the start of the next academic year a provisional decision will be made pending the final decision reached in accordance with the terms of the Code of Practice on Assessment Boards. The provisional decision will take into consideration the students' first semester results and an assessment of the likelihood of them meeting the requirements for progression or continuation following confirmation of their second semester results. This provisional decision will enable students to enrol pending the final decision. Students who are subsequently found not to have met the criteria for progression or continuation will be withdrawn from that level or year of their course. This decision will be taken within four weeks of the start date of that level or year of their course.
6	**Awards**

6.1.1	To be eligible for an award or any interim award validated for a course students must meet the credit requirements detailed in Appendix A.
6.1.2	Where credit has been achieved that is insufficient for an interim award, or where none exists, a University Statement of Credit will be awarded via the student transcript.
6.2	**Classification of Awards**
6.2.1	The classification of the following awards will be calculated using a percentage grade average, based on the grades from the student's best credits taken at the University of Wolverhampton on their current course as specified in Appendix B: • Foundation Degree • Higher National Certificate (HNC) • Higher National Diploma (HND) • Bachelors Degree with Honours • Integrated Masters Degree
6.2.2	Marginal fails at 35-39%, where a pass by compensation has been awarded, will be counted towards the percentage average if they form part of the grades from the student's best credits.
6.2.3	The criteria used in deciding on the classification of a student's award are detailed in Appendix B. For Bachelors Degree with Honours and Integrated Masters Degrees this includes the criteria for deciding on classifications where the percentage grade average falls within a border range of two classifications.
6.2.4	Grades gained in modules owned and delivered by another educational institution will only be included in the calculation of a classification where this has been specifically approved at validation. Where this is not the case the classification will be based on the University of Wolverhampton modules only.
6.3	**Interim Awards**
An Interim Award is a qualification given where a student has completed part but not all of their full award.	
6.3.1	Interim awards will only be awarded to students who have achieved sufficient credits to be eligible for an interim award a**nd:** • Chosen to exit the course by either not re-enrolling or withdrawing without completing the full award, or • Failed to achieve the award for which they were registered within any of the relevant maximum registration periods, or • Been excluded by the University. In such cases the student will be awarded the highest interim award available on their course, based on the credits achieved. See Appendix A.
6.4	**Aegrotat Awards**

An Aegrotat award is an unclassified award that is given in exceptional circumstances to a student who is unable to complete an award or interim award due to very exceptional circumstances.	
6.4.1	An Aegrotat award can be recommended when an Award Board has incomplete evidence of the student's performance to be able to recommend the award (or interim award) but is satisfied that, but for illness or other valid causes, the student would have reached the standard required. In these circumstances, the student (or a person duly authorised by the student to act on their behalf) must have signified, in writing, that they are willing to accept the award and that any possibility of reassessment has been waived. Aegrotat awards do not carry any classification or distinction.
6.4.2	An Aegrotat award may be made posthumously. The Award Board will normally recommend the target award for which the student was enrolled.
6.4.3	Aegrotat awards will not be made on programmes carrying professional body accreditation, with the exception of posthumous awards where appropriate.
6.4.4	Recommendations for Aegrotat awards must be approved by the Director of Registry Services prior to confirmation.
6.5	**Revocation of Awards**
6.5.1	In exceptional circumstances, following an investigation, the University may at any time, on the recommendation of Director of Registry Services revoke an award and all privileges connected therewith, having determined that there is good cause to do so. This can include but is not limited to the following grounds: • Where an award is found to have been obtained by fraud or deception, including academic misconduct. • Where a graduate has not met the requirements of the award conferred, • Where the award has been obtained due to administrative error or irregularities in the conduct of the Award Board.

APPENDIX A: Undergraduate 30 Credits

Undergraduate Awards	Expected registration period (years)	Max. registration period (years)	No. of Credits required for the Award L3	L4	L5	L6	L7	Total	Min. No. of University of Wolverhampton credits required from current course to be eligible for the award	Max.No. Credits from RPL permitted	Max. No Credits from whole modules that can be compensated (Cannot include: Sandwich Placement or Workbased/related modules or L6 Independent Study) L3	L4	L5	L6	Total	Interim Award(s) Please note: University Statement of Credit is the lowest available interim award for all courses
University Statement of Credits	FT = 1 PT = 1	FT = 1 PT = 1	Up to 90 @ any level					90	5 Any Level	N/A	0					None
University Statement of Preparatory Studies	FT = 1 PT = 1	FT = 2 PT = 3	Up to 120 @ any level				N/A	120	120 L3/4/5/6	N/A	0					None
Foundation and Preparatory Studies (L3)	FT = 1 PT = 2	FT = 2 PT = 4	120	N/A				120	120 L3	N/A	40	0			40	None
University Certificate (L4)	FT = 1 PT = 1	FT = 1 PT = 2	N/A	60	N/A			60	60 L4	N/A	0					None
Certificate in Education	FT = 1 PT = 2	FT = 2 PT = 4	N/A	120		N/A		120	60 L4	60 L4/5	0					None
Certificate of Higher Education & Higher National Certificate	FT = 1 PT = 2	FT = 2 PT = 4	N/A	120	N/A			120	60 L4	60 L4	0	30	0		30	None
Diploma of Higher Education & Higher National Diploma	FT = 2 PT = 4	FT = 4 PT = 6	N/A	120	120		N/A	240	60 L5	180 L4/5	0	30	30	0	60	Certificate of Higher Education
Foundation Degree	FT = 2 PT = 3	FT = 4 PT = 6	N/A	120	120	N/A		240	60 L5	180 L4/5		30	30	0	60	Certificate of Higher Education
University Diploma (L5)	FT = 1 PT = 1	FT = 1 PT = 2	N/A		60	N/A		60	60 L5	N/A	0					None
Ordinary Degree (i.e. non-honours)	FT = 3 PT = 4	FT = 5 PT = 8	N/A	120	180 incl. min 60@L6		N/A	300	N/A	N/A	0	30	30	0	60	Certificate of Higher Education Diploma of Higher Education
Ordinary Degree (i.e. non-honours) with Foundation Year	FT = 4 PT = 6	FT = 6 PT = 8	120	120	180 incl. min 60@L6		N/A	420	N/A	N/A	40	30	30	0	100	Foundation and Preparatory Studies Certificate of Higher Education Diploma of Higher Education
Ordinary Degree (i.e. non-honours) with Sandwich Placement	FT = 3 PT = 4	FT = 5 PT = 8	N/A	120	180 incl. 60 L5 sandwich placement credits and min 60@L6		N/A	360	N/A	N/A	0	30	30	0	60	Certificate of Higher Education Diploma of Higher Education
Honours Degree & Honours Degree (Bracketed Specialist)	FT = 3 PT = 5	FT = 5 PT = 8	N/A	120	120	120	N/A	360	120 L6	240 L4/5	0	30	30	30	90	Certificate of Higher Education Diploma of Higher Education Ordinary Degree
Honours Degree with Foundation year	FT = 4 PT = 6	FT = 6 PT = 8	120	120	120	120	N/A	480	N/A	N/A	40	30	30	30	130	Foundation and Preparatory Studies Certificate of Higher Education Diploma of Higher Education Ordinary degree
Honours Degree with Sandwich placement	FT = 4 PT = 6	FT = 6 PT = 8	N/A	120	120 120 plus 60 L5/6 sandwich placement credits		N/A	420	180 60 @L5 to include 60 sandwich placement credits and 120 @ L6	240 L4/5	0	30	30	30	90	Certificate of Higher Education Diploma of Higher Education Sandwich Ordinary Degree/ Ordinary Degree
Accelerated Honours Degree	FT = 2 PT = 4	FT = 4 PT = 7	N/A	120	120	120	N/A	360	120 L6	240 L4/5	0	30	30	30	90	Certificate of Higher Education Diploma of Higher Education Ordinary Degree
Top Up Honours Degree - 120 credits	FT = 1 PT = 2	FT = 2 PT = 4	N/A		120 Max 60 @ L5		N/A	120	60 L6	60 L5/6	0	0	0	30	30	None
Top Up Honours Degree - 180 credits	FT = 2 PT = 3	FT = 2 PT = 4	N/A		60	120	N/A	180	120 L6	60 L5	0	0	0	30	30	Ordinary Degree (Top-up)
Advanced University Diploma (L6)	FT = 1 PT = 1	FT = 1 PT = 2	N/A		N/A	60	N/A	60	60 L6	N/A	0					None

Joint Honours Degrees with 20 and 30 Credit Modules	Expected registration period (years)	Max. registration period (years)	No. of Credits required for the Award						Min. No. of University of Wolverhampton credits required from current course to be eligible for the award	Max.No. Credits from RPL permitted	Max. No Credits from whole modules that can be compensated (Cannot include: Sandwich Placement or Workbased/related modules or L6 Independent Study)					Interim Award(s)Please note: University Statement of Credit is the lowest available interim award for all courses
			L3	L4	L5	L6	L7	Total			L3	L4	L5	L6	Total	
Ordinary Degree (i.e. non-honours)	FT = 3 PT = 4	FT = 5 PT = 8	N/A	120	180 incl. min 60@L6		N/A	300	N/A	N/A	0	40	40	0	80	Certificate of Higher Education Diploma of Higher Education
Ordinary Degree (i.e. non-honours) with Foundation Year	FT = 4 PT = 6	FT = 6 PT = 8	120	120	180 incl. min 60@L6		N/A	420	N/A	N/A	40	40	40	0	120	Foundation and Preparatory Studies Certificate of Higher Education Diploma of Higher Education
Ordinary Degree (i.e. non-honours) with Sandwich Placement	FT = 3 PT = 4	FT = 5 PT = 8	N/A	120	180 incl. L5 placement		N/A	300	N/A	N/A	0	40	40	0	80	Certificate of Higher Education Diploma of Higher Education
Honours Degree with Foundation year	FT = 4 PT = 6	FT = 6 PT = 8	120	120	120	120	N/A	480	N/A	N/A	40	40	40	30	150	Foundation and Preparatory Studies Certificate of Higher Education Diploma of Higher Education Ordinary degree
Honours Degree with Sandwich placement	FT = 4 PT = 6	FT = 6 PT = 8	N/A	120	120 plus L5/6 sandwich placement credits	120	N/A	360	180 60 @L5 to include 40 sandwich placement credits and 120 @ L6	220 L4/5	0	40	40	30	110	Certificate of Higher Education Diploma of Higher Education Ordinary Degree with Sandwich Placement/ Ordinary Degree
Accelerated Honours Degree	FT = 2 PT = 4	FT = 4 PT = 7	N/A	120	120	120	N/A	360	120 L6	240 L4/5	0	40	40	30	110	Certificate of Higher Education Diploma of Higher Education Ordinary Degree

Undergraduate Awards	Expected registration period (years)	Max. registration period (years)	No. of Credits required for the Award						Min. No. of University of Wolverhampton credits required from current course to be eligible for the award	Max.No. Credits from RPL permitted	Max. No Credits in whole modules that can be compensated (Cannot include: Sandwich Placement or Workbased/related modules or L6 Independent Study)					Interim Award(s) Please note: University Statement of Credit is the lowest available interim award for all courses
			L3	L4	L5	L6	L7	Total			L3	L4	L5	L6	Total	
Graduate Certificate	FT = 1 PT = 1	FT = 1 PT = 2	N/A			60	N/A	60	60 L6	N/A	0					None
Graduate Diploma	FT = 1 PT = 2	FT = 2 PT = 3	N/A			120	N/A	120	60 L6	N/A	0					Graduate Certificate
Professional Graduate Certificate in Education	FT = 1 PT = 2	FT = 2 PT = 4	N/A		120		N/A	120	60 L5	N/A	0					Certificate in Education
Graduate Certificate in School Teaching	FT = PT =	FT = PT =	N/A			100		120	120 L6/7	N/A	0					N/A
Graduate Certificate In Teaching Studies	FT = PT =	FT = PT =	N/A			60		60	30 L6/7	N/A	0					N/A
Postgraduate Certification in Education (H)	FT = PT =	FT = PT =	N/A		120 Max 60	Min 60	N/A	120	120 L5/6	N/A	0					N/A
Postgraduate Certificate in Education M	FT = PT =	FT = PT =	N/A		N/A	60	60	120	120 L6/7	N/A	0					Graduate Certificate

Integrated Masters Awards	Expected registration period (years)	Max. registration period (years)	No. of Credits required for the Award						Min. No. of University of Wolverhampton credits required from current course to be eligible for the award	Max.No. Credits from RPL permitted	Max. No Credits that can be compensated (Cannot include: Sandwich Placement or Workbased/related modules or L6 Independent Study)					Interim Award(s) Please note: University Statement of Credit is the lowest available interim award for all courses
			L3	L4	L5	L6	L7	Total			L3	L4	L5	L6	Total	
Integrated Masters Degree	FT = 4 PT = 6	FT = 6 PT = 8	N/A	120	120	120	120	480	240 120@ L6, 120@ L7	240 L4/5	0	30	30	30	90	Certificate of Higher Education Diploma of Higher Education Ordinary Degree Honours Degree
Integrated Masters Degree with Foundation Year	FT = 5 PT = 7	FT = 7 PT = 9	120	120	120	120	120	600	Not applicable	N/A	30	30	30	30	120	Foundation and Preparatory Studies Certificate of Higher Education Diploma of Higher Education Ordinary Degree Honours Degree
Integrated Masters Degree with Sandwich placement	FT = 5 PT = 7	FT = 7 PT = 9	N/A	120	120 120 plus 60 sandwich placement credits at L5 or L6		120	540	280 60 sandwich placement credits @ (L5 or 6) and 120 @ L6, 120@ L7	240 L4/5	0	30	30	30	90	Certificate of Higher Education Diploma of Higher Education Ordinary Degree with Sandwich Placement/ Ordinary Degree Honours Degree with Sandwich Placement/ Honours Degree
Accelerated Integrated Masters Degree	FT = 3 PT = 5	FT = 5 PT = 7	N/A	120	120	120	120	480	240 120@L6 120@L7	240 L4/5	0	30	30	30	90	Honours Degree Ordinary Degree Diploma of Higher Education Certificate of Higher Education

APPENDIX B: Undergradute 30 Credits

Classification Tables

Sub-Degree Awards		
	Pass with Merit	**Pass with Distinction**
Foundation Degree	At least 90 credits at 60% or above at level 5	At least 90 credits at 70% or above at level 5.
Higher National Certificate (HNC)	At least 90 credits at 60% or above at level 4.	At least 90 credits at 70% or above at level 4.
Higher National Diploma (HND)	At least 90 credits at 60% or above at level 5	At least 90 credits at 70% or above at level 5.

Bachelor's Degree with Honours, including with Foundation Year and with Sandwich Placement		
Classification	**Percentage Average**	**Criterion for the award of the higher class**
First (1st)	70%- 100%	
First/Upper Second boarder range 1st/2.1	68.01 - 69.99%	70% or above in at least 60 credits at Level 6
Upper Second (2.1)	60% - 68%	
Upper/Lower Second Order Range (2.1/2.2)	58.01% - 59.99%	60% or above in at least 60 credits at Level 6
Lower Second (2.2)	50% - 57%	
Lower Second /Third Boarder Range (2.2/3rd))	48.01% - 49.99%	50% or above in at least 60 credits at Level 6
Third (3rd)	40% - 47%	

Integrated Masters Degree including with Foundation Year and with Sandwich Placement

Integrated Masters Degree	Percentage Average	Criterion for the award of the higher class
First (1st)	70%- 100%	
First/Upper Second boarder range 1st/2.1	68.01 - 69.99%	70% or above in at least 60 credits at Level 7
Upper Second (2.1)	60% - 68%	
Upper/Lower Second Order Range (2.1/2.2)	58.01% - 59.99%	60% or above in at least 60 credits at Level 7
Lower Second (2.2)	50% - 57%	
Lower Second /Third Boarder Range (2.2/3rd))	48.01% - 49.99%	50% or above in at least 60 credits at Level 7
Third (3rd)	40% - 47%	

Credit Requirements

	Number of University of Wolverhampton credits taken on current course	**Percentage average based on best results from:**	**Must include**
Bachelor's Degree with Honours	240 - 360	180 credits from levels 5 and 6	Minimum of 90 credits at level 6, to include independent study/project module (if applicable to the course)
	160 - 220	150 credits from levels 5 and 6	Bracketed - Specialist award: must have passed at least 80 credits at level 6 in the specialist subject.
	Fewer than 160	90 credits from level 6	
Bachelor's Degree with Honours - with Foundation Year	480	180 credits from levels 5 and 6	Minimum of 90 credits at level 6 to include independent study/project module (if applicable to the course)
Bachelor's Degree with Honours - with Sandwich Placement	300 - 420	210 credits from levels 5 and 6	Level 5 Placement module and a minimum of 90 credits at level 6 to include independent study/project module (if applicable to the course)
	200 - 280	150 credits from levels 5 and 6	

	Number of University of Wolverhampton credits taken on current course	**Percentage average based on**
Integrated Masters Degrees (including with Foundation Year and with Sandwich Placement)	480 - 600	All credits from levels 5, 6 and 7
		Weighted: L5 20%, L6 30%, L7 50%
Integrated Masters Degrees (direct entry to L6)	240	All credits from Levels 6 and 7
		Weighted: L6 50%, L7 50%