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Section 1

Study

The majority of students at De Montfort University (DMU) enrol on a programme which leads

1.10 Undergraduate modules can also be designated as must-pass within a programme. This means that students must pass the module to be eligible to gain their intended award; compensation is not available for must-pass modules.

Students enrolled on individual modules

1.11 Students may enrol on one or more individual modules for continuing professional development (CPD) purposes instead of enrolling on a programme.

1.12 Students who receive credits for passing individual modules may apply via the Recognition of Prior Learning (RPL) process to use those credits in admission to a programme.

Introduction to programmes

1.13 Programmes are coherent groups of modules which lead to a specified academic award. The majority of students who enter the university enrol on a programme. Programmes are sometimes also known as courses.

1.14 Undergraduate programmes normally consist of four 30 credit modules per level of study. A full-time student would usually complete a level of study within one calendar year. Modules are delivered sequentially, in seven-week blocks. There are two blocks in each 15-week semester, four blocks in total in an academic year.

1.15 With faculty permission one block in each undergraduate level of study may consist of two 15 credit modules.

1.16 With faculty permission two 30 credit undergraduate modules may be delivered in parallel over two blocks.

1.17 Undergraduate programmes have no module choice at level 4; students study a fixed curriculum. Programmes with specified routes are an exception as they offer module

Assessment

Each module has one or more assessment tasks to test students' understanding of the module content. Each module has learning outcomes – things which students should be able to do on successful completion of the module – which are linked to the assessment tasks. Successful completion of the assessment tasks, as measured by a pass mark in the module, leads to the award of credit. In some modules, compensation for marginal failure may be offered, which also leads to the award of credit. By accumulating credit a student can become eligible to be given an award eg BA (Hons).

Sometimes students may experience difficulties with their assessments due to unforeseen circumstances, significant personal or medical issues. The university offers several options for students in such situations, which are detailed in section 5: deadline extensions, deferrals and leave of absence.

Where do I go for more information?

Further information about assessment can be found in the university's assessment and feedback policy. The policy also includes undergraduate and postgraduate mark descriptors which describe what a student must achieve to receive a mark in a particular mark range. Visit: dmu.ac.uk/assessment.

Please see the module and programme specifications contained in your student handbook for more information about assessment on your programme. A glossary is available should you need an explanation of the terminology used within this document.

Need help?

For advice and guidance about assessment at DMU, please contact your module leader or the Student Advice Centre.

Some programmes may have different requirements from those outlined in this section. Please refer to the programme-specific regulations for details.

Module assessment

2.1 Modules will be taught and assessed in English2 (i)-718rammes maea4.2 (e9)-5.2 (h)3(l)-2.2 5.5 (A

Passing a module

2.6 The pass mark for an undergraduate module is 40 per cent

2.7 Some modules don't have a percentage mark but are marked as pass or fail.

Normally(h).t7ag.879998my(en)-2 (t)-5.3 j/o.'t hrt re.3 j ('))122.3 (3 (a]J0 T a p)-5.3 (h)e-1 (as.1 (er

contributes appropriately to the programme's outcomes as defined in the programme specification

- That the substitute module is of the same credit value and level as the failed module
- The substitute module's suitability and availability within the student's programme
- That timetable and resource constraints don't prevent the student from studying the module
- That the student pays the module fees
- That the student enrols on the substitute module at the next available opportunity

2.37 In taking a substitute module:

- The student will be using up a reassessment opportunity
- All assessment components will be capped at the pass mark
- If the student fails the substitute module, it may only be reassessed if the student has reassessment opportunities remaining

Reassessment in modules which have changed or been withdrawn

~~2.38~~

Section 3

Progression

Progression means allowing a student to move from one academic level to the next or from one stage of a programme to the next. We consider how many modules (credits) a student has passed and whether they have failed any modules.

We have progression regulations to make sure that students have the knowledge and skills from passing previous modules to prepare them for a more challenging level of study. We also have these regulations to make sure that students don't have a significant additional challenge in repeating failed assessments alongside studying new modules.

Where do I go for more information?

A glossary is available should you need an explanation of the terminology used within this document.

Need help?

For advice and guidance about progression, please contact your programme leader or Student Advice Centre.

Some programmes may have different requirements from those outlined in this section. Please refer to the programme-specific regulations for details.

Progression between undergraduate levels of study

3.1 Students may progress if they have passed 120 credits. Students may also progress if they have passed a minimum of 90 credits and are awarded compensation in up to 30 credits for module marks between 30-39 per cent.

Section 4: Awards

- Module marks in at least half of the level 6 credits (honours degree) or level 7 (integrated master's) are in the higher classification band.

4.14 There is no consideration band between fail and third class honours. This means that an average for classification of 39 per cent or below is a fail. There is no 'consideration' to increase this to a third class honours.

Integrated master's degree with 30 credit sandwich placement (MDes, MPhys etc)

See example integrated master's degree with sandwich placement classification calculation

4.15 A student will be awarded an **integrated master's degree with 30 credit sandwich placement** if they have:

- Gained 510 credits, passing a minimum of:
  - 90 credits with a maximum of 30 credits of compensation at levels 4 and 6
  - 120 credits with a maximum of 30 credits of compensation at level 5
  - 120 level 7 credits **and:**
- Achieved an average mark of at least 50 per cent across the level 7 modules studied.

4.16 Classification of the integrated master's degree with 30 credit sandwich placement is based on the:

- Best 240 credits of the 270 studied at levels 5 and 6, single-weighted **and the**
- Best 105 credits of the 120 studied at level 7, triple-weighted.

Integrated master's degree (MDes, MPhys etc)

See example integrated master's degree classification calculation

4.17 A student will be awarded an **integrated master's degree** if they have:

- Gained 480 credits

- Achieved an average mark of at least 40 per cent across the level 6 modules studied.

4.21 Classification of the honours degree with sandwich placement is based on the:

- Best 120 credits of the 150 studied at level 5, single-weighted, **and the:**
- Best 105 credits of the 120 studied at level 6, triple-weighted.

4.22 If the outcome of the above classification calculation is within two per cent of the next classification band, then the consideration band rules will be applied.

Honours degree (BA/BSc/LLB)

See example honours degree classification calculation

4.23 A student will be awarded an **honours degree** if they have:

- Gained 360 credits, passing a minimum of 90 credits with a maximum of 30 credits of compensation per level, **and:**
- Achieved an average mark of at least 40 per cent across the level 6 modules studied.

4.24 Classification of the honours degree is based on the:

- Best 105 credits of the 120 stu(e)51:rT2.3 (di)-9.7 (t)-7.2 (s)fsfi-7 (e)-2.3 (di)-9.7 (t

Graduate certificate (GradCert)

4.29 A student will be awarded a **graduate certificate** if they have:

- Gained 60 level 6 credits and:
- Achieved an average mark of at least 40 per cent across the modules studied.

Foundation degree (FdA, FdSc) and Higher National Diploma (HND)

See example foundation degree/HND classification calculation

4.30 Ats an Hife

4.37

deferral form available from the Student Advice Centre and considered by a faculty or university panel.

5.5 Chapter 5 of the general regulations and procedures affecting students outlines the deferral process and the evidence required to support a deferral application.

Leave of absence

5.6 Students who are experiencing significant personal or medica (al)-2 ƀDemic regulatio.1 (abs)-1

RPL credit which can be allowed

ents must gain a minimum volume of credit at the university in order to get a DMU rd. These requirements are set out in the table below:

ard	DMU credit required	Maximum RPL credit
grated master's degree with r placement	120 level 6 credits 120 level 7 credits	120 level 4 credits 120 level 5 credits
grated master's degree	120 level 6 credits 120 level 7 credits	120 level 4 credits 120 level 5 credits
ours degree with year cement	120 level 6 credits	120 level 4 credits 120 level 5 credits
Honours degree	120 level 6 credits	120 level 4 credits 120 level 5 credits

GradualID 3018 nBT10.98 0 2390.3el 4

RPL scenario	Classification calculation
Direct entrants into level 6	Classification is based on the best 105 credits at level 6, single-weighted, and the best 105 credits at level 7, triple-weighted
Direct entrants part-way through level 5	Classification is based on the average for all the level 5 modules studied and the best 105 credits at level 6, single-weighted and the best 105 credits at level 7, triple-weighted.
Direct entrants at the start of level 5	The normal classification rule applies

7.11 For undergraduate honours degrees classification is calculated as follows:

RPL scenario	Classification calculation
Direct entrants into level 6 who study more than 120 credits	Please refer to the programme-specific regulations
Direct entrants into level 6	Classification is based on the average of the module marks in the best 105 credits from the 120 studied
Direct entrants into level 6 who study fewer than 120 credits	Classification is based on the mark average for all modules studied
Direct entrants part-way through level 5	Classification is based on the average of the module marks in the best 105 credits from the 120 studied at level 6, triple-weighted, and the mark average for all the level 5 modules studied, single-weighted
Direct entrants at the start of level 5	The normal classification rule applies

7.12 For other undergraduate awards which are classified, the classification is based on the average of the marks for all modules studied at the level of the award. This means level 5 for foundation degrees and Higher National Diplomas (HNDs) and level 4 for Higher National Certificates (HNCs).

Maximum periods of registration

7.13 The maximum registration period for students entering the university with RPL will be in proportion to their study at the university, compared to the full programme of study. This information will be provided at initial registration with the university or as soon as possible thereafter.

7.14 Examples for full-time registrations are given in the table below:

RPL credits	DMU credits	Maximum period of registration
120 level 4 and 120 level 5 credits	120 level 6 credits	2 years
120 level 4 and 60 level 5 credits	60 level 5 credits and 120 level 6 credits	3 years

RPL credits

Studying abroad

Students may take the opportunity to study abroad for part of their programme and likewise students from overseas institutions may attend De Montfort University (DMU). Where such arrangements exist, there are regulations which govern how the credit earned at a different institution may be included in the student's programme.

Where do I go for more information?

A glossary is available should you need an explanation of the terminology used within this document.

Need help?

For advice and guidance about studying abroad, please contact your programme leader.

Some programmes may have different requirements from those outlined in this section. Please refer to the programme-specific regulations for details.

Studying in Europe: European Credit Transfer and Accumulation System (ECTS)

8.1 There is a recognised credit transfer system across Europe which is called the European Credit Transfer and Accumulation System (ECTS). This is used where DMU students undertake study at a European institution.

8.2 Where a student has been awarded credit via ECTS the credit gained will be converted to the equivalent UK higher education credit. One ECTS credit is equivalent to two UK higher education credits.

8.3 The credits awarded by the European institution will replace the credits which would otherwise have been obtained through study at DMU. These arrangements must be agreed between the university and the participating institution in advance of the student undertaking study abroad.

8.4 Students studying under the ECTS system will also receive grades for the modules successfully completed. The ECTS Users' Guide provides information on how to convert institutions' grading schemes into DMU marks

Studying at institutions which don't use the ECTS

8.5 Where a DMU student undertakes part of their studies at an institution which doesn't utilise ECTS, an agreement on the equivalence of credit and mark conversion should be put in place before the student studies abroad.

Student exchange year abroad

8.6 Students may, with the permission of their programme leader, study abroad for a full academic year as part of their degree. The year abroad will take place between level 5 and level 6 study. This will be recognised by adding 'with year abroad' to the degree certificate.

8.7

Glossary

Term	Definition
Academic offence	An academic offence is where a student commits any act which is intended to evade and undermine the university's processes for rigorous and fair assessment.

<table>
<tr><td>Assessment weightings</td><td>These define how much each module assessment task is ‘worth’ in the module. For example, a module’s assessment weightings might be as follows:

<table><tr><th>Activity</th><th>Assessment weighting</th></tr><tr><td>Essay</td><td>30%</td></tr><tr><td>Group presentation</td><td>20%</td></tr><tr><td>Portfolio</td><td>50%</td></tr></table>
The marks achieved for each assessment task would be weighted to calculate the overall module mark.</td></tr>
<tr><td>Associate Dean (Academic)</td><td>A senior academic member of staff who provides faculty-wide leadership in academic management, student support and enhancing the student experience.</td></tr>
<tr><td>Award</td><td>When students have accumulated sufficient credits, they become eligible to be given an award of the university eg BA (Hons) English. Some awards are classified. This means that rather than just confirming that a student has passed, students can be given recognition for the marks they’ve achieved, either through the honours degree classification system or via the award of merit or distinction.</td></tr>
<tr><td>Block teaching</td><td>Block teaching is a model of delivery where students take one module at a time before progressing onto the next. The standard module block is seven weeks during which all learning, teaching and assessment will take place.</td></tr>
<tr><td>Classification</td><td>Some awards are classified, which means that students’ performance above the threshold standard to pass the award is recognised and rewarded. Common methods are the degree classification system (first class, upper second class etc) and the pass/merit/distinction model. An average mark for classification is determined according to set mathematical rules, and an award is made based on what classification band a student’s average for classification falls within.</td></tr>
<tr><td>Compensation</td><td>Compensation is the award of credit in an undergraduate programme where a module has been marginally failed, but a student has passed all their other modules. Compensating credit is not awarded against the failed module, but against the level of study, up to a maximum of 30 credits. This allows a student to progress or gain their award without having to be reassessed in a</td></tr>
</table>

	Compensation is not permitted in 'must pass' modules or in some programmes which are governed by a Professional, Statutory or Regulatory Body – these are defined in the programme-specific regulations.
Course	See glossary entry for programme.
Consideration band	The consideration band is a two per cent band used in the calculation of integrated master's and honours degrees. It provides additional scrutiny where a student's average for classification falls close to a degree classification band boundary. It is rules-based and uses a student's performance at the culmination of their studies (level 6, or level 7 for an integrated master's degree) to decide whether the student should be awarded a degree in the higher classification band.
Coursework	This is a generic term for assessment tasks which are not formal exams.
Credit	Credit is a way of quantifying student achievement in terms of the volA3me-5.2 (h)-21.F2 ( )5.T-7.6 (t 7 (h)-2 (e)]TJ(0aA3me-5(16.7 (l41lD 9 ƀDC 0.96 f (h)-2 (e1.9 (a)-5.2 yv)-6.8 (o)6.7 (lA3)]TJF7 (e4(wa)-5.5 ifact ≮002 .8 (am)-1.9 0siela ())8 (0f)2. ()-0.8 s lealt

Deferral	Deferral of assessment occurs when a student has permission from the university to take an assessment at a later date than scheduled, without it having an effect on his or her re-sit opportunities. This will be when the assessment is next normally offered, or, in the case of coursework or assignments, as determined by the relevant panel.
End Point Assessment (EPA)	End Point Assessment is an independent assessment of the knowledge, skills and behaviours which-0.7 (6[1s(i)-7.6)ledndg

Progression	Progression means allowing a student to move from one academic level to the next or from one stage of a programme to the next. Progression decisions are based on how many modules a student has passed and whether they have failed any modules.
Reassessment	When a student fails one or more assessment components within a module they will be required to take reassessment in the failed component(s) in order to achieve an overall pass mark for the module. Following reassessment, the module mark result is capped at the pass mark.
Reassessment with mandatory attendance	Reassessment with mandatory attendance is where students have significant volumes of failure and are not able to progress to the next level of their studies. They are therefore required to re-stud-9.5 (i)-7.7 (r)0.5

Appendix 1: Module assessment board (MAB) terms of reference

Establishment

Module assessment boards (MABs) are established by and within faculties, subject to the approval of the progression and award board (PAB). The parent PAB has the formal status of standing committees of the FAC and are subject to such standing orders as are determined by the Academic Board. It is the responsibility of each PAB annually to approve the membership for all MABs that sit underneath it, and to determine that each is properly constituted. The name of the MAB will be determined by the module 1w 5.Tc [358 0(7.055)wi)-7.6n- (A12.1 (c 0 Tw 5.3 7.858 0 (

Appendix 1:

If a member of the PAB is aware of any potential conflict of interest, this must be declared and recorded in the minutes of the meeting and the individual will not take part in any discussion covering the areas or student(s) concerned. At the discretion of the chair, the member concerned may be permitted to remain in attendance for the duration of these discussions and invited to respond to queries of a factual nature relating to them.

Constitution

Role	
Chair	Senior academic from faculty
Lead academic(s)	One representative from each subject/cognate area
External examiner(s)	External examiner(s) representative
In attendance	• Servicing officer/faculty administrative staff • Associate Dean (Academic) or nominee • Representative of the Executive Director of Student and Academic Services

Quoracy and attendance

To affect a quorum the following must be present:

- Chair or deputy chair
- Lead academic(s) for all programmes under consideration
- Associate Dean (Academic) or their nominee (a senior academic who may have more than one role at the PAB)
- Servicing officer
- Representative of the Executive Director of Student and Academic Services

The following roles reserve the right to attend any PAB (regardless of whether their nominee or representative is in attendance):

- PVC/Dean
- Associate Dean (Academic)
- The Executive Director of Student and Academic Services

Go straight to example calculations:

Credits	Counts towards classification	Module mark	Classification banding
480			

Credits	Counts towards classification	Module mark	Classification banding
120	**7**	**470**	
390			

How the classification is calculated

Criteria	Average mark for classification calculation
1) Best 120 credits of the 150 studied at level 5, single-weighted, and the:	Level 5: 67 + 67 + 71 + 71 + 58 + 58 + 62 + 62 = 516 ÷ 8 = 64.5, rounded up to 65 (upper second (2:1))
2) Best 105 credits of the 120 studied at level 6, triple-weighted	Level 6: 63 + 63 + 40 + 73 + 73 + 79 + 68 = 470 ÷ 7 = 67.1, rounded down to 67 (upper second (2:1)
Level 5 single-weighted plus level 6 triple-weighted	Overall: 65 + 67 + 67 + 67 = 266 ÷ 4 = 66.5, rounded up to **67 (upper second (2:1)**

Outcome

The student is awarded an **upper second (2:1) honours degree** (with placement) as the overall average mark for classification is 67%.

Honours degree

Credits	Counts towards classification	Module mark	Classification banding
Level 4			
120	**0**	**N/A**	120 credits required at level 4 to gain an award. Module marks excluded from classification calculation.
Level 5			
30	x2	75%	First class honours
30	x2	69%	Upper second (2:1)
30	x2	84%	First class honours
30	x1 (discount 15 credits)	40%	Pass
120	**7**	**496**	
Level 6			
30			

Credits	Counts towards classification	Module mark	Classification banding
30	x2	68%	Upper second (2:1)
30	x1 (discount 15 credits)	55%	Lower second (2:2)
30	x2	67%	Upper second (2:1)
120	**7**	**447**	
360			

How the classification is calculated

Criteria	Average mark for classification calculation
1) Best 105 credits of the 120 studied at level 5, single-weighted, and the:	Level 5: 62 + 62 + 52 + 52 + 55 + 55 + 34 (exclude 34) = 372 ÷ 7 = 53.1, rounded down to 53
2) Best 105 credits of the 120 studied at level 6, triple-weighted	Level 6: 61 + 61 + 68 + 68 + 55 (exclude 55) + 67 + 67 = 447 ÷ 7 = 63.8, rounded up to 64
Level 5 single-weighted plus level 6 triple-weighted	Overall: 53 + 64 + 64 + 64 = 245 ÷ 4 = 61.2, rounded down to **61 (upper second (2:1)**

Outcome

The student is awarded an **upper second (2:1) honours degree** award as the overall average mark for classification is 61% (upper second (2:1)).

Honours degree – direct entrant into level 6

Credits	Counts towards classification	Module mark	Classification banding
Level 4			
120	**0**	**N/A**	120 credits granted under Recognition of Prior Learning (RPL)
Level 5			
120	**0**	**N/A**	120 credits granted under Recognition of Prior Learning (RPL)
Level 6			
30	x2	68%	Upper second (2:1)
30	x2		

How the classification is calculated

Criteria	Average mark for classification calculation
1) Best 105 credits of the 120 studied at level 6	Level 6/overall: 68 + 68 + 49 + 49 + 47 + 63 + 63 = 407 ÷ 7 = 58.1, rounded down to **58 (lower second (2:2))**

Consideration band	2:2	2:1	First
Is the overall average mark for classification within two per cent of the next classification band? If so, which classification band does ...			
1) The level 6 average mark across the 120 credits sit in? **or**	✓		
2) At least 50 per cent of the 120 level 6 credits sit in?		✓	

Outcome

Although the overall average mark for classification is 58% (lower second (2:2)), the student is awarded an **upper second (2:1) honours degree**. This is because they fall into the consideration band and have at least 50 per cent of the 120 level 6 credits in the higher classification band.

Higher National Certificate (HNC)

Credits Level 4	Counts towards classification	Module mark	Classification banding
30	x2	55%	Pass
30	x2	61%	Merit
30	x2	48%	Pass
15	x1	53%	Pass
15	x1	45%	Pass
120	**8**	**426**	Overall average mark for classification calculation: 55 + 55 + 61 + 61 + 48 + 48 + 53 + 45 = 426 ÷ 8

Appendix 3: Extensions to coursework deadlines guidance

Academic regulations

Circumstance	Examples of evidence
with a time-constrained coursework assessment	
An unexpected issue relating to pregnancy, maternity or paternity	Dated and signed letter from doctor, midwife, consultant, hospital or other external support service
Recent bereavement or serious illness of a person with whom/ the student has a close relationship or a responsibility of care	Dated and signed letter from doctor, consultant, hospital, dentist, counsellor or other external support service Death certificate, public announcement, legal document or order of service as proof of bereavement
Recent breakdown in a long-term relationship	Dated and signed letter from external support service Letter of support/explanation from a support service in the univ

house, sporting events, acts of religious observance and othypesimilar circumstances which are foreseeable.

approval of an extension. Medical conditions not diagnosed/supported by a doctor are not normally acceptable grounds for an extension; this includes medical certificates with statements such as ‘thy patient informs me that...’, ‘thy patient reported that...’ and ‘stated that thyy ha

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