Academic

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Section 1: Undergraduate and taught postgraduate study

Undergraduate and taught postgraduate study: In brief

The majority of students at De Montfort University (DMU) enrol on a programme which leads to an academic award, for example BA (Hons) English; MSc Computing. Programmes are made up of modules which have set credit values and levels; an award is made when a student has passed sufficient modules to meet the credit requirements of the awards.

Occasionally students may enrol for individual modules only, without intending to gain an award. These are known as continuing professional development (CPD) modules.

Where do I go for more information?

For further information about your DMU programme, please see the module and programme specifications contained in your student handbook. A glossary is available should you need an explanation of the terminology used within this document.

Need help?

For advice and guidance about studying at DMU, please contact your programme leader, module leaders 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.

Introduction to programmes

1. Programmes are coherent groups of modules which lead to a specified academic award. The majority of students who enrol [illegible]

6. Each module is a stand-alone learning package worth a number of credits at a specific level of study.BT0 g/1rrn228 0 Td( )Tj0.002 Tw .32923 TdAlth oughthere (st)-5.3 (a-2.5 (d)]TJ0 Tw 11.7

Section 2: Assessment

Assessment: In brief

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

Passing a module

17. The pass mark for an undergraduate module is 40 per cent

18. The pass mark for a postgraduate module is 50 per cent.

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

20. Normally a student is required to achieve at least the pass mark to pass a module. In some modules each individual assessment task must also be passed.

Compensation

21. Compensation is available for module failure in undergraduate programmes, provided a student meets the following criteria:

    - An overall module mark of 30-39 per cent has been achieved
    - The remaining number of credits at that level have been passed
    - The average mark for the level is 40 per cent or above

22. Compensation is limited to the following maximum number of credits per level of study:

	Maximum compensated credits		
Award	**Level 4**	**Level 5**	**Level 6**
Integrated master's degree	30	30	30
Honours degree with 30 credit sandwich placement	30	30	30
Honours degree	30	30	30
Graduate diploma (GradDip)			30
Non-honours degree	30	45 credits across levels 5 and 6, with no more than 25 per cent at level 6	
Graduate certificate (GradCert)			15
Foundation degree (Fd)	30	30	
Diploma of higher education (DipHE)	30	30	
Higher National Diploma (HND)	30	30	
Higher National Certificate (HNC)	30		
Certificate of higher education (CertHE)	30		

25. Compensation is not permitted in 'must pass' modules or in some programmes which

38. Where a student is studying a zero-credit academic module, whether as an individual module or as part of a programme, they may be reassessed once in each zero-credit module.

39. Where a student has been reassessed in one or more assessment tasks within a module, the mark for the overall module will normally be capped at the pass mark. In the case of extenuating circumstances please refer to section 5 of these regulations.

40. Where a student has been assessed more than once in the same module but has still failed it, the highest mark achieved will be shown on the student's record.

41. Students will be automatically registered to take reassessments at the first opportunity provided. If a student is unable to do this, a deferral must be requested.

42. If a student does not submit a reassessment when expected, the student will be recorded as having failed the reassessment.

43. Students may be required to re-study a failed module with attendance prior to submitting reassessments. In such cases the student must pay the appropriate module fee.

44. On undergraduate programmes students awarded compensation are not required to be reassessed in the compensated module. However a student may be reassessed in a compensated module, if they wish, to attempt to improve the result to a module pass. This is only possible if a student has reassessment opportunities available, has no failed modules with marks below 30 per cent and is not at the point of graduating from their programme.

45. Where a student has opted to take reassessment in a compensated module, but has failed the reassessment, the best overall module mark will be calculated and used.

46. Where a student has used all their reassessment opportunities but is still unable to progress or achieve their award their registration with the university will be ended. The student will be provided with a record of any modules passed and an exit award if eligible. If a student in this position is on an apprenticeship programme they will be required to withdraw from the apprenticeship.

- That if the failed module is a must-pass or must-

58. A statement must be included with the assessment confirming that a proof-reader was

Section 3: Progression through the programme of study

Progression through the programme of study: In brief

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, Student Advice Centre or Associate Dean (Academic) or nominee.

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

Undergraduate progression

Progression between undergraduate levels of study

59. Students must have passed at least 90 credits of modules to progress to the next level of undergraduate study. The university will award compensation in up to 30 credits of modules for module marks between 30-39 per cent inclusive to allow students to progress. Exceptions to this apply for some awards – please refer to the compensation section for details.

60. The university won't normally allow students to progress into the next level of study if they have failed modules in which they must be reassessed. However assessment boards may decide to exceptionally allow students to progress if they have achieved at least 75 credits with the remaining credits in the 30-39 per cent range. Each decision will be at the discretion of the relevant assessment board and will be based on the board's confidence in the individual student's competence to progress.

61. The maximum credits in each category for progression between undergraduate levels of study (as stated above) is summarised as follows:

62. The university may exceptionally allow students with deferred (delayed) assessments, which they have not yet taken, to progress between levels.

Progression of part-time undergraduate students

63. Part-time students must have passed at least 30 credits within an academic year to progress to the next academic year. Part-time students may take level 4 and 5 modules or level 5 and 6 modules within the same academic year.

Progression to and from an undergraduate sandwich placement

64. Students must have passed 120 level 4 credits and a minimum of 90 credits at level 5 to proceed to a placement year. Where a student has undertaken a sandwich placement, the normal regulations for progressing into level 6 apply. A student may not use credit gained from the placement module as a substitute for failed level 5 module(s) in order to progress.

Progression to a non-honours award

65. Students on an honours degree programme who are unable to progress to level 6 after using up their reassessment opportunities may be eligible to progress to a non-honours award. Students must have passed at least 60 credits at level 5 to progress to a non-honours award.

Postgraduate progression

Students must have passed 60 credits before starting their dissertation, major project or design work. Students must have taken a level 7 research methods module before starting the dissertation, major project or design work.

67. Students who have successfully completed their intended award of postgraduate certificate or postgraduate diploma may continue on to a higher award, if available, without delay. A student must return any previous certificates before a certificate and record of achievement is issued on successful completion of the higher award. The exception to this is where the original award gained is a recognised professional qualification. The new certificate and record of achiever

Section 4: Awards

Awards: In brief

When students have accumulated sufficient credits they become eligible to be given an award of the university. Credits are awarded by passing modules or to compensate for a mai-0.8 (i)-7. (en)-a4 (l)-2. (e f)2.a2 (i)-2.l (n)-2.1 tu57. (eh)-7.5 (d)1.e8 (r)0.(ai-0.8awar)-5.1 (a)-7.5 (d)2

Minimum credits required for awards

73. The minimum credits needed to gain a university award are outlined in the table below:

	Credits				
Award	**Level 4**	**Level 5**	**Level 6**	**Level 7**	**Total**
Master's degree			30	150	**180**
Postgraduate diploma (PgDip)			30	90	**120**
Postgraduate certificate (PgCert)			15	45	**60**
Integrated master's degree	120	120	120	120	**480**
Honours degree with 30 credit sandwich placement	120	150	120		**390**
Honours degree	120	120	120		**360**
Graduate diploma (GradDip)			120		**120**
Non-honours degree	120	120	60		**300**
Graduate certificate (GradCert)			60		**60**
Foundation degree (Fd)	120	120			**240**
Diploma of higher education (DipHE)	120	120			**240**
Higher National Diploma (HND)	120	120			**240**
Higher National Certificate (HNC)	120				**120**
Certificate of higher education (CertHE)	120				**120**
University Certificate of Professional Development (UCPD)	60 credits at levels 4, 5 or 6				**60**

Classification of awards for students with Recognition of Prior Learning (RPL)

75. Where a student has been granted exemption from studying one or more modules via the Recognition of Prior Learning (RPL) process the method of degree classification is outlined in the RPL section of the regulations.

Postgraduate awards

Eligibility criteria for postgraduate awards

74. The university will make a postgraduate award if a student has met all of the following criteria: s.

a. **Postgraduate diploma** with **distinction** if **either** a minimum of 90 credits **or** the overall average mark of the passed modules is

awarded, in conjunction with the consideration band if applicable. Where 'best' credits are referred to, this means module credits with the highest marks.

84. Where joint honours awards are made the two subjects studied will be listed on the student's certificate in alphabetical order. In order to be eligible for a joint honours award a student must have studied 60 credits at each level in each of the two subjects.

Consideration band for integrated master's and honours degrees

85. A consideration band is applied in integrated master's and honours degrees, including honours degrees with sandwich placement, where a student's average for classification is within two per cent of the next classification band, as follows:

Classification	Classification band	Consideration band
First class honours	70% and above	68-69%
Upper second (2:1)	60-69%	58-59%
Lower second (2:2)	50-59%	48-49%

86. If a student achieves an average for classification no more than two per cent below the next classification band, two tests are applied to decide whether the student will be awarded a degree in the higher band. The assessment board will award a degree in the higher classification band if the:

- Student achieves an overall percentage in the higher classification band across the 120 credits at level 6 (honours degree) or level 7 (integrated master's), **or if**:
- 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.

87. There is no consideration band between fail and third class honours. This means that a level average 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 (MDes, MPhys etc)

See example integrated master's degree classification calculation

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

- Gained 480 credits, passing a minimum of:
  - 90 credits with a maximum of 30 credits of compensation at levels 4, 5 and 6
  - 120 level 7 credits **and**:
- Achieved an average mark of at least 50 per cent acro.8 s0.8 w0 15672.276 e 328.525 15 (5) T(0) -169

91. A student will be awarded an **honours degree with 30 credit sandwich placement** if they have:

- Gained 390 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, **and:**
- Achieved an average mark of at least 40 per cent across the level 6 modules studied.

92. 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.

93. 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

94. 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.

[redacted] Classification of the honours degree is based on the:

- Best

a. **UCPD** with **distinction** if either a minimum of 45 credits or the overall average mark of the modules studied is 70 per cent or above.

b. **UCPD** with **merit** if either a minimum of 45 credits or the overall average mark of the modules studied is 60-69 per cent.

c. **UCPD pass** if they have an average mark of at least 40 per cent across the 60 credits studied, but the requirements for distinction or merit are not met.

Exit awards

106. Sometimes a student is unable to achieve their intended award due to running out of reassessment opportunities or reaching the maximum period of registration for the programme. In such cases the university will make an exit award, if possible, b.7 (m)-l7 ((h)[i)-9.6)
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Aegrotat awards

109. In extreme extenuating circumstances there may be no prospect of a student completing their studies in the foreseeable future. In such cases an aegrotat award may be made.

110. Aegrotat awards may be made at any level of study as appropriate, but are not classified. They are made based on the availability of evidence of work being successfully undertaken at the level of the award, indicating that the student would have achieved the award if the extenuating circumstances did not occur.

111. Aegrotat awards are unlikely to be acceptable to a professional body to convey licence to practice.

112. Before an aegrotat awar/012 (ev)-3.4 (A9)4.5 (v9 (e)0.8 (y)6. Tc 0.001)-2 (g)0.9 (T3 1)0.9 (ro)-0.7 (t

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

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

Interrupting study

120. Students who C ET/Sp0 Tw 0 -9x7 (d)2 T11 BnS310 Td3onhc5.1 (A BnS31-2.2 (n)-2[(d))0.5 (s)5.5 (i)nd

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Section 6: Student registration

Award	Full-time	Part-time
Integrated master's degree	7 years	9 years
Honours degree with year placement	7 years	9 years
Honours degree	6 years	8 years
Graduate diploma (GradDip)	2 years	3 years
Non-honours degree	5 years	7 years
Graduate certificate (GradCert)	1 year	2 years
Foundation degree (Fd)	4 years	6 years
Diploma of higher education (DipHE)	4 years	6 years
Higher National Diploma (HND)	4 years	6 years
Higher National Certificate (HNC)	2 years	3 years
Certificate of higher education (CertHE)	2 years	3 years
University Certificate of Professional Development (UCPD)	3 years	3 years
Individual modules for continuing professional development purposes	2 years	2 years

137. Maximum periods of registration include any deferrals, repeating study or interruptions of study.

138. The regulations are applied pro rata for students who transfer between full-time and part-time study and for students who are awarded credits for prior achievement. They are also applied pro rata where students pass an initial award and move on to a related award, for example postgraduate certificate to postgraduate diploma.

If a student reaches the maximum period of registration without gaining an award, their registration with the university will be ended. The student will be provided with a record of any modules passed and an exit award if eligible.

Changing programmes

140. A student may request to change their programme by the end of week two of teaching, and exceptionally by the end of week four.

141. An undergraduate student may request a transfer to another programme at the end of a level of study. This will only be considered if the request is academically appropriate and:

- The student's ratified results would allow progression to the next level of study on their original programme
- The student has met the requirements to repeat the level as per regulation 126 (level 4 only)

142. All programme changes require approval of the receiving programme leader and Associate Dean (Academic) or nominee.

143. Students on apprenticeship programmes may not change their programme as outlined in this regulation.

Volume of RPL credit which can be allowed

167. Students must pass a minimum volume of credit at the university in order to get a DMU award. These requirements are set out in the table below:

Award	DMU credit required	Maximum RPL credit
Master's degree	90 level 7 credits	

		Merit/distinction calculated on the below credits	
RPL credits	**DMU credits**	**Dissertation**	**Taught modules**
0	180	60	60
15	165	60	60
30	150	60	60
45	135	60	45
60	120	60	30
75	105	60	15
90	90	60	0

172. Where a student enters a postgraduate diploma with 30 credits of RPL a merit or distinction will be awarded if 60 credits are in the merit or distinction band or if the average of the marks for modules studied at the university is in the merit or distinction band.

173. 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

Section 8: Studying abroad

Studying abroad: I Tf8te771sng

Conversion to DMU marks		Conversion from DMU marks	
ECTS grade	**DMU mark**	**DMU mark**	**ECTS grade**
FX	35%	30-39%	FX
F	Fail	0-29%	F

181. For postgraduate programmes, the ECTS conversion is as follows:

Conversion to DMU marks		Conversion from DMU marks	
ECTS grade	**DMU mark**	**DMU mark**	**ECTS grade**
A	72%	70-100%	A
B	67%	65-69%	B
C	62%	60-64%	C
D	57%	55-59%	D
E	52%	50-5.34f	

188. Where students are returning to an institution which uses ECTS, the record provided to the student will include information about the conversion of the DMU credits and marks into ECTS credits and marks.

189. Where students are returning to an institution which does not use ECTS it is the responsibility of a student's home institution to undertake any conversion of credits and marks.

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. Academic offences include plagiarism, cheating, collusion, copying work and reuse of your own work, among others.
Anonymous marking	Anonymous marking is where students' work is marked without the marker having access to the students' names. Some assessment tasks cannot be anonymously marked, for example performances, production of artefacts, major projects and dissertations.
Assessment	Assessment is the way that students' learning and understanding is tested, and the way in which the university is assured that students have met the module learning outcomes. Each module has one or more assessment tasks, linked to one or more of the module's learning outcomes. Successful completion of module assessment tasks, as measured by a pass mark in the module, leads to the award of credit. For more information go to: dmu.ac.uk/assessment.
Assessment tasks/methods	These are the types of assessments which are used to test students' knowledge and understanding. Examples include essay, examination, presentation, portfolio, and laboratory.
Assessment weightings	These de ⁄MCID 28 ⁄BDC q180.48 244.2 367nBTe ⁄MC-0 0 10.98 2t 1.5 5

Term	Definition
Classification	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.
Compensation	Compensation is the award of credit in an undergraduate programme where a module has been marginally failed, but a student has passed their other modules

Term

Term	Definition
Degree-Awarding Bodies (FHEQ)	education levels of study. The descriptors demonstrate the extent of the academic challenge required at each level of study. For more information go to: qaa.ac.uk
Mark descriptors	Mark descriptors are criteria which explain the requirements a student should meet in their assessed work in order to achieve a mark in a particular band eg 50-59%, 60-69%. Mark descriptors can be contextualised to make them more relevant to a specific academic subject.
Module	A standalone learning package with defined content, learning outcomes and one or more assessment tasks. Each module is set at the appropriate level of the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQs). See glossary entry for FHEQ. Must-take module A module which a student must take within their programme. Must take modules are eligible for compensation. Must-pass module A module which a student does not necessarily have to take within their programme. However if a student chooses to take a module of this type, it must then be passed. Compensation is not allowed. Optional module A module which may be taken by a student within their programme. However the student is not obliged to take or pass the module. Optional modules are eligible for compensation. Pre-requisite module A pre-requisite module must be successfully completed before a student may begin to study another specified module within a programme.
Module leader	Each module has a module leader. Module leaders are responsible for the academic leadership, management and assessment for their module(s).
Module learning outcomes	Module learning outcomes define the things which students should be able to do on successful completion of the module – for example the application of specific skills and knowledge. They are linked to th8 -0 0 48 259.98 367.141 co(c)2.1 (o(c)2a2 (om)a2.38 Tm[(s)-3.4 ())-2

Constitution and quoracy for in person mode (default)

Constitution

Role	
Chair	Head of School or Department, or PVC/Dean's nominee
Deputy chair	Associate Dean (Academic) or PVC/Dean's nominee
Programme leader(s)	Programme leader(s)
Subject leader(s)	In faculties where this role exists
External examiner(s)	External examiner(s)
Representatives as nominated by the chair of the board	Programme and module teaching teams
In attendance	• Servicing officer/faculty administrative staff • Associate Dean (Academic) or nominee • Representative of the Executive Director of Student and Academic Services

Quoracy

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Appendix 2: Example award classification calculations

How the classification is calculated

Which classification banding does …	Pass

Credits	Counts towards classification	Module mark	Classification banding
15	x1	68%	Upper second (2:1)
15	x1	91%	First class honours
30	x2	81%	First class honours
120	**7**	**552**	
480			

How the classification is calculated

Criteria	Average mark for classification calculation
1) Best 225 credits of the 240 studied at levels 5 and 6, single-weighted, and the:	Levels 5 and 6: 55 + 55 + 67 + 67 + 63 + 63 + 74 + 74 (exclude 40) + 73 + 57 + 57 + 64 + 64 + 55 + 55 = 943 ÷ 15 = 62.8, rounded up to 63 (upper second (2:1))
2) Best 105 credits of the 120 studied at level 7, triple-weighted	Level 7: 73 (exclude 66) + 88 + 70 + 68 + 91 + 81 + 81 = 552 ÷ 7 = 78.8, rounded up to 79 (first class honours)
Level 5 and 6 single-weighted plus level 7 triple-weighted	Overall: 63 + 79 + 79 + 79 = 300 ÷ 4 = **75 (first class honours)**

Outcome

The student is awarded a **first class integrated master's degree** as the overall average mark for classification is 75%.

Honours degree with 30 credit sandwich placement

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	x1 (discount 15 credits)	55%	Lower second (2:2)
30	x2	67%	Upper second (2:1)
15	Discount	43%	Pass
15	x1	71%	First class honours
15	x1	58%	Lower second (2:2)
15	x1	61%	Upper second (2:1)
Level 5 – placement			
30	x2	62%	Upper second (2:1)

Credits	Counts towards classification	Module mark	Classification banding
150	**8**	**503**	
Level 6			
30	x2	63%	Upper second (2:1)
30	x1 (discount 15 credits)	40%*	Third class honours **capped after reassessment*
30	x2	73%	First class honours
15	x1	79%	First class honours
15	x1	68%	Upper second (2:1)
120	**7**	**459**	
390	(360 credits required for award)		

How the classification is calculated

Criteria	Average mark for classification calculation
1) Best 120 credits of the 150 studied at level 5, s	

Credits	Counts towards classification	Module mark	Classification banding

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 university or De Montfort Students' Union
Emergencies involving dependents or caring	