

SECTION 15: PROGRESSION

Contents

15.1	Calculating averages for progression	2
15.2	Progression from Part 0 to Part 1 (Programmes including a Foundation Year and International Foundation Programme).....	2
15.2.1	Threshold Performance at Part 0	2
15.2.2	Rules for progression from Part 0 to Part 1	2
15.3	Progression from Part 1 to Part 2 (Foundation Degree, Ordinary Degree, Bachelor's or an Integrated Masters programme).....	2
15.3.1	Threshold Performance at Part 1	2
15.3.2	Rules for progression from Part 1 to Part 2	3
15.4	Progression from Part 2 to Part 3	3
15.4.1	Threshold performance at Part 2 (not applicable to Foundation Degrees)	3
15.4.2	Progression from Part 2 to Part 3: Bachelor and Ordinary Degrees	3
15.4.3	Progression from Part 2 to Part 3: Integrated Masters	4
15.5	Progression from Part 3 to Part 4 (Integrated Masters programmes).....	4
15.6	Programme-specific requirements	4
15.7	Results/outcomes for progression.....	5
	Failed.....	5
	Not qualified.....	5
	Passed.....	5
	Deemed not to have sat.....	5
15.8	Transfers to alternative programmes	5
15.9	Progression on Masters programmes.....	6
15.10	Provisions in the event that assessment marks are not available as a consequence of major disruption.....	6

15.1 CALCULATING AVERAGES FOR PROGRESSION

In calculating the Part average for progression purposes, modules are weighted by their number of credits.

The average mark of a Part is calculated to one decimal place, with the second decimal place being rounded up if it is 5 or greater and rounded down if it is less than 5.

Where it has been agreed that a programme includes a module assessable on a PASS/FAIL basis, the calculation of the average shall exclude such modules.

15.2 PROGRESSION FROM PART 0 TO PART 1 (PROGRAMMES INCLUDING A FOUNDATION YEAR AND INTERNATIONAL FOUNDATION PROGRAMME)

15.2.1 Threshold Performance at Part 0

To achieve a threshold performance at Part 0 a student shall normally be required to:

- achieve an overall average of 40% over all modules taken in Part 0;
- have no more than 40 credits of modules at Part 0 with a mark below 35%; and
- achieve a mark of at least 40% in the Academic Skills module.

15.2.2 Rules for progression from Part 0 to Part 1

In order to progress from Part 0 to Part 1 of an Ordinary Degree, Bachelor's or an Integrated Masters programme, a student shall normally be required to:

- a) achieve a threshold performance at Part 0; and
- b) fulfil any programme-specific requirements which are stipulated in the relevant programme specification and further programme information (see 15.6 below).

A student who has achieved a threshold performance at Part 0, but leaves before completing the subsequent Part, will be entitled, upon request, to a Certificate of Completion.

15.3 PROGRESSION FROM PART 1 TO PART 2 (FOUNDATION DEGREE, ORDINARY DEGREE, BACHELOR'S OR AN INTEGRATED MASTERS PROGRAMME)

15.3.1 Threshold Performance at Part 1

To be considered to have achieved a threshold performance at Part 1 a student shall normally be required to:

- achieve an overall average of 40% over 120 credits taken in Part 1, where all the credits are at Level 4 or above; and

Assessment Handbook: Section 15

- achieve a mark of at least 30% in individual modules amounting to not less than 100 credits taken in Part 1.

15.3.2 Rules for progression from Part 1 to Part 2

In order to pass the Part 1 Examination and progress from Part 1 to Part 2 of a Foundation Degree, Ordinary Degree, Bachelor's or an Integrated Masters programme, a student shall normally be required to:

- c) achieve a threshold performance at Part 1; and
- d) fulfil any programme-specific requirements which are stipulated in the relevant programme specification and further programme information (see 15.6 below).

For information on transfer from a programme on which the student is currently registered to an alternative programme, see 15.8 below.

For information on eligibility for the award of a Certificate of Higher Education, see Section 20 of the Assessment Handbook.

N.B. In respect of the 2019/20 Part 1 cohort, including those who are retaking or resitting in 2020/21, programme-specific progression rules from Part 1 to 2 have been suspended and progression will be determined, subject to any exceptions arising from accreditation requirements, by the Part 1 Threshold Performance only (15.3.1 above).

15.4 PROGRESSION FROM PART 2 TO PART 3

15.4.1 Threshold performance at Part 2 (not applicable to Foundation Degrees)

To be considered to have achieved a threshold performance at Part 2 a student shall normally be required to:

- achieve an overall average of 40% over 120 credits taken in Part 2; and
- achieve a mark of at least 40% in 80 credits taken in Part 2, and a mark of at least 30% in 120 credits taken in Part 2, except that a mark below 30% may be condoned in no more than 20 credits of modules owned by the Department of Mathematics and Statistics.

15.4.2 Progression from Part 2 to Part 3: Bachelor and Ordinary Degrees

In order to pass the Part 2 Examination and progress from Part 2 to Part 3 of Bachelor's and Ordinary programmes, a student shall normally be required to:

- a) achieve a threshold performance at Part 2; and
- b) fulfil any programme-specific requirements which are stipulated in the relevant programme specification (see 15.6 below).

In the case of programmes with a placement or a language year abroad in Year 3, progression from Part 2 to Part 3 will be determined on the basis of Part 2 work, subject to any specific requirements in relation to the placement.

15.4.3 Progression from Part 2 to Part 3: Integrated Masters

In order to progress from Part 2 to Part 3 of an Integrated Masters programme, a student shall normally be required to:

- a) achieve a threshold performance at Part 2; and
- b) achieve an overall average of 50% over 120 credits taken in Part 2 (of which not less than 100 credits should normally be at level 5 or above); and
- c) fulfil any programme-specific requirements which are stipulated in the relevant programme specification (see 15.6 below).

15.5 PROGRESSION FROM PART 3 TO PART 4 (INTEGRATED MASTERS PROGRAMMES)

In order to progress from Part 3 to Part 4 of an Integrated Masters programme, a student shall normally be required to:

- a) achieve an overall average of 40% over 120 credits taken in Part 3; and
- b) fulfil any programme-specific requirements which are stipulated in the relevant programme specification (see 15.6 below). In the case of progression from Part 3 to Part 4, programme-specific progression requirements will normally be permitted only in exceptional circumstances, for example in order to meet the specific requirements of a PSRB accreditation.

15.6 PROGRAMME-SPECIFIC REQUIREMENTS

Programme-specific requirements will normally relate to the achievement of a minimum mark (normally 30 or 40) in a named module or modules directly relevant to the programme or to the achievement of a minimum average over a group of modules directly relevant to the programme. Programme-specific requirements will be approved only where failure to achieve the specified mark or average would strongly imply that a student would not be in a position to undertake successfully the next Part of the programme or if required for professional accreditation.

It should be noted that, at Part 2, programme-specific progression rules beyond the Part 2 threshold performance will be permitted only in exceptional circumstances, for example, in order to meet a specific requirement of a PSRB accreditation.

The structure of progression requirements and their rationale, and any specific progression requirements in relation to compulsory modules, must be approved by the University Programmes Board; the structure will be included in the programme specification and is contractual. Revisions to the list of optional modules or other module groupings specified within progression rules must be approved by the School Board for Teaching and Learning; such changes must be consistent with the structure and rationale.

15.7 RESULTS/OUTCOMES FOR PROGRESSION

Failed

A candidate who has failed to achieve a threshold performance shall be stated to have failed.

Not qualified

A candidate who (i) has achieved a threshold performance at Part 1 or Part 2 but who has not fulfilled a programme-specific requirement, or (ii) in the case of a candidate registered for Part 2 of an Integrated Masters programme, has achieved a threshold performance at Part 2 and has either not achieved an overall average of 50% at Part 2 or not fulfilled a programme specific rule, shall be stated to have not qualified to proceed; such a candidate may be eligible for the award of a Certificate or Diploma of Higher Education in accordance with the provisions of Sections 20 and 21 of the Assessment Handbook.

Passed

A candidate who has achieved a threshold performance at Part 1 or Part 2 (or Part 3 of an Integrated Masters programme) and all relevant programme-specific requirements for progression and, if following Part 2 of an Integrated Masters programme, has achieved an overall average of 50%, shall be stated to have passed; such a candidate may be eligible for the award of a Certificate or Diploma of Higher Education in accordance with the provisions of Sections 20 and 21 of the Assessment Handbook.

Deemed not to have sat

A candidate may, at the discretion of the University Standing Committee on Special Cases, be deemed not to have sat the examination if the candidate has been prevented from sitting the examination by illness or other good cause or if the candidate's performance in the examination has been significantly affected by illness or other serious personal circumstance.

15.8 TRANSFERS TO ALTERNATIVE PROGRAMMES

- a) Candidates shall be permitted to transfer from one programme to another with the permission of the Teaching and Learning Dean responsible for the programme to which they wish to transfer, provided that they (i) meet the requirements of the programme to which they wish to transfer and (ii) the transfer does not entail an extension of the period of study for the programme beyond that stated in the programme specification of the programme to which they wish to transfer. Only in exceptional circumstances and on the recommendation of the relevant School(s) concerned will such transfer be allowed after the end of the Autumn Term following an student's entry to Part 2 of an undergraduate programme.
- b) Additionally, candidates who have fulfilled the requirements for the award of a Foundation Degree are eligible to progress to registration for a Bachelor's degree with Honours or an Ordinary Degree. In this case, progression to registration for a Bachelor's degree is not subject to fulfilment of the Part 2 threshold performance.

15.9 PROGRESSION ON MASTERS PROGRAMMES

Masters programmes are not normally subject to progression requirements. In those cases where a progression requirement has been approved for a Masters programme, the progression rule is stated in the programme specification.

Proposed progression requirements are subject to approval by the University Programmes Board.

15.10 PROVISIONS IN THE EVENT THAT ASSESSMENT MARKS ARE NOT AVAILABLE AS A CONSEQUENCE OF MAJOR DISRUPTION

15.10.1 In circumstances in which the University's academic provision has been significantly disrupted by matters outwith the University's control, the Senate [or body acting on behalf of the Senate] may activate the provisions specified in this sub-section of the Assessment Handbook. Matters outwith the University's control include but are not limited to strikes and industrial action, staff illness, severe weather, natural disaster, epidemic or pandemic, fire, war, civil disorder or unrest, riot, terrorist attack or the threat of it, and restrictions imposed by the government or public authorities.

15.10.2 The provisions apply only to those candidates for whom assessment marks are not available as a consequence of matters outwith the University's control, as specified in 15.10.1 above. The University Progression Board is responsible for satisfying themselves that marks are not available wholly or partly as a result of matters outwith the University's control, and, on this basis, determine in respect of each candidate whether these provisions or the standard provisions for progression should apply.

15.10.3 Calculation of marks

In the event that marks are available for some, but not all, components of the assessment for a module, the School responsible for the module shall, where it is reasonably possible, derive a mark for the module from those components for which a mark is available.

15.10.4 Progression

15.10.4.1 In cases where marks are missing due to matters outwith the University's control, the University deals separately with progression and with eligibility for the CertHE/DipHE. The University exercises greater latitude in respect of progression since this is an interim stage of a programme which is preparing a student to achieve higher level learning outcomes in the following year(s). An award, on the other hand, indicates that the University is satisfied that a student has achieved the relevant learning outcomes associated with the award.

15.10.4.2 Where students have marks missing, at the normal progression point, due to matters outwith the University's control, they are permitted to progress to the next Part of their programme, provided they have not evidently failed.

15.10.4.3 Progression from Part 0 to Part 1

Under the 'matters outwith the University's control' provisions, a Part 0 student has evidently failed to meet the requirements for progression to Part 1 if:

Assessment Handbook: Section 15

- their available marks include more than 40 credits with marks below 35%; or
- given the marks already recorded, it would be mathematically impossible for the student to achieve the relevant overall weighted average (normally 40%) over all modules taken in Part 0 (i.e. they would not achieve the 40% threshold even if all the missing assessments were awarded 100%); or;
- they achieve a mark of less than 40% in the Academic Skills module; or
- marks for modules specified in a programme-specific progression rule are available and fall below the level specified in the rule (where the marks for a progression rule are not available, the progression rule is suspended).

15.10.4.4 Progression from Part 1 to Part 2

Under the 'matters outwith the University's control' provisions, a Part 1 student has evidently failed to meet the requirements for progression to Part 2 if:

- their available marks include more than 20 credits with marks below 30; or
- given the marks already recorded, it would be mathematically impossible for the student to achieve the relevant overall weighted average (normally 40%) for the Part across 120 credits (i.e. they would not achieve the 40% threshold even if all the missing assessments were awarded 100%); or
- marks for modules specified in a programme-specific progression rule are available and fall below the level specified in the rule (where the marks for a progression rule are not available, the progression rule is suspended)

15.10.4.5 Progression from Part 2 to Part 3

Under the 'matters outwith the University's control' provisions, a Part 2 student has evidently failed to meet the requirements for progression to Part 3 if:

- their available marks include any marks below 30 (except that a mark below 30% may be condoned in no more than 20 credits of modules owned by the Department of Mathematics and Statistics); or
- their available marks include more than 40 credits with marks below 40; or
- given the marks already recorded, it would be mathematically impossible for the student to achieve the relevant overall weighted average (normally 40% or 50%) for the Part across 120 credits (i.e. they would not achieve the relevant threshold even if all the missing assessments were awarded 100%); or
- marks for modules specified in a programme-specific progression rule are available and fall below the level specified in the rule (where the marks for a progression rule are not available, the progression rule is suspended).

15.10.4.6 Progression from Part 3 to Part 4

Under the 'matters outwith the University's control' provisions, a Part 3 student has evidently failed to meet the requirements for progression to Part 4 if:

- given the marks already recorded, it would be mathematically impossible for the student to achieve the relevant overall weighted average (normally 40% or 50%) for the Part across 120 credits (i.e. they would not achieve the relevant threshold even if all the missing assessments were awarded 100%); or
- marks for modules specified in a programme-specific progression rule are available and fall below the level specified in the rule (where the marks for a progression rule are not available, the progression rule is suspended).

15.10.4.7 **Combinations of modules in an individual progression rule**

For avoidance of doubt, an individual progression rule which specifies combinations of modules (e.g. a student is required to achieve an average of 40% over modules X and Y) would be suspended where the mark for one of the modules is missing.

15.10.4.8 **Re-examinations**

Normally, students are **not** permitted to resit failed modules unless they have failed to progress to the next Part of their programme. However, the more generous provisions for progression under the 'matters outwith the University's control' provisions, while facilitating progression without a requirement to resit, might disadvantage students by allowing them to carry unredeemed fail marks forward to classification. In these circumstances, all students, including those who have progressed, are permitted to resit any failed modules, with the resit mark, in accordance with University policy, to be capped at 40.

It should be noted that this is an exceptional provision, which only applies under the 'matters outwith the University's control' provisions.

15.10.4.9 **Late marks**

If marks become available after the publication of a progression decision, the progression decision will not be revised from Pass to Fail.

If marks submitted late include fails, students may not have the opportunity to resit those modules. This would potentially disadvantage them in classification. In such a case, Examiners will be required to give consideration to those failed modules where marks were submitted late.