CORE REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN THE COMMON AWARDS IN THEOLOGY, MINISTRY AND MISSION SCHEME

DEFINITIONS

1. In these Regulations, the following definitions will apply:

Validated programmes of study
A *validated programme of study* is an approved pathway of study in Theology, Ministry and Mission that has been developed in conjunction with the Archbishops' Council, and which leads to a particular named award of the University of Durham within a specified period of registration, yet resourced, delivered and supported by a Theological Education Institution (TEI). All such validated programmes in Theology, Ministry and Mission are subject to these Core Regulations for Undergraduate Programmes in the Common Awards Scheme. Additional requirements may be set out in the programme regulations.

Programme Leader
Reference to a 'Programme Leader' in these regulations should be read as referring to a member of TEI staff who manages and/or has academic oversight of the programme of study. Different terms may be used (for example "Director of Studies"). Similarly the role may be undertaken by a number of staff rather than a single individual (e.g. Level 4 Director, Level 5 Director, Level 6 Director). The student handbook or comparable information provided to students by the TEI will state which member of staff acts in the capacity of 'Programme Leader' used in these regulations.

Theological Education Institutions (TEIs)
A *TEI* is an institution that has been designated in Schedule 1 of the Service Contract between Durham University and the Archbishops' Council, and with which Durham University has signed a Standard Validation Contract detailing the terms and conditions governing the validation agreement for each validated programme. Designated TEIs are deemed to have met the University's principles and policies for Collaborative Provision. TEIs are responsible for ensuring that students receive adequate information about their chosen validated programme. This information will usually be contained in one or more student handbooks. For the purposes of these regulations, all such handbooks shall be referred to as *the appropriate handbook issued by the TEI.*

Quality and Standards Committee (QSC)
The *Quality and Standards Committee* is the University Committee through which the University's validation activity, both undergraduate and postgraduate, is monitored. QSC reports to Senate through the University's Education Committee.

Management Board
The *Management Board* is the joint Board established by the University and the Archbishops' Council, which has responsibility and oversight for the services provided pursuant to the Framework Validation Agreement and Standard Validation Contracts. The Management Board has equal representation from staff of the University and representatives of the Archbishops' Council and the TEIs, and reports to QSC.

Board of Examiners
The *Board of Examiners* has a membership appointed by the University's Senate. It consists of internal and external examiners recommended for membership by the Management Board. The Board of Examiners will include at least one member of the University. It is required to follow the policies and processes set by the University, and recommends to the

Senate students who have satisfied the Board of Examiners that they have met all the requirements for the award of a qualification of the University.

University Liaison Officers (ULOs)

University Liaison Officers are subject specialists appointed by the University, to review the work of students and to advise the University on the comparability of the standards they achieve with those of other registered students of the University. However, ULOs are not expected to play a part in marking. It is their role to advise the Board of Examiners, and the University, on the comparability of standards reached by the students on the validated programme being examined, and the standards reached by students on equivalent or similar programmes offered by the University. In order to perform this role, ULOs need to have unrestricted access to students' work and to the marks awarded, both on the validated programme and on any relevant University programme.

Concessions

A *concession* is any request which falls outside what is permitted within the regulations of the University. Concessions will be considered by the Chair of the Management Board or the Chair of the TEI Management Committee as specified by the University. The concession will set out the terms and conditions under which a student who has demonstrated good grounds might be granted permission to interrupt their studies or extend their period of registration. Other concessions may be permitted, as specified by the University.

Modules

A *module* is a defined course of study which is self-contained and which receives a specified number of credits. The minimum number of credits that a module is worth is 10 credits, and the credit value of all modules is 10 credits or a multiple of 10 credits. Credits are gained when a student has passed the module by satisfying the Board of Examiners in respect of the assessment requirements for the module concerned. Modules cannot be sub-divided and must be taken and assessed as a whole. Each module is set at a given *Level of study* (see below) appropriate to its learning outcomes and is assessed against appropriate criteria. Certain modules may be defined in Programme Regulations as prerequisites for study of certain other modules at a higher Level. Not all the modules listed in the programme regulations for a given degree programme may be available in any one year. Students are not permitted to register for the same module on more than one occasion.

Prerequisite modules

A *prerequisite module* is one which must be satisfactorily completed (i.e. passed) prior to registration for a defined module. Certain modules may be defined in programme regulations as prerequisites for study of certain other modules at a higher Level.

Corequisite modules

Corequisite modules must be studied together during the same year.

Excluded combinations

Excluded combinations are modules both/all of which cannot be studied within the same programme.

Levels

A *Level* refers to the stage of study within a programme and hence to the order in which particular modules would typically be studied. Levels, therefore, indicate the intellectual challenge of a module within a programme of study. The University's Level Descriptors provide a common framework for this. Undergraduate levels in these regulations adopt the

level numbering and descriptors of the Framework for Higher Education Qualifications (England, Wales and Northern Ireland):

FHEQ Level	Full-Time Equivalent	Typical Qualification Equivalent
Level 4	FT UG Year 1	Certificate
Level 5	FT UG Year 2	Diploma
Level 6	FT UG Year 3	Honours Degree

Year
A *year* is a 12 month period of study, normally beginning from the start of the academic year. The defined Level of study remains fixed irrespective of the actual year of study of a particular student. So, for example, a part-time student undertaking a Certificate in Higher Education over the course of two years will progress from Year 1 to Year 2, while remaining at Level 4 throughout.

Assessment components
The *assessment* of a module may be by examination alone or by other forms of summative assessment such as continuously assessed coursework, practicals, oral examinations and fieldwork. Each of these forms an *assessment component* of the module. The mode(s) of assessment approved by the University are specified in the Common Awards Assessment Patterns Guidance (Undergraduate). The assessment for a module must be attempted on the first occasion during or at the end of the academic year in which the module has been studied. The results of the assessment at the end of each module will be the basis for allowing students to progress from one Level to the next. The results of the assessment of all modules studied for Final Honours will be used in the classification of the degree to be awarded.

Assessment elements
An *assessment element* is a defined piece of assessment which contributes a stated percentage of the mark for the module. This may be an examination paper, a coursework essay, a dissertation, a presentation etc. Several *assessment elements* may make up an *assessment component* (e.g. two exam papers may make up the examination *component* of the assessment; an essay and a presentation may make up the coursework *component* of the assessment).

Programme regulations
Programme regulations specify the modules approved for delivery for a validated programme at a designated TEI.

Assessment Patterns Guidance (Undergraduate)
The *Assessment Patterns Guidance (Undergraduate)* specifies the approved assessment components for modules approved for delivery within the Common Awards Framework.

Module Overview Table
A *Module Overview Table* specifies the approved assessment components for each module delivered at the TEI, in line with the Assessment Patterns Guidance (Undergraduate).

University examinations
University examinations comprise the following:

(a) ***Preliminary Honours*** examination: the assessment of modules studied during Level 4 of a programme of study, to a total of 120 credits. This equates to Certificate Level;

(b) ***Final Honours*** examination: the assessment of modules studied during Level 5 of a programme of study (equivalent to Diploma Level) and Level 6 of a programme of study (equivalent to degree Level), to a total of 120 credits per Level. This includes examinations for the Ordinary degree where appropriate.

ADMISSION

2. **Students shall not become matriculated members of the University**, neither shall they become members of a College or a Society of the University unless by special arrangement with a particular College or Society.

3. Students shall be subject to the regulations of the TEI except in the matter of an appeal against a decision of the University's Board of Examiners or of a committee of the University, on an academic matter affecting them. In such cases, students will be subject to the Regulations for Academic Appeals (regulation 44 below refers).

REGISTRATION

4. **Students enrolled on the Theology, Ministry and Mission programmes will be students of the TEI. They will be registered for an award of the University but will not be members of the University.**

5. The TEI is responsible for informing the University of all students who are registered for a Common Awards validated programme of study and by the date specified by the University.

6. All validated programmes are delivered and assessed in English. Students whose first language is not English shall be required to present satisfactory evidence of their achievement in an approved English Language proficiency test.

RESIDENCE

7. Students registered for the validated Theology, Ministry and Mission programmes are not subject to the University's residence requirements but shall be subject to any residence requirements of the TEI.

ACCREDITATION OF PRIOR LEARNING (APL)

8. **A Certificate, Diploma or degree will be awarded only if the student has undertaken study within the Durham University programme of at least two-thirds of the credits for the award**. Thus standard maximum APL requests will be as follows:

Foundation Award (60 credits):	Not applicable
Certificate (120 credits):	40 credits
Certificate (180 credits):	60 credits
Diploma:	80 credits, including no more than 60 credits of APEL.
Bachelor's degree:	120 credits, including no more than 60 credits of APEL.

APL is not permitted for the Foundation Award.

PROGRESS AND ATTENDANCE

9. All students registered for validated programmes of study are required to:

   (a) fulfil the attendance requirements of the TEI as specified in the appropriate handbook issued by the TEI;

   (b) fulfil all academic engagements (including registration, examinations, tests, written work, tutorials, seminars, practical classes, professional placements, field courses, including those which may be held during vacations, interviews and lectures) to a standard satisfactory to the Programme Leader.

10. **Not all modules listed in the validated programme regulations will be available in any one year. Details of availability will be included in the appropriate handbook issued by the TEI, and listed on the programme regulations.**

11. During any period of study, students shall maintain such contact with the Programme Leader or his/her nominee, and provide the Programme Leader or his/her nominee with such evidence of progress, as he/she may require.

12. The Chair of the Management Committee or Management Board as stated in the Standard Validation Contract may permit an interruption to, or the extension of, a student's registration for a period to be specified by concession.

13. **Students who fail to achieve satisfactory marks in approved assessments, and who are not allowed or qualified to proceed to the next year of a programme of study, will be required to leave the validated programme of study.**

14. If it should appear during the first term of his/her study that a students' attainment in the English language is not fully adequate for his/her study, the student may be required to undertake, at his/her own expense, an approved course of instruction in the English language.

PROGRAMME REQUIREMENTS

15. Requirements for each validated programme shall be as specified in the relevant programme regulations.

16. Credits may be counted towards one award and on one occasion only.

PRE-CONDITIONS FOR THE AWARD OF A DEGREE, DIPLOMA OR CERTIFICATE

17. In order to qualify for the award of a first degree of the University, a student must:

    (a) be admitted to an approved validated programme of study and included in the record of registered students returned to the University by the TEI.

    (b) study in accordance with the Core Regulations for Undergraduate Programmes in the Common Awards in Theology, Ministry and Mission Scheme, and the programme regulations for the validated programme for which they are registered;

    (c) pass, in the period of time permitted, the assessment requirements prescribed in the Module Overview Table of the named validated programme for which they are registered.

18. Unless otherwise stated in the programme regulations approved by the University, all students must register for, study and be assessed in modules to the value of 120 credits at each appropriate Level of study, irrespective of the target award. Thus a student registered

for a Certificate, Diploma or Ordinary degree must study and be assessed in modules to the value of 120 credits at the relevant Level irrespective of the fact that the target qualification may be awarded on the basis of passes in fewer than 120 credits at the Level in question.

19. Subject to any specific requirements in the programme regulations, students must gain credits as follows:

Foundation Award (60 credits):	**A total of 60 credits** at Level 4
Certificate (120 credits):	**A total of 120 credits** at Level 4 or above
Certificate (180 credits)	**A total of 180 credits**, including: • at least 60 credits at Level 5 or above • and no more than 120 credits at Level 4
Diploma:	**A total of 240 credits**, including: • at least 90 at Level 5 or above • and no more than 150 at Level 4
Ordinary Degree:	**A total of 300 credits**, including: • at least 60 at Level 6 or above • and no more than 240 at Levels 4 and/or 5
Bachelor's degree with Honours:	**A total of 360 credits**, including: • at least 90 at Level 6 or above • and no more than 270 at Levels 4 and/or 5

Note:

(a) a student who fails 20 credits at Level 4, transfers to the Ordinary degree for Level 5 and subsequently transfers back to Honours for Level 6 may be awarded an Honours degree notwithstanding failure in 20 credits at Level 4. Such a student may therefore be awarded a Bachelor's degree with Honours having gained only 340 credits;

(b) exceptionally, a student may be awarded a Certificate, Diploma or degree despite having fewer than the approved number of credits where a concession has been granted or the Board of Examiners has exercised its discretion for the student to progress or to be given an award;

(c) credit may be awarded by compensation in accordance with the regulations below.

20. A student may be allowed to take a module whose Level is below the student's own Level of study (e.g. a student may take a Level 4 module as part of his/her Level 5 study.) This will normally be restricted to:

(a) adjacent Levels of study such that a module is taken from the Level below the student's Level of study;

(b) a total of 30 credits during Level 5, and 30 credits during Level 6;

and should not contravene the credit requirements for the programme of study concerned (as set out in paragraphs 18-19 above).

21. Full-time undergraduate students will be admitted to study for a Bachelor's degree with Honours, a Certificate, a Foundation Award or a Diploma. They may not be admitted to study for an Ordinary degree.

22. A degree will not be awarded on the basis of credits accumulated in isolation from registration for a named award. However, a student may be awarded a named award at a lower level than the award for which he/she registered provided that:

    (a) the student has gained the necessary credits for the lower level award;

    (b) the lower level award is defined in the programme regulations as an exit qualification in respect of the award for which the student has registered.

23. Unless otherwise indicated in the programme regulations, all named undergraduate Common Awards programmes:

    (a) lead to a Certificate, Diploma or Bachelor's degree; or,

    (b) may be awarded at Certificate or Diploma level; or,

    (c) may be awarded at Ordinary degree level; or,

    (d) may be awarded at Graduate Certificate or Graduate Diploma level.

24. **The award of a Certificate or Diploma is not conferred on a student progressing directly to the next Level of study.** Should the student leave the programme before completing successfully the next Level of award, he/she will be formally awarded the parchment for the award for which he/she is eligible.

25. Students' choice of modules may be subject to timetable constraints and other constraints, and shall be subject to approval by the Programme Leader or nominee in the relevant TEI. Students of one TEI may study modules from another TEI, with the permission of each party, and as long as the modules taken are to the value of no more than 60 credits at each Level of study and to the value of no more than 50% of the registered programme

ADDITIONAL PRE-CONDITIONS FOR PART-TIME STUDENTS

26. The following regulations apply to the registration of part-time students in addition to the regulations above for pre-conditions for an undergraduate award:

    (a) part-time students will be required to study each Level of the programme for which they are registered across no fewer than two and no more than three years;

    (b) part-time students may take modules to the value of no fewer than 40 credits and not more than 90 credits in each year of study;

    (c) part-time students aiming for a particular award may, at the discretion of the TEI, be admitted to an award at a lower level in the first instance (e.g. Certificate of Higher Education) and subsequently be registered for a higher award (e.g. Diploma of Higher Education or Bachelor's degree) subject to satisfying the progression requirements below;

    (d) if a part-time student who is eligible for the award of a Certificate or Diploma wishes to register for study for the next Level of award (i.e. Diploma or degree respectively), the award for which the student is eligible will not be made at that time. Should the student leave the programme before completing successfully the next Level of award, he/she will be awarded formally the parchment for the award for which he/she is eligible.

PLACEMENT LEARNING

27. Where approved by the University, a degree programme may include time spent at an educational institution or a place of work in the UK or abroad to give students additional learning opportunities. Such placement opportunities:

    (a) may last for a full year or for a shorter period of time;

    (b) may take place during term-time and/or vacations;

    (c) may replace a period of study within the TEI or offer additional experience;

    (d) may or may not contribute marks to the classification of the degree but must have an assessment requirement at least at threshold level;

    (e) must be formally approved by the University through the agreed procedures and documented as appropriate to the type of placement involved.

28. The regulations for the degree programme concerned must clarify the status of the placement with respect to the options listed above.

29. These regulations do not cover intercalated years taken at the request of the student in addition to the prescribed programme of study. Such years have no status within the University's regulatory framework.

PROGRESSION INTO AND FROM A STUDY ABROAD OR YEAR-LONG WORK PLACEMENT

30. To participate in any study abroad placement (such as an exchange), students must have successfully completed the previous Level of study under the core regulations and the relevant programme regulations for progression to the next Level of study. To proceed to the next Level of study following their placement they must in addition:

    (a) pass the assessment required for the placement;

    (b) conduct themselves in an appropriate way during the placement.

31. Students who fail to fulfil their academic commitments or who bring the University into disrepute during their placement may be required to leave the validated programme of study under the University's regulations for Academic Progress and/or student discipline as appropriate.

32. The marks for a placement which contributes to the assessment of the student for the purposes of progression or degree classification must be awarded according to the Durham assessment scale or translated by an approved procedure into the Durham scale.

33. Where a placement replaces study at Level 5 in the TEI and therefore contributes marks to the classification of the student's degree, a resit opportunity must be provided by the TEI concerned if it is not routinely provided by the host institution. The form and content of the resit should take into account prerequisites for study at the next Level and the material covered during the year abroad. The resit should be arranged in consultation with the external examiner. The volume of work to be resat should be comparable with the resit provisions of the University of Durham (half of the year's work – 60 credits – being permitted as a resit where not more than two-thirds of the year's work – 80 credits – has been failed).

34. The learning outcomes of a placement which replaces a period of study which would normally be undertaken within the TEI must be consistent with the learning outcomes of the programme as a whole and of the modules which would have been taken at the TEI, and

be subject to assessment comparable in standard with that obtaining for the year of study at the TEI. The marks obtained shall stand as marks under the core progression regulations and (where relevant) must be integrated into the Durham degree classification procedure. The marks for such a placement must be awarded according to the Durham assessment scale or translated by an approved procedure into the Durham scale.

35. A placement which provides additional learning experiences but does not contribute to the marks used for the degree classification process must nevertheless be assessed by means of an appropriate test or coursework for the purposes of progression. This assessment may be at threshold level or be graded. The marks obtained are additional to those required in the core progression regulations and students are required to pass this assessment before progressing to the next Level in their chosen programme of study. However, a student who fails this assessment must be offered a place on a parallel programme which does not require completion of the placement, on the basis of his/her successful completion of the previous Level of study.

36. Boards of Examiners have discretion to take into account the performance of a student in the assessment at the end of a placement which does not otherwise contribute to the marks for the classification of the degree.

ASSESSMENT

37. Student achievement may be assessed using a variety of methods including written examination papers, continuously assessed coursework, practicals, oral examinations and fieldwork. The mode(s) of assessment are specified in the Module Overview Tables proposed by the TEI, and approved by the University The mode(s) of assessment must comply with the Assessment Patterns Guidance (Undergraduate) issued by the University.

38. All work submitted for assessment must be in a form suitable for assessment by the external examiners and comply with any format requirements detailed in the appropriate handbook issued by the TEI. All assessed work shall be available to external examiners and the University Liaison Officers on request.

39. **Summative assessed coursework submitted after the due deadline will be penalised in the following ways**:

    a. Summative assessed work submitted late but within five working days of the deadline shall be penalised by having the mark for that work capped at the module pass mark. The work will be marked and feedback supplied. The mark that would have been awarded to the student had the penalty not been applied should be indicated to the student. A working day in this context refers to Monday to Friday, and excludes bank holidays and days which the TEI is officially closed.

    b. Summative assessed work submitted more than five working days after the deadline will not be marked and a mark of zero will be recorded.

40. A student who is unable, due to illness or other good cause, to submit coursework for assessment by the required date may apply to the Programme Leader or his/her nominee for an extension of that date. This should normally be done in advance of the deadline.

41. The University-level Board of Examiners will classify the performance of students using the approved Marking and Classification Conventions of the University . The Board of Examiners has the power to exercise discretion to take account of special circumstances if

it considers it right to do so in the proper discharge of its duties. The views of an External Examiner or Moderator must be particularly influential in the case of disagreement within the Board of Examiners.

42. Where a student's arithmetic means falls no more than 2% below a classification boundary, the University-level Board of Examiners must consider whether to award the higher classification by the exercise of discretion. Boards of Examiners may only consider exercising discretion to raise a classification for a student whose arithmetic mean falls outside of this 2% range where there are personal mitigating circumstances, or a combination of personal mitigating circumstances and academic factors, that warrant such consideration.

43. Students who fail to satisfy the Board of Examiners may be permitted by the Board to resubmit **on one further occasion only**, within a period of time to be specified by the Board. The mark recorded for any resubmission will be capped at the appropriate pass mark and will normally be considered at the next scheduled meeting of the Board of Examiners. The registration period of any student permitted to resubmit by the Board of Examiners will be extended accordingly and communicated to the University by the TEI.

PASS LISTS

44. Progression Lists shall be approved by the Chair of the Board of Examiners, External Examiners and the University Liaison Officers and shall state the name of the TEI delivering the validated programme.

45. Pass Lists shall be issued by the University and shall state the name of the TEI delivering the validated programme. Pass lists shall be signed by an appropriate University authority.

46. The transcript issued to students following the award shall state the name of the TEI delivering the validated programme.

RIGHT OF APPEAL

47. Students may appeal against a decision of the Board of Examiners or of a Committee of either the TEI or the University on an academic matter affecting them and shall be subject to the University's General Regulation VII: Academic Appeals.

MARKING AND CLASSIFICATION CONVENTIONS

48. All validated programmes of study shall comply with Durham University's scale for the relationship of marks to awards and with the University's Marking and Classification Conventions as applicable to the award concerned.

49. All validated programmes of study shall comply with Durham University's Qualification Descriptors.

ACADEMIC MISCONDUCT

50. The validated programmes of study shall have published regulations and processes approved by the University for Academic Misconduct. Students will be subject to these regulations.

PRELIMINARY HONOURS

LEVEL 4

PROGRESSION REGULATIONS

51. **At Level 4 students shall study and be assessed in a programme consisting of modules to a total of 120 credits (or 60 credits where students are registered for a Foundation Award), according to the regulations for individual programmes.**

52. **The programme regulations shall specify the intensity of study for part-time students (within the range of 40-90 credits per year). This may not be varied during the period of study for the Level except by concession.**

53. **A student must achieve a pass of at least 40% in each module taken at Level 4 (to a total of 120 credits) to be allowed to progress to Level 5.**

54. Unless stated in the programme regulations approved by the University, Modules shall be studied sequentially: from Level 4 through to Level 6. Students may not normally undertake modules of a higher Level without previously attaining 120 credits in the adjacent lower Level. This may include up to 20 credits of modules which were failed, provided that such failure will not preclude the student from being eligible for the award for which they are registered.

55. Subject to the programme regulations approved by the University, part-time students may be permitted to undertake Level 5 modules during the same Year as Level 4 study, provided that they have completed the Level 4 modules (to the value of at least 80 credits) taken previously. This may include up to 20 credits of modules which were failed, provided that such failure will not preclude the student from being eligible for the award for which they are registered.

56. A student who gains at least 120 credits at Level 4 in their Preliminary Honours Examination shall be eligible to progress to Level 5 in the programme of study for which he/she is registered. If he/she gains 120 credits at Level 4 he/she shall be eligible for the award of a Certificate in the named programme for which he/she is registered. A student who gains 100 credits at Level 4 shall be eligible to transfer to the Ordinary degree operating in parallel with the Honours degree for which he/she is registered. This is subject to any pre-requisites defined in the programme regulations for such transfer. Such transfer shall not be permitted if the student has failed any module(s) named as a pre-requisite(s) for module(s), study of which is required at Level 5. A student who gains 60 credits at Level 4 shall be eligible for the award of a Foundation Award in the named programme for which he/she is registered.

57. **A student who fails more than 20 credits at Level 4 following reassessment will be required to leave the programme.**

RESITS

58. If a student gains an overall mark of less than 40% in any one or more modules up to the value of 120 credits, he/she will be required to resit the failed assessment element(s) of any failed assessment component(s) (e.g. where the examinations have been failed overall but the coursework passed, a student must resit the failed examination paper(s) and those only). The student must achieve mark(s) in the resit examination(s) such that the average for the module as a whole (taken together with the marks for any component(s) passed at the first attempt) is at least 40% in order to proceed in that programme of study. If a student achieves a lower mark in the resit than at the first attempt in respect of any assessment

component, the higher mark shall prevail for the purpose of establishing an overall mark for the module.

59. **A student permitted to resit one or more module element(s) may do so on one occasion only**. In such cases, a student:

(a) must resit all failed elements of any failed component(s) within the failed module(s) (e.g. a failed coursework assignment where the coursework overall has been failed);

(b) may not resit module components or elements in which he/she has achieved a mark of 40% or more at the first attempt;

(c) may be assessed at the resit by a mode of assessment different from that by which he/she was originally assessed, provided that this has been approved by the University;

(d) will have a maximum mark of 40% recorded for modules which have been passed at a resit.

60. Part-time students eligible to resit a module must do so in the resit period in which study for the module was commenced. They may not defer this to the subsequent year of study at the same Level.

61. Marks awarded for modules completed for the Preliminary Honours Examination will not count towards the final classification of the degree to be awarded.

62. **A student who gains 100 credits at Level 4 on the BA Honours degree shall be eligible to transfer to the Ordinary degree operating in parallel with the Honours degree for which he/she is registered. This is subject to any pre-requisites defined in the programme regulations for such transfer. Such transfer shall not be permitted if the student has failed any module(s) named as a pre-requisite(s) for module(s), study of which is required at Level 5.**

63. **A student who gains fewer than 100 credits at Level 4 will be required to leave the validated programme of study.**

COMPENSATION

64. In respect of the award of a Certificate, or progression from Level 4 to Level 5 of the Diploma, up to 20 credits may be gained by compensation in respect of Level 4 modules provided that:

(a) a mark of not less than 30% has been obtained in the module to be compensated;

(b) the overall average for the Level 4 modules taken is at least 40%;

(c) the module is not specified as a 'non-compensatable' module within the Programme Specification

(d) The actual mark received for modules passed by compensation will be taken forward to the averaging process for the classification of the degree and will be entered on the student's transcript.

65. **Compensation is not permitted for the Foundation Award.**

PASS LISTS

66. The Pass List for the Preliminary Honours Examination shall list the names of students who are registered for, and eligible for, the award of Certificate of Higher Education or the Foundation Award.

67. The Progression list for the Preliminary Honours Examination shall list the names of:

    (a) students who are registered for, and eligible for, the award of Certificate of Higher Education;

    (b) students who are allowed to enter Level 5 of a named Diploma or Honours degree programme;

    (c) students who are eligible for the award of a Certificate but not for progression to Level 5;

    (d) part-time students who are eligible to study for and be assessed in further modules for the Certificate of Higher Education;

    (e) students who are not eligible to proceed within an Honours programme but may transfer to the Ordinary degree. This will usually be the Ordinary degree offered in parallel with the Honours programme on which the student has been registered.

FINAL HONOURS
LEVEL 5

PROGRESSION REGULATIONS

68. Unless otherwise stated in the programme regulations for the qualification concerned, students who successfully complete the Preliminary Honours Examination shall study and be assessed for not less than two further Years, in a programme consisting of modules to a total of 120 credits for each Level, according to the regulations for the relevant programme.

69. **At Level 5, students shall study and be assessed in a programme consisting of modules to a total of 120 credits (60 credits for a Certificate in *Christian Theology, Ministry and Mission*) according to the relevant programme regulations (see also regulation 18, above).**

70. **A student must achieve a pass of at least 40% in each module taken at Level 5 (to a total of 120 credits) to be allowed to progress to Level 6.**

71. Modules shall be studied sequentially: from Level 5 through to Level 6. Students may not normally undertake modules of a higher Level without previously attaining 120 credits in the adjacent lower Level unless otherwise stated in the programme regulations. Part-time students may be permitted to undertake Level 6 modules during the same Year as Level 5 study, provided that they have completed all the Level 5 modules taken previously (to a total of at least 60 credits). This may include up to 20 credits of modules which were failed, provided that such failure will not preclude the student from being eligible for the award for which they are registered (or, in the case of a student registered for an honours degree, at least for an Ordinary degree).

RESITS

72. **If a student gains an overall mark of less than 40% in any one or more modules to the value of not more than 60 credits, he/she will be required to resit the failed assessment element(s) of any failed assessment component(s) (e.g. where the examinations have been failed overall but the coursework passed, a student must resit the failed examination paper(s) and those only).** The student must achieve mark(s) in the resit examination(s) such that the average for the module as a whole (taken together with the marks for any component(s) passed at the first attempt) is at least 40% in

order to proceed in that programme of study. If a student achieves a lower mark in the resit than at the first attempt in respect of any assessment component the higher mark shall prevail for the purpose of establishing an overall mark for the module.

73. **If a student achieves a mark of less than 40% in modules to the value of 80 credits he/she may resit modules to the value of 60 credits for transfer to the Ordinary degree or the award of a Diploma.** The modules to be resat shall be selected by the student in line with regulation 70 above, in the light of advice from the TEI concerned and taking into account prerequisites for Level 6 of the Ordinary degree if required.

74. **If a student achieves a mark of less than 40% in modules to the value of more than 80 credits he/she may not resit any of the modules and will be required to leave the validated programme of study.**

75. **A student permitted to resit one or more module element(s) may do so on one occasion only**. In such cases, a student:

    (a) must resit all failed elements of any failed component(s) within the failed module(s) (e.g. a failed coursework assignment where the coursework overall has been failed);

    (b) may not resit module components or elements in which he/she has achieved a mark of 40% or more at the first attempt;

    (c) may be assessed at the resit by a mode of assessment different from that by which he/she was originally assessed, provided that this has been approved by the University;

    (d) will have a maximum mark of 40% recorded for modules which have been passed at a resit. This is the mark which will be carried forward into the averaging process for the classification of the degree.

76. Part-time students eligible to resit a module must do so in the resit period at the end of the academic year in which study for the module was commenced. They may not defer this to the subsequent year of study at the same level.

PROGRESSION AND CLASSIFICATION

77. **Marks awarded for modules completed at Level 5 will count towards the final classification of the degree to be awarded by the University.**

78. **A student who has gained at least 120 credits in his/her assessment at Level 5 shall be eligible to progress to Level 6 in the programme of study for the Honours degree for which he/she is registered.**

79. A student who gains 100 credits in his/her assessment at Level 5 shall be eligible to transfer to or (if already registered for the Ordinary degree) progress in the Ordinary degree operating in parallel with the Honours degree for which he/she is registered. This is subject to any pre-requisites defined in the programme regulations for such transfer. Such transfer or progression shall not be permitted if the student has failed any module(s) named as pre-requisite(s) for module(s), study of which is required at Level 6.

80. **A student who fails more than 20 credits at Level 5 following resit will be required to leave the programme.**

COMPENSATION

81. A student who has gained a total of at least 240 credits including at least 90 Level 5 credits and no more than 150 Level 4 credits shall be eligible for the award of a Diploma in the named programme for which he/she is registered. In respect of the award of a Diploma up to 40 credits may be gained by compensation in respect of modules taken during Level 4 and/or Level 5 provided that:

    (a) a mark of not less than 30% has been obtained in the module(s) to be compensated;

    (b) the overall average for the modules taken during Level 5 is at least 40%;

    (c) the module is not specified as a 'non-compensatable' module within the Programme Specification.

    (d) The actual mark received for modules passed by compensation will be taken forward to the averaging process for the classification of the degree and will be entered on the student's transcript.

ORDINARY DEGREES

82. A student registered for an Ordinary degree who gains a total of 120 credits in his/her assessment at Level 5 and has gained a total of at least 220 credits in his/her assessments at Levels 4 and 5 together may transfer back to the named Honours degree programme operating in parallel with his/her Ordinary degree. This is subject to having passed any pre-requisites defined in the programme regulations for such transfer. Such transfer or progression shall not be permitted if the student has failed any module(s) named as pre-requisite(s) for module(s), study of which is required at Level 6.

PASS LISTS

83. A Pass List will be issued for the Level 5 Examination listing the names of:

    (a) students who are registered for, and eligible for, the award of Diploma of Higher Education;

    (b) students who are required to leave the validated programme with the award of a Certificate.

84. A Progression List will be issued for the Level 5 Examination listing the names of:

    (a) students who are registered for, and eligible for, the award of Diploma of Higher Education;

    (b) students who are allowed to progress to Level 6 of a named Honours degree programme;

    (c) part-time students who are eligible to study for and be assessed in further modules for the Diploma of Higher Education in the named programme for which they are registered;

    (d) students who have not reached the required standard but are eligible to resit assessments. For each such student the Board of Examiners concerned shall specify which module assessment element(s) must be re-examined, and the form of the resit examination;

    (e) students who are not eligible to progress to Level 6 of an Honours programme but may transfer to or proceed within an Ordinary degree

    (f) students who are eligible for the award of a Diploma but not for progression to Level 6;

(g) students who are required to leave validated programme with the award of a Certificate.

FINAL HONOURS
LEVEL 6

LEVEL 6 REGULATIONS FOR DEGREE PROGRAMMES

85. **At Level 6, students shall study and be assessed in a programme consisting of modules to a total of 120 credits, according to the regulations for the relevant programme.**

86. **A student must achieve a pass of at least 40% in each module taken at Level 6 (to a total of 120 credits) to be awarded a degree with Honours. There are no resit opportunities at Level 6.**

87. Notwithstanding this requirement, up to 40 credits may be gained by compensation in respect of modules taken at Level 5 and/or 6 provided that:

    (a) a mark of not less than 30% has been obtained in each of the modules to be compensated;

    (b) the overall average for all the modules taken at Levels 5 and 6, including the module(s) to be compensated, is at least 40%. To derive the average for Levels 5 and 6 together, marks shall be weighted as follows:

The first 120 credits of Level 4 modules:	Not included in weighting
The first 120 credits of Level 5 modules (which may include up to 30 credits of Level 4 modules taken under the adjacent levels rule):	Weighted **2**
Level 6 modules to the value of 120 credits (which may include up to 30 credits of Level 5 modules taken under the adjacent levels rule):	Weighted **3**

    (c) the achievement of the learning outcomes of the programme is not compromised by failure in the module(s) concerned. The Programme Specifications indicate which module(s) may not be passed by compensation because failure in those modules would compromise the achievement of the learning outcomes of the programme.

88. The actual mark received for modules passed by compensation will be taken forward to the averaging process for the classification of the degree and will be entered on the student's transcript.

89. **Marks awarded for modules completed for the Level 6 Examination will count towards the final classification of the degree to be awarded.**

90. A student who, following his/her assessment at Level 6, has gained a total of 300 credits including at least 60 credits at Level 6 shall be eligible for the award of an Ordinary degree. No modules may be gained by compensation in respect of this award.

91. A student who, following his/her assessment at Level 6, has gained fewer than 300 credits in total or fewer than 60 Level 6 credits, will not be eligible for the award of a degree but will be eligible for a Diploma where he/she has satisfied the requirements for this award.

92. A part-time student who has failed more than 60 credits at Level 6 will be required to leave the programme.

MARKING AND CLASSIFICATION CONVENTIONS

93. The University has approved the following scale for the relationship of marks to degree classes:

Honours Class	%	Generic Assessment Criteria * %	
I	70 – 100	86 – 100	The work examined is exemplary and provides clear evidence of a complete grasp of the knowledge, understanding and skills appropriate to the Level of the qualification. There is also ample excellent evidence showing that all the learning outcomes and responsibilities appropriate to that Level are fully satisfied.
		76 – 85	The work examined is outstanding and demonstrates comprehensive knowledge, understanding and skills appropriate to the Level of the qualification. There is also excellent evidence showing that all the learning outcomes and responsibilities appropriate to that Level are fully satisfied.
		70 – 75	The work examined is excellent and is evidence of comprehensive knowledge, understanding and skills appropriate to the Level of the qualification. There is also excellent evidence showing that all the learning outcomes and responsibilities appropriate to that Level are satisfied.
II(i)	60 – 69	65 – 69	The work examined is very good and is evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. There is also very good evidence showing that all the learning outcomes and responsibilities appropriate to the Level are satisfied.
		60 – 64	The work examined is good and is evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. There is also good evidence showing that all the learning outcomes and responsibilities appropriate to that Level are satisfied.
II(ii)	50 – 59	55 – 59	The work examined is sound and is evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. There is also sound evidence showing that all the learning outcomes and responsibilities appropriate to that Level are satisfied.
		50 – 54	The work examined is sound but provides limited evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. There is also sound but limited evidence showing that all the learning outcomes and responsibilities to that Level are satisfied.
III	40 – 49	45 – 49	The work examined is acceptable but provides significantly restricted evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. There is also acceptable but significantly restricted evidence showing that all the learning

			outcomes and responsibilities appropriate to that Level are satisfied.
		40 – 44	The work examined is acceptable but provides barely sufficient evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. There is also acceptable but barely sufficient evidence showing that all the learning outcomes and responsibilities appropriate to that Level are satisfied.

Fail			
	0 – 39	35 - 39	The work examined narrowly fails to provide sufficient evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. There is acceptable evidence showing that the great majority of the learning outcomes and responsibilities appropriate to that Level are satisfied.
		30 – 34	The work examined provides insufficient evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. The evidence provided shows that the majority of the learning outcomes and responsibilities appropriate to that Level are satisfied.
		20 – 29	The work examined is unacceptable and provides little evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. The evidence shows that only some of the learning outcomes and responsibilities appropriate to that Level are satisfied.
		10 - 19	The work examined is unacceptable and provides negligible evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. The evidence shows that few of the learning outcomes and responsibilities appropriate to that Level are satisfied.
		0 – 9	The work examined is unacceptable and provides no evidence of the knowledge, understanding and skills appropriate to the Level of the qualification. The evidence fails to show that any of the learning outcomes and responsibilities appropriate to that Level are satisfied.
* These assessment criteria are generic and apply to all subject areas at the relevant level across the University. The Common Awards Scheme supplements these with its own subject-specific criteria in line with the appropriate subject benchmarks and other requirements relevant to the discipline.			

All summative assessed work should be marked according to this scale and students should be given the percentage mark awarded for each coursework assignment and examination paper. Marks are provisional until they have been confirmed by a Board of Examiners.

94. A Board of Examiners will classify the performance of students using the general University conventions as guidelines. A Board of Examiners has the power to exercise discretion to take account of particular circumstances if it considers it right to do so in the proper discharge of its duties. Such circumstances

shall include, but not be restricted to, personal mitigating circumstances. Boards of Examiners may also take into account academic factors such as the overall pattern of marks gained by a student and the relative significance of various modules for the learning outcomes of the programme. The views of an External Examiner must be particularly influential in the case of disagreement within the Board of Examiners on the mark to be awarded for a particular unit of assessment, or on the final level of award to be derived from the array of marks of a particular student.

95. **here a student's arithmetic means falls no more than 2% below a classification boundary, the University-level board of examiners must consider whether to award the higher classification by the exercise of discretion. The Board of Examiners may only consider exercising discretion to raise a classification for a student whose arithmetic mean falls outside of this 2% range where there are personal mitigating circumstances, or a combination of personal mitigating circumstances and academic factors, that warrant such consideration.**

96. Only marks for modules taken after the Preliminary Honours will be taken into consideration for the classification of degrees.

97. Marks for double modules (40 credits) shall be returned as two identical marks and for triple modules as three identical marks (60 credits).

98. Honours degrees will be classified according to the mean weighted classification scheme:

The first 120 credits of Level 4 modules:	Not included in weighting
The first 120 credits of Level 5 modules (which may include not more than 30 credits of Level 4 modules taken under the adjacent levels rule):	Weighted **2**
Level 6 modules to the value of 120 credits (which may include not more than 30 credits of Level 5 modules taken under the adjacent levels rule):	Weighted **3**

99. A degree will be awarded to a student who has passed the appropriate number of modules to the required credit value at the required Level with a mark of at least 40% in each module, after a resit if applicable, subject to the Preconditions for the Award of a Degree, Diploma or Certificate and the Progression Regulations.

The Honours classification of an individual student shall be determined as outlined below:

(a) First Class Honours shall be awarded to a student who achieves an arithmetic mean of 70% or greater.

(b) Second Class Honours (First Division) shall be awarded to a student who achieves an arithmetic mean of at least 60% but less than 70%.

(c) Second Class Honours (Second Division) shall be awarded to a student who achieves an arithmetic mean of at least 50% but less than 60%.

(d) Third Class Honours shall be awarded to a student who achieves an arithmetic mean of at least 40% but less than 50%.