



UNIVERSITY COLLEGE  
OF ESTATE MANAGEMENT

# Academic and Programme Regulations

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Applicable to all students studying on UCEM Taught  
Programmes at Levels 4 – 7

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## Table of contents

<b>1. Introduction .....</b>	<b>1</b>
<b>2. Your programme .....</b>	<b>2</b>
2.1 Introduction .....	2
2.2 Modules .....	3
2.3 Maximum Period of Registration.....	5
2.4 Changing your programme .....	5
<b>3. Time out from your studies (For non-apprenticeship students only).....</b>	<b>6</b>
3.1 Registration .....	6
3.2 Interruption of study.....	7
<b>4. Break in learning (For apprenticeship students only) .....</b>	<b>8</b>
<b>5. Assessment .....</b>	<b>9</b>
5.1 Introduction to assessment.....	9
5.2 Submission.....	9
5.3 Extensions and late submissions.....	10
5.4 Examinations and Panel Interviews .....	12
5.5 Quality assurance of assessment and award .....	12
<b>6. Module achievement .....</b>	<b>13</b>
6.1 Achieving module credit (marked modules) .....	13
6.2 Achieving module credit (graded modules).....	14
6.3 Number of attempts .....	14
6.4 Resubmission for all modules except the 40 credit project module .....	15
6.5 Retakes for all modules except the 40 credit project module .....	16
6.6 Resubmission and retakes for 40 credit project modules .....	16
6.7 Academic compensation for undergraduates.....	18
6.8 Academic compensation for postgraduates .....	19
<b>7. Mitigating circumstances .....</b>	<b>19</b>
<b>8. Awards, certificates, and graduation.....</b>	<b>20</b>
8.1 General .....	20
8.2 Professional membership .....	21
8.3 Aegrotat awards .....	21
8.4 Posthumous awards.....	22
<b>9. Withdrawal .....</b>	<b>22</b>
<b>10. End of contract.....</b>	<b>23</b>
<b>11. Consequences of end of contract.....</b>	<b>23</b>
<b>12. Exclusion .....</b>	<b>24</b>

## UCEM Academic and Programme Regulations Levels 4-7

<b>13. Academic and behavioural conduct</b>	<b>24</b>
<b>14. Fitness to study</b>	<b>24</b>
<b>15. Intellectual property</b>	<b>24</b>
<b>16. Equality, diversity, and wellbeing</b>	<b>25</b>
<b>17. Health and safety</b>	<b>25</b>
<b>18. Safeguarding and Prevent</b>	<b>25</b>
<b>19. Freedom of speech</b>	<b>26</b>
<b>20. Privacy and data protection</b>	<b>26</b>
<b>21. Complaints and appeals</b>	<b>26</b>
<b>22. Further support on Academic and Programme Regulations</b>	<b>26</b>
<b>23. Other related policies and documents</b>	<b>27</b>
<b>Appendix A Undergraduate awards</b>	<b>28</b>
A.1. Introduction	28
A.2. Award credit requirements	28
A.3. Award classification	29
<b>Appendix B Postgraduate awards</b>	<b>31</b>
B.1. Introduction	31
B.2. Award credit requirements	31
B.3. Award classification	31
<b>Appendix C Undergraduate transition regulations</b>	<b>33</b>
C.1 Introduction	33
C.2 Programme information	33
C.3 Maximum registration period	33
C.4 Progression on BSc (Hons) programmes	34
C.5 Academic compensation	34
<b>Appendix D Postgraduate transition regulations</b>	<b>35</b>
D.1 Introduction	35
D.2 Programme information	35
D.3 Maximum registration period	35
D.4 Maximum number of credits	36
D.5 Progression	36
D.6 Academic compensation	36

Click on hyperlinks to take you directly to each area or document.

# 1. Introduction

- 1.1. These regulations apply to you if you are studying on an undergraduate or taught postgraduate programme (FHEQ levels 4 to 7). (More information about FHEQ levels, including their definition, is available in [section 2.2.4](#)). If you have questions about any regulations or policies, please contact the Student Advice Team via [Student Central \(opens new window\)](#). A [glossary of terms \(opens new window\)](#) that we use is available on the VLE.
- 1.2. The version of the regulations that applies to you is the latest version that was published on our website at the time of your last registration or re-registration. If you began to study the 40 credit project module in the spring semester, the latest version of the regulations will nevertheless apply to you from the autumn semester. If you started your programme before September 2020 then the relevant Transition Regulations appendix also applies to you (Undergraduate Transition Regulations are in [Appendix C](#) and Postgraduate Transition Regulations are in [Appendix D](#)).
- 1.3. The purpose of these regulations is to make sure:
  - We (University College of Estate Management (UCEM)) keep high quality and standards across all our (UCEM's) awards;
  - there are consistent outcomes across programmes; and
  - you are treated equally and fairly throughout your studies with us (UCEM).
- 1.4. These regulations do not cover admissions. For admissions, please read UCEM's [Code of Practice chapter on Admissions and Recognition of Prior Learning \(opens new window\)](#).
- 1.5. You must make sure you understand these regulations and any changes that are made during your studies because they apply to all aspects of your studies with us.
- 1.6. The Academic Board approves these regulations and can make changes to them. (The Academic Board is our highest academic governing board.)
- 1.7. The Academic Board can change these regulations, so we can:
  - a. meet the requirements of regulatory, external professional and/or accrediting bodies (for example the Office for Students (OfS) or the Royal Institution of Chartered Surveyors (RICS));
  - b. keep to changes in the law; and/or
  - c. make changes for your benefit, following consultation with student representatives. If urgent changes for your benefit are required, and therefore there is limited time to complete consultation, student representatives will instead be informed.
- 1.8. We will notify you of any changes to these regulations before they happen through announcements on our [Virtual Learning Environment \(VLE\) \(opens new window\)](#) and our [website \(opens new window\)](#).
- 1.9. We will normally only implement changes to these regulations at the start of each academic year.

## UCEM Academic and Programme Regulations Levels 4-7

- 1.10. However, emerging external requirements or circumstances may make it necessary to make changes with immediate effect. In this case we will inform you and other students via the VLE and email before these changes come into effect.
- 1.11. The Board of Examiners is allowed to vary the standards set out in these regulations in your interest, in consultation with external examiners. Normally variation will only occur if there is sufficient evidence that you have been successful on programme, or that your studies have been affected by circumstances beyond your control, and either:
  - a. you are at a borderline grade boundary;
  - b. you are close to award; or
  - c. you are at risk of having your studies ended (end of contract) (see section 10)..The variation to the regulations cannot be made if it means that programme learning outcomes are not being met.
- 1.12. These regulations are supported by other important documents which you also have a responsibility to understand (see [section 23](#)).
- 1.13. Any dispute, whether under these regulations or any other regulations or codes of conduct or any contract between you and UCEM will be governed by, and interpreted under, English Law.

## 2. Your programme

### 2.1 Introduction

- 2.1.1. Your programme, and everything related to it, is conducted in English.
- 2.1.2. Your programme is delivered by supported online learning. Your programme content is delivered through our VLE. Teaching and support are also provided online. You must keep to the [VLE Terms of Use \(opens new window\)](#).
- 2.1.3. Important information about your programme is available in your **programme specification**. Examples of the type of information you can find in your programme specification include award details, programme aims and structure, programme learning outcomes, module summaries and accreditation details. Your [programme specification \(opens new window\)](#) is available on our website and on your programme page on the VLE. You should refer to the programme specification which relates to the academic year when you started your programme with us unless we have notified you of any updates. If you started your programme before September 2020, please refer to the relevant Transition Regulations for more information relevant to you ([Appendix C \(Undergraduate\)](#) or [Appendix D \(Postgraduate\)](#)).
- 2.1.4. Your programme has a final award associated with it. To be given this award you must achieve the minimum number of credits as outlined in the relevant award appendix (unless you have been granted an exemption) (Undergraduates see [Appendix A](#) and Postgraduates see [Appendix B](#)) and fully meet any extra requirements outlined in the relevant award appendix, and your programme specification. See [section 2.2.5](#) to learn more about “credits”.

## UCEM Academic and Programme Regulations Levels 4-7

- 2.1.5. If you end your studies with us before you meet the requirements for your final award, you may qualify for an intermediate exit award. This is an award that requires fewer credits than the final award for your programme. If intermediate exit awards are available on your programme this will be outlined in your programme specification. The Progression and Award Board (see [section 5.4](#)) will decide whether you qualify for an intermediate exit award at the next available opportunity. See [section 6.3.8](#), the relevant award appendix ([A. Undergraduate Awards](#) or [B. Postgraduate Awards](#)) and your programme specification for information on what exit awards you could achieve.
- 2.1.6. If you have been given an intermediate exit award but still qualify to progress to a higher award within the same programme, you can apply to return. This is not an automatic right. You must apply for permission to return in line with the [Code of Practice chapter on Admissions and Recognition of Prior Learning \(opens new window\)](#). If you are offered a place, you must return your intermediate exit award and meet any conditions set out in your offer letter. The time gap between your intermediate exit award and your return will be included in your maximum period of registration (see [section 2.3](#)).

## 2.2 Modules

- 2.2.1. Your programme is made up of module(s).
- 2.2.2. A module will be either:
- core – you must study this specific module;
  - elective – you must choose one module from a selection.
- 2.2.3. You will only be exempt from studying a module if this was agreed during your admission under the [Code of Practice chapter on Admissions and Recognition of Prior Learning \(opens new window\)](#).
- 2.2.4. Modules are given an academic level based on national guidance. See the Quality Assurance Agency (QAA) '[Framework for Higher Education Qualifications in England, Wales & Northern Ireland \(FHEQ\)](#)' ([opens new window](#)), in the UK Quality Code for Higher Education.

Level	Notes
Level 4	Certificate of Higher Education level
Level 5	Diploma of Higher Education and Foundation Degree level
Level 6	Bachelor of Science level
Level 7	Master's level

- 2.2.5. Modules are given a credit value. ("Credit" is a simple way of indicating, using numbers, the amount of learning required.) To be given this credit you must meet the requirements as outlined in [section 6.1 or 6.2](#).

## UCEM Academic and Programme Regulations Levels 4-7

- 2.2.6. Important information about a module is available in the **module descriptor**. [Module descriptors \(opens new window\)](#) are available on your programme page of the VLE. You must refer to the descriptor that is active when you register/re-register, unless we have notified you of any updates. The module descriptor:
- confirms the credit value for that module;
  - defines the syllabus for that module;
  - defines the learning outcomes for that module;
  - defines the assessment(s) in that module and will clearly state what percentage each piece of assessment counts for in your overall module mark;
  - defines the module pass mark and whether a threshold needs to be reached on individual assessment elements to pass the module overall;
  - confirms the recommended learning hours required for that module. (Learning hours refers to the time spent studying to achieve the module's learning outcomes and will vary from student to student. We calculate this number by equating one credit to ten learning hours.)
- 2.2.7. You may need to meet specific academic requirements to be allowed to study certain modules. For example, you may have to study a certain module before being allowed to study another. These requirements will be outlined in the module descriptor and programme specification.
- 2.2.8. For some modules it can help to have certain knowledge prior to starting the module. You will be advised of this in the module descriptor and programme specification.
- 2.2.9. You will normally study a maximum of 40 or 50 credits per semester depending on the programme you are studying. This credit total excludes the 40 credit project module which may be studied in addition to your normal modules. Resubmissions do not count towards this credit total.
- 2.2.10. UCEM has the authority to restrict the number of modules you can register on in any given semester, if it is considered to be in your best academic interests and/or on the advice of the Board of Examiners.
- 2.2.11. If you are on the part-time route of an undergraduate programme, you can request to study a maximum of 60 credits per semester (including your 40 credit project module but excluding resubmissions), but this is subject to approval. You can find details on how to request this in the [Student Handbook \(opens new window\)](#).
- 2.2.12. If you are on the full-time route of an undergraduate programme, you will normally study 60 credits per semester. You do not need to request this. Resubmissions do not count towards this credit total.
- 2.2.13. If you are on an apprenticeship programme, you can request to study a maximum of 80 credits per semester (including your 40 credit project module but excluding resubmissions), but this is subject to approval, and is also dependent on you being able to study at least one module in each of the remaining semesters of your programme (not including any agreed Breaks in Learning). You should contact your Apprenticeship Outcomes Officer if you and your employer are interested in this.

## 2.3 Maximum Period of Registration

2.3.1. There is a time limit within which you must complete your programme. This is called the “maximum registration period”. From the start date of your programme, your normal maximum registration period is as follows:

Award	Number of credits	Maximum registration period
Certificate of Higher Education*	120	4 years
Diploma of Higher Education*	240	7 years
BSc (Hons)*	360	9 years
Postgraduate Certificate*	60	3 years
Postgraduate Diploma*	120	4 years
Master’s (MBA, MSc)*	180	6 years
Certificate of Personal and Professional Development (CPPD)	20	Refer to your programme specification

\*If you started your programme before September 2020, please refer to the relevant Transition Regulations for details of your maximum registration period ([Appendix C \(Undergraduate\)](#) or [Appendix D \(Postgraduate\)](#)).

- 2.3.2. Any time when you have taken time out from your studies (see [section 3](#) for non-apprenticeship students see [section 4](#) for apprenticeship students) is included in your maximum registration period.
- 2.3.3. Your maximum registration period cannot be extended even in the case of mitigating circumstances.
- 2.3.4. We will monitor your progress towards completing your programme within the maximum registration period and offer advice as appropriate. If you do not complete your programme within the specified time, your contract with UCEM will end (see [section 10](#)).
- 2.3.5. If you have been granted module exemptions your maximum period of registration will be reduced in line with the number of credits exemption granted and this will have been confirmed to you in writing at the point of programme offer.

## 2.4 Changing your programme

- 2.4.1. If you are interested in transferring to a different programme we offer, please contact the Student Advice Team via [Student Central \(opens new window\)](#).
- 2.4.2. Your request to transfer would normally be approved if the following criteria are met:
- If the programme onto which you want to transfer is still accepting new students and the entry requirements of your current programme; and
  - the programme onto which you want to transfer are the same, and
  - you have not previously withdrawn, or had UCEM end your contract from, the programme onto which you want to transfer.



## UCEM Academic and Programme Regulations Levels 4-7

- 2.4.3. If the programme onto which you want to transfer is not accepting new students, or the entry requirements are different, or you previously withdrew from the programme onto which you want to transfer, your request will be assessed by the Admissions Team and the Programme Leader of the programme onto which you want to transfer.
- 2.4.4. If you had UCEM end your contract from the programme onto which you want to transfer, then your request to transfer will not be approved.
- 2.4.5. If your request to transfer is approved, you will be allowed to transfer to your new programme starting from the next semester. Transfers during a semester are not normally allowed.
- 2.4.6. If any of the modules you have studied **match exactly** those of the programme onto which you want to transfer, then your marks and credits will be transferred to your new programme.
- 2.4.7. If any of the modules you have studied **do not match exactly** those of the programme onto which you want to transfer, it may still be possible to transfer credit (but not marks) to your new programme. The Recognition of Prior Learning Panel (RPLP) will assess whether this is possible based on the learning outcomes of the modules in question.
- 2.4.8. Credit can only be transferred for successfully completed modules.

### 3. Time out from your studies (For non-apprenticeship students only)

#### 3.1 Registration

- 3.1.1. You are expected to engage with modules that you have registered for, which includes completing all assessments (unless you have approved mitigating circumstances (see section 7) or an approved interruption (see section 3.2)).
- 3.1.2. If you register but do not submit your assessments, you will fail your module. Module failure will show on your transcript and will count as one of your four attempts at the module. If you do not engage with the resubmission opportunity, you will fail your second attempt at the module. You are allowed up to four attempts to compete a module ([See section 6.3](#)).
- 3.1.3. If you register for a module(s) but fail to engage with your studies or with UCEM's policies and procedures, you may be at risk of having your contract ended on the grounds of failure to engage with your studies (see section 10).
- 3.1.4. There is a registration deadline for each semester. You can request to change the number of modules you study per semester at any time before this registration deadline. (See [section 2.2.9, 2.2.10, 2.2.11, 2.2.12, and 2.2.13](#) for the maximum number of modules you can study).
- 3.1.5. You can choose not to register for any modules in a semester if you were registered for at least one module in the previous semester (including if you registered and then interrupted (see [section 3.2](#))).
- 3.1.6. If you choose not to register for any modules, or cannot register due to debt, for two semesters in a row you will be considered to have withdrawn (unless approved via section 3.1.7 or unless there were no modules available for you to register on in one of the semesters). See [section 9](#) for more information on withdrawal.

## UCEM Academic and Programme Regulations Levels 4-7

- 3.1.7. There are some circumstances where we may allow you not to register for any modules for two semesters in a row. You must contact us before the registration deadline to request this and it is subject to approval by a member of the Senior Leadership Team.
- 3.1.8. After the registration deadline you cannot register on any more modules for that semester. If you have registered on a module but you no longer wish to study it that semester, if the module commencement date has not yet passed you can contact us to unregister from that module. If the module commencement date has passed you cannot reduce the modules you are studying, except by interrupting your studies (see [section 3.2](#)).
- 3.1.9. You can switch elective modules at any time before the registration deadline.
- 3.1.10. After the registration deadline you can ask to switch elective modules, but your Programme Leader will not approve your request if they think it is not in your best academic interests. As part of this decision your Programme Leader will consider how much time you will have missed on the new module.
- 3.1.11. The order in which core modules are delivered is structured to support your learning. Therefore, requests to switch the core module you are studying in a specific semester with another core module on your programme will not be allowed unless agreed by your Programme Leader.

### 3.2 Interruption of study

- 3.2.1. If you want to stop studying a module you are registered for, and the module commencement date has passed, you can request to “interrupt your studies” on that module by the published deadline. (If the module commencement date has not yet passed (see [section 3.1.3](#)).
- 3.2.2. UCEM’s [Interruption of Studies Procedure](#) (opens new window) outlines the process of applying to interrupt your studies and the deadlines for making requests.
- 3.2.3. You can request to interrupt your studies on any number of modules.
- 3.2.4. For all modules (except 40 credit project modules) you must submit your request to interrupt your studies no later than the original due date for the final assessment of that module.
- 3.2.5. For 40 credit project modules you must submit your request to interrupt your studies no later than the original due date for the first assessment of that module.
- 3.2.6. In all cases, you must submit your request to interrupt your studies on the relevant online form no later than the deadline stated. You should contact the Student Advice Team to request a link to the Interruption of Studies form. Regardless of the payment method chosen, full payment for tuition fees is required for the interrupted module.
- 3.2.7. A request to interrupt your studies received by the deadline will normally be approved where you have not previously interrupted your studies.
- 3.2.8. Where you have previously interrupted your studies, due consideration will be given to the reason for interruption and the impact that interruption would have on your progression through your programme before the outcome of your request is decided.
- 3.2.9. If your request to interrupt your studies is not approved, you will remain registered on the module and will be expected to submit the required assessments. However, if you are experiencing circumstances that have had, or will have, a negative effect on your performance, then you should use UCEM’s Mitigating Circumstances Procedure (see [section 7](#)).

## UCEM Academic and Programme Regulations Levels 4-7

- 3.2.10. UCEM's [Terms and Conditions of Contract \(opens new window\)](#) outline the financial implications of interruption of study. In summary, no refund is due if you interrupt your studies on a module and you must continue to pay all outstanding fees until you have paid the module fees in full. In addition, when you return to study the interrupted module, an additional fee will be due.
- 3.2.11. You are not allowed to participate in the resubmission period for a module that you have interrupted. Instead, you should join the next delivery of the module.
- 3.2.12. Any marks achieved prior to interrupting your studies on a module are not carried forward to any future attempts.
- 3.2.13. You will still be a UCEM student and subject to these regulations during your interruption of study and expected to engage with any communication from UCEM, even if you are not studying any modules.
- 3.2.14. Any interruption of studies will still count towards your maximum registration period (see [section 2.3](#)).
- 3.2.15. Your VLE access for any interrupted modules will be “read-only”. This means that you can still view learning materials, but you cannot engage. For example, you cannot submit assessments, participate in forums, or download e-Books.
- 3.2.16. If you started your programme before September 2020, please refer to the relevant Transition Regulations for more information relevant to you ([Appendix C \(Undergraduate\)](#) or [Appendix D \(Postgraduate\)](#)).
- 3.2.17. UCEM may also enforce a period of interruption of study in line with UCEM’s Fitness to Study Procedure (see [section 14](#)).

## 4. Break in learning (For apprenticeship students only)

- 4.1 A “break in learning” is defined as a break in training where you are not continuing with your apprenticeship, but you have told your employer beforehand that you intend to resume your apprenticeship in the future.
- 4.2 A break in learning can generally only be agreed in relation to medical treatment, parental leave or leave for other personal reasons that prevent you from progressing with your apprenticeship. Annual leave, public holidays and short-term absences (up to four weeks) cannot be agreed as a break in learning. The exception to this is where UCEM are unable to evidence active learning at least every four weeks in which case, ESFA regulations require a break in learning to be enforced.
- 4.3 If you want to go on a break in learning, you must first discuss this with your Apprenticeship Outcomes Officer. If your Apprenticeship Outcomes Officer agrees your circumstances could be considered for a break in learning, we will discuss this with your employer together. If your employer is supportive of a break in learning, your Apprenticeship Outcomes Officer will log the request in Student Central. At this stage we must collectively agree a planned return date (which can be changed if required by mutual agreement).
- 4.4 Your VLE access for any modules you registered for in the semester you took your break in learning will become “read-only”. This means that you can still view learning materials, but you cannot engage. For example, you cannot submit assessments, participate in forums or download e-Books.
- 4.5 You will still be subject to these regulations during your break in learning and you are expected to engage with any communication from UCEM.

## UCEM Academic and Programme Regulations Levels 4-7

- 4.6 Any breaks in learning will still count towards your maximum registration period for your academic programme (see [section 2.3](#)).
- 4.7 You are not allowed to participate in the resubmission period for a module that you have taken a break in learning on. Instead, you should join the next delivery of the module.
- 4.8 Any marks achieved on a module that you did not complete due to taking a break in learning are not carried forward to any future attempts, unless exceptionally agreed by the Dean of School / Dean of School (Academic).
- 4.9 See [section 9.3](#) for what will happen if you do not return after your agreed break in learning.

## 5. Assessment

### 5.1 Introduction to assessment

- 5.1.1. Assessment is how you show that you have met a module's learning outcomes. Learning outcomes are the skills, understanding or aptitudes that you should gain from studying a module.
- 5.1.2. Assessments can be either:
- Diagnostic – assesses existing knowledge. Does not count to your final mark.
  - Formative – feedback on your performance in the assessment is provided to help you learn and improve. Does not normally count to your final mark.
  - Summative – contributes to your overall module mark.
- 5.1.3. The type of summative assessment(s) used in each module is in the module descriptor.
- 5.1.4. UCEM's [Alternative Assessment Procedure \(opens new window\)](#) outlines the circumstances where we would consider setting an assessment that is different to the original set for the module.
- 5.1.5. It is your responsibility to read and follow these regulations relating to assessment as well as:
- the procedures in the [Assessment Handbook \(opens new window\)](#);
  - UCEM's procedures regarding academic and behavioural conduct (see [section 13](#)).
  - the assessment rules and guidance specific to each assessment which are published before the assessment.

### 5.2 Submission

- 5.2.1. You must check whether your assessments have a word count or a word count equivalence. The word count or word count equivalence will be defined in the module descriptor and in the assessment brief. If you exceed a word count or word count equivalence this may limit the marks you can gain, as outlined in the [Assessment Handbook \(opens new window\)](#).
- 5.2.2. You must follow all instructions on the [module page on the VLE \(opens new window\)](#).
- 5.2.3. It is your responsibility to make sure that you submit your assessment in the appropriate format using online submission by the required deadlines.

## UCEM Academic and Programme Regulations Levels 4-7

- 5.2.4. Assessments submitted by a different method to the method stated in the assessment brief will not be accepted unless under exceptional circumstances.
- 5.2.5. You must keep copies of your assessment and confirmation of receipt.
- 5.2.6. All assessment submissions are checked for academic misconduct (see [section 13](#)). It is your responsibility to make sure that your work is your own and that the contribution of others is properly acknowledged and referenced. You can learn about referencing and plagiarism in the [Study Skills section of the VLE \(opens new window\)](#) and using UCEM's [Guide to Referencing and Citation \(opens new window\)](#) available on the VLE.

For certain project modules, assessments may take the form of research-based reports. If you wish for your project to remain confidential, you must indicate this on the Declaration of Project Authorship Form which should be submitted with your Project via Turnitin.

### 5.3 Extensions and late submissions

- 5.3.1. You are allowed one seven-day extension for each module you are registered on. However, you are not permitted to use this extension if:
  - the assessment is a resubmission; or
  - the assessment is part of an apprenticeship End-Point assessment module.
- 5.3.2. If you wish to use this extension, you must request this no later than the submission deadline.
- 5.3.3. Extensions beyond seven days cannot be requested (except if you have an Additional Support Plan indicating this (see section 5.3.4 below)). However, if you have approved mitigating circumstances (see section 7) you can submit up to 14 days late (excluding CMAs and resubmissions) and any late penalty incurred will be removed.
- 5.3.4. Extensions allowed by an Additional Support Plan will be automatically applied and your extended due date should be shown on your assessment tracking page. Extensions allowed by an Additional Support Plan normally exclude CMAs and resubmissions. For more information see [section 16](#).
- 5.3.5. For all marked assessments (except CMAs and resubmissions), if you do not submit your assessment by the required deadline your mark will be penalised (see table below in section 5.3.8 for penalty details). The penalty will be applied from 10.00am (UK time) on the required deadline. In all cases (including for students with extensions and Additional Support Plans) you are not allowed to submit more than 14 days after the original submission deadline.
- 5.3.6. If you do not submit a CMA by the required deadline, you are no longer allowed to submit, and you will receive a mark of zero.
- 5.3.7. If you do not submit a resubmission assessment by the required deadline (see [section 6.4](#)) you are no longer allowed to submit, and you will receive a mark of zero.

## UCEM Academic and Programme Regulations Levels 4-7

5.3.8. Late submission penalties for all marked assessments (except CMAs and resubmissions):

- a. If you have no extension, no approved mitigating circumstances, and no Additional Support Plan, the following penalties will apply:

Time after published deadline	Penalty
+ 1 day	5 marks will be taken off
+ 2 - 7 days	10 marks will be taken off
+ 8 – 14 days	Your mark will be capped at the module pass mark
+ 15 days	You cannot submit and you will receive a mark of zero

- b. If you have a 7-day extension, no approved mitigating circumstances, and no Additional Support Plan, the following penalties will apply:

Time after original published submission deadline	Penalty
+ 7 days	No penalty
+ 8 days	5 marks will be taken off
+ 9 – 14 days	10 marks will be taken off
+ 15 days	You cannot submit and you will receive a mark of zero

- c. If you have a 14-day extension specified by your Additional Support Plan, the following penalties will apply:

Time after original published submission deadline	Penalty
+ 14 days	No penalty
+ 15 days	You cannot submit and you will receive a mark of zero

5.3.9. Penalties will not be applied fully if they would take your mark below the module pass mark (see [section 6.1.3](#)). If your unpenalised mark is already below the module pass mark, a penalty will not be applied.

5.3.10. If a late penalty has been applied to any of your assessments and without that penalty you would otherwise have passed the module, you will not be required to resubmit and you will receive an overall module mark capped at the module pass mark.

5.3.11. You will be able to view your unpenalised mark through the online assessment platform, so you understand the quality of your work submitted. Your recorded penalised mark is stored on the Assessment Tracking page.



## 5.4 Examinations and Panel Interviews

- 5.4.1. For examination and panel interview guidance, please see the [Guidance Notes for Candidates Taking Examinations or Panel Interviews](#) on the VLE (opens new window).
- 5.4.2. It is your responsibility to arrive in good time for timetabled examinations and panel interviews; you must check all the examination and panel interview information, including the timing and exact location of examination venues.
- 5.4.3. If you do not attend an examination or Panel Interview and do not have approved, mitigating circumstances for non-attendance (see section 7), you will be deemed to have failed and will be required to resit or retake the assessment(s) at the next available opportunity.

## 5.5 Quality assurance of assessment and award

- 5.5.1. We have various processes and boards which ensure that our assessment, progression and award regulations and policies are applied consistently.
- 5.5.2. Before you are given assessments, we hold **Scrutiny Boards** which review the assessments to check that they are in line with:
  - the [Assessment Handbook \(opens new window\)](#);
  - the module's learning outcomes;
  - the required assessment format;
  - the appropriate FHEQ academic level (see [section 2.2.4](#)).
- 5.5.3. Before you are given your provisional marks for each assessment, they are moderated. **Moderation** is a process intended to make sure that an assessment outcome is fair and reliable and that assessment criteria have been applied consistently. It may result in an adjustment of the marks. More information about moderation can be found in the [Assessment Handbook \(opens new window\)](#).
- 5.5.4. Academic Board is responsible for the standards of its awards. Academic Board gives this responsibility to the Board of Examiners who make decisions on marks, progression, and awards. Please see UCEM's [Code of Practice chapter on Board of Examiners \(opens new window\)](#) for more information.
- 5.5.5. All assessment results are provisional until they have been approved by the Board of Examiners and are released as part of your final module mark release.
- 5.5.6. The Board of Examiners is made up of two separate boards:
  - **Module Boards**  
Confirms and agrees module marks and approves mitigating circumstances panel's recommendations. Your marks may be adjusted at this stage.
  - **Progression and Award Boards**  
Verifies progression through a programme, awards and, where applicable, the classification of awards. All Progression and Award Board decisions are made in consultation with the relevant external examiners. The Progression and Award Board confirms awards.

## UCEM Academic and Programme Regulations Levels 4-7

- 5.5.7. Resubmission Boards can combine both Module Board and Progression and Award Board functions.
- 5.5.8. Academic Board receives the decisions of the Board of Examiners for final ratification. (Ratification is defined as making decisions official.) This is the final step in the approval of the award. The decision of the Academic Board is final (subject to appeal, see [section 21](#)). For information about how and when an award is granted, see [section 8](#).
- 5.5.9. Your assessment, module, progression, and award results are released to you on set release dates. These release dates are published in advance each year.
- 5.5.10. Results will not be given over the telephone unless the Vice Chancellor or Deputy Vice Chancellor, or exceptionally the Director of Academic Registry in the Vice Chancellors or Deputy Vice Chancellor's absence, has given permission.
- 5.5.11. **External Examiners** are appointed by us to make sure that standards are consistently applied in the granting of awards. They are consulted throughout the quality assurance processes described above. Please see UCEM's [Code of Practice chapter on External Examining \(opens new window\)](#) for more information.
- 5.5.12. In addition, there are two panels that report to the Board of Examiners:
- **Mitigating Circumstances Panel**  
Makes recommendations to the Module Boards on cases of mitigating circumstances. See [section 7](#) for more information about mitigating circumstances.
  - **Academic Misconduct Panel**  
Reviews cases of suspected academic misconduct and decides if academic misconduct has occurred and whether a penalty should be applied. See [section 13](#) for more information about academic misconduct.

## 6. Module achievement

### 6.1 Achieving module credit (marked modules)

- 6.1.1. Your overall module mark is the weighted average of your individual summative assessment marks for that module. The relevant weightings are given in the module descriptor.
- If this calculation results in a decimal, it will be rounded at the first decimal place to the nearest whole number (decimal places up to four are rounded down, decimal places of five or more are rounded up). For example, 53.49 would be rounded to 53, 53.51 would be rounded to 54.
- 6.1.2. Credit is awarded for a module if you have shown you have met the module's learning outcomes. To show this your overall module mark must be at least the module pass mark. For certain modules you will also need to meet a minimum threshold on each assessment element as detailed in the Module Descriptor.
- 6.1.3. The module pass mark is:
- 40% for undergraduate programmes;
  - 50% for postgraduate programmes.



## UCEM Academic and Programme Regulations Levels 4-7

- 6.1.4. If you do not meet the requirement set out in [section 6.1.3](#) you have failed the module and will not achieve any credits for the module. For information about resubmissions, see [section 6.4](#).
- 6.1.5. Credits cannot be divided.
- 6.1.6. You may request an interim transcript detailing the credits you have achieved at any point in your studies.
- 6.1.7. If you are studying on an undergraduate programme, you must have passed, or received exemptions from, all modules at level 4 before you can progress to level 6. If you started your programme before September 2020, please refer to the relevant Transition Regulations for information on exceptions to this regulation ([Appendix C \(Undergraduate\)](#) or [Appendix D \(Postgraduate\)](#)).

### 6.2 Achieving module credit (graded modules)

- 6.2.1. For graded modules, the grades available and the grading criteria are outlined in the module descriptor.
- 6.2.2. Occasionally, assessment components or complete modules are not given a numerical mark but instead are graded as Satisfactory or Not Yet Satisfactory. This will be outlined in the module descriptor. A grade of “Not Yet Satisfactory” means you have failed the module.

### 6.3 Number of attempts

- 6.3.1. You are allowed up to four attempts to complete a module.
- 6.3.2. Normally for all modules (with the exception of the 40 credit project module) the four attempts will include:
  - a first take,
  - a resubmission of the first take,
  - a module retake,
  - a resubmission of the retake.
- 6.3.3. When you first register on a module, you register for the first take and subsequent resubmission, if required.
- 6.3.4. For a resubmission you would be required to resubmit failed assessments, identified by the Board of Examiners, within a specified window.
- 6.3.5. If you need to retake a module you will be required to re-register to join the next delivery of the module.
- 6.3.6. For 40 credit project modules the four attempts will consist of a first attempt followed by either a resubmission or a retake for the remaining three attempts, [see section 6.6](#).
- 6.3.7. If there are restrictions on the number of attempts allowed or eligibility requirements for resubmission, resit or retake on a particular programme or module this will be detailed in the programme specification or module descriptor.
- 6.3.8. If you fail an elective module after your second attempt (resubmission), you may choose to switch modules. However, you will only be allowed two attempts at the new module you choose (a first take and, if required, a resubmission) because your previous attempts will count towards your maximum number of attempts.

## UCEM Academic and Programme Regulations Levels 4-7

- 6.3.9. If you have approved mitigating circumstances for your final attempt at a module and are unsuccessful, the Board of Examiners may allow two further attempts (a retake and, if required, a resubmission of the retake).
- 6.3.10. If you have used up all your allowed attempts at a module, you will not normally be allowed to continue with your programme except if you are allowed to continue to study towards an exit award.
- 6.3.11. The Progression and Award Board will decide if you are allowed to continue to study towards the exit award. If you are not allowed to continue studying but you already registered and paid fees for modules in the next study session, these fees will be refunded.
- 6.3.12. If you have used up all your allowed attempts at a module, you may still qualify for an intermediate exit award. This is an award that requires fewer credits than the final award of your programme. If there are intermediate exit awards available on your programme these will be outlined in your programme specification.

### 6.4 Resubmission for all modules except the 40 credit project module

- 6.4.1. A resubmission means resubmitting the assessments identified by the Board of Examiners by a set deadline, as a second attempt after having previously failed the module, or after a retake.
- 6.4.2. The rules about achieving credit outlined in [section 6.1 and 6.2](#) also apply to resubmissions.
- 6.4.3. You can only resubmit work for modules you have failed (or where allowed by the Board of Examiners due to valid mitigating circumstances in a previous attempt). As outlined in [section 6.3](#) you can resubmit work for a failed module after your first take or after a retake (see [section 6.5](#) for more information on retakes).
- 6.4.4. If you failed a module overall but achieved the module pass mark (see [section 6.1.3](#)) in any of the assessments for the module in your first take (or retake), this mark will be carried forward to your resubmission and you will not resubmit this piece of assessment.
- 6.4.5. For individual pieces of assessment either the original or the mark from resubmission, whichever is the highest, will be recorded.
- 6.4.6. The overall module mark you achieve at resubmission will be capped at the module pass mark (see [section 6.1.3](#)). (Capping is where a limit is put on the mark you can achieve and, if you achieve more than this limit, only the limit mark will be recorded. For example, if after resubmitting a module you achieve an overall module mark of 60 but the module pass mark is 40 then your overall module mark will be capped at the module pass mark and recorded as 40.)
- 6.4.7. You will be able to view your uncapped mark through the online assessment platform, so you understand the quality of your work submitted. Your capped recorded mark is stored on the Assessment Tracking page.
- 6.4.8. Individual assessment marks will not be capped except where capping has been applied as a penalty for academic misconduct.
- 6.4.9. At the discretion of the Board of Examiners, a viva voce resubmission may be offered for certain modules on eligible programmes as detailed in the programme specification.

## 6.5 Retakes for all modules except the 40 credit project module

- 6.5.1. You can normally only retake a module if you fail both your first take and the resubmission (or where allowed by the Board of Examiners).
- 6.5.2. The rules about achieving credit outlined in [section 6.1 and 6.2](#) also apply to retakes.
- 6.5.3. A fee will be charged for retaking a module. See the [Terms and Conditions of Contract \(opens new window\)](#) for more fee information.
- 6.5.4. You must join the next delivery of the module unless you choose to take time out from your studies (see [section 3](#) for non-apprenticeship students) or a break in learning (see [section 4](#) for apprenticeship students).
- 6.5.5. Retaking the module allows you access to all learning material required for the module delivery. It is your responsibility to note any amendments to the module descriptor or to the format of the assessment made since you first studied the module.
- 6.5.6. Marks from previous attempts of the module are not carried forward.
- 6.5.7. You can choose to retake a module in combination with new modules, as long as you don't exceed the maximum number of credits allowed per semester (see [section 2.2.9, 2.2.10, 2.2.11, 2.2.12, and 2.2.13](#)).
- 6.5.8. The overall module mark you achieve for a retake will be capped at the module pass mark (see [section 6.1.3](#)). (Capping is where a limit is put on the mark you can achieve and, if you achieve more than this limit, only the limit mark will be recorded. For example, if after retaking a module you achieve an overall module mark of 60 but the module pass mark is 40 then your overall module mark will be capped at the module pass mark and recorded as 40.) You will be able to view your uncapped mark through the online assessment platform, so you understand the quality of your work submitted. Your capped recorded mark is stored on the Assessment Tracking page.
- 6.5.9. Individual assessment marks will not be capped except where capping has been applied as a penalty for academic misconduct.

## 6.6 Resubmission and retakes for 40 credit project modules

- 6.6.1. If you are unsuccessful at the 40 credit project module (or subsequent resubmission) and are within 10 marks of the module pass mark (see [section 6.1.3](#)), you will be invited by the Board of Examiners to resubmit the identified assessments within the resubmission window. You may also be allowed by the Board of Examiners to resubmit due to valid mitigating circumstances or to support your timely completion, if it is considered to be in your best academic interests. See section 6.6.3 below on project resubmission. Alternatively, you can elect to retake the 40 credit project (see section 6.6.4 below).
- 6.6.2. If you are unsuccessful at the 40 credit project module and are not eligible for a resubmission (see 6.6.1 above) you will be invited to re-register for the module in the following semester (for example, if you commenced the project module in the autumn semester you would be invited to retake the module commencing in the following autumn semester). See section 6.6.4 below on project retake.

## UCEM Academic and Programme Regulations Levels 4-7

### 6.6.3. To resubmit the 40 credit project module:

- a. A resubmission means resubmitting the assessments identified by the Board of Examiners by a set deadline, after having previously failed the module.
- b. The rules about achieving credit outlined in [section 6.1 and 6.2](#) also apply to resubmissions.
- c. You can only resubmit work for modules you have failed in accordance with section 6.6.1 above (or where allowed by the Board of Examiners due to valid mitigating circumstances in a previous attempt). As outlined in [section 6.3.3](#) you can resubmit work for a failed module after your first take or after subsequent resubmissions or retakes (see section 6.6.4 below for more information on retakes) until you have exhausted all your attempts.
- d. For any assessments that achieved the module pass mark (see [section 6.1.3](#)) in your first take (resubmission or retake), this mark will be carried forward to your resubmission and you will not resubmit this piece of assessment.
- e. For individual pieces of assessment either the original or the mark from resubmission, whichever is the highest, will be recorded.
- f. The overall module mark you achieve at resubmission will be capped at the module pass mark (see [section 6.1.3](#)). Capping is where a limit is put on the mark you can achieve and, if you achieve more than this limit, only the limit mark will be recorded. For example, if after resubmitting a module you achieve an overall module mark of 60 but the module pass mark is 40 then your overall module mark will be capped at the module pass mark and recorded as 40. You will be able to view your uncapped mark through the online assessment platform, so you understand the quality of your work submitted. Your capped recorded mark is stored on the Assessment Tracking page.
- g. Individual assessment marks will not be capped except where capping has been applied as a penalty for academic misconduct.

### 6.6.4. To retake the 40 credit project module:

- a. You must join the project module at the next available opportunity unless you choose to take time out from your studies (see [section 3](#) for non-apprenticeship students) or a break in learning (see [section 4](#) for apprenticeship students).
- b. If you take time out from your studies or a break in learning you will be registered on the next project module available upon your return. Section 6.6.4.c below will still apply.
- c. If you failed the module but achieved the module pass mark (see [section 6.1.3](#)) in any of the assessments for the module in your first take or retake, this mark will be carried forward to your project module retake and you will not need to resubmit this piece of assessment, unless you tell us otherwise.
- d. You can choose to retake a module in combination with new modules, as long as you do not exceed the maximum number of credits allowed per semester (see [section 2.2.9, 2.2.10, 2.2.11, 2.2.12, and 2.2.13](#)).
- e. The overall module mark you achieve for a retake will be capped at the module pass mark (see [section 6.1.3](#)). Capping is where a limit is put on the mark you can achieve and, if you achieve more than this limit, only the limit mark will be recorded. For example, if after retaking a module you achieve an overall module mark of 60 but the module pass mark is 40 then your overall module mark will be capped at the module pass mark and recorded as 40.

## UCEM Academic and Programme Regulations Levels 4-7

You will be able to view your uncapped mark through the online assessment platform, so you understand the quality of your work submitted. Your capped recorded mark is stored on the Assessment Tracking page.

- f. Individual assessment marks will not be capped except where capping has been applied as a penalty for academic misconduct.

### 6.7 Academic compensation for undergraduates

- 6.7.1. Academic compensation is only considered after a resubmission of your first take or a resubmission of your retake.
- 6.7.2. Your overall performance at an academic level can make up for a failed module at the same academic level, so you can progress or be awarded. This is called “academic compensation”. Academic compensation is only allowed if:
  - a. Your overall module mark for the failed module is at least 30%; and
  - b. Your average module mark across all modules (including the failed module) at the relevant academic level (without any rounding) is at least 40%.
- 6.7.3. Academic compensation is allowed for a maximum of 20 credits at level 4 and 20 credits at level 5. No academic compensation is allowed at level 6. ([Section 2.2.4](#) defines academic level.)
- 6.7.4. Academic compensation is not allowed on programmes with a target award of a Certificate of Personal and Professional Development (CPPD).
- 6.7.5. Condition 6.7.2.b above means that we have to wait until we know your average mark across all modules at the relevant academic level before we know if you are eligible for academic compensation.
- 6.7.6. If we think academic compensation could apply to your failed module(s) (i.e., you meet condition 6.7.2.a and 6.7.2.b above), but we do not know your average mark across the relevant academic level yet, your mark for the failed module(s) will be released but your grade will show “On hold” until we know your average mark across all modules.
- 6.7.7. Once we know your average mark:
  - **If you meet the average mark required** to be eligible for academic compensation, then you will automatically be given a “compensated pass” unless you tell us otherwise. This does not change the mark awarded. Your diploma supplement (issued when you are awarded, see [section 8.1.7](#)) will note that you were given a “compensated pass” in the relevant module.
  - **If you do not meet the average mark required** to be eligible for academic compensation this means any module with a grade of “On hold” will be failed.
- 6.7.8. You cannot have more than 20 credits per academic level “On hold” at any one time. If you have a module grade of “On hold” and you fail another module which meets the requirements of academic compensation you will be provided advice on which module to keep “On hold”, to be assessed for academic compensation at the relevant opportunity, and which module you should retake.
- 6.7.9. If you started your programme before September 2020, please refer to [Appendix C Undergraduate Transition Regulations](#) for more information relevant to you.

## 6.8 Academic compensation for postgraduates

- 6.8.1. Academic compensation is only considered after a resubmission of your first take or a resubmission of your retake.
- 6.8.2. Your overall performance at an academic level can make up for a failed module at the same academic level, so you can progress or be awarded. This is called “academic compensation”. Academic compensation is only allowed if:
  - a. Your overall module mark for the failed module is at least 40%; and
  - b. Your average module mark across your first 120 credits (including the failed module and without any rounding) is at least 50%.
  - c. The 40 credit Project module is excluded from the 120 credits set out in condition 6.8.2b above.
- 6.8.3. Academic compensation is allowed for a maximum of 20 credits.
- 6.8.4. Academic compensation is not allowed on programmes with a target award of a Certificate of Personal and Professional Development (CPPD).
- 6.8.5. Condition 6.8.2.b above means that we have to wait until we know your average mark across 120 credits (excluding your 40 credit project module) before we know if you are eligible for academic compensation.
- 6.8.6. If we think academic compensation could apply to your failed module(s) (i.e., you meet condition 6.8.2.a, 6.8.2.b and 6.8.2c above), but we do not know your average mark across the relevant number of credits yet, your mark for the failed module(s) will be released but your grade will show “On hold” until we know your average mark across the required number of credits.
- 6.8.7. Once we know your average mark:
  - **If you meet the average mark required** to be eligible for academic compensation, then you will automatically be given a “compensated pass” unless you tell us otherwise. This does not change the mark awarded. Your diploma supplement (issued when you are awarded, see [section 8.1.7](#)) will note that you were given a “compensated pass” in the relevant module.
  - **If you do not meet the average mark required** to be eligible for academic compensation this means any module with a grade of “On hold” will be failed.
- 6.8.8. You cannot have more than 20 credits “On hold” at any one time. If you have a module grade of “On hold” and you fail another module which meets the requirements of academic compensation you will be provided advice on which module to keep “On hold”, to be assessed for academic compensation at the relevant opportunity, and which module you should retake.
- 6.8.9. If you started your programme before September 2020, please refer to [Appendix D Postgraduate Transition Regulations](#) for more information relevant to you.

## 7. Mitigating circumstances

- 7.1 There may be times when you feel certain circumstances have had, or will have, a negative effect on your performance. If this is the case, you should notify Student Advice Team via Student Central (opens new window) immediately. Please also read UCEM’s [Mitigating Circumstances Procedure \(opens new window\)](#) for information on how to do this.



## 8. Awards, certificates, and graduation

### 8.1 General

- 8.1.1. The classification of awards is calculated from the overall module marks achieved in each module studied. Credits awarded at different levels may be weighted differently towards classification. The details of this for your programme can be found in the relevant award appendix, [A. Undergraduate Awards](#) or [B. Postgraduate Awards](#).
- 8.1.2. The final granting of the awards (called conferment) occurs when you receive your certificate of award (including in digital form if applicable). You will not normally be allowed to use the rights and privileges of a degree or any linked award (for example the use of designatory letters) until the award has been formally conferred through receipt of your certificate (including in digital form if applicable).
- 8.1.3. For the following awards, you will normally receive your hardcopy certificate at graduation.
- Certificate of Higher Education (Cert HE)
  - Diploma of Higher Education (Dip HE)
  - Pass Degree (BSc)
  - Honours Degree (BSc (Hons))
  - Postgraduate Certificate (Pg Cert)
  - Postgraduate Diploma (Pg Dip)
  - Master of Science (MSc)
  - Master of Business Administration (MBA)
- 8.1.4. You will receive information about graduation via the contact details which you have provided. It is your responsibility to make sure that your personal details are up to date and to inform us of any changes.
- 8.1.5. You will wear UCEM academic dress at graduation.
- 8.1.6. For professional awards, including the Certificate of Personal and Professional Development (CPPD), you cannot attend a graduation and will normally receive your hardcopy certificate via post.
- 8.1.7. In addition to the certificate of award you will receive a diploma supplement. A diploma supplement is a document that is similar to a transcript, but it also provides a standardised description of your studies with us. This makes sure that it is more easily understood and transparent to employers and higher education institutions outside the UK.
- 8.1.8. Replacement certificates will only be issued if you provide us with a written request. The request cannot be made by anyone else. Replacement certificates will only be issued if the original has been lost, damaged or if any details on the certificate are incorrect. Replacements of lost or damaged certificates will only be issued after payment of the required fee is received.

## UCEM Academic and Programme Regulations Levels 4-7

- 8.1.9. The name recorded on a certificate or transcript issued by us, or included in any publication, will be the name held on your student record. It is your responsibility to make sure that your personal details are up to date and to inform us of any changes. We will only update the name held on your student record for certificate or transcript purposes if you submit accepted documentary evidence confirming your name change.
- 8.1.10. If we issue you a module certificate, for example as evidence of continuing professional development, this does not represent an award. The associated credits are only an indicator of the learning hours required for the module and cannot be used to contribute to any of our awards without prior agreement and subsequent registration on the relevant programme.
- 8.1.11. If you have successfully completed your programme and your award has been ratified by Academic Board, you cannot register for any more modules to improve your grade.
- 8.1.12. We reserve the right to officially cancel any award given (this is known as revocation of an award) if the evidence shows that you did not meet the requirements for the award, or we discover any other information that would have resulted in a decision not to grant an award if these facts were known at the time of the decision. You can appeal this decision, see [section 21](#).
- 8.1.13. Further award-specific information can be found in the relevant award appendix, [A. Undergraduate Awards](#) or [B. Postgraduate Awards](#).

## 8.2 Professional membership

- 8.2.1. Many of our programmes are accredited by professional bodies and these details are outlined in your programme specification.
- 8.2.2. Sometimes, separate from the accreditation of your programme, your award may meet the requirements outlined by a professional body, in full or in part, for their professional membership or professional qualification. If this is the case, the professional status or qualification will not necessarily or automatically be granted. This decision is at the discretion of the professional body.

## 8.3 Aegrotat awards

- 8.3.1. An aegrotat award is an award given if you are unable to complete the requirements of your programme due to serious illness or other major mitigating circumstances.
- 8.3.2. The decision to give an aegrotat award is made by the Progression and Award Board. The Board will only make this decision if they are satisfied that:
- The case is supported by appropriate evidence;
  - Prior performance shows beyond reasonable doubt that you would have passed had it not been for the exceptional circumstance; and
  - You are unlikely to return to study at a later date that will be within your maximum period of registration.
- 8.3.3. An aegrotat degree is normally awarded without classification. The Progression and Award Board can, in exceptional circumstances, award a classified aegrotat degree where they believe the evidence of academic achievement justifies this.



## UCEM Academic and Programme Regulations Levels 4-7

- 8.3.4. If you accept an aegrotat award you confirm you will be unable to complete the remaining programme requirements and you **will not** be allowed to complete them at a later date. If you decline the award, you **will** be allowed to complete any outstanding programme requirements (subject to these regulations).

### 8.4 Posthumous awards

- 8.4.1. A posthumous award is an award given where a student dies after completion of a programme, but before graduation, or during study for a programme. A posthumous award is not distinguished in any way from other awards.
- 8.4.2. The decision to give a posthumous award is made by the Progression and Award Board. The Board will use all available evidence, including:
- progression (the student will be expected to have achieved at least two-thirds of the credits required for the award);
  - the possible impact of any mitigating circumstances;
  - the student's level of commitment and participation; and
  - the quality of work submitted by the student.
- 8.4.3. Where it is not possible to grant a posthumous award of the target award of the programme, consideration will be given to granting an alternative, lower level award and/or providing a formal record of achievement (transcript).

## 9. Withdrawal

- 9.1. You can choose to withdraw from your programme.
- 9.2. As outlined in [section 3.1.4](#), if you choose not to register for any modules, or cannot register due to debt, for two semesters in a row you will be considered to have withdrawn (unless approved via [section 3.1.3](#)).
- 9.3. If you are an apprentice and you do not return from a break in learning when agreed, and do not agree a further break in learning, you will be considered to have withdrawn.
- 9.4. If you withdraw, your registration with us will end and you will no longer have access to the VLE.
- 9.5. Withdrawal is usually permanent. You are allowed to reapply; however, this is not an automatic right. Your application will be considered in conjunction with your previous record. If you are offered a place again, you will not necessarily be able to receive exemptions for modules already studied.
- 9.6. If you want to withdraw, please contact the Student Advice Team via [Student Central \(opens new window\)](#).
- 9.7. UCEM's [Refund and Compensation Policy \(opens new window\)](#) outlines any refunds that may be available if you choose to withdraw from your programme.

## 10. End of contract

- 10.1. Your contract with UCEM may be ended on the following grounds, as per UCEM's [Terms and Conditions of Contract \(opens new window\)](#):
- a. You do not pay your fees when they become due;
  - b. You fail to provide evidence of the qualifications disclosed on your application form within four weeks of the programme start date, or you provide incorrect information on your qualifications or other important information within your application;
  - c. You exhaust all of the permitted attempts at a module, and you are not permitted to achieve an intermediate exit award;
  - d. You have not engaged with your studies over two consecutive semesters and the Board of Examiners determines your contract should be ended on the grounds of failure to engage in your studies. You will be unable to complete the remaining requirements of the programme within the maximum registration period or you have exceeded the maximum registration period for the programme (see [section 2.3](#));
  - e. The Fitness to Study Panel determines that your fitness to study is impaired (see [section 14](#));
  - f. You commit an act that constitutes a breach of the Health and Safety at Work Act (1974);
  - g. Your conduct constitutes a serious disciplinary or academic misconduct offence (see [section 13](#)).

## 11. Consequences of end of contract

- 11.1. If UCEM ends your contract, you have the right to appeal (see [section 21](#)).
- 11.2. If your contract is ended, your registration with us will end, and you will no longer have access to the VLE. Re-admittance on any of our programmes will not normally be permitted unless your studies were ended for financial reasons in which case re-admittance will be considered on a case-by-case basis provided the debt has been settled.
- 11.3. The [Refund and Compensation Policy \(opens new window\)](#) outlines any refunds that may be available if your contract is ended. If your contract is ended as a result of disciplinary action, you will not receive a refund for fees paid or any extra study costs you may incur.
- 11.4. You may qualify for an intermediate exit award, depending on the credits you have achieved at the point UCEM ended your contract and the nature and scale of the reasons for the contract end (see [section 13](#)). This will be considered by the Progression and Award Board at the next available opportunity.

## 12. Exclusion

- 12.1. You may be temporarily excluded from UCEM on the authority of the Vice Chancellor or on the authority delegated to the Deputy Vice Chancellor based on disciplinary grounds. Exclusion is where your access to the VLE is temporarily removed and your right to access any UCEM services is temporarily stopped. This can be appealed (see [section 21](#)).

## 13. Academic and behavioural conduct

- 13.1. We expect reasonable standards of behaviour, honesty, and integrity from all our students in both their general and academic conduct. These standards are outlined in the following important UCEM documents:

- [Terms and Conditions of Contract \(opens new window\)](#)
- [Code of Practice chapter on Student Academic and Behavioural Conduct \(opens new window\)](#)
- [Student Disciplinary Procedure \(opens new window\)](#)
- [Academic Misconduct Procedure \(opens new window\)](#)

UCEM defines Academic Misconduct as acting without sufficient academic integrity and/or attempting to gain academic credit unfairly.

- 13.2. We may take academic or disciplinary action if you fail to uphold these standards.
- 13.3. The Code of Practice chapter on Student Academic and Behavioural Conduct, the Academic Misconduct Procedure, and the Student Disciplinary Procedure define the range of offences and outline the procedure for investigation and the sanctions that could be applied.

## 14. Fitness to study

- 14.1. Fitness to study is a student's ability to engage effectively with their studies and to meet the academic requirements of their course, without unreasonably affecting their physical or mental wellbeing, or that of other members of UCEM.
- 14.2. Circumstances or behaviours that may indicate a student is not fit to study include (but are not limited to) an inability to participate effectively with the requirements of their programme due to physical or mental health issues, aggressive, violent or otherwise inappropriate behaviour. Consideration will also include whether the student is at risk of harm to themselves or to other students.
- 14.3. The [Fitness to Study Procedure \(opens new window\)](#) outlines the procedure that will be followed if there are concerns regarding your fitness to study.

## 15. Intellectual property

- 15.1. We do not automatically own the rights to your intellectual property (as defined in UCEM's [Intellectual Property Policy \(opens new window\)](#)). However, we may sometimes request that you assign your intellectual property to us. In this case, we will acknowledge the authorship of the work. If we gain any income from the work, we will share any net income with you, by agreement.

- 15.2. Any original work that you create and submit to us on the VLE is covered by the [VLE Terms of Use \(opens new window\)](#).

## 16. Equality, diversity, and wellbeing

- 16.1. In accordance with UCEM's [Code of Practice chapter on Equality and Diversity \(opens new window\)](#), we will treat all students fairly, equally and with respect in order to provide an environment to encourage you to reach your full potential.
- 16.2. We expect you to recognise these rights and act accordingly.
- 16.3. In accordance with UCEM's [Code of Practice chapter on Neurodiversity, Disability and Wellbeing \(opens new window\)](#) and the [Code of Practice chapter on Equality and Diversity \(opens new window\)](#), we will work to create an environment where students with disabilities, neurodiversity and wellbeing related needs have access to facilities and a learning environment that is, wherever possible, compatible with that experienced by their peers without such needs.

## 17. Health and safety

- 17.1. We will take all necessary steps to make sure that, as far as is reasonably practical, we protect your health, safety, and welfare, in line with the Health and Safety at Work etc. Act (1974) and all other related legislation.
- 17.2. You must co-operate with us on all health and safety matters and follow the information outlined in UCEM's [online health and safety documents \(opens new window\) for apprentices only](#). Further information can also be found in the [Online Safety Guidance \(opens new window\)](#).
- 17.3. If you are on our premises or other venues related to your programmes of study, you must behave in a way that protects your own safety and the safety of others.
- 17.4. If you have any concerns about health and safety, you must contact the Student Advice Team via [Student Central \(opens new window\)](#). If you are an apprenticeship student, please contact your Apprenticeship Outcomes Officer.

## 18. Safeguarding and Prevent

- 18.1. Safeguarding is about protecting people's health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect.
- 18.2. Under the Counter-Terrorism and Security Act (2015) we also have a responsibility to "*have due regard to the need to prevent people from being drawn into terrorism*" and to make sure that students are aware of the procedures in the event that a concern is raised. This aligns with the UK government's [Prevent Strategy \(opens new window\)](#).
- 18.3. You must co-operate with us as we fulfil our safeguarding and prevent duties. If you have a concern about your own or another student's safety, welfare or human rights, or have concerns relating to extremism, including extremist ideas, you should contact the Designated Safeguarding Lead by emailing [safeguarding@ucem.ac.uk](mailto:safeguarding@ucem.ac.uk)
- 18.4. Further details can be found in UCEM's [Code of Practice chapter on Safeguarding and Prevent \(opens new window\)](#), the [Safeguarding Procedure \(opens new window\)](#), and the [Prevent Procedure \(opens new window\)](#).

## 19. Freedom of speech

- 19.1. We are committed to the freedom of speech for the benefit of students and staff at the institution.
- 19.2. Please refer to UCEM's [Freedom of Speech Policy \(opens new window\)](#) for further details including how you can make a complaint about a freedom of speech issue.

## 20. Privacy and data protection

- 20.1. Any personal information given to us will be treated with the highest standards of security and confidentiality, in accordance with the Data Protection Act (2018) and the UK General Data Protection Regulation (2021) (GDPR).
- 20.2. UCEM's [Privacy Policy \(opens new window\)](#) and [Data Protection Policy \(opens new window\)](#) is available on our website.

## 21. Complaints and appeals

- 21.1. A complaint is *“an expression of dissatisfaction by one or more students about UCEM’s action or lack of action, or about the standard of service provided by, or on behalf of UCEM”*.
- 21.2. You are expected to raise any issues as outlined in UCEM's [Code of Practice chapter on Student Appeals and Complaints \(opens new window\)](#) and [UCEM’s Student Complaints Procedure \(opens new window\)](#).
- 21.3. An appeal is *“a request for a review of a decision made by an individual or body (i.e., one of the UCEM committees) charged with determining applications for admission and making decisions about student progression, assessment and awards”*.

You are expected to raise any appeals as outlined in the

- 21.4. [Code of Practice chapter on Student Appeals and Complaints \(opens new window\)](#) and [UCEM’s Student Complaints Procedure \(opens new window\)](#).

You must raise appeals within 10 working days of receiving the decision you are appealing against.

- 21.5. If all internal procedures are exhausted and you remain dissatisfied with the outcome of a complaint or appeal, then your case may be eligible for consideration by the Office of the Independent Adjudicator for Higher Education (OIA). Read the relevant procedure for more information about the OIA.

## 22. Further support on Academic and Programme Regulations

- 22.1. If you have any queries, please contact the Student Advice Team by:
  - logging an enquiry in [Student Central \(opens new window\)](#) via the VLE.
  - telephoning +(0)44 118 921 4696 (option 2) UK office opening times of Monday – Friday 8.30 – 17.00.

## 23. Other related policies and documents

- [Terms and Conditions of Contract \(opens new window\)](#)

The legal document that sets out the terms and conditions that apply to your study with us. You will receive these when we invite you to register for your programme.

- [Student Charter \(opens new window\)](#)

Written in partnership with students, this charter outlines what you can expect from us while you are studying with us. It also outlines your responsibilities and duties including the commitment to actively engage with staff to ensure the successful completion of your programme.

- [Code of Practice \(opens new window\)](#)

A series of chapters with accompanying documentation, which set out our academic policies and procedures.

- [Student Protection Plan \(opens new window\)](#)

Details the measures that we have put in place to protect your interests and assure continuity of study.

- [Student Handbook \(opens new window\)](#)

Introduces you to your studies with us and the resources that are available to you.

- [Assessment Handbook \(opens new window\)](#)

A guide to assessment.

Signed by:



Ashley Wheaton  
Chair of the Academic Board

Date: 18<sup>th</sup> June 2024

# Appendix A Undergraduate awards

## A.1. Introduction

- A.1.1. Information in this section only applies to you if you are on an undergraduate programme.
- A.1.2. General information about achieving credit, number of attempts, academic compensation, resubmissions, and retakes can be found in [section 6](#).
- A.1.3. General information about awards, certificates and graduation can be found in [section 8](#).

## A.2. Award credit requirements

A.2.1. The table below shows the minimum credit requirements for each award. The awards available to you are dependent upon the programme you have entered and can be found in your programme specification. To qualify for an award, you must meet these credit requirements and any extra programme requirements outlined in your programme specification.

You must meet the total credits required as well as the credit requirements at each level.					
Award	Classified/ Unclassified	Total credits required*	Credits required by level (If allowed by the Board of Examiners you can use excess credits to meet the credit requirements at a lower academic level.)		
			Level 4*	Level 5*	Level 6*
Certificate of Higher Education	Unclassified	<b>120</b>	120		
Diploma of Higher Education	Unclassified	<b>240</b>	120	120	
Pass Degree	Unclassified	<b>300</b>	120	120	60
Honours Degree	Classified	<b>360</b>	120	120	120
Certificate of Personal and Professional Development (CPPD)**	Unclassified	<b>20**</b>	20**		

\* While this is the minimum requirement, the requirements of individual programmes may differ. See your programme specification for details.

\*\* This can be at level 4, 5 or 6. See programme specification for details. This award is not named.

A.2.2. To be eligible for an award, at least one third of the credits making up that award must have been achieved with us.

A.2.3. Certificate of Personal and Professional Development (CPPD) programmes do not normally have award criteria but where they do, the criteria are outlined in your programme specification.



A.2.4. If you are on an integrated degree apprenticeship programme, the module descriptor for the EPA will detail how it is graded and its implications.

### A.3. Award classification

A.3.1. The table below outlines the grade requirements for each classification for each award. As outlined in the table, there are two types of calculations we perform to determine your award classification. You will be awarded the highest classification of award you qualify to receive. Note that not all awards are classified (see section A.2.1 above).

A.3.2. All weighted averages are calculated based on resubmission and/or retake module marks if applicable (see [section 6](#)). The average is weighted according to the credit value of each module. Calculations are normally based on the best of your award level, marked module credits (up to a maximum of 120). If the calculation results in a decimal, it will be rounded at the first decimal place to the nearest whole number (decimal places up to four are rounded down, decimal places of five or more are rounded up). For example, 53.49% would be rounded to 53%, 53.51% would be rounded to 54%.

Award	Classification of award	Level	Grade requirements*
<b>Honours Degree</b>	First Class Degree	6	weighted average of [70%+] or [68%+ and at least 50% of credits 70%+]
	Second Class Higher	6	weighted average of [60%+] or [58%+ and at least 50% of credits 60%+]
	Second Class Lower	6	weighted average of [50%+] or [48%+ and at least 50% of credits 50%+]
	Third Class	6	120 credits achieved
<b>Pass Degree</b>	Pass degree awards are not classified		
<b>Diploma of Higher Education</b>	Diploma of Higher Education awards are not normally classified		
<b>Certificate of Higher Education</b>	Certificate of Higher Education awards are not normally classified		

\*Calculation 1: We check if your average grade is above a certain threshold, as outlined in the table above.

Calculation 2: We check if your average grade is above a slightly lower threshold, outlined in the table above, AND if you have achieved above the threshold in at least 50% of your credits, as outlined in the table above. (Remember that credits cannot be divided.)



Example: Student A achieves an average of 70% at level 6. They have met the criteria in calculation 1 so they receive a first class classification. Student B achieves an average of 68% at level 6. They have met the criteria in calculation 1 for a second class higher classification. However, of the 120 credits they completed at level 6, in 60 credits they achieved a grade of at least 70%. This means they have met the criteria in calculation 2 for a first class classification. They are awarded the highest classification they qualify for, so they also receive a first class classification.

- A.3.3. If you receive a borderline grade (e.g., 68%+) but do not meet the requirement of having 50% of your credits in the higher grade boundary, the Progression and Award Board has the discretion to consider your performance in any graded modules (i.e., where you have received a grade such as fail, pass or distinction as opposed to a numerical mark) at award level that have not already been used in calculating the classification.

## Appendix B Postgraduate awards

### B.1. Introduction

- B.1.1. Information in this section only applies to you if you are on a postgraduate programme.
- B.1.2. General information about achieving credit, number of attempts, academic compensation, resubmissions, and retakes can be found in [section 6](#).
- B.1.3. General information about awards, certificates and graduation can be found in [section 8](#).

### B.2. Award credit requirements

B.2.1. The table below shows the minimum credit requirements for each award. The awards available to you are dependent upon the programme you have entered and can be found in your programme specification. To qualify for an award, you must meet these credit requirements and any extra programme requirements outlined in your programme specification.

Award	Classified/unclassified	Credits required (at level 7)*
Postgraduate Certificate	Unclassified	60
Postgraduate Diploma	Classified	120
Master's (MBA, MSc)	Classified	180
Certificate of Personal and Professional Development (CPPD)**	Unclassified	20

\*While this is the minimum requirement, the requirements of individual programmes may differ. See your programme specification for details.

\*\*This award is not named.

- B.2.2. To be eligible for an award, at least one third of the credits making up that award must have been achieved with us.
- B.2.3. Certificate of Personal and Professional Development (CPPD) programmes do not normally have award criteria but where they do, the criteria are outlined in the programme specification.

### B.3. Award classification

- B.3.1. The table below outlines the grade requirements for each classification for each award. As outlined in the table, there are two types of calculations we perform to determine your award classification. You will be awarded the highest classification of award you qualify to receive. Note that not all awards are classified (see section B.2.1 above).
- B.3.2. All weighted averages are calculated based on resubmission and/or retake module marks if applicable (see [section 6](#)). The average is weighted according to the credit value of each module. Calculations for Master's (MSc/MBA) are normally based on your best 180 credits at award level; however, if you have received exemptions the calculation will be based on the credits that you have been awarded by UCEM and not the exempted credit.

## UCEM Academic and Programme Regulations Levels 4-7 – Appendix B Postgraduate Awards

Calculations for Postgraduate Diploma are normally based on your best 120 credits at award level. If the calculation results in a decimal, it will be rounded at the first decimal place to the nearest whole number (decimal places up to four are rounded down, decimal places of five or more are rounded up). For example, 53.49% would be rounded to 53%, 53.51% would be rounded to 54%.

Award	Classification of award	Grade requirements at level 7*
Master's (MSc/MBA)	Distinction	weighted average of [70%+] or [68%+ and at least 50% of credits 70%+]
	Merit	weighted average of [60%+] or [58%+ and at least 50% of credits 60%+]
	Pass	180 credits achieved
Postgraduate Diploma	Distinction	weighted average of [70%+] or [68%+ and at least 50% of credits 70%+]
	Merit	weighted average of [60%+] or [58%+ and at least 50% of credits 60%+]
	Pass	120 credits achieved
Postgraduate Certificate	Postgraduate Certificate awards are not classified	

\*Calculation 1: We check if your average grade is above a certain threshold, as outlined in the table above.

Calculation 2: We check if your average grade is above a slightly lower threshold, outlined in the table above, AND if you have achieved above the threshold in at least 50% of your credits, as outlined in the table above. (Remember that credits cannot be divided.)

Example: Student A achieves an average of 70% at level 7. They have met the criteria in calculation 1 so they receive a distinction classification. Student B achieves an average of 68% at level 7. They have met the criteria in calculation 1 for a merit classification. However, of the 180 credits they completed at level 7, in 100 credits they achieved a grade of at least 70%. This means they have met the criteria in calculation 2 for a distinction classification. They are awarded the highest classification they qualify for, so they also receive a distinction classification.

## Appendix C Undergraduate transition regulations

### C.1 Introduction

- C.1.1. The regulations in this appendix only apply to you if you started your programme before September 2020.
- C.1.2. The regulations in this appendix take precedence over any conflicting regulations set out in any of the previous sections in these Academic and Programme Regulations.
- C.1.3. The purpose of this section of regulations is to make sure, during the change to the newly validated modules, that:
- you are not disadvantaged by the changes that have been made to your programme or the regulations;
  - we keep high quality and standards across all our awards;
  - there are consistent outcomes across programmes.

### C.2 Programme information

- C.2.1 As outlined in [section 2.1.3 of the Academic and Programme Regulations](#), important information about your programme is available in your programme specification. However, your personal programme outline takes the place of the programme structure information shown in the programme specification. Your personal programme outline shows the modules you are required to study and pass to complete your programme.

### C.3 Maximum registration period

- C.3.1. As stated in [section 2.3 of the Academic and Programme Regulations](#), there is a time limit within which you must complete your programme. This is called the “maximum registration period”. From the start date of your programme, your maximum registration period is as follows:

Award	Number of credits	Maximum registration period
Certificate of Higher Education	120	6 years
Diploma of Higher Education	240	10 years
BSc (Hons)	360	12 years
Certificate of Personal and Professional Development (CPPD)	20	Refer to your programme specification

- C.3.2. If your expected end date was extended due to the order of new modules you must take, and if you are approaching your maximum registration period, an extension to your maximum registration period may be considered to enable you to complete your programme.
- C.3.3. Any periods of suspension or deferral (the previous words for interruption of studies) you had before September 2020 will count towards your maximum registration period.

## C.4 Progression on BSc (Hons) programmes

- C.4.1. [Section 6.1.7 of the Academic and Programme Regulations](#) outlines that you must have passed, or received exemptions from, all modules at level 4 before you can progress to level 6. This requirement will only be waived if your personal programme outline states this.
- C.4.2. If you failed a module before September 2020, you are not able to retake the same module (except in the case of C.4.6 below). Instead, your personal programme outline will show which equivalent new or updated module you must study instead.
- C.4.3. [Section 6.3 of the Academic and Programme Regulations](#) outlines the number of attempts you are allowed to complete a module. You are allowed the full number of attempts on all modules you take from September 2020, even if you attempted the equivalent module before September 2020.
- C.4.4. If, before September 2020, you failed a module overall but achieved the module pass mark (see [section 6.1.3](#)) in any of the assessments for the module, you may be able to carry forward this mark to your first take (and, if applicable, resubmission) of the new or updated module. If it is not possible to carry forward your mark, because the module has changed significantly, you will be notified.
- C.4.5. Your first attempt at a new or updated module after September 2020 will not be capped unless due to late submission or academic misconduct penalties. Any subsequent attempts will be capped as outlined in [section 6.4, 6.5, and 6.6](#).

## C.5 Academic compensation

- C.5.1. [Section 6.7 of the Academic and Programme Regulations](#) outlines the regulations relating to academic compensation.
- C.5.2. You can compensate a maximum of 20 credits per academic level ([Section 2.2.4 of the Academic and Programme Regulations](#) defines academic level.)
- C.5.3. If you:
- have one or more grades “On hold” when you begin your September 2020 semester, and
  - you fail another module which is eligible for academic compensation, and
  - this puts you over the maximum number of credits eligible for academic compensation (see C.5.2 above),

then, your original “On hold” grades will be kept, and you must repeat the newly failed module, unless you tell us otherwise. If you choose to retake a module which you studied before September 2020 you must retake the equivalent new or updated module.

## Appendix D Postgraduate transition regulations

### D.1 Introduction

- D.1.1. The regulations in this appendix only apply to you if you started your programme before September 2020.
- D.1.2. The regulations in this appendix take precedence over any conflicting regulations set out in any of the previous sections in these Academic and Programme Regulations.
- D.1.3. The purpose of this section of regulations is to make sure, during the change to the newly validated modules that:
- you are not disadvantaged by the changes that have been made to your programme or the regulations;
  - we keep high quality and standards across all our awards;
  - there are consistent outcomes across programmes.

### D.2 Programme information

- D.2.1 As outlined in [section 2.1.3 of the Academic and Programme Regulations](#), important information about your programme is available in your programme specification. However, your personal programme outline takes the place of the programme structure information shown in the programme specification. Your personal programme outline shows the modules you are required to study and pass to complete your programme.

### D.3 Maximum registration period

- D.3.1. As stated in [section 2.3 of the Academic and Programme Regulations](#), there is a time limit within which you must complete your programme. This is called the “maximum registration period”. From the start date of your programme, your maximum registration period is as follows:

Award	Number of credits	Maximum registration period
Postgraduate Certificate	60	4 years
Postgraduate Diploma	120	6 years
Master’s (MBA, MSc)	180	9 years
Certificate of Personal and Professional Development (CPPD)	20	Refer to your programme specification

- D.3.2. If your expected end date was extended due to the order of new modules you must take, and if you are approaching your maximum registration period, an extension to your maximum registration period may be considered to enable you to complete your programme.
- D.3.3. Any periods of suspension or deferral (the previous words for an interruption of study) you had before September 2020 will count towards your maximum registration period.

## D.4 Maximum number of credits

- D.4.1. Section [2.2.9, 2.2.10 and 2.2.13 of the Academic and Programme Regulations](#) outlines the maximum number of credits you can take per semester. However, if you are on the accelerated route you are allowed to study a maximum of 60 credits per semester. This credit total includes your 40 credit project module which will be studied in addition to your normal modules. Resubmissions do not count towards this credit total.

## D.5 Progression

- D.5.1. If you failed a module before September 2020, you are not able to retake the same module. Instead, your personal programme outline will show which equivalent new or updated module you must study instead.
- D.5.2. [Section 6.3 of the Academic and Programme Regulations](#) outlines the number of attempts you are allowed to complete a module. You are allowed the full number of attempts on all modules you take from September 2020, even if you attempted the equivalent module before September 2020.
- D.5.3. If, before September 2020, you failed a module overall but achieved the module pass mark (see [section 6.1.3](#)) in any of the assessments for the module, you may be able to carry forward this mark to your first take (and, if applicable, resubmission) of the new or updated module. If it is not possible to carry forward your mark, because the module has changed significantly, you will be notified prior to September 2020.
- D.5.4. Your first attempt at a new or updated module after September 2020 will not be capped unless due to late submission or academic misconduct penalties. Any subsequent attempts will be capped as outlined in [section 6.4 and 6.5](#).

## D.6 Academic compensation

- D.6.1. [Section 6.8 of the Academic and Programme Regulations](#) outlines the regulations relating to academic compensation.
- D.6.2. You can compensate a maximum of 40 credits per academic level (excluding the project module) ([Section 2.2.4 of the Academic and Programme Regulations](#) defines academic level.)
- D.6.3. You cannot have more than 40 credits “On hold” at any one time. ([Section 6.8.6 of the Academic and Programme Regulations](#) defines “On hold”.)
- D.6.4. If you:
- have one or more grades “On hold” when you begin your September 2020 semester, and
  - you fail another module which is eligible for academic compensation, and
  - this puts you over the maximum number of credits eligible for academic compensation (see section D.6.2 above),

then, your original “On hold” grades will be kept, and you must repeat the newly failed module, unless you tell us otherwise. If you choose to retake a module which you studied before September 2020 you must retake the equivalent new or updated module.