

Frequently Asked Questions – For Students

Progression and Eligibility for an Award

Are there any key things I need to remember about the progression and award regulations?

You need to make sure that you are aware of how the assessment process will work for all of your modules. The regulations say that you are responsible for making yourself aware of what you need to submit, how and when. If you don't know, or are unsure of any of these details you can ask one or all of the following:

- Your module leader / tutor
- The Student Administrator for your course
- Your course leader
- Your personal tutor

You should be able to find their contact details in your course / module handbook.

Once you have made yourself aware of what you need to do, do it. You also need to submit in all components of assessment (see also '*What is a component of assessment?*' below). A student who submits all components to the best of their ability is more likely to have a smoother passage through their course and a successful final outcome than one who doesn't submit in all components.

Some courses have exemptions from the standard university regulations and you need to make sure you know if this applies to your course. Your course / module handbook should tell you if this is the case for your course, if you are still unsure you should contact one of the groups listed above.

What is a component of assessment?

A component of assessment is the part or parts of assessment which will be officially recorded and weighted to provide an overall module mark. A module is made up of components of assessment which may be expressed as follows:

Module 1	Examination 50%
	Coursework 50%

In this example the module has 2 components of assessment.

Do I have to submit work in all components of assessment?

Yes. The university promotes a culture of submission and therefore students must submit work in all components of assessment to satisfy the regulatory requirements for submission. (Academic Principles and Regulations section C3.4.2). Failure to submit in a component will not only prevent you from passing that module but it will also prevent you from progressing to the next level of your course and / or receiving an award.

This means even if you have scored more than 40% overall for the module but did not submit in any component, you must be re-assessed in the component in which you have not submitted.

If I've passed a module but want to improve my mark can I complete the re-assessment?

No. Re-assessment may only be used for the recovery of failure. It may not be used to attempt to improve an existing mark. (Academic Principles and Regulations section C3.5.5)

If you've passed the module with a score of 40% or more (submitting in all components) you cannot be re-assessed.

If I fail a module where I have passed one component and failed one component can I keep the passed mark and be re-assessed in the failed component?

Yes. Where individual components of assessments are re-assessed, there will be a maximum mark of 40% for those components. The marks attained for any successfully completed components will remain unaltered and will contribute to the final average for the module. (Academic Principles and Regulations section C3.5.8).

For Example:

Module A 20 credits	Coursework 50%	Examination 50%	Overall Module Mark
1 st Attempt	60	10	35
2 nd Attempt	Mark from 1 st attempt remains	40R	50R

Can I score less than 40% in a module overall and still progress to the next level?

Yes. To progress (L4 → L5 / L5 → L6), you need to pass modules worth at least 100 credits at that level. This means you may be able to score less than 40% overall in one module and still progress providing you have submitted in all components and scored a minimum of 30% overall in the failed module (and that the credit weighting of the module is not greater than 20 credits).

For example: Level 4 student

Module A 20 credits	Coursework 50%	Examination 50%	Overall Module Mark
1 st Attempt	44	NS (Non Submission)	22
2 nd Attempt	Mark from 1 st attempt remains	16	30R

The student has failed this module but has attained at least 30% overall. If they have passed all other modules (@ 40% or more) in this level they would still be able to progress providing their weighted average score for the level is 40% or more.

As a part-time student, does a Board of Examiners confirm module marks as I complete them?

If you are studying part-time and completing, say, 4 modules during an academic year you can be presented to an Examination Committee (or Board fulfilling the functions of a Committee) for your credit to be ratified and a decision of 'level incomplete' is normally made to indicate that you are not yet ready to be considered for progression or award. This facilitates giving you formal feedback. You will not be presented to a Board/Committee for a decision to be made on your progression or award until you have completed the whole level. (Academic Principles and Regulations section C13).

What do I do if I have further questions / need further clarification?

You are welcome to discuss any further questions with any of the following as (relevant):

- Your module leader / tutor (how it works for that module)
- The Student Administrator for your course
- Your course leader
- Your personal tutor

You should be able to find their contact details in your course / module handbook.

These people should be able to help you to understand how everything works for that module / your course.

Classification of Honours Degrees

What are the classification methods?

There are three possible classification methods (they may not all apply to you – see also *'Which classification methods apply to me?'*).

These methods are as follows:

- 'Best 100 method'
- Weighted Average
- Profile

Which classification methods apply to me?

It depends on when you first registered on your course (the original year you were admitted to the university), different methods of classification might apply.

If you first registered on your course **prior to** August 2012, you will be eligible for consideration under all of the following methods:

- 'Best 100 method'
- Weighted Average
- Profile

If you first registered on your course **after** August 2012, you will be eligible for consideration under the following method only:

- 'Best 100 method'

If you are unclear whether you first registered on your course prior to or after August 2012, you can contact the Student Administrator for your course who can tell you whether you started before or after August 2012.

How do the different classification methods work?

The three classification methods work as follows:

'Best 100 Method'

The 'Best 100 method' works on the basis of taking an average of the best 100 / 105 credits (i.e. the modules with the highest scores up to 100 / 105 credits) at Level 5, weighting them at 25% and taking an average of the best 100 / 105 credits at Level 6 weighted at 75%.

Overall, the method looks like this:

Average of best 100 / 105 credits at Level 5 @ 25%

+

Average of best 100 / 105 credits at Level 6 @ 75%

=

Overall weighted average

What this means in practice is that we drop the lowest 15 or 20 credit module at level 5 before taking the average for that level and we drop the score of the lowest 15 or 20 credit module at level 6 before taking an average for that level.

It depends on the structure of your course as to whether 15 or 20 credits are 'dropped' at level 5 / 6. One of the following scenarios will apply:

- If you are studying a level which has all 15 credit module or a mix 15 and 20 credit modules, 15 credits will be dropped
- If you are studying a level which has all 20 credit modules, 20 credits will be dropped

Weighted Average

The weighted average method works as follows:

Average of all modules at level 5 @ 25%

+

Average of all modules at level 6 @ 75%

=

Overall weighted average

Profile

The profile method works by counting up the number of module scores in a particular classification and weights them by level as follows:

- All standard 15 credit modules at Level 5 contribute 0.25 to the total
- All standard 15 credit modules at Level 6 contribute 0.75 to the total

You must score **more than half** of the total available (total available = all of the available level 5 module x 0.25 + all of the available level 6 modules x 0.75) in a classification to receive it.

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