

# Assessment Regulations for Undergraduate Programmes

(including relevant post-experience and Continuing Professional Development Awards)

Issued by the Standards and Enhancement Office,  
**2018-2019 Edition**

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Technical updates of this document are undertaken on an annual basis to reflect changes to the University's organisational and management structures and to incorporate earlier, approved amendments to related policies, procedures and regulations

This document relates to the current year. If you become aware of any previous versions that are available on line please notify [SEO@bolton.ac.uk](mailto:SEO@bolton.ac.uk) so that action can be taken to remove the document(s).

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## **Scope**

These regulations apply to:

- a) students whose programme of study commenced in 2018-19 or subsequent academic years; and
- b) students whose programme of study commenced in previous academic years, but who have experienced an interruption to study or who failed to proceed to their next level of study.

For all students whose programme of study commenced before 2018-19, progression decision made on the previous academic session of 2017-18 shall stand. For all progression decisions made thereafter, these regulations shall be used.

## **Definitions**

The following definitions are used in these regulations:

**Academic year:** A defined period, normally lasting twelve months, in which the delivery of a level of study, or a portion thereof, is undertaken.

**Award:** Any formal qualification awarded by the University to an individual student which may be either an end qualification or an exit award

**Assessment Board:** A committee to agree final student marks, to determine progression and award of an exit award or end qualification as outlined in the Regulations for the Organisation and Conduct of Assessment Boards.

**Assessment component:** An assessment component is one of the assessment items on a module, from which the final mark/outcome for the module is derived. This process is commonly referred to as summative assessment. Formative assessments are those which do not count towards the formal outcome of the module and are not considered to be assessment components for the purpose of these regulations.

**End qualification:** The target qualification for which the student is enrolled or registered.

**Exit award:** The highest level of award which a student achieves who has not successfully completed the end qualification.

**Proceed:** where an undergraduate student without 120 credits at one academic level is, as a result of the decision of the Assessment Board, allowed to start to study at the next academic level.

**Programme of study:** A collection of modules grouped under a specific title, the details of which have been approved by Senate as leading to an appropriate end qualification and/or exit awards. A programme can also be known as a course.

**Progress:** Where an undergraduate student gains 120 credits at an academic level, is deemed to have completed that level of study and may start to study at the next academic level.

**PSRB:** A Professional, Statutory or Regulatory Body. This includes, but is not limited to, accrediting bodies and statutory bodies that deal with legal requirements and immigration.

**Senate:** Any reference to Senate in these regulations shall be deemed to include a reference to any committee of Senate to which Senate has delegated the relevant authority.

**Stage:** an amount of academic study and credit that normally corresponds to an academic level as outlined in the Programme Specification.

## **1 Course Regulations**

- 1.1 There shall be course regulations in a form approved by Senate and incorporated into the programme specification.
- 1.2 In course regulations, any deviation from, or modification to these Regulations in respect of any programme shall require the approval of Senate.

## **2 Modules**

- 2.1 Throughout all undergraduate programmes one credit is associated with ten hours of notional learning time. The distribution of the total notional learning time for a module shall be part of the module specification approved at the time of validation.
- 2.2 Normally, a student will not be permitted to study with attendance for more than 80 credits in one semester, unless this has been approved by the relevant programme leader and Assessment Board. In respect of part-time students, no more than 100 credits may normally be studied in an academic year.
- 2.3 Where a module is defined, atypically, as a pre-requisite module in the relevant programme specification, students must normally pass such a module before being allowed to proceed to take any linked further module(s). Exceptions may be allowed at the discretion of the Assessment Board, on the advice of the tutor(s) for the linked further module(s).
- 2.4 Credit-bearing modules shall be designated as one of FHEQ Level 3 (Foundation), FHEQ Level 4, FHEQ Level 5, FHEQ Level 6 and FHEQ Level 7, as per the Framework for Higher Education Qualifications within the UK Quality Code for Higher Education.
- 2.5 Modules may be designated as Core (compulsory) or Optional within a programme.
- 2.6 A student may normally only withdraw from a module within the first two weeks of the module commencing and with the approval of the Module Tutor and programme leader. A student will normally be required to take an alternate module for the appropriate number of credits and at the appropriate level of study, unless the student has withdrawn from the programme or suspended their studies. Withdrawal without permission and/or beyond this point without good reason will be recorded at an Assessment Board as a failure in the module (including any project or dissertation module).

## **3 Structure of University Awards**

- 3.1 A programme of study leading to a University Foundation Certificate shall consist of modules to the value of at least 120 credits, including at least 100 credits at FHEQ Level 3 or higher. The University Foundation Certificate may be designated as either an end qualification or exit award.
- 3.2 A programme of study leading to a University Certificate of Higher Education shall consist of modules to the value of at least 120 credits at FHEQ Level 4 or higher or 100 credits at FHEQ Level 4 or higher and 20 credits at FHEQ Level 3. The University Certificate of Higher Education may be designated as either an end qualification or exit award.

- 3.3 A programme of study leading to a University Diploma of Higher Education or a University Foundation Degree shall consist of modules to the value of 240 credits, including the following:

at least 120 credits as in 3.2 above and;  
at least 120 credits at FHEQ Level 5 or higher or 100 credits at FHEQ Level 5 or higher and 20 credits at FHEQ Level 4.

The University Diploma of Higher Education may be designated as either an end qualification or exit award. A University Foundation Degree may be designated as an end qualification.

- 3.4 A programme of study leading to the award of a University Honours Degree shall consist of modules to the value of at least 360 credits, including the following:

at least 120 credits as in 3.2 above and;  
at least 120 credits at FHEQ Level 5 or higher or 100 credits at FHEQ Level 5 or higher and 20 credits at FHEQ Level 4 and;  
at least 120 credits at FHEQ Level 6 or higher.

The University Honours Degree may be designated as either an end qualification or exit award, where this is permitted by a PSRB.

- 3.5 A programme of study leading to the award of a University Integrated Master's Degree shall consist of modules to the value of at least 480 credits, including the following:

at least 120 credits as in 3.2 above and:  
at least 120 credits at FHEQ Level 5 or higher or 100 credits at FHEQ Level 5 or higher and 20 credits at FHEQ Level 4 and:  
at least 120 credits at FHEQ Level 6 and/or:  
at least 120 credits at FHEQ Level 7.

A University Integrated Master's Degree may be an end qualification.

- 3.6 A programme of study leading to the award of a University Graduate Certificate shall consist of a minimum of 60 credits at FHEQ Level 6 or higher. A University Graduate Certificate may be an end qualification.

- 3.7 A programme of study leading to the award of a University Graduate Diploma shall consist of a minimum of 100 credits at FHEQ Level 6 or higher. A University Graduate Diploma may be an end qualification.

- 3.8 A programme of study leading to the award of a Certificate in Education shall consist of at least 100 credits at FHEQ Level 5 and 20 credits at FHEQ Level 4. A Certificate in Education may be an end qualification.

- 3.9 A programme of study leading to the award of a Professional Graduate Certificate in Education shall consist of at least 75 credits at FHEQ Level 6, 25 credits at FHEQ Level 5 and 20 credits at FHEQ Level 4. A Professional Graduate Certificate in Education may be an end qualification.

#### **4 Structure of other undergraduate awards**

- 4.1 A programme of study leading to a Higher National Certificate (HNC) shall consist of modules to the value of at least 120 credits, including:

at least 100 credits at FHEQ Level 4 or higher and;  
a maximum of 20 credits at FHEQ Level 3.

A Higher National Certificate may be designated as an end qualification.

- 4.2 A programme of study leading to a Higher National Diploma (HND) shall consist of modules to the value of at least 240 credits, including:

at least 120 credits at FHEQ Level 5 or higher and;  
at least 100 credits at FHEQ Level 4 or higher and a maximum of 20 credits at FHEQ Level 3.

A Higher National Diploma may be designated as an end qualification.

- 4.3 A programme of study leading to the award of a University Certificate (of Continuing Professional Development) shall consist of modules taken at FHEQ Level 4 or higher to the volume approved for particular awards at validation. A University Certificate (of Continuing Professional Development) may be an end qualification.

- 4.4 A programme of study leading to the award of a University Diploma (of Continuing Professional Development) shall consist of modules taken at FHEQ Level 5 or higher to the volume approved for particular awards at validation. A University Diploma (of Continuing Professional Development) may be an end qualification.

- 4.5 A programme of study leading to the award of a University Advanced Diploma (of Continuing Professional Development) shall consist of modules taken at FHEQ Level 6 to the volume(s) approved for particular awards at validation. A University Advanced Diploma (of Continuing Professional Development) may be an end qualification.

#### **5 Programmes of Study**

- 5.1 Students may substitute studies undertaken at other institutions of higher education for Bolton-based modules where such studies constitute part of an exchange scheme or formal credit transfer or recognition agreement, the terms and conditions of which have been approved by Senate.
- 5.2 No student may undertake modules outside of his/her approved programme of study without the prior approval of the Academic Registrar.

#### **6 Duration of study**

- 6.1 The normal planned duration of the following programmes of study shall each be one year of full-time study (or its part-time equivalent):

University Foundation Certificate  
University Certificate of Higher Education  
Higher National Certificate (HNC)  
University Graduate Diploma  
Certificate in Education  
Professional Graduate Certificate in Education

- 6.2 The normal planned duration of the following programmes of study shall each be two years of full-time study (or its part-time equivalent):

University Foundation Degree  
University Diploma of Higher Education  
Higher National Diploma (HND)

- 6.3 The normal planned duration of a University Degree/Degree with Honours shall be three years of full-time study (or its part-time equivalent).
- 6.4 The normal planned duration of an Integrated Master's Degree shall be four years of full-time study (or its part-time equivalent).
- 6.5 The normal planned duration of Continuing Professional Development programmes shall be related to the volume of credit making up the award and will be approved at the time of validation.
- 6.6 The normal planned duration of the Graduate Certificate programme shall be one semester of full-time study (or its part-time equivalent).
- 6.7 The normal planned duration of the Graduate Diploma programme shall be two semesters of full-time study (or its part-time equivalent).
- 6.8 The maximum period of registration is normally approximately twice the normal planned duration. The maximum period of registration will normally include any sabbatical periods taken out by a student. The Academic Registrar, may, having regard for the standard of the award and the course objectives and regulations, and on the advice of the Chair of the Assessment Board, use discretion to extend a student's registration period.
- 6.9 Where a PSRB requires that the maximum period of registration shall be different to that defined in these regulations, the requirement of the PSRB shall apply. Students shall be informed where the maximum period of registration is shorter than that outlined in 6.9.

## **7 Assessment**

- 7.1 All modules shall be assessed in accordance with the University's agreed marking criteria, either by:
- 7.1.1 in-course assessment conducted during the semester(s) in which the module(s) is/are completed; or
  - 7.1.2 examination during an examination period; or
  - 7.1.3 a combination of both 7.1.1 and 7.1.2.
- 7.2 The method of assessment for each module, including the weighting for each element of the assessment, shall be notified to students.
- 7.3 In exceptional circumstances, with the approval of the Chair of the relevant Assessment Board, an alternate form of assessment to that outlined in the approved programme documentation, which covers the same Learning Outcomes, may be approved for students with individual needs, where this is supported by appropriate evidence and where such adjustments are deemed to be reasonable and can be made

without endangering the safety of the award or unduly providing any student with an advantage or disadvantage.

- 7.4 The minimum mark for a pass in each module shall be 40%. Where a student satisfies the examiners in a module, s/he shall be awarded the appropriate credits at the specified level. This shall normally be calculated through a simple weighted mean of the assessment components, so long as an attempt has been made in each component. Where a PSRB requires a pass mark in each component, this shall be recorded in the relevant module specification and notified to students.
- 7.5 A student who passes a module in which he/she has previously failed, shall be credited with the minimum mark for a pass at module level unless capping at the component level enables a better overall outcome for the student. This will not be the case where the assessment regulations for the programme explicitly specify otherwise.
- 7.6 A student shall normally be permitted one attempt to redeem unsatisfactory performance in a module. At the discretion of the Assessment Board, one further final attempt may be made to redeem unsatisfactory performance.
- 7.7 Normally, only University of Bolton modules may be used to calculate the classification of an award. Where a student has previously obtained a University (of Bolton) exit award or end qualification, the marks for modules from that previous qualification cannot be used to calculate the classification of a further University [award] (of Bolton) end qualification, unless the student agrees to surrender their previous qualification to avoid double counting of module marks.
- 7.8 Where a programme of study includes one or more periods of industrial/professional training or periods of study/work experience either in the UK or abroad, the student's performance may also be assessed in these periods and may contribute to the final assessment. Such periods shall be detailed in the relevant programme specification.
- 7.9 A student who has been awarded credit in a module shall not be permitted to be reassessed in that module with a view to improving his/her mark.
- 7.10 If students (by reason of absence, non-submission of work, or poor performance) do not satisfy an Assessment Board in assessment components for any module(s) and it is established to the satisfaction of the Assessment Board via the University's Mitigating Circumstances Regulations and Procedures that this was due to proven illness or other circumstances found valid on production of evidence, then the Board shall use its discretion to ensure that the students are not disadvantaged or advantaged as a result.

#### Extensions

- 7.11 In cases of illness or other extenuating circumstances, programme leaders (or equivalent) may allow assessments to be submitted late without penalty, following the submission of a completed extension form and relevant evidence. Such cases shall then be monitored by the Head of School or equivalent. The maximum extension to be granted under these circumstances is fourteen calendar days with the exception of extensions for individual projects and artifacts which, at the discretion of the Programme Leader, may be longer than 14 days. Any request for an extension to a submission deadline must normally be made by the student, to the Module Tutor before the original submission date.



7.12 Requests for extensions for periods longer than 14 calendar days must be made using the University's Mitigating Circumstances Regulations and Procedures.

7.13 A Student who fails to submit assessment components by the prescribed date or the revised date as outlined in 7.11 and 7.12 shall be subject to the following penalties.

Up to 7 calendar days late = 10 marks subtracted but if the assignment would normally gain a pass mark, then the final mark to be no lower than the pass mark for the assignment.

More than 7 calendar days late = will be counted as non-submission and no marks will be recorded.

7.14 All assessed work should be submitted as specified in the Module Guide or equivalent. Coursework not submitted will be recorded as unsatisfactory and a mark of zero will be recorded.

7.15 Except where required by a PSRB, assessment items that are graded Pass/Fail only will not be accepted beyond the prescribed date or by the revised date, as outlined in 7.11 and 7.12, and will be recorded as a Fail.

#### Word limits

7.16 Any relevant word limit for an assessment component shall be specified in the assessment brief. Students shall be informed in the programme handbook of any penalties to be applied if they exceed the specified word limit in a written assessment. This limit shall not include rubric associated with tables, figures, diagrams or appendices and reference lists at the end of the assessment but will include any direct quotations.

7.17 Where a word limit is specified for a written assessment, students shall include the number of words at the end of the assessment.

7.18 Students who exceed a specified word limit for a written assessment shall be subject to the following penalty system.

Up to 10% over the specified **word length** = no penalty

10 – 20% over the specified indicative word length = 5 marks subtracted but if the assessment would normally gain a pass mark, then the final mark to be no lower than the pass mark for the assessment.

More than 20% over the indicative word length = if the assessment would normally gain a pass mark, then the final mark to be the pass mark for the assessment.

## **8 Engagement**

8.1 Students shall normally attend the scheduled learning and teaching events for each module. In respect of students pursuing a programme of study by distance learning, this shall include scheduled activities and interactions.

8.2 Students shall be required to submit and/or attend each assessment component at the dates and times prescribed. Failure to submit in an assessment component without

good reason shall result in the student being deemed unsatisfactory in the particular assessment component and a mark of 0 will be recorded.

- 8.3 Attendance shall be recorded for all elements of a programme of study. Students with poor attendance shall be reported to the relevant personal tutor, for action who will explore this in line with University and/or PSRB policy. An Assessment Board shall normally consider the quality of a student's engagement with their studies when considering whether to allow an additional final attempt to redeem unsatisfactory performance i.e. using engagement to determine whether to make repeat or refer and third attempts for undergraduate modules.
- 8.4 Students who fail to give formal notice in writing of their intention to withdraw from their programme or its elements and who do not complete assessments will normally be deemed to have failed the programme or its specific elements.
- 8.5 Students must formally request permission from their Head of School/ Centre Operational Lead in writing if they wish temporarily to suspend their studies.

## **9 Determination of results and action to be taken**

- 9.1 The relevant Assessment Board shall determine for FHEQ Level 3, FHEQ Level 4 and FHEQ Level 5:
- i. the student's mark for each module; and that
  - ii. the student has achieved 80 credits and is therefore permitted to proceed to the next academic stage of the programme, or
  - iii. the student has achieved 120 credits at the relevant FHEQ Level and is therefore permitted to progress to the next academic stage of the programme, or
  - iv. the student be awarded the end qualification and with what classification, if any; or
  - v. the student not be permitted to proceed or progress to the next academic stage of the programme; or
  - vi. the student not be awarded the end qualification; and/or
  - vii. the student be awarded an exit award and be deemed to have completed their studies; or
  - viii. the student not be awarded a qualification and be deemed to have completed their studies.
- 9.2 The relevant Assessment Board shall determine for FHEQ Level 6;
- i. the student's marks for each module; and that
  - ii. the student has achieved 120 credits at FHEQ Level 6 and is therefore permitted to progress to the next academic stage of the programme; or
  - iii. the student be awarded the end qualification and with what classification, if any; or
  - iv. the student not be awarded the end qualification; and/or
  - v. the student be awarded an exit award and be deemed to have completed their studies; or
  - vi. the student not be awarded a qualification and be deemed to have completed their studies.
- 9.3 The relevant Assessment Board shall determine for FHEQ Level 7 (for Integrated Master's degrees only):
- i. the student's mark for each module; and that
  - ii. the student be awarded the end qualification and with what classification, if any; or

- iii. the student not be awarded the end qualification; and/or
  - iv. the student be awarded an exit qualification and be deemed to have completed their studies; or
  - v. the student not be awarded the end qualification and be deemed to have completed their studies.
- 9.4 A student shall only be permitted to continue to pursue a programme of study provided that it remains possible for him/her to complete the programme within the approved time-limit. In addition:
- i. a student who has failed one or more core modules within a programme on two occasions may be offered a third, final attempt at the discretion of the Assessment Board. If the student fails to satisfy the examiners then the student shall be deemed to have failed and finished the programme;
  - ii. to ensure that no student has an unmanageable workload, no student may proceed to FHEQ Level 6 who has not gained 120 credits at FHEQ Level 4 and at least 80 credits at FHEQ Level 5;
  - iii. to ensure that no student has an unmanageable workload, no student may proceed to FHEQ Level 7 who has not gained 120 credits at FHEQ Level 5 and 120 credits at FHEQ Level 6.
- 9.5 The relevant Assessment Board shall determine whether a student who:
- i. has not been permitted to progress or proceed; or
  - ii. has not been recommended for the award of the end qualification and is not deemed to have completed their studies;
  - iii. be required either to: repeat the year with part time attendance, or reassessment only, in which case the student will retain the credits for each passed module and retrieve each failed module by undertaking one of the following:
    - a. re-assessment in the failed module(s) with attendance on the module(s) during the following session (a 'repeat' decision).
    - b. re-assessment in the failed module(s) without attendance at the next opportunity (a 'refer' decision); or
    - c. re-assessment in the failed module(s) without attendance on the module(s) during the following session (a 'refer' decision);
- 9.6 An Assessment Board may decide that a student's profile of module results may be amended by the following process:

Compensation:

- i. To decide that satisfactory overall performance can be used to compensate for unsatisfactory performance in a module with an aggregate mark normally no lower than 35 percent, the following shall apply. The mark is not adjusted and a pass is recorded and credit awarded, with a note that the instance of unsatisfactory performance has been compensated. This is at the discretion of the Assessment Board and will not be utilised where PSRB requirements deem that this may not be used. Compensation can apply to a maximum of modules worth, normally, one sixth of the total credits constituting a particular Stage of a student's programme of study.

## **10 Structure and content of re-assessments**

- 10.1 Where a student is required to be re-assessed in one or more assessment components, the re-assessment shall be of the same structure as the assessment at the time of the initial failure, unless:
- i. an alternate form of re-assessment has been approved for the purpose in which case this shall be stated in the relevant module specification and/or Module Guide; or
  - ii. the relevant Assessment Board decides that this is not practical.

Re-assessments shall be based upon the same syllabus as the original assessment.

- 10.2 Where a student is permitted to be re-assessed in one or more failed modules without attendance on the module(s), the following arrangements shall normally apply:
- i. for re-assessment within one year of the initial failure, the re-assessment shall be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure unless:
    - a. an alternate form of re-assessment has been approved for the purpose, in which case this shall be stated in the relevant module specification; or
    - b. the relevant Assessment Board decides that this is not practical;
  - ii. for re-assessment beyond one year of the initial failure, where the structure of the assessment is different from that at the time of the initial failure and/or the re-assessment is to be based upon a different syllabus, the Head of School concerned shall make arrangements for the student to be:
    - a. informed of changes in the structure of the assessment and the syllabus content; and
    - b. offered, for an appropriate fee, the opportunity of attending relevant classes.

## **11 Award**

- 11.1 Students will only be eligible for any particular end qualification or exit award defined below if it is defined as available within the programme specification for the programme of study; each end qualification or exit award will only be issued under the circumstances defined in the Regulations and Procedures for the Conferment of University awards.
- 11.2 To qualify for an end qualification or exit award, a candidate must:
- i. have enrolled with the University before proceeding to the prescribed programme of study; and
  - ii. have paid all prescribed fees and charges; and
  - iii. in accordance with 11.3, 11.4, 11.5 and 11.6 below have satisfactorily completed a full-time or part-time programme of study, within the maximum period of time defined above.
- 11.3 A student who has satisfied the examiners in at least 120 credits at FHEQ Level 3 or higher, in accordance with 3.1 above, shall be eligible for the award of a University Foundation Certificate which is an unclassified award.
- 11.4 A student who has satisfied the examiners in at least 120 credits at FHEQ Level 4 or higher, in accordance with 3.2 above, shall be eligible for the award of a University Certificate of Higher Education which is an unclassified award or a Higher National Certificate which is a classified award and uses the classification outlined in 12.4 below.

- 11.5 A student who has satisfied the examiners in at least 240 credits including a minimum of 120 credits at FHEQ Level 4 or higher and a minimum of 120 credits at FHEQ Level 5 or higher in accordance with 3.3 above, shall be eligible for the award of a University Diploma of Higher Education which is an unclassified award or a Higher National Diploma which is a classified award and uses the classification outlined in 12.4 below.
- 11.6 A student who has pursued a programme of study consisting of at least 360 credits in accordance with 3.4 above and who has satisfied the examiners in: a minimum of 120 credits at FHEQ Level 4 or higher; and a minimum of 120 credits at FHEQ Level 5 or higher; and a minimum of 120 credits at FHEQ Level 6 shall where s/he satisfies the requirements of the classification scheme as approved by Senate (cf. 12.6 below) be recommended to Senate for the award of a University Honours Degree. A student who has satisfied the examiners in at least 300 credits in accordance with 3.4 above and who has a minimum of 60 credits at FHEQ Level 6 may be awarded an Ordinary Degree, which is an unclassified award.
- 11.7 Students who register for certain end qualifications may be required by the course regulations to satisfy the Assessment Board in all those modules identified as requirements for the purposes of professional exemption.
- 11.8 Unless otherwise agreed by Senate in respect of specific courses, no student may receive more than one award for study on a course.

## 12 Classification

- 12.1 Higher National Certificates shall be accorded an overall grade based on the average mark for modules worth 120 credits at FHEQ Levels 4 and 5, which represent the best marks achieved by a student at those Levels, using the scheme in 12.4 below.
- 12.2 Higher National Diplomas and Foundation Degrees shall be accorded an overall grade based on the average mark for all modules at FHEQ Level 5, using the scheme in 12.4 below.
- 12.3 Integrated Master's Degrees shall be accorded an overall grade based on the average mark for all modules at FHEQ Level 7, using the scheme in 12.4 below.
- 12.4 The following scheme shall be used for the classification of Higher National Certificates, Higher National Diplomas, Foundation Degrees, Integrated Master's Degrees, Certificate in Education and Professional Graduate Certificate in Education:

<b>Grade</b>	<b>Mark</b>
Distinction	70%-100%
Merit	60-69%
Pass	40-59%

Where the average falls into one of the following bands: 58.00 – 59.49 or 68.00 – 69.49; and a student has achieved marks clearly in a classification category higher than their average for modules worth at least 80 credits at the final programme level, then the student shall be awarded a qualification in the classification category one higher than that indicated by their average.

Where the average falls into one of the following bands: 59.50 – 59.99 and 69.50 – 69.99 then a student shall automatically be awarded an honours degree in the classification category one higher than that indicated by their average.

- 12.5 Honours degree students shall be awarded the honours classification resulting from the application of the following algorithms:

**Rule ACM20 (NB: this does not apply to Top-Up qualifications)**

A weighted average of the marks from modules worth a total of 200 credits at FHEQ Levels 5 and 6 combined, including the marks from modules worth no more than 80 credits at least at FHEQ Level 5 (weighted 30 percent) and marks from modules worth at least 120 credits at FHEQ Level 6 (weighted 70 percent), which represent the best marks achieved by a student at those Levels.

Where the average falls unequivocally into one of the following bands: 48.00 - 49.49, 58.00 - 59.49, 68.00 - 69.49; and a student has achieved marks clearly in an honours classification category higher than their average for modules worth at least 120 credits, drawn from FHEQ Levels 5 and/or 6, then a student shall be awarded an honours degree in the classification category one higher than that indicated by their average.

OR

**Rule ACM6**

A simple average of the equally weighted marks from modules worth 120 credits at FHEQ Level 6 which represent the best marks achieved by a student at that Level.

Where the average falls into one of the following bands: 48.00 - 49.49, 58.00 - 59.49, 68.00 - 69.49; and a student has achieved marks clearly in an honours classification category higher than their average for modules worth at least 80 credits, then a student shall be awarded an honours degree in the classification category one higher than that indicated by their average.

- 12.6 Students who have attained the required standard, according to the classification scheme shall be awarded the degree with honours classification as follows:

First Class	70-100%
Second Class Division I	60-69%
Second Class Division II	50-59%
Third Class	40-49%

Where the average falls into one of the following bands: 49.50 – 49.99, 59.50 – 59.99, and 69.50 – 69.99 then a student shall be awarded an honours degree in the classification category one higher than that indicated by their average.

### **13 Equality Impact Assessment**

“The University of Bolton is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this policy has been screened in relation to the use of plain English, the promotion of the positive duty in relation to race, gender and disability and avoidance of discrimination to other equality groups related to age, sexual orientation, religion or belief or gender reassignment.”

### **14 Other Related Policies**

13.1 Other relevant regulations/policies are given on the Student Policy Zone

### **15 Monitoring and Review**

14.1 These regulations will be monitored by the Standards and Enhancement Office.

14.2 The regulations will be reviewed every three years.

### **16 Dissemination of and Access to the Policy**

15.1 These regulations will be available on the University's website (Student Policy Zone).

## **ANNEXES**

### **ANNEX A**

#### **University Marking Criteria**

##### **Assessment Criteria and Marks**

The generic assessment criteria used by all Assessment Boards will be those which are defined in the University's Academic Regulations on the Assessment of Students and which will be adopted at School level. All recommendations coming to Assessment Boards should be formulated in accordance with these criteria and expressed in the form of a numerical mark as follows, except for Pass/Fail assessment components and modules:

<b>Grade Description</b>	<b>Mark</b>	<b>Hons Degree Class</b>
Work of Exceptional Quality	70-100	First
Work of Very Good Quality	60-69	2.i
Work of Good Quality	50-59	2.ii
Work of Satisfactory Quality	40-49	Third
Fail	below 40	

##### **Definitions of Assessment Criteria**

The definitions of the above criteria are:

###### **Work of Exceptional Quality**

Virtually all of the relevant information/skills accurately deployed. Excellent and exceptional grasp of theoretical, conceptual, analytical and practical elements. Very effective integration of theory, practice and information in relation to the objectives of the assessment. Substantial evidence of originality and creativity as appropriate to the subject.

###### **Work of Very Good Quality**



Most of the relevant information/skills accurately deployed. Good grasp of theoretical, conceptual, analytical, practical elements. Effective integration of theory, practice and information in relation to the objectives of the assessment. Significant evidence of originality and creativity as appropriate to the subject.

### **Work of Good Quality**

Some of the relevant information/skills accurately deployed. Adequate grasp of theoretical, conceptual, analytical and practical elements. Fair integration of theory, practice and information in relation to the objectives of the assessment. Some evidence of originality and creativity as appropriate to the subject.

### **Work of Satisfactory Quality**

The intended learning outcomes are achieved at the threshold standard. Basic deployment of information/ skills. Some grasp of theoretical, conceptual, analytical and practical elements. Some integration of theory, practice and information in relation to the objectives of the assessment. Limited evidence of originality and creativity as appropriate to the subject and the level of the award.

### **Fail**

Little evidence of the information, skills, theoretical, conceptual, analytical, creative or practical elements relevant to the assessment. Mainly irrelevant and/or incorrect information provided. Scant evidence of understanding of the requirements of the assessment.

## **ANNEX B: RULES FOR THE USE OF COMBINED STUDIES AWARD TITLES**

1. Combined Studies award titles may be used to appropriately recognise successful completion of a programme of study in a particular subject area or areas when a student negotiates an individualised programme of study in one or more subjects (sometimes with transfer of credit for prior learning), or when a student has otherwise not completed a route leading to the usual award title. The latter occurs, for instance, when students do not complete one or more of the core modules prescribed for a programme but do nevertheless complete the required number of modules from the group to justify a named award.
2. Whether the negotiation of an alternative programme of study arises from necessity or desire, both the student and the relevant programme authority should be satisfied that the learning outcomes to be achieved through completion of the alternative programme are appropriate for the title and level of the proposed award. This will require a process of academic counselling to take place, with subsequent, written approval of the alternative programme at the level of the School Assessment Board before registration is confirmed or amended.
3. In all cases, of course, students must have obtained the required number of credits at the appropriate levels to qualify for the award in question, as specified in the Assessment Regulations for Undergraduate Programmes.

### **Rules**

#### **Single subject**

Combined Studies *in Subject A*

#### **Joint subjects**

Subject A and Combined Studies *in Subject B*

Combined Studies *in Subject A* and Subject B

#### **Major/minor**

Subject A with Combined Studies *in Subject B*

Combined Studies *in Subject A* with Subject B

#### **Minor/minor/minor**

Combined Studies *in Subject A* with Subject B with Subject C

The phrase '*in Subject x*' can be omitted in those cases so marked above to account for other possibilities, e.g. where there is insufficient subject identity to (that part of) the programme to warrant a subject title at all. Generic award titles (e.g. Humanities, Science, and Technology) will need to be proposed by Schools if they wish to use them. They might then be used in place of '*Subject x*' should the student's programme warrant it.

<b>ASSESSMENT REGULATIONS FOR UNDERGRADUATE PROGRAMMES</b>	
Policy ref: SEO/1	
Version number	03
Version date	October 2018
Developer/Reviewer	Academic Registrar
Policy Owner (Group/Centre/Unit)	SEO
Person responsible for implementation (post-holder)	Assessment Board Chairs, Pro Vice-Chancellor (Academic), Deans, Heads of School/ Operational Leads, SEO
Approving committee/board	Senate
Date approved	June 2014, revised July 2018 with further revisions October 2018
Effective from	September 2018
Dissemination method e.g. website	Website
Review frequency	Every three years
Reviewing committee	Senate
Consultation history (individuals/group consulted and dates)	Drafts of the original regulation have been considered by: Education Committee Senate Academic Coordinators SEO
Document history (e.g. rationale for and dates of previous amendments)	The 2015 version incorporates a clarification related to Foundation Years, approved at Senate in March 2015, changes in departmental nomenclature and in qualification titles (approved through the validation process in line with PSRB requirements). Changes to extensions added December 2015. The 2018 version incorporates clarification of language, updating of role titles and arrangements for condonement.

