

## II. Undergraduate Progress Regulations

*These regulations apply to all undergraduate students registered in academic year 2018/19 (or in the case of C. General Entrance Requirements, are applying during academic year 2018/19).*

*These regulations shall be understood in conjunction with requirements laid down in the General Regulations of the University and both the Undergraduate and Integrated Masters Examination Conventions, and shall be read together with any examination conventions specific to the relevant degree programme, as approved by the relevant faculty education committee.*

*Variations to these regulations, non-standard stage weightings and exceptions to the Qualifications and Credit Framework can only be agreed by University Education Committee (UEC), except where the power is explicitly vested in the relevant Faculty Education Committee (FEC) or Degree Programme Director (DPD) in the regulations themselves.*

### A. The Qualifications and Credit Framework

1. Undergraduate Bachelors' degree programmes are aligned with the *Newcastle University Qualifications and Credit Framework* which is available as part of the Quality and Standards Handbook at <http://www.ncl.ac.uk/ltds/governance/policies/>. This Framework sets out the minimum standards for degree programmes; degree programme regulations may exceed these minima. Degree programme structures should be developed in accordance with *The Qualifications and Credit Framework*.
2. The *Newcastle University Qualifications and Credit Framework* conforms fully to the Framework for Higher Education Qualifications.
3. The Framework stipulates that undergraduate Bachelors' degrees normally consist of a minimum of 360 credits selected from 3 levels of study: Level 4, Level 5 and Level 6. Integrated Masters Degrees consist of a minimum of 480 credits of which at least 120 credits are studied at Level 7. The level of study generally equates to the stages (years) of an undergraduate degree.

### B. Definitions

4. Where the following terms appear in these regulations, in degree programme regulations or in the University *Undergraduate Examination Conventions*, they shall have the meanings assigned below:
  - a) **Apprentice:** An employee of a third party or of the University undertaking approved apprenticeship training offered by the University and commissioned by the apprentice's employer.
  - b) **Assessment:** A generic term for a set of processes that measure the students' achievement of the intended learning outcomes in terms of knowledge acquired, understanding developed, skills gained and attributes demonstrated. These assessments may include, for example, written, aural and oral examinations, essays, poster or

professional skills assessment, other course work, dissertations and practical activity;

- c) **Compulsory module:** a module which a student, registered for a degree programme, is required to study;
- d) **Core module:** a module which students must pass, and in which a fail mark may neither be carried (Convention H33) nor compensated (Convention J35); such modules are designated by the board of studies as essential for progression to a further stage of the programme or for study in a further module. A final stage module cannot be deemed to be core;
- e) **Credit:** A quantitative measure of learning effort. The size of a module, measured by reference to student learning time so that for every 10 credits a student is expected to spend 100 hours in a combination of programmed activities, private study and assessment. Credit is normally awarded for the achievement of a set of specified intended learning outcomes;
- f) **Credit level descriptors:** A description of the defined levels at which a module is taught. These levels are: a) Level 3; b) Level 4; c) Level 5; d) Level 6 and e) Level 7. Full descriptors can be seen as part of *The Qualifications and Credit Framework* in the Quality and Standards Handbook;
- g) **Degree programme director:** a member of the University who is responsible for the day-to-day management of a degree programme;
- h) **Degree programme regulations:** the regulations approved by the University for the programme of study for which a student is registered;
- i) **Degree classification:** a means of distinguishing between the differences in achievement by individual students of the intended learning outcomes for a degree programme. Only modules studied in Stage 2 and beyond contribute towards the degree classification. Credits for programmes where students intercalate off-campus, normally during their third year, are not generally counted towards degree classification unless this is specified in degree programme regulations. All modules that contribute to the degree classification are referred to as DC (Degree Classification) modules;
- j) **Higher Education Certificate:** the qualification awarded to a candidate on an Honours degree programme who has satisfied the examiners in at least 120 credits worth of study (of which at least 90 are at level 4 or above) and who does not complete the degree programme;
- k) **Higher Education Diploma:** the qualification awarded to a candidate on an Honours degree programme who has satisfied the examiners in at least 240 credits worth of study (of which at least 90 credits are at level 5 or above) and who does not complete the degree programme;
- l) **Honours' degree programme: a 3- or 4-year programme** of study consisting of 360 or 480 credits and comprising a number of stages. Each stage consists of 120 credits with the level of modules taken as

prescribed in individual degree programme regulations. For a Bachelor's degree, the University's *Qualifications and Credit Framework* requires a minimum of 90 level 4 (or higher) credits, a minimum of a further 90 level 5 (or higher) credits, and a minimum of a further 90 level 6 (or higher) credits. No more than 40 level 4 credits can be taken beyond Stage 1. Up to 30 level 3 credits can be taken at Stage 1 but not beyond;

- m) **Module:** A discrete component of a programme of study having stated intended learning outcomes, teaching and learning opportunities designed to achieve those outcomes, and assessment tasks designed to enable students to demonstrate achievement of the outcomes. Modules are allocated credit values and have a defined level;
- n) **Non-modular aggregated assessment:** assessment having the purpose of assessing a student's cross-modular understanding;
- o) **Part-time student:** a student studying a maximum of 60 credits of a degree programme in one academic year;
- p) **Pass degree:** the qualification awarded to a candidate on an Honours degree programme who has satisfied the examiners in at least 300 credits worth of study of which 60 are at level 6.
- q) **Pre-requisite module:** A module that is required to be studied (but not necessarily passed) before undertaking a further module that assumes prior knowledge;
- r) **Sabbatical office:** any office so designated from time to time by Senate and Council.
- s) **Stage:** A sub-division of a programme, normally corresponding to one academic year (for full time students) and 120 credits.
- t) **University Common Scale:** The scale for the return of marks as set out in *Undergraduate and Postgraduate Examination Conventions*. The scale defines the range of marks to be given to represent degree classifications, and is designed to ensure consistency and fairness to students across all modules;

### C. General Entrance Requirements

5. All applications for admission to first degree programmes in the University shall be made through the Universities and Colleges Admissions Service (UCAS).

6. The normal minimum entry requirement for undergraduate degree programmes at the University is achievement of three single-award General Certificate of Education Advanced level qualifications, or its equivalent.

7. Before being admitted to an undergraduate degree, diploma or certificate programme, candidates shall:

- a) satisfy the programme of study entrance requirements for that degree, diploma or certificate and

- b) satisfy, in the case of applicants whose first language is not English, the required minimum level of English language ability for the programme of study, in accordance with the University's English Language Policy and
- c) register in accordance with such instructions as the University shall prescribe from time to time and accept the following declaration: 'I hereby promise to conform to the discipline of the University and to all statutes, regulations and rules in force for the time being in so far as they concern me'.

8. Where a candidate does not satisfy the requirements in (6) or (7a) above, an undergraduate selector may nevertheless make a conditional or unconditional offer to that candidate, subject to being satisfied that the candidate is, or will be on achievement of any conditions stipulated in the offer, likely to succeed on the programme of study.

*Information and advice on the equivalence of international and United Kingdom qualifications can be obtained from the Admissions Team in the Marketing and Student Recruitment Directorate.*

#### **D. Preconditions for an Undergraduate Award**

9. Before being eligible for an undergraduate award from the University, a student must:
- a) satisfy the *General Entrance Requirements* of the University, and the entrance requirements relevant to the degree programme;
  - b) register for, and satisfactorily complete, each stage and its constituent modules;
  - c) satisfy the examiners as required under the *Examination Conventions* and the degree programme regulations.

#### **E. Patterns of Study**

##### Honours Degree Programmes

10. The standard pattern of study and the number of stages for an Honours degree programme shall be as prescribed in *The Qualifications and Credit Framework* and the relevant programme regulations. Exceptions to the *Qualifications and Credit Framework* can only be agreed by university education committee.

##### Module Specifications

11. Modules shall have a credit value of at least five and no more than 40 credits, and shall have a total credit value that is a multiple of five. Any departure from these norms shall be subject to approval by the relevant faculty education committee.

12. Any module taught in both semesters of the undergraduate academic year shall have a credit value of no fewer than five credits in each semester.

13. Modules shall commence at the beginning of the teaching period of a semester, and conclude at the end of the teaching period of a semester; unless approved otherwise by the relevant faculty education committee.

#### Approval of Non-standard Patterns of Study

14. A degree programme director may permit a full time Honours degree student to select modules having a total credit value of not less than 50 and not more than 70 in any one semester, provided that such a student registers for modules having a total credit value of 120 in any one stage, excluding any Extra Credit modules (see *General Regulation C16*). However, a degree programme director may also approve exceptional variations to this standard, taking into account the workload implications and on the understanding that the student is fully aware of the consequences.

15. No student may be permitted to register in Semester 2 for a module that is a substitution for a module studied in Semester 1.

16. At the discretion of the degree programme director, a student may be permitted to transfer from full-time to part-time study (or vice versa). This is subject to specific arrangements being agreed by the degree programme director to accommodate the pattern of part-time study, and to the student having appropriate immigration status. For international students, advice should be sought from the Visa Team <http://www.ncl.ac.uk/students/progress/visa/>. Part-time students will be required to pass each stage of the part-time programme.

17. Apprenticeship training programmes may be studied on a part-time basis in accordance with the relevant programme regulations.

18. By *General Regulation C14*, students may select modules other than those prescribed in their degree programme regulations, subject to permission from the degree programme director. However, such permission shall not override the provisions of *General Regulations C11, C12 and C13* (registration of module choice) or paragraphs E14, E15 and E16 of these regulations, or the requirements of the Qualification and Credit Framework <http://www.ncl.ac.uk/ltds/governance/modules/framework/>. In exercising this power the Degree Programme Director should also take account of the relevant credit transfer or recognition of prior learning, the requirements of accrediting bodies, fairness amongst the cohort and the level and relevance to the programme of any alternative module selected.

## **F. Degree Programme Regulations**

### Transfer between Degree Programmes

**Note: All transfer arrangements are subject to the student having the appropriate immigration status. Further advice should be sought from the Visa Team in any case involving an international student <http://www.ncl.ac.uk/students/progress/visa/>.**

19. Degree programme directors may permit a student to transfer from one stage of a degree programme to the same stage of another degree programme at any time, provided that there is significant overlap (60 credits or more) in the modules previously studied by the student. This permission also

applies to transfers between corresponding stages of Bachelors and Integrated Masters programmes, provided this permission is given before the meeting of the Board of Examiners. In addition, degree programme regulations may specify, in the case of 4-year programmes, a threshold for entry into the programme at Stage 2, one for continuation from Stage 2 to Stage 3 and one for continuation from Stage 3 to stage 4; students not continuing on the 4-year programme are transferred to the corresponding 3-year programme. Such transfers shall be reported to relevant schools and the Student Progress Service.

20. Degree programme directors may permit a student who has satisfied the examiners in all the assessments in a stage of a degree programme to transfer to the same or subsequent stage of another degree programme at the start of the next academic year. Such permission may be conditional upon a student following specified variations to the degree programme in order, for example, to ensure that:

- a) compulsory modules not previously studied are taken;
- b) there is no avoidable repetition of modules studied.

21. The degree programme director may permit a student who has not satisfied the examiners in all the assessments in a stage of a degree programme to transfer to the same stage of another degree programme at the start of the next academic year. The degree programme director shall, in exercising this power, consult relevant heads of school and may, on the recommendation of relevant degree programme directors, make permission to transfer conditional upon a student following specified variations to the degree programme. The degree programme director should note that evidence of appropriate academic qualifications is required by the Home Office, and where a transfer is considered for a Tier 4 visa holder, the student should be aware that a further Tier 4 application may be required as part of the process. Students should be referred to the Visa Team for guidance.

22. A degree programme director may grant permission to a student transferring under Regulation 21 to repeat modules in which they have failed to satisfy the examiners. The following conditions apply;

- a) If the total number of credits so repeated is no more than 20, then the student shall be deemed not to have been previously assessed in these modules.
- b) If the total number of credits so repeated is more than 20, then all previous attempts at these modules will be carried forward.
- c) A student seeking a transfer under b) above cannot repeat a module in which they have already been assessed twice. This might render a transfer impossible.

A student permitted to transfer under Regulation F20 to Stage 3 or 4 of another degree programme shall carry forward their performances in the earlier stages of the previous degree programme.

## **G. General Provisions Governing Attendance and Progress**

### Satisfactory Progress

23. The student is required to make satisfactory progress in the relevant programme of study and, during each semester, the student's progress shall be reviewed in all modules by the degree programme director.

24. Failure to make satisfactory progress may be grounds for:

- a) further monitoring the progress of the student, or requiring the submission of written work in addition to that required by the degree programme regulations where there is a clear academic rationale;
- b) delay of the student's attempt at the whole assessment for the module(s) concerned to the August/September resit examinations in the same academic year. Where such a delay is imposed, the student's attempt shall be the second attempt;
- c) interruption or termination of the student's programme of study.

### Evidence of Failure to make Satisfactory Progress

25. Any of the following may constitute failure to make satisfactory progress and all may be taken into account in considering the student's case:

- a) failure to attend for interview with the tutor, or other academic staff, as required:  
<http://www.ncl.ac.uk/ltds/assets/documents/qsh-personaltutoring-fwk.pdf>;
- b) failure to attend for interview with the personal tutor, DPD or other academic staff as required in connection with failure to attend programme of study or failure to make satisfactory progress;
- c) failure to attend regularly the programme of study without good cause (see *General Regulations A4*); for distance learning or online programmes engagement will be measured by alternative means as determined by the programme owning School;
- d) failure to perform adequately in work prescribed for the degree programme;
- e) failure to submit written work required under the degree programme regulations (whether or not such work counts for assessment purposes) at the required time;
- f) failure to attend examinations or to satisfy the examiners in the examinations prescribed; provisional examination results may be used as such evidence;
- g) failure to attend English language assessment and attend in-session English language classes as directed by the degree programme director;

- h) failure to attend briefings relating to health and safety, especially as they apply to laboratory work, and to pass any assessments in relation to these briefings that are designed to ensure that students are safe to operate in the environment to which such briefings apply.

For an international student who is breach of their visa conditions, please refer to General Regulations U73.

**Note: Where a student has failed to attend or failed to complete satisfactorily an INTO pre-sessional programme, General Regulation D17 will apply.**

#### Procedure for Dealing with Unsatisfactory Progress

26. A student whose progress is considered unsatisfactory by the degree programme director shall be notified in writing of the reasons for this opinion, invited to make a written response and given the opportunity of an interview with the director or nominee. Following this notice and any interview, and taking account of all known circumstances, the degree programme director may:

- a) take further action under Regulation G24 (a) or (b);
- b) take further action under Regulation G24 (c) in consultation with Student Progress Service, provided that the student was invited to attend an interview, including notice that the interruption or termination of the student's programme of study was likely to be considered, and advised to bring details of any medical or personal circumstances (with evidence) relevant to the student's progress

#### Appeals against Penalties for Unsatisfactory Progress

27. A student appealing against action taken under regulation G23 may do so by submitting a Level 1 Academic Query within 14 calendar days of the written notification of the action. The Academic Queries and Appeals procedure applies;

[www.ncl.ac.uk/students/progress/Regulations/SPS/appeals.htm](http://www.ncl.ac.uk/students/progress/Regulations/SPS/appeals.htm).

**Note: Notwithstanding any ongoing discussion and correspondence with a student about unsatisfactory progress, the University may be obliged to report to the Home Office any International student who has failed to attend lectures, classes or seminars. The report to the Home Office may necessitate termination of the student's studies at the University under General Regulation U.**

## **H Module and Aggregated Assessment**

28. There is one final mark for each module but, where module outlines so specify, a student may be required to meet a prescribed threshold in specific 'essential' components of a module in order to be deemed to have passed the module overall. The module outline must indicate components for which such

thresholds apply and must make clear the consequence of failing to meet the threshold: either failure in the module with a fail mark returned, or a deferred pass in which the component failure may be redeemed as part of the same attempt without any increase in the original mark. In addition, module outlines may specify 'zero weighted pass/fail assessments', i.e., assessments that do not contribute to the module mark but that must be passed in order to pass the module.

29. The modes of assessment permitted for each degree programme shall be those specified in the degree programme regulations. The mode(s) of assessment for each module shall be specified in the relevant degree programme handbook. Where the assessment does not take the form of written examinations, rules to be observed by students (for example, in relation to the size, form and submission arrangements for examinable coursework or dissertations, and including rules governing the arrangements for the retention and recall of assessed work) shall be those specified in the degree programme handbook.

30. Modules may:

- a) be assessed separately; *and/or*
- b) two or more modules may be aggregated for assessment purposes; *and/or*
- c) a form of non-modular aggregated assessment may be used in combination with the separate assessment of each module *and/or* the aggregated assessment of groups of modules.

31. Where assessment is aggregated, modules having a total credit value of up to 40 credits may be combined for the purposes of aggregated assessment, unless the relevant faculty education committee approves a higher total credit value for aggregation. In all cases where some form of aggregated assessment is used, the relevant degree programme examination conventions shall determine how the aggregated assessment will be used in accordance with the University Regulations, degree programme regulations and University Examination Conventions governing student progress and degree classification.

## **J. Provisions for Interruption of Progress**

### Exclusion for Delayed Progress

32.

- a) Any student, whether full-time or part-time, who is two years overdue in passing any stage *or*
- b) Any full-time student who is three years in arrears with progress in the degree programme,

shall be automatically excluded from further study unless given express permission by the PEC Committee. The PEC Committee shall be advised by the Degree Programme Director on any quality and accreditation issues relevant to the degree programme in question and on whether the

student has met the learning outcomes of the programme as currently delivered. The PEC Committee shall specifically consider the needs of disabled students where the disability leads to delays in progress and shall take into account any recommendations from the Student Health and Wellbeing Service along with any recommendations arising from the Support to Study Procedure.

#### Permission for Interruption of Normal Progress

33. Subject to regulation J32 above, the degree programme director may give permission for a student to interrupt normal progress within the degree programme.

#### Resumption of Progress

34. Where a student:

- a) initially fails all or part of the assessment relating to a stage of a degree programme but later satisfies the examiners, *or*
- b) interrupts normal progress within a degree programme, *or*
- c) is exempted from attendance and progress requirements under Regulations J37 and J38 below (provision for sabbatical officers)

the student shall be entitled to proceed with the programme of study only under the regulations then applicable to the next and remaining stages of the programme. Any variation in module selection made necessary by the interruption shall be considered as set out in Section E (Patterns of Study), with PEC Committee approval required if assessments need to be varied or set aside.

#### Permission to Repeat Tuition

35. A student may only be permitted to repeat a period of tuition with the express approval of the PEC Committee. The PEC Committee may also consider the setting aside of previous assessment attempts (see Examination Convention B14):

36. Any student repeating a period of tuition will be required to pay tuition fees for the additional period of registration.

#### Assessment Requirements for Students Returning after an Interruption of Study

37. Where a student is permitted by the Degree Programme Director to interrupt the programme of study at any time during a stage and is required to resume those studies at the same point during a subsequent academic year, any assessments completed prior to the date of interruption shall be carried forward to the end of that stage.

#### Exemption for Sabbatical Officers

38. A student who holds a sabbatical office shall, during the term of office, be exempt from all requirements to attend, make satisfactory progress, and to attend for tutorial interviews.

39. The period during which a student occupies a sabbatical office shall be discounted in calculating the time elapsed on the degree programme.

## **K. Miscellaneous Provisions**

### Approval of Study at another Institution

40. A student may be allowed to follow an approved course of study at another institution, in whole or part substitution for one or more stages of the degree programme, in accordance with arrangements for collaborative provision in the relevant degree programme regulations or with the permission of the degree programme director. For international students, this is subject to the student having appropriate immigration status. Advice should be sought from the Visa Team - <http://www.ncl.ac.uk/students/progress/visa/>.

41. Where standing arrangements governing study at another institution are specified in degree programme regulations, those regulations and the relevant examination conventions govern how the student's performance is assessed during any such period of study and the manner in which this is to contribute to assessment of the student's overall performance.

42. Where no standing arrangements exist, and a student's period of study at another institution is specifically approved by the degree programme director, the student's performance during this period shall be assessed in accordance with the arrangements approved by the degree programme director in granting permission.

## **L. Exemptions to these Regulations**

43. Certain programmes are exempt from the requirements of Regulations E, F and H (*Patterns of Study, Degree Programme Regulations and Assessment*). Alternative arrangements in respect of these programmes are detailed in the degree programme regulations.

Note that referral to each individual set of degree programme regulations for full information on programme exemptions is required. A complete register of exemptions can be found at: <http://www.ncl.ac.uk/ltds/governance/modules/regulations/>

