

# General Regulations for Apprenticeships and Other Work-Based Programmes

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AU-RSC-21-4829-A

Applicable to students studying apprenticeships, work-based, and non-standard programmes

2022-23

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## Regulation Summary

These Regulations, approved by the University [Senate](#), set out the requirements for a variety of work-based programmes operated by the University, including apprenticeships, degree apprenticeships, work-based learning programmes, and micro-credentials at undergraduate and postgraduate level.

These regulations cover the University's approach to:

- University baseline entry qualifications and regulations on the Recognition of Prior Learning (RPL) and Accreditation of Prior Experiential Learning (APEL).
- Decisions available to Boards of Examiners, including periods of credit validity, options in the case of failure, condonement, and refer/repeat/withdrawal decisions.
- General principles relating to exceptional circumstances, which are expanded on in the University's Guide to Exceptional Circumstances.
- Degree and Master's algorithms and calculation of student awards.

## Related Regulations, Policies, and Guidance

These general regulations should be read in conjunction with the University's [Credit and Qualifications Framework](#). The University's [General Regulations for the Conduct of Boards of Examiners](#) provide further information on student progression decisions.

General regulations for other types of programmes operated by the University are available on the [general regulations webpage](#). Additional programme regulations are published as part of the relevant Programme Specification.

## Programmes Covered by these Regulations:

BEng Embedded Electronic Systems Design & Development Degree Apprenticeship  
 BEng Professional Engineering (Manufacturing Engineer) Degree Apprenticeship  
 BEng Professional Engineering (Plant Engineer) Degree Apprenticeship  
 BEng Professional Engineering (Science Industry Process) Degree Apprenticeship  
 BSc Business to Business Sales Professional Degree Apprenticeship  
 BSc Digital and Technology Solutions (Business Analyst) Degree Apprenticeship  
 BSc Digital and Technology Solutions (Software Engineer) Degree Apprenticeship  
 BSc Digital Marketing Degree Apprenticeship  
 BSc Leadership and Business Management Degree Apprenticeship  
 BSc Medical Bioscience – EAIM Singapore  
 BSc Optometry and Clinical Practice – Parkway College Singapore  
 BSc Project Management Degree Apprenticeship  
 BSc Supply Chain Management (Professional Practice)  
 BSc Transport Planning  
 Healthcare Science (Audiology) Degree Apprenticeship  
 MBA Management of Manufacturing

MRes Research Scientist Degree Apprenticeship  
 MSc Advanced Dental Implantology – CADI  
 MSc Business and Management – Babcock Closed Cohort  
 MSc Digital and Technology Solutions Specialist Degree Apprenticeship  
 MSc Engineering Leadership and Management Senior Leader Apprenticeship  
 MSc Supply Chain Leadership and Management Senior Leader Apprenticeship  
 PgDip in Business Administration  
 PgDip in Business Administration – Healthcare Management  
 PgDip Professional Engineering Degree Apprenticeship

List last updated: **1<sup>st</sup> September 2022**

**Version Control**

<b>Ref No</b>	<b>Version</b>	<b>Responsible Officer</b>	<b>Approved by</b>	<b>Approval Date</b>	<b>Effective Date</b>
AU-RSC-21-4829	A	Adam Hewitt	ULTC	Jul 2022	Sep 2022

# 1 DEFINITIONS

1.1 An **Aegrotat Degree** may be awarded to individual candidates who have enrolled for a degree and who, in the judgement of the Board of Examiners, would have qualified for the award had they not been prevented by illness or incapacity from being fully examined. An Aegrotat Degree is unclassified and is not an Honours Degree. Information about the ability and standard of performance on the programme of the holder of an Aegrotat Degree may be obtained through references.

1.2 **Apprentice.** An apprentice is a student of the University undertaking an apprenticeship programme in a tripartite arrangement between the University, the apprentice, and their employer.

1.3 An **Apprenticeship** is a programme of study, employment and off the job training studied by an apprentice and mapped against the appropriate national apprenticeship standard. An apprentice must be in employment to study an apprenticeship. An apprenticeship may be integrated or non-integrated.

Integrated Apprenticeships include an End Point Assessment (EPA) that is both the end of the apprenticeship and the degree programme, and the apprentice must pass the EPA to complete both.

Non-Integrated Apprenticeships have an EPA that is separate to the assessment of the degree, as per the relevant apprenticeship standard. Apprentices must complete the degree before moving through gateway to the EPA.

1.4 **Apprenticeship Standard.** Every apprenticeship offered by the University is mapped against an agreed apprenticeship standard, setting out the skills, knowledge and behaviours required of apprentices enrolled on the programme.

1.5 **Approved Place of Learning.** In addition to study at Aston University and/or a [Partner College](#), the University, through the University Learning and Teaching Committee and the relevant [College Learning and Teaching Committee](#), may approve the delivery of all or part of a programme at other locations, such as employer premises or outreach centres.

1.6 **Approved Programme** means a set of modules organised into a series of Stages leading to a formal qualification offered by the University (e.g. the BSc in Chemistry), as prescribed by a Programme Specification approved by the [Senate](#) on the recommendation of the University Learning and Teaching Committee and the relevant College Learning and Teaching Committee.

1.7 An **Assessment** is the measurement of a student's performance in a module. This may comprise a number of elements, including written papers, oral tests, essays, continuously assessed work, laboratory or field studies or reports, or other forms of evaluation. Assessments will be one of (i) fixed-time assessments, (ii) fixed-window assessments or (iii) coursework, each as defined in the [Assessment Regulations](#).

- 1.8 **Associate Dean** means the person designated to co-ordinate all the undergraduate and/or postgraduate programmes in a College, and to monitor the quality and standards of these programmes.
- 1.9 An **Associate Student** of the University may enrol for, and be assessed in, individual credit-rated modules to a maximum of 60 credits in any five-year period without enrolling for an approved programme of study. Access to appropriate learning resources will be provided for Associate Students.
- 1.10 **Board of Examiners** means the Board of Examiners of the University for a particular programme, as approved by the Senate on the recommendation of the relevant [College Learning and Teaching Committee](#). Boards of Examiners have responsibility for considering progression and conferment of awards, in accordance with the requirements of the individual programme, and in the light of all the separate module results and any exceptional circumstances, exercising powers of condonement as appropriate.

**Stage Examination Boards** are held after all the Periods of Study within a Stage have taken place.

**Period Examination Boards** (for Part-time and Flexible-time programmes) are held between Periods of Study within a Stage. Period Examination Boards may allow in-period referral to take place where appropriate.

Both Stage and Period Examination Boards are types of Programme Board.

- 1.11 **Coach**. Coaches (also known as Skills Coaches and Degree Apprenticeship Tutors) support the professional development of apprentices and maintain relationships with employers through regular tripartite progress reviews. Coaches provide apprentices with support, promote and track their engagement with their programme in line with the apprenticeship standard.
- 1.12 **Condonement** is the process by which a [Board of Examiners](#), in consideration of a student's overall performance, recommends that credit be awarded for part of a programme in which the student has failed to satisfy the assessment criteria, on the grounds that the positive aspects of the overall performance outweigh the area of failure. Programme Specifications shall indicate whether any modules are not subject to condonement or where limits to condonement apply, having regard to the aims and learning outcomes of the programmes concerned.
- 1.13 A **Co-requisite** refers to two or more modules a student is normally required to study at the same time within the same Stage of a programme. This is not necessarily the same as a Core module which students are required to study as a compulsory element of a particular programme.
- 1.14 **Deferred Assessment** is assessment in a failed module with no increment to the attempt number for that assessment. The [Board of Examiners](#) may require the student to attend the University and receive tuition.

- 1.15 **Employer.** For the purpose of these regulations, employer refers to a company engaged in a tripartite agreement between the employer, the apprentice, and the University to engage in a degree apprenticeship programme.
- 1.16 **End Point Assessment (EPA)** is the final stage of an apprenticeship. The EPA is an impartial assessment that determines whether the apprentice has developed the skills, knowledge and behaviours outlined in the associated apprenticeship standard required to complete their apprenticeship. EPAs are conducted by a nominated End-point Assessment Organisation (EPAO). The University is normally the EPAO for integrated apprenticeships.
- 1.17 **Exceptional Circumstances** are circumstances which cause the student to:
- a fail to meet submission deadlines, and/or
  - b fail to attend a fixed-time assessment or engage with a fixed-window assessment, and/or
  - c be adversely affected by an incident or issue occurring during a fixed-time or fixed window assessment.

In general, [exceptional circumstances](#) will be of a medical or personal nature, or other sufficient cause, significantly affecting the student at or during a relevant period of time and/or during the assessment period and which can normally be corroborated by independent evidence. Exceptional Circumstances are considered and approved by Exceptional Circumstances and Absence Panels (ECAP).

- 1.18 **Micro-credentials** are modules and courses designed to either be self-standing or studied as a component of a larger award. Micro-credentials may be made up of multiples of 5 credits.
- 1.19 **Moderation** is the name given to procedures for checking the accuracy and appropriateness of academic assessment. It usually involves a person 'new' to the item being moderated. That may be a person external to the University or a member of staff who has not been directly involved in the process to be moderated.

The University's [Assessment Regulations](#) further define a number of moderation processes practised on approved programmes.

- 1.20 **Partner College** is an approved College with whom the University has a Memorandum of Co-operation for the delivery of programmes of study.

#### 1.21 **Patterns and Periods of Study**

- a Full-time. An undergraduate student on a full-time programme would be expected to complete 120 credits within a 12-month period; a postgraduate student would be expected to complete 180 credits within a 12-month period.
- b Part-time. A student on a part-time programme would be expected to complete 60 credits within a 12-month period. For part-time students, there are two Periods of Study per Stage, each comprising of 60 credits over a total 12-month period.



- c Flexible-time. A student on a flexible-time programme would be expected to undertake a specified number of credits per stated period as defined in the relevant Programme Specification. For flexible-time students, a Period of Study and duration of a Stage is as defined in the relevant Programme Specification. A Period of Study for flexible-time programme may not contain fewer than 30 credits (excluding credit from any referred/repeated modules).
- d Sandwich. An approved sandwich programme normally includes, in addition to the full or part-time programme, at least 30 weeks of approved placement experience.
- e Flexible Credit Accumulation. A student may be enrolled on a programme via Flexible Credit Accumulation, allowing them to study credits over an extended period of time, with no fixed Period of Study.

1.22 A **Prerequisite** refers to a module a student is normally required to study prior to studying a module for which it is a prerequisite. This is not necessarily the same as a Core module which students are required to study as a compulsory element of a particular programme.

### 1.23 **Progression**

To progress from one Stage to the next of a programme, students are expected to achieve 120 credits for the appropriate Stage and to have satisfied all module prerequisites for the next Stage specified in the Programme Specification. A Stage Examination Board may, at its discretion, recommend progression with a minimum of 100 credits at that Stage, or a minimum of 90 credits, if the trailed credit constitutes a single 30 credit module. In such cases the credits associated with the trailed modules shall be added to the progression or award requirements of the subsequent Stage, including for purposes of eligibility for referral. For purposes of condonement, trailed credits remain subject to the maximum condonement volume of their original Stage.

For Part-time and Flexible-time programmes, to continue from one Period of Study to the next within a Stage, students must:

- have achieved the credits within the Period of Study; or
- be referred in failed credit from the Period of Study by the Period Examination Board (subject to the limits outlined in Section 5 below); or
- be eligible for consideration for repeat of any failed credits by a Stage Examination Board.

Students who are not eligible for progression to the next Period of Study shall be eligible for consideration for a restarted Stage or be required to withdraw from the programme (see Regulation 7.2.6).

1.24 **Qualifications.** The requirements for all Aston University Qualifications, including credits, and Levels of awards, are detailed in Aston University [Credit and Qualifications Framework](#).

1.25 A **Referred Assessment** in a module is a new assessment in that module, of such form and timing as the Board of Examiners may determine, undertaken upon initial failure in that module without following any further tuition for the module. Referred assessments normally take place within the referral period within a Stage or, for Part-time and Flexible-time programmes, within the assessment period associated with the



subsequent Period of Study within a Stage, and will normally be governed by the same General Regulations as the initial attempt. (See also Regulation 7 below.)

- 1.26 **Repeat Assessment** in a module is a new assessment in that module, of such form and timing as the Stage Examination Board may determine. The Stage Examination Board may require the student to attend the University and/or [Partner College](#) and/or other approved place of learning to receive tuition. Repeat assessments normally take place after the Period(s) of Study and referral period(s) within the Stage containing the previous attempt(s). (See also Regulation 7 below.)
- 1.27 **Restart Assessments.** Restarting a Stage normally requires full attendance and all modules must be retaken. Restart decisions are only permitted where a student's study has been significantly affected by appropriate exceptional circumstances. Existing credits from previous attempts at this Stage will be set aside. Restart assessments are not allowed in the case of final Stage modules. (See also Regulation 7 below.)
- 1.28 **College Learning and Teaching Committee** is responsible for the maintenance and enhancement of the academic standards and quality of the taught programmes of a College. College Learning and Teaching Committees may formally delegate all or some of the responsibilities assigned in these General Regulations to appropriate bodies or individuals. Any such delegation of authority should be recorded in the minutes of the Committee.
- 1.29 **Stage.** The Stage referred to within the regulations is a period of time culminating in a decision by the Stage Examination Board on progression or completion. A Stage of Study includes the Period(s) of Study for the Stage and any referral period(s). For Full-time students, it is normally a 12-month period of enrolment and for Part-time students, it is a 24-month period of enrolment. For Flexible-time students, the period of enrolment for each Stage is specified in the relevant Programme Specification.
- 1.30 **Student Discipline.** Students of the University are subject to the [Charter and Statutes](#) of the University and to Ordinances, Regulations and other rules made under them. Infringements of such rules may render the student liable to disciplinary action in addition to any other penalty set down in the legislation.

[Regulations on Student Discipline](#) provide further details on the University's disciplinary procedures, offences and the scope of penalties available.

- 1.31 **Trailed Modules.** A trailed module is a module which forms part of a preceding Stage of study and has not yet been passed. At the discretion of the Stage Examination Board the credits associated with the module are added to the progression or award requirements of the subsequent Stage, including for purposes of eligibility for referral. For the purposes of condonement, trailed credits remain subject to the maximum condonement volume of their original Stage.
- 1.32 **Transcript.** Students, except those in academic-related debt to the University or a [Partner College](#), as set out in the University Sanctions Policy, will, at the end of each Stage, be supplied by their College with an official transcript recording the modules for which the candidate registered, the Level, the credits awarded and the percentage

marks awarded. The transcript should indicate any module passed by condonement or in a referred or repeat assessment.

- 1.33 **Work-based Learning** refers to programmes that develop and assess skills within and directly related to the workplace. Programmes containing work-based learning offered by the University include Foundation Degrees, Apprenticeships, and Master's with Professional Practice.

## 2 ENTRY QUALIFICATIONS

### 2.1 Undergraduate Entry Requirements

In order to qualify for admission to an approved programme, a student must produce evidence of having fulfilled the entry requirements as prescribed by the Programme Specification relating to that particular programme

AND

Unless otherwise specified in the programme specification document students must have provided evidence of proficiency in the English language and mathematics as demonstrated by a pass at GCSE Grades A\*, A, B or C, (Grades 9, 8, 7, 6, 5 or 4 in the GCSE grading structures used from September 2017) or a qualification recognised by the Senate as being equivalent.

In recognition of the diversity of prior qualifications for students undertaking a work-based qualification at Aston University, programmes can seek approval from the relevant College Learning & Teaching committee, or equivalent (i.e Curriculum Design Committee) to allow students to start studying without the required pre-requisite GCSE or equivalent qualifications. This agreed amendment must be clearly stated in programme specification document.

For those students that have been allowed to enrol without the required GCSE or equivalent qualification, the student must have completed these outstanding qualifications within 12 months of starting their course.

- 2.2 The relevant Associate Dean may exempt from part of a programme of study individual students who have satisfactorily pursued a previous programme of study of an appropriate nature and standard. The Associate Dean may award credit to a maximum of two thirds of the total credit required for an Aston Bachelor award; or three quarters of the total credit required for an integrated Master's award. The extent of the credit awarded must be recorded by the [Board of Examiners](#).
- 2.3 Cohorts of students that have satisfactorily pursued a previous programme of study of an appropriate nature and standard may be exempted from more than one-third of the total credit required for an Aston award subject to approval of the volume and nature of the certificated prior learning by the Partnerships Strategy Group.
- 2.4 An Aston degree may only be awarded to students who successfully complete the final academic Stage of study with Aston University.
- ### 2.5 Postgraduate Entry Qualifications

An applicant for an approved postgraduate programme must produce evidence of having been awarded either a first degree from a recognised University or Institute of Higher Education or a qualification/experience deemed by the appropriate [College Learning and Teaching Committee](#) to be at least of equivalent standing.

- 2.6 Approval, for the purposes of admission, of any academic award of any University or College or National Council or professional body shall be determined by the College Learning and Teaching Committee responsible for the programme, in consultation with Student and Academic Services.
- 2.7 Applicants must provide evidence of proficiency in the English language as demonstrated by a pass at GCSE grades A\*, A, B or C (Grades 9, 8, 7, 6, 5 or 4 in the GCSE grading structures used from September 2017), or a qualification recognised by the Senate as being equivalent.

In recognition of the diversity of prior qualifications for students undertaking a work-based qualification at Aston University, programmes can seek approval from the relevant College Learning & Teaching committee, or equivalent (i.e Curriculum Design Committee) to allow students to start studying without the required pre-requisite GCSE or equivalent qualifications. This agreed amendment must be clearly stated in programme specification document.

For those students that have been allowed to enrol without the required GCSE or equivalent qualification, the student must have completed these outstanding qualifications within 12 months of starting their course.

- 2.8 Applicants must produce evidence of having fulfilled the entry requirements as prescribed by the Programme Specification relating to the particular programme.
- 2.9 In certain cases, the Associate Dean may require an applicant to undertake a specified course or courses and/or pass an assessment before enrolling on the programme.
- 2.10 The Associate Dean may, in respect of Recognition of Prior Learning (RPL), award credit to a maximum of one half of the total credit required for the taught element of a **postgraduate** programme (excluding the [Dissertation Module](#)). Where Recognition of Prior Learning (RPL) is made up of appropriate Aston University credit, such as for previous PgDip study prior to a top-up Master's programme, or through the accumulation of Aston micro-credentials, the upper limit on RPL may be increased and the marks from the previous study recognised for the purposes of award classification. The extent of the credit awarded must be recorded by the [Board of Examiners](#).

## 2.11 Prior Learning

The following basic principles have been drawn up to assist Colleges in developing procedures for the Recognition of Prior Learning (RPL), in cases where this is accepted by the College. RPL includes certificated learning and experiential learning whether gained before admission to the University, or during the period of enrolment.

- a the responsibility rests with the student for making a claim and supporting the claim with appropriate evidence, although advice and assistance on the nature of the evidence required should be provided by the responsible member of College staff. The College should determine appropriate fees for this service;
- b the experience of the student is significant only in so far as it can be identified as a source of learning;

- c academic assessment of certificated and experiential prior learning is the responsibility solely of academic staff;
- d attention should be paid to the matching of a student's stated achievements and competencies against the module learning outcomes for each module for which exemption on the basis of RPL is sought;
- e in making offers for exemption the authorised member of staff should be sure that the student has already gained the required knowledge/skills for which exemption is awarded and that their ability to follow the rest of the programme will not be jeopardised;
- f any exemptions on the basis of RPL should be approved by the appropriate Associate Dean.

### 3 LEAVE OF ABSENCE

The [College Learning and Teaching Committees](#), or the committees' nominees, may approve a maximum of 24 months leave of absence for students enrolled on an approved programme. Further advice on Leave of Absence can be found on the University [website](#) and [Guide to Exceptional Circumstances](#).

For apprenticeships and other work-based learning programmes, students/apprentices should discuss leave of absence with their employer prior to submission and inform their employer of the outcome and planned return date. For apprenticeships, leave of absence counts as a change in circumstance, employer consent is required, and may affect apprentice funding. For further information, access the [Government Apprenticeship Funding Rules](#) website.

## 4 STRUCTURE OF PROGRAMMES

### 4.1 Credits

Programmes should be structured of modules in multiples of 15 credits.

Any Master's award may be approved for offer as an extended programme in line with these Regulations.

Standard undergraduate, four year integrated Master's programmes, and standard postgraduate taught programmes are covered by the [General Regulations for Undergraduate and Integrated Master's Programmes](#).

### 4.2 Level

The overall outcomes for programme leading to an undergraduate award shall be at undergraduate Level as defined by the Framework for Higher Education Qualifications.

The overall outcomes for programmes leading to a Master's award shall be at Master's Level as defined by the Framework for Higher Education Qualifications.

### 4.3 Duration

The duration of programmes shall normally be as follows:

Programme	Part-time	Full-time
Certificate of Higher Education	24 months	12 months
Diploma of Higher Education	48 months	24 months
Undergraduate Degree	72 months	36 months
Undergraduate Degree with Placement	84 months	48 months
Integrated Master's	96 months	48 months
Integrated Master's with Placement	108 months	60 months
Postgraduate Certificate	12-15 months	6 months
Postgraduate Diploma	12 – 24 months	6 – 12 months
Master's	24 – 48 months	9 – 15 months

Extended Master's with Professional Practice	24 – 60 months	18 – 24 months
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For the purposes of these regulations, duration is defined as the period of time required for a student to study the entire programme without undertaking any referred assessment.

A flexible credit accumulation programme will not be more than seven years' duration.

- 4.4 Where a programme of the same title is offered on a full-time, part-time and/or flexible credit accumulation basis, the various versions of the programme must cover equivalent elements regardless of mode of attendance.
- 4.5 The specification for flexible time programmes and flexible credit accumulation programmes will include regulations detailing how the [Examination Board](#) will manage student progression.



## 5 DECISIONS OF THE BOARD OF EXAMINERS

Wherever the Board of Examiners considers that more than one outcome is applicable, it may allow the student to choose between those options available.

### **5.1 Stage Examination Boards**

A Stage of study relates to the completion of specific sets of credits related to a defined level of study. To enable flexibility of study, it is anticipated that for Apprenticeships and Non-Standard Programmes a Stage of study may be longer than for standard UG and PGT programmes.

Subject to the [Credit and Qualifications Framework](#), AU-RSC-20-3958-A and subsequent versions, and [Regulation 1.17](#) above, the Board of Examiners for each programme shall have the discretion to decide whether the student:

- a following award of the specified number of credits in the final Stage, shall be recommended for an award, or
- b following award of the specified number of credits in the final Stage, may progress through gateway to their End Point Assessment.
- c following award of the specified number of credits at Stages other than the final Stage, shall proceed to the next Stage of the programme, or
- d following award of the specified number of postgraduate credits in the taught modules studied so far may continue with the dissertation module, or
- e shall be required to take referred assessments with no further tuition, or
- f shall be required to take repeat assessments with or without attendance and in receipt of such tuition as is specified by the Board, or
- g shall be required to restart the Stage with full attendance and in receipt of such tuition as is specified by the Board (where a student's study has been significantly affected by appropriate exceptional circumstances), or
- h shall be required to withdraw from the programme, with or without the award of a Certificate or Diploma of Higher Education; or Bachelor's exit qualification or
- i shall be offered the opportunity to return to the Honours Degree from the Ordinary Degree, where sufficient credits have been achieved.

### **5.2 Period Examination Boards**

A Period of study relates to the completion of specific set of modules related to a defined period of study. To enable flexibility of study, it is anticipated that for Apprenticeships and Non-Standard Programmes a period of study may have different durations of study depending on the programme.

The frequency of Period Examination Boards and membership of these boards should be agreed by the respective College Learning and Teaching Committee on an annual basis.

Subject to the [Credit and Qualifications Framework](#), AU-RSC-20-3958-A and

subsequent versions, and Regulation 1.23 above, the Board of Examiners for each programme shall have the discretion to decide whether the student:

- a shall proceed to the next Period of Study:
  - following award of the specified number of credits, or
  - following referral in failed credit from the Period of Study under consideration, with no further tuition, or
  - if eligible for consideration for repeat of any failed credits by a Stage Examination Board, or
  - if eligible to trail unfinished credit from the previous Period of Study,
- b shall be required to restart the Stage with full attendance and in receipt of such tuition as is specified by the Board (where a student's study has been significantly affected by appropriate exceptional circumstances), or
- c shall be required to withdraw from the programme, with or without the award of a Certificate or Diploma of Higher Education; or Bachelor's exit qualification for Integrated Master's programmes.

Where exceptional circumstances are to be taken into account, further options become available to the Board of Examiners, as set out in [Section 8](#) below.

- 5.3 The period for which credit is valid for progression from one Stage of a programme to another or for the award of a degree or other qualification applicable to that Stage shall be four years. The Board of Examiners shall have the discretion to decide the period of validity for credit, which will not normally be more than seven years.
- 5.4 The Board of Examiners shall have the discretion to condone failure in a maximum of 40 credits for undergraduate programmes in each academic Stage from Stage 1 to Stage F and maximum of one third of the post-graduate taught credits provided that there is evidence of adequate performance from the student concerned.

Period Examination Boards need to balance the possible effects of condonement on any assessments yet to be taken within that Stage and judge whether the student is able to demonstrate adequate performance from the modules assessed within the Stage at the time of the Board (see Regulation 1.8). The volume of condonement for an individual candidate should not exceed 60 credits in total across all academic stages of a Bachelor's Degree and 80 credits in total across all academic stages of an integrated Master's Degree.

## 6 CONDUCT AND ASSESSMENT OF THE DISSERTATION/PROJECT STAGE (PG ONLY)

### 6.1 Supervision

- a Each student taking a Dissertation/Project Stage must be supervised by a designated supervisor allocated by the Associate Dean (or nominee)
- b Where appropriate, a second supervisor may be designated.

### 6.2 Collaboration

- a If the Associate Dean has decided that collaboration may be permitted in a Dissertation/Project Stage (either for an individual student, or for all students on the approved programme), then the student must clearly acknowledge the extent of collaboration in a statement incorporated into the dissertation when it is submitted.
- b In such a case the student may be requested to provide their working notes on the Dissertation/Project Stage.

### 6.3 Format of the dissertation

Students are required to conform to guidelines from Colleges concerning the content, length and presentation of the dissertation. An electronic copy of the dissertation/project shall be retained by the College for a minimum of three years from the date of the award.

### 6.4 Submission of dissertation

The dissertation/project should be submitted by a date set by the College, not later than the formal end-date of the programme. Submissions after the set date may be subject to mark penalties, which may be waived in [exceptional circumstances](#). Where there are sufficient exceptional circumstances, the time allowed for submission may be extended by six months (12 months subject to the approval of the Associate Dean).

### 6.5 Restriction of access

- a Where a dissertation/project contains particularly sensitive material, arrangements may be made to restrict the circulation of the College or University copy and limit the number of persons who may have access to it for up to three years.
- b The decision is taken by the Associate Dean on the recommendation of the supervisor.

### 6.6 Intellectual Property

The dissertation/project remains the intellectual property of the author.

## 7 OPTIONS IN CASE OF FAILURE

### 7.1 Principles

- 7.1.1 Except in the case of a restarted Stage, students may not be reassessed in any module for which they have already obtained credit. It must be made explicit to the student how a module is to be reassessed, how the percentage mark for each module is to be determined and the implications of any further failure.
- 7.1.2 For each referred or repeat module passed the [Board of Examiners](#) shall record a percentage mark equivalent to the minimum pass mark for the module. There is no ceiling on the percentage mark a student may achieve in restart assessments.
- 7.1.3 The [Board of Examiners](#) may allow a student to be assessed in a new module(s) as a substitute for a failed module(s). A substitute module(s) will be treated as a referred or repeat module(s) and the module pass mark shall be recorded for modules passed. In the case of apprenticeships, the substitute module must have been mapped against the appropriate apprenticeship standard.
- 7.1.4 The Board of Examiners' decisions in case of failure are governed by the options set out in [Regulation 5.1](#) above.

### Undergraduate and Integrated Masters' programmes

### 7.2 Stages of Assessment prior to the Final Stage,

- 7.2.1 A student who fails not more than 45 credits within a Stage of Study has the right to take referred assessments in the failed modules.
- 7.2.2 The [Board of Examiners](#) may, at their discretion, taking into account the student's overall performance and any exceptional circumstances, allow referral in a further 15 credits up to a maximum of 60 credits within a Stage of Study, including any referred trailed credits.
- 7.2.3 The Stage Examination Board may require a student who fails in more than 45 credits within a Stage of Study, to undertake repeat assessments in the failed modules after the Period(s) of Study and referral period(s) within the Stage containing the previous attempt(s), with or without attendance and in receipt of tuition as specified by the Board.
- 7.2.4 The Board of Examiners may require a student who fails in more than 45 credits within a Stage of Study, where a student's study has been significantly affected by appropriate exceptional circumstances, to restart the entire Stage of assessment with full attendance and in receipt of tuition, or otherwise to withdraw from the programme. For apprenticeship programmes, any decision for a student or apprentice to restart a Stage should involve consultation of their employer. A student required to withdraw may be eligible for the award of a Certificate or Diploma of Higher Education, see [Regulation 7.10](#) below.
- 7.2.5 If a student fails referred assessments, where these constitute the second attempt, the

Stage Examination Board may require the student to undertake repeat assessments in the failed modules not later than 12 months after the Period(s) of Study and referral period(s) within the Stage containing the previous attempt(s), with or without attendance and in receipt of tuition as specified by the Board.

7.2.6 If a student fails repeat assessments, where these constitute the second attempt, the Stage Examination Board may require the student,

to take referred assessments, or

to restart the Stage of assessment with full attendance and in receipt of tuition, where a student's study has been significantly affected by appropriate exceptional circumstances, or

to withdraw from the programme. A student required to withdraw may be eligible for the award of a Certificate or Diploma of Higher Education, see [Regulation 7.10](#) below.

7.2.7 If a student fails repeat assessments, where these constitute the third attempt, the Stage Examination Board will require the student to withdraw from the programme of study.

7.2.8 If a student fails restart assessments, where these constitute the second attempt, the Stage Examination Board may require the student to take referred assessments.

7.2.9 If a student fails restart assessments, where these constitute the third attempt, the Stage Examination Board will require the student to withdraw from the programme of study.

### **7.3 Final Stage of Assessment**

7.3.1 A student who fails not more than 45 credits within the final Stage of Study has the right to take referred assessments in the failed modules.

7.3.2 The [Board of Examiners](#) may, at their discretion, taking into account the student's overall performance and any exceptional circumstances, allow referral in a further 15 credits up to a maximum of 60 credits within the final Stage of Study, including any referred trailed credits.

7.3.3 The Stage Examination Board may require a student who fails in more than 45 credits in assessments to undertake repeat assessments in the failed modules after the Period(s) of Study and referral period(s) within the Stage containing the previous attempt(s), with or without attendance and in receipt of tuition as specified by the Board.

7.3.4 A student who fails to satisfy the Stage Examination Board in a third attempt at repeat assessments at the final Stage of a programme will be required to withdraw from the programme, or may be awarded a Pass Degree or Diploma of Higher Education provided that they have fulfilled the relevant criteria for such an undergraduate degree. A Bachelor's exit award may be awarded to students enrolled on an Integrated Master's programme in this scenario.

7.3.5 An apprentice studying a programme with an integrated End-Point Assessment (EPA) where the University is the EPA Organisation, who fails the EPA, may be granted a referred attempt, unless otherwise stated in the programme's specific EPA plan. An apprentice that fails a referred EPA attempt may be granted a repeat attempt unless otherwise stated in the programme's specific EPA plan.

#### 7.4 Withdrawal/transfer of Apprentices

7.4.1 The Board of Examiners may allow an apprentice who makes representation to the Board in relation to failure or employment status to transfer to a non-apprenticeship programme route, where available, when they fail to meet the requirements for the apprenticeship. Any transfer or withdrawal decision should normally be made in consultation with the employer.

#### 7.5 Ordinary Degree

7.5.1 The Board of Examiners may allow a student who makes representation to the Board in relation to failure to transfer to an Ordinary Degree, when they fail to meet the requirements for progression to the next Honours Stage. The relevant Programme Specification will specify if an Ordinary Degree is not available on a particular programme. Apprenticeship programmes do not have an Ordinary Degree route. Transfer to an Ordinary Degree can only be affected by a Representations Board; Programme Boards cannot transfer students to an Ordinary Degree.

7.5.2 Transfer to an Ordinary Degree shall only take place where the student, following any condonement, has accumulated 100 credits at the end of first Stage, or at least 200 credits at the end of Stage 2. Transfer to the Ordinary Degree shall not be affected unless the student, prior to any condonement, has accumulated 80 credits at the end of first Stage, or at least 160 credits at the end of Stage 2. The implications of transfer to the Ordinary Degree must be made clear to the student.

7.5.3 Transfer from Ordinary Degree to Honours Degree shall be prior to the start of the final Stage. Students on an Ordinary Degree must pass any trailed modules before transfer to the Honours Degree is considered.

7.5.4 The Board of Examiners should review the situation of every student on an Ordinary Degree at the end of each Stage of assessment following the transfer from Honours.

#### 7.6 Options in case of failure

[Boards of Examiners](#) are reminded that the tables reflect standard circumstances only.

##### Period Boards (Part-time and Flexible-time programmes only)

Stage	Failure at the first attempt in up to 45 credits (in total) within the Stage	Failure at the first attempt in between 46 and 60 credits (in total) within the Stage	Failure at the first attempt in over 60 credits (in total) within the Stage
All Stages	<ul style="list-style-type: none"> <li>*Proceed to the next Period of Study with</li> </ul>	<ul style="list-style-type: none"> <li>*Proceed to the next Period of</li> </ul>	<ul style="list-style-type: none"> <li>Proceed to the next Period of Study with</li> </ul>

	referred assessments <ul style="list-style-type: none"> <li>• Proceed to the next Period of Study with recommendation to Stage Examination Board to Repeat</li> </ul>	Study with referred assessments <ul style="list-style-type: none"> <li>• Proceed to the next Period of Study with recommendation to Stage Examination Board to Repeat</li> <li>• Restart</li> <li>• Withdraw and, if applicable, make a lesser award</li> </ul>	recommendation to Stage Examination Board to Repeat <ul style="list-style-type: none"> <li>• Restart</li> <li>• Withdraw and, if applicable, make a lesser award</li> </ul>
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### Stage Programme Board (prior to referral period)

Stage	Failure in up to 45 credits	Failure in between 46 and 60 credits	Failure in over 60 credits
Stages other than F	<ul style="list-style-type: none"> <li>• *Referred assessments</li> <li>• **Withdraw and, if applicable, recommend a lesser award</li> </ul>	<ul style="list-style-type: none"> <li>• *Referred assessments</li> <li>• *Repeat</li> <li>• Restart</li> <li>• Withdraw and, if applicable, recommend a lesser award</li> </ul>	<ul style="list-style-type: none"> <li>• *Repeat</li> <li>• Restart</li> <li>• Withdraw and, if applicable, make a lesser award</li> </ul>
Stage F	<ul style="list-style-type: none"> <li>• *Referred assessments</li> <li>• ** Withdraw and recommend a lesser award</li> </ul>	<ul style="list-style-type: none"> <li>• *Referred assessments</li> <li>• Repeat</li> <li>• Withdraw and recommend a lesser award</li> </ul>	<ul style="list-style-type: none"> <li>• *Repeat</li> <li>• Withdraw and recommend a lesser award</li> </ul>

### Stage Programme Board (after referral period)

Stage	Failure in up to 20 credits	Failure in between 21 and 45 credits	Failure in over 45 credits
Stages other than F	<ul style="list-style-type: none"> <li>• *Repeat</li> <li>• *Proceed with trailing modules (up to 30 credits if a single module)</li> <li>• **Withdraw and, if applicable, recommend a lesser award</li> </ul>	<ul style="list-style-type: none"> <li>• *Repeat</li> <li>• **Withdraw and, if applicable, recommend a lesser award</li> </ul>	<ul style="list-style-type: none"> <li>• *Repeat</li> <li>• Restart</li> <li>• Withdraw and, if applicable, make a lesser award</li> </ul>
Stage F	<ul style="list-style-type: none"> <li>• *Repeat</li> <li>• **Withdraw and recommend a lesser award</li> </ul>	<ul style="list-style-type: none"> <li>• *Repeat</li> <li>• **Withdraw and recommend a lesser award</li> </ul>	<ul style="list-style-type: none"> <li>• *Repeat</li> <li>• Withdraw and recommend a lesser award</li> </ul>

\* Boards of Examiners may take account of exceptional circumstances or other mitigating factors and recommend that the attempt is deferred.

\*\* If failure is 3<sup>rd</sup> attempt.

Boards of Examiners may use their discretion in making these decisions and decisions may be used in conjunction with condonement (in accordance with Regulation 5.4 and Regulation 5.5). Transfer to an Ordinary Degree (in accordance with Regulation 7.5) can only be affected by a Representations Board. **All decisions should be made in accordance with relevant General and Programme Regulations, and with a view to ensuring consistency, parity and fairness.**



## Postgraduate Taught Programmes

### 7.7 Progression to Dissertation/Project Stage

7.7.1 A student may begin their Dissertation Stage prior to receiving confirmation of all Taught Stage results, but may be required to cease work on their dissertation subject to a formal academic progress review meeting, to be held at the end of their taught study, at which point the following options become available:

The [Board of Examiners](#) may allow a student to continue with the Dissertation Stage trailing a maximum of 30 taught credits.

A student who is found to have failed more than 30, but no more than 60 taught credits will be required to either:

- Cease work on their [Dissertation Stage](#) and complete referrals of all failed taught modules prior to recommencing their Dissertation Stage.

or

- Continue their Dissertation Stage to completion, and subsequently complete referrals of all failed taught modules at the next available appropriate opportunity following the completion of their Dissertation Stage.

Where both of the above options are deemed equally appropriate in a particular case, the decision on which of the above options will apply will be made in consultation between the Board of Examiners, Programme Director, and the student concerned.

### 7.8 Failure in Assessments

7.8.1 A student is allowed a maximum of two valid attempts at an assessment.

7.8.2 A student who fails to satisfy the [Board of Examiners](#) in not more than one half of the credits from the Taught Stage has the right either

to take referred assessments in the failed modules, or

to choose to accept the award of a lesser qualification than that for which the student was registered, if permitted under the Programme Specification, provided the student has satisfied all the requirements for that award.

7.8.3 In the case of a student who fails more than one half of the credits from the Taught Stage, or who fails referred assessments, the Board of Examiners may either

recommend the award of a lesser qualification than that for which the student was registered, if permitted under the Programme Specification and provided the student has satisfied all the requirements for that award, or

require the student to withdraw from the programme.

## 7.9 Failure in Dissertation Module

- 7.9.1 A student who fails to submit a dissertation within the permitted time may be required to withdraw from the programme or may be recommended for a lesser award if permitted under the Programme Specification and if the [Board of Examiners](#) considers that the student has satisfied all the requirements for that award.
- 7.9.2 If the student has failed to obtain a pass mark for the [Dissertation Module](#), the Board may
- permit the student to submit a revised dissertation (possibly after further research and/or professional work), and/or
  - require the student to undertake again any other assessment element associated with the Dissertation Module, or
  - recommend the award of a lesser qualification, if permitted under the Programme Specification, provided the student has satisfied all the requirements for that award, or
  - require the student to withdraw from the programme.

(a and b above should be completed within a maximum of six months for full-time programmes, and twelve months for part-time and flexible credit accumulation programmes, of the date of the Board's decision.)

- 7.9.3 A student who fails to submit a satisfactory revised dissertation or undertake any other required assessment element within the permitted time may be required to withdraw from the programme or may be recommended for the award of a lesser qualification, if permitted under the Programme Specification and if the Board of Examiners considers that the student has satisfied all the requirements for that award.

## 7.10 Intermediate Awards

### Certificates and Diplomas of Higher Education

- 7.10.1 A student who has gained the requisite number of credits but who is unable, for whatever reason, to complete their degree programme shall be awarded a Certificate of Higher Education (Stage 1) or a Diploma of Higher Education (Stages 1 and 2).

- 7.10.2 The award of a Certificate of Higher Education indicates that the student:

- has knowledge of the underlying concepts and principles associated with their area(s) of study, and an ability to evaluate and interpret these within the context of that area of study;
- has an ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of their subject(s) of study;
- can evaluate the appropriateness of different approaches to solving problems related to their area(s) of study and/or work;
- is able to communicate the results of their study/work accurately and reliably, and with structured and coherent arguments;

- e has the ability to undertake further training and develop new skills within a structured and managed environment;
- f has the qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility.

7.10.3 The award of a Diploma of Higher Education indicates that the student:

- a has knowledge and a critical understanding of the well-established principles of their area(s) of study, and of the way in which those principles have developed;
- b an ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context;
- c has knowledge of the main methods of enquiry in the subject(s) relevant to the named award, and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study;
- d an understanding of the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge;
- e can use a range of established techniques to initiate and undertake critical analysis of information, and to propose solutions to problems arising from that analysis;
- f is able to effectively communicate information, arguments and analysis in a variety of forms to specialist and non-specialist audiences, and deploy key techniques of the discipline effectively;
- g has the ability to undertake further training, develop existing skills and acquire new competences that will enable them to assume significant responsibility within organisations;
- h has the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and decision-making.

### Postgraduate Certificate and Postgraduate Diploma

7.10.4 A student who has gained the requisite number of credits but who is unable, for whatever reason, to complete their Master's programme shall be awarded the appropriate Postgraduate Certificate or a Postgraduate Diploma. If a Postgraduate Certificate or Postgraduate Diploma is not available this should be stated in the Programme Specification.

7.10.5 The learning outcomes for intermediate awards at Master's level are the same as the learning outcomes for the full Master's programme, which are included in the Programme Specification for each Master's award. Any differences are in the extent to which individual outcomes have been realised within the scope appropriate for a qualification at Level 7 of the Framework for Higher Education Qualifications.

## 8 FACTORS AFFECTING PERFORMANCE/EXCEPTIONAL CIRCUMSTANCES

8.1 The [Board of Examiners](#) will consider any claims of exceptional circumstances. All decisions relating to adequate performance and the allocation of marks are at the

discretion of the Board, and such circumstances will inform, but not determine, its decisions.

- 8.2 It is the student's responsibility to inform the Chair of the Exceptional Circumstances and Absence Panel (ECAP) in writing, normally prior to the meeting of the Panel, of any factors that occurred either during or prior to any of their assessments which they feel may have affected their performance. Students should supply any relevant evidence and must comply with any procedures published by the relevant Associate Dean.
- 8.3 By being present beyond the start time of a fixed-time assessment, or engaging with a fixed-window assessment, students will be regarded as having deemed themselves fit to be able to undertake the assessment in question, and accept the outcome of the assessment as valid
- 8.4 Factors affecting the ability of students to attempt/complete an assessment which arise subsequent to the beginning a fixed-time or fixed-window assessment must be notified to the Board of Examiners by the student. Any factors affecting performance that result in a student leaving an invigilated/proctored fixed-timed assessment must be raised with the Chief Invigilator/proctor and, for invigilated assessments, must be recorded in the Chief Invigilator's Report. Where a student has deemed themselves fit to sit, the Board of Examiners will normally consider the student to have made a valid attempt at the assessment.
- 8.5 By submitting a coursework assessment students will be regarded as having deemed themselves fit to have been able to undertake the assessment in question and accept the outcome of the assessment as valid. Where a student has deemed themselves fit to submit, the Board of Examiners will normally consider the student to have made a valid attempt at the assessment.
- 8.6 Exceptional Circumstances claims which are judged, by respective College ECAP panel, to meet University Regulations will be addressed by taking appropriate action specific to the individual module(s)/assessment(s) concerned whenever possible (e.g. by allowing a further attempt with no penalty), or by putting in place provisions to address a special need (such as allowing a longer length of time for an assessment).
- 8.7 In the case of a final Stage assessment the student will normally be offered the option of undertaking the assessment at the next opportunity, normally the following options are also available:
  - a to recommend the award of a classified degree on the available evidence, which may include an oral examination on the missed module(s);
  - b to recommend the award of an Aegrotat Degree (the student should be made aware that some professional bodies do not recognise Aegrotat Degrees, while others only give limited recognition).
- 8.8 Evidence of exceptional circumstances taken into consideration by [Boards of Examiners](#) should be carried forward to meetings of Boards of Examiners considering the student's progress at subsequent Stages of the programme.

## 9 CLASSIFICATION AND AWARD

9.1 A student who has gained the appropriate number of credits at the appropriate Levels shall be recommended to the [Senate](#) for award.

9.2 In order for an award to be conferred a student must have discharged all academic-related obligations to the University as set out in the University Sanctions Policy, normally within 12 months of the date upon which the Board of Examiners recommended the award.

### 9.3 Undergraduate Awards

9.3.1 Degree classifications shall be determined by an overall weighted average mark. [Boards of Examiners](#) shall observe the following criteria for the award of classified Honours Degrees:

Mark %	Classification	
70 or above	I	First Class Honours
60 - <70	Iii	Upper Second Class Honours
50 - <60	Iiii	Lower Second Class Honours
40 - <50	III	Third Class Honours

9.3.2 Stage 2 modules will contribute 25% to the overall final mark. The remaining 75% will consist of the average Stage F mark.

9.3.3 Borderline candidates:

- a Candidates who are 0.5% or less below a boundary will be promoted automatically to the higher class.
- b Candidates whose mark falls within a 2.0% band below automatic promotion will be considered for promotion to the higher class. Where Regulation 9.2.3.b applies:
  - Any candidate who has 50% or more of the 16 eligible units in the higher classification will be promoted.
  - The 16 eligible units are:
    - 12 units representing the final stage weighted appropriately, i.e. 30 credit modules count as 3 credit units;
    - 2 units representing the average mark for the second academic stage (normally Stage 2);
    - 2 units representing the average mark for the placement. Or
  - If a candidate does not have 16 eligible units, ineligible units (e.g. credit from Recognised Prior Learning or other credit without marks) are removed from the calculation and promotion is based on achieving the higher classification in 50% or more of the remaining units.

### 9.4 Postgraduate Taught Awards

#### 9.4.1 Minimum number of post-graduate credits with numerical marks

In order to award a Postgraduate Taught Programme with Merit or with Distinction at least half of the taught credits required for the award should have numerical marks.

9.4.2 An award without the requisite volume of credits with a numerical mark may only be awarded as pass or fail.

9.4.3 The margin within which candidates are eligible for promotion for a Master's programme of 180 credits is 0.5% or less below a Pass, Merit or Distinction grade boundary. Students within 0.5% of a Pass boundary will be promoted automatically.

#### 9.4.4 Classification of Master's Degrees

Master's are awarded 'with Distinction' or 'with Merit' where the following criteria are met:

- To achieve the award of distinction students must achieve an average mark of at least 70% over 180 credits. A minimum average unrounded mark of 67.50% is required for both the Taught and Dissertation Stages of the programme.
- To achieve the award of merit students must achieve an average mark of at least 60% over the 180 credits. A minimum average unrounded mark of 57.50% is required for both the Taught and Dissertation Stages of the programme.

9.4.5 For Master's degrees that have a Professional Practice element, the Professional Practice stage will contribute 10% to the final award classification. The 180 Taught and Dissertation Stage credits will proportionally contribute the remaining 90%.

9.4.6 Postgraduate Certificates and Postgraduate Diplomas are awarded 'with Distinction' or 'with Merit' where the following criteria are met:

- To achieve the award of distinction students must achieve an average mark of 70% over all modules.
- To achieve the award of merit students must achieve an average mark of 60% over all modules.

9.4.7 The margin within which candidates are eligible for promotion for Postgraduate Certificate and Postgraduate Diploma programmes is 0.5% below a Pass, Merit or Distinction grade boundary. Students within 0.5% of a boundary will be promoted automatically.

9.4.8 Where a student has failed the dissertation stage, but achieves a total of 180 credits through completion of the Professional Practice Stage, a Master's degree may be awarded, subject to any PSRB requirements for the programme.

9.4.9 A Master's degree composed of credit from the Taught and Professional Practice Stages may be awarded 'with Distinction' or 'with Merit' where the following criteria are met:

- To achieve the award of distinction students must achieve an average mark of at least 70% over 180 credits. A minimum average unrounded mark of 67.50% is required for both the Taught and Professional Practice Stages of the programme.
- To achieve the award of merit students must achieve an average mark of at least 60% over the 180 credits. A minimum average unrounded mark of 57.50% is required for both the Taught and Professional Practice Stages of the programme.

## 9.5 End Point Assessment (EPA)

For non-integrated apprenticeships, EPA is conducted following successful completion of all associated academic credit. The EPA on non-integrated apprenticeships does not contribute to degree or Master's classifications, but is required to successfully complete the apprenticeship.

For integrated apprenticeships, EPA is conducted as the final component of the appropriate undergraduate or postgraduate programme, following completion of all other taught programme credit. Completion of the integrated EPA is required for both successful completion of the apprenticeship, and the degree or postgraduate award.

Apprentices must successfully complete all required non-EPA credit on an integrated apprenticeship programme before progressing through gateway to the EPA.

For apprenticeship programmes which do not mandate an Aston award, the decision to progress through gateway to the EPA will be made as part of the tripartite coach/apprentice/employer discussion. Judgement will be based on the apprentices' ability to demonstrate the KSBs required in the appropriate apprenticeship standard.



## 10 PUBLICATION OF RESULTS

- 10.1 In the case of those modules with marks, the results achieved in all assessed work, both by module and overall, and at all Stages of study, should be released to individual students in the form of a transcript detailing his or her own assessment results in the form of a percentage mark per module.
- 10.2 Percentage marks awarded for each module will be provisional until confirmed by the relevant [Board of Examiners](#); subject to this provision students shall be given informal guidance with regard to their academic performance at such times as the relevant Associate Dean may determine.
- 10.3 Any final award, including the degree classification of a student, is regarded as public information and may be published by the University in any form and released to enquirers on request.

## 11 RE-ENROLMENT

A student who has been required to withdraw from a programme because of academic failure will not be allowed to re-enrol on that programme.

A student who has been awarded a lesser qualification than that for which they were first registered because of academic failure will not be allowed to re-enrol on the relevant Postgraduate Diploma/Master's programme.

## 12 WAIVERS OF REGULATIONS

Where, in the opinion of the [College Learning and Teaching Committee](#), there have been exceptional circumstances affecting a student after admission to the programme which could not reasonably have been foreseen at the time of admission and which operate to the detriment of the student, the College may:

- a waive any relevant part of the programme specification on such conditions as it may deem fit to the benefit of the student, or
- b recommend that the University Learning and Teaching Committee waive any relevant part of the General Regulations on such conditions as it may deem fit to the benefit of the student.