## UNDERGRADUATE REGULATIONS

### SUMMARY OF REGULATORY AMENDMENTS AND/OR ADDITIONS FOR ACADEMIC YEAR 2021-22

*The wording in bold reflects the changed wording.*

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<th>Section number</th>
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<tr>
<td>10 (2)</td>
<td><strong>Attendance and submission of work</strong></td>
<td>11</td>
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<td>Clarification has been provided as to who may terminate a student’s registration.</td>
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<td><em>Where in the absence of a satisfactory and adequately documented reason a student has failed to satisfy the requirements for attendance or submission of work specified for one or more modules, the Head of School or an authorised nominee may terminate that student’s registration for the course under the provisions of Sections 23 and 24.</em></td>
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<td>13 (5)</td>
<td><strong>Outcomes of Module Assessment</strong></td>
<td>17</td>
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<td>The wording of Section 13 (5) of the Undergraduate Regulations which sets out penalties to be applied for over length work has been amended so that all work is only to be read and marked up to the upper word limit or in the case of certain assessment types a time limit, and then for marking to stop. The previous penalties for over length work have been removed.</td>
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<td><em>(5) Any work (written, oral presentation, film, performance) may not be marked beyond the upper limit set. The upper limit may be a word limit in the case of written work or a time limit in the case of assessments such as oral work, presentations, films or performance. In the case of presentations, films or performance these may be stopped once they exceed the upper time limit.</em></td>
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<td>14 (5) b</td>
<td><strong>Extenuating Circumstances</strong></td>
<td>18</td>
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<td>An amendment has been made to Section 14 (5) (b) which makes clear that the School Progression and Awards Board may, in exceptional circumstances, apply for the College to suspend its regulations and allow for an additional attempt at an assessment.</td>
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<td><em>(a) return an outcome of ‘First Sit (FS) with a percentage mark, recorded as an integer between 0% and 100% inclusive. This outcome may only be used where the first attempt at a piece of assessment is missed or where the standard of the completed assessment on the first attempt was severely affected by extenuating circumstances. A First Sit will enable the student to take or resubmit the affected assessment with the marks achieved in the unaffected assessment and those from the First Sit used to return an outcome for the whole module, in line with Section 13 (2). Students are not permitted to take or resubmit as a First Sit any piece of assessment not severely affected by extenuating circumstances. The School Progression and Awards Board will normally only be permitted to return an outcome of First Sit (FS) for a module on a maximum of two occasions as a student is only permitted three opportunities to complete a piece of assessment. In exceptional circumstances, the School Progression and Awards Board may</em></td>
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### Summary of changes – Undergraduate Regulations 2021/22

<table>
<thead>
<tr>
<th>Section</th>
<th>Change Description</th>
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<td>26 (5)</td>
<td>Appeals against the termination of registration through the formal warning procedure. An amendment has been made to widen the pool of people who can determine these appeals. The findings from the investigation by the investigating officer will be presented in writing to a Senior Vice-Principal or nominee who did not make the decision to terminate the student’s registration, who will determine one of the following courses of action: (a) to reinstate the student’s registration in full subject to any conditions which s/he may wish to impose; (b) to confirm the decision to terminate the student’s registration; (c) to convene an Appeals Committee under the provisions of Section 26 (6) to investigate the matter further through a formal hearing.</td>
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<tr>
<td>Throughout the regulations</td>
<td>Changes have been made to the Undergraduate Regulations with regard to progression and award and requirements for the BEng Electronic Engineering (Hons) and the MEng Electronic Engineering (Hons).</td>
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<td>Section 12 Part B (2) a</td>
<td>Throughout the regulations</td>
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<tr>
<td>Section 12 Part B (3) a</td>
<td>Throughout the regulations</td>
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#### Section 12 Part B (2) a

(2) Within the provisions of paragraph (1) above where a student registered for a course leading to the award of BA, BMus, BSc or BSc (Econ), LLB, BEng, MEng or MSci does not satisfy the criteria to progress from the first to the second stage of their course, but has already passed, been allowed, or been granted exemption in a minimum of 60 credits, the School Progression and Awards Board will normally

(a) condone a Fail outcome of between 30 and 39% at the first attempt up to a maximum of 30 credits, except in the case of BEng and MEng where the fail outcome must be between 35 and 39% or the LLB where all modules must be passed for progression to the second stage; and

#### Section 12 Part B (3) a

(3) Within the provisions of paragraph (1) above and save for the provisions of Section 15: Part B (7) and those below where a student registered for a course leading to the award of BA, BMus, BSc, BSc (Econ), LLB, BEng, MEng or MSci does not satisfy the criteria to progress from the second to the third stage of their course, has a cumulative pass over the first and second stages of at least 180 credits and has already passed, been allowed, or been granted exemption in at
least 60 credits at the second stage, the School Progression and Awards Board will normally

(a) condone a Fail outcome of between 30 and 39% at the first attempt up to a maximum of 30 credits, except in the case of BEng and MEng where the fail outcome must be between 35 and 39%; and

**Section 12 Part B (6)**

(6) The School Progression and Awards Board will condone an outcome of Fail at the first attempt to permit progression or classification subject to the provisions in (a - i) below:

(a) the Fail is not in a mandatory module which must be passed for progression or a specific field of study;

(b) the Fail outcome is between 30 and 39% for modules taken at the first or second stage of a course or between 35 and 39% for modules taken at these stages of the BEng and MEng courses;

(c) the Fail outcome is between 0 and 39% for modules taken during the third stage of a four stage course which involves a compulsory period of extramural study, during the third stage of an MSci, the third stage of an MEng not accredited by the Institute of Engineering and Technology or the final stage of a three stage course;

(d) the Fail outcome is between 30 and 39% for modules taken during the third stage of an MEng accredited by the Institute of Engineering and Technology, subject to the student having achieved a cumulative pass in 330 or 345 credits across stages one to three;

(e) the Fail outcome is between 0 and 49% for modules taken during the final stage of an MSci or MEng not accredited by the Institute of Engineering and Technology;

(f) the Fail outcome is between 45 and 49% for modules taken during the final stage of an MEng accredited by the Institute of Engineering and Technology subject to the student having achieve a cumulative pass in 450 or 465 credits across stages one to four;

(g) no more than 30 credits may be condoned at the first stage;

(h) at the end of the second stage no more than 30 credits may be condoned across the first and second stages;
(i) no more than 30 credits may be condoned in the final stage; however, if the student has exceptionally been admitted to the final stage of a three or four stage course (see Section 6 (1b), or to the third stage of an MSci or MEng in line with the provisions of Section 2 no fails can be condoned in the third stage;

(j) no more than 30 credits may be condoned across the three stages of a BEng accredited by the Institute of Engineering and Technology, or four stages if the student takes an extramural period of study on an intra-curricular basis

(k) no more than 30 credits may be condoned across the four stages of an MEng accredited by the Institute of Engineering and Technology, or five stages if the student takes an extramural period of study on an intra-curricular basis

(l) for students taking an extramural period of study on an intra-curricular basis any fail outcomes for modules achieved during such a period of study will not be taken into account for the purposes of determining progression

Section 13

(2) Save for the provisions of Section 13 (3 – 6) and Section 14, the Department Assessment Board will determine an outcome for each candidate, as follows:

(a) an outcome of Pass (P) with a percentage mark, recorded as an integer between 0% and 100% inclusive, will be returned where the candidate has gained a mark of 40% or above overall and in all elements of the assessment which carry an individual pass requirement or minimum threshold pass requirement for modules at FHEQ Levels 4, 5 and 6;

(b) for candidates who initially registered for a course leading to the award of an MSci or MEng in or after September 2013 an outcome of Pass (P) with a percentage mark, recorded as an integer between 0% and 100% inclusive, will be returned where the candidate has gained a mark of 50% or above overall and in all elements of the assessment which carry an individual pass requirement for modules at FHEQ Level 7 in the final stage of the MSci or MEng degree;

(c) an outcome of Fail (F) with a percentage mark, recorded as an integer between 0% and 100% inclusive, will be returned where the candidate has gained a mark of 39% or below overall or in any element of the assessment which carries an individual pass requirement;
Section 15 Part B (3)–(12)

(3) In order to progress from the first to the second stage of a course leading to the award of DipHE, BA, BMus, BSc, BSc (Econ), BEng, LLB, or MSci or MEng, a student must meet the requirements in (a) and either (b) or (c) below:

(a) achieve a Stage Average, calculated to two decimal places, of 40.00% or above;

(b) pass, be allowed or be granted exemption from modules from the first stage to the value of 120 credits; or

(c) pass, be allowed or be granted exemption from modules to the value of between 90 – 105 credits and achieve a Fail outcome of at least 30% in the remaining credits. Any modules designated as mandatory (non-condonable) in the course specification must be passed with a mark of 40% or above.

Where students meet the requirements to progress from the first to second stage at the first attempt but have Fail outcomes as indicated in paragraph (c) above, the School Progression and Awards Board will condone these fails and offer students the opportunity to resit or resubmit the assessment for these modules only in the next academic year in line with provisions of Section 12: Part B (1b). Where students meet progression requirements at the second attempt, there will be no further opportunities to resit or resubmit the assessment unless the student has valid extenuating circumstances which impacted on their second attempt.

(4) In order to progress from the first to the second stage of a course leading to the award of BEng or MEng, a student must meet the requirements in (a) and either (b) or (c) below:

a. achieve a Stage Average, calculated to two decimal places, of 40.00% or above;

b. pass, be allowed or be granted exemption from modules from the first stage to the value of 120 credits; or
c. pass, be allowed or be granted exemption from modules to the value of between 90 – 105 credits and achieve a Fail outcome of at least 35% in the remaining credits. Any modules designated as mandatory (non-condonable) in the course specification must be passed with a mark of 40% or above.

Where students meet the requirements to progress from the first to second stage at the first attempt but have Fail outcomes as indicated in paragraph (c) above, the School Progression and Awards Board will condone these fails at the first attempt and offer students the opportunity to resit or resubmit the assessment for these modules only in the next academic year in line with provisions of Section 12: Part B (1b). Where students meet progression requirements at the second attempt, there will be no further opportunities to resit or resubmit the assessment unless the student has valid extenuating circumstances which impacted on their second attempt.

(4) In order to progress from the second to the third stage of a course leading to the award of BA, BMus, BSc, BSc (Econ), BEng or LLB, a student must meet the requirements in (a) and either (b) or (c) below:

(a) achieve a Stage Average, calculated to two decimal places, of 40.00% or above;

(b) pass, be allowed or be granted exemption from modules to the value of 240 credits from the first and second stage of study with passes in 90 credits at FHEQ Level 5; or

(c) pass, be allowed or be granted exemption from modules in the first and second stages of study to the value of between 210 and 225 credits with passes in 90 credits at FHEQ Level 5, and achieve a Fail outcome of at least 30% in the remaining credits over the first and second stages. Any modules designated as mandatory (non-condonable) in the course specification must be passed with a mark of 40% or above.

Where students meet the requirements to progress from the second to the third stage as indicated in paragraph (c) above, the School Progression and Awards Board will condone any Fail outcomes at the second stage and offer students the opportunity to resit or resubmit the assessment for these modules only in the next academic year in line with provisions of Section 12: Part B (1b). Fails which have been condoned at the first stage cannot be redeemed at the final stage.

(5) In order to progress from the first to the final stage of a course leading to the award of LLB (Senior Status), a student must meet the requirements in (a) and (b) below:

(a) achieve a Stage Average, calculated to two decimal places, of 40.00% or above;
(b) pass, be allowed or be granted exemption from modules to the value of 120 credits from the first stage of study. Any modules designated as mandatory (non-condonable) in the course specification must be passed with a mark of 40% or above.

(6) Students registered for courses leading to the award of MSci or MEng must meet the requirements in (a) and either (b) or (c) below at the first attempt to progress from the second stage to the third stage:

(a) achieve a Stage Average, calculated to two decimal places, of 50.00% or above;

(b) pass, be allowed or be granted exemption from modules to the value of 240 credits from the first and second stage of study with passes in 90 credits at FHEQ Level 5; or

(c) pass, be allowed or be granted exemption from modules in the first and second stages of study to the value of between 210 and 225 credits with passes in 90 credits at FHEQ Level 5 and achieve a Fail outcome of at least 30% in the remaining credits over the first and second stages. Any modules designated as mandatory (non-condonable) in the course specification must be passed with a mark of 40% or above.

Where students meet the requirements to progress from the second to the third stage as indicated in paragraph (c) above, the School Progression and Awards Board will condone any Fail outcomes at the second stage and offer students the opportunity to resit or resubmit the assessment for these modules only in the next academic year in line with provisions of Section 12: Part B (1b). Fails which have been condoned at the first stage cannot be redeemed at the third stage through repeating the modules or resitting or resubmitting failed components.

(7) Students registered for courses leading to the award of MSci or an MEng not accredited by the Institute of Engineering and Technology must meet the requirements in either (a) or (b), and also (c) below at the first attempt to progress from the third to the fourth stage:

(a) pass, be allowed or be granted exemption from modules to the value of 360 credits from the first three stages of study with passes in 90 credits at FHEQ Level 6;

(b) pass, be allowed or be granted exemption from modules from the first three stages of study to the value of at least 300 credits with a Fail outcome of at least 30% in a maximum of 30 credits over the first two stages. Any modules designated as mandatory (non-condonable) in the course specification must be passed;
(c) achieve a weighted Stage Average of 55.00% or above, calculated to two decimal places, with the second and third Stage Averages calculated in accordance with the provisions of Section 18 (1):

\[ \text{2nd Stage Average} + 2 \times (\text{3rd Stage Average}) \]

(8) Students registered for courses leading to the award of MEng must meet the requirements in (a) and either (b) or (c) below at the first attempt to progress from the second stage to the third stage:

(a) achieve a Stage Average, calculated to two decimal places, of 50.00% or above;

(b) pass, be allowed or be granted exemption from modules to the value of 240 credits from the first and second stage of study with passes in 90 credits at FHEQ Level 5; or

(c) pass, be allowed or be granted exemption from modules in the first and second stages of study to the value of between 210 and 225 credits with passes in 90 credits at FHEQ Level 5 and achieve a Fail outcome of at least 35% in the remaining credits over the first and second stages. Any modules designated as mandatory (non-condonable) in the course specification must be passed with a mark of 40% or above.

Where students meet the requirements to progress from the second to the third stage as indicated in paragraph (c) above, the School Progression and Awards Board will condone any Fail outcomes at the second stage and offer students the opportunity to resit or resubmit the assessment for these modules only in the next academic year in line with provisions of Section 12: Part B (1b). Fails which have been condoned at the first stage cannot be redeemed at the third stage through repeating the module or resitting or resubmitting failed components.

(9) Students registered for courses leading to the award of an MEng accredited by the Institute of Engineering and Technology must meet the requirements in either (a) or (b), and also (c) below at the first attempt to progress from the third to the fourth stage:

(a) pass, be allowed or be granted exemption from modules to the value of 360 credits from the first three stages of study with passes in 90 credits at FHEQ Level 6;

(b) pass, be allowed or be granted exemption from modules from the first three stages of study to the value of at least 300 credits with a Fail outcome of at least 35% in a maximum of 30 credits over the first three stages. Any modules designated as mandatory (non-condonable) in the course specification must be passed;
Section 17 (3) – (10)

(c) achieve a weighted Stage Average of 55.00% or above, calculated to two decimal places, with the second and third Stage Averages calculated in accordance with the provisions of Section 18 (1):

\[
\text{2nd Stage Average} + 2 \times \text{(3rd Stage Average)} \\
\text{3}
\]

(10) In order to progress from a compulsory stage of extramural study, a student must satisfy the requirements for the extramural study as set out in the course specification.

(11) In order to progress from an extramural period of study undertaken on an intracurricular basis, a student must meet the requirements for progression to the next stage of the course as in paragraphs (5, 7, 8 and 9) above.

**Section 17 (3) – (10)**

(3) Save for the provisions of paragraph (11) below, to qualify for consideration for the award of a three stage BA, BMus, BSc, BSc (Econ), LLB or BEng (see Section 6 (1a)) a student first registered in or after September 2015 must:

(a) complete the course and satisfy the requirements on attendance and submission of work for constituent modules;

(b) pass, be allowed or be granted exemption from at least 300 credits, at least 90 of which must be from the final stage and at FHEQ Level 6, with Fail outcomes of at least 30% in no more than 30 credits over the first and second stages or for a BEng accredited by the Institute of Engineering and Technology pass, be allowed or be granted exemption from at least 330 credits, at least 90 of which must be from the final stage and at FHEQ Level 6, with Fail outcomes of at least 35% in no more than 30 credits over the first and second stages;

(c) gain a Final Average of 35.0% or above.

(4) Save for the provisions of paragraph (11) below, to qualify for consideration for the award of a four stage BA, BMus, BSc, BSc (Econ), BEng or LLB (see Section 6 (1b)) a student first registered in or after September 2015 must:

(a) complete the course and satisfy the requirements on attendance and submission of work for constituent modules;

(b) pass, be allowed or be granted exemption from at least 300 credits, or 330 credits in the case of a BEng accredited by the Institute of Engineering and Technology, at least 90 of which must be from the final stage and at FHEQ Level 6, with Fail outcomes of at least 30% in no more than 30 credits over the first and second stages.
taken prior to the period of extramural study. Fails in up to 60 credits for the period of extramural study may be condoned for the award in line with requirements set out in the relevant course specification;

(c) gain a Final Average of 35.0% or above.

(5) To qualify for consideration for the award of the LLB (Senior Status) student must:

(a) complete the course and satisfy the requirements on attendance and submission of work for constituent modules;

(b) pass, be allowed or be granted exemption from 240 credits, at least 90 of which must be from the final stage and at FHEQ Level 6;

(c) gain a Final Average of 35.0% or above.

(6) To qualify for consideration for the award of a BA, BMus, BSc, BSc (Econ) or LLB where the student has exceptionally been admitted to the final year of study as a direct entrant or as part of an institutional agreement a student must:

(a) complete the course and satisfy the requirements on attendance and submission of work for constituent modules;

(b) pass or be allowed 120 credits at the final stage and at FHEQ Level 6;

(c) gain a Final Average of 40.0% or above.

(7) Save for the provisions of paragraph (11) below, to qualify for consideration for the award of MSci or MEng not accredited by the Institute of Engineering and Technology a student must meet the provisions of (a) and (b) and one of (c) – (d):

(a) complete the module and satisfy the requirements on attendance and submission of work for constituent modules;

(b) gain a Final Average of 35.0% or above;

(c) pass, be allowed or be granted exemption from modules from the course to the value of at least 360 credits, at least 90 of which must be from the final stage and at FHEQ Level 7 and at least 30 of which must have been taken in respect of project work, where the student first registered for the course in or after September 2010;

(d) pass, be allowed or be granted exemption from modules from the course to the value of at least 390 credits, at least 90 of which are from the final stage and at FHEQ level 7, and at least 30 of which
must have been taken in respect of project work, and where Fail outcomes have been condoned in up to 30 credits over the first two stages and in 30 credits at the third stage, where the student first registered for the course in or after September 2015.

(8) To qualify for consideration for the award of an MSci where the student has exceptionally been admitted to the third stage of study a student must:

(a) complete the course and satisfy the requirements on attendance and submission of work for constituent modules;

(b) gain a Final Average of 35.0% or above;

(c) pass, be allowed or be granted exemption from modules from the course to the value of at least 210 credits, at least 120 of which are from the third stage and at FHEQ level 6, at least 90 of which are from the final stage and at FHEQ level 7, and of these 90 at least 30 of which must have been taken in respect of project work. Fail outcomes can be condoned in up to 30 credits at FHEQ level 7 in the final stage of the course.

(9) Save for the provisions of paragraph (11) below, to qualify for consideration for the award of an MEng accredited by the Institute of Engineering and Technology a student must meet the provisions of (a–c):

(a) complete the course and satisfy the requirements on attendance and submission of work for constituent modules;

(b) gain a Final Average of 35.0% or above;

(c) pass, be allowed or be granted exemption from modules from the course to the value of at least 390 credits, at least 90 of which are from the final stage and at FHEQ level 7, and at least 30 of which must have been taken in respect of project work, and where Fail outcomes have been condoned in up to 30 credits over the first two stages (fails of 35% and above), in 30 credits at the third stage (fails of 35% and above) and/or in 30 credits at the final stage (fails of 45% 40% and above).

(10) To qualify for consideration for the award of an MEng where the student has exceptionally been admitted to the third stage of study a student must:

(a) complete the course and satisfy the requirements on attendance and submission of work for constituent modules;

(b) gain a Final Average of 35.0% or above;

(c) pass, be allowed or be granted exemption from modules from the course to the value of at least 210 credits, at least 120 of which are from the third stage and at FHEQ level 6, at least 90 of which are
from the final stage and at FHEQ level 7, and of these 90 at least
30 of which must have been taken in respect of project work. Fail
outcomes can condoned in up to 30 credits (fails of 45% 40% and
above) at FHEQ level 7 in the final stage of the course.