

Academic Regulations for Taught Programmes 2015/16

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Introduction

The *Academic Regulations for Taught Programmes* (referred to here as the *Regulations*) are published as a printed booklet and on the University website¹.

The policies and procedures mentioned in the *Regulations* are included in the online resource known as the *Academic Handbook*² and are indicated with italic type. Key terms within the *Regulations* are indicated with bold type the first or principal time they are used. Particular regulations which are new or have been amended for this academic year are indicated with a bullet in the left margin (where the bullet is adjacent to a numbered regulation then it applies to the whole regulation, otherwise the bullet only applies to the adjacent paragraph).

The *Regulations* are supplemented by other documents including a Glossary, which defines the terms used in the *Regulations*, and Frequently Asked Questions (FAQs), written specifically for students with questions and answers about the rules related to their programme of study. These documents are published on the University website³ and students are directed to these documents through the Rules and Regulations link on the Student Channel⁴ and through School or programme information.

The *Regulations* apply to all taught provision leading to credit or qualifications of the University of Salford and to all students undertaking that provision unless an exception has been approved (see Regulations 1.1.1 and 1.2). The *Regulations* which apply are those for the academic year 2015/16, unless specified otherwise (see Regulation 1.1.3). Where a School has any doubt about the applicability or interpretation of the *Regulations* in particular circumstances and/or wishes to apply for a specific exception the School should seek advice from the Quality and Enhancement Office.

The development of the *Regulations* is an ongoing process which seeks to respond to the requirements of particular disciplines and the broader context, and to address issues raised in various parts of the University community, having regard to national expectations and benchmarks. Their development includes consultation with University staff and students and every effort is made to write the *Regulations* in as clear and accessible a style and format as possible, even though the subject matter is often very complex. The *Regulations* cannot cover every eventuality which a programme team might face. However, Schools should always endeavour to operate within the spirit of the *Regulations* and seek advice when unusual or exceptional circumstances arise.

For further clarification and information on the *Regulations* please contact Janet Lloyd, Head of Quality and Enhancement, telephone 0161 295 4072 or email j.c.lloyd@salford.ac.uk.

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¹ <http://www.salford.ac.uk/university/governance/policies-and-procedures/browse-by-theme/14>

² <http://www.salford.ac.uk/university/governance/policies-and-procedures/browse-by-theme/2>

³ <http://www.salford.ac.uk/university/governance/policies-and-procedures/browse-by-theme/14>

⁴ <http://www.salford.ac.uk/getready/welcome/rules-and-regulations>

Contents

1	Application of the <i>Regulations</i>	7
1.1	Scope	7
1.2	Exceptions	8
2	Qualifications awarded by the University of Salford	11
2.1	Qualifications	11
3	Modular framework for taught programmes	13
3.1	Modules	13
3.2	Programmes	14
4	Specification and approval of modules and programmes	19
4.1	Module specifications	19
4.2	Programme specifications	19
4.3	Approval, re-approval and amendment of programmes	19
4.4	Collaborative provision	20
4.5	Information on taught programmes	21
5	Admission of students	23
5.1	Admissions process	23
5.2	Entry requirements	23
5.3	Entry via Salford Alternative Entry Scheme or Accreditation of Prior Learning	23
5.4	Entry with advanced standing via Accreditation of Prior Learning	23
5.5	Advanced entry	24
5.6	Stand-alone modules	25
5.7	Information for new students	25
6	Registration and enrolment	27
6.1	Registration on programmes	27
6.2	Enrolment on modules	27
6.3	Transfer	28
6.4	Extensions on Masters programmes	28
6.5	Interruption of study	29
6.6	Attendance and Participation	29
7	Assessment of modules	31
7.1	Assessment scale	31
7.2	Assessed work	31
7.3	Personal Mitigating Circumstances	32
7.4	Academic misconduct	33
7.5	Component mark or grade	33
7.6	Module mark	34
7.7	Module grade	35
7.8	Reassessment and retakes	35

8	Credit, progression and qualifications	39
8.1	Level mark	39
8.2	Award of credit and compensation	39
8.3	Progression	40
8.4	Award of qualifications	42
9	Classification, distinction and merit	45
9.1	Programme mark	45
9.2	Foundation Degree with Distinction or Merit	47
9.3	Higher National Certificate or Diploma with Distinction or Merit	47
9.4	Classification of Honours Degree and Integrated Masters Degree	47
9.5	Postgraduate Diploma with Distinction or Merit	47
9.6	Masters Degree with Distinction or Merit	48
10	Boards of Examiners	49
10.1	Functions, membership and conduct of Boards of Examiners	49
10.2	External examiners	49
10.3	Ratification and decisions	49
11	Academic appeals	51
11.1	Grounds for an appeal	51
11.2	Academic appeal procedure	51
	Index	53

1 Application of the *Regulations*

1.1 Scope

- 1.1.1 The ***Academic Regulations for Taught Programmes***, referred to here as the *Regulations*, shall apply in their entirety to all taught provision of the University of Salford and to all students undertaking that provision unless otherwise approved as an exception.
- 1.1.2 • The *Regulations* for each year shall be approved annually by Senate during the previous year.
- 1.1.3 The *Regulations* in force at any time shall be those for that academic year unless specified otherwise. When a student registers at the start of an academic year for a year of study the student shall sign up for the *Regulations* for that academic year. When a student registers part way through an academic year for a year of study the student shall sign up for the *Regulations* for that academic year which remain in force throughout the student's year of study. When a student resumes study after an interruption the student shall sign up for the *Regulations* and the programme and module specifications in force at the time of resumption.
- 1.1.4 The University shall provide access for relevant staff and students, including those staff employed at and those students enrolled at accredited or affiliated institutions, to the *Regulations* and all documents referred to within them. The *Regulations* are intended to be used as a primary source of information. Alongside the *Regulations*, the University operates a wide range of institutional policies and procedures. Key aspects of these policies and procedures may be incorporated within the *Regulations* and reference is made to the full policy or procedure, which can be found in the *Academic Handbook*⁵.
- 1.1.5 Schools may operate guidelines and procedures which supplement the *Regulations*. In the event of a conflict between the *Regulations* and the guidelines or procedures of a School, other than approved exceptions, the *Regulations* are paramount.
- 1.1.6 If any Regulation contravenes English law, whether generally or in its application to a particular student or group of students, the University may modify the Regulation in such manner as may be necessary to reflect the spirit and intention behind the Regulation but so that the Regulation complies with that law. If the Regulation (or relevant part of it) cannot be modified in this way then the Regulation (or relevant part) will not apply. The remainder of the *Regulations* will not be affected.
- 1.1.7 The University and its international students on a Tier 4 visa are legally obliged to comply with United Kingdom Government regulations governing study in the UK by these students. These requirements may be additional to those determined by the University in its Regulations and may affect a student's entitlement to specific provisions of the University's Regulations. Guidance on Government regulations is provided on the University website⁶.
- 1.1.8 If the University, because of exceptional circumstances beyond its reasonable control, is unable to apply the Regulations as approved for an academic year, Senate may approve Emergency Regulations which shall set out modifications to and/or general exceptions from the approved Regulations which shall apply to such students and for such duration as Senate, in its absolute discretion, determines.

⁵ <http://www.salford.ac.uk/university/governance/policies-and-procedures/browse-by-theme/2>

⁶ <http://www.askus.salford.ac.uk/page/visa>

- 1.1.9 The implementation of Emergency Regulations approved by Senate shall not constitute a failure correctly to apply the relevant approved Regulations and shall therefore not of itself provide valid grounds for an academic appeal against a decision of a Board of Examiners.

1.2 Exceptions

- 1.2.1 • Approved exceptions to the *Regulations* shall be of two kinds, general exceptions and specific exceptions:
- (a) **General exceptions** are approved as part of the *Regulations* to indicate where the Regulations, either collectively or individually, shall not apply to programmes or students. For example, where a Regulation is approved to apply to new students registering from a particular year, a general exception shall be approved as part of the *Regulations* to indicate that the Regulation shall not apply to students who first registered before the date of implementation. General exceptions may not be time-limited but shall be reviewed as part of any review of the Regulations as a whole.
 - (b) **Specific exceptions** are approved to indicate where, for good reason and without detriment to academic standards, one or more Regulation shall not apply to an individual student or programme or to a specified group of students or programmes. Requests from Schools for specific exceptions shall be considered for approval by the Head of Quality and Enhancement after consultation with relevant academic or professional services colleagues. The approval of specific exceptions is time-limited, either to reflect particular temporary circumstances necessitating the exception or to ensure a periodic review and renewal of the exception. A register of approved specific exceptions shall be maintained by the Quality and Enhancement Office and submitted on an annual basis to the relevant standing committee of Senate for governance purposes.
- 1.2.2 The following general exceptions shall apply to the *Regulations* for 2015/16:
- (a) The *Regulations* shall not apply to Research Qualifications. Information on regulations governing these qualifications can be found in the [Research Award Regulations](#).
 - (b) The *Regulations* shall not apply to the Licentiate Diploma and Higher Doctoral Degrees. Information on the regulations governing these qualifications can be provided by the Quality and Enhancement Office.
 - (c) • The *Regulations* shall not apply to non credit bearing programmes, sometimes referred to as short courses. Information on such courses can be obtained from Salford Professional Development Ltd or Salford Languages as applicable.
 - (d) Regulation 3.2.17 shall not apply to programmes which were last approved or reviewed prior to 2013/14 with academic year structures comprising non-consecutive semesters.
 - (e) Regulation 3.2.18 (a) shall not apply to a student's programme of study where an imbalance in the distribution of credits in an academic year is directly attributable to a student choosing to undertake a two-semester module from the University-Wide Language Programme, provided that the ratio of credits undertaken by the student over two semesters is 50:70 or 70:50.
 - (f) Regulation 3.2.23 on the availability of the GradCert and GradDip as intermediate terminating qualifications shall not apply to students who entered a programme with entry requirements which were not commensurate with general entry requirements for a programme leading to a GradCert or GradDip qualification.
 - (g) Regulation 6.4 shall not apply to students entering a Masters degree programme prior to 2014/15 who shall be entitled to request extensions in

accordance with provisions of the Academic Regulations for Taught Programmes 2013/14 (section 7.4 refers)⁷.

- (h) • Regulations 7.2.5, 7.2.6 and 7.3.1 i shall not apply to students registering on a Masters Degree programme before 2014/15 who remain eligible for a cost-free extension of study and are not entitled to submit work late.
- (i) • Regulations 7.8.1 and 7.8.9 shall not apply to students registered on a programme for which there is a higher requirement for progression from Level 3 to a route at Level 4⁸ who have not achieved the specified attainment mark to progress to Level 4. See Regulation 7.8.19.
- (j) Regulation 7.8.3 shall not apply to students on undergraduate degree programmes in Languages which incorporate a mandatory overseas placement module whose credit value is additional to the standard 360 credits for a first degree.
- (k) Regulation 8.3.8 shall not apply to students entering a Masters degree programme prior to 2014/15 who must obtain 120 credits at Level 7 for modules which comprise the Postgraduate Diploma before they are permitted to progress to the project stage.
- (l) Regulation 9.6.3, on the award of a Masters Degree with Merit, shall not apply to students who entered a Masters Degree programme prior to 2007/08.

⁷ The 2013/14 Regulations are available from <http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures/browse-by-theme/14>

⁸ e.g. International Foundation Year programme

2 Qualifications awarded by the University of Salford

2.1 Qualifications

- 2.1.1 • Qualifications of the University which may be awarded to students on completion of a taught programme of study shall be approved by Senate before a programme of study leading to the qualification shall be approved.
- 2.1.2 • The qualifications of the University and their level within The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies⁹ are set out below.

University Foundation Certificate [UFdCert]	Level 3
Higher National Certificate [HNC] ^a	Level 4
Certificate of Higher Education [CertHE]	Level 4
Diploma in Professional Studies ^b	
Higher National Diploma [HND] ^a	Level 5
Diploma of Higher Education [DipHE]	Level 5
Foundation Degree	Level 5
Foundation Degree in Arts [FdA]	
Foundation Degree in Engineering [FdEng]	
Foundation Degree in Science [FdSc]	
Ordinary Degree	Level 6
Bachelor of Arts [BA]	
Bachelor of Business Administration [BBA]	
Bachelor of Engineering [BEng]	
Bachelor of Laws [LLB]	
Bachelor of Science [BSc]	
Honours Degree	Level 6
Bachelor of Arts with Honours [BA (Hons)]	
Bachelor of Business Administration with Honours [BBA (Hons)]	
Bachelor of Engineering with Honours [BEng (Hons)]	
Bachelor of Laws with Honours [LLB (Hons)]	
Bachelor of Science with Honours [BSc (Hons)]	
Graduate Certificate [GradCert] ^c	Level 6
Graduate Diploma [GradDip] ^c	Level 6
Integrated Masters Degree	Level 7
Master of Engineering [MEng]	
Master of Physics [MPhys]	

⁹ Published by the Quality Assurance Agency (QAA) at <http://www.qaa.ac.uk/en/Publications/Documents/qualifications-frameworks.pdf>

Postgraduate Certificate [PgCert]	Level 7
Postgraduate Diploma [PgDip]	Level 7
Masters Degree	Level 7
Master of Architecture [MArch]	
Master of Arts [MA]	
Master of Business Administration [MBA]	
Master of Enterprise [MEnt]	
Master of Laws [LLM]	
Master in Research [MRes]	
Master of Science [MSc]	
Masters Degree by research ^d	Level 7
Master of Laws [LLM]	
Master of Philosophy [MPhil]	
Master in Research [MRes]	
Master of Science [MSc]	
Doctoral Degree by research ^d	Level 8
Doctor of the Built Environment [DBEnv]	
Doctor of Construction Management [DConsMgt]	
Doctor of Musical Arts [DMA]	
Doctor of Philosophy [PhD]	
Doctor of Real Estate [DRealEst]	
Engineering Doctorate [EngD]	
Professional Doctorate [DProf]	
Licentiate Diploma [LDip] ^d	
Higher Doctoral Degree ^d	
Doctor of Letters [DLit]	
Doctor of Science [DSc]	

^a These qualifications are validated under licence from Pearson.

- ^b Only awarded in connection with a placement. This qualification shall not be available to students registering on a programme from the start of 2016/17.

^c See Regulation 1.2.2 (f)

^d These are not taught qualifications but are included here in order to provide a complete list of the qualifications of the University.

3 Modular framework for taught programmes

3.1 Modules

3.1.1 A module shall be designated at one of the following **levels**:

- Level 3
- Level 4
- Level 5
- Level 6
- Level 7

A module may not be designated at more than one level.

3.1.2 The size of a module shall be measured in **credits**, where 1 credit is equivalent to 10 hours of indicative learning time.

3.1.3 A module at Level 3, 4, 5 and 6 shall be assigned one of the following credit values:

- 20 credits
- 40 credits
- 60 credits

3.1.4 A module at Level 7 shall normally be assigned one of the following credit values:

- 30 credits
- 60 credits

3.1.5 Where part of a programme is being offered jointly with another institution, a module at Level 7 may be assigned one of the following credit values:

- 10 credits
- 20 credits

3.1.6 A module shall also be assigned an ECTS (European Credit Transfer System) credit value based on the equivalence of 1 ECTS credit to 2 University of Salford credits.

3.1.7 A module shall be $\frac{1}{2}$ a semester, 1 semester, $1\frac{1}{2}$ semesters or 2 semesters long.

3.1.8 At Level 3, 4, 5 and 6 the following module shapes shall be permitted:

	length in semesters			
	$\frac{1}{2}$	1	$1\frac{1}{2}$	2
20 credits	✓	✓		✓
40 credits		✓		✓
60 credits		✓	✓	✓

3.1.9 At Level 7 the following module shapes shall be permitted:

	length in semesters		
	$\frac{1}{2}$	1	2
30 credits	✓	✓	✓
60 credits		✓	✓

3.1.10 A module shall start at the beginning or mid-point of a semester and shall finish at the mid-point or end of a semester.

3.1.11 A module shall be delivered within a single year of study as defined by the approved programme structure and permitted dates of student registration. (See also Regulations 3.2.16 and 3.2.17.)

3.1.12 • All teaching, revision and assessment shall take place within modules during the designated semester periods. All examinations shall take place at the designated times. Teaching, revision and assessment shall be arranged according to guidelines approved by Senate.

3.1.13 All modules must have at least one component of assessment.

3.1.14 The maximum number of assessment components for modules at Levels 3, 4, 5 and 6 shall be as follows:

Maximum components of assessment	
20 credit module	2
40 credit module	2
60 credit module	3

3.1.15 The maximum number of assessment components for modules at Level 7 shall be two.

3.2 Programmes

3.2.1 • Each taught programme shall comprise modules within one or more levels of the programme. Completion of a **level of a programme** is intended to lead to the achievement of learning outcomes commensurate with levels within The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies¹⁰ :

Programme Level 3	-
Programme Level 4	FHEQ Level 4
Programme Level 5	FHEQ Level 5
Programme Level 6	FHEQ Level 6
Programme Level 7	FHEQ Level 7

3.2.2 The level of a programme shall normally be the same as the level of the modules which make up that level of the programme.

3.2.3 A level of a programme may be divided into **stages**. Stages shall be utilised when:

(a) the level of the programme comprises more than 120 credits, where the additional credits make up a separate stage;

or

(b) the level of the programme leads to more than one named qualification, where the credits leading to each qualification make up a separate stage.

3.2.4 A Masters programme shall comprise:

(a) a stage of 120 credits followed by a stage of 60 credits;

or

(b) three stages of 60 credits.

The final 60 credit stage shall be the Masters project stage.

3.2.5 All placements shall take the form of credit rated modules.

¹⁰ Published by the Quality Assurance Agency (QAA) at <http://www.qaa.ac.uk/en/Publications/Documents/qualifications-frameworks.pdf>

- 3.2.6 Where a programme includes a placement the credit value of the placement may be additional to the standard credit requirements for such a programme, set out in Regulation 3.2.23.
- 3.2.7 A top-up programme may be designed to enable a student, who has been awarded a credit bearing qualification by this University or another institution, to accumulate the additional credits necessary for a higher qualification.
- 3.2.8 A programme leading to a qualification of the University may incorporate one or more programmes leading to a lower terminating qualification if a significant number of students are likely to:
- (a) register for the lower terminating qualification;
 - or
 - (b) register for the full programme but with the intention of leaving with the lower terminating qualification.
- 3.2.9 A Masters Degree programme (180 credits at Level 7) shall include a Postgraduate Diploma programme (120 credits at Level 7) as a named intermediate terminating qualification.
- 3.2.10 The final stage of a Masters Degree programme (the project stage) shall comprise one of the following:
- (a) a 60 credit module;
 - (b) two 30 credit modules.
- 3.2.11 A programme shall include modules for which a module mark (i.e. not a module grade) is given with the following minimum overall credit values:
- (a) For an Honours Degree programme:
60 credits at Level 4, 60 credits at Level 5 and 100 credits at Level 6;
 - (b) For an Integrated Masters Degree programme:
60 credits at Level 4, 60 credits at Level 5, 120 credits at Level 6 and 120 credits at Level 7.
- 3.2.12 A module or modules may be included within a programme of study leading to a research qualification, as listed in Regulation 2.1.2, so long as the modules comprise no more than one third of the total programme of study.
- 3.2.13 The title of a programme in combined subjects shall follow the conventions below at Levels 5 and 6:
- (a) A and B: 60 credits at the level of the final qualification in each of A and B;
 - (b) A with B: 80 credits in A and 40 credits in B at the level of the final qualification.
- 3.2.14 The title of a Postgraduate Diploma programme in combined subjects shall follow the conventions below:
- (a) A and B: 60 credits at Level 7 in each of A and B;
 - (b) A with B: 90 credits in A and 30 credits in B at Level 7
- 3.2.15 The title of a programme which includes a compulsory and integral placement shall indicate the existence of the placement, implicitly or explicitly.

- 3.2.16 The University's standard academic year shall comprise three **semesters** of equal length:
- Semester 1
 - Semester 2
 - Semester 3 (only used for designated programmes)
- Further information on the organisation of the academic year is provided on the University's website.¹¹
- 3.2.17● Where approval is granted for students to register at the start of a programme at any time other than the start of Semester 1, a student's year of study shall comprise two or, for designated programmes only, three consecutive semesters from the point of registration. See also Regulation 1.2.2 (d).
- 3.2.18● A full-time academic year of a programme shall comprise modules or parts of modules distributed in a regular manner as follows:
- (a) two semesters of 60 credits each (standard undergraduate and Postgraduate Diploma programmes). See also Regulation 1.2.2 (e);
 - (b) three semesters of 40 credits each (designated undergraduate programmes);
 - (c) three semesters of 60 credits each (Masters Degree programmes);
 - (d) two semesters of 60 credits or less but of equal size (placement years);
 - (e) one semester of 60 credits and one and a half semesters of 60 credits (three-year sandwich degree programmes).
- 3.2.19 Subject to the provisions of Regulation 3.2.18 (b), a part-time programme shall comprise modules, or parts of modules, worth less than 60 credits per semester, normally distributed in a regular manner. Normally there will be between 30 credits and 45 credits per semester.
- 3.2.20 A standard full-time programme shall not normally include concurrent study, where a student undertakes modules at the next level without having accumulated all the specified credits at the previous level.
- 3.2.21 A Graduate Certificate or Graduate Diploma may include concurrent study.
- 3.2.22 A programme may be designed so that concurrent study is an inherent feature of the programme or is necessary for the purpose of reassessment if:
- (a) at least 60 credits can be obtained at one level before any modules are undertaken at the next level;
- and
- (b) the modules studied concurrently are at two adjacent levels.
- 3.2.23● The table below lists the main programmes leading to qualifications awarded by the University, their standard full-time length and their normal range of part-time lengths. It shows the programme levels and credit requirements, and the standard pattern of full-time delivery.

Foundation Certificate ^a		1 yr FT	1½ – 2 yrs PT
Programme Level 3	120 credits at Level 3	FT Yr 1 (Semester 1,2)	
Certificate of Higher Education ^{a, d}		1 yr FT	1½ – 2 yrs PT
Programme Level 4	120 credits at Level 4	FT Yr 1 (Semester 1,2)	

¹¹ <http://www.governance.salford.ac.uk/almanac>

Higher National Certificate ^b		1 yr FT 2 yrs PT
Programme Level 4	120 credits at Level 4	FT Yr 1 (Semester 1,2)
Diploma of Higher Education ^{a, d}		2 yrs FT 3 – 4 yrs PT
Programme Level 4	120 credits at Level 4	FT Yr 1 (Semester 1,2)
Programme Level 5	120 credits at Level 5	FT Yr 2 (Semester 1,2)
Foundation Degree		2 yrs FT 3 – 4 yrs PT
Programme Level 4	120 credits at Level 4	FT Yr 1 (Semester 1,2)
Programme Level 5	120 credits at Level 5	FT Yr 2 (Semester 1,2)
Higher National Diploma ^b		2 yrs FT 3 – 4 yrs PT
Programme Level 4	120 credits at Level 4	FT Yr 1 (Semester 1,2)
Programme Level 5	120 credits at Level 5	FT Yr 2 (Semester 1,2)
Ordinary Degree ^{a, c, d}		2½ yrs FT 4 – 5 yrs PT
Programme Level 4	120 credits at Level 4	FT Yr 1 (Semester 1,2)
Programme Level 5	120 credits at Level 5	FT Yr 2 (Semester 1,2)
Programme Level 6	60 credits at Level 6	FT Yr 3 (Semester 1)
Honours Degree ^{a, c, d}		3 yrs FT 4½ – 6 yrs PT
Programme Level 4	120 credits at Level 4	FT Yr 1 (Semester 1,2)
Programme Level 5	120 credits at Level 5	FT Yr 2 (Semester 1,2)
Programme Level 6	120 credits at Level 6	FT Yr 3 (Semester 1,2)
Honours Degree with placement (example) ^{a, d}		4 yrs FT 6 – 7 yrs PT
Programme Level 4	120 credits at Level 4	FT Yr 1 (Semester 1,2)
Programme Level 5, Stage 1	120 credits at Level 5	FT Yr 2 (Semester 1,2)
Programme Level 5, Stage 2	40 credits at Level 5 ^e	FT Yr 3 (Semester 1,2)
Programme Level 6	120 credits at Level 6	FT Yr 4 (Semester 1,2)
Three-year Sandwich Degree with Honours		3 yrs FT
Programme Level 4	120 credits at Level 4	FT Yr 1 (Semester 1,2)
Programme Level 5	120 credits at Level 5	FT Yr 2 (Semester 1,2,3)
(including 60-credit placement) ^f		
Programme Level 6	120 Credits at Level 6	FT Yr 3 (Semesters 1,2)
Integrated Masters Degree ^{c, d}		4 yrs FT 6 – 8 yrs PT
Programme Level 4	120 credits at Level 4	FT Yr 1 (Semester 1,2)
Programme Level 5	120 credits at Level 5	FT Yr 2 (Semester 1,2)
Programme Level 6	120 credits at Level 6	FT Yr 3 (Semester 1,2)
Programme Level 7	120 credits at Level 7	FT Yr 4 (Semester 1,2)
Graduate Certificate ^a		½ yr FT 1 yr PT
Programme Level 6	40 credits at Level 6 & 20 credits at Level 4, 5 or 6	FT Yr1 (Semester 1)
Graduate Diploma ^a		1 yr FT 1½ – 2 yrs PT
Programme Level 6	100 credits at Level 6 & 20 credits at Level 4, 5 or 6	FT Yr1 (Semester 1,2)
Postgraduate Certificate ^a		½ yr FT 1 yr PT
Programme Level 7	60 credits at Level 7	FT Yr 1 (Semester 1)

Postgraduate Diploma ^a		1 yr FT	1½ – 2 yrs PT
Programme Level 7	120 credits at Level 7	FT Yr 1 (Semester 1,2)	
Masters Degree/PgDip ^g		1 yr FT	2 – 3 yrs PT
Programme Level 7, Stage 1	120 credits at Level 7	FT Yr 1 (Semester 1,2)	
Programme Level 7, Stage 2	60 credits at Level 7	FT Yr 1 (Semester 3)	
Master of Architecture		2 yrs FT	
Programme Level 7, Stage 1	60 credits at Level 7	Practice-based FT Yr 1 (Semester 1,2,3)	
Programme Level 7, Stage 1,	60 credits at Level 7	FT Yr 2 (Semester 1)	
Programme Level 7, Stage 2,	60 credits at Level 7	FT Yr 2 (Semester 2)	

^a may be awarded as an intermediate terminating qualification (see also Regulation 1.2.2(f))

^b qualification awarded by the University under licence from Pearson

^c may include a credit bearing placement

^d may include a Foundation Certificate programme as a foundation year

^e this is just an example, there is no standard credit value attached to a placement

^f placement shall be 1½ semesters in length

^g may include a Graduate Diploma as an initial year

4 Specification and approval of modules and programmes

4.1 • Module specifications

- 4.1.1 For each module a module specification shall be approved before the module can be delivered.
- 4.1.2 The module specification shall specify module information in accordance with standard requirements issued by or on behalf of the Head of Quality and Enhancement.
- 4.1.3 The process for the approval and amendment of modules is set out in [Programme Design, Approval, Amendment, Review and Withdrawal](#).
- 4.1.4 A module may be approved which is not part of a programme.

4.2 • Programme specifications

- 4.2.1 For each taught programme or group of cognate programmes there shall be an approved programme specification.
- 4.2.2 The programme specification shall specify programme information in accordance with standard requirements issued by or on behalf of the Head of Quality and Enhancement.
- 4.2.3 The process for the approval and amendment of programme specifications is set out in [Programme Design, Approval, Amendment, Review and Withdrawal](#).

4.3 Approval, re-approval and amendment of programmes

- 4.3.1 • The approval process for programmes shall normally comprise two stages:
- (a) Business Case Approval by the Deputy Vice-Chancellor or a designated group with delegated authority from the Deputy Vice-Chancellor on the recommendation of the relevant School Executive;
 - (b) Academic Approval of a programme by a designated Panel convened in accordance with the [Programme Design, Approval, Amendment, Review and Withdrawal](#) with delegated authority from Senate.

The approval process for programmes is set out in the [Programme Design, Approval, Amendment, Review and Withdrawal](#).

- 4.3.2 Schools shall ensure that all proposals for new or amended programmes are congruent with the *Regulations*.
Where a School wishes to submit a proposal which is not fully congruent the School should seek an exception to *Regulations* and make it clear that an exception is being sought. See Regulation 1.2.1(b).
- 4.3.3 A programme of study leading to a qualification awarded by the University shall not be advertised or applications to the programme permitted until:
- (a) the programme has been granted Business Case Approval;
- or
- (b) exceptionally, permission has been given by the Deputy Vice-Chancellor before the Business Case Approval stage has been completed.

- 4.3.4 An offer of a place on a programme of study leading to a qualification of the University shall not be made until:
- (a) the programme has been granted Business Case Approval;
 - and
 - (b) the programme has been granted Academic Approval.
- 4.3.5 Each year's operation of a programme shall be monitored in accordance with the [Programme Monitoring and Enhancement Procedure](#) or, in the case of programmes delivered through approved Collaborative partners, the [Annual Programme Monitoring and Enhancement Procedure](#).
- 4.3.6 • A programme shall be periodically reviewed and re-approved no more than every six years. The periodic programme review and re-approval process is set out in [Programme Design, Approval, Amendment, Review and Withdrawal](#).
- 4.3.7 Amendments to programmes shall be approved in accordance with the definitions and process set out in the [Programme Design, Approval, Amendment, Review and Withdrawal](#).
- 4.3.8 • The withdrawal of programmes shall be monitored by or on behalf of Senate. The withdrawal process is set out in [Programme Design, Approval, Amendment, Review and Withdrawal](#) which also provides for the notification by Schools of the non-recruitment to approved programmes.

4.4 Collaborative provision

- 4.4.1 Where a programme of study leading to a qualification or credit awarded by the University is delivered in full or in part by a UK institution or organisation without degree awarding powers or by an overseas institution or organisation, the institution or organisation or a division of it shall be either affiliated to the University or accredited by the University.
- 4.4.2 • Affiliation is required where the University, through a School, enters into an arrangement with a partner in a specific and defined subject area for the delivery of one or a small number of specifically identified programmes leading to credit or a qualification of the University.
- 4.4.3 Accreditation is required where the University establishes a strategic relationship with a partner at institutional level involving a range of programmes, across a number of discipline areas or subject areas, leading to University qualifications or credit, and agrees to delegate to that partner a higher level of authority in relation to quality assurance matters than that which would apply to affiliated partners.
- 4.4.4 Where affiliation or accreditation is required the relevant process is in addition to the procedure for the approval of modules and programmes and shall be completed before the programme can be advertised or offered, or can recruit.
- 4.4.5 All programmes of study leading to a qualification or credit awarded by the University delivered by an affiliated or accredited institution or organisation shall be conducted in accordance with the *Regulations* and the [Collaborative Provision Procedures](#) in which the processes for affiliation and accreditation are set out.
- 4.4.6 Where an affiliation or accreditation agreement has reached the end of the agreed affiliation or accreditation period the agreement shall be reviewed and where appropriate renewed.
- 4.4.7 Where arrangements take place between the University and any other institution or organisation which involve one or more of the following:

- (a) entry, entry with advanced standing or advanced entry on to a programme of the University;
- (b) facilitation of a distance learning programme offered by the University;
- (c) off-campus delivery of a programme of the University;
- (d) any other association which allows the institution to use the name of the University or to refer to any of its qualifications in any context;
- (e) accredited study abroad;

the arrangements shall be conducted in accordance with the *Regulations* and the [Collaborative Provision Procedures](#).

4.5 Information on taught programmes

- 4.5.1 The University shall provide appropriate access for its staff and/or students and for other designated persons to repositories of information relating to the organisation and operation of its taught programmes in accordance with its [Information on Taught Programmes](#) policy.
- 4.5.2 Where a School identifies specific information requirements for students on its programmes over and above those determined by University policy, it shall document these requirements and maintain up-to-date and accurate information that is readily accessible to staff and students.
- 4.5.3 Schools shall provide all students registered on a programme with programme information at the commencement of the programme and normally at the commencement of each subsequent level or year of study, as set out in [Information on Taught Programmes](#).
- 4.5.4 Schools shall provide all students enrolled on a module with module information at the commencement of the module which shall contain details of the module as set out in [Information on Taught Programmes](#).
- 4.5.5 Schools shall remind students that it is each student's own responsibility:
 - (a) to read and understand the information given to them on assessment requirements;
 - (b) to make staff aware of any circumstances affecting their ability to comply with these requirements.

5 Admission of students

5.1 Admissions process

- 5.1.1 The recruitment and admission of students to the University is informed by the [Admissions and Retention Policy](#).

5.2 Entry requirements

- 5.2.1 To be eligible for admission to a programme an applicant shall satisfy the General Entry Requirement and the specific entry requirement for the particular programme of study.
- 5.2.2 In addition, an applicant whose native tongue is not English shall satisfy the English Language Requirement.
- 5.2.3 • Benchmark qualifications for satisfying the General Entry Requirements for the programmes of the University are approved by or on behalf of Senate and published on the University website.
- 5.2.4 Heads of School shall ensure that the specific entry requirements for programmes are appropriately determined.
Specific entry requirements shall be set out in programme specifications, the prospectus and other promotional material of the University.
- 5.2.5 Benchmark qualifications for satisfying the English Language Requirement are set out in the [Admissions and Retention Policy](#).

5.3 Entry via Salford Alternative Entry Scheme or Accreditation of Prior Learning

- 5.3.1 An applicant who does not possess one of the qualifications which satisfies the General Entry Requirement may be admitted through the Accreditation of Prior Learning (APL).
- 5.3.2 The Accreditation of Prior Certificated Learning (APCL) and the Accreditation of Prior Experiential Learning (APEL) may be used for entry by APL to any University programme.
- 5.3.3 • The Salford Alternative Entry Scheme may be used for entry to Level 4 of designated University programme and the Accreditation of Prior Experiential Learning (APEL) may be used for entry by APL to Level 4 of all other programmes and to any other Level of all University programmes.

5.4 Entry with advanced standing via Accreditation of Prior Learning

- 5.4.1 A student may be permitted to enter a programme of study with advanced standing and awarded credit for specified modules or a level or stage of the programme through APL.
- 5.4.2 Credit may be awarded through APCL or APEL.
- 5.4.3 A student shall only be permitted to enter a programme of study with advanced standing through APL where:

- (a) the responsible School considers that the learning previously undertaken will give the student the appropriate grounding to proceed to the relevant point in the programme and is equivalent to those modules which have been undertaken by students proceeding through the programme to that point;
- and
- (b) any module previously studied for which the student wishes to be awarded credit has been passed.

5.4.4 • A student may be awarded credit for a module through APL where:

- (a) the credit value of the modules for which credit is awarded through APL is no greater than two thirds of the total credit value of the qualification to which the programme leads;
- and
- (b) the modules for which credit is awarded through APL are modules which comprise in part or in full the first two thirds of a programme leading to the qualification. Specifically, credit may not be awarded through APL for modules at Level 6 of an Honours Degree programme or modules which comprise the final 60 credit stage of a Masters programme (the project stage).

The minimum overall credit values for modules for which marks shall be given are set out in Regulation 7.6.9.

5.4.5 A student may be awarded credit for a level or stage of a programme through APL where:

- (a) the learning outcomes for the level or stage of the programme have been approved as part of the programme specification;
- (b) the student has demonstrated through the APL process that they have met all the learning outcomes for the level or stage of a programme; and
- (c) the level or stage for which credit is awarded does not comprise the final level or stage of an Honours Degree programme or the final stage of a Masters programme.

5.5 Advanced entry

5.5.1 A student may be permitted to enter a programme of study part way through the programme where:

- (a) the student has successfully completed a previous programme of study, leading to a qualification in a cognate discipline, whose credit rating is no less than the credit rating of the programme to be entered up to the point of advanced entry;
- and
- (b) the point of advanced entry is the commencement of a level or stage of the programme to be entered.

5.5.2 For the purpose of entry onto an Honours, Ordinary or Foundation Degree programme:

- (a) if a student has successfully completed a Higher National Diploma programme in a cognate discipline and normally has achieved merits or distinctions in the second year of the Higher National Diploma programme then the study for the Higher National Diploma may be rated at up to 120 credits at Level 4 and 120 credits at Level 5;
- (b) otherwise, if a student has successfully completed a Higher National Diploma programme in a cognate discipline then the study for the Higher National Diploma may be rated at up to 120 credits at Level 4 and 60 credits at Level 5;

- (c) if a student has successfully completed a Higher National Certificate programme in a cognate discipline then the study for the Higher National Certificate may be rated at up to 120 credits at Level 4.

5.6 Stand-alone modules

- 5.6.1 A student who meets the entry requirements or advanced entry requirements for a programme may be permitted to enrol on a stand-alone module within the programme.
- 5.6.2 A student who does not meet the entry requirements or advanced entry requirements for a programme may be permitted to enrol on a stand-alone module within a programme and a student may be permitted to enrol on a stand-alone module outside of a programme where the School is satisfied that the student:
 - (a) stands to benefit from the module;
 - (b) can cope with the assessments required;and
 - (c) has the appropriate experience to a requisite level to warrant admission.
- 5.6.3 Where a student has passed a stand-alone module the student may use this as evidence of his or her capability:
 - (a) to undertake further stand alone modules;or
 - (b) to be admitted onto a programme via APL.

5.7 Information for new students

- 5.7.1 The University shall provide all new students prior to their arrival at the University with joining instructions and information on University services and sources of help and advice. Additionally, the University shall provide all new international students and postgraduate students with information designed specifically for them.

Guidance on pre-arrival information is provided in the [Admissions and Retention Policy](#).

6 Registration and enrolment

6.1 Registration on programmes

- 6.1.1 • A student shall register each academic year on the programme of study to which he or she has been admitted before the student shall be permitted to undertake or continue the programme.
- 6.1.2 The times and procedures for registration are prescribed by the University. A student may be permitted to register on a programme of study up to the end of the second week of teaching in the semester in which the student was required to register. Exceptionally, the registration of a student may be authorised on academic grounds up to the end of the fourth week of teaching by the Head of School responsible for the programme. Only with the special permission of the Registrar may a student be permitted to register at any other time.
- 6.1.3 A student who fails to register at the appointed time shall have his or her registration cancelled unless an interruption of study has been agreed by the University in which case the student's registration is suspended for the duration of the interruption.
- 6.1.4 A student may with the special permission of the Registrar be permitted to register conditionally on a programme for a specified period of time.
- 6.1.5 If a student does not pay or does not make satisfactory arrangements to pay his or her tuition fees then the student's registration for the academic year in question may be cancelled.
- 6.1.6 If a student does not pay or does not make satisfactory arrangements to pay his or her tuition fees, the results of any assessments shall be withheld from the student.
- 6.1.7 If a student is in debt to the University in relation to tuition fees for any previous academic year the student shall not be permitted to register for an academic year except with the special permission of the Registrar.
- 6.1.8 At the time of registration all students shall agree to abide by the Regulations of the University and the policies which support the Regulations.
- 6.1.9 The University reserves the right to cancel an incorrect registration or not to accept a late or incorrect registration.
- 6.1.10 • A student shall not be permitted to register on more than one programme of study at one time except with the special permission of the Registrar.
- 6.1.11 A student whose registration is cancelled shall not be permitted to register for a programme until all conditions for registration are met.

6.2 Enrolment on modules

- 6.2.1 A student shall enrol each academic year on a valid set of modules for the programme on which he or she is registered before the student shall be permitted to undertake the modules.
- 6.2.2 A student may enrol on a stand-alone module outside of a programme.

6.3 Transfer

- 6.3.1 Where a programme leading to a qualification incorporates a programme leading to a lower qualification a student who is registered on either programme shall be permitted to transfer to the other programme.
- 6.3.2 A student who is registered on a programme may be permitted to transfer to another programme via the admissions process. The APL process may be used to recognise credit awarded for modules already undertaken.
- 6.3.3 A student may be permitted to transfer between modules on a programme of study up to the end of the second week of teaching of either module. Exceptionally, the transfer of a student from one module to another may be authorised on academic grounds up to the end of the fourth week of teaching by the Head of School responsible for the module to which the student is transferring.

6.4 • Extensions on Masters programmes (See also Regulation 1.2.2 (g))

- 6.4.1 A student undertaking the final 60 credit stage of a Masters programme (the project stage) may apply for one extension which shall, if approved, have the effect of deferring the student's submission date for the remaining assessment component(s) of the stage.
- 6.4.2 A student's request for an extension, together with the relevant fee, must be received by the University in advance of the assessment submission date(s) to be deferred.
- 6.4.3 The University shall verify and confirm a student's eligibility to be granted an extension, which shall take into account, where applicable, the student's legal right to remain in the UK for study purposes for the duration of the extension.
- 6.4.4 The length of the extension, for which a fee is payable, shall be one semester for students registered as full-time at the start of the project stage and two semesters for part-time students. One semester equates to 14 teaching/assessment weeks in accordance with the approved structure of the University's academic year.¹²
- 6.4.5 Where an extension is granted by the University it shall not entitle the student to the continuation of any tuition or supervisory arrangements beyond the normal scheduled length of the stage module(s).
- 6.4.6 A student may be permitted an extension during reassessment provided that they have not previously been granted an extension.
- 6.4.7 A student may be permitted an interruption of study during an extension.
- 6.4.8 While a student may submit their assessed work at any time during an approved extension it may not be possible for the University to mark the work or to ratify the mark until after the extension has expired¹³. Where coursework is not submitted before the expiry of a permitted extension this shall be recorded as a non-submission (NS).

¹² It follows that a project submission date in week 14 of Semester 3 is deferred for a full-time student to week 14 of Semester 1 of the next academic year. Semester dates and the structure of the academic year are published on the University website at http://www.governance.salford.ac.uk/page/semester_dates

¹³ It follows that an extension may impact on the date when the student is considered by a Programme Board of Examiners for the award of the final qualification and this means that a student granted an extension may not be eligible to attend the same graduation ceremony as other students in their cohort.

- 6.4.9 • A student may submit a case of personal mitigating circumstances for non-submission during an extension or up to ten working days after the expiry of any approved extension.

6.5 • Interruption of study

- 6.5.1 A student may apply for an interruption in his or her programme of study. The period of any approved interruption shall normally be up to one year and exceptionally up to two years.¹⁴
- 6.5.2 A request for an interruption of study shall normally be considered for approval following consultation between the student and the School concerning the appropriate points at which to interrupt study and to recommence the programme.
- 6.5.3 It may not be possible to approve a request for an interruption of study, for example where a programme is to be discontinued or significantly amended before the student's planned resumption of study.
- 6.5.4 At the time a student interrupts study the student's registration on the programme shall change and they shall not have the same entitlements as fully registered students.
- 6.5.5 At the time a student recommences study after an interruption the student shall re-register on the programme and agree to abide by the Regulations in force at that time before he or she shall be permitted to continue on the programme.

6.6 Attendance and Participation

- 6.6.1 Minimum attendance and participation requirements for each programme are specified at a programme level, and each student must satisfy these in order to remain registered on the programme.
- 6.6.2 Where a student registered on a programme has failed to satisfy the minimum attendance and participation requirements of that programme, the University shall have the right to cancel the student's registration with immediate effect.
- 6.6.3 Students required to withdraw from their programme under 6.6.2 shall have the right of appeal against their withdrawal in accordance with the procedure approved by Senate.
- 6.6.4 Where a student's appeal against withdrawal is upheld, the University shall either with immediate effect, where it is appropriate to do so without detriment to the student's potential to succeed, or after an interruption of study, reinstate their registration and the student shall be permitted to continue on their programme of study.
- 6.6.5 Arrangements for the monitoring of student attendance and other forms of participation shall be informed by the [Student Engagement, Participation and Attendance Policy](#).
- 6.6.6 Attendance and participation requirements of a module shall be the same for students retaking the module as for students taking it for the first time.

¹⁴ An interruption will normally impact on the date when the student is considered by a Programme Board of Examiners for the award of the final qualification and this means that a student granted an interruption will not be eligible to attend the same graduation ceremony as other students in their original cohort.

7 Assessment of modules

7.1 Assessment scale

7.1.1 Student performance in coursework and examinations shall be assessed and recorded either as a **mark** or as a **grade**. All marks shall be in the form of a **percentage** (i.e. out of 100%). Graded coursework and examinations shall be recorded as a pass (P) or fail (F).

7.1.2 At Level 3, 4, 5 and 6 the following marking scale shall be used:

outstanding	90% – 100%
excellent	80% – 89%
very good	70% – 79%
good	60% – 69%
fair	50% – 59%
adequate	40% – 49%
unsatisfactory	30% – 39%
poor	20% – 29%
very poor	10% – 19%
extremely poor	0% – 9%

7.1.3 At Level 7 the following marking scale shall be used:

outstanding	90% – 100%
excellent	80% – 89%
very good	70% – 79%
good	60% – 69%
satisfactory	50% – 59%
unsatisfactory	40% – 49%
inadequate	30% – 39%
poor	20% – 29%
very poor	10% – 19%
extremely poor	0% – 9%

7.1.4 **Descriptors** for the marking bands, which have been developed by Schools and which elaborate on the levels of performance identified in the marking scale in terms of disciplines, shall be used to inform marking.

7.1.5 Where a student does not submit work (i.e. does not submit coursework, attend an examination or participate in some other form of assessment) then a non-submission (NS) shall be recorded which shall be treated as 0% or fail except as provided in 7.6.5.

7.2 Assessed work

7.2.1 Procedures for the conduct of University examinations are set out in [Assessment and Feedback for Taught Awards](#).

7.2.2 All written examinations at programme levels 5, 6 and 7 shall be marked anonymously. The procedures are set out in [Assessment and Feedback for Taught Awards](#).

- 7.2.3 • All assessed work (i.e. examination scripts and coursework assignments) at Level 5, 6 and 7 of a programme shall be moderated. In addition assessed work at Level 4 which contributes to the programme mark for any qualification available for award with distinction or merit shall also be moderated.¹⁵

The moderation procedures are set out in [Assessment and Feedback for Taught Awards](#).

- 7.2.4 Schools shall:

- (a) have a system of receipting assessed work;
- (b) provide feedback on all assessed work in a way that promotes learning and facilitates improvement;
- (c) retain a record of feedback provided.

The procedures are set out in [Assessment and Feedback for Taught Awards](#).

- 7.2.5 • Where a student undertaking assessment or reassessment does not submit coursework by the submission due date and time the following **penalties for late work** shall be applied to the mark or grade for that work, except as provided in Regulation 1.2.2 (h):
- (a) if the work is no more than four working days late and marked then five marks shall be deducted for each working day (or part thereof), but if the work would otherwise pass then the mark for the work shall be reduced to no lower than the pass mark for the component;
 - (b) if the work is no more than four working days late and marked and the mark is lower than the pass mark, then no penalty shall be applied;
 - (c) if the work is no more than four working days late and graded either Pass or Fail then no penalty shall be applied;
 - (d) if the work is more than four working days late then it cannot be submitted and shall be recorded as a non-submission (NS).

- 7.2.6 • The penalties for the late submission of work required during the final 60 credit stage of a Masters Degree (the project stage) shall apply from the submission due date unless an extension has been granted under Regulation 6.4, in which case the penalties shall apply from the deferred submission date determined by the expiry of the extension. See also Regulation 1.2.2 (h).

- 7.2.7 By attending an examination or submitting coursework students are deemed to declare themselves fit to undertake the assessment.

- 7.2.8 The University shall advise all students who have disclosed a disability and/or require individual or additional support to undertake studies that they should be assessed and advised by Disability and Learner Support in the Student Life Directorate. As a consequence they may receive additional arrangements in assessments and support to facilitate study within the resources available.

7.3 • Personal Mitigating Circumstances

- 7.3.1 Where a student's ability to undertake or submit an assessment is seriously affected by personal mitigating circumstances (PMC) the student may submit a request that their personal mitigating circumstances be taken into consideration by the University in respect of:

- i. late submission of assessed coursework¹⁶; or

¹⁵ i.e. on programmes leading to HNC, HND or Foundation Degree

¹⁶ Not applicable to students on the final project stage of a Masters degree programme who registered before 2014/15. See Regulation 1.2.2 (h).

- ii non-submission of assessed coursework; or
- iii non-attendance at an examination or similar scheduled and timed assessment event

7.3.2 The [Personal Mitigating Circumstances procedure](#) shall set out:

- i. the principles and requirements governing the submission of personal mitigating circumstances by students relating to their assessments
- ii. how such circumstances shall be considered by Schools and Programme Boards of Examiners
- iii. the effect of a student's PMC request being accepted or rejected..

7.3.3 A student whose PMC case has been rejected or who does not submit a PMC request in accordance with the [Personal Mitigating Circumstances procedure](#) may be able to submit an academic appeal against a decision of the Programme Board of Examiners at the end of the level or stage of their programme of study on the grounds that relevant evidence is available which was not submitted in accordance with the procedure but for which there is reasonable or good cause for that omission (see Regulation 11.1).

7.4 • Academic misconduct

7.4.1 Any attempt by a student to gain an unfair advantage in assessment shall be deemed academic misconduct. Academic misconduct can take a number of forms which are likely to fall into one or more of the following categories:

- (a) plagiarism, which involves taking the work of another person and using it as if it were one's own;
- (b) self plagiarism (or double submission) which involves resubmitting work submitted in another module without proper acknowledgement
- (c) collusion, which involves working with others on tasks that should be carried out on an individual basis;
- (d) falsifying experimental or other investigative results;
- (e) taking unauthorised material into an examination;
- (f) contracting another person to produce a piece of assessed work or writing a piece of assessed work for another;
- (g) copying from or communicating with another examination candidate during an examination;
- (h) bribery involving the offer to academic staff of money, gifts or other advantage which is intended to induce or reward impropriety in the marking of an assessment.

7.4.2 Cases of suspected academic misconduct in assessment shall be considered in accordance with the [Academic Misconduct Procedure](#). This procedure provides for the most serious cases of academic misconduct to be referred for consideration under either the [Student Disciplinary Procedure](#) or the [Fitness to Practise Procedure](#).

7.4.3 The [Academic Misconduct Procedure](#), the [Student Disciplinary Procedure](#) and the [Fitness to Practise Procedure](#) shall set out the arrangements for investigating alleged academic misconduct and for applying penalties to a student's mark(s) or grade(s) where they have been found guilty of academic misconduct.

7.5 Component mark or grade

- 7.5.1 • A student enrolled on a module shall be given a component mark or grade or be recorded as non-submission (NS) for each component listed in the module specification. The component mark or grade may be determined directly from the assessment or from sub-component marks or grades which have been determined from the assessment.
- 7.5.2 At Level 3, 4, 5 and 6 the pass mark for a component shall be 40%.
- 7.5.3 At Level 7 the pass mark for a component shall be 50%.
- 7.5.4 Component marks and grades shall be input into the Student Information System.
- 7.5.5 The number of component marks or grades shall meet the requirements set out in Regulations 3.1.13 to 3.1.15.

7.6 Module mark

- 7.6.1 A student who has undertaken a module which includes one or more marked components shall be given a module mark, derived from the component marks, that represents a summary of his or her performance on that module.
- 7.6.2 There are two methods of calculating the module mark: Method A, which is used normally, and Method B, which is used where some or all of the components have to be passed in order to pass the module. Any component which is graded must be passed in order to pass the module so where a module contains both marked and graded components Method B is always used. The method used shall be stated in the module specification (where no method is stated and there are no graded components the method shall be deemed to be Method A).
- 7.6.3 Using **Method A**, the module mark shall be calculated as the weighted average of the component marks according to the weightings stated in the module specification. That is:
- $$\text{module mark} = \text{sum of (component mark} \times \text{weighting)}$$
- 7.6.4 Using **Method B**, the weighted average of the component marks shall be calculated initially (NB any graded components are not included in the initial calculation).
Where any marked components that must be passed have been passed and all the graded components have been passed then the module mark shall be the weighted average of the component marks.
Where any marked components that must be passed have been failed or any graded components have been failed then the module mark shall be the weighted average of the component marks subject to the condition that the maximum module mark that can be achieved shall be 39% at Level 3, 4, 5 and 6, and 49% at Level 7.
- 7.6.5 Where all the component marks and grades for a module are recorded as NS the module mark shall be NS.
Otherwise, component marks recorded as NS shall be treated as 0%, component grades recorded as NS shall be treated as F and the module mark calculated in the normal manner.
- 7.6.6 Where replacement component marks or grades have been given on account of a case of Personal Mitigating Circumstances the module mark or grade should be calculated in the normal way using the replacement marks or grades for those components which have been voided plus the original marks or grades for any other

components. (See also Regulation 7.8.12 for the calculation of a module mark where a replacement component mark or grade has been given at reassessment.)

- 7.6.7 • Where a student has been awarded credit for a module via APL then where possible the module mark shall be recorded as a percentage mark, obtained via the marks' translation process aligned to the relevant marking scale (see Regulation 7.1), otherwise a module grade of P shall be recorded. See also Regulation 5.4.4.
- 7.6.8 • Where a student has undertaken a period of study, as part of a programme of the University, which is assessed by another institution:
- (a) if the study is at Level 3, 4 or 7 then where possible the module mark(s) shall be recorded as a percentage mark, obtained via the marks' translation process aligned to the relevant marking scale (see Regulation 7.1), otherwise the module mark(s) shall be recorded as a pass/fail grade;
 - (b) if the study is at Level 5 or 6 then the module mark(s) shall be recorded as a percentage mark, obtained via the marks' translation process aligned to the relevant marking scale (see Regulation 7.1).
- 7.6.9 The minimum overall credit value of the modules for which a module mark shall be given shall be:
- (a) for an Honours Degree:
60 credits at Level 5 and 100 credits at Level 6
or
120 credits at Level 6;
 - (b) for an Integrated Masters Degree:
120 credits at Level 6 and 120 credits at Level 7
- 7.6.10 A module mark recorded as NS shall be treated as 0% for all subsequent calculations.
- 7.6.11 At Level 3, 4, 5 and 6 the pass mark for a module shall be 40%.
- 7.6.12 At Level 7 the pass mark for a module shall be 50%.

7.7 Module grade

- 7.7.1 A student who has undertaken a module for which all the components are graded shall be given a module grade, derived from the component grades, that represents a summary of his or her performance on that module.
- 7.7.2 Where all the components have been passed the module grade shall be a pass. Otherwise, the module grade shall be a fail.
- 7.7.3 Where all the component grades are recorded as NS the module grade shall be NS. Otherwise, the component grades recorded as NS shall be treated as a fail and the module grade calculated in the normal manner.
- 7.7.4 A module grade recorded as NS shall be treated as a fail for all subsequent purposes.

7.8 Reassessment and retakes

- 7.8.1 • A student who has passed a module shall not be permitted any further opportunity to be reassessed in any of the module's components of assessment or to retake the module, subject to the provisions of Regulations 7.8.18 and 7.8.19.

- 7.8.2 A student who has failed a module which forms part or the whole of the final 60 credit stage of a Masters Degree programme (the project stage) shall be permitted one reassessment opportunity only and shall not be permitted to retake the module.
- 7.8.3 • A student who has failed a placement module whose credit value is additional to the standard credit requirements for the programme being studied (see Regulation 3.2.23) shall be permitted one reassessment opportunity only and shall not be permitted to retake the module. Where the student, notwithstanding their failure of the placement module, has accumulated the credits for progression to the next level or stage of the programme they shall be permitted to progress on a non-placement version of the programme. See also Regulation 1.2.2 (j).
- 7.8.4 • A student who has failed a placement module provided within a three-year sandwich degree programme shall be permitted one reassessment opportunity only and shall not be permitted to retake the module. A student who does not pass the placement module at reassessment may transfer to a designated non-placement programme if they have accumulated the requisite credits. A student who transfers to the designated non-placement programme after failing the placement reassessment shall undertake replacement level 5 modules as required as a third and final retake opportunity to progress to level 6.
- 7.8.5 A student shall be permitted, subject to the provisions of Regulations 7.8.1 to 7.8.4:
- (a) one opportunity to take a module, which provides the first presentation of the module's assessed components;
- and
- (b) one opportunity to be reassessed in the failed component(s) of a failed module at a time specified by the University following a student's failure of the module at its first presentation;
- and, subject to the continued availability of the module and payment of the appropriate fee¹⁷,
- (c) one opportunity to retake a module following a student's failure of the module after their reassessment opportunity.
- 7.8.6 • Where a student has at their first attempt failed one or more modules undertaken as part of a period of study abroad and the arrangements of the hosting institution for reassessment of the module(s) does not align with the University's calendar, the student shall be permitted to undertake their retake opportunity with new replacement modules delivered by the University prior to their reassessment opportunity.
- 7.8.7 Where a student has been permitted to retake a module but that module is no longer offered by the University, the student shall be entitled, subject to payment of the appropriate fee, to substitute the module with another module deemed suitable for the purpose by the University. The substitute module taken shall be regarded as the student's retake attempt and no further assessment opportunities shall be permitted.
- 7.8.8 A student's retake of a module shall be subject to the same attendance and participation requirements as for students taking the module for the first time (see Regulation 6.6).
- 7.8.9 • Where a student has been permitted to be reassessed or to retake a module the maximum module mark that the student shall be given under any circumstances, subject to the provisions of Regulation 7.8.11, shall be the pass mark for the

¹⁷ The "retake" fee is normally payable for a student's third attempt to pass one or more modules even where the student is permitted to retake modules as their second attempt in accordance with Regulation 7.8.6.

module: that is 40% at Level 3, 4, 5 and 6 and 50% at Level 7. See also Regulations 7.8.18 and 7.8.19.

- 7.8.10● Where a student has been permitted to be reassessed on a module a new component mark shall be given for each marked component that was failed and a new component grade for each graded component that was failed. The module mark shall be calculated from:
- (a) the original component marks and grades for the passed components and
 - (b) whichever is the higher of the original marks and grades and the new marks and grades for the reassessed components.
- The module mark shall be no higher than the pass mark, subject to the provisions of Regulation 7.8.11. See also Regulations 7.8.18 and 7.8.19.
- 7.8.11 Where a student is reassessed for a module for which the module mark is calculated by Method B and has achieved component marks sufficient to pass the module then the module mark given to the student shall be whichever is the higher of:
- (a) the weighted average of the component marks at the first attempt;
 - (b) the pass mark for the module.
- 7.8.12 Where a student has been permitted to be reassessed on a graded module a new component grade shall be given for each component that was failed when initially assessed.
- The module grade shall be calculated from the original component grades for the passed components and the new component grades for the reassessed components.
- 7.8.13 Where a student who has been given a replacement component mark or grade does not pass the module then the subsequent calculations for the module mark or grade shall take place in the standard logical order, using component marks or grades achieved at assessment and reassessment, even though not all assessments and reassessments have taken place at the usual time.
- 7.8.14 Where a student has been permitted to retake a module the module mark shall be calculated entirely from new component marks and grades given when the student retook the module. The module mark shall be no higher than the pass mark.
- 7.8.15 Where a student has been permitted to retake a graded module the module grade shall be calculated entirely from new component grades given when the student retook the module.
- 7.8.16 Where a student has been permitted to retake a module the student shall be permitted to retake a different module on the programme under the same conditions so long as such a module would otherwise be permitted as a take on the programme in place of the original module.
- 7.8.17● Where a student has been reassessed or has retaken a module the higher or highest of the module marks or grades thus achieved, which shall be no higher than the pass mark, subject to the provisions of Regulation 7.8.11, shall be used in any subsequent calculations and recorded on the student transcript. See also Regulations 7.8.18 and 7.8.19.
- 7.8.18 A student registered on an Integrated Masters Degree programme or a Masters Degree programme with a Graduate Diploma programme as an initial year who has achieved a module mark of less than 50% at Level 6 of the programme shall be permitted to be reassessed, for each marked component where a mark of less than

50% was achieved and each graded component that was failed, or to retake the module. The maximum module mark after reassessment or retaking that the student shall be given shall be 40%, subject to the provisions of Regulation 7.8.11. However, a weighted average of the component marks, achieved following reassessment or retaking the module, up to the value of 50% may be used for the purposes of progression as specified in regulation 8.3.7 (c).

- 7.8.19● A student registered on a programme for which there is a higher requirement for progression from Level 3 to a route at Level 4¹⁸ who has not achieved the specified Level 3 attainment mark shall be permitted to be reassessed for each marked component where a mark of less than the attainment mark was achieved (including where the module has been passed) and each graded component that was failed, or to retake the module. For the purposes of progression as specified in Regulations 8.3.4 and 8.3.5 the module mark after reassessment or retaking shall not be capped and a weighted average of the module marks achieved following reassessment or retaking the module(s) shall be used to calculate the student's attainment mark. Where a student has been reassessed or retaken a module the Student Information System shall record the student's capped mark after reassessment or retake.
- 7.8.20 A student who has retaken a module and is deemed after the scheduled assessment opportunity to have failed the module shall not be permitted any further opportunity to be reassessed in that module other than any replacement opportunity permitted when a case of personal mitigating circumstances is accepted for one or more component (see [Personal Mitigating Circumstances procedure](#)).

¹⁸ E.g. International Foundation Year programme

8 Credit, progression and qualifications

8.1 Level mark

8.1.1 A student who has undertaken Level 3, 4, 5 or 6 of a programme or 120 credits at Level 7 shall be given a level mark, derived from the module marks at that level of the programme, that represents a summary of the student's performance at that level.

8.1.2 The level mark shall be calculated to two decimal places as the weighted average of the module marks for all the marked modules at that level of the programme. That is:

$$\text{level mark} = (\text{sum of (module mark} \times \text{credit)}) \div (\text{credits at the level})$$

8.2 Award of credit and compensation

8.2.1 A student who has passed a module (i.e. has achieved a module mark of at least 40% at Level 3, 4, 5 or 6 or 50% at Level 7) shall be awarded the credits for that module.

8.2.2 A student who has failed a module may, under circumstances set out below, be given compensation and awarded credits for that module.

8.2.3 A student can only be given compensation if as a consequence the student accumulates all the credits necessary to complete the level or stage.

8.2.4 • A student who has undertaken Level 3, 4, 5 or 6 of a programme and has failed one or more modules shall be given **automatic compensation** for the modules if all of the following conditions have been met:

- (a) the failed modules are designated as **fully eligible** for compensation in the programme specification;
- (b) modules worth no more than 20 credits in total have been failed;
- (c) a module mark of at least 30% has been achieved for each failed module;
- (d) none of the failed modules contains a graded component that has been failed;
- (e) any failed module does not include a failed component for which the student has at any time during their registration received a mark of 0 or grade of Fail as a penalty for academic misconduct;
- (f) modules at that level of the programme worth at least 120 credits have been undertaken;
- (g) all the modules at that level have the same credit level as the level of the programme;
- (h) modules at that level of the programme worth at least 100 credits have been passed;
- (i) a level mark of at least 40.00% has been achieved.

8.2.5 • A student who has undertaken the Postgraduate Diploma stage of a programme or Level 7 of an Integrated Masters programme and has failed a module shall be given **automatic compensation** for the module if all of the following conditions have been met:

- (a) the failed module is designated as **fully eligible** for compensation in the programme specification;
- (b) one or more modules worth no more than 30 credits in total have been failed;

- (c) a module mark of at least 45% has been achieved for the failed module(s);
- (d) the failed module(s) do not contain a graded component that has been failed;
- (e) any failed module does not include a failed component for which the student has at any time during their registration received a mark of 0 or grade of Fail as a penalty for academic misconduct
- (f) modules at that level of the programme worth 120 credits have been undertaken;
- (g) modules at that level of the programme worth 90 credits have been passed
- (h) a level mark of at least 50.00% has been achieved.

8.2.6 Modules undertaken as part of the final 60 credit stage of a Masters Programme (the project stage) shall not be eligible for compensation.

8.2.7 A student who has been given compensation for a module shall be entitled to be reassessed or to retake the module subject to the provisions of the *Regulations*.

8.3 Progression

8.3.1 Progression within a level of a programme shall be automatic unless the level is divided into stages.

8.3.2 Where a level of a programme is divided into stages a student who has accumulated the credits for a stage, set out in the programme specification, shall be permitted to progress to the next stage of that level.

8.3.3 A student who has accumulated the credits for a level of a programme and any other requirements designated in the regulations shall be permitted to progress to the next level of that programme.

The standard requirement for progression is:

120 credits at Level 3, 4, 5 or 6

8.3.4 • A student who has undertaken Level 3 for which there is a higher requirement for progression from Level 3 to a route at Level 4 shall be given an attainment mark for each such route. See also Regulation 7.8.19.

The attainment mark shall be calculated as the weighted average of the module marks for the particular modules designated in the approved programme specification. That is:

$$\text{attainment mark} = (\text{sum of (module mark x credit)}) \div \text{credits}$$

8.3.5 A student registered on a programme for which there is a higher requirement for progression from Level 3 to a route at Level 4 who:

(a) has accumulated 120 credits at Level 3

and

(b) has achieved the attainment mark designated in the programme specification shall be permitted to progress from Level 3 to that route at Level 4.

8.3.6 A student registered on an Honours Degree Programme who has accumulated 120 credits at Level 4 and 80 credits at Level 5 but who has not met the requirements for progression from Level 5 to Level 6 may be permitted by the Programme Board of Examiners to transfer to a named Ordinary Degree Programme where such a programme has been approved.

8.3.7 A student registered on an Integrated Masters Degree programme or a Masters Degree programme with a Graduate Diploma programme as an initial year who:

- (a) has accumulated 120 credits at Level 6 of the programme; and either
 - (b) has achieved a Level 6 mark of at least 50.00%; or
 - (c) has achieved a progression mark of at least 50.00%, determined in a similar manner to the Level 6 mark but calculated as though the maximum module mark that can be achieved on reassessment or retaking a module is 50%,
- shall be permitted to progress to Level 7 of the programme. See also Regulation 7.8.18.

- 8.3.8 • A student registered on a Masters programme who by the end of the Postgraduate Diploma stage has obtained 90 credits at Level 7 for modules within that stage shall be permitted to progress to the final 60 credit stage of the programme (the project stage), provided that any missing credit from the Postgraduate Diploma stage does not relate to a module identified as a prerequisite for the project stage module(s). See also Regulation 1.2.2 (k).

Further guidance on the consideration of progression by Programme Boards of Examiners is provided in [Boards of Examiners](#)

- 8.3.9 • A student shall be permitted to progress to the next level of a programme for which concurrent study has been approved as an inherent or necessary feature (see Regulation 3.2.22) without having accumulated all the credits at the previous level if all the following conditions have been met:

- (a) the student has accumulated at least 60 credits at the previous level;
- (b) the modules studied concurrently are at two adjacent levels;
- (c) the student has obtained all the requisite credits from the lower level at the point where the Programme Board of Examiners determines whether they may continue study at the higher level.

- 8.3.10 A student may be permitted to study at two levels concurrently on any programme when:

- (a) the student has made an appeal against a decision of the Programme Board of Examiners or an Academic Misconduct Panel or the Disciplinary Committee and has been allowed to proceed to the next level pending the outcome of the appeal;

or

- (b) Personal Mitigating Circumstances have prevented the student from being assessed in the normal manner.

- 8.3.11 Concurrent study shall be permitted under Regulation 8.3.10 only when the following conditions have been met:

- (a) the modules studied concurrently are at two adjacent levels; and
- (b) any module which is being assessed concurrently must be passed or compensated according to the normal rules of compensation before the student may progress to the next level at the end of the academic year.

- 8.3.12 • Where a student has made an appeal against a decision of a Board of Examiners, an Academic Misconduct Panel or a Disciplinary Panel and if, as a consequence of the appeal being upheld, the student would accumulate all the credits necessary to complete the level or stage, the student shall normally be permitted to progress to the next level pending the outcome of the appeal.

- 8.3.13 • Where a student is permitted to progress under Regulation 8.3.12, they shall normally be registered in the first instance on the lower level under appeal and their attendance on any clinical placements at the higher level shall be at the discretion of the Programme Board of Examiners on the advice of the programme team.

- 8.3.14 If the appeal is subsequently not upheld, the student will be required to step off the programme and retrieve the outstanding credits before proceeding to the next level or stage.
- Further details on the status of a student during an academic appeal may be found in the [Academic Appeals Procedure](#).
- 8.3.15 A student who has submitted a case of personal mitigating circumstances at the reassessment period and whose case has been accepted will normally not have an opportunity to retrieve their assessments before the start of the next academic year. In such cases the Board of Examiners shall determine, whether the student may exceptionally progress to the next level of the programme and study concurrently in order to retrieve the assessments from the adjacent lower level.
- 8.3.16 The decision to permit concurrent study shall not be determined by the nature of the personal mitigating circumstances, such information remaining confidential to the PMC Reviewers. The determining factors shall be:
- (a) the volume of credits covered by the PMC does not exceed 20 credits and
 - (b) the modules covered by the PMC are not pre-requisites for further learning.

8.4 • Award of qualifications

- 8.4.1 A student registered on a programme of study leading to a qualification who has accumulated the credits for the qualification, set out in the programme specification, shall be awarded the qualification, which shall be named according to the title of the programme.
- 8.4.2 A student registered on a programme of study leading to a qualification who leaves the programme without accumulating the specified credits for that qualification shall be awarded the highest available **intermediate terminating qualification**, if any, selected from the qualifications of the University, set out in Regulation 3.2.23, for which the student has accumulated the credits required provided that at least half of the required credits have been accumulated during the student's registration at the University.
- 8.4.3 Where a programme leading to an intermediate terminating qualification has been approved or the intermediate terminating qualification is worth at least 120 credits then a named intermediate terminating qualification shall be awarded.
Otherwise, an unnamed intermediate terminating qualification shall be awarded.
- 8.4.4 Where a programme leading to an intermediate terminating qualification has been approved then the name of the intermediate qualification awarded shall be the title of the programme.
Otherwise, the name of a named intermediate terminating qualification shall be either the title of the programme leading to the next highest qualification or a particular name that has been approved for this purpose.
- 8.4.5 A student registered on a programme of study who has accumulated 120 credits at Level 3 shall be awarded a University Foundation Certificate, named according to the conventions in Regulations 8.4.3 and 8.4.4.
- 8.4.6 Where a placement module is additional to the credit requirements of a programme, as set out in the programme specification, it shall not contribute to the award of the qualification but will be recognised through the award of a Diploma in Professional Studies¹⁹.

¹⁹ This qualification shall not be available to students registering on a programme from the start of 2016/17.

- 8.4.7 A student who has not been permitted to progress or transfer to another programme or awarded a final qualification and who has not been permitted any further assessment opportunities shall be required to withdraw from the programme, subject to the provisions of Regulation 8.4.2.
- 8.4.8 A student registered on a programme of study leading to a qualification of the University who dies without accumulating the specified credits for that qualification shall be eligible for the posthumous award of that qualification where:
- (a) the student has accumulated at least two-thirds of the credits for the qualification; and
 - (b) the Programme Board of Examiners, taking into account the student's eligibility for an intermediate terminating qualification under regulation 8.4.2, the evidence of the student's performance in the final level or stage of the programme and the wishes of the immediate family of the deceased, recommends the conferment of a posthumous final qualification.
- 8.4.9 A posthumous award in accordance with Regulation 8.4.8 shall be made without classification or Distinction or Merit and the certificate shall record that the qualification was awarded posthumously.

9 Classification, distinction and merit

9.1 Programme mark

9.1.1 A student who has met the requirements for a Higher National Certificate or Diploma, a Foundation Degree, an Honours Degree, an Integrated Masters Degree, a Postgraduate Diploma or a Masters Degree shall be given a programme mark that represents a summary of his or her performance on the programme, subject to the provisions of Regulations 9.1.4, 9.1.6, 9.1.12 and 9.1.14.

- 9.1.2 • A module mark shall contribute towards the calculation of the programme mark if:
- (a) the module has been approved by the University of Salford within the modular framework for taught programmes, as set out in section 3 of the *Regulations* and encompassing those programmes listed in regulation 3.2.23; and
 - (b) the module mark was ratified by the Module Board of Examiners for the module.

9.1.3 The programme mark for a Higher National Certificate programme containing 120 credits at Level 4 shall be calculated to two decimal places as the weighted mean mark of a student's best 100 credits for which marks are awarded.

It follows that a student on a standard HNC programme with module marks worth 120 credits at Level 4 shall normally have their lowest marked 20-credit module excluded from the programme mark calculation. Where the student's lowest marked module is greater than 20 credits an appropriately weighted proportion of that module mark shall be factored into the calculation to reflect student achievement equivalent to 100 credits.

9.1.4 Where a student who has met the requirements for a Higher National Certificate has been given module marks for fewer than 100 credits at Level 4 then no programme mark shall be calculated and the qualification shall be awarded without Distinction or Merit to that student.

9.1.5 The programme mark for a programme containing 120 credits at Level 4 and 120 credits at Level 5 and leading to a Higher National Diploma or a Foundation Degree shall be calculated to two decimal places as follows:

$$\text{programme mark} = 25\% \times (\text{weighted mean mark for best 100 credits at Level 4}) + 75\% \times (\text{weighted mean mark for best 100 credits at Level 5})$$

It follows that a student on a standard programme with module marks worth 120 credits at each of Level 4 and 5 shall normally have their lowest marked 20-credit module excluded from the programme mark calculation. Where the student's lowest marked module is greater than 20 credits an appropriately weighted proportion of that module mark shall be factored into the calculation to reflect achievement equivalent to 100 credits at Levels 4 and 5.

9.1.6 Where a student who has met the requirements for a Higher National Diploma or a Foundation Degree has been given module marks for fewer than 100 credits at Level 4 or Level 5²⁰ then no programme mark shall be calculated and the qualification shall be awarded without Distinction or Merit to that student.

²⁰ These circumstances may occur where a student entered a programme with advanced standing (Regulation 5.4) or through advanced entry (Regulation 5.5) or where the student has accumulated more than 20 credits from graded modules at Level 4 or 5.

- 9.1.7 The programme mark for a standard Honours Degree programme, containing at least 100 credits at Level 5 and 100 credits at Level 6 for which module marks are given, shall be calculated to two decimal places as follows:

$$\text{programme mark} = 25\% \times (\text{weighted mean mark for best 100 credits at Level 5}) + 75\% \times (\text{weighted mean mark for best 100 credits at Level 6})$$

It follows that a student on a standard Honours degree programme with module marks worth 120 credits at each of Level 5 and 6 shall normally have their lowest marked 20-credit module excluded from the programme mark calculation. Where the student's lowest marked module is greater than 20 credits an appropriately weighted proportion of that module mark shall be factored into the calculation to reflect achievement equivalent to 100 credits at Levels 5 and 6.

- 9.1.8 The programme mark for a non-standard Honours Degree programme containing fewer than 100 credits at Level 5 or Level 6 for which module marks are given shall use credits for which module marks are given and shall be calculated to two decimal places as follows:

$$\begin{aligned} \text{programme mark} = & ((\text{Level 5 credits} \times \text{Level 5 mark}) \\ & + (3 \times \text{Level 6 credits} \times \text{Level 6 mark})) \\ & \div (\text{Level 5 credits} + 3 \times \text{Level 6 credits}) \end{aligned}$$

- 9.1.9 The programme mark for a standard Integrated Masters Degree programme, containing at least 100 credits at Level 6 and 120 credits at Level 7 for which module marks are given, shall be calculated to two decimal places as follows:

$$\text{programme mark} = 25\% \times (\text{weighted mean mark for best 100 credits at Level 6}) + 75\% \times \text{Level 7 mark}$$

- 9.1.10 The programme mark for a non-standard Integrated Masters Degree programme containing fewer than 100 credits at Level 6 or 120 credits at Level 7 for which marks are given shall use credits for which module marks are given and shall be calculated to two decimal places as follows:

$$\begin{aligned} \text{programme mark} = & ((\text{Level 6 credits} \times \text{Level 6 mark}) \\ & + (3 \times \text{Level 7 credits} \times \text{Level 7 mark})) \\ & \div (\text{Level 6 credits} + 3 \times \text{Level 7 credits}) \end{aligned}$$

- 9.1.11 The programme mark for a Postgraduate Diploma programme shall be calculated to two decimal places to provide the mean mark for a student's best 120 credits at Level 7 as follows:

$$\text{programme mark} = (\text{sum of (module marks from best 120 credits at Level 7 x credit)}) \div 120$$

- 9.1.12 Where a student who has met the requirements for a Postgraduate Diploma has been given module marks for fewer than 120 credits at Level 7²¹ then no programme mark shall be calculated and the qualification shall not be available with Distinction or Merit to that student.

- 9.1.13 The programme mark for a Masters Degree programme shall be calculated to two decimal places as follows:

$$\text{programme mark} = (\text{sum of (module mark} \times \text{credit)}) \div 180$$

- 9.1.14 Where a student who has met the requirements for a Masters Degree has been given module marks for fewer than 180 credits at Level 7²² then no programme mark shall be calculated and the qualification shall not be available with Distinction or Merit to that student.

²¹ These circumstances may occur where a student entered a programme with advanced standing (Regulation 5.4) or through advanced entry (Regulation 5.5) or where the student has accumulated credit from graded modules.

²² See footnote 21.

- 9.1.15 In the case of a Masters Degree programme, a project stage mark, which is commonly the mark for a single 60 credit module, shall be calculated to two decimal places as the weighted average of the module marks over the final 60 credit stage of the programme. That is:

$$\text{project stage mark} = (\text{sum of (module mark} \times \text{credit)}) \div 60$$

9.2 Foundation Degree with Distinction or Merit

- 9.2.1 A student who is eligible for the award of a Foundation Degree may be awarded that qualification with Distinction or Merit except as provided in Regulation 9.1.6.
- 9.2.2 A student who has achieved a programme mark of at least 68.50% shall be awarded a Foundation Degree with Distinction.
- 9.2.3 A student who has not been awarded a Foundation Degree with Distinction but has achieved a programme mark of at least 59.00% shall be awarded a Foundation Degree with Merit.

9.3 Higher National Certificate or Diploma with Distinction or Merit

- 9.3.1 A student who is eligible for the award of a Higher National Certificate or Diploma may be awarded that qualification with Distinction or Merit except as provided in Regulations 9.1.4 and 9.1.6.
- 9.3.2 A student who has achieved a programme mark of at least 68.50% shall be awarded a Higher National Certificate or Diploma with Distinction.
- 9.3.3 A student who has not been awarded a Higher National Certificate or Diploma with Distinction but has achieved a programme mark of at least 59.00% shall be awarded a Higher National Certificate or Diploma with Merit.

9.4 Classification of Honours Degree and Integrated Masters Degree

- 9.4.1 The award of an Honours Degree or Integrated Masters Degree shall be classified.
- 9.4.2 The class of degree shall be determined by the programme mark, according to the table below:

<i>minimum programme mark</i>	<i>class of degree</i>
68.50%	first
59.00%	upper second
49.50%	lower second
40.00%	third

9.5 Postgraduate Diploma with Distinction or Merit

- 9.5.1 A student who is eligible for the award of a Postgraduate Diploma may be awarded that qualification with Distinction or Merit except as provided in Regulation 9.1.14.
- 9.5.2 A student who has achieved a programme mark of at least 70.00% shall be awarded a Postgraduate Diploma with Distinction.

- 9.5.3 A student who has not been awarded a Postgraduate Diploma with Distinction but has achieved a programme mark of at least 60.00% shall be awarded a Postgraduate Diploma with Merit.

9.6 Masters Degree with Distinction or Merit

- 9.6.1 • A student who has been given a programme mark may be awarded a Masters Degree with Distinction or Merit. See also Regulation 1.2.2(l).
- 9.6.2 A student who has achieved:
- (a) a programme mark of at least 70.00%;
 - and
 - (b) a project stage mark of at least 70.00%,
- shall be awarded a Masters Degree with Distinction.
- 9.6.3 A student who has not been awarded a Masters Degree with Distinction but has achieved:
- (a) a programme mark of at least 60.00%;
 - and
 - (b) a project stage mark of at least 60.00%,
- shall be awarded a Masters Degree with Merit.

10 • Boards of Examiners

10.1 Functions, membership and conduct of Boards of Examiners

- 10.1.1 Boards of Examiners are sub-committees of Senate with delegated responsibility for ratifying marks and for taking decisions regarding progression and the award of qualifications.
- 10.1.2 The University operates two-tiered Boards of Examiners where each tier has a defined purpose. The first tier, the Module Board of Examiners, is responsible for the ratification of module marks on taught programmes. The second tier, the Programme Board of Examiners, is responsible for making decisions on progression and the award of qualifications.
- 10.1.3 The [Boards of Examiners for All Taught Programmes policy](#) shall set out:
- i. the functions of Module Boards of Examiners and Programme Boards of Examiners
 - ii. the membership of Module and Programme Boards of Examiners;
 - iii. the conduct of Module and Programme Boards of Examiners
 - iv. requirements and procedures governing the ratification of module marks by Module Boards of Examiners
 - v. requirements and procedures governing decisions taken by Programme Boards of Examiners consistent with the Regulations
 - vi. the arrangements for recording and communicating to students the decisions of Boards of Examiners.

10.2 External examiners

- 10.2.1 For every programme or group of modules leading to a qualification awarded by the University there shall be at least one examiner who is external to the University whose primary role is:
- i. to verify that academic standards are appropriate for the qualification, or part thereof, which they have been appointed to examine;
 - ii. to ensure national comparability of academic standards;
 - iii. to ensure that the assessment process is rigorous, fair and fairly operated, in line with the University's policies and regulations..
- 10.2.2 The [External Examining on all Taught Programmes policy](#) shall set out the principles and requirements governing:
- i. the functions of an External Examiner
 - ii. the nomination, appointment and induction of External Examiners
 - iii. the preparation and submission of External Examiner reports
 - iv. the University consideration of and responses to External Examiner reports.

10.3 Ratification and decisions

- 10.3.1 All marks and other information ratified and all decisions taken by a Board of Examiners shall be consistent with the *Regulations* and the [Boards of Examiners for All Taught Programmes policy](#).

- 10.3.2 The rounding of marks shall be applied as follows:
- (a) All calculations to derive an overall mark for a module shall be accurate to two decimal places.
 - (b) The module mark shall be determined by rounding the overall decimal mark to the nearest whole number (0.50 is rounded up).
 - (c) The module mark shall always be recorded and used as a whole number.
 - (d) The project stage mark (where applicable²³), level mark and programme mark shall always be calculated, recorded and used as a decimal number accurate to two decimal places.

²³ See regulation 9.1.15

11 • Academic Appeals

11.1 Grounds for an appeal

- 11.1.1 • A student may appeal against a decision of a Module Board of Examiners or Programme Board of Examiners on one or more of the following grounds:
- i. personal mitigating circumstances where, for good reason, the Board of Examiners was not made aware of a significant factor relating to the assessment of a student through the Personal Mitigating Circumstances Procedure when it made its original decision;
 - ii. that there has been a procedural irregularity in the assessment process;
 - iii. that the Board of Examiners has acted in a way which is manifestly unreasonable. In this context, unreasonable shall be taken to mean perverse, i.e. the decision was not a possible conclusion that a similar meeting of the Board of Examiners might have reached.
- 11.1.2 Disagreement with the academic judgement of a Board of Examiners in confirming marks, grades and recommendations of examiners for assessments shall not constitute valid grounds for appeal.

11.2 Academic Appeals Procedure

- 11.2.1 The [Academic Appeals Procedure](#) shall set out:
- i. the principles and rules governing the submission by students of academic appeals against a decision of a Board of Examiners
 - ii. the arrangements for considering academic appeals and determining whether these are upheld or rejected;
 - iii. the status of a student during an academic appeal;
 - iv. responsibility for communicating to the appellant the outcome of an academic appeal.

Index

academic appeals 51
academic misconduct 33
Academic Handbook 3, 7
Academic Regulations for Taught Programmes 3, 7
admission of students 23-25
advanced entry 21, 24-25
Accreditation of Prior Learning (APL) 23, 25, 28, 34
approval of modules and programmes 19-20
assessment 31-38
attendance and participation 29-30, 36, 41
Boards of Examiners 33, 41, 49-50, 51
classification 43, 45-48
collaborative provision 20-21
compensation 39-40, 41
component mark or grade 34
concurrent study 16, 41-42
credit 13-18, 23-24, 39-40
distinction 32, 43, 45-48
emergency regulations 7-8
enrolment on modules 25, 27
entry requirements 23
exceptions to the Regulations 8-9
extensions on a Masters programme 8-9, 28-29, 32
external examiners 49
grade 31, 33-34, 35
information on taught programmes 21
intermediate terminating qualifications 8, 15, 16-18, 42-43
interruption of study 7, 27, 28, 29
level 11-12, 13, 14, 16-18, 23-25, 39, 40-41
mark 31, 32, 34-35, 39, 40, 45-47
merit 8, 32, 43, 45-48
module 13-14, 19, 21, 25, 34-35
non-submission (NS) 28, 31, 32, 33
penalties for late work 32
personal mitigating circumstances (PMCs) 29, 32-33, 42, 51
posthumous awards 43
programme 14-18, 19-20, 21, 45-46
progression 40-42
qualifications 11-13, 16-18, 42-43
ratification and decisions 28, 45, 49-50
reassessment 35-38, 40, 42
retake 35-38, 40
registration on programmes 27
results 27
Salford Alternative Entry Scheme 23
semester 8, 13-14, 16-18
stage 8, 14, 15, 17, 23-24, 28, 39, 40, 41, 47-48
stand-alone modules 25
transcript 37
transfer 28, 36, 40, 43

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