

UNIVERSITY OF LEICESTER

FACULTY OF ARTS FACULTY OF SCIENCE FACULTY OF THE SOCIAL SCIENCES FACULTY OF MEDICINE AND BIOLOGICAL SCIENCES (Biological Sciences and Psychology only)

EXAMINATIONS: 2007

GUIDELINES ON UNDERGRADUATE PROGRESSION AND COMPLETION

Note these Guidelines will operate for the 2006/2007 Academic Year only. Sections 1 – 3 relate to students who are subject to the provisions of the old Scheme of Assessment.

1. DEGREE CLASS BANDS

First Class Honours	70% and above
Upper Second Class Honours	60% - 69%
Lower Second Class Honours	50% - 59%
Third Class Honours	40% - 49%
Pass	35% - 39%

2. FINALIST STUDENTS – OLD SCHEME ONLY

The module pass mark is 40% for Finalist students. The Board of Examiners will consider the marks of each final year student in accordance with the scheme of assessment for the student's degree.

Failure in Final Assessments – Under the Old Scheme Only

For details on the rulings concerning the treatment by Boards of Examiners of failures in the final year, including the way in which Pass degrees may be awarded, see Appendix III of the Code of Practice on Examining for first degrees. (Copies of the Code are held by Heads of Department and Examination Officers and can be consulted on the Academic Office website on www.le.ac.uk/academic/quality/Codes/examining)

One re-sit in the following year (in January/June) is allowed unless a gross neglect warning has been issued, in which case termination of course is normally recommended. Where candidates are required to re-sit assessments in the modules failed any pass marks will be carried forward for consideration by the relevant Board of Examiners in June of the following year. The maximum mark which can be obtained for a module deemed to be a resit is 40 per cent. This is then the mark formally recorded for the module. If the Faculty Board is notified that a student has failed a module which is examined by a combination of course work and written

examination, it will regard the module as having been failed overall, notwithstanding the possibility that the failed mark might incorporate a pass in one element of the assessment.

In relation to the Faculty of Arts and the Faculty of the Social Sciences: Final Boards of Examiners should bear in mind that the penalty for any re-sits has already been applied by the reduction of the mark to 40, and they should not seek to impose further penalties when determining the final degree class.

In relation to the Faculty of Science and the Faculty of Medicine and Biological Sciences (Biological Sciences and Psychology only): For degrees classified on the basis of an aggregate mark, the following has been agreed:

- (a) In order to avoid the inflation of the aggregate through the addition of marks gained through the application of the rules of compensation, the original (failed) mark should be used to calculate the aggregate. Borderline cases should then be examined in the light of overall performances so that upward adjustments can be made in deserving cases.
- (b) In order to avoid unnecessary deflation of the aggregate, Final Boards of Examiners may take account of exceptional performance in resit assessments alongside other positive evidence of overall levels of performance in their consideration of borderline cases. Action by Boards in such cases should be carefully monitored and recorded to ensure that students receive parity of treatment.

Final-Year Results

These should be returned to the Registry in the form of a classified list of Honours, Pass and Fail. Where students are absent from some of the assessments, Fail should be returned, together with the module numbers of all failed modules and a recommendation about resit/sit arrangements, or course termination in the case of a gross neglect warning being invoked.

Third-year Combined Studies

The results of final-year Combined Studies students should be returned in accordance with the B.A. Degrees in Combined Studies Scheme of Assessment. The Chairman of the Board of Examiners for the B.A degree in Combined Studies will report any amended marks to the Arts Faculty Board, and for final-year students will announce recommended degree classes.

3. AEGROTAT DEGREES

If candidates who have completed their full course are prevented by illness or other sufficient cause from beginning or completing a final assessment, they may be considered by the Faculty Board on the recommendation of the Board of Examiners for the award of an unclassified (aegrotat) degree. Before making a recommendation of this nature to the Faculty Board examiners are invited to consider whether it might not be in a candidate's best interest to adopt

the alternative possibility of allowing a re-sit in the final assessment if the candidate is eligible to do so.

4. CONSIDERATION OF RESULTS FOR NON-FINALISTS AT THE FIRST ATTEMPT, NORMALLY MIDSUMMER

- (a) Responsibility for the consideration of the marks of candidates taking modules outside the main subject department (including full 40-credit supplementary subjects) lies with the main subject Board of Examiners. It is the responsibility of the main department to obtain from the subsidiary department one percentage mark in respect of each first and second semester module taken by each of its candidates. The main subject Board of Examiners will examine the full range of each candidate's first and second semester marks and will determine which candidates should be regarded as having passed the year and be allowed to proceed without the need to resit modules.
- (b) Students are credited with a module when they have completed the requirements of that module. These requirements include the submission, by the due date, of written assignments, the completion of any field work activities, or of any study abroad requirements and the attainment of a pass mark in the assessment associated with the module.
- (c) Subject to the achievement of an overall average of 40 per cent, modules may be passed at a level sufficient for the award of credit (35 to 39 per cent). Exceptionally, for the purposes of satisfying the demands of professional bodies, or for some other significant academic reason specifically approved by the relevant Faculty Board and the Standing Committee of Deans, some modules may be designated as having to be passed at Honours Level (40 per cent or above).
- (d) Students who have not satisfied the module requirements set out above will have their performance reviewed by the relevant Board of Examiners in June in the light of the results obtained in both the First and Second Semesters. Boards of Examiners will apply the following rules relating to the determination of pass or fail in individual modules.
 - (i) Students with a credit-weighted average of less than 40 per cent overall will be deemed to have failed all modules in which a mark of less than 40 per cent has been obtained;
 - (ii) Students with a credit-weighted average of 40 per cent or more overall will be deemed to have failed all modules in which a mark of less than 35 percent has been obtained unless the University has determined that a specific module must be passed at 40 percent (see above), in which case in that module a mark of 39 per cent or less will be deemed to be a fail mark.

(e) In order to be credited with the modules applying to any one academic year and therefore to be able to progress to the next year of their programme, students must:

(i) have satisfied the relevant requirements for each module as set out above

and

(ii) have achieved a credit-weighted average mark of 40 per cent or more across all the modules taken in the year

and

(iii) have achieved a pass mark in each module complying with the designations of pass/fail set out in (c) on previous page.

(f) The Boards of the Faculties will then be presented with the names of those students who are deemed to have failed one or more modules in the course of the academic year

(g) Students who are declared in June to have failed any modules taken during the year may be allowed to present themselves in September of the same year for re-assessment in any written assessments associated with those failed modules. Students who have failed or have not completed any elements of assessed course work may be provided by their department with the opportunity of (re) submitting the work before the end of the academic year or by a date specified by their department. In certain modules there may be provision for alternative methods of re-assessment. Laboratory work, however, must normally be completed within the time allotted for it in the relevant semester. In most laboratory-based subjects, the opportunity for repeating practical work cannot be provided, and any failure in practical elements of the course may lead to termination of course in June. Therefore the maximum mark which can be obtained in an assessment deemed to be a resit is 40 per cent overall.

(h) Students with a mark in the range 35 – 39 who nevertheless meet the criteria for passing the year as set out in (d) and (e) above will not be permitted to retake the assessments for the module in an attempt to improve their performance up to a mark of 40 at resit. This can be taken into account when considering borderline cases at the point of determining the degree classification. This will not be applicable until students graduate, which will be in 2007/8 at the earliest. Further guidance will be given in next year's guidelines.

For Integrated Masters Degrees - where departments have given advance notice to four-year degree students that they must achieve a threshold average mark for progression within the four year degree, then a student who does not achieve the threshold level will normally be required to transfer to the equivalent three-year degree. Such students who are at the end of their third year will be considered as finalists.

5. TREATMENT OF FAILURES AT RESIT, NORMALLY IN SEPTEMBER

Students who fail to satisfy the examiners in September, following the application of the criteria set out in sections 4 (c) – (d) above as applied to the students' overall mark profile incorporating the September marks, will be considered by the relevant Board of the Faculty. In the light of their overall performance, the Board may determine an outcome for such students by applying the options below in descending order:

- (a) The normal expectation is that a students who, without mitigating circumstances, fails more than 40 credits at resit will have their course terminated;
- (b) A student may be permitted to proceed to the next year of the course taking, in addition to the standard 120 credits for the year, new modules in place of those failed. In order to be permitted to proceed and substitute modules, students will normally have failed no more than 30 credits (i.e. with marks below 35) and have gained a credit weighted average mark for the year of at least 40.
- (c) Where modules are involved which cannot be substituted a student may be permitted to proceed to the next year of the course repeating the assessments for the failed modules alongside the standard 120 credits for the year. In order to be permitted to proceed and resit modules, students should normally have failed no more than 30 credits, have failed marks no lower than 30 and have a credit weighted average for the year of at least 40.
- (d) A student may be permitted to have one final attempt to resit failed modules in January and June of the following year without returning into residence in the meantime;
- (e) A student may be permitted, in exceptional circumstances, to repeat all or part of the failed section of the course;

6. RETURN OF RESULTS FOR NON-FINALISTS FOR THE FACULTY BOARD

The Academic Office has issued detailed instructions on the method and timing of the submission of marks and results. Important points with regard to the Faculty Boards are set out below

A declaration of Pass, Fail, Lapse or Terminate for each candidate should then be returned to the Registry for onward transmission to the relevant Faculty Board. (For the BA Combined Studies this will be determined by the Combined Studies Board of Examiners.) For those candidates who have failed to satisfy the examiners, or have been absent from the assessments, a recommendation concerning outstanding/failed modules should also be recorded. Where students are absent from some of the assessments, Fail should be returned, together with the module numbers of all failed modules and a recommendation about resit/sit arrangements. If the Faculty Board is notified that a student has failed a module which is examined by a combination of course work and written examination, it will regard the module as having been failed overall, notwithstanding the possibility that the failed mark might incorporate a pass in one element of the examination.

For the Integrated Masters degrees, candidates who have failed to achieve the required threshold level (see above) will be returned as Fail, with a recommendation to the relevant Faculty Board that they be transferred to a three-year degree.

7. GRANTING OF REPEAT YEARS OR PERIODS OF STUDY

A repeat year is normally granted only for medical or other special reasons. In reaching decisions on students who have failed assessments, Faculty Boards will have regard to departmental recommendations and will take account of medical evidence or other special circumstances. Repeat periods of study will be granted only where evidence exists which demonstrates that such special circumstances have significantly interrupted, through no fault of the student's own, the opportunity to benefit from the teaching programme in a particular semester or academic year. The scale of the interruption must be such that it would be unreasonable to expect a student to take the assessment relating to that part of the programme without repeat attendance. Students granted a repeat period of study who are unable, for financial reasons, to take up their place at the University will be allowed to sit or re-sit the relevant assessments. They will in that case be required to withdraw from the University until the date of the examinations.

8. STUDENTS WHO WITHDRAW PENDING (RE-) TAKING ASSESSMENTS

Students who are allowed to (re-) take assessments at a future date but who are required to withdraw from the University in the meantime are not regarded as fully-registered students or members of the University, nor do they pay tuition fees. They are required to pay re-assessment fees as specified in the Undergraduate Regulations and notified separately to each student, and through the payment of a small charge resit students may gain an appropriate level of access to library and computing facilities.

9. PROCEEDING TO THE FOLLOWING YEAR OF A COURSE WITH SPECIAL ASSESSMENTS

In exceptional cases (such as absence from the assessments through illness or other sufficient cause), students may be allowed to proceed to the following year of their course without sitting or completing the prescribed assessments by, notwithstanding the regulations, substituting a special departmental examination in lieu of the prescribed University examination, provided that the Faculty Board (or in an emergency, the Dean) has given its prior approval to this course of action.

10. DISCLOSURE OF RESULTS

- (a) At the end of the First Semester and at the latest by 28 February, departments are required to provide students with feedback on performance in first semester modules. At this stage, the results are regarded as provisional and will normally be provided on a pass/fail basis or as an indication that progress is satisfactory, with information about levels of attainment being offered informally through consultation with personal and academic tutors.

- (b) At the end of the second semester, unofficial pass lists either on a module or a subject basis may be issued by departments in advance of the publication of the official results, but after the list of successful candidates has been approved by the relevant Board of Examiners, as specified in Ordinance V(6). Particular care should be taken to ensure that the results of B.A. Combined Studies students taking subjects in the Faculty are not released until after the meeting of the Board of Examiners responsible for the degree.
- (c) The module marks obtained by an individual student should be regarded as confidential to that student, and should therefore not be displayed on official or unofficial pass lists, but should be disclosed on an individual basis by tutors or other designated members of staff.

11. CONDITIONS ON THE RE-ENTRY OF COURSE TERMINATED STUDENTS TO OTHER UNIVERSITY PROGRAMMES

Where students have had their course terminated, they may be permitted to re-enter a different degree programme on fulfilment of the following conditions.

- (a) The student must obtain the permission of both the original department and the receiving department, by obtaining the signature of the two heads of department on a Change of Degree Programme form. The original department should indicate on the form that the student's course has been terminated. The student should then submit the form to the Registry in the normal way.
- (b) The receiving department should not base its decision to accept the student on A-Level performance alone, but should take into account the student's module marks during the failed degree programme.
- (c) The receiving department must obtain an account of why the student's course was terminated. If the termination was directly or indirectly the result of a neglect of academic obligations, then the student should not be permitted to re-enter a new programme. If the termination was the result of academic failure owing to an unsuitable choice of degree programme, then the student may be permitted to re-enter a new programme, provided that the receiving department is confident that the same mistake is not being repeated.
- (d) The receiving department must write an explanatory note, which should be sent to the Secretary of the Faculty Board responsible for the new programme. The note should give an account of who has been consulted in the original department and explain why the receiving department judges that the student will be successful if given further opportunity.
- (e) It should be made clear to the student that the transfer of course requires the approval of the receiving Faculty Board, which may override the recommendation of the receiving department. It should also be made clear to the student that it is their responsibility to ensure that they have funding for a repeat period of study.

- (f) Faculty Board will not normally approve such transfers of course when the termination of the original registration falls at the end of the final year.

Academic Office
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