

# REGULATIONS FOR SHORT CYCLE QUALIFICATIONS

2024-25

# Table of Contents

1. INTRODUCTION	4
2. RELATED POLICIES	5
3. DEFINITIONS	5
4. GENERAL ENTRY REQUIREMENTS	8
5. EXEMPTIONS	8
6. DURATION OF STUDIES	8
7. RULES GOVERNING BOARD OF EXAMINERS DECISIONS	9
8. RULES GOVERNING STUDENT CHOICE IN RELATION TO OPTIONAL MODULES	9
9. ASSESSMENT	9
10. PROGRESSION	10
11. EXTENUATING CIRCUMSTANCES	10
12. DECISIONS OF THE BOARD OF EXAMINERS	12
13. FAILURE OF MODULES	12
14. CONSEQUENCES OF FAILURE	13
15. CONDONEMENT	14
16. AT RISK OF WITHDRAWAL ('AROW')	14
17. CLASSIFICATION OF DEGREES	16
18. CLASSIFICATION OF FINAL RESULT	16
19. ELIGIBILITY FOR PROMOTION TO THE NEXT CLASSIFICATION BAND	16
20. EXIT AWARDS RELATING TO THE CREDIT FRAMEWORK	17
21. CLASSIFICATION OF EXIT AWARDS	17
22. RE-ENROLMENT	18
23. TRANSFER BETWEEN PROGRAMMES	18
24. LEAVE OF ABSENCE	18
25. WITHDRAWAL FROM UNIVERSITY	19
26. WAIVERS OF REGULATIONS	19
27. AEGROTAT AWARDS	19
28. POSTHUMOUS AWARDS	20
29. PUBLICATION OF RESULTS	20

## Version Control

Version	Policy Owner	Authors	Summary of Update	Approval Date	Effective Date
Version 1	Regulation Sub - Committee	Professor David Barr Mr Jason Elliott	Original document	26 June 2024	1 September 2024
Version 1.1	Regulation Sub - Committee	Professor David Barr Mr Jason Elliott	<p>Update to the powers of the AROW Board, specifically in relation to recommending (rather than granting) a Leave of Absence</p> <p>Update to the Short-Cycle Regulations to recognise the Postgraduate Certificate of Professional Development</p> <p>Update to the named awards for the Certificate of Personal and Professional Development to correspond to the current Faculty structure</p>	4 December 2024	4 December 2024

# 1. INTRODUCTION

## Regulations for Short Cycle Qualifications

(Charter Art. 5(e): Statute II: Ordinance XXIV)

- 1.1. The University confers the following awards on students who have successfully completed approved programmes and who have satisfied the conditions specified in Ordinance XXIV. These Regulations cover Foundation Degrees, Diplomas and Certificates, Certificates of Higher Education, Certificate of Personal and Professional Development and Postgraduate Certificate of Professional Development.
- 1.2. For a Foundation Degree the programme shall comprise modules amounting to at least 240 credit points with at least 100 credit points at Level 5, and no more than 40 credit points at Level 3. The Foundation Degrees covered include the following awards:
  - 1.2.1. Foundation degree in Arts FdA  
Foundation degree in Engineering FdEng  
Foundation degree in Science FdSc
- 1.3. For the award of an Advanced Diploma the programme shall comprise modules amounting to at least 120 credits, with at least 90 credit points at Level 5 and no more than 30 credit points at Level 3. The Advanced Certificate shall comprise modules amounting to at least 60 credits with at least 40 credit points at Level 5 and no more than 20 credit points at Level 3.
- 1.4. For the award of Diploma, the programme shall comprise modules amounting to at least 120 credit points at Level 3 or 4. For the award of a Certificate, the programme shall comprise modules amounting to at least 60 credit points at Level 3 or 4. An Access Diploma may also include modules at Level 2.
- 1.5. For a Certificate in Higher Education the programme shall comprise modules amounting to at least 120 credit points at Levels 3 or 4, with no more than 30 at Level 3.
- 1.6. For a Certificate of Personal and Professional Development candidates must successfully complete Level 3 or 4 modules amounting to 60 credit points. Where 40 of those credit points are in designated modules within a Faculty they shall be eligible for the following named awards:
  - 1.6.1. Certificate of Personal and Professional Development (Arts, Humanities and Social Sciences)  
Certificate of Personal and Professional Development (Business)

Certificate of Personal and Professional Development (Computing, Engineering and the Built Environment)  
 Certificate of Personal and Professional Development (Life and Health Sciences)

- 1.7. For a Postgraduate Certificate of Professional Development candidates must successfully complete modules amounting to 60 credit points at Level 7.
- 1.8. The Regulations for Short Cycle Qualifications are approved by Senate. They supersede all previous Programme Regulations and set out the requirements for Short Cycle Qualifications. This includes:
- Baseline entry qualifications and regulations on the accreditation of prior learning (APL). This may include Accreditation of Prior Certificated Learning (APCL) or Accreditation of Prior Experiential Learning (APEL)
  - Decisions available to Board of Examiners including options in the case of failure and defer/repeat and withdrawal decisions.
  - General principles relating to exceptional circumstances, which are detailed in the Extenuating Circumstances Policy.

## 2. RELATED POLICIES

These Regulations for Short Cycle Qualifications should be read in conjunction with:

- University Regulations
- Additional programme regulations contained within the Programme Specifications

In addition, they should be read in conjunction with, but not limited to:

- Academic Misconduct Policy
- Accreditation of Prior Learning Policy
- Attendance Policy
- Extenuating Circumstances Policy
- Leave of Absence Policy
- Student Discipline Policy
- Tuition Fee Liability Policy
- University GDPR Policy

The full range of University policies are available at:  
[www.ulster.ac.uk/learningenhancement/ccea/policies](http://www.ulster.ac.uk/learningenhancement/ccea/policies)

## 3. DEFINITIONS

TERM	DEFINITION
Academic Misconduct	Any action or behaviour that undermines the integrity of academic standards including plagiarism and cheating.

Aegrotat Degree	An academic qualification, without classification, that may be awarded to a student who is unable, and unlikely in the future, to complete their studies due to illness or other extenuating circumstances.
Approved Place of Learning	A recognised institution or facility where academic learning or training is conducted.
Affiliate Student	A registered student of the University who has been formally admitted to an Affiliate College to study franchised programmes developed and approved by the University, or to study an approved programme at an Outcentre outside the UK or Ireland
Approved Placement	A formal arrangement for a student to undertake work experience or practical training in a relevant setting as approved by the University
Approved Programme	An academic course of study that has been officially sanctioned or accredited by the University.
Assessment	The process of evaluating a student's knowledge, skills or progress against their programme learning outcomes.
Associate Student	A student who has been formally admitted to a partner institution as a candidate for an award of the University
At Risk of Withdrawal Process	A process allowing students to make representations as to academic achievement, extenuating circumstances or other relevant factors in light of having failed a module three times or failing more than 100 credits.
Board of Examiners	A Board responsible for overseeing the assessment and examination processes within the University, including: <ul style="list-style-type: none"> <li>- Course Boards of Examiners – Boards responsible for overseeing assessments/progression at specific levels of the programme.</li> <li>- At Risk of Withdrawal Board – Board responsible for considering representations from students who are at risk of withdrawal and making decisions based upon those representations.</li> </ul>
Component	An individual assessment used to make up the element of a module
Condonement	A process by which the University may concede a student's failure to meet certain module or programme level requirements and allow progression.
Deferred Assessment	Deferred assessment is where a student can apply to postpone an assessment or extend submission date of coursework if there are extenuating circumstances. The mark for such assessment would be uncapped.
Element	The general category of assessment used to evaluate the learning outcomes on a module (coursework or examination)
Extenuating Circumstances	Unforeseen or unavoidable situations that significantly impact a student's ability to fulfil academic requirements.
Level	A distinct phase or stage within a programme of study, often, particularly in full-time programmes, corresponding to years of study.
Moderation	The process of reviewing assessments or grades to ensure consistency

	and fairness across modules and to confirm that appropriate academic standards are met.
Partner Institution	An external organisation or educational institution with which a collaborative arrangement has been established for academic purposes.
Prerequisite	A requirement that a particular module or programme must be satisfactorily completed before enrolment on a further module or programme.
Progression	The advancement of a student from one semester, stage or level of study to another, typically based on academic performance and fulfilment of requirements.
PSRB	Professional, Statutory and Regulatory Bodies – Bodies which may set particular requirements for professional, statutory or regulatory accreditation.
Qualifications	Formal certifications or credentials awarded upon successful completion of a programme of study.
Repeat Assessment	A subsequent attempt at an assessment after an initial failure usually in the next year. This attempt will be capped at the minimum pass mark – 40% for undergraduate; 50% for Level 7.
Resit Assessment	A subsequent attempt at an assessment after an initial failure usually in the same year. The attempt will be capped at the minimum pass mark – 40% for undergraduate; 50% for Level 7.
Restart Assessment	To commence a level of study again with attendance, with marks being uncapped on the basis of extenuating circumstances.
Student Discipline	Policies, procedures or actions relating to maintaining order and adherence to academic and behavioural standards among students.
Trailed Credits	Modules that form part of a preceding level of study that have not yet been passed. At the discretion of the Board of Examiners, a student may be permitted to progress into the next level of the programme, with a maximum of 40 trailed credits.
Transcript	Official documentation detailing a student's academic record, including programme taken, modules taken, grades earned and qualifications awarded.

## 4. GENERAL ENTRY REQUIREMENTS

- 4.1. In order to qualify for admission to an approved programme, a student must satisfy the University's General Entrance Requirements and:
- (a) Provide evidence of having fulfilled the entry requirements as prescribed by the online prospectus for specific entry requirements to individual programmes; or
  - (b) Provide evidence of their ability to undertake the programme through the accreditation of prior learning. Evidence through accreditation of prior learning gained for entry onto the programme may not be used for exemption against modules within the programme.
- 4.2. For Access Diploma, the University's General Entrance Requirements do not apply.

## 5. EXEMPTIONS

- 5.1. The relevant Faculty may exempt individual students from part of a programme of study who have satisfactorily pursued a previous programme of study of an appropriate nature and standard.
- 5.2. The Faculty may exempt candidates provided that they shall register as students for modules amounting to at least the final third of the credit value of the award at the highest level (and at least the final 50% of the credit value of the award at the highest level of the Cert HE, Adv Cert Adv Dip, Grad Cert, Grad Dip). The extent of the credit awarded must be recorded by the Board of Examiners.

## 6. DURATION OF STUDIES

- 6.1. Foundation Degrees:

Full-time Study	Normally, 2 years of study (4 semesters) for a Foundation Degree. A full-time student would normally be expected to study 120 credits over a 12-month period.
Part-time	Normally, 3 years (6 semesters) for a Foundation Degree. Part-time students are normally expected to study no more than 45 credits per semester. Some programmes may offer students the scope to increase and decrease the number of credits undertaken provided a maximum 4 year study period is not exceeded.

- 6.2. Diplomas and Certificates (including Advanced Diplomas and Certificates):



Full-time Study	Normally, 2 semesters of full-time study for a Diploma or one semester for a Certificate.
Part-time	Normally 4 semesters of part-time study for a Diploma and two semesters of study for a certificate.

### 6.3. Certificates of Higher Education:

Full-time Study	Normally, 2 semesters of full-time study.
Part-time	Normally, 4 semesters of part-time study.

6.4. Some professionally regulated programmes have a maximum duration of study specified by the professional body. Where there is a maximum duration period mandated by a PSRB, this will be stated in the Programme Specification.

## 7. RULES GOVERNING BOARD OF EXAMINERS DECISIONS

Wherever a Board of Examiners considers that more than one outcome is applicable, it will recommend that outcome which the Board of Examiners believes to be in the best interests of the student and, where relevant, in line with PSRB requirements.

## 8. RULES GOVERNING STUDENT CHOICE IN RELATION TO OPTIONAL MODULES

8.1. The University may revise which optional modules are available for students to select from. Following student selection of optional modules, it may be necessary to withdraw certain optional modules. In circumstances where a module is withdrawn following module selection, students will be required to select an alternative module.

8.2. All programmes are subject to change due to continuous review and enhancement procedures.

## 9. ASSESSMENT

9.1. The performance of candidates shall be considered by the Board of Examiners in accordance with the University's regulations and guidelines.

9.2. Candidates will be assessed in the modules for which they are enrolled, in each year of study.

- 9.3. Candidates will be assessed according to the approved assessment methods determined at programme approval/revalidation and as outlined in the Curriculum Management System, where applicable.
- 9.4. The pass mark for Level 2, 3, 4, 5 and 6 modules is 40%. For Level 7 the pass mark is 50%.

Where a module is assessed by both Coursework and Examination elements, students must achieve a minimum of 35% [45% for Level 7] in each, and an overall mark of 40% [50% for Level 7].

Where an element is assessed by a combination of individual components, a minimum mark in each component is not required, unless a PSRB requirement stipulates otherwise.

- 9.5. Where a PSRB mandates that each component of assessment must be passed in a module, this will be verified by the PSRB and it will be declared in the Programme Specification as follows:
- (a) Modules in which a minimum mark of 40% [50% for Level 7] is required in each assessment component [of a specified element(s)].
  - (b) Modules in which 40% [50% for Level 7] is required to be achieved in specified assessment component only (with the specific component identified).

## **10. PROGRESSION**

- 10.1. Candidates are required to pass all modules in each year of study in order to proceed to the next. The exception is where a Board of Examiners has granted permission for a student to trail failed credits into the next academic year. The modules affected will be assessed at the next opportunity where the assessment can be offered. Normally students will be permitted to trail no more than 40 credits into the next academic year.
- 10.2. Progression from first semester to second semester is automatic.

## **11. EXTENUATING CIRCUMSTANCES**

- 11.1. Candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the assessment during the programme, or whose results are substantially affected by illness or other sufficient cause, may, on presentation of appropriate evidence, be permitted to defer the assessment in one or more modules to an approved subsequent date.

- 11.2. The University operates a universal scheme for the submission of extenuating circumstances. There are two processes depending upon whether:
- (a) The submission of an extenuating circumstances form is a request to submit an assessment after the deadline as specified by the module co-ordinator; or
  - (b) The submission of an extenuating circumstances form is requesting something other than an extension to an assessment deadline.
- 11.3. For extenuating circumstances form requesting an extension as per 12.2(a) they will be processed in line with the Extenuating Circumstances guidance as set out at the time of submission.
- 11.4. For submission of extenuating circumstances other than those outlined in 12.2(a), the following process applies:
- (a) Claims for extenuating circumstances must be submitted by the student in the required format and in line with published procedures and deadlines.
  - (b) Claims for extenuating circumstances will be logged and tracked for monitoring purposes.
  - (c) Extenuating Circumstances are considered by a Panel before the Board of Examiners meet. The decisions of the Panel are reported to the Board of Examiners.
  - (d) Claims for extenuating circumstances must be supported by dated documentary evidence wherever it is reasonable for such evidence to be available. It is for the Panel to determine what is reasonable.
  - (e) Notification of the final outcome of the impact of the extenuating circumstances (how the claim outcome has been applied by the Panel) can only be shared with students after the Board of Examiners when decisions are confirmed.
  - (f) Confidentiality within the process will be respected at all times. Only the members of the Panel and, where necessary, the Board of Examiners will be provided with the details.
  - (g) Where the Panel deems the extenuating circumstances claim valid, the Panel will normally recommend that the assessment(s) affected can be deferred.

- (h) The Panel reserves the right to provide additional recommendations to the Board of Examiners in exceptional circumstances based upon the extenuating circumstances submitted by the student.

## 12. DECISIONS OF THE BOARD OF EXAMINERS

The Board of Examiners shall have the discretion to decide whether the student:

- a) following completion of the specified number of credits in the final level, shall be recommended for an award, (**AWARD**).
- b) Following completion of non-award bearing credits or period of study, the student shall be regarded as a successful leaver with no award (**SUCCESSFUL LEAVER – NO AWARD**)
- c) following completion of the specified number of credits at a level other than the final level, shall proceed to the next level of the programme, (**PROCEED**).
- d) following completion of a specified number of credits at a level other than the final level, shall proceed to the next level of the programme, with trailed credits, (**PROCEED WITH TRAILED CREDITS**).
- e) shall be required to take resit assessments with no right to further tuition (**RESIT**).
- f) shall be required to take deferred assessments with or without attendance (**DEFER WITH/WITHOUT ATTENDANCE**).
- g) shall be required to take repeat assessments with or without attendance and in receipt of such tuition as is specified by the Board, (**REPEAT WITH/WITHOUT ATTENDANCE**).
- h) shall be required to restart the Level with full attendance (where a student's study has been significantly affected by appropriate extenuating circumstances), (**RESTART WITH ATTENDANCE**).
- i) shall be required to withdraw from the programme, (**WITHDRAW**). In circumstances where the decision of the Board of Examiners is to withdraw (or exit with a lower award), the student will be contacted in writing and notified that they are 'AT RISK OF WITHDRAWAL.'
- j) shall be required to withdraw with a lower exit award if available, (**AWARD ALTERNATIVE AWARD**).

## 13. FAILURE OF MODULES

- 13.1. Except in the case of restarted modules, candidates may not be reassessed in any module for which they have already received credit.
- 13.2. It must be made explicit to the student how a failed module is to be reassessed, how the percentage mark for each module is to be determined, and the implications of any further failure.
- 13.3. The Board of Examiners shall record a capped assessment pass mark of 40% on the resit and repeat assessment components that are passed. Restart and deferred assessments are not subject to a cap and the Board of Examiners shall record an uncapped mark.
- 13.4. Before implementing a decision that a student should withdraw from a programme, the Board of Examiners shall provide an opportunity for the student concerned to make representations relating to circumstances which might have affected their performance. This is known as the 'At Risk of Withdrawal Process ('AROW') and is set out at Regulation 16 below.
- 13.5. A student wishing to request a formal review of the decision of a Board of Examiners may appeal on the grounds set out in the University's Academic Appeals Process. The Academic Appeals Committee may (i) on evidence of extenuating circumstances which were not known to the Board at the time of the decision or (ii) consider allegations of procedural irregularity in the conduct or marking of assessments or (ii); the decisions of the Board of Examiners in all matters relating to academic judgement shall be final.
- 13.6. Students are permitted to retake resit/repeat/deferred modules at the earliest available opportunity.
- 13.7. Students are permitted a maximum of three attempts at each module at all levels. Failure to pass a failed module on the third and final attempt (or failure in accrued modules totalling more than 100 credits), will result in the student being notified that they are 'At Risk of Withdrawal'. The process for 'At Risk of Withdrawal' is set out at Regulation 16 below.
- 13.8. Deviations from the Regulations for Short Cycle Qualifications mandated by PSRBs will be listed in the Programme Specification and noted at the Board of Examiners.

## **14. CONSEQUENCES OF FAILURE**

- 14.1. Students will be permitted to trail no more than 40 credits into the next academic year, normally without attendance for the trailed modules. Students are permitted a maximum of two attempts of resit/repeat assessment at each module at all levels.
- 14.2. The consequences of failure shall normally be as follows for all years:

## **FAILURE OF 0 - 80 CREDITS**

A student who fails no more than 80 credits during any year of study will be permitted to resit the appropriate components or elements of modules at the earliest available opportunity. It may be necessary, in agreement with the course team, to schedule resit assessments across more than one assessment period, particularly where assessment volume is likely to be an issue.

## **FAILURE OF > 80-100 CREDITS**

A student who fails more than 80 but no more than 100 credits during any year of study will repeat the failed modules, normally with attendance at the next available opportunity.

## **FAILURE OF > 100-120 CREDITS**

A student who fails more than 100 credits within any year of study will be withdrawn from their studies. Those students will be advised that they are 'At Risk of Withdrawal' and will be considered at a 'At Risk of Withdrawal Board'.

## **15. CONDONEMENT**

- 15.1. Up to a maximum of 20 credits from one Level, but no more than 40 credits in total across all levels may be condoned. When the maximum threshold of 40 credit points have been condoned, no further module condonements shall be permitted.
- 15.2. There must be evidence of satisfactory student performance. Student performance shall be deemed to be satisfactory if the average mark for the respective level of the course is at least 40% [50% for Level 7]. The Board of Examiners will need to balance possible effects of condonement on any assessments yet to be taken within that Level and judge whether the student is able to demonstrate adequate performance from the modules assessed within the Level at the time.
- 15.3. The threshold for condonement shall be 5% below the pass mark for the module. Marks below the threshold may not be condoned. The mark obtained by the students shall be used by the Board of Examiners to calculate the overall level percentage and or the degree classification. The student's transcript shall show that the module was condoned.
- 15.4. Some programmes may not permit condonement in specific modules as a result of PSRB standards, and these will be stated in the Programme Specification, as necessary.

## **16. AT RISK OF WITHDRAWAL ('AROW')**

- 16.1. Students identified as AROW shall be notified in writing of their status and the reasons of such decision. The notification shall include information regarding the upcoming 'At Risk of Withdrawal' Board of Examiners where their case will be considered.
- 16.2. Students identified as AROW shall be provided with an opportunity to provide written representations to the Board of Examiners regarding their academic performance, extenuating circumstances and other relevant factors not previously known to the Board. Students will have five working days from the notification of the Board of Examiners decision to make their written representations. This is the opportunity for the student to make representations to the Board. Students are encouraged to bring forward relevant independent evidence where appropriate. The student representations should be concise, factual and focused on addressing the concerns raised from the initial notification.
- 16.3. All representations submitted by students considered as AROW shall be treated with confidentiality. The contents of representations shall only be disclosed to members of the Board of Examiners and other relevant University staff involved in the decision-making process.
- 16.4. Should a student fail to make representations, they will be withdrawn (with an exit award if appropriate).
- 16.5. The AROW Board retains the discretion to invite students deemed as AROW to make in-person representations during the Board meeting.
- 16.6. Following representations to the At Risk of Withdrawal Board, a decision will be taken as to whether the student should remain on their course of study. The At Risk of Withdrawal Board will determine which modules should be retaken, whether they are deferred, resit or repeated. The Board may also advise that the student be encouraged to apply for a future Leave of Absence and rejoin their programme of study afterwards. If this is the case, the Board will determine whether, on return, the student should repeat or restart the level of study.
- 16.7. Following the At Risk of Withdrawal Board of Examiners meeting, students at risk of withdrawal shall be notified in writing of the decision reached and the reasons for such decision.
- 16.8. If the decision results in withdrawal, the notification shall include information on the appeals process available to the student. The normal rights of appeal apply to the decisions of the At Risk of Withdrawal Board of Examiners with seven working days allowed for such appeal after the notification of decision from the At Risk of Withdrawal Board of Examiners.

## **17. CLASSIFICATION OF DEGREES**

- 17.1. The overall degree classification for successful candidates shall normally be based on the assessment results from the final level of the programme. The weighting of each module's contribution to the overall mark shall be determined by the module's credit value.
- 17.2. The awards for Certificate in Personal and Professional Development are not classified.
- 17.3. Deviations from the Regulations for Short Cycle Qualifications mandated by PSRBs relating to classification of degrees will be listed in the Programme Specification and noted at the Board of Examiners.

## **18. CLASSIFICATION OF FINAL RESULT**

- 18.1. The following percentages shall be used to determine candidates' overall Award Classification (subject to 19 below and those deemed eligible for promotion):

Pass with Distinction	At least 70%
Pass with Commendation	At least 60% and less than 70%
Pass	At least 40% and less than 60%

- 18.2. For the Postgraduate Certificate of Professional Development the mark for a Pass is at least 50% and less than 60%. The classifications for Pass with Distinction and Pass with Commendation remain as outlined above.
- 18.3. All marks made available to students during the academic year are provisional until ratified by the relevant Board of Examiners. It should be made clear to students when releasing marks during the academic year, that they are provisional and subject to ratification by the Board of Examiners.

## **19. ELIGIBILITY FOR PROMOTION TO THE NEXT CLASSIFICATION BAND**

- 19.1. Where the overall marks of candidates are 0.5% or less below an award classification boundary, the marks will be rounded up automatically to the higher classification.
- 19.2. Candidates who are 2.5% or less below a degree classification boundary and have 50% or more of the credits at their highest level that are in the higher degree classification boundary will be eligible for promotion to the higher classification.



## 20. EXIT AWARDS RELATING TO THE CREDIT FRAMEWORK

- 20.1. A student that has gained the requisite number of credits but who is unable, due to whatever reason, to complete their programme of study shall be considered for the award of Certificate of Higher Education, Certificate or Advanced Certificate.
- 20.2. In order to be eligible for a Certificate of Higher Education a student must have at least 120 credits with 90 credits or more at Level 4.
- 20.3. In order to be eligible for a Certificate a student must have completed 60 credits with at least 40 at Level 4. This only applies to students on a programme of study for a Diploma.
- 20.4. In order to be eligible for an Advanced Certificate a student must have completed 60 credits with at least 40 at Level 5. This only applies to a student on a programme of study for an Advanced Diploma.

## 21. CLASSIFICATION OF EXIT AWARDS

- 21.1. Provided that they have not been exempted from modules amounting to more than 60 credit points at Level 4, candidates who do not satisfy the requirements for the award of Foundation Degree and have passed the requisite modules at Level 4 shall be assessed for the award of a Certificate of Higher Education.
- 21.2. The assessment results from all modules at the final level shall contribute 100% to the overall grading. For the Certificate of Higher Education, all modules at Level 4 shall determine the overall grading. The weighting of each module's contribution to the overall result shall be determined by the module's credit value.
- 21.3. Provided that they have not been exempted from modules amount to moreo than 60 credits at Level 4 (Diploma) or Level 5 (Advanced Diploma), candidates who do not satisfy the requirements for the award of Diploma or Advanced Diploma and have passed a sufficient amount of credits at Level 4 (Diploma) or Level 5 (Advanced Diploma) shall be assessed for the award of a Certificate.
- 21.4. The following shall be the minimum overall percentages used to determine the final gradings of candidates.

Pass with Distinction	At least 70%
Pass with Commendation	At least 60% and less than 70%
Pass	At least 40% and less than 60%

- 21.5. The provision for promotion to the next band, as outlined in Regulation 19 will be applied for exit awards.

## **22. RE-ENROLMENT**

- 22.1. A student who has been required to withdraw from a programme because of academic failure may be permitted to re-apply to that programme, subject to agreement by the appropriate Faculty, subject to the exemptions outlined in section 5.

## **23. TRANSFER BETWEEN PROGRAMMES**

- 23.1. Students seeking to transfer programme must first obtain permission, in writing using the appropriate form, from the Course Director of the intended programme.
- 23.2. Students must inform their current Course Director of the intended transfer of programme, although there shall be no requirement for approval from the current department.
- 23.3. Before permission to transfer is given, both the student and the Course Director responsible for the programme to which they seek to transfer shall give due consideration to the student's ability to meet the admission criteria for the programme and/or requirements of that programme.
- 23.4. The effective transfer date shall be the later of:
- i. the date on which Registry receives formal notification of transfer from the student.
  - ii. the date indicated on the transfer form.
- 23.5. Students wishing to transfer programme should visit the Ulster University Student Guide and view the information on *Transferring Programme*. Students should be aware of the financial implications of transferring programme and should be familiar with the *Tuition Fee Liability Policy* and should make an informed decision that does not impact their student loan.

## **24. LEAVE OF ABSENCE**

- 24.1. Students should apply to take Leave of Absence from their studies where they are unable to participate adequately in their programme for reasons beyond their control, but they expect to be able to return to study within a limited timescale.
- 24.2. Leave of absence is an authorised temporary break from studies. In most cases leave of absence is granted for the period of one year and

can be further extended for a maximum period of two consecutive years. No further period than two years on a leave of absence can be permitted.

## **25. WITHDRAWAL FROM UNIVERSITY**

25.1. Where a student withdraws from the University, it is that student's responsibility to inform Student Administration. Students must complete the specified online form and be cognisant of the Tuition Fee Liability Policy.

25.2. Students wishing to withdraw should contact their Course Director in the first instance.

25.3. The effective withdrawal date shall be the later of:

- i. the date on which the Student Administration receives formal notification of withdrawal from the student;
- ii. the last date of attendance.

## **26. WAIVERS OF REGULATIONS**

26.1. Where there have been extenuating circumstances affecting a student after admission to the programme which could not reasonably have been foreseen at the time of admission and which operate to the detriment of the student, the Faculty, may apply for a waiver of regulations from the Chair of the Academic Standards and Quality Enhancement Committee to:

- a) waive any relevant part of the programme specification on such conditions as it may deem fit to the benefit of the student, or
- b) recommend a waiver of any relevant part of the Regulations for Short Cycle Qualifications on such conditions as it may deem fit to the benefit of the student.

## **27. AEGROTAT AWARDS**

27.1. Where a candidate has been prevented by illness or other sufficient cause from taking or completing the final stage assessment or where their result was in the opinion of the board of examiners affected by illness or other sufficient cause, the Board of Examiners may recommend an Aegrotat award at the appropriate level.

27.2. An Aegrotat award shall be recommended only if the Board of Examiners is satisfied that the candidate would have qualified for the award had it not been for illness or other sufficient cause.

27.3. In order to reach its decision a Board of Examiners may assess the candidate by whatever means it considers appropriate.

- 27.4. Before an Aegrotat award is recommended a candidate must have signified that they are willing to accept such an award. Where they are not willing to do so, the Board of Examiners shall recommend that they be permitted to complete, take or repeat the assessment in one or more modules by an approved subsequent date.

## **28. POSTHUMOUS AWARDS**

A Board of Examiners can award a posthumous award, which may be classified/graded where the Board of Examiners has sufficient evidence from work already assessed to determine a likely overall result.

## **29. PUBLICATION OF RESULTS**

- 29.1. In the case of those modules with marks, the results achieved in all assessed work, both by module and overall, and at all Levels of study, should be released to individual students in the form of a transcript detailing their own assessment results in the form of a percentage mark per module.
- 29.2. The University protects personal data in line with our Data Protection obligations. This includes the degree classification of a student which will not be disclosed into the public domain. Any final award, including the degree classification, will only be disclosed with your consent.
- 29.3. Students must read and abide by the Ulster University's GDPR policy: [Staff and Student Responsibilities \(ulster.ac.uk\)](#)

