BITE-SIZE
Academic regulations
Spotlight On ...
Undergraduate provision

Whether you are a De Montfort University (DMU) student, member of staff or external examiner, this leaflet provides a summary of the key regulations for each stage of an undergraduate programme, from assessment and progression through to awards. Please read this alongside the academic regulations for taught programmes and the safety-net policy (in relation to how UG degrees are classified only). For ease, the relevant regulation number is indicated against each point. Please also refer to any programme-specific regulations, where applicable (normally for professional or accredited programmes). Flags indicate where regulations are temporarily changed by the university's safety-net policy. For more information, please contact your Associate Dean (Academic).

Assessment

- Module marks are determined by combining the module assessment task marks, according to the task weightings, rounded to whole numbers; 0.49 and below is rounded down, 0.5 and above is rounded up. *[Reg no. 16]*

- The pass mark for an undergraduate module is 40%. Normally, students are required to achieve at least the pass mark to pass a module; some modules may require individual assessment tasks to also be passed. *[Reg no. 17, 20]*

Reassessment

- Only failed assessment components need be reassessed. Reassessment is not permitted in assessment components or modules which have already been passed. *[Reg no. 32]*

- Students may be reassessed in up to 60 credits of modules per level on most programmes. *[Reg no. 33]*

- Module marks will be capped at 40% where one or more assessment tasks has been reassessed. *[Reg no. 39]*

Deadline extensions, late submissions, deferrals etc

- Students may request (from the module leader) an extension to an assessment deadline of up to 10 university working days. *[Reg no. 114]*

- Assessments submitted 1-10 university working days after the submission deadline without an approved extension or deferral will be capped at 40%. Assessments submitted after that will receive a mark of 0%. *[Reg no. 28, 29]*

- Students may apply (via the Student Advice Centre) for a deferral (delay) in submitting assessments or sitting formal examinations. If approved, the assessment can be taken later without it affecting reassessment and the mark will not be capped. *[Reg no. 117]*

Compensation

- Students may be compensated for a module mark of 30-39% in up to 30 credits of modules per level on most undergraduate programmes, provided the remaining credits have been passed and the average mark for the level is 40% or above. *[Reg no. 21, 22]*

- Students awarded compensation are not required to be reassessed. However, they can attempt to improve the results to a module pass, provided sufficient reassessment opportunities are available, there are no failed module marks below 30% and the student is not at the point of graduating. *[Reg no. 44]*

Progression

- Students must normally have passed 90 credits to progress to the next level of study – the university will award up to 30 credits of compensation (see above). *[Reg no. 59]*

- Exceptionally, students may be allowed to progress if they have passed at least 75 credits, with the remaining 45 credits in the 30-39% range. *[Reg no. 60]*

Awards

The table below shows the minimum credits needed for a UG award and the maximum time allowed to complete (ie period of registration, including any breaks in study) *[Reg no. 73, 135]*:

Award	Minimum credits Level 4	5	6	7	Total	Maximum registration period Full-time	Part-time
Integrated master's degree	120	120	120	120	**480**	7 years	9 years
Honours degree with 30 credit sandwich placement	120	150	120		**390**	7 years	9 years
Honours degree	120	120	120		**360**	6 years	8 years
Graduate diploma (GradDip)			120		**120**	2 years	3 years
Non-honours degree	120	120	60		**300**	5 years	7 years
Graduate certificate (GradCert)			60		**60**	1 year	2 years
Foundation degree (Fd)	120	120			**240**	4 years	6 years
Diploma of higher education (DipHE)	120	120			**240**	4 years	6 years
Higher National Diploma (HND)	120	120			**240**	4 years	6 years
Higher National Certificate (HNC)	120				**120**	2 years	3 years
Certificate of higher education (CertHE)	120				**120**	2 years	3 years
University Certificate of Professional Development (UCPD)	60 credits at levels 4, 5 or 6				**60**	3 years	3 years

- Wherever possible, students who are unable to achieve their intended award (due to running out of time/reassessment opportunities) will be given an exit award. *[Reg no. 108]*

- A formal record of any credits achieved will be provided where a student has not gained enough credits to be given an award. *[Reg no. 106]*

How to work out the classification

Classification criteria

Undergraduate awards are classified using the criteria below *[Reg no. 79- 81]*. For students who were studying (for the first time) at level 6 of an honours degree or level 7 of an integrated master's degree in 2020/21, award classifications will also be calculated using the safety-net policy (which weights the final year 2:1 as opposed to 3:1) – students will receive the best outcome of the two. Students who were studying at level 5 of an honours degree or level 6 of an integrated master's degree in 2020/21 will have 30 credits discounted (rather than 15) when the award is made (the level 6/7 weighting remains unchanged).

Award	Normal criteria	Safety-net criteria
Honours degree **Current level 5 students**	Best **105** level 5 credits, single-weighted	Best **90** level 5 credits, single-weighted
Honours degree **Current level 6 students**	Best 105 level 6 credits, **triple-weighted**	Best 105 level 6 credits, **double-weighted**
Honours degree with 30 credit sandwich placement	Best 120 level 5 credits, single-weighted Best 105 level 6 credits, triple-weighted	No change
Integrated master's degree **Current level 5 & 6 students**	Best **225** credits over levels 5 and 6, single-weighted	Best **210** credits over levels 5 and 6, single-weighted
Integrated master's degree **Current level 7 students**	Best 105 credits over level 7, **triple-weighted (3:1)**	Best 105 credits over level 7, **double-weighted (2:1)**
All other UG awards (where classified)	Level average (at the award level)	No change

Consideration band

The outcome of the above criteria is called an average for classification. For honours degrees and integrated master's, a consideration band will apply if this is within 2% of the next classification band (68-69%, 58-59%, 48-49%). The student will be awarded a degree in the higher band if the *[Reg no. 85-87]*:

- Overall percentage in the higher classification band across the 120 credits at level 6 (honours degree) or level 7 (integrated master's), **or if**:

- Module marks in at least half of the level 6 credits (honours degree) or level 7 (integrated master's) are in the higher classification band.

Classification bandings

The classification bandings for undergraduate awards are as follows *[Reg no. 74]*:

Classification band	Integrated master's Honours degree	Foundation degree HNC/HND/UCPD
70% and above	First class honours	Distinction
60-69%	Upper second (2:1)	Merit
50-59%	Lower second (2:2)	Pass
40-49%	Third class honours	Pass

Example honours degree profile

Credits	Counts	*	Module mark	Classification banding
Level 4				
120	0			120 level 4 credits required to gain an award. Marks do not count towards classification calculation.
Level 5				
45	x3		68%	Upper second (2:1)
45	x3		62%	Upper second (2:1)
15	x1	❶	50%	Lower second (2:2)
15	Discount	❶ ❶	40%*	Pass *capped after reassessment*
120	**7 ❶ 6 ❶**		**426 ❶ 396 ❶**	
Level 6				
45	x3 ❸ ❹		63%	Upper second (2:1)
45	x2 (discount 15 credits) ❷ ❷ ❸		42%	Third class
30	x2 ❸ ❹		60%	Upper second (2:1)
120	**7 ❷**		**407 ❷**	
360				

Classification explained

At the point of being awarded, students in levels 5 or 6 (for the first time) in 2020/21 will be given the best outcome from the standard calculation versus the safety-net, as shown below:

Safety-net calculation	Standard calculation
❶ **Level 5 (in 2020/21): Best 90 level 5 credits:** 65+65+65+58+58+58 *(exclude 40, 57)* = **369÷6** = 61.5, rounded to <u>62</u>	❶ **Level 5: Best 105 credits:** 65+65+65+58+58+58+57 *(exclude 40)* = **426÷7** = 60.8, rounded to <u>61</u>
❷ **Level 6: Best 105 level 6 credits** (same as the standard calculation ie): 63+63+63+49+49 *(exclude 1x 49)* +60+60 = **407÷7** = 58.1, rounded to <u>58</u>	❷ **Level 6: Best 105 credits:** 63+63+63+49+49 *(exclude 1x 49)* +60+60 = **407÷7** = 58.1, rounded to <u>58</u>

Average for classification

In level 5 (in 2020/21):

❶ **Best 90 level 5 credits (62) single-weighted**, *plus the*

❷ **Best 105 level 6 credits (58) triple-weighted (3:1)** (as per the standard calculation ie): 62+58+58+58 = 236÷4 = **59**

In level 6 (in 2020/21):

Average for classification

❶ **Best 105 level 5 credits (61) single-weighted**, *plus the*

❷ **Best 105 level 6 credits (58) triple-weighted (3:1):** 61+58+58+58 = 235÷4 = 58.75 rounded to <u>**59**</u>

Safety-net calculation	Standard calculation

❶ **Best 105 level 5 credits (61) single-weighted** (as per the standard calculation), *plus the best outcome of either*

❷ **Best 105 level 6 credits (58) double-weighted (2:1):**
61+58+58 = 177÷3 = <u>**59**</u>, *or*

❷ **Best 105 level 6 credits (58) triple-weighted (3:1):**
(as per the standard calculation ie):
61+58+58+58 = 235÷4 = 58.75 rounded to <u>**59**</u>

The average for classification is **59%** (lower second (2:2)) which means the student falls into the consideration band. Working through the consideration band criteria:

❸ The level 6 average: 63+63+63+49+49+49+60+60 = **456÷8 = 57%** (lower second (2:2))

❹ The student has 75 credits in the upper second (2:1) band (45cr @ 63% plus 30cr @ 60% ie **63**+**63**+**63**+49+49+49+**60**+**60**)

The student is uplifted to an **upper second (2:1)** having fallen into the consideration band and meeting the minimum 50 per cent of the 120 level 6 credits in the higher band criteria.

Example integrated master's degree profile

> ** Each 15 credits' worth of module marks counts once towards the overall mark eg 30 credit modules count twice, 45 three times*

Credits	Counts	*Module mark	Classification banding
Level 4			
120	**0**	120 level 4 credits required to gain an award. Marks do not count towards classification calculation.	
Levels 5 and 6			
30	x2	55%	Lower second (2:2)
30	x2	67%	Upper second (2:1)
30	x2	63%	Upper second (2:1)
30	x2	74%	First class honours
15	*Discount*	40%* ❶ ❶	Pass *capped after reassessment*
15	x1	73%	First class honours
30	x2	57%	Lower second (2:2)
30	x2	64%	Upper second (2:1)
30	x2	55% ❶	Lower second (2:2)
240	**15**	**943** ❶❸ ❶❸	
Level 7			
45	x3	84%	First class honours
15	*Discount*	66% ❷ ❷	Upper second (2:1)

Credits	Counts	Module mark	Classification banding
30	x2	69%	Upper second (2:1)
30	x2	81%	First class honours
120	**7**	**552** ② ③ ② ③	
480			

Classification explained

Students studying (for the first time) at level 7 in 2020/21 will be awarded the best outcome of the level 6 triple-weighted (3:1) versus double-weighted (2:1) when the award is made, as shown below:

Normal criteria	Safety-net criteria
Best **225** credits over levels 5 and 6: ❶ 55+55+67+67+63+63+74+74 *(exclude 40)*+73+57+57+64+64+55+55 = 943÷15 = 62.8, rounded to **63**	Best **225** credits over levels 5 and 6: ❶ 55+55+67+67+63+63+74+74 *(exclude 40)*+73+57+57+64+64+55+55 = 943÷15 = 62.8, rounded to **63**
	*At the point of being awarded, students who were in level 5 or 6 in 2020/21 will have the Best **210** credits over levels 5 and 6:* ❶ *55+55+67+67+63+63+74+74 (exclude 40)+73+57+57+64+64+55 (exclude 55) = 888÷14 = 63.4, rounded to **63***
Best 105 credits over level 7: ❷ 84+84+84 *(exclude 66)*+69+69+81+81 = 552÷7 = 78.8, rounded to **79**	Best 105 credits over level 7: ❷ 84+84+84 *(exclude 66)*+69+69+81+81 = 552÷7 = 78.8, rounded to **79**
Levels 5 and 6, single-weighted plus level 7 **triple-weighted (3:1):** ❸ 63+79+79+79 = 300÷4 = **75**	Levels 5 and 6, single-weighted plus level 7 **double-weighted (2:1):** ❸ 63+79+79 = 221÷3 = 73.6 rounded to **74**
Awarded a **first class** with an overall average mark for classification of **75%**	Overall average mark for classification of **74%**