

BITE-SIZE

2022/23

Academic regulations for taught programmes

Applies to undergraduate students in level 4 (first year) from September 2022 only

including part-time students who initially enrolled in 2021/22 and those who are repeating level 4 in 2022/23. NB separate regulations are available which apply to undergraduate students who first registered with the university from September 2022 and are on levels 5, 6 and 7, plus taught postgraduate students.

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](#). 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). 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. 2.4]
- 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. 2.6, 2.8]

Reassessment

- Only failed assessment components need be reassessed. Reassessment is not permitted in assessment components or modules which have already been passed. [Reg no. 2.19]
- Students may be reassessed twice in each module, one of which may be via in-year reassessment if timescales allow. [Reg no. 2.20]
- Module marks will be capped at 40% where one or more assessment tasks has been reassessed. [Reg no. 2.23]

Deadline extensions, late submissions, deferrals etc

- Students may request (from the module leader) an extension to an assessment deadline of up to five university working days. *[Reg no. 5.1]*
- Assessments submitted up to 24 hours past 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. 2.15, 2.16]*
- 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. 5.3]*

Compensation and progression

- 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. 2.9]*
- Students must have passed a minimum of 90 credits to progress to the next level of study – the university will award up to 30 credits of compensation. *[Reg no. 3.1]*
- Students who have not achieved 30 credits by the reassessment board will be dismissed from their studies, unless they are in their final level of study. *[Reg no. 3.4]*
- Students who have failed more than 60 credits at the point of the reassessment board will be required to undertake reassessment with attendance. *[Reg no. 2.31]*

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. 4.6, 6.5]*

Award	Minimum credits					Maximum registration period	
	Level				Total	Full-time	Part-time
	4	5	6	7			
Integrated master's degree with 30 credit sandwich placement	120	150	120	120	510	8 years	10 years
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. 4.35]
- 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. 4.37]

How to work out your degree classification

Classification criteria

Undergraduate awards are classified using the criteria below: [Reg no. 4.15-4.34]

Award	Normal criteria
Honours degree	Best 105 level 5 credits, single-weighted Best 105 level 6 credits, triple-weighted
Honours degree with 30 credit sandwich placement	Best 120 level 5 credits, single-weighted Best 105 level 6 credits, triple-weighted
Integrated master's degree	Best 225 credits over levels 5 and 6, single-weighted Best 105 credits over level 7, triple-weighted
Integrated master's degree with 30 credit sandwich placement	Best 240 credits over levels 5 and 6, single-weighted Best 105 credits over level 7, triple-weighted
All other UG awards (where classified)	Level average (at the award level)

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. 4.12-4.14]:

- 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. 4.7]

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

Please see example honours degree and integrated master's degree classification calculations below. For all other award types, please go to appendix 2 of the full [academic regulations for taught programmes](#).

Example honours degree profile

* Each 30 credits' worth of module marks counts twice towards the overall mark ie 60 credit modules count four times etc

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			
30	x2	75%	First class honours
30	x2	69%	Upper second (2:1)
30	x2	84%	First class honours
30	x1 (discount 15 credits) ①	40%*	Pass *capped after reassessment
120	7 ①	496 ①	
Level 6			
30	x2	73%	First class honours
30	x2	68%	Upper second (2:1)
30	x1 (discount 15 credits) ②	55%	Lower second (2:2)
30	x2	70%	First class honours
120	7 ②	477 ②	
360			

Classification explained

Working through the above classification criteria in order:

- ① Best 105 credits of the 120 studied at level 5:
 $75+75+69+69+84+84+40=496 \div 7=70.8$, rounded up to **71** (first class honours)
- ② Best 105 credits of the 120 studied at level 6:
 $73+73+68+68+55+70+70=477 \div 7=68.1$ rounded down to **68** (upper second (2:1))
- ③ Level 5 single-weighted, plus level 6 triple-weighted (① + ② + ② + ②):
 $71+68+68+68=275 \div 4=68.7$, rounded up to **69 (upper second (2:1))**

As the overall average mark for classification (69%) is within 2% of the next classification band (70%+), the consideration band rules are applied to determine whether or not the student is awarded a 2:1 or first, as follows:

Consideration band	2:2	2:1	First
1) The level 6 average mark across the 120 credits sit in? or		✓	
2) At least 50 per cent of the 120 level 6 credits sit in?			✓

Outcome

Although the overall average mark for classification is 69% (upper second (2:1)), the student is awarded a **first class honours degree**. This is because they fall into the consideration band and have more than 50 per cent of the 120 level 6 credits in the higher band.

Example integrated master's degree profile

* Each 30 credits' worth of module marks counts twice towards the overall mark ie 60 credit modules count four times etc

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			
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
Level 6			
30	x1 (discount 15 credits) ①	40%*	Pass *capped after reassessment
30	x2	73%	First class honours
30	x2	64%	Upper second (2:1)
30	x2	55%	Lower second (2:2)
240	15 ①	942 ①	
Level 7			
30	x1 (discount 15 credits) ②	66%	Upper second (2:1)
30	x2	88%	First class honours
30	x2	68%	Upper second (2:1)
30	x2	81%	First class honours
120	7 ②	540 ②	
480			

or module marks counted twice towards the overall mark ie 60 credit module count four times etc

Classification explained

Working through the above classification criteria in order:

- ① Best 225 credits of the 240 studied at levels 5 and 6:
 $55+55+67+67+63+63+74+74+40+73+73+64+64+55+55=942 \div 15=62.8$, rounded up to **63** (upper second (2:1))
- ② Best 105 credits of the 120 studied at level 7:
 $66+88+88+68+68+81+81=540 \div 7=77.1$, rounded up down to **77** (first class honours)
- ③ Level 5 and 6 single-weighted plus level 7 triple-weighted (①+②+②+②):
 $63+77+77+77=294 \div 4=73.5$ rounded up to **74 (first class honours)**

Outcome

The student is awarded a **first class integrated master's degree** as the overall average mark for classification is 74%.