

Academic regulations for taught programmes

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

This is a short briefing document for staff/external examiners summarising the academic regulations for taught programmes which have been introduced from 2022/23. They will apply to all level 4 (first year) undergraduate students from September 2022, both on block delivery programmes and on programmes with other delivery patterns. This includes part-time students who initially enrolled in 2021/22 and those who are repeating level 4 in 2022/23.

Please refer to the [academic regulations](#) for further details.

For further information please contact your [Associate Dean \(Academic\)](#) in the first instance. Alternatively, please contact Sally Lloyd, Department of Academic Quality, sllloyd@dmu.ac.uk.

Some programmes may have different requirements from those outlined in this guide. Please see the full [academic regulations](#) and your faculty's [programme-specific regulations register](#) for details.

Section 1: Undergraduate study – key points

- **Module credit sizes:** the standard module credit size is 30 credits. A limited number of 15 credit modules may be allowed.
- **Programme structures:** programmes will normally consist of four 30 credit modules per level of study/academic year, delivered in four seven-week blocks.
- **Module choice:** there will normally be no module choice (option modules) at level 4 (first year). Option modules may be introduced at levels 5 and 6.
- **Part-time programmes:** may be delivered in alternate blocks or two consecutive blocks, equating to 60 credits per academic session.

Section 2: Assessment – key points

- **Module pass mark:** the undergraduate module pass mark is 40 per cent.
- **Compensation:** compensation will be available for module failure in up to 30 credits per level, if the module mark is between 30-39 per cent and criteria specified in the regulations are met.
- **Unauthorised late submission of assessments:** if an assessment is submitted up to 24 hours past the deadline the mark for the work will be capped at 40 per cent. If an assessment is submitted more than 24 hours late the work will receive a mark of zero per cent.
- **Reassessment opportunities:** if a module is failed at the first attempt, two reassessment opportunities will be available in the module. One reassessment attempt may be via in-year reassessment if timescales allow.

- **Reassessment with mandatory attendance:** where a student has failed more than 60 credits at the point of the reassessment board, the student will be required to undertake reassessment in the modules following attendance at the timetabled teaching activities for the modules.

Section 3: Progression through the programme of study – key points

- **Progression between levels of study:** a student may only progress to the next level of study if they have passed 120 credits, or have passed a minimum of 90 credits and are awarded compensation in up to 30 credits.
- **Progression into level 6:** a student may not progress into level 6 if they have a level 4 failure to retrieve.
- **Dismissal from studies:** a student who has not achieved 30 credits by the reassessment board will be dismissed from their studies, unless they are in their final level of study.

Section 4: Awards – key points

- **Minimum credit requirements for awards:** the minimum requirements for the most common awards are as follows. Full details can be found in the academic regulations:

– Integrated master's degree	480 credits
– Honours degree with sandwich placement	390 credits
– Honours degree	360 credits
– Foundation degree/Higher National Diploma	240 credits

- **Degree classification bands:** classification bands are as follows:

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
Below 40%	Fail	Fail

- **Degree classification calculation:** the methods of calculating classification of the most common awards are as follows. Full details can be found in the academic regulations:

- **Integrated master's degree:** best 225 credits of the 240 at levels 5 and 6, single-weighted and the best 105 credits of the 120 at level 7, triple-weighted. A consideration band will apply for classification calculations within two per cent of a higher classification band.
- **Honours degree with sandwich placement:** best 120 credits of the 150 at level 5, single-weighted and the best 105 credits of the 120 at level 6, triple-weighted. A consideration band will apply for classification calculations within two per cent of a higher classification band.
- **Honours degree:** best 105 credits of the 120 at level 5, single-weighted and the best 105 credits of the 120 at level 6, triple-weighted. A consideration band will apply for classification calculations within two per cent of a higher classification band.

Foundation degree/Higher National Diploma: the average of all module marks at level 5.

Section 5: Deadline extensions, deferrals and leave of absence – key points

- **Extending assessment deadlines:** students may request an extension to an assessment deadline of up to five university working days.
- **Deferrals:** students may request a deferral (delay) in submitting assessments or sitting formal examinations.
- **Leave of absence:** students experiencing significant personal or medical issues may request a leave of absence of up to one calendar year.
- **Gap year:** students may request a gap year from their studies.
- **Repeating a level of study:** repeating a level of study is **not** allowed within the academic regulations.

Section 6: Student registration – key points

- **Registration:** students must register by the end of week two of teaching at the latest. No exceptions will be allowed.
- **Changing module or programme:** students may change a module or their programme by the end of week two at the latest. No exceptions will be allowed.
- **Changing programmes mid-year:** students who decide mid-year that they wish to change programmes will be required to take a leave of absence and join their new programme the start of the next academic session.
- **Returning to study:** students who have left following the achievement of an initial award or who have withdrawn for personal reasons may apply to return to study without a time delay.
- **Returning to study following dismissal for academic failure:** students who are dismissed from their studies due to academic failure must wait for two calendar years before applying to return to study.

Section 7: Recognition of Prior Learning (RPL) – key points

- **Recognition of Prior Learning:** the university may recognise academic credit or qualifications achieved at another institution, or achieved by former De Montfort University students, to allow students exemptions from studying one or more modules. [Guidance](#) is available to supplement the regulations.

Section 8: Study abroad – key points

- **Studying abroad:** outlines the regulations relating to the student exchange year abroad.

Appendix 1: Assessment board terms of reference – key points

- **Progression and award boards (PABs):** explains the purpose of PABs, how they operate and who attends.
- **Module assessment board (MABs):** explains the purpose of MABs, how they operate and who attends.

Appendix 2: Examples of award classification calculations – key points

- **Degree classification:** provides worked examples of how each undergraduate award is classified.

Appendix 3: Extensions to coursework deadlines guidance – key points

- **Guidance:** provides supporting information to assist with the implementation of the extension to coursework deadlines regulation (see section 5 of academic regulations).
- **Evidence:** outlines evidence required to support an extension to coursework deadline request.