

**Academic Regulations For  
Undergraduate Programmes of Study**  
(incorporating exemptions for STETS students approved by ASC on 28 April 2010)

**September 2010**

## **PREFACE**

The University has a set of common regulations for undergraduate programmes of study which determine the way in which your programme is structured, how you are assessed, what you achieve in order to progress through the programme and the type and title of your award (certificate, diploma or degree) and the award of Distinctions or Honours classifications. We, as a University, have decided on a common approach to all these matters to try and be fair to all students. We aim to treat all students equitably, although the system is designed to meet individual needs.

By setting out rules and procedures in advance, we aim to remove as much of the mystery from the regulations and to highlight what students can do in exceptional cases. We have rules for transferring programmes, or changing modules, or reporting illnesses or other matters affecting your study. Our aim is that students, by working with academic and administrative staff, can resolve most issues. It is important, however, that all students are treated equitably, therefore, for example, there are rules about deadlines for submission of assessment (Section F:6) and second attempts at assessments (Section F:10).

Some of the regulations set out here may never apply to you during to time at University, for example the Sections on concessions for mitigating circumstances (Sections F:11 - 12 and G:2.2) or applying to repeat study (Section G: 3) or appeals (Section J), but these are set out in case they are needed.

We have tried to keep the structure of programmes, and the way they are assessed, as straightforward as possible. During your time at the University you will accumulate credit by taking modules (Section D:3) with rules about how you may combine subjects together to form awards (Section E). At the end of your programme of study there are separate rules that determine the type and title of the award you will receive and the method for awarding Distinctions or Honours degree classification (Sections H:1, 3, 4 and 5). If there are any matters about your programme you don't understand in these regulations please talk to your Personal Tutor or Programme Leader.

Lyn Black  
Director of Quality Management Office

Some of these regulations only apply to full-time students of the university. There are also some clearly-marked changes to the regulations in respect of STETS students.

Philip Richter  
STETS Dean of Studies

# Academic Regulations for Undergraduate Programmes of Study September 2009

<b>SECTION A:</b>	<b>INTRODUCTION</b>	<b>2</b>
SECTION A:1	DEFINITIONS	2
SECTION A:2	SCOPE OF REGULATIONS	3
SECTION A:3	AMENDMENTS TO THE REGULATIONS	3
SECTION A:4	SUSPENSION OF THE REGULATIONS	3
<b>SECTION B:</b>	<b>ADMISSIONS</b>	<b>4</b>
SECTION B:1	ADMISSIONS POLICY	4
SECTION B:2	ENTRY REQUIREMENTS	4
<b>SECTION C:</b>	<b>STUDENT REGULATIONS</b>	<b>4</b>
<b>SECTION D:</b>	<b>UNDERGRADUATE FRAMEWORK</b>	<b>5</b>
SECTION D:1	ACADEMIC YEAR	5
SECTION D:2	STUDENT ATTENDANCE AND WORKLOAD OBLIGATIONS	5
SECTION D:3	MODULE FRAMEWORK	5
SECTION D:4	PLACEMENTS AND FIELDWORK	6
<b>SECTION E:</b>	<b>PATHWAY STRUCTURES</b>	<b>6</b>
SECTION E:1	HONOURS DEGREES	6
SECTION E:2	PASS DEGREES	7
SECTION E:3	DIPLOMAS OF HIGHER EDUCATION AND FOUNDATION DEGREES	9
SECTION E:4	CERTIFICATES OF HIGHER EDUCATION	9
SECTION E:5	COMBINED STUDIES PATHWAY	9
<b>SECTION F:</b>	<b>ASSESSMENT</b>	<b>9</b>
SECTION F:1	MODULE ASSESSMENTS	9
SECTION F:2	AWARDING OF CREDIT	10
SECTION F:3	GRADING SCHEME	10
SECTION F:4	ASSESSMENT LOAD	10
SECTION F:5	FINAL YEAR PROJECT	11
SECTION F:6	SUBMISSION OF ASSESSMENT INCLUDING FINAL YEAR PROJECT	11
SECTION F:7	ATTENDANCE AT FORMAL EXAMINATION	12
SECTION F:8	FIRST ATTEMPT AT ASSESSMENT	12
SECTION F:9	ACADEMIC MISCONDUCT	12
SECTION F:10	REDEMPTIONS	13
SECTION F:11	COMPENSATION AND CONDONEMENT	13
SECTION F:12	EXTENSIONS AND DEFERRALS	13
<b>SECTION G:</b>	<b>PROGRESSION</b>	<b>13</b>
SECTION G:1	STUDENT PROGRESSION BETWEEN FIRST AND SECOND SEMESTERS OF EACH ACADEMIC YEAR	14
SECTION G:2	STUDENT PROGRESSION BETWEEN ACADEMIC YEARS	14
SECTION G:3	APPLICATIONS TO REPEAT STUDY	15
<b>SECTION H:</b>	<b>CONFERMENT OF AWARDS</b>	<b>15</b>
SECTION H:1	AWARDS	15
SECTION H:2	PERIOD OF REGISTRATION	16
SECTION H:3	PATHWAY AWARD TITLES	17
SECTION H:4	HONOURS DEGREE CLASSIFICATION	18
SECTION H:5	CLASSIFICATION FOR BORDERLINES AND DISTINCTIONS	19
SECTION H:6	AEGROTAT AWARD	19
<b>SECTION I:</b>	<b>TRANSFERS AND CREDIT ACCUMULATION</b>	<b>19</b>
SECTION I:1	INTERNAL TRANSFER	19
SECTION I:2	MINIMUM CREDIT TO BE EARNED AT THE UNIVERSITY	19
SECTION I:3	TRANSFER CREDIT	20
<b>SECTION J:</b>	<b>APPEALS AGAINST EXAMINATION BOARD DECISIONS</b>	<b>20</b>

## SECTION A: INTRODUCTION

### SECTION A:1 DEFINITIONS

- 1.1 'The University' means the University of Winchester.
- 1.2 'Programme of study' means an approved curriculum for an award from the University of Winchester. A 'programme of study' comprises either one subject or a combination of subjects.
- 1.3 'Subject' means a collection of modules normally in a single discipline and contributing to a recognised award.
- 1.4 A 'pathway' can be Single, Joint, Main or Subsidiary and describes the contribution a subject makes to the overall programme of study for an individual student.
- 1.5 Each programme or subject shall have a definitive document: a set of documents approved at validation and by the relevant Faculty and University of Winchester committees, comprising the Programme Specification, module descriptions and associated detail. Each programme and subject shall be allocated to a 'home' Faculty.
- 1.6 'Module' means the basic component of all programmes of study and STETS undergraduate modules will normally carry 20<sup>1</sup> CATS points of credit rating;. A module may form part of several distinct programmes and/or subjects. Each module must have a module description, which conforms to current validation agreements.
- 1.7 'Student' means a person who has enrolled at the University in accordance with C:1.1 and is attending one or more modules from a programme of study. Sabbatical Officers of the Student Union shall be deemed to be students for the purposes of these Regulations.
- 1.8 'Valid concessions' means approved, relevant concessions as defined by the University's Concessions Procedures.
- 1.9 Students may enrol on a 'programme of study' leading to an award or may enrol as a 'continuing education' student. A 'continuing education' student is one who registers for discrete modules and not for a programme of study leading to an award.
- 1.10 'Auditing' a module means a student attends a module but does not submit assessments and does not accrue credit.
- 1.11 'AP(E)L' means Advance Prior (Experiential) Learning and is a generic term for the process by which recognition may be given for past learning experiences.
- 1.12 'CATS' refers to the Credit Accumulation Transfer Scheme operating at the University in which modules have a national currency. All references to module credits in these Regulations refer to CATS credits, unless stated otherwise. The number of credits is based on the estimated notional learning hours (where one credit represents 10 notional hours of learning).
- 1.13 CATS Levels

Each module will carry one of the following CATS level ratings as defined by the Quality Assurance Agency in *'The framework for higher education qualifications in England, Wales and Northern Ireland' August 2008:*

---

<sup>1</sup> Except for 2010-11 entry into the 'run-out' course, whose modules normally carry 10 CATS credit rating points (STETS requirement).

- Level 4 Year 1 of a full-time honours degree or equivalent requires completion of 120 CATS at level 4. The material at this level should normally be of an introductory nature. Students are expected to demonstrate an understanding of basic concepts, knowledge and skills.
- Level 5 Year 2 of a full-time honours degree or equivalent requires completion of 120 CATS at level 5. The material at this level may be introductory but should normally be of intermediate difficulty. Students are normally expected to have a secure mastery of basic concepts, knowledge and skills. They will be required to demonstrate the beginnings of a critical response to material and be aware of the interaction between theory and practice, where appropriate.
- Level 6 Year 3 of a full-time honours degree or equivalent requires completion of 120 CATS at levels 5/6. The material at this level should be of an advanced nature, often allowing students to specialise. Students are expected to demonstrate a secure mastery of more complex concepts, knowledge and skills. They should be required to demonstrate the ability to think critically, to problem solve and to apply theory reflectively in practice, where appropriate. Students should also demonstrate, in some part of the level 6 programme, an ability to work independently to a high standard.
- 1.14 'ECTS' refers to the European Credit Transfer and Accumulation System operating throughout Europe. ECTS is based on the principle that 60 credits measure the workload of a full-time student during one academic year. The University equates one ECTS credit to two CATS credits.

## **SECTION A:2 SCOPE OF REGULATIONS**

- 2.1 These Academic Regulations apply to undergraduate students, registered for a programme of study, enrolling annually with the University and to continuing education students registered for discrete modules. The University reserves the right to withdraw programmes and to make changes in regulations, programmes, courses, fees, etc, at any time before or after a candidate's admission without notice. Admission to the University is subject to the requirement that the candidate will comply with the University's registration procedure and will duly observe the Regulations of the University.
- 2.2 These Regulations apply to all undergraduate programmes of study and to modules within them except for those specifically exempted by Senate.
- 2.3 Programmes and subjects must operate in accordance with the Regulations and may have their own regulations, which enhance them.
- 2.4 Certificate of Higher Education, Diploma of Higher Education, Foundation Degree and Pass Degree programmes of study are also to be treated as programmes of study for the purposes of these Regulations.

## **SECTION A:3 AMENDMENTS TO THE REGULATIONS**

The Academic Regulations may be amended, through Academic Standards Committee, by authority of Senate.

## **SECTION A:4 SUSPENSION OF THE REGULATIONS**

- 4.1 In exceptional circumstances, a programme or subject may seek, at the time of validation or review, to operate outside of one or more of the Regulations. Application to do so must follow appropriate consultation with other subjects as required, and must be made explicit at the time of validation or review and must be explicitly approved by Academic Standards Committee. Where approval is secured, this must again be made explicit in the definitive document of a programme or subject regulations.

- 4.2 In exceptional circumstances, and following appropriate consultation, a programme or subject may seek to obtain formal approval through Academic Standards Committee to suspend one or more of the Regulations. Where this approval is secured, students must be explicitly notified before implementation.

## **SECTION B: ADMISSIONS**

### **SECTION B:1 ADMISSIONS POLICY**

- 1.1 Students are admitted to the University, at the discretion of the Vice Chancellor or other appropriate officer, on fulfilment of specified admissions requirements for the purposes of following a specified programme of study normally leading to an award or as a continuing education student to take discrete modules.
- 1.2 All offers of places made by the University are made on the assumption that the programme or module will be in validation and expected to operate in the academic year. However, the University cannot accept liability for any loss, distress or inconvenience caused by the cancellation or alteration of a programme or module.
- 1.3 Applicants for any programme or discrete module(s) must be prepared to come to STETS for interview

### **SECTION B:2 ENTRY REQUIREMENTS**

- 2.1 For entry to undergraduate degree programmes, the University specifies a General Admission Requirement, which must normally be satisfied by candidates aged under 21. This requirement is the equivalent of passes in two subjects at Advanced Level supported by passes in three other subjects at GCSE Level, but may also be satisfied by a specified level of achievement in a wide range of qualifications. The admission requirements for a year of entry are detailed in the University's Undergraduate Prospectus for that year.
- 2.2 Programme and subject regulations must detail explicitly any variance with the standard entry requirements. Where appropriate, this will include requirements necessary for professional accreditation. These regulations will also detail the type of evidence that the University would accept in satisfaction of these requirements.
- 2.3 Candidates for admission to a programme or subject must normally be at least 18 years of age on 31 December of the year of their admission.
- 2.4 Candidates over the age of 21 who do not satisfy the General Admission Requirements may be admitted to a programme or subject provided that they can submit evidence of previous serious study and demonstrate the capacity and attainments to pursue successfully the proposed course.
- 2.5 Continuing education students apply for discrete modules and their eligibility for each module will be considered on its own merits.
- 2.6 Candidates whose first language is not English are required, in addition to satisfying the General Admission Requirement, to reach a satisfactory standard in an approved test in English or demonstrate that they have an adequate command of both spoken and written English Language to follow their proposed course of study.

## **SECTION C: STUDENT REGULATIONS**

- 1.1 Every student must enrol annually in accordance with procedures established by the Director of Registry.

- 1.2 New students may not be admitted to the University after the Friday of week 4 of the year in which their proposed programme of study starts. New students, who have not enrolled and registered by this date, must normally defer starting their studies until the next intake (STETS requirement).
- 1.3 Every student undertakes to abide by the Regulations of the University and the programme and subject(s) and module(s) for which they have registered, and to be subject to the University's discipline whilst a student registered at the University.
- 1.4 A student who is enrolled on a full-time programme of study will be considered to be a full-time student during any semester of enrolment. A student who is enrolled on a part-time course will be considered to be a part-time student during any year of enrolment (STETS requirement).
- 1.5 Should a student transfer to another programme of study and/or to another mode of study at the University, or withdraw temporarily or permanently from a programme of study, they must obtain written approval from the appropriate subject(s) and ensure that Registry receives the completed approval form confirming the change(s).
- 1.6 A student remains registered unless they have advised the University of their withdrawal by completing the approved withdrawal form or the University has terminated their registration.
- 1.7 A registered student of the University must ensure that their record, held by the University always has their most up to date addresses and contact numbers, both permanent and local/term-time.

## **SECTION D: UNDERGRADUATE FRAMEWORK**

### **SECTION D:1 ACADEMIC YEAR**

- 1.1 The STETS academic year lasts 41 weeks and is divided into 4 modules and 1 Easter School; the second and third modules span the Christmas and Easter vacations respectively but allow for proper breaks at these festivals..
- 1.2 Each module will comprise an 8-week teaching period and be followed by a 2-week assessment period. (STETS requirement).
- 1.3 The STETS Academic Year Calendar is approved by the STETS Board of Studies and published by the STETS Office.

### **SECTION D:2 STUDENT ATTENDANCE AND WORKLOAD OBLIGATIONS**

- 2.1 The nature of students' academic obligations (including attendance at lectures, classes and seminars, performance of practical and written work, etc) varies between programmes and subjects and modules.
- 2.2 Students who fail to attend elements, which have been designated as mandatory by subjects or programmes of study, without good cause, and unsupported by a medical certificate or other appropriate documentary evidence, may be refused the opportunity of redeeming assessments in the module(s) for which the minimum attendance requirement has not been met.
- 2.3 Students who fail to satisfy individual subject attendance and workload requirements may additionally be penalised in their marks, may be required to leave the programme or subject, and may be refused readmission or admission to other modules.

### **SECTION D:3 MODULE FRAMEWORK**

### 3.1 Full-time Programmes of Study

The standard module framework is four 15 credit modules or equivalent per semester, for a total of 120 credits per academic year. Modules may not span academic years.

### 3.2 Part-time Attendance on Full-time Programmes of Study

- 3.2.1 Individual students may be permitted to register for part-time attendance on a full-time programme of study. Such students will normally take two 15 credit modules or equivalent per semester.
- 3.2.2 A student who has failed to satisfy the requirements for progression to the next stage of their programme of study may apply to (re)take one or more modules on a part-time basis. (Refer to Section G: 3)
- 3.2.3 Continuing Education students normally register for, and attend, discrete modules on a semester by semester basis.

### 3.3 Part-time Programmes of Study

- 3.3.1 Students will normally take four 20-credit modules or equivalent per year, for a total of 80 credit modules per academic year. Modules may not span academic years (STETS requirement).
- 3.3.2 Programmes and subjects may specify compulsory modules and limit the range of 'optional' modules available. These requirements will be specified in the Definitive Document. Constraints on module choice may also be imposed by timetable clashes, staff availability and other circumstances.

## SECTION D:4 PLACEMENTS AND FIELDWORK

- 4.1 If a programme or subject includes a professional, vocational or practical placement or fieldwork, the placement or fieldwork may carry a credit rating, either as part of a module or as a separate module itself.
- 4.2 If the placement or fieldwork carries a credit rating, the number of credits required for an award will normally be increased if the placement or fieldwork increases the length of the programme of study.
- 4.3 If the placement or fieldwork does not carry a credit rating, the programme or subject regulations may stipulate that the placement must be passed in order for students to progress or graduate.

## SECTION E: PATHWAY STRUCTURES

### SECTION E:1 HONOURS DEGREES

- 1.1 All Honours degree students must take 24 modules (360 credits), with at least 6 at level 6 (90 credits), including the double module Final Year Project (30 credits). Students may also include Elective modules, where permitted by their subject(s) or programme of study. Up to two modules at level 5 may be taken during the final year of a degree programme, or its part-time equivalent. Modules studied in the second semester of a student's final year of study, or equivalent, will normally be at level 6.

#### 1.1.1 Joint Honours

Level 4	Subject 1:	4 modules
	Subject 2:	4 modules

Level 5/6	Subject 1:	7 modules (including at least 2 at level 6)
	Subject 2:	7 modules (including at least 2 at level 6) plus a Final Year Project (normally a double module in one field *)

\* Individual Subjects may rule that its students shall only submit single field Final Year Projects or specify that inter-disciplinary Final Year Projects will only be permitted with certain subjects. In exceptional circumstances an individual student may be permitted to submit a Final Year Project on a normally restricted two-field topic.

### 1.1.2 Main/Subsidiary Honours

Level 4	Subject 1:	4 modules
	Subject 2:	4 modules

Level 5/6	Subject 1 (Main):	between 8 and 10 modules (including at least 4 at level 6) plus a Final Year Project (double module)
	Subject 2 (Sub):	between 4 and 6 modules

### 1.1.3 Single Honours

Level 4	Subject 1:	4 modules
	Subject 2:	4 modules

or Subject 1: 8 modules

Level 5/6	Subject 1:	between 12 and 14 modules (including at least 4 at level 6) plus a Final Year Project (double module)
	Subject 2:	no more than 2 modules at level 5

Students will normally take all 16 modules at level 5/6 in a Single Subject but may, where the regulations for the Single Subject permit, take 2 level 5 modules in their second field.

## SECTION E:2 PASS DEGREES

2.1 All Pass degree students must take 20 modules (300 credits), with at least 12 modules at level 5/6 (180 credits), which may include Elective modules, where permitted by the subject(s) or programme of study.

### 2.1.1 Joint pathway

Level 4	Subject 1:	4 modules
	Subject 2:	4 modules

Level 5/6	Subject 1:	6 modules
	Subject 2:	6 modules

### 2.1.2 Main/Subsidiary pathway

Level 4	Subject 1:	4 modules
	Subject 2:	4 modules

Level 5/6	Subject 1 (Main):	between 7 and 9 modules
	Subject 2 (Sub):	between 3 and 5 modules

### 2.1.3 Single Subject pathway

Level 4	Subject 1:	4 modules
	Subject 2:	4 modules

or Subject 1: 8 modules

Level 5/6

Subject 1:

between 10 and 12 modules

Subject 2:

no more than 2 modules at level 5

## SECTION E:3 DIPLOMAS OF HIGHER EDUCATION AND FOUNDATION DEGREES

3.1 All Diploma of Higher Education and Foundation Degree students must take 16 modules (240 credits), with at least 8 modules at level 4 and 8 modules at level 5 (120 credits at each level), which may include Elective modules, where permitted by the subject(s) or programme of study.

### 3.1.1 Joint pathway

Level 4	Subject 1:	4 modules
	Subject 2:	4 modules

Level 5	Subject 1:	4 modules
	Subject 2:	4 modules

### 3.1.2 Main/Subsidiary pathway

Level 4	Subject 1:	4 modules
	Subject 2:	4 modules

Level 5	Subject 1 (Main):	5 modules
	Subject 2 (Sub):	3 modules

### 3.1.3 Single Subject pathway

Level 4	Subject 1:	4 modules
	Subject 2:	4 modules

or

	Subject 1:	8 modules
--	------------	-----------

Level 5	Subject 1:	between 6 and 8 modules
	Subject 2:	no more than 2 modules

## SECTION E:4 CERTIFICATES OF HIGHER EDUCATION

4.1 All Certificate of Higher Education students must take 8 modules (120 credits), which may include Elective modules, where permitted by the subject(s) or programme of study.

### 4.1.1 Joint pathway

Level 4	Subject 1:	4 modules
	Subject 2:	4 modules

### 4.1.2 Single Subject pathway

Level 5	Subject 1:	8 modules
---------	------------	-----------

## SECTION E:5 COMBINED STUDIES PATHWAY

Exceptionally an individual student may be permitted to register for an award in Combined Studies. This option will only be available to students who, for reasons beyond their control are unable to meet pathway requirements. For example, a student who takes an approved break in studies and, on their return, finds that the modules required to meet pathway requirements are no longer available.

## SECTION F: ASSESSMENT

### SECTION F:1 MODULE ASSESSMENTS

1.1 A student's achievement in each module must be assessed so that a student may be awarded a final mark for each module. If an assessment covers more than one module a separate final mark must be awarded for each module.

- 1.2 Assessment will normally take place during the year in which the module is offered (STETS requirement).
- 1.3 Marks published during the year are provisional until ratified by the Examination Board.
- 1.4 Any student may be required to attend an oral examination as part of the assessment process.
- 1.5 Assessments submitted by the stipulated deadline will be returned to students by the deadline stated in the module or programme handbook.

## **SECTION F:2 AWARDING OF CREDIT**

- 2.1 Students are awarded credit for all modules for which they successfully complete the assessment and other specified requirements. No student may be permitted to retake a module unless authorised by the Examination Board. Where a student retakes a module for which credit and/or marks have already been received, any previously received credit and/or marks will no longer count as part of the student's academic profile for the programme of study but will appear on the student's transcript.
- 2.2 Students may choose to audit one or more modules but they must confirm their intention to audit the module within two weeks of starting it. No credit can be given for audited modules, although they will be recorded on intermediate and final transcripts. Students, who wish to audit one or more modules, must undertake at least one module for credit in the same academic year.

## **SECTION F:3 GRADING SCHEME**

- 3.1 All modules are computed as a numerical percentage rounded to the nearest whole number.
- 3.2 The minimum pass mark for a module is 40% (STETS requirement).
- 3.3 If the assessment of a module comprises more than one element, the final mark is calculated as an aggregate of the marks for all of the elements, based on the weightings set forth in the module description. If no weighting is stipulated, each element will be deemed to carry equal weighting.
- 3.4 If a programme requires it, a student must achieve a pass in each element even if the aggregate of all elements meets the pass mark.
- 3.5 If an element of assessment is in turn composed of various sub-elements, the sub-elements do not all have to be passed unless programme or field regulations stipulate otherwise.

## **SECTION F:4 ASSESSMENT LOAD**

- 4.1 Where a student takes more than one subject in combination, no more than 50% of the expected student input to the module's assessment will fall due during the assessment period.
- 4.2 The maximum assessment load for a 20-credits level 4 module will normally be the equivalent of a 4,500<sup>2</sup> word assignment (STETS requirement).
- 4.3 The maximum assessment load for a 20-credits level 5 or 6 module will normally be the equivalent of a 5,000 word assignment (STETS requirement).

---

<sup>2</sup> The maximum assessment load for a 10-credits run-out module will normally be the equivalent of a 2,500 word assignment at level 4, 5 or 6 (STETS requirement).

## **SECTION F:5 FINAL YEAR PROJECT**

- 5.1 'Final Year Project' is an exercise enabling students to apply summatively their knowledge and understanding of theory and practice, in relation to their programme of study, by producing an independent piece of research which exhibits clarity of expression, creative and logical thought. The Final Year Project is a double module undertaken during the final academic year of the programme of study (STETS requirement).
- 5.1.1 The Final Year Project will normally be between 10,500 and 13,000 words, or the equivalent, on a subject of the student's choice, subject to approval by the programme of study staff team. Study is primarily student-directed with supervision supplied by programme of study staff (STETS requirement).
- 5.1.2 A Final Year Project is conventionally a dissertation. The regulations permit demonstration, performance, exhibition, examination by display, experimental report and other forms of assessment to be deemed the 'project' within a programme of study as appropriate to the subject matter.
- 5.1.3 In cases where demonstration, performance, examination by display etc, is the substance of the project, it must be accompanied by a written rationale, commentary, diary of work in progress, viva, or the equivalent, which must play a significant role in the assessment of the Project.
- 5.2 Successful completion of the Final Year Project shall normally be a requirement for the award of a degree with Honours. The Final Year Project will be assessed at level 6 and will count 40 credits (STETS requirement).

## **SECTION F:6 SUBMISSION OF ASSESSMENT INCLUDING FINAL YEAR PROJECT**

- 6.1 It is the responsibility of the student to submit work for assessment in accordance with the requirements for each module.
- 6.2 Unless specified otherwise, students must submit two copies of the Final Year Project (STETS requirement).
- 6.3 Unless specified otherwise, work for assessment must be submitted to the STETS Office for the module for which the work is to be assessed. A student is also responsible for keeping a copy of all submitted work (STETS requirement).
- 6.4 The University reserves the right not to assess and mark a Final Year Project submitted after the agreed submission deadline. All other coursework submitted up to 2 weeks after the deadline will be marked at 40%. Any work submitted after the 2 week late submission deadlines will be ineligible for redemption. Deadlines for Final Year Projects and all other coursework may only be extended by a normally previously agreed extension: no substantive mark can be awarded for late work for which no extension as been agreed (STETS requirement).
- 6.5 All failed assessments should be redeemed. Students may repeat the assessment on one subsequent occasion within one year of the first attempt. Because of the nature of the STETS Course, students are normally expected to present their work for reassessment within six months. In view of F:11 (see below) and at the discretion of the Board of Examiners, a student who shows strength in other modules may be permitted one further attempt at the assessment of not more than one component of assessment at each level beyond that provided above. Such provision may be permitted, provided the student has:  
either:
- (i) achieved an overall mark of at least 40% for the other modules so far completed for the level
  - (ii) been awarded credit for all other components of assessment for other modules so far completed at that level

- (iii) achieved a mark of not less than 30% for the component of assessment for which a further attempt is being considered
- or:
- (i) achieved an overall average mark of at least 50% for the level for modules completed thus far
  - (ii) been awarded credit for all other components of assessment for other modules so far completed at that level BA
  - (iii) achieved a mark of not less than 25% for the component of assessment for which a further attempt is being considered.
- (STETS requirement)

## **SECTION F:7 ATTENDANCE AT FORMAL EXAMINATION<sup>3</sup>**

7.1 It is the responsibility of the student to attend formal examinations as required by the programme of study and/or modules taken within that programme.

7.2 Failure to attend a formal examination, without good cause and supported by a medical certificate or other appropriate documentary evidence, will result in a mark of 0% being awarded for that examination. Non-attendance will not normally debar a student from retaking an examination for a maximum mark of 40%.

Examinations held between week 1 of semester 1 and week 15 of semester 2

7.3 Examinations held between week 1 semester 1 and week 15 semester 2, fall within the University's Concessions Procedures, a copy of which is available on the Portal or, upon request, from Registry. Under the Concessions Procedures a student should at the time of the formal examination notify the invigilator of any factors which may affect their performance in the examination. Where possible, a medical certificate or written concessionary evidence of mitigating circumstances, from a disinterested person of demonstrable professional standing in relation to the type of evidence, must be submitted at the time of the formal examination. Where this is not possible such documentary evidence must be submitted to the Faculty Office within five working days of the examination.

7.4 Between week 1, semester 1 and week 15, semester 2, if a student is unable to attend the formal examination due to illness or other good cause, a medical certificate or other documentary evidence must be submitted to the Faculty Office before the examination, where possible, and no later than 5 working days after the formal examination has been held. Where the evidence is accepted the student will be permitted to take the formal examination as a first attempt at the next available sitting.

## **SECTION F:8 FIRST ATTEMPT AT ASSESSMENT**

8.1 It is the responsibility of the student to attend examinations and submit work for assessment as required. A student who is registered for a module will be deemed to have made a first attempt at each element of assessment when due, unless an extension or deferral has been approved in accordance with Section F: 12 of these Regulations.

8.2 A student who fails to complete an element of assessment will be awarded a mark of 0% for that element of assessment.

## **SECTION F:9 ACADEMIC MISCONDUCT**

9.1 Suspected cases of academic misconduct (including plagiarism, cheating and other forms of unfair advantage) will be dealt with under the University's procedures.

---

<sup>3</sup> No formal examinations are required as part of the STETS UG programmes of study.

- 9.2 Plagiarism is defined as ‘the verbatim or near-verbatim copying or paraphrasing, without acknowledgement, from published or unpublished material attributable to or which is the intellectual property of another, including the work of other students.’

## **SECTION F:10 REDEMPTIONS**

- 10.1 Where a student fails an element of assessment they will be permitted one further attempt at that assessment on condition that they have satisfied any other specified requirement(s) for the module(s), e.g. attendance. The second attempt will be eligible for a maximum mark of 40% and will be included in the calculation for the overall module mark.
- 10.2 Where a student fails an element of assessment and has not met any specified attendance requirement, the student will not have the automatic right to resubmit the failed element of assessment. The Examination Board has discretion to permit the candidate to redeem the failed assessment element or retake the module at the next available point.
- 10.3 To redeem non-examination failure, a student will normally be required to resubmit the original assignment. Redemption of an examination failure will normally be based on a new examination. Examination Boards will have discretion to set alternative assignments subject to the maintenance of the purposes of the original assignment and module aims. This may include setting one alternative assignment to meet the learning outcomes of all the original failed elements of assessment.

## **SECTION F:11 COMPENSATION AND CONDONEMENT**

- 11.1 In view of the integrated nature of the programme and the requirement of the Churches that candidates for ordination should pass all modules, no compensation or condonement is allowed (STETS requirement).

## **SECTION F:12 EXTENSIONS AND DEFERRALS**

- 12.1 It is the responsibility of the student to submit work by the stipulated deadline. Extensions to the stipulated deadline may be granted for good cause. Students who wish to apply for extensions for coursework or their FYP must do so using the approved form and submit it together with written concessionary evidence of mitigating circumstances, supported by a disinterested person of demonstrable professional standing in relation to the type of evidence. Extensions will not be granted for situations arising from computer failure.
- 12.2 Extensions to submission of the Final Year Project can only be approved by the Chair of the STETS Examination Board. The University reserves the right not to assess and mark a Final Year Project submitted after the agreed submission deadline (STETS requirement).
- 12.3 Where a student presents valid written concessionary evidence, supported by a disinterested person of demonstrable professional standing in relation to the type of evidence, the Examination Board has discretion to defer completion of their programme of studies. Deferred completion will be considered as a first attempt.
- 12.4 Where an original assessment cannot be replicated, for example in the case of group work, the Examination Board has discretion to set an alternative exercise subject to the maintenance of the purposes of the original assessment and module aims.

## **SECTION G: PROGRESSION**

## **SECTION G:1 STUDENT PROGRESSION BETWEEN FIRST AND SECOND SEMESTERS<sup>4</sup> OF EACH ACADEMIC YEAR**

- 1.1 Student progression from one semester to the second within an academic year will normally be automatic, except where progression is from one programme to another.
- 1.2 Students will be informed, by their Faculty, of their provisional marks from semester 1 as soon as is practicable and normally by the end of week 3 of semester 2.
- 1.3 The University reserves the right to deny students permission to continue on a programme of study if they have not made a bona fide attempt to submit work by set deadlines or to attend examination without valid cause or to satisfy specific attendance requirements for their programme, field or module(s).
- 1.4 Any student required to withdraw under G:1.3 above will have the normal rights of appeal in accordance with the Academic Appeals Regulations.

## **SECTION G:2 STUDENT PROGRESSION BETWEEN ACADEMIC YEARS**

- 2.1 Each Department and Faculty will hold an Examination Board following the end of semester 2 each year to consider students' performance in both semesters. The Faculty Examination Board, chaired by the Faculty Dean, has delegated authority from the Senate to make recommendations for award, to confirm the progression of students to the next stage of the programme, and to confirm any requirements on that progression. It may also require students to withdraw from a programme of study where they are ineligible to progress within the regulations.
- 2.2 Matters outside a student's control, which prevent them from completing or which might adversely affect their performance within their programme are governed by the University's Concessions Procedures, a copy of which is available on the Portal or, upon request, from Registry. Between week 1, semester 1, and week 15, semester 2, such matters are dealt with by faculties, and advice should be sought from faculty offices. After week 15, semester 2, such matters fall within the University's Academic Appeals Regulations and advice should, in the first instance, be sought from Registry. Situations caused by computer failure are not grounds for concession or appeal.
- 2.3 A student must normally pass 120 credits at level 4 before being permitted to progress to level 5 and to pass 120 credits at level 5 before being permitted to progress to level 6.
- 2.4 A full-time student must normally pass 120 credits in an academic year before being permitted to progress from one year to the subsequent year in the same programme of study (STETS requirement).
- 2.5 A part-time student must normally pass all modules for which they were registered in an academic year before being permitted to progress from one year to the subsequent year of the same programme of study (STETS requirement).
- 2.6 A student must normally redeem all failed modules before progressing to the next academic year of the programme of study.
- 2.7 A student whose progression is conditional upon satisfying specified requirements set by the Examination Board and who does not meet these requirements by the stated deadline(s) will not normally be permitted to progress beyond the stated deadline.
- 2.8 Students will not normally be permitted to progress to the next academic year of their programme of study, nor will they receive any academic award, while in debt to the University.

---

<sup>4</sup> References to 'semesters' do not apply to UG STETS programmes: see D1.1 above (STETS requirement).

## SECTION G:3 APPLICATIONS TO REPEAT STUDY

- 3.1 Students who have been advised by an Examination Board, that they are ineligible to proceed to the next academic year of study following failure in one or more modules may apply to repeat modules under the following conditions:
- 3.1.1 Students are permitted a maximum of one application to repeat modules during their period of undergraduate study at the University, regardless of whether they are changing pathway. The only exception would be students with valid concessions;
  - 3.1.2 Students must complete and submit a standard application form as required by Registry;
  - 3.1.3 The decision to accept or reject applications to repeat study, regardless of whether the student has valid concessions or not, is at the discretion of the relevant field or programme leader(s). Subject or programme leaders also have discretion to set conditions on students returning to study, eg pathway restrictions, regular progress reviews and may require students to withdraw at any point if these conditions are not met;
  - 3.1.4 For Combined pathway students: if one field accepts the application and another rejects it, the student can only be permitted to proceed if the accepting field were able and willing to offer them a Single pathway or the student were able to find a second subject willing to take them on as a new student;
  - 3.1.5 Students may use this ‘application to repeat study’ as an opportunity to request a transfer to another field or programme of study, either because a previous application has been rejected or because they feel unsuited to their current programme;
  - 3.1.6 Students would not normally be offered the opportunity to retake modules that have already been passed. The only exception would be students with valid concessions and where the modules concerned would affect their overall degree result. Where field or programme leaders permit a student to retake a module, which has already been passed, or take a new module to replace a module that has already been passed, the original result would be set aside and the result for the repeated or replacement module would stand, even if the result were lower than the result for the original module;
  - 3.1.7 Results for repeated modules or modules taken to replace failed modules will normally be capped at 40%, unless the student has valid concessions or the student is required to take new modules to meet the requirements for a new programme, pathway or subject.

## SECTION H: CONFERMENT OF AWARDS

### SECTION H:1 AWARDS

- 1.1 The University shall recommend, for the approval of Senate, the following awards to students who have successfully accumulated credits on an approved programme of study within the applicable period of registration, subject to any specific programme or field requirements.
- 1.2 **Award Credits Required:**
- 1.2.1 **Level 4 Award in Preparing to Teach in the Lifelong Learning Sector (PTTLS)**  
15 credits at level 4 on the Certificate of Education programme.
  - 1.2.2 **Level 4 Certificate in Teaching in the Lifelong Learning Sector (CTLTS)**  
60 credits at level 4 on the Certificate of Education programme.
  - 1.2.3 **Level 5 Diploma in Teaching in the Lifelong Learning Sector (DTLLS)**

120 credits with 60 credits at level 4 and 60 credits at level 5.

**1.2.4 Certificate of Higher Education**

120 credits taken with at least 120 credits passed at level 4 (STETS requirement).

**1.2.5 Diploma of Higher Education**

240 credits taken with at least 120 credits passed at level 4 and at least 120 credits passed at level 5 (STETS requirement).

**1.2.6 Foundation Degree**

240 credits taken with at least 120 credits passed at level 4 and at least 120 credits passed at level 5 (STETS requirement).

**1.2.7 Bachelor of Arts/Science/Laws**

300 credits taken with at least 105 credits passed at level 4 and 180 credits passed at level 5/6 at Grades A, B, C or D. No more than one module worth 15 at level 4 may be a condoned fail. No more than one module worth 15 credits at level 5 and one module worth 15 credits at level 6 may be compensated.

**1.2.8 Bachelor of Arts/Science/Laws with Honours**

360 credits taken with at least 105 credits passed at level 4 and 240 credits passed at level 5/6 at Grades A, B, C or D. At least 90 credits of the 240 credits must be credits at level 6, 30 of which will be the Final Year Project. No more than one module worth 15 credits at level 4 may be a condoned fail. No more than one module worth 15 credits at level 5 and one module worth 15 credits at level 6 may be compensated.

1.3 Awards will only be recommended as exit qualifications, either on successful completion of the programme of study or, as terminal exit qualifications to individual students who are unable to continue with their intended programme of study.

1.4 A student who is unable to continue with their intended programme of study for personal reasons must inform Registry in writing. The letter should state an intention to resume studies at a date agreed with the appropriate academic staff and which will enable them to complete their intended programme of study within the period of registration, or, should state that there is no intention to return and request that the next scheduled Examination Board consider them for the highest terminal exit qualification for which they are eligible.

1.5 A student who takes an agreed break in studies with the intention of returning and subsequently finds they are unable to resume to complete their studies within the period of registration, must write to Registry to confirm their inability to return and to request consideration for the highest terminal exit qualification. This request must be made before the end of the final year of the period of registration.

1.6 A student who fails to meet the requirements of the programme of study will be required to withdraw. In some cases they may be offered the option to apply for a transfer to another programme of study.

1.7 Students will not normally be permitted to progress to the next academic year of their programme of study, nor will they receive any academic award, while in debt to the University.

## **SECTION H:2 PERIOD OF REGISTRATION**

2.1 The periods of registration, during which a student must complete the requirements for an award from the University, are:

**2.1.1 Full-time Programmes of Study**

*Award*

*Minimum (yrs)*

*Maximum (yrs)*

Certificate of Higher Education	1 year	2 years
Diploma of Higher Education	2 years	4 years
Foundation Degree	2 years	4 years
LLB (Hons/Pass degree)	3 years	4 years
BA/BSc (Hons/Pass degree)	3 years	5 years
BA (Hons) in Primary Education 3yr	3 years	5 years
BA (Hons) in Primary Education 4yr	4 years	6 years
Top up programmes	1 year	2 years

### 2.1.2 Part-time Programmes of Study

<i>Award</i>	<i>Minimum (yrs)</i>	<i>Maximum (yrs)</i>
Certificate of Higher Education	2 years	3 years
Diploma of Higher Education	4 years	6 years
Foundation Degree	2 years	6 years
LLB (Hons/Pass degree)	3 years	5 years
BA/BSc (Pass degree)	4 years	6 years
BA/BSc (Hons degree)	5 years	8 years
Top-up programmes	1 year	3 years

- 2.2 The University may approve a shorter minimum period of registration for students admitted with transfer credit for previous study and/or AP(E)L.
- 2.3 In exceptional cases, the University may approve an extension to the maximum period of registration where a student has failed to progress and can provide valid concessionary evidence. It is the student's responsibility to provide written concessionary evidence, supported by a disinterested person of demonstrable professional standing in relation to the type of evidence, in support of any application for an extension. For top-up programmes only, the Programme Leader may approve a maximum period of extension for one calendar year. An application for a second period of extension for a maximum of one calendar year can only be approved by the Faculty Dean as Chair of the Examination Board, with the support of the relevant Programme Leader(s). Applications for extensions of period of study must be submitted via Registry.
- 2.4 When a student's mode of study changes between full-time and part-time, the part-time period of registration appropriate for the programme of study will apply.
- 2.5 A student may negotiate a break in studies with the subject(s) responsible for the programme of study. Any approved break must take account of the maximum period of registration and return must allow for completion of the intended award within that maximum period.

## SECTION H:3 PATHWAY AWARD TITLES

### 3.1 Joint pathway

Students who complete the necessary credits in a joint combination will receive the following award: BA or BSc (with Honours if applicable) or Diploma/Certificate in Higher Education in Subject 1 and Subject 2

### 3.2 Main/Subsidiary pathway

Students who complete the necessary credits in a main/subsidiary combination will receive the following award: BA or BSc (with Honours if applicable) or Diploma/Certificate in Higher Education in Subject 1 with Subject 2.

### 3.3 Single Subject pathway

Students who complete the necessary credits in a Single pathway will receive the following award: BA, BSc or LLB (with Honours if applicable) or Diploma/Certificate in Higher Education in Subject 1.

### 3.4 Combined Studies

Students who complete the necessary credits for the Combined Studies pathway will receive the following award: BA or BSc (with Honours if applicable) or Diploma/Certificate in Higher Education in Combined Studies. The subjects, which comprise that programme of study, will not be detailed on the degree certificate.

## SECTION H:4 HONOURS DEGREE CLASSIFICATION

4.1 The University normally classifies all Bachelor degrees with Honours based on the following bands:

1st Class	70%+	
2nd Class (First Division)	60 - 69.99%	
2nd Class (Second Division)	50 - 59.99%	
3rd Class	40 - 49.99%	(STETS requirement)

4.2 For calculation of classification for honours

The Final Year Project will contribute:	20%
An average of the best 60 credits at level 6 will contribute:	40%
An average of the best remaining 120 credits at level 5/6 will contribute:	40%

4.2.1 For a Joint Honours award the marks averaged for classification must include 75 credits from each subject (of which at least 30 credits in each Subject must be at level 6) and the Final Year Project.

4.2.2 For a Main/Subsidiary Honours award the marks averaged for classification must include at least 120 credits from the Main subject (including the Final Year Project with at least 60 credits at level 6) and at least 30 credits at level 5/6 from the Subsidiary field.

4.3 Programmes and subjects may specify modules which must count in the marks averaged for classification.

4.4 If a student is exempted, because of transfer credit, from modules which count towards the honours classification, the transfer agreement between the University and the student will stipulate the basis upon which those units will count towards the final mark. Normally exempted units will be disregarded.

4.5 Unless the terms of the transfer agreement between the University and the student stipulate differently, students admitted to the final year of a three year programme, or part-time equivalent, will have their classification for honours calculated by taking an average of the results of the 120 credits taken at level 5/6. A minimum of 90 credits, including the Final Year Project, must be taken at level 6. All 120 credits must be passes.

4.6 Students who are admitted to the final year of a three year programme, or part-time equivalent, and who do not qualify for an Honours degree may be eligible for a Pass degree, provided that they have completed and passed a minimum of 60 credits at level 6.

4.7 Students who are admitted to a top-up programme for a Pass degree are required to complete and pass a minimum of 60 credits at level 6.

4.8 Students who have satisfactorily completed a Diploma of Higher Education programme at the University and are permitted to transfer internally to the final year of a relevant Honours degree programme, will have their degree classification calculated in accordance with paragraph 4.2 above.

4.9 Students who have satisfactorily completed a foundation degree programme and are permitted entry to level 6 of a relevant Honours degree programme, will have their degree classification

calculated in accordance with paragraph 4.5 above. Any bridging module taken in order to gain entry into level 6 of a relevant Honours degree programme will not be included in the classification.

## **SECTION H:5 CLASSIFICATION FOR BORDERLINES AND DISTINCTIONS**

5.1 Students, whose overall mark falls within 2% of the borderline for a higher classification and who have achieved a mark equivalent to the higher classification in at least four level 6 modules, including the FYP, will have their degree classification upgraded. The borderlines considered for possible upgrade are:

68% for First Class  
58% for Upper Second Class  
48% for Lower Second Class

5.2 The following awards may be conferred with distinction:

Certificate of Higher Education	Foundation Degree
Diploma of Higher Education	Pass Degree

5.3 For the award of Certificate of Higher Education with Distinction, the average mark for all modules shall be 65% or over. For the award of Diploma of Higher Education with Distinction and Foundation Degree with Distinction, the average mark for all modules at levels 4 and 5 shall be 65% or over. For the award of a Pass degree with Distinction, the average mark for all modules at levels 5 and 6 shall be 65% or over.

## **SECTION H:6 AEGROTAT AWARD**

The University may exceptionally, on the recommendation of an Examination Board, recommend for the approval of Senate, the conferment of an Aegrotat award to a candidate who has completed the whole or a substantial part of a programme of study but is prevented by illness or other valid cause from completing part of an examination or assessment (leading directly to a degree, diploma or certificate) to satisfy the examiners in accordance with the relevant programme of study regulations. The award will not be given honours or a classification or a distinction.

## **SECTION I: TRANSFERS AND CREDIT ACCUMULATION**

### **SECTION I:1 INTERNAL TRANSFER**

1.1 Student transfers between programmes and subjects will be approved at the University's discretion. Any transfer of credit will be agreed at the time of transfer and the student will be required to sign an acceptance of the credit agreement.

1.2 Continuing Education students, who are seeking to register for a programme of study, may apply to transfer credit from modules successfully completed at the University. Each application will be considered on its own merit and will be approved at the University's discretion. Students may normally only transfer credit for modules completed within a period of four years preceding the intended date of transfer to the programme of study. Credit will normally only be transferred for modules taken which are validated for the programme being entered.

### **SECTION I:2 MINIMUM CREDIT TO BE EARNED AT THE UNIVERSITY**

In order to receive an award from the University a student must normally study at least half the required module credits for the award at the University and will normally be required to undertake at least a full academic year, or part-time equivalent, at the University. (The exception to this would be students admitted to a top-up Pass degree programme or students admitted to the final year of a three-year programme, who subsequently exit with a Pass degree.) Accreditation of Prior (Experiential) Learning (AP(E)L) credit awarded by the University is not considered as credit studied at the University.

### **SECTION I:3 TRANSFER CREDIT**

Transfer credit is credit which a student has earned elsewhere and which is subsequently accepted by the University as exempting the student from certain modules on a named programme of study or subject. The University may grant transfer credit to a student based on the content of their previous studies and/or previous qualification(s) or their experience, their applicability to the programme or field, and the quality of the student's performance.

### **SECTION J: APPEALS AGAINST EXAMINATION BOARD DECISIONS**

Students have a right to appeal against the decision of the Examination Board in accordance with the Academic Appeals Regulations, a copy of which is available on the Portal or, upon request, from Registry.

## APPENDIX 1: GRADE DESCRIPTORS

The grading descriptors that follow offer representations of achievement by marks from 100 to 0. The pass mark for modules which accrue credit is 40%. Programmes and fields may enhance these criteria to meet the specific requirements of the subject and, where relevant, professional bodies.

### **80-100%**<sup>5</sup>

Work at this level will show an outstanding mastery of the material, a high level of awareness of the controversies and critical standpoints and present a sustained analytical argument. It will also offer genuine insights and present a constructive, independent and original line of thought. The candidate will relate the topic under consideration to wider issues, and make valid generalisation in moving from the empirical to the abstract. Correct referencing techniques will be used throughout.

(Staff and students should note that the A\* grade may be used on coversheets and assignments as part of the feedback process. A mark of 80% and above will not be distinguished from a mark of between 70- 79% on the University's student records system and will show as an A grade only)

### **70-79%**

Work at this level will show mastery of the material, awareness of the controversies and critical standpoints and the ability to sustain an analytical argument. It will also offer genuine insights and show the ability to develop a constructive, independent or original line of thought. The candidate will show a recognition of how the topic under consideration relates to wider issues, and an ability to make valid generalisations in moving from the empirical to the abstract. Correct referencing techniques will be used throughout.

### **60-69%**

Work at this level displays a high level of competence in knowledge and analysis. It will show an awareness of controversies or critical standpoints and the ability to make appropriate connections and distinctions. It falls short of First Class through failure to sustain a high level of perception or of original thought, and is distinguished from Second Class (Lower Division) by the grasp and insight it shows and the adroitness of its argument.

### **50-59%**

Work at this level would normally display sound knowledge and an average capacity to advance a case and to deploy information, though without sophisticated analysis. Work might be placed in this category if an essentially descriptive approach combined with soundness of argument and competent coverage of the topic.

### **40-49%**

Work in this category would normally display some, though possibly superficial, knowledge. While showing recognition of the main implications of a question, it would tend to adopt a factual and descriptive (rather than analytical or interpretative) approach. Work at this level is likely to be adequate but undistinguished and limited in awareness or incomplete in treatment of topic.

All work awarded a mark below 40% at the first attempt may be redeemed for a maximum of 40%,.

### **35-39%**

Work in this mark range will normally be characterised by some weakness in one or more of the following areas: a level of failure to fully consider the questions set; some inadequacy of material or knowledge; an inability to fully advance or defend a coherent argument based on sufficiently relevant or detailed evidence. Inadequacy of expression may bring a 40-49% answer into this category.

### **0-34%**

Work at this level will be characterised by one or more of the following weaknesses: total failure to consider the questions set; gross inadequacy of expression, material or lack of knowledge; inability to advance and defend a coherent argument based on relevant evidence.

---

<sup>5</sup> Grading is by percentage (STETS requirement)/