Decisions and Decision Codes – Spring/Autumn 2017

(Guidance notes for Undergraduate, Postgraduate Taught, postgraduate Research and Graduate Programmes)

Progression and Award Decision Codes can be input to SAS on a programme by programme basis or individually using Faculty Self Service or by student in INB Banner. Schools should ensure that the SAS Code corresponds to the decision made at the Examination Board, before a signed copy of the Assessment Results Report (ARR GS060) and School Error Report (SER GS065) are sent to the Academic Registry. Please note that Academic Registry will only accept a complete and signed copy of the ARR and a signed off SER before assessment results will be released online and before letters are mailed out to graduating students; no other spreadsheets will be accepted. Further information on the guidelines for releasing results online is contained in Document 1: Undergraduate and Postgraduate Assessment Procedures – Spring and Autumn 2016

**Note:** Only graduating and exiting students enrolled on a taught programme receive a hard copy assessment results letter (ARL) issued by Academic Registry with details of courses taken, grades and credits awarded and a decision on award.

These notes are designed to provide a guide only for Schools to select the most appropriate decision at Examination Boards for taught programmes.

Schools should select an appropriate decision for each student from the following lists:

- Part One: Progression Decisions
- Part Two: Award, Completion, Exit and Non-graduating Decisions
- Part Three: Other Decisions

**Note:** Schools should note the important information regarding input of award codes provided in Part Two: Award, Completion and Exit Decisions

**Note:** For the following categories of students Schools should refer to Part Three: Other Decisions:

- Compulsory withdrawal
- Permanent Voluntary withdrawal
- Temporary Suspension of studies
- Award Decision withheld (for debtors)

Schools must apply the appropriate award or progression decision provided in the Guidance Notes.

Contact Details
If you require any assistance, please contact:

Lynn Boag (x 3382; l.c.boag@hw.ac.uk) Claire Russell-McNeil (x3752; C.Russell-McNeill@hw.ac.uk)
### Part One: Progression Decision Codes

<table>
<thead>
<tr>
<th>SAS Code</th>
<th>Decision (short form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A</td>
<td>Proceed to next year of study/part of programme</td>
</tr>
<tr>
<td>1B</td>
<td>Proceed to next year of study with attend or re-attend courses</td>
</tr>
<tr>
<td>1D</td>
<td>Proceed to next year of study with reassessment/resubmission in next Academic Year</td>
</tr>
<tr>
<td>1E</td>
<td>Proceed to next year – continued affiliation – <strong>Postgraduate Research Only</strong></td>
</tr>
<tr>
<td>1F</td>
<td>Proceed to next year of study – transfer to different programme</td>
</tr>
<tr>
<td>2A</td>
<td>Continue in the same year/part of programme</td>
</tr>
<tr>
<td>2B</td>
<td>Cannot Proceed – Repeat/Re-attend programme or courses</td>
</tr>
<tr>
<td>2C</td>
<td>Continue in same year – Reassessment may be required</td>
</tr>
<tr>
<td>2D</td>
<td>Continue in same year with reassessment/resubmission</td>
</tr>
<tr>
<td>2E</td>
<td>Continue in same year – continued affiliation</td>
</tr>
<tr>
<td>2H</td>
<td>Continue to dissertation in the next Academic Year</td>
</tr>
<tr>
<td>2X</td>
<td>Continue in same year – no progression decision</td>
</tr>
<tr>
<td>3C</td>
<td>Cannot continue – reassessment/resubmission required before next Academic Year</td>
</tr>
<tr>
<td>3D</td>
<td>Cannot continue – reassessment/resubmission required in next Academic Year</td>
</tr>
<tr>
<td>3F</td>
<td>Cannot continue on current programme</td>
</tr>
<tr>
<td>4A</td>
<td>Confirmation of results – no progression decision</td>
</tr>
<tr>
<td>4C</td>
<td>Reassessment required for award</td>
</tr>
<tr>
<td>4D</td>
<td>Deferred decision – reassessment/resubmission required</td>
</tr>
<tr>
<td>4G</td>
<td>Deferred decision – awaiting outcome of Discipline Committee</td>
</tr>
<tr>
<td>4H</td>
<td>Continue to dissertation/project</td>
</tr>
<tr>
<td>4X</td>
<td>Decision pending further consideration of additional assessment information</td>
</tr>
</tbody>
</table>

**Guidance on the use of Decisions is given on the following pages.** Please read carefully the guidance notes which accompany each progression decision (particularly as these change annually) to ensure that the correct code is selected and that any distinction between codes to be used following the spring and autumn diets is observed.

**Please note:**

- the notes under each decision code are provided as **guidance only**
- the decision selected must reflect the action that is taken in SAS once a student’s record has rolled to the next academic year (see ‘Action in Rollover’)
- the description under each Decision Code is the text that will appear on assessment results letters for graduating students and by all students viewing online results
Part One: Guidance Notes on Progression Decisions

1A Proceed to next year of study/part of programme
You have gained the required grades in all courses, and you may proceed to the next part or stage of your programme.

Guidance Note:
1. this decision should be used for full-time students at either the spring or autumn diet.

Action in Rollover:
Creates a new active continuing student record for 2017/18
Increments Year of study

1B Proceed to next year of study with attend/re-attend courses
You are eligible to proceed to the next stage of your programme, but you must either attend additional courses, re-attend the designated course(s), or take alternative courses as determined by your School. Please consult your School if you require any advice.

Guidance Note:
1. this decision should be used for full-time students at the autumn diet (after reassessment).
2. the opportunity to repeat, or to take alternative courses, is at the discretion of the Head of School.
3. the student can proceed to the next stage, but has one opportunity to repeat and re-attend the course(s), including one reassessment, or to take alternative courses.
4. unless there are extenuating circumstances, the student must pay full course fees for the repeat and re-attendance or for the alternative courses. Students will be invoiced for all such courses.
5. this decision should be returned only if the Progression Board is confident that the student will be able to cope with, and successfully complete, more than 8 courses in one session.

Action in Rollover:
Creates a new active continuing student record for 2017/18
Increments Year of study

1D Proceed to next year of study with reassessment/resubmission in next Academic Year
You may proceed to the next stage of your programme. However, you are required/may be required to be re-assessed in the designated courses at the next diet, or the following diet. Please consult your School if you require any advice and if necessary, follow the link to information on reassessments.

Guidance Note:
1. this decision should be used only in exceptional circumstances for undergraduate full-time students at the autumn diet.
2. this decision applies only to Grade Fs in non-continuing courses where the student is eligible to proceed to the next stage without the reassessment being taken at the autumn diet.
3. the reassessment must be taken at the usual assessment diet during the next academic session.
4. students should not be required to be re-assessed in a Grade E unless the course is a pre-requisite or has been designated as requiring a minimum of Grade D.
5. this decision should be used only in exceptional circumstances where, in the opinion of the Progression Board, the student will not be able to take the reassessment at the autumn diet and will have to defer until the next academic session. Justification for use should be provided.

Action in Rollover:
Creates a new active continuing student record for 2017/18
Increments Year of study
1E Proceed to next year – continued affiliation

I. Progress is satisfactory and the student may proceed to ‘writing up’ status.

or

II. Extension has been granted, by School/Institute or Postgraduate Studies Committee, to submit thesis in the next academic year. Please note that SAS Process 0191 should be followed to record an extension to study.

Guidance Note:

1. this decision should only be used for students
   a) completing the research element of their degree and proceeding to their writing up period. Select one of the appropriate “proceed” decision codes for students who are eligible to progress to the next component of their course.
   b) who have been granted an extension on their thesis and are allowed to submit in the next academic session rather than in the session in which they were scheduled to complete. Note: This decision should only be used if approval has already been given by the School/Institute or Postgraduate Studies Committee. The request must be submitted on the appropriate Amendment to Registration Form.

2. for enrolment purposes, these students will be enrolled as “continuing, affiliated students” in the next academic session. They will be obliged to pay a fee (£130 in 2017/18) and will also have use of University facilities (e.g. Library, Computing) during the next academic year/extension period. Schools should notify students that such payments will be required.

Action in Rollover:
Creates a new active continuing student record for 2017/18
Increments Year of study
Student Type changed to ‘A – Continuing Affiliation’

1F Proceed to next year of study – transfer to different programme

You are eligible to proceed to the next year of study, but you will be transferred to another programme in order to meet the criteria required for progression. Please consult your School if you require any advice.

Guidance Note:

1. this decision must not be used if a student has any reassessments; use Codes 3C or 3D.

2. this decision may be used where a student has not satisfied the criteria to proceed on the programme on which they are currently enrolled, but the student is eligible to continue on another programme with the School.

3. typically, this decision will be used where a student needs to transfer from Masters to Bachelors and where a Code 1A (Proceed) would have applied in the case of progression from Bachelors.

4. where possible, Schools should review a student’s progress during the year and, if the student’s performance indicates that progression on the current programme will not be possible, the School should, in consultation with the student, agree a programme transfer prior to the spring Progression Board.

5. the School must transfer any Code 1F students after the release of online results and prior to enrolment.

Action in Rollover:
Creates a new active continuing student record for 2017/18
Increments Year of study

2A Continue in same year/part of programme

You have gained the required grades in all courses, and you may continue to the next part of your programme.

Guidance Note:

1. this decision should be used for distance learning or part-time students who are to be notified of their course results before completing the entire taught component of the programme.

2. this decision may also be used for students on a 2-yr MSc.

3. use decision Code 4H for students who are eligible to proceed to the dissertation/project.

Action in Rollover:
Creates a new active continuing student record for 2017/18
Does not increment Year of study
2B Cannot Proceed – Repeat/Re-attend programme or courses
You are not eligible to proceed to the next stage of your programme and you must repeat and re-attend the designated course(s), or take alternative courses as determined by your School, before you can proceed to the next stage. Please consult your School if you require any advice.

Guidance Note:

1. the opportunity to repeat, or to offer alternative courses, is at the discretion of the Head of School
2. this decision should be returned where, after reassessment, an undergraduate student has not gained a minimum of Grade D in continuing course(s).
3. the student cannot proceed to the next stage and has one opportunity to repeat and re-attend the course(s), including one reassessment, or to take alternative courses.
4. unless there are extenuating circumstances, the student must pay full course fees for the repeat and re-attendance, or for the alternative courses. Students will be invoiced for all such courses.
5. this decision should only be used at the autumn diet.

Action in Rollover:
Creates a new active repeat student record for 2017/18
Does not increment Year of study

2C Continue in same year – Reassessment may be required
You have satisfied the requirements for progression and may proceed to the next part of your programme. However, you may be required to be reassessed in particular course(s). Please consult your School if you require any advice and if necessary, follow the link to information on reassessments.

Guidance Note:

1. this decision will apply mainly to distance learning or part-time students who are to be notified of their course results before completing the entire taught component of the programme.
2. this decision should be used in cases where a student has satisfied the requirements for progression yet has not passed all courses at the requisite grade.
3. this code is to be used primarily for distance learning/part-time courses where students are often permitted to progress without passing all courses and where a decision on reassessment is likely to be made at the conclusion of the taught component.
4. students are automatically entitled to one resit in a minimum of three taught courses. Reassessment in more than three taught courses or in the dissertation is at the discretion of the Progression Board.
5. discretionary credits can be used at the point of award only, ie DC cannot be applied to facilitate progression, nor can it be used as an alternative to reassessment.
6. the School should inform students of the grades which they must achieve in reassessment in order to qualify for progression.
7. use Code 2D if the Board has agreed that the student can proceed to the project/dissertation but must undertake a reassessment.

Action in Rollover:
Creates a new active continuing student record for 2017/18
Does not increment Year of study
2D Continue in same year with reassessment/resubmission
You may continue with, or have been granted an extension on your programme however you are required to resubmit or be reassessed in the designated course(s) in the next academic year. Please consult your School if you require any advice and if necessary, follow the link to information on reassessments.

Guidance Note:
1. this decision should be used for postgraduate students who have:
   a) been granted permission to progress to the dissertation/project yet have not passed all courses at the requisite grade and are required to undertake reassessment
   b) been granted an extension and have been allowed to take a resit in the next academic session rather than in the session in which they were scheduled to complete
2. this decision can be used for either diploma or MSc courses.
3. students are automatically entitled to one resit in a minimum of three taught courses. Reassessment in more than three taught courses or in the dissertation is at the discretion of the Progression Board.
4. discretionary credits can be used at the point of award only, ie DC cannot be applied to facilitate progression, nor can it be used as an alternative to reassessment.
5. for enrolment purposes, these students will be enrolled as “continuing students” in the next academic session. However, they will be obliged to pay a fee for affiliation during their period of extension, which will include use of University facilities (eg Library, IT) during the next academic session. They will also be required to pay the standard reassessment fee. Schools should notify students that such payments will be required.
6. use Code 2C if the Board has determined that the student can proceed to the dissertation/project, but wishes to defer making a decision on whether reassessment is required until all components of the programme have been completed.

Action in Rollover:
Creates a new active continuing student record for 2017/18
Does not increment Year of study

2E Continue in same year – continued affiliation
You have been granted an extension to submit your dissertation/project in the next academic year. Please contact your School for advice regarding date of submission.

Guidance Note:
1. this decision should be used for postgraduate students who have been granted an extension on their dissertation/project and are allowed to submit in the next academic session rather than in the session in which they were scheduled to complete.
2. for enrolment purposes, these students will be enrolled as “continuing affiliated students” in the next academic session. They will be obliged to pay a fee for affiliation, which will include use of University facilities (eg Library, Computing) during the next academic session. Schools should notify students that such payments will be required.
3. this decision should be used only for extension purposes and normally returned in the autumn. Select one of the appropriate “continue/proceed” decision codes for students who are eligible to progress to the next part of their programme.

Action in Rollover:
Creates a new active affiliated student record for 2017/18
Does not increment Year of study
2H  Continue to dissertation/project
You may proceed to the dissertation/project, which is the next part of your course.

**Guidance Note:**

1. this decision should be used for students who:
   a) can go on to undertake a dissertation/project but for whom *not all marks/grades are yet available*. The decision code may also be used for students who are “borderline” in terms of grades/average received for taught courses but are nonetheless permitted to undertake the dissertation to increase their average.
   b) have *gained all the required grades* for the taught component and can go on to undertake the dissertation/project

2. *this decision should normally be returned in the autumn.*

**Action in Rollover:**

Creates a new active student record for 2017/18
Does not increment Year of study
(Please see decision 4H if the student's record should not roll to the next academic year)

---

2X  Continue in same year – no progression decision
You may continue in the same year of your programme; no decision on progress is required.

**Guidance Note:**

1. this decision should be used for ALP and IDL students who need to progress to the next academic year, but who will not be considered by the Progression Board until the next academic year.

**Action in Rollover:**

Creates a new active continuing student record for 2017/18
Does not increment Year of study

---

3C  Cannot continue – reassessment/resubmission required before the next Academic Year
You are not eligible to proceed to the next stage of your programme without being reassessed in the designated course(s). You should take the reassessment at the next available diet. Please consult your School if you require any advice and follow the link to information on reassessments.

**Guidance Note:**

1. this decision should be returned in the spring in all cases where an *undergraduate* student has been unsuccessful at the first attempt in one or more courses. This applies to grades in core/continuing courses where a resit is required.

2. this decision applies to
   a) both continuing and non-continuing courses.
   b) all instances of Grade F.
   c) a Grade E in one or more courses which are pre-requisites or have been designated as requiring a minimum of Grade D, ie where a reassessment is required.

3. students should not be required to be reassessed in a Grade E unless the course is a pre-requisite or has been designated as requiring a minimum of Grade D.

**Action in Rollover:**

Does not create a new active student record for 2017/18
**3D Cannot continue – reassessment/resubmission required in the next Academic Year**

You are not eligible to proceed to the next stage of your programme without being reassessed in the designated course(s). You should take the reassessment at the first available diet in the next academic year. Please consult your School if you require any advice and follow the link to information on reassessments.

**Guidance Note:**

1. This decision should be returned in the autumn in all cases where an undergraduate student has been unsuccessful at the second attempt in one or more courses. This applies to Grade Es in core/continuing courses where a resit is required.

2. This decision applies to:
   a) both continuing and non-continuing courses.
   b) all instances of Grade F.
   c) a Grade E in one or more courses which are pre-requisites or have been designated as requiring a minimum of Grade D, i.e., where a reassessment is required.

3. Students should not be required to be re-assessed in a Grade E unless the course is a pre-requisite or has been designated as requiring a minimum of Grade D.

**Action in Rollover:**

Creates a new active repeat student record for 2017/18
Does not increment Year of study
Students will be recorded as RA (Reassessment only) and will not be expected to be in attendance during 2017/18

---

**3F Cannot proceed on current programme**

You are not eligible to proceed on the programme on which you are currently enrolled. You should contact your School for advice on other available opportunities.

**Guidance Note:**

1. This decision should be returned where, usually after reassessment, a student does not meet the specified criteria for continuing on his/her current programme.

2. In this instance, while it is the responsibility of the student to contact the School in the first instance, the School should provide the student with advice on various alternatives and for the student to make a decision on the basis of this advice. The School should not decide in advance on a particular route for the student.

3. This decision does not necessarily mean that the student is required to withdraw from the University, and transfer to another programme may be possible. If a student is required to withdraw from the University, the Progression Board should consider whether the student has satisfied the criteria for one of the available exit awards.

**Action in Rollover:**

Does not create a new active student record for 2017/18

---

**4A Confirmation of results – no progression decision**

The examiners have considered and agreed your course results. Your performance is recorded and no decision on progress is required.

**Guidance Note:**

1. This decision can be used for credit accumulation Distance Learning programmes (eg HWMP) where there is no ‘progression’ as such and students can continue to take additional courses without having to complete resits first.

2. This decision can also be used for students who have withdrawn or suspended where there is no award decision. (see Part Three of this document)

**Action in Rollover:**

Does not create a new active student record for 2017/18
4C Reassessment required for award
You are required to be reassessed in the designated course(s) or resubmit your dissertation or project before the examiners can make a decision on your eligibility for an award. You should take the reassessment at the next available diet. Please consult your School if you require any advice and if necessary, follow the link to information on reassessments.

Guidance Note:
1. this decision should be used for students who have not obtained the requisite grades for award and the Progression Board has permitted a reassessment opportunity for award.
2. if the Progression Board wants to offer a reassessment opportunity for progression rather than for award purposes, then Code 4D should be used.
3. the School should inform students of the grades which they must achieve in reassessment in order to qualify for the award.

Action in Rollover:
Does not create a new active student record for 2017/18

4D Reassessment/resubmission required
You are required to be reassessed in the designated course(s) or resubmit your dissertation or project before the examiners can make a decision on progression. You should take the reassessment at the next available diet. Please consult your School if you require any advice and if necessary, follow the link to information on reassessments.

Guidance Note:
1. this decision should be used for postgraduate students who have not met the requisite criteria for the dissertation/project or who have not obtained the requisite course grades and the Progression Board has permitted a reassessment opportunity.
2. if the Progression Board can make a decision and wants to offer a reassessment opportunity for award purposes, then Code 4C should be used.
3. students are automatically entitled to one resit in a minimum of three taught courses. Reassessment in more than three taught courses or in the dissertation is at the discretion of the Progression Board.
4. discretionary credits can be used at the point of award only, ie DC cannot be applied to facilitate progression, nor can it be used as an alternative to reassessment.
5. the School should inform students of the grades which they must achieve in reassessment in order to proceed to Masters.
6. The unsatisfactory first attempt submission of a project/dissertation must be recorded as a first opportunity, and the result of the resubmission should be recorded as a second opportunity on SAS and against the actual academic year of resubmission. It is not appropriate to omit any record of the first opportunity.
7. If the Progression Board has decided that a student should not be permitted an opportunity to resubmit, then an appropriate award decision or Code 3F should be used.

Action in Rollover:
Does not create a new active student record for 2017/18
**4G  Deferred decision – awaiting outcome of Discipline Committee**

A decision has not been made regarding either a recommendation for award or eligibility to proceed to the next stage of the programme, pending consideration of course results by the Discipline Committee. However, you might not have gained the required grades in some of your other courses. In this case, you must take the reassessment in the designated courses at the next available diet. Please consult your School if you require any advice and follow the link to information on reassessments.

**Guidance Note:**

1. this decision must be entered as soon as a School has referred a suspected case of misconduct in assessment and/or examination (e.g., plagiarism, cheating in exams).

2. **Schools** are responsible for entering this decision to ensure that award/progression decisions are not disclosed (**Code 4X must not be used for discipline cases**).

3. as soon as the outcome of the discipline case is known, **Schools must** submit a new individual ARR (GS060) and SER (GS065), detailing the agreed progression/reassessment/award decision, to the Academic Registry so that the new result is released online.

**Action in Rollover:**

Does not create a new active student record for 2017/18

---

**4H  Continue to dissertation/project**

You may proceed to the dissertation/project, which is the next part of your course.

**Guidance Note:**

3. this decision should be used for **postgraduate** students who:

   a) can go on to undertake a dissertation/project but for whom **not all marks/grades are yet available**. The decision code may also be used for students who are “borderline” in terms of grades/average received for taught courses but are nonetheless permitted to undertake the dissertation to increase their average.

   b) have **gained all the required grades** for the taught component and can go on to undertake the dissertation/project

4. **this decision should normally be returned in the spring.**

**Action in Rollover:**

Does not create a new active student record for 2017/18

(Please see decision 2H if the student’s record should roll to the next academic year)
4X Decision pending further consideration of additional assessment information
A decision has not been made regarding either a recommendation for award or your eligibility to proceed to the next stage of your programme. The decision is pending consideration of the course results by the examiners. Please consult your School for advice.

Guidance Note:
1. this decision should be returned when the Progression Board is waiting for additional assessment information.
2. this decision must not be used where the Progression Board is uncertain about making a decision.
3. this decision must not be used where students have been absent from exams due to valid commitments (e.g., sports scholarships). In such cases, a reassessment decision should be selected.
4. the Progression Board must notify the Academic Registry of instances where “decision pending” is used and again when a progression decision has been reached. NB: “Decision pending” is a temporary decision code which must be updated with a progression decision prior to the next enrolment period.
5. unless notified otherwise by a School, the Academic Registry will send out all “decision pending” letters.
6. if a decision is pending the outcome of a discipline case, Code 4X must not be used; Code 4G must be used in all such cases.

Action in Rollover:
Does not create a new active student record for 2017/18
Part Two: Award, Completion, Exit and Non-graduating Decisions

### Undergraduate Award Decisions

<table>
<thead>
<tr>
<th>Code</th>
<th>Decision (short form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>With Honours of the First Class</td>
</tr>
<tr>
<td>27</td>
<td>With Honours of the Second Class (Upper Division)</td>
</tr>
<tr>
<td>28</td>
<td>With Honours of the Second Class (Lower Division)</td>
</tr>
<tr>
<td>29</td>
<td>With Honours of the Second Class</td>
</tr>
<tr>
<td>30</td>
<td>With Honours of the Third Class</td>
</tr>
<tr>
<td>31</td>
<td>With Honours</td>
</tr>
<tr>
<td>32</td>
<td>Ordinary</td>
</tr>
<tr>
<td>33</td>
<td>With distinction</td>
</tr>
<tr>
<td>34</td>
<td>With merit</td>
</tr>
<tr>
<td>52</td>
<td>Master of Engineering (undergraduate)</td>
</tr>
<tr>
<td>65</td>
<td>Certificate in Foundation English</td>
</tr>
</tbody>
</table>

### Postgraduate Award Decisions

<table>
<thead>
<tr>
<th>Code</th>
<th>Decision (short form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
<td>PhD - to be input by Academic Registry</td>
</tr>
<tr>
<td>40</td>
<td>MPhil - to be input by Academic Registry</td>
</tr>
<tr>
<td>41</td>
<td>Master</td>
</tr>
<tr>
<td>42</td>
<td>Master with distinction</td>
</tr>
<tr>
<td>45</td>
<td>Postgraduate Diploma</td>
</tr>
<tr>
<td>46</td>
<td>Postgraduate Diploma with distinction</td>
</tr>
<tr>
<td>47</td>
<td>Postgraduate Certificate</td>
</tr>
<tr>
<td>49</td>
<td>Certificate in Foundation English (for Graduate Purposes)</td>
</tr>
<tr>
<td>71</td>
<td>Graduate Diploma</td>
</tr>
<tr>
<td>72</td>
<td>Graduate Diploma with distinction</td>
</tr>
<tr>
<td>73</td>
<td>Graduate Certificate</td>
</tr>
<tr>
<td>90</td>
<td>Master - to be input if the award is being made by a Partner Institution</td>
</tr>
<tr>
<td>91</td>
<td>Master with distinction – to be input if the award is being made by a Partner Institution</td>
</tr>
</tbody>
</table>

### Completion and Non-graduating Decisions (No Award)

<table>
<thead>
<tr>
<th>Code</th>
<th>Decision (short form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Non-Graduating Student</td>
</tr>
<tr>
<td>74</td>
<td>No Award</td>
</tr>
</tbody>
</table>

### Exit Award Decisions

<table>
<thead>
<tr>
<th>Code</th>
<th>Decision (short form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Certificate of Higher Education</td>
</tr>
<tr>
<td>51</td>
<td>Diploma of Higher Education</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTE: AWARD DECISIONS NOT CONSISTENT WITH PROGRAMME OF STUDY**

1. If a code is entered in Faculty Self Service (FSS) or in Banner SHADEGR (Degree and Other Formal Awards) for an award that is different to the programme that a student is enrolled on, the programme in SHADEGR Curricula Tab must be changed to the programme code relevant to the award eg:

   - if a student is enrolled on MA in Management with Marketing (C1DM-BMM) but is awarded a BA in Management ordinary degree (code 32), the programme code must be changed to CI2M-ZZZ
   - if a student is enrolled on MSc in Quantity Surveying (D3Q7-QSU) but is awarded the PG Diploma (code 45), the programme code must be changed to D3QS-QSU.

2. This applies to all instances where normally a lower is award is recommended; MA to BA, MPhys to BSc, MChem to BSc, MEng to BEng, MSc to PG Dip/Cert, BSc to Cert/Dip Higher Education etc.


**Note:** If the action detailed above is not carried out, students will be informed of the incorrect award title when online results are released.
# Part Two: Guidance Notes on Completion, Exit and Non Graduating Decisions

## 00 Non-Graduating Student

Your results are a record of your performance and, as a non-graduating student for this session, no decision on progress is required.

### Guidance Note:

2. This decision should be used primarily for exchange students where they have completed only part of a stage of study and should be entered through FSS as an Award Decision.

3. Exchange students are not eligible for an exit award as the credits achieved at Heriot-Watt will contribute towards an award from their home institution.

## 74 No Award

The Examiners have determined that you have not fulfilled the requirements of your programme and therefore you are not eligible to receive an award.

### Guidance Note:

1. This decision should be used where a student has not satisfied the requirements of any of the awards available within the programme and should be entered through FSS as an Award Decision.

2. Completed courses and associated course grades/credits will be recorded on the results letter.

## 50 Certificate of Higher Education

## 51 Diploma of Higher Education

Subject to the approval of Senate, the examiners have recommended that you be awarded the following: (either Certificate of Higher Education or Diploma of Higher Education)

### Guidance Note:

1. In cases where a student has withdrawn from the University, the Progression Board should consider whether such students are eligible for an exit award and input the appropriate award Code (50/51). See Part Three: Other Decisions.

2. Decisions 50 and 51 should not replace a 3F Decision, which provides students with the decision of the Exam Board.
Part Three: Other Decisions

For the following categories of students, Schools must apply the appropriate award or progression decision provided in the Guidance Notes below:

- Compulsory withdrawal
- Permanent Voluntary withdrawal
- Temporary Suspension of studies
- Award Decision withheld (for debtors)

### Compulsory Withdrawal

**Guidance Note:**

*The student should already have an enrolment status type of PW or CW - see SAS Process P0300*

1. the Progression Board should review the performance for all students who enrolled but subsequently withdrew during the academic year in order to determine eligibility for award (eg CertHE, DipHE).

2. if a student who has withdrawn is eligible to receive an award, Code PW or CW should remain on SAS as an enrolment status type, but the appropriate exit/award Code should be used, otherwise progression Code 4A should be used.

### No Action in Rollover

### Temporary Suspension of Studies

**Guidance Note:**

A temporary suspension of studies decision must not be made by the progression board. *Schools may only record a TSS when a student has a proceed decision for the previous year and has not registered for the following session – see SAS Process P0183).*

1. Schools should use the progression Code 4A.

### No Action in Rollover

### Award Decision Withheld *(award Code to be input by School)*

The Examiners’ decision on award has been withheld. You are not currently eligible to receive an award or attend a graduation ceremony. Please consult the Student Service Centre for further financial advice.

**Guidance Note:**

1. an award decision will be withheld when the student has an outstanding debt of £100+. This will be recorded as a ‘GC’ hold in SAS – see document 8: Withholding Awards due to Outstanding Debts: Implementation Procedures, for information.

2. the student’s performance should be considered at the Progression Board and an award code must be returned.

3. Notification of a hold will be recorded on the Assessment Results Report (ARR) for information only.