

University Committee for Learning and Teaching

Heriot-Watt University Assessment and Progression System (Undergraduate and Postgraduate Taught Programmes)

The Heriot-Watt Assessment and Progression System

The Heriot-Watt Assessment and Progression System (HAPS) applies to all undergraduate and postgraduate taught programmes (and the taught components of postgraduate research degrees) across all modes and locations of study. HAPS sets out minimum requirements and standards, expressing in a concise and inclusive form the key elements of the assessment regulations and policies of the University.

The Principles of the Heriot-Watt Assessment and Progression System (HAPS) which specify the key assessment rules to be followed in taught assessment are detailed within the University's Regulations.

A summary of HAPS, the Key Principles of Assessment, and Grade Descriptors are provided at Appendices 1 to 3. The associated regulations are provided at Appendices 4 to 8, with other assessment-related information provided at Appendix 9.

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University Committee for Learning and Teaching (previously Learning and Teaching Board)

19 February 2003; amended to incorporate PGT modifications, 23 March 2006; amended 14 January 2010; 21 January 2015
Approved by Senate, 12 March 2003; amendments approved by Senate Council, 17 May 2006; Senate: 3 February 2010;
Senate 17 June 2020

Last reviewed for accuracy January 2025



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Appendix 1: Key Principles of Assessment

The following key principles related to assessment have been adapted from the University's [Multi-Code](#):

- 1.1 All students will have access to assessment information on: the specific methods used to assess their performance, and the relative weighting of courses or components thereof in respect of overall assessment; clear requirements and regulations regarding progression and award in terms of credits and grades required in individual courses; the form and timing of feedback to be provided on their academic performance; and, where relevant, the assessment requirements of any Professional, Statutory and Regulatory Bodies.
- 1.2 Information on assessment will be provided in a variety of ways, for example: programme structure/notes/description templates (the Programme Specification); course descriptor templates; student handbooks; Canvas (the University's VLE). Assessment and progression requirements will be provided at the start of the programme and then again at each subsequent stage. The same information should be made available at the point of enquiry and application.
- 1.3 Students will be encouraged to adopt good academic conduct in assessment and will be made aware of their own responsibilities related to assessment.
- 1.4 Assessment will be designed to promote effective learning, and formative assessment will be incorporated into all courses to provide students with the opportunity to learn and improve their performance.
- 1.5 All programmes will incorporate a variety of assessment methods, with a balance between exams and other forms of assessment. Where examination is the principal form of assessment in programmes, other forms of assessment will be used to support and develop student learning.
- 1.6 The amount and timing of assessment will be scheduled so as to enable effective and appropriate measurement of students' achievement of the course learning outcomes.
- 1.7 All students, irrespective of location or mode of study, will be provided with appropriate and timely feedback on their performance in assessment. The form and extent of feedback will be determined by each School, and will be clearly articulated in Student Handbooks and other forms of information, and will be brought to the attention of students.



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Appendix 2: Summary of Heriot-Watt Assessment and Progression System

Key Features of Heriot-Watt Assessment and Progression System (HAPS)

The key features of the Heriot-Watt Assessment and Progression System (HAPS) are as follows:

Separation of Marking and Decisions

- a) Marking and decision-making are separate processes: the numerical mark represents the evidence on which a decision is made by the Course Assessment Board which is returned in the form of an alpha grade A-F.
- b) The Course Assessment Board considers the marks of the various components of assessment within a course and, taking into account the learning outcomes, the marks and the course report, determines a grade in the range A-F for each course.
- c) The allocation of grades is a matter of academic judgement, although grades descriptors can assist the Course Assessment Board in this process.
- d) Both marks and grades are available to students via the SAS-Banner system; formal, printed University assessment results letters, which are issued on completion of a programme, contain only grades.

Credit, Discretionary Credit, Pass, Progression and Award

- a) The University requirements for gaining credit points, for progressing to the next stage or next part of a programme, and for qualifying for an award are expressed in terms of minimum criteria. Credit, progression and award criteria are specific to each programme and are higher than the University minimum. Criteria above the University minimum requirements are approved by the Studies Committee. Programme-specific criteria for credit, progression and award are detailed in the Programme Structure/Notes and Student Handbooks.
- b) A Grade D or Grade C (depending on the individual programme criteria) is the minimum requirement for passing a course.
- c) A Grade E is the minimum requirement for gaining credit points for a course.
- d) The minimum criteria for progressing to the next stage of a programme is Grade D or Grade C (depending on the individual programme criteria) in all designated courses.
- e) The minimum criteria for all UG and PGT awards and the accepted methods of calculating awards are set out in Regulation A7 Awards.
- f) Discretionary credits may be awarded to enable progression from one stage of a programme to the next or to enable an award to be made, provided that academic standards and learning outcomes have been met. The maximum number of permissible discretionary credits on UG and PGT programmes is specified in Regulation A6 Progression and Regulation A7 Awards (see Appendices 6 and 7).

Re-assessment and Repeat

- a) Undergraduate programme: one re-assessment in each course is permitted; postgraduate taught programmes: one re-assessment is permitted in a maximum of 3 taught courses.
- b) Re-assessment is required for Grade F (no credit points are awarded for Grade F); Grade D and Grade E may be re-assessed if a higher grade is specified in the programme structure information; Grades A, B or C cannot be re-assessed.
- c) Re-assessment in undergraduate final year qualifying courses is permitted only in exceptional circumstances; re-assessment in non-final year qualifying courses may be undertaken for the award of credit points only.
- d) One opportunity to repeat a course with attendance may be permitted.

Boards of Examiners

- a) There are three types of Boards of Examiners, one for each of the three stages of assessment decision-making: the Course Assessment Board, the Progression Board and the Award Board.
- b) The composition and terms of reference of each Board are outlined in Regulation A5 Decision Making Boards (see Appendix 5).

Explanation of Marks/Grades and Minimum Criteria

When the Assessment and Progression System was introduced (1999 for UG programmes; 2005 for PGT programmes), one of the key drivers behind the scheme was to introduce greater transparency into marking and decision-making processes, which had previously been obscured through a combination of University and Faculty compensation schemes and a variety of differing rules for pass and re-assessment and for calculating progression and award.

As a means of providing this transparency, two key processes were introduced:

- (1) a double system of raw numerical marks and final alpha grades;
- (2) specification of University-wide minimum criteria for credit, pass, progression and award.

Marks and Grades

In HAPS, a numerical mark is designed to reflect the actual performance in assessment, while the grade is intended to convey the outcome of the Course Assessment Board's decision based on a range of evidence: the marks, the learning outcomes and any particular mitigating factors outlined in the course report.

The process separates out marking from decision-making: the raw mark is to be left unaltered as evidence of the actual level of performance, while the grade is the academic judgement of the Board – although a suggested mapping scheme was initially provided during the transition to the new scheme, there is no automatic mapping between marks and grades, and marks/grades can legitimately not match up, eg a higher grade (eg C) can be awarded for a lower mark (45) if there are circumstances which justified this (eg poor performance of the entire cohort due to an inadequately designed assignment). The University took the decision, which it has re-affirmed on four subsequent occasions, to record only grades on official, hard copy assessment letters/transcripts, as the raw mark was seen as one piece of evidence only while the grade was a record of the Board's decision based on several pieces of evidence.

Marks are, however, still provided to students via means such as mentor meetings in order to provide a context for improvement and as part of their overall learning experience. Canvas, the University's VLE, is also used to provide numerical marks. Since 2012, all students are able to access to online marks and grades via SAS-Banner; hard copy, end-of-year assessment results letters have been discontinued, with only University transcripts (provided at the end of a programme or at an earlier point if a student exits the University prior to completion of the programme) continuing to be issued in hard copy and continuing to feature only grades.

University-wide Minimum Criteria for Credit, Pass, Progression and Award

In HAPS, there are minimum criteria for credit, pass, progression and award:

- award of credit points at the course level (Grade E)
- pass at the course level (a minimum of Grade D)
- progression (passes at a minimum of Grade D in pre-requisites or core courses)
- award and method of calculating awards (from Certificate of Higher Education to Masters with Distinction)
- discretionary award of credits (up to 30 credits in UG programmes; up to 45 credits in Combined Studies programmes; up to one taught courses (15 or 20 credits) in PGT programmes)

The specification of minimum criteria ensures that all of the University's programmes meet the threshold standards for a HWU award. Programmes are not, however, required to converge to these minimum standards, and it is recognised that the quality and academic standards of the University's awards need to be at a high level.

Therefore, in order to maintain both quality and standards and to ensure comparability with equivalent programmes in other HEIs, programmes do in fact specify criteria for pass, progression and award above these institutional minimum requirements. Criteria higher than the University minimum must be approved by the Studies Committee: an accompanying rationale must explain the reasons why higher criteria are being proposed (programmes cannot specify criteria below the minimum).

Each version of a programme will have the same criteria for pass, progression and award across all variants; there are no differences according to mode or location. In this way, while there might be variations in student performance in different locations/modes, the academic standards for pass, progression and award are identical.

Distinction of Award Criteria – Masters, Postgraduate Diploma/Certificate

Although Masters, Postgraduate Diploma and Postgraduate Certificate are all at the same level - Level 11 - in the Scottish Credit and Qualifications Framework, a distinction has been made in the table in para 5.2.1 between Masters and PG Diploma/Certificate in terms of minimum criteria for awards. See Appendix 7, Regulation A7 Awards. This distinction reflects the concept of “progression” to Masters within taught postgraduate programmes, since PG Diploma/Certificate can be intermediate awards within the same level as Masters. This distinction is implicit in one-year Masters programmes and is explicit in the two-year Masters programmes.

Calculating an Award

In order to reach a judgement about student performance at the end of a programme, the Award Board may use either a profile of grades across the programme or an average of marks/grades across the programme. The use of alternative approaches reflects current practice at undergraduate and postgraduate level. The method to be used in calculating the award should be specified in the relevant programme and student documentation.

Where scaling or modification of marks had been applied for the purposes of award, all Schools should use the final, modified mark (and not the initial, raw mark) in calculating the award (the latter reflects the policy agreed by Senate in October 2007).

Credit and Level Requirements for Award

The credit and level requirements for the University’s awards adhere to the Scottish Credit and Qualifications Framework which incorporates the Framework for Qualifications of Higher Education Institutions in Scotland. The credit and level requirements for award, as specified in Regulation A7 Awards (see Appendix 7) are summarised in a table below.

The Programme Specification will outline the credit and level requirements for award. The Studies Committee may approve credit and level requirements above the minimum specified in the table below.

| Award | Minimum Credit Requirements | Minimum Level Requirements |
|---------------------------------|------------------------------------|---|
| Masters | 180 SCQF Credits | A minimum of 150 credits at SCQF Level 11 |
| Postgraduate Diploma | 120 SCQF Credits | A minimum of 90 credits at SCQF level 11 |
| Postgraduate Certificate | 60 SCQF Credits | A minimum of 40 credits at SCQF level 11 |
| Graduate Diploma | 120 SCQF Credits | A minimum of 120 credits at SCQF Level 9 |
| Graduate Certificate | 60 SCQF Credits | A minimum of 60 credits at SCQF Level 9 |
| Award | Minimum Credit Requirements | Minimum Level Requirements |
| Integrated Masters | 600 SCQF Credits | A minimum of 120 credits at SCQF Level 11 |
| Honours | 480 SCQF Credits | A minimum of 90 credits at SCQF Level 10, and a minimum of 90 credits at SCQF Level 9 |
| Bachelors | 360 SCQF Credits | A minimum of 60 credits at SCQF Level 9 |
| Diploma of Higher Education | 240 SCQF Credits | A minimum of 90 credits at SCQF level 8 |
| Certificate of Higher Education | 120 SCQF Credits | A minimum of 90 credits at SCQF level 7 |



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Appendix 3: Grades Descriptors

This Appendix presents full grades descriptors for the five alpha grades used in assessing student performance in coursework, examinations and other credit-bearing assignments.

1. Scope and Purpose of Grades Descriptors

The following Grades Descriptors have been produced for the five alpha grades which form the basis of the Heriot-Watt Assessment and Progression System (HAPS). The descriptors are based on an analysis of similar descriptors used by other UK HEI's, and have been developed with reference to the Quality Assurance Agency's [Qualification and Credit Frameworks](#) and the [Scottish Credit and Qualifications Framework \(SCQF\) levels descriptors](#).

1.1 Scope

The Grades Descriptors apply to all of the University's taught provision across all qualifications (including the taught element of research degrees), ranging from SQCF Level 7 to SCQF Level 12 (taught element of doctorate awards). The Grades Descriptors describe each of the five alpha grades in the range of A to F, which are part of Heriot-Watt University's assessment and progression system.

The Grades Descriptors refer to the overall grade awarded for performance in a course; they may also be used, if appropriate, for the various component assignments which contribute to the overall course or for non-credit bearing assessments.

1.2 Purpose

The grades descriptors have been provided as a means of facilitating consistent and equitable decision-making in the assessment of student work. They also provide a framework for communicating to students their level of performance in assessment and what students need to do to reach a particular grade or to improve level of performance.

The Grades Descriptors may also be used as a basis for formulating subject-specific feedback to students.

2. Use of Grades Descriptors

2.1 Generic University Descriptors

The University Grades Descriptors are intentionally generic to ensure their applicability to all of the HWU's academic disciplines and the taught programmes within them. They describe the general characteristics and key features of five levels of performance in terms of knowledge, understanding, application, analysis, synthesis and evaluation. The University Grades Descriptors are intended to be used as general guidelines.

2.2 Discipline-Specific Descriptors

The Grades Descriptors can be adapted by Schools to produce their own assessment criteria/discipline-based grades descriptors. Adapted descriptors may incorporate, for example, subject-related references or examples added on to the generic descriptions to provide criteria which are more relevant and, therefore, easier for students to understand in the context of their own programme. Adapted descriptors may also reflect requirements of Professional, Statutory and Regulatory Bodies (PSRB's) and may take in to account other reference documents such as Subject Benchmark Statements.

If disciplines have produced their own descriptors, it should be clear to students that these are directly based on the University Grades Descriptors.

2.3 Grades Descriptors and Learning Outcomes

The University Grades Descriptors are based on the quality of response in assessment given by the learner. Quality of response in assessment is determined with reference to the extent to which the learner has satisfied the criteria specified for the assessment of the course in question. For example, the extent to which the learner has achieved the specified learning outcomes for the course.

A grade provides an overall indication of a student's performance in achieving a course's stated learning outcomes and in meeting the specified assessment criteria for that course. Assessment criteria are based on assessment methods, weighting of assessment, marking schemes as well as the specified learning outcomes of a course.

The Grades Descriptors provide a generic overview of how a student has performed in achieving the course learning outcomes. It is recognised that not all of the characteristics specified in the Grades Descriptors will be relevant to all course learning outcomes and assessments, eg organisation and presentation of arguments will not be applicable to a series of complex mathematical problems. In such contexts, discipline-specific descriptors used in conjunction with course assessment criteria will be more relevant and informative.

2.4 Grades Descriptors and SCQF Levels

The full University Grades Descriptors have been provided as a means of facilitating consistent and equitable decision-making in the assessment of student work. They also provide a framework for communicating to students their level of performance in assessment and what students need to do to reach a particular grade or to improve level of performance. The Grades Descriptors may also be used as a basis for formulating subject-specific feedback to students.

A Grade "A" performance is necessarily different in a stage one course of an undergraduate programme (SCQF level 7) from a course in an MSc programme (SCQF level 11), reflecting, for example, the differing levels of complexity and intellectual demand (as expressed also in a course's learning outcomes). Therefore, it is important to communicate to students what the grades will mean in the context of the SCQF level of their individual courses, particularly for undergraduate students who may be progressing through up to five different SCQF levels over the duration of their programme. The [Scottish Credit and Qualifications Framework \(SCQF\) levels descriptors](#) provide a useful reference point for differentiating between the characteristics of various levels and indeed qualifications.

2.5 Academic Judgement

Although the descriptors are presented separately for each of the five alpha grades, student work will, in many cases, demonstrate characteristics spanning two or more grade categories. The decision as to which single grade is to be awarded is a matter of professional academic judgement, in conjunction with the application of over-arching School moderation procedures. The allocation of grades based on University or School grades descriptors is not a mechanistic process - this is an important point to convey to students.

It is not necessary for students to meet all of the characteristics specified in the University or discipline grades descriptors to achieve the associated grade; however, there is an expectation that in awarding a particular grade, a student will have clearly demonstrated that most of the characteristics have been met. The extent to which students have satisfied the majority of characteristics is a matter of academic judgement.

2.6 Information for Students

Schools must ensure that both the University Grades Descriptors and, if used, discipline-specific grades descriptors are clearly communicated to students at relevant times (eg at the start of the session, at the start of a new course), are easily accessible and are published in key sources of information, such as the School-specific section of Student Handbooks, School websites, Course Descriptors and assessment documentation.

Students should also be informed about how the grades descriptors are used as part of their programme's/course's marking scheme.

3. Grades Descriptors

The University Grades Descriptors are set out in the table on the following pages.

The Learning and Teaching Board¹ approved the University Grades Descriptors at its meeting on 17 September 2014.

¹ Now University Committee for Learning and Teaching
Last reviewed for accuracy January 2025

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| Grade | Descriptor | |
|-----------------|---|--|
| <p>A</p> | <p>Excellent</p> | |
| | <p><i>Knowledge, understanding, application</i></p> <p>A comprehensive, highly structured, focused and concise response to the assessment task(s), consistently demonstrating</p> <ul style="list-style-type: none"> • an extensive and detailed knowledge of the subject matter • a highly-developed ability to apply this knowledge to the task set • evidence of extensive background reading • clear, fluent, stimulating and original expression • excellent presentation (spelling, grammar, graphical) with minimal or no presentation errors | <p><i>Analysis, synthesis and evaluation</i></p> <p>A deep and systematic engagement with the assessment task(s), with consistently impressive demonstration of a comprehensive mastery of the subject matter, reflecting</p> <ul style="list-style-type: none"> • a deep and broad knowledge and critical insight as well as extensive reading • a critical and comprehensive appreciation of the relevant literature or theoretical, technical or professional framework • an exceptional ability to organise, analyse and present arguments fluently and lucidly with a high level of critical analysis, amply supported by evidence, citation or quotation • a highly-developed capacity for original, creative and logical thinking |
| <p>B</p> | <p>Very Good</p> | |
| | <p><i>Knowledge, understanding, application</i></p> <p>A thorough and well-organised response to the assessment task(s), demonstrating</p> <ul style="list-style-type: none"> • a broad knowledge of the subject matter • considerable strength in applying that knowledge to the task set • evidence of substantial background reading • clear and fluent expression quality presentation with few presentation errors | <p><i>Analysis, synthesis and evaluation</i></p> <p>A substantial engagement with the assessment task(s), demonstrating</p> <ul style="list-style-type: none"> • a thorough familiarity with the relevant literature or theoretical, technical or professional framework • well-developed capacity to analyse issues, organise material, present arguments clearly and cogently well supported by evidence, citation or quotation • some original insights and capacity for creative and logical thinking |

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| | | |
|----------|---|---|
| C | Good | |
| | <i>Knowledge, understanding, application</i> | <i>Analysis, synthesis and evaluation</i> |
| | <p>A competent response to the assessment task(s), demonstrating</p> <ul style="list-style-type: none"> • adequate but not complete knowledge of the subject matter • omission of some important subject matter or the appearance of a few minor errors • capacity to apply knowledge appropriately to the task albeit with some errors • evidence of some background reading • clear expression with few areas of confusion • writing of sufficient quality to convey meaning but some lack of fluency and command of suitable vocabulary • good presentation with some presentation errors | <p>An intellectually competent engagement with the assessment task(s), marked by</p> <ul style="list-style-type: none"> • evidence of a reasonable familiarity with the relevant literature or theoretical, technical or professional framework • good developed arguments, but more statements of ideas • arguments or statements adequately but not well supported by evidence, citation or quotation • some critical awareness and analytical qualities • some evidence of capacity for original and logical thinking |
| D | Satisfactory | |
| | <i>Knowledge, understanding, application</i> | <i>Analysis, synthesis and evaluation</i> |
| | <p>An acceptable response to the assessment task(s) with</p> <ul style="list-style-type: none"> • basic grasp of subject matter, but somewhat lacking in focus and structure • main points covered but insufficient detail • some effort to apply knowledge to the task but only a basic capacity or understanding displayed • little evidence of background reading • several minor errors • satisfactory presentation with an acceptable level of presentation errors | <p>An acceptable level of intellectual engagement with the assessment task(s), showing</p> <ul style="list-style-type: none"> • some familiarity with the relevant literature or theoretical, technical or professional framework • mostly statements of ideas, with limited development of argument • limited use of evidence, citation or quotation • limited critical awareness displayed • limited evidence of capacity for original and logical thinking |

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| | | | |
|----------|---|---|---|
| E | Adequate | <i>Knowledge, understanding, application</i> | <i>Analysis, synthesis and evaluation</i> |
| | <p>The minimum acceptable standard of response to the assessment task(s) for the award of credit points which</p> <ul style="list-style-type: none"> • shows a basic grasp of subject matter but may be poorly focussed or badly structured or contain irrelevant material • has one major error and some minor errors • demonstrates the capacity to complete only moderately difficult tasks related to the subject material • very little or no evidence of background reading • displays the minimum acceptable standard of presentation (spelling, grammar, graphical) | <p>The minimum acceptable level of intellectual engagement with the assessment task(s) for the award of credit points showing</p> <ul style="list-style-type: none"> • the minimum acceptable appreciation of the relevant literature or theoretical, technical or professional framework • ideas largely expressed as statements, with little or no developed or structured argument • minimum acceptable use of evidence, citation or quotation • little or no analysis or critical awareness displayed or is only partially successful • little or no demonstrated capacity for original and logical thinking | |
| F | Inadequate | <i>Knowledge, understanding, application</i> | <i>Analysis, synthesis and evaluation</i> |
| | <p>A response to the assessment task(s) which is unacceptable, with</p> <ul style="list-style-type: none"> • a failure to address the question resulting in a largely irrelevant or entirely irrelevant answer or material of marginal relevance predominating • a display of little or no relevant knowledge or some knowledge of material relevant to the question posed, but with very serious omissions/errors and/or major inaccuracies included in answer • solutions offered to none of, or a very limited portion of, the problem set • an answer unacceptably incomplete • a random and undisciplined development, layout or presentation unacceptable standards of presentation, such as grammar, spelling or graphical presentation • evidence of substantial plagiarism | <p>No intellectual engagement with the assessment task(s) or an unacceptable level of intellectual engagement with the assessment task(s), with</p> <ul style="list-style-type: none"> • no appreciation of the relevant literature or theoretical, technical or professional framework • no developed or structured argument • no use of evidence, citation or quotation • no analysis or critical awareness displayed or is only partially successful • no demonstrated capacity for original and logical thinking | |

HAPS Grades Descriptors

Approved by the Learning and Teaching Board (now University Committee for Learning and Teaching), 17 September 2014

REGULATION A4

Courses, Programmes and Assessment



1. Introduction

- 1.1 This Regulation is made in pursuance of:
- 1.1.1 clauses 4.2.1 and 4.2.4 of Article 4 and clauses 20.1.1, 20.1.2 and 20.1.5 of Article 20 of the University's Charter;
 - 1.1.2 paragraph 2 iii of Statute 5; and
 - 1.1.3 Ordinances P2 and P7.
- 1.2 This Regulation applies to all Programmes of Study or parts thereof.

2. Courses

- 2.1 Unless reference is made to specific Programmes of Study, the following paragraph 2 of this Regulation shall relate to Courses on all Programmes of Study.
- 2.2 A course shall consist of a specified number of hours of Student effort, which may include, but is not limited to, the following activities, as appropriate:
- 2.2.1 timetabled hours for lectures, asynchronous lectures, tutorials, seminars, workshops, laboratories, studio work and remote delivery.
 - 2.2.2 project work, dissertations
 - 2.2.3 private study supervised or otherwise
 - 2.2.4 all course assessment, including written examinations
 - 2.2.5 residential periods of lectures, supervised tutorials, seminars, workshops, laboratories or studio work
 - 2.2.6 self-paced learning materials
 - 2.2.7 generic, transferable skills training
 - 2.2.8 research skills training
- 2.3 All courses will be specified in a programme structure and shall include learning outcomes, assessment, notional Student effort hours and associated credit for courses and shall be approved by the Senate.
- 2.4 A full-time Student shall normally be required to register for and to attend courses leading to 60 credits per semester.
- 2.4.1 Notwithstanding the provisions of paragraphs 2.4, 2.8 and 2.11, a full-time Student may be permitted by the Head of their Primary Academic Unit, in consultation with the Head of the Primary Academic Unit offering the course and a Dean, to register for and attend up to a maximum of an additional 20 credits per semester.
- 2.5 A Student shall normally be permitted to register for a course only when the pre-requisites for that course have been successfully completed.
- 2.6 A Student who has successfully completed a course shall be awarded the credits. A Student who is deemed by the examiners to have achieved a performance at Grade F, which is below the minimum acceptable level for the award of credits, shall receive no credits.
- | | | | |
|---|-----------|---|---|
| A | Excellent | Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedure. | Learner has passed the course and can continue study in the subject |
| B | Very Good | Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding. | |

| | | | |
|---|--------------|--|--|
| C | Good | Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding. | |
| D | Satisfactory | Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure. | |
| E | Adequate | Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations. | Learner is awarded credits, but cannot continue study in the subject where the course is a pre-requisite |
| F | Inadequate | Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions. | Learner is not awarded credits |

2.7 A Student shall not receive credit more than once for any course or set of courses.

2.8 Normally a course shall start at the beginning of a semester and finish at the end of the same semester.

2.8.1 Two courses offered in the same stage either in different semesters or in the same semester and at the same level may be linked by Primary Academic Units offering the courses, especially where the material covered is continuous from one course to the next. Courses linked in this way shall be referred to as synoptically assessed courses.

2.8.2 Notwithstanding paragraph 2.8 a course may extend beyond a semester for the purposes of field work and teaching practice as specified and recorded in the programme structures and approved by the Senate.

2.9 Project/Dissertation courses shall normally be at least 30 credits.

2.10 The Head of the Primary Academic Unit shall allocate a 'level' to each course offered by the Primary Academic Unit. Except with the approval of the Senate, the level shall be determined by the definition of level adopted by the SCQF, namely with reference to:

2.10.1 the complexity and depth of knowledge and understanding

2.10.2 links to academic or professional practice

2.10.3 the degree of integration, independence and creativity required

2.10.4 the range and sophistication of application/practice

2.10.5 the role(s) taken in relation to other learners in carrying out tasks

2.11 A Head of a Primary Academic Unit may prescribe up to two lower level pre-requisite courses for any level 8, 9, 10 and 11 course.

2.12 No pre-requisite courses shall be prescribed for any course taken as part of a Programme of Study leading to the award of:

2.12.1 Graduate certificate and diploma;

2.12.2 Postgraduate certificate and diploma; and

2.12.3 Higher Degree of Master

2.13 Where a choice of courses is available in a Programme of Study, the inclusion of a course in a list of approved courses shall not imply the availability of a place on the course.

2.14 Industrial Placement

2.14.1 For Programmes of Study which have a period of Industrial Placement, the placement shall be described by a designated course with a credit rating equivalent to the number and level of the courses which it replaces. A Student who has successfully achieved all of the learning outcomes and completed the period of Industrial Placement shall receive the requisite number of credits, up to a maximum of 60 credits.

2.15 Industrial Training or Industrial Experience

2.15.1 A period of Industrial Training or Industrial Experience leading to the award of a certificate or diploma, as further detailed in Regulation A7, Awards, paragraph 4.4, shall be a designated course equivalent to at least one stage of a Programme of Study, that is 1200 Student effort hours (120 SCQF credits).

2.16 Programmes of Study with a Period of Study Abroad

2.16.1 For Programmes of Study which require a period of study abroad:

2.16.1.1 A period of study equivalent to one semester shall be defined by a course designated as 60 credits, at the appropriate level;

2.16.1.2 A period of study equivalent to a whole year shall have a course designated as 120 credits, at the appropriate level;

2.16.1.3 Notwithstanding paragraphs 2.16.1.1 and 2.16.1.2, a period of study forming part of a stage of study shall have a course designated to the equivalent credit rating.

2.17 Compulsory Courses

2.17.1 Malaysia

- Compulsory Courses (Malaysia), also known as compulsory subjects, are courses of study required by the Government of Malaysia.
- They are studied by all Students enrolled on an undergraduate Programme of Study in Malaysia. However, Students who transfer to the Malaysia Campus for up to a maximum of one academic year do not need to take these courses.
- The objectives, learning outcomes, curriculum and other matters are specified by either the Ministry of Education or other agencies or institutions and are subject to change by the Ministry of Education.
- Students are required to pass these courses but these do not contribute credits to the degree award.
- The courses carry Ministry of Education credit but do not carry Heriot-Watt University credits.
- The courses shall be managed from Malaysia with the ultimate responsibility resting with the Deputy Vice-Principal (Malaysia).
- In respect of Compulsory Courses, the Academic Council (Malaysia) can act with the same delegated authority as the University Studies Committee.

3. Programmes

3.1 The following paragraph 3 of this Regulation is made in pursuance of Ordinance P7.

3.2 Unless reference is made to specific Programmes of Study, the following paragraph 3 of this Regulation shall relate to all Programmes of Study.

3.3 A Student shall pursue, for the prescribed period, a Programme of Study approved by the Senate.

3.4 A Programme of Study shall:

3.4.1 Be as prescribed in the programme structures; and

3.4.2 Consist of stages and courses, except as otherwise approved by the Senate.

- 3.5** Criteria for pass, progression and credits shall be as specified in the structures for each programme. The University Studies Committee may approve criteria above the minimum standards referred to in Regulation A6, Progression, paragraph 3.
- 3.6** Unless otherwise approved by the Senate, all Programmes of Study leading to the award of First Degree with honours, First Degree of Master or Higher Degree of Master shall contain a project/ dissertation equivalent to at least 30 credits at SCQF Level 9, 10 or 11, as appropriate.
- 3.7** Each stage of full-time study within a Programme of Study shall consist of 120 SCQF credits, except a Programme of Study for Higher Degrees of Master (Taught) which shall consist of 180 SCQF credits.
- 3.8** A stage shall have been successfully completed when all 120 SCQF credits comprising the stage have been successfully completed.
- 3.9** A stage of a Programme of Study which is comprised entirely of synoptically assessed courses shall require approval of the University Studies Committee.
- 3.10** A Programme of Study may be offered by one or more Primary Academic Units, and may be a single subject degree or span two disciplines.
- 3.10.1** A Programme of Study which spans two disciplines may be offered as either 'Discipline A and Discipline B' where the number of credits is broadly equal in both disciplines or as 'Discipline A with Discipline B' where the number of credits is greater in Discipline A and Discipline B accounts for at least 25% of the total number of credits.
- 3.11 Degree Entry Programme (Dubai)**
- 3.11.1** The Degree Entry Programme shall be modularised with all courses being stated at either SCQF level 6 or 7. The Programme of Study will comprise not less than 100 and not more than 120 SCQF credits, as shall be approved by the University Studies Committee.
- 3.11.2** The Degree Entry Programme will comprise a combination of courses intended to prepare Students for study at Heriot-Watt University and will include:
- General courses intended to broaden the education of the Students.
 - Specialist courses intended to prepare Students for their specific degree programme.
 - English language skills (written, aural and oral).
 - General study skills including cultural orientation.
- 3.12 Certificate and Diplomas in Industrial Training or Industrial Experience**
- 3.12.1** A Student on the certificate or diploma shall be required to obtain for themselves a period of Industrial Training or Industrial Experience deemed suitable by the Head of the Primary Academic Unit. The Head of the Primary Academic Unit shall ensure that, in approving a proposed period of Industrial Training or Industrial Experience, the following criteria have been met:
- the type of learning experience gained during the period of Industrial Training or Industrial Experience shall be such as to enable the Student to achieve the learning outcomes specified for the award of the certificate or diploma.
 - there are appropriate opportunities in place for the monitoring and evaluation of the Student's progress during the period of Industrial Training or Industrial Experience.
 - the environment in which the Student undertakes the period of Industrial Training or Industrial Experience shall comply with the University's health and safety requirements.
- A Student who fails to find suitable Industrial Training or Industrial Experience will not be able to proceed with the certificate or diploma.

- The Head of the Primary Academic Unit shall determine whether a Student who is undertaking a period of Industrial Training or Industrial Experience shall be liable to pay a fee in order to cover costs, such as those incurred through assessment of learning and site visits by members of Staff.

3.13 Degree of Bachelor in Combined Studies

3.13.1 Credits may be obtained from courses offered within all Primary Academic Units of the University. A Student shall follow a Programme of Study selected from courses, as approved by Associate Director of Combined Studies.

3.14 Higher Degrees of Master (Taught)

3.14.1 The Programme of Study shall be composed of a number of courses totalling at least 180 SCQF credits, including a 60 credit project or dissertation at SCQF level 11, which, notwithstanding paragraphs 2.9 and 3.6, shall normally be rated at 60 credits.

3.14.2 The Head of the Primary Academic Unit shall allocate a supervisor for each Student undertaking a Programme of Study involving supervised research work culminating in the submission of a dissertation or supervised research and practical work culminating in the submission of practical work for assessment.

4. Mode of Study

4.1 A Programme of Study may be offered either for full-time study or for part-time study and on-campus or online learning or for mixed-mode study.

4.1.1 For the purpose of this Regulation, mixed-mode study shall be any combination of full-time and part-time, and/or on-campus and online learning.

4.1.2 For online learning and mixed-mode study the programme structures shall specify the proportion of full-time study below which the Student will be categorised as part-time (normally, part-time is defined as 50% or less of the Programme of Study).

4.2 A candidate may be accepted for a Programme of Study off-campus with an Approved Learning Partner or Collaborative Partner.

5. Period of Study

5.1 A Programme of Study shall be completed within the maximum period prescribed for that Programme of Study in Ordinance P2 - Requirements for Degrees, Diplomas and Certificates. In exceptional circumstances, the Senate may extend the period.

6. Attendance and Performance

6.1 A Student admitted to a Programme of Study shall attend each course in their Programme of Study and perform satisfactorily the work of each course and all the assessments prescribed for the particular Programme of Study.

6.2 A student must comply with all aspects of the University's policy on Student Attendance, as detailed at: <https://www.hw.ac.uk/uk/students/doc/studentattendancepolicy.pdf>.

6.3 The Senate has empowered the Primary Academic Units to make a decision on its behalf, in terms of compulsory withdrawal from the University, as detailed in the University's 'Procedures for Compulsory Withdrawal': <https://www.hw.ac.uk/uk/students/doc/compulsorywithdrawal.pdf>.

7. Temporary Suspension of Studies

7.1 The Senate has empowered the Primary Academic Units to make decisions on its behalf in terms of the following paragraphs.

- 7.2 In exceptional circumstances, during the course of the academic year, a Student may be permitted to suspend studies temporarily for a specified period of time. When granting such permission the Primary Academic Unit shall specify the examination opportunities which shall be available to the Student on the resumption of studies.
- 7.3 A Student who has satisfied the requirements of progress and who wishes to defer progression may apply during the last semester of the Student's current stage of study to the Primary Academic Unit for permission to defer proceeding for one academic year in the first instance.

8. Voluntary Withdrawal

- 8.1 A Student who intends to withdraw from their Programme of Study shall comply with the following procedure:
- 8.1.1 They shall notify the Head of their Primary Academic Unit of their intention to withdraw and shall state the date of withdrawal, which date of withdrawal must be after the date of notification.
- 8.1.2 They shall notify the Student Records Officer in Registry and Academic Support in writing that they intend to withdraw and shall state the date of and reason for withdrawal.
- 8.1.3 They shall, on withdrawal, surrender their current Student ID card to the Student Records Officer in Registry and Academic Support.
- 8.2 The Student Records Officer in Registry and Academic Support shall notify the relevant funding authority of a Student who has withdrawn from their Programme of Study.

9. Transfer

- 9.1 The Senate has empowered the Primary Academic Units to make decisions on its behalf in terms of this paragraph 9.
- 9.2 A Student pursuing a Programme of Study may transfer to another Programme of Study normally at the same level.
- 9.3 Any such transfer shall require the permission of the Head of the Primary Academic Unit responsible for each of the Programmes of Study. A Student may appeal to the Senate against the withholding of permission by the Head of the Primary Academic Unit responsible for the programme from which transfer is sought.
- 9.4 The Head of the Primary Academic Unit responsible for the programme to which the Student is transferring shall determine the conditions of transfer, including consideration of prerequisites. A Student may appeal to the Senate against the withholding of permission by the Head of the Primary Academic Unit responsible for the programme to which transfer is sought: <https://www.hw.ac.uk/uk/students/doc/compulsorywithdrawal.pdf>.
- 9.5 Alternatively, a Student shall have the option of taking a "fresh start", namely enrolling at the commencement of stage one of an alternative programme. It is the Student's responsibility to ensure they are clear about the funding implications of taking this option.
- 9.5.1 With the exception of Combined Studies, any credits obtained prior to enrolling on stage one of a Programme of Study shall be discounted for the purpose of transfer only.
- 9.6 Transfer will normally be expected to occur at the beginning of a stage and after successful completion of the previous stage and will be subject to Regulation A6, Progression, paragraph 2.1.
- 9.6.1 Notwithstanding paragraph 9.6 transfer from mixed-mode study to full-time study on campus may only occur at the end of a stage and with the permission of the Heads of the Primary Academic Units in which the Student has been, and wishes to continue,

studying.

9.6.2 Degree of Bachelor in Combined Studies

- Before transfer into the second stage of the Programme of Study for the ordinary degree a Student shall have satisfactorily completed a minimum of 75 credits.
- Before transfer into the second stage of the Programme of Study for the honours degree a Student shall have satisfactorily completed a minimum of 90 credits.
- Before transfer into the third stage of the Programme of Study for the ordinary degree, a Student shall have satisfactorily completed a minimum of 195 credits with at least 30 SCQF Level 8 credits and shall be eligible to enrol on a Programme of Study leading to the degree.
- Before transfer into the third stage of the Programme of Study for the honours degree, a Student shall have satisfactorily completed a minimum of 210 credits with at least 60 SCQF Level 8 credits and shall have the prerequisites for at least 60 credits at SCQF Level 9.
- Before transfer into the fourth stage of study for the honours degree, a Student shall have qualified for the ordinary degree in Combined Studies including at least 60 credits at SCQF Level 9 and shall be eligible to enrol on a Programme of Study leading to the degree.

9.6.3 Postgraduate Certificates

- A Student for a postgraduate certificate may with the permission of the Head of their Primary Academic Unit become a Student for an alternative award.

9.6.4 Postgraduate Diplomas

- A Student for a postgraduate diploma may with the permission of the Head of their Primary Academic Unit become a Student for an appropriate Higher Degree of Master.
- Any transfer from a postgraduate diploma to a Higher Degree of Master shall be made before the dissertation is submitted. In the case of a part-time Student the application shall normally be made at the end of the first year of the Programme of Study.

10. Forms and Timing of Assessment

- 10.1** This paragraph 10 is made in pursuance of Statute 5 paragraph 2 and applies to assessments and examinations in on-campus Programmes of Study. Arrangements for off-campus examinations and assessments are covered in a set of procedures and guidance notes, copies of which are available from the University's website at <https://www.hw.ac.uk/services/academic-registry/quality/qa/exam-guidelines.htm>.
- 10.2** Unless otherwise stated, this paragraph 10 applies to all Programmes of Study.
- 10.3** Each Programme of Study shall comprise a combination of both written and other forms of assessment.
- 10.3.1** Where written examination is the sole method of assessment for a Programme of Study this shall require approval of the University Studies Committee.
- 10.4** All courses in a stage shall be first assessed by the end of the stage.
- 10.5** Assessment shall occur during or at the end of a single course. Synoptic assessment shall occur during or at the end of a set of synoptically assessed courses.

- 10.6** The forms of assessment used to evaluate Student performance in a course shall be specified in a course descriptor.
- 10.6.1** Where a course is assessed by more than one form of assessment, the relative contribution of each component to the overall assessment will be stated in the course descriptor.
- 10.7** Each course shall feature formative assessment to enable Students to evaluate the extent of their learning. Such assessment shall not necessarily contribute to the final course grades.
- 10.7.1** The form and extent of formative assessment, including any contribution to the overall assessment, shall be stated in the course descriptor.
- 10.8** A Student shall attend for oral examination if the examiners so require.
- 10.9** Final examinations shall be in English or in such other languages as may be approved from time to time by the Senate on the recommendation of the Head of a Primary Academic Unit.
- 10.10** Final examinations are conducted under standard University Regulations and procedures, as approved by Senate.
- 10.11** Students normally have a maximum of two opportunities, one first attempt and one re-assessment opportunity, for each assessment. In exceptional circumstances, any further opportunities may be approved by a Board of Examiners.
- 10.11.1** Exceptionally, in the case of Postgraduate Certificates and Graduate Certificates, Postgraduate Diplomas and Graduate Diplomas and Higher Degrees of Master (Taught), opportunities are specified in Regulation A6, Progression, paragraph 2.3.3.1.
- 10.11.2 Higher Degrees of Master of Business Administration**
- Each course shall normally be examined by a final examination. A mark of at least 50% is required for successful completion of such a course.
 - In exceptional circumstances, a Student may be permitted additional examination attempts subject to the approval of the Head of the Primary Academic Unit.
- 10.11.3 Higher Degrees of Master (Heriot-Watt Online)**
- There shall be three diets of examinations per year.
 - Other than a project or dissertation, each course shall be examined by a final examination or a combination of both written and other forms of assessment. A Grade of at least D is required for successful completion of such a course.
- 10.12 Examinations Officer**
- 10.12.1** There shall be an Examinations Officer who shall be appointed by the University from the members of the University's professional services Staff.
- 10.12.2** The responsibilities of the Examinations Officer shall include the implementation of guidelines, policies and procedures for examination and assessment, and will include examination results and the appointment of invigilators.
- 10.13 Diets of Examinations**
- 10.13.1** There shall be a diet of examinations at the end of each semester.
- 10.13.2** There will be a Resit opportunity.
- 10.13.3** The semester diets of examinations will be held in the final two to four weeks of a semester, and will be publicised on the University website.

10.14 Eligibility for Assessments and Examinations

10.14.1 A Student registered on a course shall be eligible to undertake an examination at the end of the semester in which it is taught, unless otherwise explicitly stated in the programme structure or unless otherwise specified below:

- If the Student fails to satisfy the requirements for attendance or performance, or both, the Head of the Primary Academic Unit for the Programme of Study and, if different, the Head of the Primary Academic Unit offering the particular course may resolve jointly that the Student shall not be allowed to present themselves for examination in that course either at the next ensuing diet of degree examinations or at any subsequent diet of examinations and shall inform the Student accordingly.
- Where a Student has been given permission by the Head of their Primary Academic Unit to carry one or more courses, that Student is required to register for the examinations being carried and to pay the prescribed examination fee by the prescribed date. A carried course is one that a Student is allowed to carry forward into a subsequent year having previously failed. The carried course cannot be a pre-requisite for the subsequent level.
- A Student for an examination at the Resit opportunity is required to register and to pay the prescribed examination fee by the prescribed date.
- A Student who is presenting themselves for an examination and who is not attending the relevant course(s) is required to register and to pay the prescribed examination fee by the prescribed date.
- In the case of Higher Degrees of Master (Heriot-Watt Online), Students will select when they are ready to present themselves for assessment, including reassessment, within a six diet period of registering for the course, and must indicate their intention to sit the assessment within the prescribed registration period for a particular diet. There will be no further opportunities to register for the assessment.
- In the case of Higher Degrees of Master of Business Administration (MBA), a Student wishing to be examined shall give notice in the prescribed format.

10.14.2 A late application may be accepted on payment of an additional prescribed late fee up to and including the seventh day after the prescribed date.

10.15 Timetables for Examinations

10.15.1 The University shall prepare timetables of degree examinations in a timely manner, in accordance with the Timetabling Policy.

10.15.2 It shall be the responsibility of the Student to familiarise themselves with all policies and procedures relating to examinations, and to familiarise themselves with the date, the time, and the location of all relevant examinations.

10.16 Student Conduct at Examinations and Assessments

10.16.1 The University has in place a number of policies and procedures relating to examination and assessment conduct, available at:

<https://www.hw.ac.uk/uk/students/studies/examinations/exam-conduct-id-checks.htm>.

10.16.2 It shall be the responsibility of the Student to familiarise themselves with the University's policies and procedures relating to academic misconduct.

10.16.3 A Student who disregards any of the University's policies and procedures relating to

academic misconduct, may be liable to disciplinary action.

10.17 Attendance at Examinations and Assessments

10.17.1 A Student shall attend all examinations prescribed for their Programme of Study.

10.17.2 A Student who is prevented through illness or other sufficient cause from taking an examination shall submit to the Head of their Primary Academic Unit a certificate issued by a registered medical practitioner or other appropriate evidence.

10.18 Invigilation

10.18.1 The duties of all invigilators shall be as indicated by the Examinations Officer as agreed by Senate and shall be set out in the Examinations Invigilators Handbook, available at: <https://www.hw.ac.uk/uk/services/docs/learning-teaching/policies/invigilators-handbook.pdf>.

10.19 Reasonable Adjustments for Students who have a Disability

10.19.1 The University has in place a policy and procedures for making alternative examination and assessment arrangements for Students who have a disability. Students who are seeking alternative examination or assessment arrangements should contact the University's Student Welfare Services in the first instance.

10.19.2 The University's policy and procedures for Students with a disability are available for consultation in Student Welfare Services or on the University's website at <https://www.hw.ac.uk/uk/students/health-wellbeing.htm>.

| Regulation A4 | |
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| Effective Date 21 September 2022 | |
| Approved by: Senate | <i>16 June 2022</i> <i>21 September 2022</i> |
| Consultation via: Ordinances and Regulations Committee University Committee for Quality and Standards | |

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REGULATION A5

Academic Decision Making Boards



1. Introduction

- 1.1. This Regulation is made in pursuance of Statute 5, clause 2 iii and Ordinance P2.

2. Boards of Examiners

- 2.1. The Boards of Examiners defined in this Regulation A5 shall be called the Course Assessment Boards, the Progression Boards and the Award Boards. Their terms of reference and composition shall be as detailed in paragraphs 4 to 6 below.

3. Mitigating Circumstances Boards

- 3.1. A Student shall notify the Head of their Primary Academic Unit of any illness or other mitigating circumstance which may have adversely affected their performance and which they would like the examiners to take into account in making their decision.
- 3.2. A Mitigating Circumstances Board must be constituted and held prior to any relevant Progression or Award Board.
- 3.3. A Mitigating Circumstances Board shall consist of the following members:
- 3.3.1. The Chair who shall be the Director of Academic Quality of the Primary Academic Unit or their nominee; and
- 3.3.2. At least two other members of the Academic Staff from the Primary Academic Unit.
- 3.4. A Mitigating Circumstances Board shall determine the impact of mitigating circumstances affecting one or more students and shall:
- 3.4.1. agree on the extent of the impact; and
- 3.4.2. make recommendations on mitigating action to be taken to the relevant Progression and Award Board,
- all as in accordance with the University's Mitigating Circumstances Policy.
- 3.5. A Mitigating Circumstances Board must record its recommendations to be considered by the relevant Progression and Award Board.

4. The Course Assessment Board

- 4.1. For each semester there shall be a Course Assessment Board which shall meet after the appropriate diet of examinations and shall confirm the results of the course assessments, across all locations and modes of delivery.
- 4.2. Course Assessment Boards shall normally be held before and separately from Progression and Award Boards.
- 4.3. The Course Assessment Board shall return an appropriate decision in the form of marks and grades, as detailed in Regulation A7, Awards, paragraph 2.4.4, for each Student.
- 4.4. The Course Assessment Board shall consist of the following members:
- 4.4.1. The Head of the Primary Academic Unit, as Chair;
- 4.4.1.1. For the appointment of a nominee as Chair, the Head of the Primary Academic Unit shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the University Committee for Quality and Standards for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions; and

- 4.4.2. The members of Academic Staff involved in the teaching and assessment of the courses being reviewed.
- 4.5. The Course Assessment Board shall make decisions based on a report from each Course which report shall include:
- 4.5.1. The marks and grades for all Students;
 - 4.5.2. Commentary on Student performance;
 - 4.5.3. Commentary on any unusual results and whether these are fair and accurate or whether an adjustment is recommended;
 - 4.5.4. Recommended adjustment of grades (i.e. unusual mapping of marks to grades) or of marks (i.e. raw marks to final marks);
 - 4.5.5. Justification for recommended altered marks/grades and proposed action;
 - 4.5.6. Proposed action for Students whose performance has not met expectations;
 - 4.5.7. Support or other arrangements to be provided prior to reassessment;
 - 4.5.8. Commentary on any other aspect of the course as relevant to the Course Assessment Board.
 - 4.5.9. The Course Assessment Board shall only consider mitigating circumstances in relation to circumstances affecting whole classes or cohorts of students. See Regulation A10 Authorities in Exceptional Circumstances. After consideration, the Course Assessment Board shall apply any agreed outcomes and shall record its justification for any adjustments to grades or reassessment requirements.
- 4.6. In relation to adjustment of marks and/or grades, the Course Assessment Board shall take one of the following decisions:
- 4.6.1. Approve the recommendation of the course team that no adjustment is required; or
 - 4.6.2. Approve the recommendation of the course team that an adjustment is required and approve the scale of adjustment recommended by the course team; or
 - 4.6.3. Approve the recommendation of the course team that an adjustment is required but reject the scale of adjustment recommended by the course team and, further, agree and approve the adjustment to be made; or
 - 4.6.4. Reject the recommendation of the course team that no adjustment is required and agree and approve the adjustment to be made.
- 4.7. In relation to decisions made by the Course Assessment Board under paragraphs 4.6.3 and 4.6.4 of this Regulation, the Course Assessment Board shall not delegate the decision for ratification to the course team.
- 4.8. In relation to decisions made by the Course Assessment Board under paragraphs 4.6.2, 4.6.3 and 4.6.4 above, the Course Assessment Board shall agree action to be taken to mitigate against future adjustments, e.g. in marking, type of assessment, teaching approaches, syllabus.
- 4.9. The Course Assessment Board shall record its justification in its minutes for decisions made under paragraphs 4.6.2, 4.6.3 and 4.6.4 above.
- 4.9.1. Further guidance on consideration and actions for unusual results can be found in the Undergraduate and Postgraduate Assessment Procedures, paragraph 1.4 <https://www.hw.ac.uk/uk/services/docs/academic-registry/examdoc1.pdf>.
- 4.10. On any matter requiring a vote, all members of the Course Assessment Board shall be entitled to vote at meetings of the Course Assessment Board. The Chair shall have a deliberative vote and a casting vote.
- 4.11. The Course Assessment Board shall be responsible for the preparation of a report for consideration by the Progression or Award Board, as appropriate. The Course Assessment Board report shall include the information and commentary on such as specified in the *Guidelines on Examination Procedures*, available at: <https://www.hw.ac.uk/services/academic-registry/quality/qa/exam-guidelines.htm>.

5. The Progression Board

- 5.1. For each Programme of Study there shall be a Progression Board which shall meet at the appropriate point in the academic year when progression decisions are required.

- 5.2. The Progression Board shall consider the requirements for progression in conjunction with the decisions of the Course Assessment Board, and, with respect to each Student, across all locations and modes of delivery, shall make one of the recommendations outlined in Regulation A6, Progression, paragraph 4.
- 5.3. The Progression Board shall consist of the following members:
 - 5.3.1. The Chair who shall be the Head of the Primary Academic Unit.
 - 5.3.1.1. For the appointment of a nominee as Chair, the Head of the Primary Academic Unit shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the University Committee for Quality and Standards for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions.
 - 5.3.2. The members of the Academic Staff or at least one representative of the Academic Staff involved in the teaching and the setting and marking of examinations and assessment of each of the courses comprising a particular stage of a programme, nominated by the Course Leader
 - 5.3.2.1. In the case of Combined Studies, the members of Academic Staff involved in teaching shall be represented by the appropriate Associate Director of Studies.
 - 5.3.3. The Examinations Officer of the Primary Academic Unit.
 - 5.3.4. Such other members as the Senate may from time to time determine.
- 5.4. The data considered by the Progression Board must be complete, in a single, consistent format and ranked in order of average score.
 - 5.4.1. Exceptionally for combined studies the Data shall be presented in a consistent format by Primary Academic Unit and alphabetically.
- 5.5. The Progression Board shall:
 - 5.5.1. Confirm the grades determined by the Course Assessment Boards;
 - 5.5.2. Only in exceptional circumstances, adjust these grades, per the *Guidelines on Examination Procedures* referred to in Paragraph 4.9 of this Regulation and record its justification for any adjustments to course grades;
 - 5.5.3. Consider the recommendations of the Mitigating Circumstances Board in relation to the students' final outcomes. After consideration, the Progression Board shall apply any agreed outcomes and shall record its justification for any adjustments to the progression or exit awards.
- 5.6. The quorum for a meeting of a Progression Board shall be three members of the Board or one third of its membership, whichever is the larger number.
- 5.7. In the case of exit awards the Progression Board may act with the authority of an Award Board, provided that the Board is constituted in terms of paragraph 6.3 of this Regulation.
- 5.8. On any matter requiring a vote, all members of the Progression Board shall be entitled to vote at meetings of the Progression Board. The Chair shall have a deliberative vote and a casting vote.

6. The Award Board

- 6.1. For each Programme of Study there shall normally be an Award Board which shall meet after the end of the programme for each cohort of students.
- 6.2. The Award Board shall consider the requirements for award, as set out in Regulation A7, Awards, in conjunction with the outcomes of the Course Assessment Board, and shall make recommendations for an award with respect to each Student, as defined in Regulation A7, Awards, paragraphs:
 - 6.2.1. Foundation certificates – paragraph 3.3;
 - 6.2.2. Undergraduate Certificates and Diplomas – paragraphs 4.4.4 or 4.4.6;
 - 6.2.3. First Degrees and First Degrees of Master – paragraph 5.6;

- 6.2.4. Postgraduate Certificates and Graduate Certificates – paragraph 6.3;
 - 6.2.5. Postgraduate Diplomas and Graduate Diplomas - paragraph 7.3; and
 - 6.2.6. Higher Degrees of Master – paragraph 8.6.
- 6.3. The Award Board shall consist of the following members:
- 6.3.1. The Chair who shall be the Head of the Primary Academic Unit.
 - 6.3.1.1. For the appointment of a nominee as Chair, the Head of the Primary Academic Unit shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the University Committee for Quality and Standards for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions;
 - 6.3.2. Notwithstanding 6.3.1 of this Regulation, for Foundation Programmes in Malaysia or Dubai, the Chair shall be the Vice Principal of that campus or their nominee;
 - 6.3.3. The External Examiner(s);
 - 6.3.4. The members of the Academic Staff or at least one representative of the Academic Staff involved in the teaching and the setting and marking of examinations and assessment of each course comprising a relevant stage of a programme, nominated by the course co-ordinator.
 - 6.3.4.1. In the case of Combined Studies, the members of Academic Staff involved in teaching shall be represented by the appropriate Associate Director of Studies.
 - 6.3.4.2. In the case of the Master of Business Administration (MBA), the members of Academic Staff involved in teaching shall be represented by the appropriate internal examiner.
 - 6.3.5. The Examinations Officer of the Primary Academic Unit;
 - 6.3.6. Such other members as the Senate may from time to time determine.
 - 6.3.7. One of the Deans, or an Associate Dean, or a nominee of the Dean (who will normally be a senior member of Academic Staff)
 - 6.3.7.1. The Dean, Associate Dean or nominee of the Dean will be an observer at the Award Board.
 - 6.3.7.2. The Dean or representative cannot be a member of the Academic Staff of the Discipline offering the programme being considered by the Award Board.
- 6.4. The data considered by the Award Board must be complete, in a single, consistent format and ranked in order of average score.
- 6.4.1. Exceptionally for combined studies the Data shall be presented in a consistent format by Primary Academic Unit and alphabetically.
- 6.5. The Award Board shall:
- 6.5.1. Confirm the grades determined by the Course Assessment Boards;
 - 6.5.2. Only in exceptional circumstances, adjust these grades, per the *Guidelines on Examination Procedures* referred to in paragraph 4.9 of this Regulation and shall record its justification for any adjustments to course grades;
 - 6.5.3. Consider the recommendations of the Mitigating Circumstances Board in relation to the students' final outcomes. After consideration, the Award Board shall record its justification for any adjustments to the award outcome.
- 6.6. The quorum for a meeting of an Award Board shall be three members of the Board or one third of its membership whichever is larger in number.
- 6.7. The External Examiner(s) shall normally be present at any meeting of the Award Board which makes recommendations for the award of degree.
- 6.7.1. Any External Examiner who is unavoidably absent from the meeting shall normally be required to submit written comments for consideration by the Award Board at its meeting.
 - 6.7.2. In the absence of the External Examiner, a Dean or their nominee must be present at the meeting.
- 6.8. On any matter requiring a vote, all members of the Award Board shall be entitled to vote at meetings of the Award Board. The Chair shall have a deliberative vote and a casting vote.

- 6.9. The Senate may accept any or all of the recommendations of the Award Board.
- 6.10. The Senate shall authorise or refuse to authorise the award of the relevant award to a candidate.

| Regulation A5 | |
|--|---|
| Effective Date 21 September 2022 | |
| Approved by: Senate | <i>16 June 2022</i> <i>21 September 2022</i> |
| Consultation via: Ordinances and Regulations Committee University Committee for Quality and Standards | |

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REGULATION A6

Progression



1. Introduction

- 1.1. This Regulation is made in pursuance of Ordinance P2.
- 1.2. This Regulation applies to all taught Programmes of Study leading to an award.

2. General

2.1. Course Progression

- 2.1.1. To pass a course a minimum of Grade D is required.
- 2.1.2. To gain credits for a course a minimum of Grade E is required.
- 2.1.3. In order to proceed, a minimum of Grade D is required in all courses which are pre-requisites for subsequent courses and in all courses designated as requiring a minimum of Grade D in the structure of each Programme of Study.
- 2.1.4. In courses which are neither pre-requisites nor designated as requiring a minimum of Grade D, a minimum of Grade E is required to gain the credits for each such course.
- 2.1.5. A Student who does not satisfy the requirements for progression shall be advised by their Primary Academic Unit of available opportunities for further study. As stated in Regulation A4, Courses, Programmes and Assessment, paragraph 3.5, criteria for pass, progression and credits shall be as specified in the structures for each Programme of Study.
- 2.1.6. Notwithstanding paragraph 2.1.5 of this Regulation, a Student who fails to satisfy the requirements for progression and where there are no available opportunities for further study shall normally be required to withdraw from their Programme of Study.
- 2.1.7. A Student may appeal to the Senate against any decision affecting progression made by the Progression Board using the approved appeals process.

The Senate has empowered the Primary Academic Units to make decisions on its behalf in terms of this paragraph 2.1.

2.2. Assessment: Marks and Grades

- 2.2.1. Examinations and other forms of assessment shall, where appropriate, be marked anonymously.
- 2.2.2. The Course Assessment Board shall decide which, if any, of the synoptically assessed courses have been successfully completed.
- 2.2.3. The Course Assessment Board shall determine a grade in the range of A-F for Student performance in each course.
- 2.2.4. The Course Assessment Board shall return decisions in the form of grades. The following guidelines may be used by examiners for the mapping of marks onto grades:

| | | | |
|---|-----------|---|--|
| A | Excellent | Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedure. | Learner has passed the course and can continue study in the subject. |
| B | Very Good | Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a | |

wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding.

| | | | |
|---|--------------|--|--|
| C | Good | Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding. | |
| D | Satisfactory | Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure. | |
| E | Adequate | Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations. | Learner is awarded credits, but cannot continue study in the subject where the course is a pre-requisite |
| F | Inadequate | Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions. | Learner is not awarded credits. |

- 2.2.5. No adjustment of marks shall be made in relation to making decisions based on grades. Where decisions on performance in a course are based on marks then adjustment of those marks is permitted (see *Guidelines on Examination Procedures*, available at: <https://www.hw.ac.uk/services/academic-registry/quality/qa/exam-guidelines.htm>).

2.3. Re-assessment

- 2.3.1. A Student who has been awarded a Grade A, Grade B or Grade C at the first assessment opportunity in a course shall not be entitled to a further assessment or re-assessment in order to obtain a higher grade, unless otherwise approved in the programme structure.
- 2.3.1.1. Exceptionally for the Malaysia Foundation Programme a Student obtaining a Grade B or Grade C may be allowed re-assessment opportunity in order to gain entry to the degree programme. A Student who has been awarded a Grade D or below is entitled to one reassessment opportunity in that Course.
- 2.3.1.2. A Student who has been awarded a Grade D in a course may be re-assessed in that course in order to proceed to the Higher Degree of Master.
- 2.3.2. A Student who has been awarded a Grade E or a Grade F in a course may be re-assessed in that course. The format of the re-assessment shall be as specified in the course descriptor (or equivalent) or, in exceptional circumstances, by the Primary Academic Unit or the appropriate examiner.
- 2.3.3. Normally, a Student shall be permitted only one re-assessment opportunity to be taken at the next available opportunity following the first assessment of the course
- 2.3.3.1. In the case of Postgraduate Certificates and Graduate Certificates, Postgraduate Diplomas and Graduate Diplomas and Higher Degrees of Master (Taught), a Student shall be permitted one re-assessment opportunity in a maximum of three taught courses, each of which shall be taken within a period not exceeding twelve months. The opportunity for re-assessment in four or more taught courses shall be at the discretion of the Progression Board or shall be as specified in the structures for each Programme of Study.
- 2.3.4. Grades awarded in both first assessment and re-assessment shall be taken into consideration by the Progression Board in making recommendations for progression

or award.

2.3.5. The Progression Board has discretion to make the following decisions with regard to re-assessment:

2.3.5.1. In the case of First Degrees, the Progression Board may permit a Student to be re-assessed in any qualifying course not taken in the final stage in order to gain credits for the course, provided that the mark or grade obtained in the first assessment of any such course is used in determining the classification of the degree to be awarded.

2.3.5.2. In the case of Higher Degrees, a Student may be permitted, at the discretion of the Progression Board, to be re-assessed in the dissertation, project or other supervised research component of the course of study.

2.3.5.3. In the case of a Student who has five or more reassessments, the Progression Board may determine that no reassessment opportunities should be permitted and that the Student should be required to repeat in the following academic year all courses designated as requiring a reassessment.

2.3.6. In exceptional circumstances, if a Student is prevented by illness or other sufficient cause from undertaking, completing or fulfilling the requirements of an assessment or re-assessment, a further assessment or re-assessment opportunity may be granted by the Progression Board.

2.4. Repeat

2.4.1. Where a Student has failed the re-assessment of a course, they may be permitted, at the discretion of the Head of the Primary Academic Unit, one opportunity to repeat, in attendance, courses awarded Grade E or Grade F. The appropriate fee should be paid by the student.

2.4.1.1. Notwithstanding paragraph 2.4.1 above, for the Higher Degree of Masters, a Student may also be permitted, at the discretion of the Head of the Primary Academic Unit, one opportunity to repeat courses awarded Grade D at re-assessment.

2.4.2. All conditions and requirements specified in the course descriptor, including one opportunity for re- assessment, shall apply to the repeated course.

2.5. Discretionary Award of Credits

2.5.1. In the case of Graduate Certificates, Graduate Diplomas, Postgraduate Certificates, Postgraduate Diplomas, Higher Degrees of Master, and taught components of Postgraduate Research, the discretionary award of credits shall not be used as a means to facilitate the progression of a candidate through a Programme of Study.

2.5.2. In the case of First Degrees only, if the Progression Board is applying discretionary credits as a means to facilitate progression, the Board shall ensure that:

2.5.2.1. the candidate shall have taken all re-assessment opportunities in the course(s) in question and shall have gained a Grade F in the re-assessment; this includes a Grade F for a nullified assessment due to late submission;

2.5.2.2. the candidate shall have satisfied the specified criteria for progression;

2.5.2.3. the discretionary credits shall not be applied to courses which are pre-requisites;

2.5.2.4. the discretionary award of credits shall not be applied to a course for which the course grade has been made invalid due to an academic misconduct offence concluded in accordance with Regulation A13 [Student Discipline](#).

2.5.2.5. the candidate shall be given the opportunity to take alternative courses in order to minimise the possibility of having insufficient credits for the award of a degree.

2.5.2.6. The standards and learning outcomes of the award shall not be compromised by the discretionary award of credits.

2.5.2.7. The justification for allocating discretionary credits shall be recorded in the minutes of the Progression Board.

2.6. Progression Boards and Exit Awards

2.6.1. In the case of exit awards the Progression Board may act with the authority of an Award Board, provided that the Board is constituted in terms of Regulation A5, Academic Decision Making Boards, paragraph 6.3.

2.7. Office Bearers

2.7.1. Notwithstanding the provisions of paragraph 2.1 of this Regulation an office-bearer whose post has been designated as sabbatical within the Student representative bodies and who is deemed by the Board of Examiners not to have successfully completed a course in the year of election shall not be examined or assessed at any of the assessment diets during the period of office. The office-bearer shall be permitted a re-assessment opportunity at the first available assessment diet immediately following the period of office.

3. Minimum Standards for Progression

3.1. The University Studies Committee may approve criteria above the minimum standards specified in this paragraph 3.

3.2. Criteria for pass, progression and credits, for each of the following Programmes of Study, shall be as specified in the structures for that programme:

- 3.2.1. Undergraduate Certificates of Higher Education;
- 3.2.2. Undergraduate Diplomas of Higher Education;
- 3.2.3. Certificates and Diplomas in Industrial Training or Industrial Experience;
- 3.2.4. Graduate Certificates;
- 3.2.5. Graduate Diplomas;
- 3.2.6. Postgraduate Certificates; and
- 3.2.7. Postgraduate Diplomas.

3.3. First Degrees

3.3.1. Subject to paragraph 3.1 above, a Student shall obtain the following minimum number of SCQF credits in order to progress to a subsequent stage of study:

- 3.3.1.1. From stage one to stage two a Student shall have obtained at least 90 credits;
- 3.3.1.2. From stage two to stage three a Student shall have obtained at least a total of 210 credits;
- 3.3.1.3. From stage three to stage four a Student shall have obtained at least a total of 330 credits;
- 3.3.1.4. From stage four to stage five a Student shall have obtained at least a total of 450 credits.

3.3.2. Progress requirements for each Programme of Study, specified in terms of a minimum number of credits at specified SCQF levels shall be as specified in the structures for that Programme of Study.

3.4. Degree of Bachelor in Combined Studies Ordinary

3.4.1. To proceed to a subsequent level of the Programme of Study leading to an ordinary degree a full-time Student shall have satisfied the examiners and shall have obtained credits as detailed below in each stage of the Programme of Study:

- 3.4.1.1. From stage 1 to stage 2, a minimum of 75 credits. Where a Student has taken a 'fresh start', as defined in Regulation A1, Definitions, paragraph 4.11, credits obtained prior to the fresh start shall be discounted for this purpose;
- 3.4.1.2. From stage 2 to stage 3, a minimum of 195 credits including at least 60 SCQF Level 8 and shall be eligible to register for a Programme of Study leading to the degree.

3.5. Degree of Bachelor in Combined Studies Honours

- 3.5.1. In order to proceed to a subsequent stage of the Programme of Study leading to the degree with honours a full-time Student shall have satisfied the examiners and have obtained credits as detailed below in each stage of the Programme of Study.
- 3.5.2. In addition to the requirements set out for each stage of a First Degree at paragraph 3.3 above, a Student on a Combined Studies honours degree must additionally meet the following requirements:
 - 3.5.2.1. from stage 1 to stage 2, where a Student has taken a 'fresh start', as defined in Regulation A1, Definitions and interpretation, paragraph 5.12, credits obtained prior to the fresh start shall be discounted for this purpose;
 - 3.5.2.2. from stage 2 to stage 3, at least 60 credits must be from SCQF Level 8;
 - 3.5.2.3. from stage 3 to stage 4, a Student shall have satisfied the criteria for the award of an ordinary degree, as specified in Regulation A7, Awards, paragraph 5.4.1 and shall have at least 60 SCQF Level 9 credits and should have at least 315 credits.

3.6. Higher Degrees of Master (Taught)

- 3.6.1. To progress from the taught stage to the dissertation stage of a Higher Degree of Master, a minimum of Grade C is normally required in all courses.

4. Decisions of the Progression Board

- 4.1. The Progression Board, shall recommend to the Senate in respect of each Student one of the following decisions:
 - 4.1.1. Proceed to next year of study/part of programme; or
 - 4.1.2. Proceed to next year of study – transfer to different programme; or
 - 4.1.3. Continue in the same year/part of programme; or
 - 4.1.4. Continue in same year – Reassessment may be required; or
 - 4.1.5. Continue in same year with reassessment/resubmission; or
 - 4.1.6. Continue in same year – no progression decision; or
 - 4.1.7. Cannot continue – reassessment/resubmission required before next Academic Year; or
 - 4.1.8. Confirmation of results – no progression decision; or
 - 4.1.9. Reassessment required for award; or
 - 4.1.10. Deferred decision – reassessment/resubmission required; or
 - 4.1.11. Deferred decision – awaiting outcome of University Discipline Committee; or
 - 4.1.12. Continue to dissertation/project; or
 - 4.1.13. Decision pending further consideration of additional assessment information.
- 4.2. The Progression Board, at its meeting following a resit opportunity, shall recommend to the Senate in respect of each Student one of the following decisions:
 - 4.2.1. Proceed to next year of study/part of programme; or
 - 4.2.2. Proceed to next year of study with attend or re-attend courses; or
 - 4.2.3. Proceed to next year of study with reassessment/resubmission in next Academic Year; or
 - 4.2.4. Proceed to next year of study – transfer to different programme; or
 - 4.2.5. Cannot Proceed – Repeat/Re-attend programme or courses; or
 - 4.2.6. Continue in same year – continued affiliation; or
 - 4.2.7. Continue to dissertation in the next Academic Year; or
 - 4.2.8. Cannot continue on current programme; or
 - 4.2.9. Cannot continue – reassessment/resubmission required before next Academic Year; or
 - 4.2.10. Confirmation of results – no progression decision; or
 - 4.2.11. Deferred decision – awaiting outcome of University Discipline Committee; or
 - 4.2.12. Decision pending further consideration of additional assessment information.
- 4.3. In cases where a student has withdrawn from their Programme of Study, the Progression Board should consider whether such students are eligible for an exit award and input the appropriate award decision code.

5. Temporary Suspension of Studies

5.1. A candidate who has satisfied the requirements for progress but who wishes to suspend their studies shall follow the procedures outlined in the Temporary Suspension of Studies Policy.

6. Transfer

6.1. Any Student wishing to transfer from one Programme of Study to another shall comply with the relevant requirements for transfer set out in Regulation A4, Courses, Programmes and Assessment, paragraph 9.

7. Publication of Results

7.1. Assessment and re-assessment results shall be communicated by Registry and Academic Support to Students in an online format after each Semester and on the completion of each stage.

7.2. Assessment and re-assessment results shall contain details of all courses taken, grades, credits, number of assessment opportunities and progression or award decisions.

| Regulation A6 | |
|--|---|
| Effective Date 1 September 2023 | |
| Approved by: Senate | <i>21 September 2022</i> <i>15 June 2023</i> |
| Consultation via: Ordinances and Regulations Committee University Committee for Quality and Standards | |

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REGULATION A7

Awards

1. Introduction

- 1.2. This Regulation is made in pursuance of Statute 5, clause 2 iv and Ordinance P2.
- 1.3. This Regulation applies to all Programmes of Study leading to an award

2. General

2.1. Enrolment

- 2.1.1. A candidate for any award shall be enrolled as a Student.

2.2. External Examiners – Taught Programmes

- 2.2.1. For each subject or group of subjects within a Programme of Study there shall be at least one External Examiner.
- 2.2.2. An External Examiner shall be appointed by the Senate.
- 2.2.3. An External Examiner shall normally be appointed for a period not exceeding four years and exceptionally may be reappointed for one further year.
- 2.2.4. A code of practice relating to the appointment and role of external examiners for taught courses is available the University's website at <https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm>.
- 2.2.5. At the end of every academic year, an External Examiner shall submit a written report to the Principal or their nominee.
- 2.2.6. All courses in any stage of a Programme of Study leading to the classification of a First Degree honours award or a Higher Degree of Master award shall have assessment materials reviewed by the external examiner. For courses that have multiple assessments, appropriate and sufficient number of assessment components must be reviewed by the external examiner prior to the Award Board.
 - 2.2.6.1. Such assessed material as is specified in the University's Handbook on External Examining for Taught Programmes (Undergraduate and Postgraduate) shall be available for the external examiner at or before a meeting of the Award Board.
 - 2.2.6.2. Exceptionally, a Combined Studies external examiner would not undertake the activities noted in paragraph 2.2.6 and 2.2.6.1, as these would be undertaken by the external examiner responsible for the original Programme of Study of which the Course forms a part thereof.
- 2.2.7. Assessment of courses other than those referred to in paragraph 2.2.6 may be externally moderated at the discretion of the Primary Academic Unit offering the course.
- 2.2.8. For each Primary Academic Unit, a Chief External Examiner will be appointed by the Senate. The Chief External Examiner will provide oversight of the effectiveness of moderation procedures and versions of programme where there are disparities, areas of concern or good practice.
 - 2.2.8.1. In the case of external examiners for Combined Studies, paragraph 2.2.8 does not apply.

2.2.9. Compulsory Courses (Malaysia)

- 2.2.9.1. One or more External Examiners shall be appointed by the Academic Council for the Compulsory Courses to assure academic standards and to provide external oversight of the programme.
- 2.2.9.2. Nominations from the Head of Compulsory Courses shall be approved by the Academic Council which shall determine the number of examiners required.

2.3. Boards of Examiners

- 2.3.1. Boards of Examiners shall be constituted and operate as defined in Regulation A5, Academic Decision Making Boards.
- 2.3.2. In the case of exit awards the Progression Board may act with the authority of an Award Board, provided that the Board is constituted in terms of Regulation A5, Academic Decision Making Boards, paragraph 6.3.

2.4. Assessment: Marks, Grades

- 2.4.1. Examinations and other forms of assessment shall, where appropriate, be marked anonymously.
- 2.4.2. The Course Assessment Board shall decide which of the synoptically assessed courses have been successfully completed.
- 2.4.3. The Course Assessment Board shall ratify the mark and determine a grade in the range of A-F for Student performance in each course.
- 2.4.4. The Course Assessment Board shall return decisions in the form of grades. The following table shall be used by examiners for the mapping of marks onto grades:

| | | | |
|---|--------------|---|--------------------------------|
| A | Excellent | Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedure. | |
| B | Very Good | Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding. | |
| C | Good | Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding. | Learner has passed the course. |
| D | Satisfactory | Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure. | |
| E | Adequate | Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations. | Learner is awarded credit |
| F | Inadequate | Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions. | Learner is not awarded credit. |

Note: Grade 'E' is not sufficient as a pass to obtain credit on Foundation Programmes

- 2.4.5. Where decisions on performance in a course are based on marks then adjustment of those marks is permitted (see *Guidelines on Examination*)

Procedures, available at: <https://www.hw.ac.uk/services/academic-registry/quality/qa/exam-guidelines.htm>). No adjustment of marks shall be made in relation to making decisions based on grades.

- 2.4.6. Assessment results shall contain details of all courses taken, grades, credits and progression or award decisions.
- 2.4.7. All Students who have completed the Compulsory Courses (Malaysia) will have it noted on a transcript from the University that they have completed the Compulsory Courses.

2.5. **Discretionary Credits for Awards**

- 2.5.1. A Student who has not achieved the minimum number of credits necessary to qualify for consideration of the award of a degree in accordance with the scheme detailed in paragraph 5.4.1 of this Regulation may be awarded the requisite credits at the discretion of the Award Board, as appropriate.
- 2.5.2. The Award Board shall have the discretion to award credits, up to a maximum over the course of the entire programme, for the relevant awards as follows:
 - 2.5.2.1. In the case of First Degrees, normally up to 30 credits over the course of the entire programme of study;
 - 2.5.2.2. In the case of Combined Studies up to 45 credits in the case of Combined Studies degrees at the point of award;
 - 2.5.2.3. In the case of the Higher Degree of Master, and taught component of Postgraduate Research, normally up to 20 credits.
- 2.5.3. The discretionary award of credits shall not be applied to a dissertation, project or any other supervised research work.
- 2.5.4. The discretionary award of credits shall not be applied to a course for which the course grade has been made invalid due to an academic misconduct offence concluded in accordance with Regulation A13 [Student Discipline](#).
- 2.5.5. If the Board is applying discretionary credits in terms of paragraph 2.5.2 above, the Board shall assure itself that:
 - 2.5.5.1. Any discretionary credit previously applied for the purposes of progression, as set out under paragraph 2.5 of Regulation A6, Progression have been taken into account.
 - 2.5.5.2. The standards and learning outcomes of the award shall not be compromised by the discretionary award of credits.
 - 2.5.5.3. The Student shall have taken all the assessment opportunities in the course in question and have obtained a grade F in the assessment(s); this includes a Grade F for a nullified assessment due to late submission. In exceptional circumstances, if a student is prevented by illness or other sufficient cause from presenting themselves for, completing, or fulfilling the requirements of, examinations which form part of a Programme of Study leading to an award, the Award Board may consider applying discretionary credits, assuring itself that the above criteria has been met.
 - 2.5.5.4. The justification for allocating discretionary credits shall be recorded in the minutes of the Award Board.

2.6. **Consideration of Prior Learning**

- 2.6.1. The minimum criteria for First Degree Programmes of Study are that at least 50% of the credits required for the stage at which a Student enters a Programme of Study, must be completed as part of the Programme of Study in order to qualify for the award associated with that stage.
- 2.6.2. The minimum criteria applicable to postgraduate and graduate Programmes of Study and research degrees with a taught component are as follows:
 - 2.6.2.1. At least 50% of the credits leading to an award for each graduate and postgraduate Programme of Study must be completed in order to qualify for that award.

2.6.2.2. At least 50% of the credits associated with the taught component of a research degree must be completed in order to be deemed to have successfully completed the taught element.

2.6.3. Recognition of Prior Learning credits from an award already held by a Student can contribute to a higher award but cannot be used towards another award of equivalent or lower level in the same discipline.

The above paragraphs 2.6.1 to 2.6.3 mirror the requirements for applicants contained in Regulation A3, Admission, paragraph 11.5.

2.6.4. As specified in Regulation A3, Admissions, paragraph 11.5.4, where a Student has been admitted to the final year of an award, failure to complete the requirements for that stage of award will result in no award.

2.7. **Publication of Results**

2.7.1. The names of the persons who are authorised to receive an award shall be published in accordance with data protection legislation and current procedures.

2.7.2. If a Student chooses to exercise their right, in terms of the Data Protection Act 2018, to have their name omitted from any published list of awards, they shall give authorisation for such by completing the appropriate section on the University registration form at the start of each academic year.

2.7.3. Award outcomes shall be communicated by Registry and Academic Support to Students in the form of a results letter and a transcript after the completion of the Programme of Study.

2.8. **Award**

2.8.1. A Student who has complied with all academic conditions for an approved award and other financial and disciplinary conditions of the University shall be entitled to receive the award.

2.8.2. A person upon whom an award has been conferred shall receive a certificate to that effect. The Academic Registrar shall approve the form of words on each certificate and shall maintain a record of all certificate templates.

2.8.3. Awards shall be sealed with the Common Seal of the University and shall be signed by the Principal and Vice-Chancellor and by the Secretary of the University

2.8.4. In accordance with Regulation A11, Academic Dress, Congregations and Ceremonial Processions, an award is conferred at a Congregation of the University.

2.8.5. Intermediate awards shall not be conferred at a Congregation of the University.

2.9. **Posthumous Awards**

2.9.1. Any award of the University may be conferred posthumously and accepted on the Student's behalf by a parent, spouse or other appropriate individual. The normal conditions of award must be satisfied or, if varied, the variation must be approved by the Senate.

The University's policy on posthumous awards is available on the University's website at: https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous_awards.pdf.

3. **Foundation Programmes**

3.1. Students completing a Foundation Programme at the appropriate level with a minimum of Grade D in all courses shall be deemed to have satisfactorily completed the programme.

3.2. Satisfactory completion of a Foundation Programme shall lead to the award of:

- 3.2.1. a Foundation Certificate of Higher Education SCQF Level 7; or
- 3.2.2. a Foundation Certificate, Certificate of Completion.

3.3. **Recommendations of the Award Board**

- 3.3.1. The Award Board shall recommend to the Senate in respect of each Student:
 - 3.3.1.1. That the certificate be awarded; or
 - 3.3.1.2. That the certificate be awarded and exceptionally that a Student with Grade B, Grade C or Grade D in any course, be permitted a re-assessment opportunity, only where a higher grade is required to permit the Student to be admitted to a degree programme; or
 - 3.3.1.3. That the certificate be not awarded and shall also further recommend one or more of the following, subject to paragraph 3 of Ordinance P2, as appropriate:
 - 3.3.1.3.1. That the Student be allowed one further examination in the course(s) within a period not exceeding twelve months in which case the examiners shall state the nature and extent of the examination;
 - 3.3.1.3.2. That the Student be not allowed a further examination;
 - 3.3.1.3.3. That the Student be allowed one opportunity to repeat the course(s);
 - 3.3.1.3.4. That the Student be not allowed to repeat the course(s).
- 3.3.2. In exceptional circumstances if a Student is prevented by illness or other sufficient cause from presenting themselves for, completing, or fulfilling the requirements of, the examinations which form part of a Programme of Study leading to the award of a certificate, the Award Board may recommend either:
 - 3.3.2.1. That the Student be allowed to present themselves at a specified time in any or all of the examinations which they were prevented by illness or other sufficient cause from completing; or
 - 3.3.2.2. That the certificate be awarded; or
 - 3.3.2.3. That the certificate be not awarded.

4. **Undergraduate Certificates and Diplomas**

- 4.1. Undergraduate Certificates and Diplomas of Higher Education are available as:
 - 4.1.1. Exit awards to Students who withdraw from or do not complete their Programme of Study and meet the criteria in paragraph 4.2 or paragraph 4.3; or
 - 4.1.2. Final awards to Students who are enrolled on a Programme of Study leading to the award of a Certificate or Diploma of Higher Education.
- 4.2. **Award Criteria for the Certificate of Higher Education**
 - 4.2.1. The award of Certificate of Higher Education shall normally require a minimum of Grade D in pre-requisites and in courses designated as requiring a minimum of Grade D. The Progression Board may recommend the award of Certificate of Higher Education as an exit award to a Student who has achieved Grade E or lower in a course which required a minimum of Grade D or was originally taken as a pre-requisite for a higher award. The Progression Board shall record its justification for any such award.
 - 4.2.2. A Certificate of Higher Education shall be awarded to a Student who has obtained 120 SCQF credits for approved courses taken, of which at least 90 shall be at Level 7 or above in the SCQF.
- 4.3. **Award Criteria for the Diploma of Higher Education**
 - 4.3.1. The award of Diploma of Higher Education shall normally require a minimum of Grade D in pre-requisites and in courses designated as requiring a minimum of Grade D. The Progression Board may recommend the award of Diploma of Higher Education as an exit award to a Student who has achieved Grade E or lower in a course which required a minimum of Grade D or was originally taken as a pre-requisite for a higher award. The Progression Board shall record its

justification for any such award.

- 4.3.2. A person who has been exempted, on the basis of recognised prior learning, from the first stage of an undergraduate Programme of Study shall have gained 120 credits from approved courses taken in the second or later stage of study.
- 4.3.3. A Diploma of Higher Education shall be awarded to a Student who has obtained 240 SCQF credits for approved courses taken, of which at least 90 shall be at Level 8 or above in the SCQF.

4.4. **Certificates and Diplomas in Industrial Training or Industrial Experience**

4.4.1. The following paragraphs shall apply to the type of work experience or training which is an optional or additional component to a main First Degree and for which a separate award of certificate or diploma is made, and which is not required to be completed successfully in order to qualify for the main degree award.

4.4.2. The credits associated with successful completion of the work experience or training shall contribute exclusively to the awards of:

- 4.4.2.1. Certificate in Industrial Training; or
- 4.4.2.2. Certificate in Industrial Experience; or
- 4.4.2.3. Diploma in Industrial Training; or
- 4.4.2.4. Diploma in Industrial Experience,

and shall not count towards the total credit requirements of the degree award. The title of the award shall be appropriate to the Programme of Study and shall be as approved by the Senate.

4.4.3. **Requirements for Award - Certificate in Industrial Training or Industrial Experience**

- 4.4.3.1. The period of Industrial Training or Industrial Experience for a Certificate shall normally be undertaken after completion of stage one of a programme of study.
- 4.4.3.2. Successful completion of a period of Industrial Training or Industrial Experience leading to the award of the Certificate shall be equivalent to 120 SCQF credits at a level that is at least SCQF Level 7.
- 4.4.3.3. A Student shall be required to obtain all credits associated with the period of Industrial Training or Industrial Experience in order to be eligible for the Certificate.

4.4.4. **Recommendations of the Award Board - Certificate in Industrial Training or Industrial Experience**

4.4.4.1. The Award Board may recommend in respect of each Student of a certificate either:

- 4.4.4.1.1.** that the certificate be awarded; or
- 4.4.4.1.2.** that the certificate be not awarded.

4.4.4.2. In exceptional circumstances if a Student is prevented by illness or other sufficient cause from completing the period of Industrial Training or Industrial Experience or the work which is to be assessed for the certificate, the Award Board may recommend either:

- 4.4.4.2.1.** that the certificate be awarded; or
- 4.4.4.2.2.** that the certificate be not awarded.

4.4.4.3. If the Award Board has recommended that the certificate should not be awarded to a Student, this recommendation shall not be taken into consideration in making a decision regarding the Student's progression to the next stage of the First Degree on which the Student is enrolled.

4.4.5. Requirements for Award - Diploma in Industrial Training or Industrial Experience

- 4.4.5.1. The period of Industrial Training or Industrial Experience for a Diploma shall normally be undertaken after completion of stage one and stage two of a Programme of Study.
- 4.4.5.2. Successful completion of a period of Industrial Training or Industrial Experience leading to the award of the Diploma shall be equivalent to 120 SCQF credits, of which at least 90 shall be at SCQF Level 8.
- 4.4.5.3. A Student shall be required to obtain all credits associated with the period of Industrial Training or Industrial Experience in order to be eligible for the diploma.

4.4.6. Recommendations of the Award Board - Diploma in Industrial Training or Industrial Experience

- 4.4.6.1. The Award Board may recommend in respect of each Student of a diploma either:
 - 4.4.6.1.1.** that the diploma be awarded; or
 - 4.4.6.1.2.** that the diploma be not awarded.
- 4.4.6.2. In exceptional circumstances if a Student is prevented by illness or other sufficient cause from completing period of Industrial Training or Industrial Experience or the work which is to be assessed for the diploma, the Award Board may recommend either:
 - 4.4.6.2.1.** that the diploma be awarded; or
 - 4.4.6.2.2.** that the diploma be not awarded.
- 4.4.6.3. If the Award Board has recommended that the diploma should not be awarded to a Student, this recommendation shall not be taken into consideration in making a decision regarding the Student's progression to the next stage of the First Degree on which the Student is enrolled.

5. First Degrees and First Degrees of Master

- 5.1. This paragraph 5 applies to the following First Degrees and First Degrees of Master which may be awarded by the University:
 - 5.1.1. the degree of Bachelor of Science (BSc);
 - 5.1.2. the degree of Bachelor of Engineering (BEng);
 - 5.1.3. the degree of Bachelor of Arts (BA);
 - 5.1.4. the degree of Bachelor of Business Administration (BBA);
 - 5.1.5. the degree of Bachelor of Architecture (BArch);
 - 5.1.6. the degree of Master of Arts (MA);
 - 5.1.7. the degree of Master of Chemistry (MChem);
 - 5.1.8. the degree of Master of Physics (MPhys);
 - 5.1.9. the degree of Master of Engineering (MEng);
 - 5.1.10. the degree of Master of Biology (MBiol);
 - 5.1.11. The degree of Master of Mathematics (MMath).
- 5.2. First Degrees pursued by the Graduate Apprenticeship route may be awarded with the prefix "Graduate Apprenticeship" where the University is contractually obligated so to do.
- 5.3. An award title of "Degree of Bachelor/Master of ... in ... with Industrial Training" describes a Programme of Study where the work placement is mandatory and credits from such contribute to the total credit requirements of the degree award. No separate award shall be made for the work placement. A Student shall be required to have successfully completed the specified activities of the work placement and to have gained the associated credits in order to proceed to the next stage and, in due course, to qualify for consideration for the award.

5.4. Requirements for Award

5.4.1. In order to qualify for consideration of the award of either an ordinary degree or a degree with honours or a First Degree of Master, a Student shall satisfy the credit and level requirements as detailed below:

| Award | Credits | Level Requirements |
|---|---------|---|
| First Degree of Master (MEng, MPhys, MChem, MBiol, MMath) | 600 | A minimum of 120 credits at SCQF Level 11 |
| Honours (including MA) | 480 | A minimum of 180 credits at SCQF Levels 9 and 10, with at least 90 at SCQF Level 10 |
| Bachelor (Ordinary, General) | 360 | A minimum of 60 credits at SCQF Level 9 |

5.4.2. Each programme structure for a Programme of Study shall state into which of the above categories the Programme of Study shall be placed and the credit and level requirements necessary to qualify for consideration of the award in accordance with the scheme detailed in paragraph 5.4.1. The University Studies Committee may approve criteria above the minimum standards specified in paragraph 5.4.1.

5.5. Award Criteria¹

5.5.1. In addition to the credit and levels requirements specified in paragraph 5.4.1, a Student shall satisfy the award criteria as detailed below:

For students enrolling for the first time during or before 2018/19 or for students who have enrolled at Stage 2 or above in 2019/20:

| | | |
|---|---|---|
| First Degree of Master with distinction | Either overall performance in qualifying courses at Grade A, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade A and none less than Grade C | |
| First Degree of Master | Either overall performance in qualifying courses at Grade C, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade C and none less than Grade D | |
| Honours | • First Class | Either overall performance in qualifying courses at Grade A, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade A and none less than Grade D |
| | • Second Class (upper division) (2.1) | Either overall performance in qualifying courses at Grade B, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade B and none less than Grade D |
| | • Second Class (low division) (2.2) | Either overall performance in qualifying courses at Grade C, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade C |

¹ Award regulations cannot be changed for students part way through their programme of study and awards must be made in accordance with the regulations published at the time of their first enrolment. Consequently, in relation to the awards of First Degree of Master and First Degree of Master with Distinction, and changes approved by the Senate in February 2019, this means that students who enrolled as direct entrants to Stage 2 or above in 2019/20 are covered by the same award regulations as students who enrolled at Stage 1 in 2018/19. Additionally, the same principle applies to students who enrolled during or before 2018/19 and later embarked upon a period of temporary suspension of studies, namely that they are covered by the award regulations published at the time of their first enrolment.

| | | |
|-------------------------------|--|--|
| | | and none less than Grade D |
| | <ul style="list-style-type: none"> • Third Class | Either overall performance in qualifying courses at Grade D, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade D |
| Bachelors (Ordinary, General) | Normally a minimum of Grade D in pre-requisites and in courses designated as requiring a Grade D minimum | |

For students enrolling at Stage 1 during or after 2019/20:

| | | |
|------------------------------------|--|---|
| First Degree of Master and Honours | <ul style="list-style-type: none"> • First Class | Either overall performance in qualifying courses at Grade A, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade A and none less than Grade D |
| | <ul style="list-style-type: none"> • Second Class (upper division) (2.1) | Either overall performance in qualifying courses at Grade B, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade B and none less than Grade D |
| | <ul style="list-style-type: none"> • Second Class (lower division) (2.2) | Either overall performance in qualifying courses at Grade C, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade C and none less than Grade D |
| | <ul style="list-style-type: none"> • Third Class | Either overall performance in qualifying courses at Grade D, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade D |
| Bachelors (Ordinary, General) | Normally a minimum of Grade D in pre-requisites and in courses designated as requiring a Grade D minimum | |

5.5.2. The specific criteria for each award and the method used to calculate the award shall be as prescribed in the programme structures for each Programme of Study. The University Studies Committee may approve criteria above the minimum standards specified in paragraph 5.4.1.

5.5.3. The Award Board may, in exceptional circumstances, recommend:

5.5.3.1. the award of masters or honours in the case of a Student who has achieved a Grade E or Grade F in a qualifying course. The Award Board shall record its justification for any such award;

5.5.3.2. Subject to the conditions set out in paragraph 5.9.1.1, the award of an ordinary degree to a Student who has achieved a Grade E or Grade F in a course which was originally taken as a qualifying course for a Programme of Study leading to the award of First Degree of Master or First Degree with honours. The Award Board shall record its justification for any such award.

5.6. Recommendations of the Award Board

5.6.1. For students enrolling at Stage 1 during or after 2019/20, the Award Board for the classified First Degree of Master shall recommend to the Senate in respect of each candidate either:

- 5.6.1.1. that the degree be awarded with honours of the first class; or
 - 5.6.1.2. that the degree be awarded with honours of the second class (upper division) or honours of the second class (lower division); or
 - 5.6.1.3. that the degree be awarded with honours of the third class; or
 - 5.6.1.4. that exceptionally the candidate be awarded an appropriate degree of Bachelor; or
 - 5.6.1.5. that the degree be not awarded.
- 5.6.2. For students enrolling for the first time during or before 2018/19 or for students who have enrolled at Stage 2 or above in 2019/20, the Award Board for the unclassified First Degree of Master awarded as a first degree shall recommend to the Senate in respect of each candidate either:
- 5.6.2.1. that the degree be awarded with distinction;
 - 5.6.2.2. that the degree be awarded;
 - 5.6.2.3. that exceptionally the candidate be awarded an appropriate degree of Bachelor; or
 - 5.6.2.4. that the degree be not awarded.
- 5.6.3. The Award Board for the classified First Degrees, as specified in paragraphs 5.1.1 to 5.1.5, shall recommend to the Senate in respect of each Student either:
- 5.6.3.1. that the degree be awarded with honours of the first class; or
 - 5.6.3.2. that the degree be awarded with honours of the second class (upper division) or honours of the second class (lower division); or
 - 5.6.3.3. that the degree be awarded with honours of the third class; or
 - 5.6.3.4. that the degree be awarded as an ordinary degree; or
 - 5.6.3.5. that the degree be not awarded.
- 5.6.4. In exceptional circumstances if a Student is prevented by illness or other sufficient cause from attending, completing, or fulfilling the requirements of, the degree examinations which form part of the final assessment for a Programme of Study leading to the award of a degree of bachelor with honours or to the award of the First Degree of Master the Award Board may recommend either:
- 5.6.4.1. that the Student be allowed to be examined at a specified time in all of the examinations previously not attended or completed; or
 - 5.6.4.2. that the Student be allowed to continue with their study; or
 - 5.6.4.3. that the degree be awarded in accordance with paragraphs 5.6.1, 5.6.2 or 5.6.3, as appropriate; or
 - 5.6.4.4. that the degree be not awarded; or
 - 5.6.4.5. that the Student be required to withdraw from their Programme of Study.
- 5.6.5. The Award Board shall recommend to the Senate in respect of each Student of an ordinary degree either:
- 5.6.5.1. that the degree be awarded; or
 - 5.6.5.2. that the degree be awarded with distinction; or
 - 5.6.5.3. that the degree be not awarded.
- 5.6.6. In exceptional circumstances if a Student of an ordinary degree is prevented by illness or other sufficient cause from attending, completing, or fulfilling the requirements of, the final degree examinations the Award Board may recommend either:
- 5.6.6.1. That the Student be allowed to be examined at a specified time in all of the examination previously not attended or completed; or
 - 5.6.6.2. that the degree be awarded; or
 - 5.6.6.3. exceptionally, that the degree be awarded with distinction; or
 - 5.6.6.4. that the degree be not awarded; or
 - 5.6.6.5. that the Student be required to withdraw from their Programme of Study.

5.7. Award of Ordinary Degree

- 5.7.1. The full-time programme for an ordinary degree shall be of either three or four stages in duration.
- 5.7.2. Unless otherwise stated in the programme structure for the degree, a Student of an ordinary degree shall have two opportunities to pass each course, including any qualifying courses initially taken as part of the assessment for a degree with honours.
- 5.7.3. In terms of the provisions of paragraph 5.4.1, a Programme of Study for an ordinary degree shall contain at least 60 credits SCQF Level 9.

5.8. Qualifying courses in First Degrees with Honours and First Degrees of Master

- 5.8.1. For the First Degree with honours, qualifying courses will be all courses in stage 4 and specified courses from stage 3 as identified in the programme structure.
- 5.8.2. For the First Degree of Master, all courses in the final stage shall be deemed qualifying courses and qualifying courses from stage 4 and 3 shall be specified in the programme structure.
- 5.8.3. The minimum number of qualifying courses shall be the equivalent of 120 credits and this minimum shall include all courses taken in the final stage of study.
- 5.8.4. Only one attempt will be allowed for the assessment (or examination) of each qualifying course taken in the final stage for the First Degree of Master or First Degree with honours, and such assessment or examination shall be undertaken at one of the times specified in Regulation A4, Courses, Programmes and Assessment, paragraph 10.13.

5.9. First Degrees and First Degrees of Master Exit and Intermediate

- 5.9.1. A Student who is enrolled on a Programme of Study leading to the award of First Degree of Master or First Degree with honours shall be eligible to apply to receive one of the following exit awards, provided that they have achieved the minimum requirements, as specified in the paragraphs below:
 - 5.9.1.1. Ordinary degree – provided the Student has obtained a total of 360 SCQF credits with a minimum of 60 credits at SCQF Level 9. A Student who has been exempted from Courses or stages, on the basis of recognised prior learning, shall be required to gain a minimum of 120 credits whilst studying at Heriot-Watt University; or
 - 5.9.1.2. Diploma of Higher Education – provided the Student has obtained 240 SCQF credits for approved courses taken, of which at least 90 shall be at Level 8 or above. A Student who has been exempted from Courses or stages, on the basis of recognised prior learning, shall be required to gain a minimum of 120 credits whilst studying at Heriot-Watt University Full Award Criteria for the Diploma of Higher Education are noted at paragraph 4.3 of this Regulation.; or
 - 5.9.1.3. Certificate of Higher Education – provided the Student has obtained 120 SCQF credits for approved courses taken, of which at least 90 shall be at Level 7 or above. Full Award Criteria for the Certificate of Higher Education are noted at paragraph 4.2 of this Regulation.
- 5.9.2. In exceptional circumstances, an exit award may be approved by a Progression Board where the Award Board for that academic year has already taken place and delaying the decision to the next Award Board would delay the award by more than 6 months. The requirements of paragraph 5.9.1 must be met and the decision to award an exit qualification must be ratified by the relevant External Examiner.
- 5.9.3. A Student who wishes to receive an intermediate award shall normally make an application for the appropriate award described by paragraphs 5.9.1.1, 5.9.1.2 or 5.9.1.3 on the prescribed form and pay the prescribed fee.

5.10. Combined Studies

5.10.1. Requirements for the Degree with Honours

5.10.1.1. To be considered for the award of the Degree with Honours, a Student shall have:

5.10.1.1.1. Obtained a total of at least 480 SCQF credits, including at least 90 credits at SCQF level 10; and

5.10.1.1.2. In their final year: (a) completed courses from at least two disciplines; and (b) obtained at least 120 credits of qualifying courses.

5.10.1.2. In addition to the conditions of paragraph 5.10.1.1:

5.10.1.2.1. For the award of the Degree with Honours (Discipline 1 with Discipline 2), a Student shall have obtained at least 90 SCQF credits in discipline 1 and 30 SCQF credits in discipline 2 across all qualifying courses and obtained at least 60 SCQF credits at level 10; or

5.10.1.2.2. For the award of the Degree with Honours (Discipline 1 and Discipline 2), obtained at least 60 SCQF credits at level 10 in both disciplines.

5.10.1.3. Students may be awarded up to 45 discretionary credits to meet the 480 credit requirement.

5.10.2. Requirements for Ordinary Degree

5.10.2.1. To be considered for the award of ordinary degree, a Student shall have:

5.10.2.1.1. Obtained at least 360 credits, including: (a) at least 60 credits at SCQF level 9; and (b) no more than 210 credits from SCQF level 7; and

5.10.2.1.2. Obtained at least 60 credits of SCQF level 9 courses at grade D or better.

5.10.2.2. Students may be awarded up to 45 discretionary credits to meet the 360 credit requirement.

5.10.3. Combined Studies General Ordinary Degree

5.10.3.1. For the purposes of identifying a Combined Studies named General Ordinary Degree, the appropriate term for the disciplines shall be defined by the relevant Primary Academic Unit as follows:

5.10.3.1.1. Bachelor of Science Combined Studies General Degree ([name of Primary Academic Unit]);

5.10.3.1.2. Bachelor of Arts Combined Studies General Degree ([name of Primary Academic Unit]).

5.11. Award of Honours after Graduation

5.11.1. A Student who has complied with all of the conditions for the award of an ordinary degree and whose award has been conferred at a Congregation may be permitted by the Head of their Primary Academic Unit to enrol on the final stage of a Programme of Study leading to the award of a degree with honours in the subject concerned, provided that a period of normally not more than four years has elapsed since the satisfactory completion of the examinations for the award of an ordinary degree.

5.11.2. Such a Student satisfying the examiners for the award of honours shall receive a certificate stating that the programme has been successfully completed for the award of honours after graduation.

6. Graduate Certificates and Postgraduate Certificates

6.1. This paragraph 6 applies to the following certificates which may be awarded by the

University:

- 6.1.1. Award of Graduate Certificate (GCert);
- 6.1.2. Award of Postgraduate Certificate (PGCert).

6.2. Requirements for Award

- 6.2.1. The award of a graduate certificate shall require a minimum of 60 SCQF credits, all of which shall be at Level 9 or above in the SCQF.
- 6.2.2. The award of a postgraduate certificate shall require a minimum of 60 SCQF credits, of which at least 40 credits shall be at Level 11 in the SCQF.
- 6.2.3. The award of a certificate shall require an overall performance in qualifying course at Grade D or equivalent average percentage mark, or the majority of qualifying courses at Grade D and no course at less than Grade E.
- 6.2.4. The specific criteria for the award of a certificate and the method used to calculate the award shall be as prescribed in the programme structures for each Programme of Study.
- 6.2.5. The University Studies Committee may approve criteria above the minimum standards specified in paragraphs 6.2.1 to 6.2.3 above.

6.3. Recommendations of the Award Board

- 6.3.1. The Award Board shall recommend to the Senate in respect of each Student:
 - 6.3.1.1. That the certificate be awarded; or
 - 6.3.1.2. That the certificate be not awarded and shall also further recommend one or more of the following, as appropriate:
 - 6.3.1.2.1. That the Student be allowed one further examination in the course(s) within a period not exceeding twelve months in which case the examiners shall state the nature and extent of the examination;
 - 6.3.1.2.2. That the Student be not allowed a further examination;
 - 6.3.1.2.3. That the Student be allowed one opportunity to repeat the course(s);
 - 6.3.1.2.4. That the Student be not allowed to repeat the course(s).
- 6.3.2. In exceptional circumstances if a Student is prevented by illness or other sufficient either from presenting themselves for, completing, or fulfilling the requirements of, the examinations which form part of a Programme of Study leading to the award of a certificate, the Award Board may recommend either:
 - 6.3.2.1. That the Student be allowed to present themselves at a specified time in any or all of the examinations which they were prevented by illness or other sufficient cause from completing; or
 - 6.3.2.2. That the certificate be awarded; or
 - 6.3.2.3. That the certificate be not awarded.

7. Graduate Diplomas and Postgraduate Diplomas

- 7.1. This paragraph 7 applies to the following diplomas which may be awarded by the University:
 - 7.1.1. the Graduate Diploma (GDip);
 - 7.1.2. the Diploma of Heriot-Watt University (Dip H-WU);
 - 7.1.3. the Postgraduate Diploma (PG Dip)
 - 7.1.4. such other diplomas as the Senate may from time to time authorise.

7.2. Requirements for Award

- 7.2.1. The award of a graduate diploma shall require a minimum of 120 SCQF credits, all of which shall be at Level 9 or above in the SCQF.
- 7.2.2. The award of a postgraduate diploma shall require a minimum of 120 SCQF credits, of which at least 90 credits shall be at Level 11 in the SCQF.

- 7.2.3. The award of a diploma shall require an overall performance in qualifying courses at Grade D or equivalent average percentage mark, or the majority of qualifying courses at Grade D and no course at less than Grade E.
- 7.2.4. The award of a diploma with merit shall require an overall performance in qualifying courses at Grade B or equivalent average percentage mark, or the majority of qualifying courses at Grade B and no course at less than Grade C.
- 7.2.5. The award of a diploma with distinction shall require an overall performance in qualifying courses at Grade A or equivalent average percentage mark, or the majority of qualifying courses at Grade A and no course at less than Grade C.
- 7.2.6. The specific criteria for the award of diploma, diploma with merit and diploma with distinction and the method used to calculate the award shall be as prescribed in the programme structures for each Programme of Study.
- 7.2.7. The University Studies Committee may approve criteria above the minimum standards specified in paragraphs 7.2.1 to 7.2.4 above.

7.3. **Recommendations of the Award Board**

- 7.3.1. The Award Board shall recommend to the Senate in respect of each Student either:
 - 7.3.1.1. That the diploma be awarded; or
 - 7.3.1.2. That the diploma be awarded with merit (only for Students enrolling for the first time during, or after August 2020); or
 - 7.3.1.3. That the diploma be awarded with distinction; or
 - 7.3.1.4. That the diploma be not awarded, and shall also further recommend one or more of the following, as appropriate:
 - 7.3.1.4.1. That the Student be not allowed to present themselves for further examination;
 - 7.3.1.4.2. That the Student be allowed to present themselves for one further examination in the course(s) within a period not exceeding twelve months in which case the examiners shall state the form of the examination;
 - 7.3.1.4.3. That the Student be allowed one opportunity to repeat the course(s);
 - 7.3.1.4.4. That the Student be not allowed to repeat the course(s).
 - 7.3.1.5. Exceptionally, if a Student has exhausted all opportunities and provided that the Student has satisfied the relevant requirements of paragraph 6.2, that:
 - 7.3.1.5.1. the graduate certificate be awarded; or
 - 7.3.1.5.2. the postgraduate certificate be awarded.
- 7.3.2. In exceptional circumstances if a Student is prevented by illness or other sufficient cause either from presenting themselves for, completing, or fulfilling the requirements of, the examinations which form part of a Programme of Study leading to the award of a diploma, the Award Board may recommend either:
 - 7.3.2.1. That the Student be allowed to present themselves at a specified time in any or all of the examinations which they were prevented by illness or other sufficient cause from completing; or
 - 7.3.2.2. That the diploma be awarded; or
 - 7.3.2.3. That the diploma be not awarded

8. **Higher Degree of Master**

- 8.1. This Regulation is made in pursuance of Ordinance P2 and shall apply to Higher Degrees of Master which comprise one of the following:
 - 8.1.1. a programme of instruction leading to assessments and examinations;
 - 8.1.2. supervised research work culminating in the submission of a dissertation together with a programme of instruction leading to assessments and

- examinations;
- 8.1.3. supervised research and practical work culminating in the submission of practical work for assessment together with a programme of instruction leading to assessments and examinations.
- 8.2. For Programmes of Study which comprise a series of taught courses, the following Higher Degrees of Master may be awarded by the University:
- 8.2.1. Master of Science (MSc);
- 8.2.2. Master of Design (MDes);
- 8.2.3. Master of Business Administration (MBA) and associated specialisms;
- 8.2.4. Master of Architecture (MArch);
- 8.2.5. Master of Landscape Architecture (MLA);
- 8.2.6. Master of Arts (MA);
- 8.2.7. Executive Master of Science (Executive MSc);
- 8.3. Distinctive features of any Executive Master of Science (Executive MSc) programme shall be the inclusion of taught components that explicitly build upon experiential learning and the completion of a work-related project. This work-related project replaces the research dissertation but assesses the same learning outcomes as the research dissertation.
- 8.4. The title of the award shall be as specified in paragraph 8.2; the phrases ‘taught’ or ‘taught Masters’ shall not be incorporated into the title of the award.
- 8.5. **Requirements for Award**
- 8.5.1. The award of a Higher Degree of Master shall require a minimum of 180 SCQF credits, of which at least 150 credits shall be at Level 11 in the SCQF.
- 8.5.2. In addition to the credit and levels requirements specified in paragraph 8.5.1 of this Regulation, a Student shall satisfy the award criteria as detailed below:

| | |
|---|--|
| Higher Degree of Masters with distinction | The project/dissertation at Grade A and no course at less than Grade C and: <ul style="list-style-type: none"> • Overall performance in qualifying courses at Grade A; or • Equivalent average percentage mark; or • The majority of qualifying courses at Grade A. |
| Higher Degree of Masters with merit | The project/dissertation at Grade B and no course at less than Grade C and: <ul style="list-style-type: none"> • Overall performance in qualifying courses at Grade B; or • Equivalent average percentage mark; or • The majority of qualifying courses at Grade B. |
| Higher Degree of Masters | The project/dissertation at Grade C and no course at less than Grade D and: <ul style="list-style-type: none"> • Overall performance in qualifying courses at Grade C; or • Equivalent average percentage mark; or • The majority of qualifying courses at Grade C. |

- 8.5.3. The Award Board may, in exceptional circumstances, recommend an award in the case of a Student who has achieved a Grade E or Grade F in a qualifying course. The Award Board shall record its justification for any such award.
- 8.5.4. The specific criteria for the award of a Higher Degree of Master, Master with Merit and Master with distinction and the method used to calculate the award shall be as prescribed in the programme structures for each Programme of Study.
- 8.5.5. The Higher Degree of Master with distinction can only be awarded to Students who have not had any resit attempts.
- 8.5.6. The University Studies Committee may approve criteria above the minimum standards specified in paragraphs 8.5.2 above.

8.6. Recommendations of the Award Board

- 8.6.1. Grades awarded in both first assessment and re-assessment shall be taken into consideration by the Award Board in making recommendations for awards.
- 8.6.2. For Students undertaking a Programme of Study as specified in paragraph 8.1, the Award Board shall recommend to the Senate in respect of each Student one of the following:
 - 8.6.2.1. That the degree be awarded with distinction; or
 - 8.6.2.2. That the degree be awarded with Merit (only for students enrolling for the first time during, or after 2019/20); or
 - 8.6.2.3. That the degree be awarded; or
 - 8.6.2.4. That the degree be not awarded and, in which case, it shall further recommend one or more of the following, as appropriate:
 - 8.6.2.4.1. The Student be not allowed to submit their dissertation or final project in a revised form;
 - 8.6.2.4.2. That the Student be allowed to submit their dissertation or final project in a revised form within a specified period of twelve months the decision of the Senate thereon in which case the examiners shall state specifically the reasons for and the extent of the revision required.
 - 8.6.2.5. Exceptionally, if a Student has exhausted all opportunities:
 - 8.6.2.5.1. Provided that the Student has satisfied the requirements of paragraph 6.2, that the postgraduate certificate be awarded; or
 - 8.6.2.5.2. Provided that the Student has satisfied the requirements of paragraph 7.2, that the postgraduate diploma be awarded.
- 8.6.3. In exceptional circumstances if a Student pursuing a Programme of Study in terms of paragraph 8.1.2 or 8.1.3 is prevented by illness or other sufficient cause from presenting themselves for, completing, or fulfilling the requirements of, the degree examinations which form part of the final assessment for the Programme of Study leading to the award of Higher Degree of Master, the Award Board may recommend:
 - 8.6.3.1. That the Student be allowed to present themselves at a specified time for examination in any or all of the examinations which they were prevented by illness or other sufficient cause from completing; or
 - 8.6.3.2. That the degree be awarded; or
 - 8.6.3.3. That the degree be not awarded.

8.7. Higher Degree of Master Exit and Intermediate Awards

- 8.7.1. A Student who is enrolled on a Programme of Study leading to the award of Higher Degree of Master shall be eligible to apply to receive one of the following exit awards, provided that they have achieved the minimum requirements, as specified in the paragraphs below:
 - 8.7.1.1. Postgraduate Diploma – provided the Student has obtained a minimum of 120 SCQF credits, of which at least 90 credits shall be at Level 11 in the SCQF; or
 - 8.7.1.2. Postgraduate Certificate - provided the Student has obtained a minimum of 60 SCQF credits, of which at least 40 credits shall be at Level 11 in the SCQF.
- 8.7.2. In exceptional circumstances, an exit award may be approved by a Progression Board where the Award Board for that academic year has already taken place and delaying the decision until the next Award Board would delay the award by more than 6 months. The requirements of paragraph 8.7.1 must be met and the decision to award an exit qualification must be ratified by the relevant External Examiner.
- 8.7.3. A Student who wishes to receive an intermediate award shall normally make an application for the appropriate award described by paragraphs 8.7.1.1 or 8.7.1.2 on the prescribed form and pay the prescribed fee.

| Regulation A7 | |
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| Effective Date 1 September 2023 | |
| Approved by: Senate | <i>21 September 2022</i> <i>15 June 2023</i> |
| Consultation via: Ordinances and Regulations Committee University Committee for Quality and Standards | |

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REGULATION A10

Authorities in Exceptional Circumstances

Terminology in this Regulation

“Examiners” shall mean, “the Head of Primary Academic Unit supported by the relevant External Examiner(s) carrying out their normal duties, a member of the teaching team representing each Programme of Study for which a decision is being made and, at the discretion of the Head of Primary Academic Unit, suitably qualified members of Staff of the University”.

1. This Regulation is made in pursuance of paragraphs 2 ii and iii of Statute 5 and Ordinances P1 and P7.
2. **General**
 - 2.1. The purpose of this Regulation is to clarify authorities in exceptional circumstances.
 - 2.2. ‘Exceptional circumstances’ shall be defined as those in which:
 - 2.2.1. the full range of information normally taken into account in academic decision making, is not available; and/or
 - 2.2.2. the circumstances have affected the ability to deliver the planned learning and teaching and/or assessment and requires immediate adjustments.
 - 2.3. The Regulation shall not apply where the full range of information normally taken into account is available.
 - 2.4. When the circumstances of paragraph 2.2 of this Regulation apply, it is the responsibility of the Senate Committee for Interim Business and Effectiveness, acting with the delegated authority of the Senate, to bring into effect the arrangements and conditions set out in this Regulation and to determine the duration for which they should be applied. When deciding to bring into effect the arrangements and conditions set out in this Regulation, it will be for the Senate Committee for Interim Business and Effectiveness to decide whether the circumstances of paragraph 2.2 apply.
 - 2.5. A nominee appointed to act in place of a Head of a Primary Academic Unit shall be subject to approval by the Senate Committee for Interim Business and Effectiveness.
 - 2.6. For a Student who is not enrolled with a particular Primary Academic Unit, the Senate Committee for Interim Business and Effectiveness will assign a Head of Primary Academic Unit.
3. **Authorities**
 - 3.1. Senate Committee for Interim Business and Effectiveness, acting with the delegated authority of the Senate (after consulting with Heads of Primary Academic Units and relevant Provosts) shall authorise:
 - 3.1.1. Variations in admissions requirements, their arrangements and conditions, and the duration of those arrangements and conditions.
 - 3.1.2. The arrangements and conditions for the delivery of Programmes of Study, and the duration of those arrangements and conditions.
 - 3.1.3. The appropriate mitigations to be applied at Assessment, Progression and Awards Boards, and the duration of those mitigations.
4. **Boards of Examiners**
 - 4.1. This paragraph 4 shall apply equally to assessments of any Course for progression and award of the University.

- 4.2. A Board of Examiners shall include the Examiners, as defined above, and the Dean or their nominee.
- 4.3. The Examiners are authorised to make judgements and decisions on the basis of such information as is available to them at the time a judgement or decision is required to be made.
- 4.4. The Examiners shall have the authority to:
 - 4.4.1. make recommendations to the Senate for the award of degrees and other awards;
 - 4.4.2. make decisions about progression;
 - 4.4.3. award credit for individual courses; and
 - 4.4.4. defer making a decision if it is agreed that there is insufficient information available to recommend awards or allow progression.

5. Appeals

- 5.1. A candidate who is dissatisfied with the decision of the Examiners shall be entitled to appeal to under the terms of Regulation A12, Student Academic Appeals.

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| Regulation A10 | |
| Effective Date 1 September 2021 | |
| Approved by: Senate | <i>22 April 2021</i> |
| Consultation via: Ordinances and Regulations Committee University Committee for Quality and Standards | |

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Appendix 9: Other Assessment-Related Information

Examinations and Assessment Guidelines

There is a wide range of other assessment-related information which underpins the operation of the Heriot-Watt Assessment and Progression System (HAPS). Much of this information is updated and re-issued on an annual basis by the Academic Quality Team as part of the overall [Assessment and Examinations Procedures and Guidelines](#).

Learning and Teaching Policy Bank

Further information is available on the [Learning and Teaching Policy Bank](#). The Policy Bank provides an alphabetical list of all policy, procedure and guideline documents related to the University's decisions on academic matters, particularly learning, teaching and assessment.

University Regulations

The University's Regulations contain assessment regulations specific to each of the taught awards offered by HWU (<https://www.hw.ac.uk/uk/about/profile/governance/ordinances-regulations.htm>).

Assessment Results and Transcripts

After the Progression Board has ratified assessments decisions and grades, assessments results, with details of marks, grades, credit points and a progression decision, will be published after the Semester 2 and resit diets of examinations. Results will be published only online on the SAS-Banner system. Assessment results from Semester 1, which should be regarded as provisional until ratified by a Progression or Award Board, will be published online on the SAS-Banner system following the meeting of the relevant Course Assessment Boards.

After the completion of the programme or at the point of exit from a programme, a hard copy transcript of all results, with details of grades, credit points and an award decision, will be sent to each registered student. Marks will not be recorded on the University transcript, but will be available in SAS-Banner.