

STANDARD ASSESSMENT REGULATIONS 2016/17

Approved by Academic Board, April 2016

In the context of these regulations "you" means students at Sheffield Hallam University and "University" means Sheffield Hallam University.

These regulations apply to all undergraduate, Integrated Masters and taught postgraduate programmes offered by the University, except where there are specific exemptions, e.g. to meet Professional, Statutory or Regulatory Body (PSRB) requirements. Exemptions require support and agreement in principle from faculty, and then university approval. Approved exemptions will be published in individual course documentation.

The University reserves the right to make reasonable changes to the regulations where it will assist in the proper delivery of education. These changes will normally come into effect at the beginning of an academic year. The University may introduce changes during the academic year when it reasonably considers these to be in the interests of students or where this is required by law.

Responsibilities of the University

The University will ensure that you have access to the Standard Assessment Regulations and ancillary assessment policies and procedures. These include:

- academic misconduct policy
- extenuating circumstances policy
- appeals and complaints

Your faculty will ensure that the assessment requirements for each module are published to you. This will include:

- regulations specific to your course (if applicable)
- learning outcomes, assessment criteria, weightings and mode(s) of assessment for each module
- procedures for the submission of assignments, including the procedure for dealing with late submission of work, and indicative feedback dates
- criteria relating to grading and marking schemes

Responsibilities of students

It is your responsibility to:

- ensure that you understand and comply with the assessment regulations for your course, ancillary policies and procedures where they apply to you
- attend examinations and submit work for assessment as required
- submit any relevant information on extenuating circumstances which you believe may have affected your performance in accordance with the University's extenuation policy

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Part A – pass and progression regulations (applies to undergraduate, Integrated Masters and taught postgraduate, unless stated)

Regulation 1

Duration of course

PURPOSE : this regulation explains the normal award duration and the maximum duration which can be taken by students who require additional time to retrieve failure or for approved break in study/extenuating circumstances. There are other factors which may impact on the maximum duration, eg. length of course approval, availability of modules, professional body restrictions.

1.1 Taught Undergraduate and Postgraduate courses

The table in Annex 1 states the normal and maximum durations of awards for students studying on full-time or part-time undergraduate courses.

- If you enter an award with recognised prior credit or transfer credit from another course, the normal and maximum durations are adjusted accordingly (eg. a full time student entering an Honours Degree programme at Level 5 has a normal duration of 2 years and a maximum duration of 5 years) - see Annex 1.
- If you transfer to another course without any credit, the maximum duration of the new award will apply.
- If you have extenuating circumstances that are approved by the University, you may continue into an additional year beyond the maximum duration in order to complete assessments. You cannot start any new study (including retake modules) in the additional year.

At the point of reaching the maximum duration, you will be withdrawn from the course and be considered for an intermediate award if appropriate. Alternatively, you have the opportunity to apply for re-entry to a course through the normal admission procedures and apply for recognition of prior credit where appropriate.

1.2 How duration is calculated

Duration includes the years that you study on the course plus any additional time taken due to:-

- retrieving failure
- approved extenuating circumstances
- approved break in study
- temporary exclusion.

If the normal duration is exceeded there will be a number of implications, including fees, funding and visa implications.

Regulation 2

Passing a module and the award of credit

PURPOSE - this regulation explains what you need to achieve in order to pass a module, how the overall module results are derived and how credit is awarded.

2.1 Passing a module

Module assessment is made up of one or more assessment tasks. Where there is more than one assessment task, weightings and rules for passing the module will be defined and published.

The minimum pass criteria to pass a module which uses percentage marks are that you:

- achieve an overall module mark of 40% (50% for level 7 modules) or above and
- make a valid attempt at all module assessment tasks and, if applicable,

- achieve the specified pass mark in all of the module assessment tasks where this is a requirement.

The minimum pass criteria to pass a module which uses pass / fail grades only or a combination of percentage marks and pass / fail grades are that you:

- achieve an overall pass grade and
- make a valid attempt at all module assessment tasks and, if applicable,
- achieve other pass criteria as defined in the module information.

2.2 How overall module results are derived

Please see the glossary for examples of the calculation of module marks.

2.3 Grades of achievement for BTEC / Edexcel modules

Grades and marks for performance in BTEC / Edexcel modules are agreed by the Subject Assessment Board.

The grades for BTEC / Edexcel modules are matched to the following marks:

GRADE	MODULE PERCENTAGE MARKS
Pass	40 - 55%
Merit	56 - 69%
Distinction	70 - 100%

2.4 Award of module credit

Where you achieve or exceed the minimum pass criteria for a module, credit for the module will be awarded. Credit will also be awarded for compensated passes (see regulation 8).

When you have passed a module you cannot take any more assessment for that module to improve the original mark.

Regulation 3

Student entitlement to assessment / reassessment during one delivery of a module and the methods of reassessment

PURPOSE - this regulation explains the number of assessment and reassessment opportunities within one delivery of a module and explains the different forms of reassessment (i.e. in-module retrieval of a single assessment task, deferral in an assessment task or an overall module and referral in an overall module).

3.1 Student entitlement

Registration on a module entitles you to:

- one delivery of the module
- access to learning and teaching resources
- an initial opportunity to attempt the assessment tasks
- in-module retrieval of assessment tasks (where available)
- one referral opportunity (if required)

3.2 In-module retrieval of an assessment task

Where in-module retrieval is available, if you have made an initial valid attempt but achieved below 40% (50% for level 7 modules), you may choose to rework the assessment task once only. If you take the in-module retrieval, the outcome depends on whether the task is assessed using percentage marks or pass / fail grades:

- If the assessment task is marked by percentage and you pass the reworked assessment task, the mark for this assessment task will be capped at 40% (50% for level 7 modules).

- If the assessment task is marked by pass / fail grades and you pass the reworked assessment task, you will receive a pass grade for this assessment task.

If you rework the assessment task and your mark is lower than your original mark, then the original mark stands. Having taken or declined your in-module retrieval opportunities, if you do not pass the module you will be referred.

3.3 Referral in a module

If you do not achieve the minimum pass criteria for the module overall, you are entitled to a referral at the end of the module. This may also require the passing of specified assessment task(s) at a minimum pass mark.

Referral assessment will be on a 'task for task' basis and will usually be of the same form as the initial task, but would normally be a different piece of work from the original. However an alternative form of assessment task may be set if it is not appropriate for you to be assessed by exactly the same method as at the first attempt, for example if this was group work or took place on a field trip.

3.4 Passing a module following referral

Modules which are marked using percentage marks

You will pass a module marked by percentage if you:

- achieve an overall module mark of 40% (50% for level 7 modules) or above and
- make a valid attempt at all module assessment tasks either at first sit or referral and, if applicable,
- achieve the specified pass mark in all of the module assessment tasks where this is a requirement.

The maximum overall mark you can be awarded in a referred assessment task that you pass is 40% (50% for level 7 modules). This means that following referral the overall module mark may exceed the pass mark.

If your mark for an assessment task is lower following referral than your initial attempt, then your initial (higher) mark will be used to calculate the overall module mark.

If you do not take a referred task, then a mark of zero will be recorded, but your initial mark will be used to calculate the overall module mark.

Modules which are marked using pass / fail grade only

The minimum pass criteria to pass a module which uses pass / fail grades only or a combination of percentage marks and pass / fail grades are that you:

- achieve an overall pass grade and
- make a valid attempt at all module assessment tasks either at first sit or referral and, if applicable,
- achieve other pass criteria as defined in the module information.

3.5 Academic misconduct sanction

If a case of academic misconduct has been proven against you, then the rework of an assessment task or referral in a module may be set as a sanction. See separate regulations on academic misconduct.

Regulation 4

Deferral in a module or an assessment task

PURPOSE - this regulation explains what a deferral means and why a deferral may be given.

4.1 Definition of deferral

A deferral in an assessment task means that due to extenuating circumstances accepted by the University you will take the assessment task that was affected again because you have:-

- not achieved 40% in the module overall (50% in the module overall for level 7 modules), or
- not made a valid attempt in the task affected.

The mark is not capped unless the task is already referred.

Deferral assessment will be on a 'task for task' basis and will usually be of the same form as the initial task, but would normally be a different piece of work from the original assessment. However an alternative form of assessment task may be set if it is not appropriate for you to be assessed by exactly the same method as the initial task, for example if this was group work or took place on a field trip.

4.2 Calculation of marks for a module where there is deferred assessment

To calculate the overall mark for the module, marks from other assessment tasks already taken that were not affected by the extenuating circumstances are combined with:

- the mark from the deferred assessment task, or
- with the original task mark if you had not passed the module and your first attempt mark was higher than the deferral.

Regulation 5

Assessment timetable - timing of reassessment

PURPOSE - this regulation explains the timing of reassessment throughout an academic year.

All reassessment for standard undergraduate and postgraduate course provision will take place within a specified period, as specified in the University Academic Calendars published on shuspace.

Non-standard courses may not conform to the University Academic Calendar but calendars will be set which will facilitate choice of modules and / or transfer between awards or routes, as appropriate. All reassessment will take place as specified in the published course documentation issued by the faculty.

Regulation 6

Failure of a module (core and elective)

PURPOSE – this regulation explains the circumstances in which you can fail a module.

There are three circumstances in which you can fail a module:

- following first attempt and referral, you have not made any valid attempt in one or more assessment tasks
- following referral, you do not achieve the minimum overall pass criteria in a module, which may include the requirement to pass an individual assessment task
- where failure in a module is the sanction set by an academic conduct panel (see separate regulations on academic misconduct)

If you fail a module:

- You can retake the same module on one occasion only (see regulation 9) - this applies to core and elective modules.
- You can retake a substitute for the module on one occasion only (see regulation 10) - this applies to elective modules only.

If you fail a module due to academic misconduct, you may be given a sanction that means you are not allowed to retake the module or a substitute module.

Regulation 7 - Undergraduate and Integrated Masters (levels 4, 5 and 6 only)

Compensation

PURPOSE - this regulation explains how students may be compensated in order to progress from one level to the next or to achieve an award.

This regulation does not apply to the first year of a four year extended degree programme (level 3 modules). Nor does this regulation apply to level 7 modules.

The profile for compensation for full-time, part-time and sandwich students

The profile for compensation which allows you to progress from one complete level (minimum 120 credits) to the next or to exit with an award is that you:

- achieve 40% or more on the complete level overall, including failed modules AND
- make a valid attempt at all assessment tasks AND
- achieve 30% or more in each failed module up to a maximum of 20 credits.

When this profile is achieved, any compensated modules are recorded as a compensated pass and credit is awarded (note that marks are not changed).

When this profile is not achieved compensation cannot be applied. Whether you can progress to the next level will be determined by regulation 8 (progression rules) and regulation 11 (maximum credit loading).

Compensation is applied to a complete level when the normal reassessment opportunities have passed. The exception to this is if you are leaving or completing your course when you can request compensation to be applied ahead of reassessment to avoid a delay in achieving your award.

Some modules/tasks may be designated as non-compensatable, for example those marked by pass / fail grades, due to professional, statutory or regulatory body requirements.

Regulation 8 - Undergraduate (levels 4, 5 and 6) and Integrated Masters only

Progression rules

PURPOSE - this regulation explains the circumstances in which you can progress from one level to the next and the constraints on progression that are not based solely on individual student performance.

This regulation does not apply to the first year of a four year extended degree programme (level 3 modules). Nor does this regulation apply to taught postgraduate courses.

You will progress from one level to the next if you have:

- successfully passed all 120 credits, or
- achieved the profile for compensation and have been awarded 120 credits (see regulation 7)

You can also progress from one level to the next carrying:-

- up to 20 credits of failure, or
- up to 60 credits of continued reassessment (see regulation 8.1), or
- a combination of failure and continued reassessment up to a maximum of 60 credits as follows:-

Fail	Continued Reassessment	Total credit to be carried
10	50	60
15	45	60
20	40	60
0	60	60

You can progress carrying outstanding credit from the level below only, eg. you can progress to level 6 carrying level 5 credit but not carrying level 4 credit.

If you do not meet the progression rules you cannot undertake any new study at the next level. In the following academic year you must retake failed modules and/or complete your continued reassessments.

8.1 Carrying continued reassessment

At the end of the period of registration for the module, if you have not had all the normal opportunities for first sit, referral and / or deferral because of extenuating circumstances accepted by the University or you have to rework some assessment due to academic misconduct, then you have 'continued reassessment' in the module.

If you have nonetheless achieved the profile for compensation or award, you can elect not to take the assessment in the continued reassessment modules and progress normally to the next level or exit with your award.

Normally a full-time or sandwich student will take 120 credits per level in an academic year. However you will be permitted to take 120 credits of new study at the next level and also carry a maximum of 60 credits from continued reassessment to be taken without attendance from the previous level only, subject to the maximum credit loading (see regulation 11).

When the opportunity to take your continued reassessment from your previous level has passed, you must have met the progression rules in order to progress to the next level. You cannot progress to the next level even if you have further extenuating circumstances accepted by the University for modules on the previous level. Therefore, a student can only progress carrying outstanding credit from the level below.

If you have failed modules in both levels, in the next year you can retake failed credit at both levels, subject to maximum credit loading (see regulation 11).

Continued deferral can exceptionally be agreed with attendance. In these circumstances, the continued deferral with attendance will be treated in the same way as failed credit to determine progression and credit loading (see regulations 8 and 11).

8.2 Sandwich students progressing to placement

Guidance for progressing to placement is published in your course documentation. When you have completed your placement period the normal progression regulations apply.

8.3 Part-time students only

You may be considered at an assessment board at the end of your academic year before you have a complete profile of credit for an entire level. If at this point:

- you will not be able to meet the progression rules, study at the next level is not permitted. You must retake any failed modules and/or continued reassessments alongside new study at the same level only, subject to maximum credit loading (see regulation 11).
- you have not passed all credits taken and will not meet the profile for compensation but are on track to meet the progression rules, you must retake any failed modules and/or continued reassessment. These can be taken alongside new study at the same and/or next level, subject to maximum credit loading (see regulation 11).

- you have not passed all credits taken and are on track to meet the profile for compensation and the progression rules, you are not permitted to retake any failed modules. You must take your continued reassessment and this can be taken alongside new study at the same and/or next level, subject to maximum credit loading (see regulation 11).

At the point of progression when you have completed an entire level of study you may have already started the next level. Your completed level will be considered and compensation applied if possible. If you have not met the progression rules, you will not be permitted to continue further new study at the higher level. Any modules already passed at the higher level are 'banked'.

8.4 Integrated Masters students only who are studying mixed levels 6 and 7

Once you have met the progression rules for levels 4 and 5, you can progress to integrated levels 6 and 7. If at the end of the first year of integrated level study you have:

- not met the progression rules for level 5, you will not be permitted to take further new study at the higher levels. Any modules already passed at the higher levels are 'banked'.
- any failed modules or continued reassessment at level 6 and/or level 7 you can take these in the next period of registration alongside new study, subject to maximum credit loading.

8.5 Other factors constraining progression

If you pass all your modules at any given stage or level of your course you can normally progress to the next stage or level. In some circumstances however your progression could be affected by the following factors:

- any specified pre-requisite relationships between modules that dictate the sequence in which they must be studied
- the maximum student loading regulations (see regulation 11)
- the non-availability of modules

You may progress to placement carrying failed, referred and / or deferred modules as specified in regulation 8.2, unless there are any specific requirements that prevent this as published in your course documentation.

Regulation 9

Retaking a module (core and elective)

PURPOSE - this regulation explains the circumstances under which you can retake and what retake means.

9.1 Retaking a module

If you fail a module, you will be allowed to retake the module on one occasion only, unless prevented due to:

- an academic misconduct sanction
- availability of the module concerned
- course duration regulations

Retaking a core or elective module means that:

- You may be charged a fee, published by your faculty.
- You must take all the assessment tasks in the module with attendance.
- The overall module mark will be capped at 40% (50% for level 7 modules).
- You have the same reassessment opportunities as at the first registration (see regulation 3.1)

If the module is no longer available (e.g. due to the course being revalidated), a replacement module may be studied as directed by your faculty. This will be treated as a retake and will be subject to all

regulations relating to retake modules. Capping of the module will still apply. If a replacement module cannot be studied, you will need to renegotiate your programme of study. Decisions about taking a replacement module or renegotiating your programme require discussion and agreement with the course team.

9.2 Retaking mixed level modules

Some students will be permitted to retake failed credit at two levels in a single period of registration, subject to normal credit loading limits. These are:

- part-time students who have studied mixed level due to scheduling reasons
- students who have studied mixed level due to the design of their course, for example Integrated Masters
- students who had continued reassessment and subsequently fail modules at two levels

9.3 Transfer to a new award

If you transfer to a new award and you study a module that you have previously failed, this is treated as your retake, and the module will be capped at 40% (50% for level 7 modules).

9.4 Consequences of failure on a retaken module (core and elective)

If you fail a core or elective module after retake this would normally mean that you will have to withdraw from the course.

You may be able to:

- transfer to an alternative or more general course in a similar area of study. This would normally mean that you are able to use most of the credit that you have gained as part of your new course.
- use your credit towards a course in a different area of study. You may be able to use some of the credit you have gained towards your new course.

Regulation 10

Substitution of an elective module after failure of the module

PURPOSE - this regulation explains the circumstances under which your retake is the substitution of a failed elective module with a new elective.

If you fail an elective module, you may:

- retake the same module on one occasion only, or
- substitute the module with another elective module, where one is available, on one occasion only. This is your retake.

If you choose to substitute a module with a different elective module your module mark will still be capped at 40% (50% for level 7 modules). No further substitutions are permitted.

Where an academic misconduct sanction of failure in an elective module has been set by an academic conduct panel, you may wish to substitute the module with a different elective module. If the sanction allows this, capping of the module overall at 40% (50% for level 7 modules) will still apply.

Regulation 11

Maximum amount of credit students are allowed to take during one academic year.

PURPOSE - this regulation explains the amount of credit a student can take in one academic year.

11.1 Undergraduate students and Integrated Masters

The normal pattern of study for full-time undergraduate students is up to 120 credits for your named award in any one academic year.

The maximum amount of credit a full-time student can take in any one academic year is 180 credits. Up to 140 credits of these can be with attendance.

The maximum amount of credit a part-time student can take in any one academic year is 109 credits. Up to 89 credits of these can be with attendance.

11.2 Taught postgraduate students

The normal pattern of study for full-time students is up to a maximum of 180 credits (pro-rata for part-time students) for your named award in any one calendar year. Part-time students can carry 20 credits continued reassessment without attendance from a previous academic year.

Part B – award and classification regulations (applies to undergraduate, Integrated Masters and taught postgraduate)

Regulation 12

How undergraduate, Integrated Masters and taught postgraduate awards and classifications are calculated and conferred

PURPOSE - this regulation explains how award classifications and grades of achievement are calculated

Departmental Assessment Boards will under the delegated authority of the Academic Board verify the awards to be conferred upon individual students who meet the minimum credit requirements specified below and fulfil the specific requirements of the approved course. Exceptionally, the Academic Board may determine that such authority will not be delegated and may withdraw awards previously conferred.

Lower level awards (intermediate awards) will not be given while the student is accumulating credit towards the higher target award in the same course of study. Where a student fails to achieve the target award, however, a lower award may be conferred if the requirements for the award have been met.

These requirements are that you must have met the aims and objectives and learning outcomes for the relevant intermediate award (i.e. Certificate and Diploma or Postgraduate Certificate and Postgraduate Diploma stage of the approved course on which you are registered). This means that all core modules for the Certificate and/or Diploma or Post Graduate Certificate and/or Post Graduate Diploma (as appropriate) must have been passed or compensated. Higher level credit for undergraduate programmes or credit from any stage within a Post Graduate programme (i.e. PGC, PGD and Masters) can be used to make good credit deficiencies as long as the minimum course learning outcomes for the lower level modules have been met.

Aegrotat award

In exceptional circumstances, you may be offered an aegrotat award where there is sufficient evidence of your achievement to satisfy the Assessment Board that you would have met the requirement for the award, but where there is evidence that you cannot complete the course due to exceptionally severe illness or other exceptionally compelling reasons. Please see also the regulations for the submission of extenuating circumstances to the University.

If an aegrotat award is offered to you, it cannot be formally awarded until you have agreed in writing to accept it. If an aegrotat award has been accepted, it is not possible to take any more assessment or reassessment, and the actual marks achieved will be recorded on the results transcript. An aegrotat award has no classification and is not awarded with merit or distinction. Where courses are accredited by a professional body, an aegrotat award does not entitle you to professional registration.

Posthumous award

A student may be posthumously awarded the most appropriate award or intermediate award, if there is sufficient evidence of the student's achievement.

Sheffield Hallam University Academic Awards Framework

Credit requirements for undergraduate and postgraduate courses

University Award	Minimum overall credits	Minimum required at highest level	Other Credit and Level Requirements	QAA FHEQ Qualification Level
University Certificate of Higher Education (Cert HE)	120	120 @ L4		4
BTEC Higher National Certificate (HNC)	120	120 @ L4		4
Certificate in Education (CertEd)	120	60 @ L5	<ul style="list-style-type: none"> Remaining 60 @ L4 or higher 	4

University Diploma of Higher Education (Dip HE)*	240	120 @ L5	<ul style="list-style-type: none"> Remaining 120 @ L4 or higher 	5
BTEC Higher National Diploma (HND)*	240	120 @ L5	<ul style="list-style-type: none"> Remaining 120 @ L4 or higher 	5
Foundation Degree e.g. FdA / FdSc	240	120 @ L5	<ul style="list-style-type: none"> Minimum of 100 @ L4 or higher 	5
Advanced Diploma of Higher Education	300	60 @ L6	<ul style="list-style-type: none"> Minimum of 120 @ L5 and remaining 120 @ L4 or higher 	5
Graduate Certificate	60	60 @ L6		6
Graduate Diploma	120	120 @ L6		6
Professional Graduate Certificate in Education (PCE)	60	60 @ L6	<ul style="list-style-type: none"> Meets requirements for Qualified Teacher Status (QTS) 	6
Bachelor's Degree* (ordinary degree) e.g. BA / BSc/BEng	300	60@L6	<ul style="list-style-type: none"> Minimum of 120 @ L5 and remaining 120 @ L4 or higher 	6
Bachelor's Degree with Honours* (honours degree) eg. BA (Hons) / BSc (Hons) / BEng (Hons) / LLB (Hons)	360	120 @ L6	<ul style="list-style-type: none"> Minimum of 120 @ L5 and remaining 120 at L4 or higher 	6
Postgraduate Certificate (Pg Cert)	60	60 @ L7		7
Postgraduate Diploma (Pg Dip)	120	120 @ L7		7
Postgraduate Certificate in Education (PGCE)	60	60 @ L7	<ul style="list-style-type: none"> Meets requirements for Qualified Teacher Status (QTS) 	7
Integrated Masters Degree (first degree) e.g. MEng / MSci / MArt / MComp / MArch / MDes	480	120 @ L7	<ul style="list-style-type: none"> Remaining 360 meets the requirements of an honours degree 	7
Masters Degree (taught) eg MA / MSc / MTL / MBA / MRes / MMedSci / LLM / MEd	180	180 @ L7		7
Master of Professional Studies (MProf)	Non credit-rated		<ul style="list-style-type: none"> Mastery of an approved research topic or an area of advanced professional practice, correlated with the established field of knowledge and/or professional practice Demonstration of competence in research methods appropriate to the field Demonstration of achievement of the University's Generic 	7

			Learning Outcomes at level 7	
Master of Philosophy (MPhil)	Non credit-rated		<ul style="list-style-type: none"> • Mastery of an approved research topic, correlated with the established field of knowledge • demonstration of competence in research methods appropriate to the field • demonstration of achievement of Generic Learning Outcomes at L7 	7
Professional Doctorate e.g. DBA / EdD / DProf	Non credit-rated		<ul style="list-style-type: none"> • Mastery of an approved research topic or an area of advanced professional practice that extends the understanding of an established field of knowledge and/or advanced professional practice • consolidation of competence in research methods appropriate to the field • demonstration of achievement of Generic Learning Outcomes at L8 	8
Doctor of Philosophy (PhD)	Non credit-rated		<ul style="list-style-type: none"> • Mastery of an approved research topic, extending the understanding of an established field of knowledge • consolidation of competence in research methods appropriate to the field • demonstration of achievement of Generic Learning Outcomes at L8 	8
Higher Doctorate e.g. DEng / DLitt / DSci / LLD	Non credit-rated		<ul style="list-style-type: none"> • Demonstration of a major original contribution to the advancement or application of knowledge and the status of the individual as a leading authority in the field of study 	8

Credit requirements for small/minor awards

Award Title	Minimum number of credits required	Minimum number of credits at the level of award	FHEQ Level
Certificate of Credit**	30 – 60 (amount of credit may vary)	30 @ L4 as a minimum, but may be at any level from 4 to 7	4 or above
Pre-degree			
University Certificate	60	40 @ L4	4
University Diploma	60	40 @ L5	5
University Advanced Diploma	60	60 @ L6	6
Post-experience			
University Professional Certificate	60 - 120	60 @ L5	5
University Professional Diploma	60 - 120	60 @ L6	6
University Advanced Professional Certificate	30 – 50	30 @ L7	7

***Note: The Certificate of Credit is intended to be a flexible award with varying amounts of credit at any level, up to level 7, that may be used to meet a wide variety of business needs. It is not intended to duplicate any of the other specific awards. Planners will be expected to put forward proposals for either a Certificate of Credit or a University Certificate, Diploma etc, choosing the most relevant award dependent on which is best suited to a particular business need. Achievement of 60 credits at level 4 or above would result in only one award being conferred, dependent upon the specific requirements for an individual programme of study, as specified at approval.*

Notes on Sheffield Hallam University Academic Awards Framework

- The University's Academic Awards Framework is a common Framework for the design of undergraduate, postgraduate and small/minor awards through which the academic standards of all the University's awards can be defined and can be cross-referenced to relevant external frameworks and benchmarks including:
 - the QAA Framework for Higher Education Qualifications (QAA, FHEQ, revised August 2008)
 - the Higher Education Credit Framework (QAA, HECF, August 2008)
 - Generic Level Descriptors for England, Wales and Northern Ireland Subject Benchmark Statements.
- University awards marked with an asterisk * are also available as 'sandwich' awards. In addition to the credit requirements shown in the table above, these awards include a substantial period of supervised work experience as a requirement of the award. Achievement of a sandwich award is indicated on University Certificates and Transcripts.
- Awards may include credit that has been recognised through the University's procedures for the Recognition of Prior Credit. Credit derived from such procedures is indicated on the University Transcript.
- Substitution of higher level credit, for deficiencies at lower levels, may be permitted subject to meeting the specific aims, learning outcomes and other requirements of individual named awards.

5. Integrated Masters degrees are level 7, second cycle qualifications and are positioned at master level in alignment with the Framework for Higher Education Qualifications (FHEQ), (QAA, 2008) and the HE Credit Framework for England (QAA, 2008). Integrated masters degrees are normally delivered over a minimum of 4 years and contain at least 480 credits, including a minimum of 120 credits at level 7 to meet the requirements for a master level award. The remaining 360 credits are designed to meet the requirements for a first honours degree. Integrated masters awards are recognised as such for funding, fees and external reporting purposes. Integrated masters awards are required to meet the FHEQ Qualification Descriptors for levels 6 and 7 in full. These awards conform to the University's Assessment Regulations for undergraduate awards and are classified in line with the classification methods for bachelor's degrees with honours.
6. The minimum credit and level requirements must be met for all awards, as specified in the Academic Awards Framework. Exemptions will be required where credit and level requirements would be exceeded and this will only be considered for the purposes of meeting the specific requirements for accreditation by a relevant Professional, Statutory and/or Regulatory Body (PSRB).

The regulations below explain for each award:

- how the overall average mark is calculated and
- the level of achievement required for the calculation of Merit or Distinction grades or honours classification (as appropriate)

If you enter an award at Sheffield Hallam University using previously gained credit for which you have already achieved an award:

- the credit can be used towards the new Sheffield Hallam University award
- the marks for the previous credit cannot be used to calculate classification or merit and distinction grades

12.1 University Certificate of Higher Education

Minimum credit requirement is 120 credits at level 4.

The final overall average mark to determine whether a Merit or Distinction award may be given is calculated using the module marks of all modules passed and marked by percentage, weighted by credit value.

You will achieve a **pass** in the award if you:

- achieve a final overall average mark of 40.00 - 55.99%

You will achieve a **Merit** in the award if you:

- achieve a final overall average mark of 56.00 - 69.99% OR
- achieve a final overall average mark in the borderline range of 54.01 - 55.99% and
- achieve merit level marks or higher (i.e. 56.00 - 100.00%) in at least 60 credits at level 4 or higher

You will achieve a **Distinction** in the award if you:

- achieve a final overall average mark of 70.00 - 100.00% OR
- achieve a final overall average mark in the borderline range of 68.01 - 69.99% and
- achieve distinction level marks (i.e. 70.00 - 100.00%) in at least 60 credits at level 4 or higher

12.2 BTEC Higher National Certificate

Minimum credit requirement is 120 credits at level 4 or higher

12.2.1 BTEC modules

Pass, Merit and Distinction grades are given at module level.

You will **pass a module in which** you achieve an overall mark of 40 - 55%

You will receive a **Merit** in an individual module in which you achieve an overall mark of 56 - 69%

You will receive a Distinction in an individual module in which you achieve an overall mark of 70 - 100%

12.2.2 Overall average mark for the BTEC Higher National Certificate

You will achieve a **pass** in the award if you:

- achieve a final overall average mark of 40.00 - 55.99%

You will achieve a **Merit** in the award if you:

- achieve a final overall average mark of 56.00 - 69.99% OR
- achieve a final overall average mark in the borderline range of 54.01 - 55.99% and
- achieve merit level marks or higher (i.e. 56.00 - 100.00%) in at least 60 credits at level 4 or higher

You will achieve a **Distinction** in the award if you:

- achieve a final overall average mark of 70.00 - 100.00% OR
- achieve a final overall average mark in the borderline range of 68.01 - 69.99% and
- achieve distinction level marks (i.e. 70.00 - 100.00%) in at least 60 credits at level 4 or higher

12.3 University Certificate in Education (Cert Ed)

Minimum credit requirement is 120 credits, with a minimum of 60 credits at level 5 and remaining credits at level 4 or higher

The final overall average mark to determine whether a Merit or Distinction award may be given is calculated using the module marks of all modules passed and marked by percentage, weighted by credit value.

You will achieve a **pass** in the award if you:

- achieve a final overall average mark of 40.00 - 55.99%

You will achieve a **Merit** in the award if you:

- achieve a final overall average mark of 56.00 - 69.99% OR
- achieve a final overall average mark in the borderline range of 54.01 - 55.99% and
- achieve merit level marks or higher (i.e. 56.00 - 100.00%) in at least 30 credits at level 5 or higher

You will achieve a **Distinction** in the award if you:

- achieve a final overall average mark of 70.00 - 100.00% OR
- achieve a final overall average mark in the borderline range of 68.01 - 69.99% and
- achieve distinction level marks (i.e. 70.00 - 100.00%) in at least 30 credits at level 5 or higher

12.4 University Diploma of Higher Education

Minimum credit requirement is 240 credits, with minimum of 120 credits at level 5 and remaining credits at level 4 or higher.

The final overall average mark to determine whether a Merit or Distinction award may be given will be calculated using each of the methods below, and the method which gives the higher overall average will be automatically selected and verified by the Departmental Assessment Board.

Method 1

- the overall weighted average of all level 4 modules, weighted at 25% and
- the overall weighted average of all level 5 modules or higher, weighted at 75%

Method 2

All credit passed at level 5 or higher, weighted according to module credit value.

You will **pass** the award if you:

- achieve a final overall average mark of 40.00 - 55.99%

You will achieve a **Merit** in the award if you:

- achieve a final overall average mark of 56.00 - 69.99% OR
- achieve a final overall average mark in the borderline range of 54.01 - 55.99% and
- achieve merit level marks or higher (i.e. 56.00 - 100.00%) in at least 60 credits at level 5 or higher

You will achieve a **Distinction** in the award if you:

- achieve a final overall average mark of 70.00 - 100.00% OR
- achieve a final overall average mark in the borderline range of 68.01 - 69.99% and
- achieve distinction level marks (i.e. 70.00 - 100.00%) in at least 60 credits at level 5 or higher

12.5 BTEC Higher National Diploma

Minimum credit requirement is 240 credits, with a minimum of 120 credits at level 5 and remaining credits at level 4 or higher.

12.5.1 BTEC modules

Pass, Merit and Distinction grades are given at module level.

You will pass a module in which you achieve a mark of 40 - 55%.

You will receive a Merit in an individual module in which you achieve a mark of 56 - 69%.

You will receive a Distinction in an individual module in which you achieve a mark of 70 - 100%.

12.5.2 Overall average mark for the BTEC Higher National Diploma

The final overall average mark to determine whether a Merit or Distinction award may be given will be calculated using each of the methods below, and the method which gives the higher overall average will be automatically selected and verified by the Departmental Assessment Board.

Method 1

- the overall weighted average of all level 4 modules, weighted at 25% and
- the overall weighted average of all level 5 modules or higher, weighted at 75%

Method 2

All credit passed at level 5 or higher, weighted according to module credit value.

You will **pass** the award if you:

- achieve a final overall average mark of 40.00 - 55.99%

You will achieve a **Merit** in the award if you:

- achieve a final overall average mark of 56.00 - 69.99% OR
- achieve a final overall average mark in the borderline range of 54.01 - 55.99% and
- achieve merit level marks or higher (i.e. 56.00 - 100.00%) in at least 60 credits at level 5 or higher

You will achieve a **Distinction** in the award if you:

- achieve a final overall average mark of 70.00 - 100.00% OR
- achieve a final overall average mark in the borderline range of 68.01 - 69.99% and
- achieve distinction level marks (i.e. 70.00 - 100.00%) in at least 60 credits at level 5 or higher

12.6 Foundation degree

Minimum credit requirement is 240 credits, with a minimum of 120 credits at level 5 and at least 100 credits at level 4 or higher.

The final overall average mark to determine whether a Merit or Distinction award may be given will be calculated using each of the methods below, and the method which gives the higher overall average will be automatically selected and verified by the Departmental Assessment Board.

Method 1

- the overall weighted average of all level 4 modules, weighted at 25% and
- the overall weighted average of all level 5 modules or higher, weighted at 75%

Method 2

All credit passed at level 5 or higher, weighted according to module credit value.

You will **pass** the award if you:

- achieve a final overall average mark of 40.00 - 55.99%

You will achieve a **Merit** in the award if you:

- achieve a final overall average mark of 56.00 - 69.99% OR
- achieve a final overall average mark in the borderline range of 54.01 - 55.99% and

- achieve merit level marks or higher (i.e. 56.00 - 100.00%) in at least 60 credits at level 5 or higher

You will achieve a **Distinction** in the award if you:

- achieve a final overall average mark of 70.00 - 100.00% OR
- achieve a final overall average mark in the borderline range of 68.01 - 69.99% and
- achieve distinction level marks (i.e. 70.00 - 100.00%) in at least 60 credits at level 5 or higher

12.7 Advanced Diploma of Higher Education

Minimum credit requirement is 300 credits, with a minimum of 60 credits at level 6 and 120 credits at level 5, with remaining credits at level 4 or higher

The final overall average mark to determine whether a Merit or Distinction award may be given will be calculated from all level 5 and level 6 credit or higher marked by percentage which has been passed, weighted according to its credit value.

You will **pass** the award if you:

- achieve a final overall average mark of 40.00 - 55.99%

You will achieve a **Merit** in the award if you:

- achieve a final overall average mark of 56.00 - 69.99% OR
- achieve a final overall average mark in the borderline range of 54.01 - 55.99% and
- achieve merit level marks or higher (i.e. 56.00 - 100.00%) in at least 30 credits at level 6 or higher

You will achieve a **Distinction** in the award if you:

- achieve a final overall average mark of 70.00 - 100.00% OR
- achieve a final overall average mark in the borderline range of 68.01 - 69.99% and
- achieve distinction level marks (i.e. 70.00 - 100.00%) in at least 30 credits at level 6

12.8 Ordinary Degree

Minimum credit requirement is 300 credits with a minimum of 60 credits at level 6, and a minimum of 120 credits at level 5, and remaining credits at level 4 or higher. The award of an Ordinary Degree is also subject to the fulfilment of specific additional criteria - see below.

The final overall average mark to determine whether a Merit or Distinction award may be given will be calculated from all level 5 and level 6 credit or higher marked by percentage which has been passed, weighted according to its credit value.

You will **pass** the award if you:

- achieve a final overall average mark of 40.00 - 55.99%

You will achieve a **Merit** in the award if you:

- achieve a final overall average mark of 56.00 - 69.99% OR
- achieve a final overall average mark in the borderline range of 54.01 - 55.99% and

- achieve merit level marks or higher (i.e. 56.00 - 100.00%) in at least 30 credits at level 6 or higher

You will achieve a **Distinction** in the award if you:

- achieve a final overall average mark of 70.00 - 100.00% OR
- achieve a final overall average mark in the borderline range of 68.01 - 69.99% and
- achieve distinction level marks (i.e. 70.00 - 100.00%) in at least 30 credits at level 6 or higher

Additional criteria for the award of Ordinary Degrees

- You must have met the requirements, aims and objectives and learning outcomes for the Certificate and Diploma stages of the approved Honours Degree on which you are registered and have, in addition, achieved a minimum of 60 credits at level 6 from the final year of your approved Honours Degree programme. This means that all core modules for the Certificate and Diploma must have either been passed or higher level credit can be used to make good credit deficiencies at lower levels as long as the minimum learning outcomes for the lower level modules have been met.
- The awarding of Ordinary Degree is subject to any professional, statutory or regulatory bodies' (PSRBs) requirements which may specify that certain specific, core or elective modules need to be passed for the purposes of PSRB accreditation.
- The title of any Ordinary Degree awarded will normally be the same as that of the validated title for the Diploma stage of the approved Honours degree programme unless PSRB or other requirements do not allow this. In such cases, an alternative title will be approved through standard approval procedures.
- If you are eligible for the award of Ordinary Degree, you will also be offered the opportunity of taking further assessment to continue on the Honours Degree programme to make good failure (where appropriate), unless PSRBs do not allow this.

Certain types of Honours Degree "top-up awards" may be exempt from the requirement to include an Ordinary Degree. Such exemptions are determined and approved at validation.

12.9 Professional Graduate Certificate in Education (PCE)

Minimum credit requirement is 60 credits at level 6.

You will receive a Professional Graduate Certificate in Education when all the assessment for the award has been passed.

Merit and Distinction grades are not available for this award.

12.10 Honours Degrees (e.g. BA Hons, BSc Hons, BEng Hons, LLB Hons)

Minimum credit requirement is 360 credits, with a minimum of 120 credits at level 6, at least 120 at level 5 or higher and remainder at level 4 or higher.

The Honours classification for each student will be determined using the methodology given below.

Your final average mark which will determine the Honours classification will be calculated using each of the methods outlined below as appropriate, and the method which results in the best classification and overall average will be automatically selected. The Departmental Assessment Board will verify whichever method results in the higher final average mark.

Method 1

If you have at least 100 and no more than 140 credits marked by percentage at level 5 and at least 100 and no more than 140 credits marked by percentage at level 6 or higher, your final average mark will be calculated from

- the overall weighted average of the 100 highest marked level 5 credits, weighted at 25%
- the overall weighted average of the 100 highest marked level 6 credits or higher, weighted at 75%

Where the best 100 credits marked by percentage cannot be derived from whole module marks without using more than 100 highest marked credits, the mark for the lowest marked module included in the calculation will be weighted at the appropriate credit value (see example 1 at the end of the regulations).

If you do not have at least 100 credits marked by percentage at level 5 and at least 100 credits marked by percentage at level 6 or higher, this method will not be used.

Method 2

If you have at least 100 and no more than 140 credits marked by percentage at level 6 or higher, the final average mark will be calculated from the overall weighted average of the 100 highest marked level 6 credits or higher, weighted at 100%.

Where the best 100 credits marked by percentage cannot be derived from whole module marks without using more than 100 highest marked credits, the mark for the lowest marked module included in the calculation will be weighted at the appropriate credit value (see example 2 at the end of the regulation).

If you do not have at least 100 credits marked by percentage at level 6 or higher, this method will not be used.

The following two methods will only apply if you do not meet the minimum credit marked by percentage required for Methods 1 and 2

When method 3 and 4 are used, whichever method results in the better classification and overall average will automatically be selected.

Method 3

The final average mark will be calculated from

- the overall weighted average of all level 5 marks, weighted at 25%
- the overall weighted average of all level 6 marks or higher, weighted at 75%

Method 4

The final average mark will be calculated from the overall weighted average of all level 6 marks or higher only.

See Annex 2 for examples of calculations for the best 100 credits method of Honours degree classification.

12.10.1 How the overall average mark will be calculated for the Honours classification where an Honours Degree Programme requires 150 credits or more at level 5 and/or at level 6

In these exceptional circumstances the overall average will be derived from the best 130 credits marked by percentage at a level contributing to the Honours calculation. This will only apply where the course requires additional credit at level 5 and/or level 6 or higher. It will not apply where an individual student has chosen to take more credit at a particular level (e.g. where students on a standard course choose to substitute higher level credit for deficiencies at a lower level. Where this is the case the overall average will be calculated in accordance with 12.10 above).

12.10.2 How the overall average mark will be calculated for the Honours classification where a student enters an Honours Degree Programme at level 5 or 6 (i.e. where credit from another Institution is counted as part of the award)

If you enter a University Honours Degree programme needing only to complete credit at level 5 and/or 6 or higher, the Honours classification is normally based on marks from credit achieved at the University, unless your programme has been specifically approved to use marks achieved elsewhere. In such cases, please check your course documentation for further information.

12.10.3 How the overall average mark will be calculated for the Honours classification where credit has been gained from an institution overseas as part of a Sheffield Hallam University award

Where you undertake a period of study at another institution overseas as part of the approved programme, the method by which this credit will be counted in the calculation of your Honours classification will be agreed when the course is approved.

12.10.4 How the overall average mark will be calculated for the Honours classification where credit has been gained from another institution overseas which is not part of an approved programme (E.g. Erasmus year)

Where you undertake a period of study at another institution overseas, which is not part of the approved programme, the Course/Programme Leader will agree beforehand:

- how many credit points you can gain from the period of study, and
- the level of the credit points available, and
- how the assessment marks from the other institution will be translated into Sheffield Hallam University assessment marks

Subject to the above, relevant level 5 and/or 6 marks or higher achieved during the period of study may contribute towards the Honours classification and the methodology in regulation 12.10 would be used.

Where grades or marks achieved in level 5 and/or 6 or higher cannot be translated into Sheffield Hallam marks, your classification will be based on level 5 and 6 marks achieved at the University, of which at least 120 credits must be at level 6 or higher. Credit only will be awarded for modules where marks cannot be translated to Sheffield Hallam marks.

Where there is a regular arrangement for students to study at another institution, these details will be specified in the definitive course document.

12.10.5 Level of achievement required for the calculation of Honours degree classification (BA Hons, BSc Hons and LLB Hons)

The following table explains how Honours degree classifications are calculated.

Degree Classification	Level of achievement required for the classification. You will be awarded this classification if you:
First Class Honours (1st)	<ul style="list-style-type: none"> • achieve a final average mark of 70.00 - 100.00%, or • achieve a final average mark on the first class borderline (68.01 - 69.99%) <u>and</u> achieve first class module marks in at least 60 credits at level 6 or higher

Upper Second Class Honours (2.1)	<ul style="list-style-type: none"> • achieve a final average mark of 60.00 - 69.99 %, or • achieve a final average mark on the class 2.1 borderline (58.01 – 59.99%) <u>and</u> achieve 2.1 class or higher module marks in at least 60 credits at level 6 or higher
Lower Second Class Honour (2.2)	<ul style="list-style-type: none"> • achieve a final average mark of 50.00 - 59.99%, or • achieve a final average mark on the class 2.2 borderline (48.01 – 49.99%) <u>and</u> achieve 2.2 class or higher module marks in at least 60 credits at level 6 or higher
Third Class Honours (3rd)	<ul style="list-style-type: none"> • achieve a final average mark of 40.00 – 49.99%

12.11 Graduate Certificate

Minimum credit requirement is 60 credits at level 6

The final overall average mark to determine whether a Pass, Merit or Distinction award may be given will be calculated using the module marks of all modules passed and marked by percentage, weighted by credit value.

You will **pass** the award if you:

- achieve a final overall average mark of 40.00 - 55.99%

You will achieve a **Merit** in the award if you:

- achieve a final overall average mark of 56.00 - 69.99% OR
- achieve a final overall average mark in the borderline range of 54.01 - 55.99% and
- achieve merit level marks or higher (i.e. 56.00 - 100.00%) in at least 30 credits at level 6 or higher

You will achieve a **Distinction** in the award if you:

- achieve a final overall average mark of 70.00 - 100.00% OR
- achieve a final overall average mark in the borderline range of 68.01 - 69.99% and
- achieve distinction level marks (i.e. 70.00 - 100.00%) in at least 30 credits at level 6 or higher

12.12 Graduate Diploma

Minimum credit requirement is 120 credits at level 6.

The final overall average mark to determine whether a Pass, Merit or Distinction award may be given will be calculated using the module marks of all modules passed and marked by percentage, weighted by credit value.

You will pass the award if you:

- achieve a final overall average mark of 40.00 - 55.99%

You will achieve a **Merit** in the award if you:

- achieve a final overall average mark of 56.00 - 69.99% OR
- achieve a final overall average mark in the borderline range of 54.01 - 55.99% and
- achieve merit level marks or higher (i.e. 56.00 - 100.00%) in at least 60 credits at level 6 or higher

You will achieve a **Distinction** in the award if you:

- achieve a final overall average mark of 70.00 - 100.00% OR
- achieve a final overall average mark in the borderline range of 68.01 - 69.99% and
- achieve distinction level marks (i.e. 70.00 - 100.00%) in at least 60 credits at level 6 or higher

12.13 Calculation of Honours Classification for Integrated Masters Degrees

Integrated Masters Degrees will be awarded with an Honours degree classification. The Honours classification for each student registered for an Integrated Masters Degree will be determined using the methodology given below.

Your final average mark which will determine the Honours classification will be calculated using each of the methods outlined below as appropriate, and the method which results in the best classification and overall average will be automatically selected. The Departmental Assessment Board will verify whichever method results in the higher final average mark.

Method 1

If you have at least 100 credits marked by percentage at level 6, and at least 100 credits marked by percentage at level 7, the final average mark will be calculated from:

- the overall weighted average of the 100 highest marked level 6 credits, weighted at 25%
- the overall weighted average of the 100 highest marked level 7 credits, weighted at 75%

Where the best 100 credits marked by percentage cannot be derived by whole module marks without using more than the 100 highest marked credits, the mark for the lowest marked module included in the calculation will be weighted at the appropriate credit value (see examples at the end of the regulations).

If you do not have at least 100 credits marked by percentage at level 6 and at least 100 credits marked by percentage at level 7, this method will not be used.

Method 2

If you have at least 100 credits marked by percentage at level 5, and at least 100 credits marked by percentage at level 6, and at least 100 credits marked by percentage at level 7, the final average mark will be calculated from:

- the overall weighted average of the 100 highest marked level 5 credits, weighted at 20%
- the overall weighted average of the 100 highest marked level 6 credits, weighted at 30%
- the overall weighted average of the 100 highest marked level 7 credits, weighted at 50%

Where the best 100 credits marked by percentage cannot be derived by whole module marks without using more than the 100 highest marked credits, the mark for the lowest marked module included in the calculation will be weighted at the appropriate credit value (see examples at the end of the regulations).

If you do not have at least 100 credits marked by percentage at level 5 and at least 100 credits marked by percentage at level 6 and at least 100 credits marked by percentage at level 7, this method will not be used.

See Annex 3 for examples of calculations for the best 100 credits method of Integrated Masters Honours degree classification.

The following two methods will only apply if you do not meet the minimum credit marked by percentage required for Methods 1 and 2.

When Methods 3 and 4 are used, whichever method results in the better classification and overall average will automatically be selected.

Method 3

The final average mark will be calculated from

- the overall weighted average of all level 6 marks, weighted at 25%
- the overall weighted average of all level 7 marks, weighted at 75%

Method 4

The final average mark will be calculated from

- the overall weighted average of all level 5 marks, weighted at 20%
- the overall weighted average of all level 6 marks, weighted at 30%
- the overall weighted average of all level 7 marks, weighted at 50%

12.13.1 How the overall average mark will be calculated for the Honours classification where a student enters an Integrated Masters Degree programme at level 6 (i.e. where credit from another Institution is counted as part of the award)

If you enter an Integrated Masters programme needing only to complete credit at level 6 and 7, the Honours classification is normally based on marks from credit achieved at the University, unless your programme has been specifically approved to use marks achieved elsewhere. In this case, please check your course documentation for further information.

12.13.2 How the overall average mark will be calculated for Honours classification for Integrated Masters Degree programmes where credit has been gained from an institution overseas as part of a Sheffield Hallam University award

Where you undertake a period of study at another institution overseas as part of the approved programme, the method by which this credit will be counted in the calculation of your Honours classification for an Integrated Masters Degree programme will be agreed when the course is approved.

12.13.3 How the overall average mark will be calculated for the Honours classification for an Integrated Masters Degree where credit has been gained from another institution overseas which is not part of an approved programme (E.g. Erasmus year)

Where you undertake a period of study at another institution overseas, which is not part of the approved programme, the Course/Programme Leader will agree beforehand:

- how many credit points you can gain from the period of study, *and*
- the level of the credit points available, *and*
- how the assessment marks from the other institution will be translated into Sheffield Hallam University assessment marks

Subject to the above, relevant level 5, 6 and/or 7 marks achieved during the period of study may contribute towards the Honours classification and the methodology in regulation 12.2 would be used.

Where grades or marks achieved in level 5, 6 and/or 7 cannot be translated into Sheffield Hallam marks, your classification will be based on marks achieved at the University, of which at least 120 credits must be at level 7. Credit only will be awarded for modules where marks cannot be translated to Sheffield Hallam marks.

Where there is a regular arrangement for students to study at another institution, these details will be specified in the definitive course document.

12.13.4 Level of achievement required for the calculation of Honours degree classification for Integrated Masters degrees

The following table explains how Honours degree classifications for Integrated Masters Degrees are calculated:

Degree classification	Level of achievement required for the classification You will be awarded this classification if you:
First class Honours (1st)	<ul style="list-style-type: none"> achieve a final average mark of 70.00 - 100.00%, <i>or</i> achieve a final average mark on the first class borderline (68.01 - 69.99%) <u>and</u> achieve first class module marks in at least 60 credits at level 7
Upper second class Honours (2:1)	<ul style="list-style-type: none"> achieve a final average mark of 60.00 - 69.99%, <i>or</i> achieve a final average mark on the class 2.1 borderline (58.01 - 59.99%) <u>and</u> achieve 2.1 class or higher module marks in at least 60 credits at level 7
Lower second class Honours (2:2)	<ul style="list-style-type: none"> achieve a final average mark of 50.00 - 59.99%, <i>or</i> achieve a final average mark on the class 2.2 borderline (48.01 - 49.99%) <u>and</u> achieve 2.2 class or higher module marks in at least 60 credits at level 7
Third class Honours (3rd)	<ul style="list-style-type: none"> achieve a final average mark of 40.00 - 49.99%.

12.14 Methods of calculation for grades of achievement for Taught Postgraduate Awards (except Integrated Masters Degrees - see Regulation 12.13)

The final average mark in level 7 modules to determine whether a Pass, Merit or Distinction is awarded is calculated using all level 7 modules taken on the course for which credit has been awarded and which are marked on a percentage basis. It is calculated when the student has reached the end of the course, or has formally left or failed the course at an intermediate point. It is not calculated at the end of each stage (e.g. postgraduate certificate stage and postgraduate diploma stage) as the student progresses through the course.

You will **pass** the award if you:

- achieve a final overall average mark in all level 7 modules of 50.00 - 59.99%

You will achieve a **Merit** if you:

- achieve a final average mark in level 7 modules of 60.00 – 69.99% *or*
- achieve a final average mark in level 7 modules in the borderline range (58.01 – 59.99%) and achieve merit-level marks (i.e. 60.00 – 100.00%) in the following amounts of level 7 credit:
 - at least 30 credits if the final award is a Postgraduate Certificate
 - at least 60 credits if the final award is a Postgraduate Diploma
 - at least 90 credits if the final award is a Taught Masters Degree (MA, MSc, MEd, LL.M, MBA, MRes, MArt)

You will achieve a **Distinction** if you:

- achieve a final average mark in all level 7 modules of 70.00 – 100.00% *or*
- achieve a final average mark in level 7 modules in the borderline range 68.01 – 69.99% and achieve distinction level marks (i.e. 70.00 – 100.00%) in the following amounts of level 7 credit:
 - at least 30 credits if the final award is a Postgraduate Certificate

- at least 60 credits if the final award is a Postgraduate Diploma
- at least 90 credits if the final award is a Taught Masters Degree (MA, MSc, MEd, LL.M, MBA, MRes, MArt)

12.15 Minimum Sheffield Hallam University credits required for awards which include credit for Recognised Prior Learning (RPL)

Where a student has entered the course with credit for Recognised Prior Learning, the award of Merit or Distinction can only be achieved subject to the minimum credit requirements being awarded by Sheffield Hallam University, and subject to achieving a final average mark in the relevant level of achievement. Only credit awarded by Sheffield Hallam University is used in the calculation of the award with merit or distinction.

If a student has achieved the minimum credit requirements for the award, but has NOT achieved the minimum Sheffield Hallam University credits for the award to be graded with merit or distinction, the award will be passed but cannot be graded. See table below.

Award	Minimum Sheffield Hallam University credits required to award merit or distinction
University Certificate of Higher Education	80 credits
BTEC HNC	80 credits
University Certificate in Education (Cert Ed)	80 credits (including minimum of 60 credits at level 5)
University Diploma in Higher Education	160 credits at level 4 or higher (including minimum of 120 credits at level 5 or higher)
BTEC HND	160 credits at level 4 or higher (including minimum of 120 credits at level 5 or higher)
Foundation Degree	160 credits at level 4 or higher (including minimum of 120 credits at level 5 or higher)
Advanced Diploma of Higher Education	180 credits at level 5 or higher (including minimum of 60 credits at level 6)
Ordinary Degree	180 credits at level 5 or higher (including minimum of 60 credits at level 6)
Professional Graduate Certificate in Education (PCE)	40 credits
Graduate Certificate	40 credits
Graduate Diploma	80 credits
Postgraduate Certificate	40 credits
Postgraduate Diploma	80 credits
Masters Degree	120 credits

The recommended credit parameters around whether or not an award can be awarded with merit or distinction are defined in the regulations. These parameters apply to individual students applying to the University to have prior credit recognised towards study on a University programme. Exceptions to these parameters for cohorts of students may be specifically approved as part of the validation process to allow external Recognised Prior Credit to be included in the calculation of Merit and Distinction. However, students will still need to achieve the minimum credit requirements as specified for each award in order to be eligible for Merit or Distinction.

ANNEX 1**NORMAL AND MAXIMUM DURATIONS**

These are the maximum durations applied to students who enter or transfer into a university award at different levels.

	Normal duration
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	Maximum duration
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UNDERGRADUATE AWARDS

	Full-Time				Part-Time			
	Normal duration	Point of entry			Normal duration	Point of entry		
		Level 4	Level 5	Level 6		Level 4	Level 5	Level 6
Integrated Masters SW	5 years	7 years	6 years	4 years	9 years	9 years	7 years	4 years
Integrated Masters FT	4 years	7 years	6 years	5 years	8 years	9 years	7 years	5 years
Sandwich Degree with Honours	4 years	7 years	6 years	4 years	7 years	9 years	7 years	4 years
Honours Degree	3 years	6 years	5 years	4 years	6 years	8 years	6 years	4 years
Degree (non-honours)	3 years	6 years	5 years	4 years	6 years	8 years	6 years	4 years
Honours Degree (top up degree, L6 only)	1 year			2 years	2 years			3 years
Foundation Degree	2 years	4 years	3 years		4 years	6 years	4 years	
Diploma of Higher Education	2 years	4 years	3 years		4 years	6 years	4 years	
Certificate of Higher Education	1 year	2 years			2 years	3 years		
Higher National Diploma	2 years	4 years	3 years		4 years	6 years	4 years	
Higher National Certificate	1 year	2 years			2 years	3 years		
Graduate Diploma	1 year	2 years			2 years	3 years		
Graduate Certificate	N/A				1 year	2 years		

POSTGRADUATE AWARDS

	Full-Time			Part-Time		
	Normal duration	Point of entry		Normal duration	Point of entry	
		Level 7	Level 8		Level 7	Level 8
PCE (Professional Graduate Certificate in Education)	1 year	2 years		2 years	4 years	
PGCE	1 year	2 years		2 years	4 years	
PG Certificate	1 year	2 years		1 year	2 years	
PG Diploma	1 year	2 years		2 years	4 years	
Masters Degree (taught)	1 year	3 years		3 years	6 years	

ANNEX 2 - Examples of how the 'Best 100 credits' method of Honours degree classification would work

EXAMPLE 1

Worked Example of Method 1: this shows how the classification is calculated when the lowest marked module is 30 credits

Level 6 Credit (75%)

Module	Credits	Cumulative total	Mark(↓)	Credits x Mark	Weighting of lowest marked module	Total
L6-A	20	20	57	1140		1140
L6-B	10	30	55	550		550
L6-C	20	50	53	1060		1060
L6-D	20	70	51	1020		1020
L6-E	20	90	44	880		880
L6-F	30	120	40	1200	400 ¹	400
						5050

¹ The mark for the 30 credit module L6-F needs to be weighted to 10 credits for the average to be calculated over the best 100 credits, so the weighted contribution is $1200 \times (10/30) = 400$

$5050/100$ (weighted credits / total credits) $\times 75\% = 37.88$ weighted level 6 average

Level 5 Credit (25%)

Module	Credits	Cumulative total	Mark(↓)	Credits x Mark	Weighting of lowest marked module	Total
L5-A	10	10	70	700		700
L5-B	20	30	60	1200		1200
L5-C	20	50	53	1060		1060
L5-D	20	70	51	1020		1020
L5-E	20	90	50	1000		1000
L5-F	20	110	44	880	440 ¹	440
L5-G	10	120	40	400	IGNORED	
						5420

¹ The mark for the 20 credit module L5-F needs to be weighted to 10 credits for the average to be calculated over the best 100 credits, so the weighted contribution is $880 \times (10/20) = 440$

$5420/100$ (weighted credits / total credits) $\times 25\% = 13.55$ weighted level 5 average

Overall Average = $37.88 + 13.55 = 51.43$ (2:2)

EXAMPLE 2

Worked Example of Method 2: this shows how the classification is calculated when the lowest marked module is 60 credits

Level 6 Credit (100%)

Module	Credits	Cumulative total	Mark(↓)	Credits x Mark	Weighting of lowest marked module	Total
L6-G	20	20	68	1360		1360
L6-H	20	40	64	1280		1280
L6-I	20	60	62	1240		1240
L6-J	60	120	61	3660	2440 ¹	2440
						6320

¹ The mark for the 60 credit module L6-J needs to be weighted to 40 credits for the average to be calculated over the best 100 credits, so the weighted contribution is $3660 \times (40/60) = 2440$

$6320/100$ (weighted credits / total credits) $\times 100\% = 63.2$ overall average (2:1)

Module	Credits	Cumulative total	Mark(↓)	Credits x Mark	Weighting of lowest marked module	Total
L6-A	20	20	57	1140		1140
L6-B	10	30	55	550		550
L6-C	20	50	53	1060		1060
L6-D	20	70	51	1020		1020
L6-E	20	90	44	880		880
L6-F	30	120	40	1200	400 ¹	400
						5050

¹ The mark for the 30 credit module L6-F needs to be weighted to 10 credits, so the weighted contribution is $1200 \times (10/30) = 400$

ANNEX 3 - Examples of how the "Best 100 credits" method of Integrated Masters Honours degree classification would work

Worked Example of Method 1 - Integrated Masters Honours degree classification calculation:

Level 7 Credit (75%)

Module	Credits	Cumulative total	Mark (↓)	Credits x Mark	Weighting of lowest marked module	Total
L7-A	20	20	57	1140		1140
L7-B	10	30	55	550		550
L7-C	20	50	53	1060		1060
L7-D	20	70	51	1020		1020
L7-E	20	90	44	880		880
L7-F	30	120	40	1200	400 ¹	400
						5050

¹ The mark for the 30 credit module L7-F needs to be weighted to 10 credits for the average to be calculated over the best 100 credits, so the weighted contribution is $1200 \times (10/30) = 400$

$5050/100$ (weighted credits / total credits) $\times 75\% = 37.88$ weighted level 7 average

Level 6 Credit (25%)

Module	Credits	Cumulative total	Mark (↓)	Credits x Mark	Weighting of lowest marked module	Total
L6-A	10	10	70	700		700
L6-B	20	30	60	1200		1200
L6-C	20	50	53	1060		1060
L6-D	20	70	51	1020		1020
L6-E	20	90	50	1000		1000
L6-F	20	110	44	880	440 ¹	440
L6-G	10	120	40	400	IGNORED	
						5420

¹ The mark for the 20 credit module L6-F needs to be weighted to 10 credits for the average to be calculated over the best 100 credits, so the weighted contribution is $880 \times (10/20) = 440$

$5420/100$ (weighted credits / total credits) $\times 25\% = 13.55$ weighted level 6 average

Overall Average = $37.88 + 13.55 = 51.43$ (2:2)

Worked Example of Method 2: - Integrated Masters Honours degree classification calculation:

Level 7 Credit (50%)

Module	Credits	Cumulative total	Mark (↓)	Credits x Mark	Weighting of lowest marked module	Total
L7-A	15	15	57	855		855
L7-B	15	30	55	825		825
L7-C	15	45	53	795		795
L7-D	45	90	51	2295		2295
L7-E	30	120	50	1500	500 ¹	500
						5270

¹ The mark for the 30 credit module L7-E needs to be weighted to 10 credits for the average to be calculated over the best 100 credits, so the weighted contribution is $1500 \times (10/30) = 500$

$5270/100$ (weighted credits / total credits) x 50% = 26.35 weighted level 7 average

Level 6 Credit (30%)

Module	Credits	Cumulative total	Mark (↓)	Credits x Mark	Weighting of lowest marked module	Total
L6-A	20	20	70	1400		1400
L6-B	20	40	60	1200		1200
L6-C	20	60	53	1060		1060
L6-D	20	80	51	1020		1020
L6-E	40	120	44	1760	880 ¹	880
						5560

¹ The mark for the 40 credit module L6-e needs to be weighted to 20 credits for the average to be calculated over the best 100 credits, so the weighted contribution is $1760 \times (20/40) = 880$

$5560/100$ (weighted credits / total credits) x 30% = 16.68 weighted level 6 average

Level 5 Credit (20%)

Module	Credits	Cumulative total	Mark (↓)	Credits x Mark	Weighting of lowest marked module	Total
L6-A	20	20	70	1400		1400
L6-B	20	40	60	1200		1200
L6-C	20	60	53	1060		1060
L6-D	20	80	51	1020		1020
L6-E	20	100	50	1000		1000
L6-F	20	120	40	800	IGNORED	
						5680

$5680/100$ (weighted credits / total credits) x 20% = 11.36 weighted level 5 average

Overall Average = $26.35 + 16.68 + 11.36 = 54.39$ (2:2)

Glossary of Terms

Academic calendar

This gives the dates for assessment activities for standard undergraduate courses and is published on shuspace. Some courses may not conform to the University Standard Academic Calendars but calendars will be set which will facilitate choice of modules and / or transfer between awards or routes, as appropriate. All reassessment will take place as specified in the published course documentation issued by the faculty.

The table below shows the standard pattern of assessment within the initial registration period or for retakes.

Module	January	May	August
Semester 1 Module	First sit (exam) - January		Reassessment (exam) July
Module completed, including all assessments, within semester 1	All other forms of assessment to be completed by January		All other forms of reassessment to be completed by July
Semester 2 Module		First sit (exam) - May	Reassessment (exam) July
Module completed, including all assessments, within semester 2		All other forms of assessment to be completed by May	All other forms of reassessment to be completed by July
Year-long module		First sit (exam) – May	Reassessment (exam) July
Module extending over full academic year, with assessment at the end of the year		All other forms of assessment to be completed by May	All other forms of reassessment to be completed by July

The reassessment timing does not apply to work placement students who are taking outstanding assessment(s) from the previous year. These students may take outstanding assessment(s) at the next natural available opportunity.

The reassessment timing for students who have **continuing reassessment(s)** trailing into the next academic year is the following January. Final year students only with continuing reassessment(s) also have an opportunity to complete by mid-October.

Alternative assessment

This would be set where it is not appropriate for your reassessment task to be by the same form as the initial assessment. Alternative appropriate assessment arrangements would be set to assess the same learning outcomes as in the original method of assessment.

Assessment task

An assessment task is an individual piece of assessed work (e.g. an essay, an examination, a presentation). A collection of related, small assessment sub-tasks e.g. a collection of phase tests or experiments can form a single assessment task.

Assessment tasks within a module marked by percentage may have different weightings; the weightings refer to the relative contribution the individual assessment tasks make towards the overall module mark. These are normally expressed as a percentage e.g. a coursework essay may count for 30% of the whole module mark and an exam for 70% of the module mark.

There may be a requirement for one or more assessment tasks to be passed at a minimum level, e.g. 40% or 50%, if the module is designed in this way. If you have to pass an assessment task in addition to achieving an overall mark of 40% in the module (50% for level 7 modules) this will be published in your module documentation.

Availability of a retaken module

The definition of availability of a module is where:

- the module is being delivered in the next academic year
- there are places on the module
- there are no timetabling clashes

If there are no places available on a module you may wait to take the next available opportunity but this will lead to a delay in completing your course. Alternatively, if the module is core, you may re-negotiate transfer to a different course if this can be accommodated, or if the module is an elective you may substitute it for another elective, once only.

Award of credit

Each module has credit attached. Credit is not a grade but is awarded where you achieve or exceed the minimum pass criteria for a module, or you receive a compensated pass. One credit point represents the typical outcome of 10 notional hours of study.

Break in study

If circumstances prevent you from continuing your studies on a temporary basis you need to discuss this as soon as possible with appropriate staff in your faculty (e.g. portfolio manager, course leader, student support officer, academic advisor) so that the correct procedures are followed.

Calculation of module marks

A module is made up of one or more assessment tasks. Where there is more than one assessment task, weightings and rules for passing the module will be defined. For example, one or more assessment task(s) may have specific pass criteria attached, which need to be met in addition to the overall module pass criteria. The weighting of an assessment task is expressed as a percentage e.g. a coursework essay may count for 30% of the whole module mark and an exam for 70% of the whole module mark. Module marks are calculated using whole marks at task level.

Capping

This is where the mark recorded for the assessment task or module as a whole will not exceed the minimum pass mark specified, normally 40% (50% for level 7 modules). Capping an assessment task applies in cases of in-module retrieval and referral in a module. Capping the module mark overall will occur as a result of an academic misconduct sanction or for retakes.

Charging for retakes

Your faculty will advise you on the charging policy for retakes.

Compensated pass

This is where you have achieved the profile for progression or award and credit is awarded for failed modules, within specified limits. Marks are not changed.

Continuing

This is when you move to the next academic year prior to completing your current level of study. This may also include transfer to another course on the same level.

Continued reassessment modules

At the reassessment board if you have not had all the normal opportunities for first sit, referral and / or deferral, because of extenuating circumstances accepted by the University, then you are referred to as having 'continued reassessment'.

Core and elective modules

A course is made up of modules that together make up a named award for which you are enrolled. Most courses will include:

- core modules: must to be studied and credit awarded for the named award
- elective modules: are choice(s) made by the student

Course

A course comprises modules that collectively make up a named award for which you are enrolled. Most courses will include core and elective modules.

Credit loading

The amount of credit a student is permitted to take in one academic year.

Deferral

This is where extenuating circumstances have been accepted by the University and you will be permitted to take the assessment task that was affected by the circumstances again because you have:-

- not achieved 40% in the module overall (50% for level 7 modules), or
- not made a valid attempt in the task affected.

Extenuating circumstances

Extenuating circumstances are factors which adversely affect academic performance, and which are over and above the normal difficulties experienced in life. Examples include a sudden, severe illness (confirmed by medical certificate) preventing attendance at an examination, or adversely affecting performance at an examination, or preventing work from being submitted by the deadline set. See shuspace for the procedures for the submission of extenuating circumstances and how the University deals with extenuating circumstances submissions.

Fail

This is where you do not meet the minimum overall pass criteria for the module, which includes making a valid attempt at all assessment tasks in the module, after taking your reassessment.

Grades

This is where a module is marked using pass / fail grades.

In-module retrieval

If in-module retrieval is available in a module it will be published in your module information and will usually involve a rework of an assessment task following feedback on the initial attempt and within a specified period.

If this is available, you can choose to rework the assessment task if you initially achieve below 40% (50% for level 7 modules). The mark for the reworked task is capped at 40% (50% for level 7 modules or capped to the required higher minimum pass mark, if this has been specified, e.g. to meet PSRB requirements). If you rework the assessment task and your mark is lower than your original mark, then the original mark will stand. This mark will be used (with the other assessment tasks) to calculate the overall module mark.

You will need to check your module documentation on the availability of in-module retrieval, minimum pass criteria and weighting of assessment tasks or consult your faculty before deciding whether to retake an assessment task.

Intermediate awards

An intermediate award is only given if you formally end your course or fail the course at an intermediate point. It is not given at the end of each stage (e.g. Certificate of Higher Education / Diploma of Higher Education) as you progress through the course.

Learning outcomes

Learning outcomes are an expression of what will be taught and you are expected to learn. These are related to assessment and intended, measurable achievement. To receive an award you must achieve or exceed the learning outcomes for your course. To receive credit for standalone modules, it is only necessary to achieve module learning outcomes.

Levels of study

The levels of study are:

- 3 (preparatory year for extended degree programme)
- 4 (first year undergraduate)
- 5 (second year undergraduate)
- 6 (final year undergraduate)
- 7 (postgraduate)
- 8 (doctoral)

Marks

This is where a module is numerically marked, usually indicated as a percentage.

Mixed level study

This is where a student takes modules from more than one level of study in one academic year.

Module

A module is made up of teaching and learning activities, and one or more assessment tasks, which may have different weightings and rules. Successful completion of a module means that credit will be awarded at the specified level and in the specified amount e.g. 20 credits.

Normal duration of course

If you are a full-time honours undergraduate student the normal duration of a course is three years (not counting any major sandwich placements) and you would usually take modules to a value of 120 credits in one year.

If you are a part-time honours undergraduate student the normal duration of a course is up to six years and you may be able to negotiate the amount of credit taken per year, but typically this would usually be less than 90 credits per year. In some circumstances a part-time student can take more than 90 credits where the course does not conform to the University's Standard Academic Calendar and is delivered throughout the year.

If you take more than 90 credits in any academic year you would normally be classified as full-time.

Normal/normally

Where the word "normal" or "normally" is used in these regulations, this describes the usual position, context or outcome.

Passing a module

Where a module is marked using a percentage mark, a module is passed when a valid attempt has been made at all assessment tasks and where an overall mark of 40% or above (50% or above for level 7 modules is achieved, (or a different overall mark specified by a Professional, Statutory and Regulatory Body), with, if applicable, the achievement of a minimum specified mark in an assessment task(s).

Where a module is marked using pass / fail grades, a module is passed when a valid attempt has been made at all assessment tasks and where an overall pass grade is achieved.

Pre-requisite module

A pre-requisite module must be studied and a valid attempt made at all assessment tasks but need not be passed, before enrolment on a related module. If it is essential for the module to be passed to meet this requirement, this will be stated in course documents.

Progression

This is when you meet the progression rules and can move to the next level of study.

PSRB (Professional, Statutory and Regulatory Bodies)

Some courses (for example, teacher training, some health courses, some accountancy courses), have PSRB rules where exemptions to the University's Standard Assessment Regulations have been approved. For example, some PSRBs do not allow retakes following failure of a module. If courses have exemptions agreed due to PSRB rules, these will be specified in course and module information. PSRB accreditation is an umbrella term used to describe the approval of the University's programmes and modules for the purpose of PSRB recognition. In many cases, PSRB accreditation may lead to a right to practise a profession, achieve exemption from professional examinations and / or membership of a professional body.

Reassessment

If you do not pass an assessment task or module at the first attempt, then there are various opportunities to improve your mark. These are in-module retrieval of a single assessment task (where available), deferral in one or more assessment tasks (if you have extenuating circumstances accepted by the University) and referral in an overall module.

Replacement module

Where a module is no longer available (e.g. there has been a modification to the course or the course has been revalidated), it may be possible for a replacement module to be taken which assesses broadly similar learning outcomes. The replacement module will be treated as a retake and will be subject to all regulations relating to retake modules. Where it is not possible to identify a replacement module, your programme will need to be renegotiated and your faculty staff will provide advice, information and guidance on this.

Referral in a module

This is where you do not make a valid attempt at all assessment tasks or do not achieve a minimum overall mark of 40% (50% for level 7 modules, or other specified pass mark) in the module or achieve a pass grade. You will be entitled to one reassessment opportunity after the module is completed.

Retake

Where a module is failed, you can retake the module on one occasion only. Retake means that all the assessment in the module is taken again with full attendance. No marks from previous registrations are carried forward. The overall module mark is capped at 40% (50% for level 7 modules). This applies to core and elective modules.

Retakes of failed modules during sandwich placements

Students on sandwich placements can retake a maximum of 20 credits failed module(s), if they wish to do so and provided this can be accommodated, e.g. that the placement provider gives permission for the student to be released for study and assessment, or that the module is available by distance learning or evening study. Not all students will be able or will want to retake failed modules during placement, but you must achieve the profile for progression before you can undertake the next level of study.

Other conditions of retakes for full-time and sandwich awards will still apply, e.g. that it is subject to availability, the overall module mark is capped at 40% (50% for level 7 modules), and a retake fee may be required in addition to the sandwich placement fee.

RPL

Recognition of Prior Learning (RPL) is the generic term used for the award of credit on the basis of demonstrated learning that has occurred at some time in the past. The term encompasses the recognition of prior certificated learning (known as RPCL) and the recognition of prior experiential learning (known as RPEL).

RPCL

The recognition of prior certificated learning (RPCL) is where academic credit for learning that has been previously assessed and / or accredited at higher education level, through a formal course of study, may be used towards the credit requirements of a Sheffield Hallam University award. This is also sometimes known as credit transfer. Evidence to support a claim for prior certificated learning will involve a formal qualification or award or part of an award, with formal documentation such as a results transcript or

formal certificate and / or evidence of assessment, as appropriate, from a university, college or professional Body.

RPEL

The recognition of prior experiential learning (RPEL) is where an individual's prior learning, gained from experience rather than formally assessed study, may be assessed and formally recognised to provide academic credit towards a target award.

Standard course provision

This is where the course follows a standard pattern of delivery and operates in accordance with the University's Standard Academic Calendar. Courses which operate outside the Standard Academic Calendar (e.g. some postgraduate courses) have their own calendars for delivery which are included in course documents.

Valid attempt

A valid attempt is where you demonstrate engagement with the assessment task set for the module, for example:

A valid attempt at coursework and practicals:

- demonstrates that some or all of the assessment criteria and learning outcomes are partially or fully met and
- is capable of carrying a mark.

A valid attempt in an examination is where you:

- take your place in the examination venue at the correct date and time and
- complete an examination attendance slip and
- complete the examination answer book (or equivalent stationery) with, as a minimum, ID number and/or name, examination title and follow the University examination regulations (e.g. remain in the examination room for the specified length of time).

If you do not make a valid attempt in any of the assessment tasks in the module you will fail the module.

With / without attendance

Studying a module with attendance means that you are expected to participate fully in all learning, teaching and assessment activities. Normally the University will permit you to take reassessments without attendance. This means you take the next available assessment opportunity, and you do not need to participate in associated learning and teaching activities. Exceptionally you may be required to take reassessments with attendance, for example if you have missed a lot of teaching because of illness.

Withdrawal from your course

If circumstances prevent you from continuing your studies on a permanent basis you need to discuss this as soon as possible with appropriate staff in your faculty (e.g. portfolio manager, course leader, student support officer, academic advisor) so that the correct procedures are followed.