



**Leeds Trinity
University**

Department: Academic Quality and Standards

TAUGHT PROGRAMME ACADEMIC REGULATIONS

2024-25

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Introduction

1. This document sets out the regulations governing study for taught students and learners registered on awards of Leeds Trinity University from September 2024, including awards of the University delivered in partnership with other institutions through a collaborative partnership agreement.
2. This document is published externally on the University's website and internally on myLTU.
3. Requests for this document in a different format may be made to the Academic Quality Office or Student Administration.
4. In these regulations "you" and "your" mean the applicant, student, or learner, depending on the context; "we" and "our" mean Leeds Trinity University.
5. Our regulations are organised in the following sections:
 - a. General Academic Regulations
 - b. Taught Undergraduate Academic Regulations
 - c. Taught Postgraduate Academic Regulations
 - d. Supplementary Academic Regulations for Student Exchange (Incoming) and Visiting (Fee Paying) Students
 - e. Supplementary Academic Regulations for Credit-Bearing Continuing Professional Development (CPD) Students
6. General Academic Regulations apply to all taught programmes which we offer.
7. Taught Undergraduate Academic Regulations apply to taught undergraduate programmes only and must be read in conjunction with the General Academic Regulations.
8. Taught Postgraduate Academic Regulations apply to taught postgraduate programmes only and must be read in conjunction with the General Academic Regulations.
9. Supplementary Academic Regulations for Student Exchange (Incoming) and Visiting (Fee Paying) Students should be read in conjunction with the General Academic Regulations, the Taught Undergraduate or Postgraduate Academic Regulations (as appropriate) and relevant Programme Regulations and apply to students who are either:
 - a. An *exchange student (incoming)* – where you are registered at a Leeds Trinity partner institution outside of the UK and are undertaking a defined programme of study with us through a reciprocal student exchange agreement. The outcomes of the assessment which you take at Leeds Trinity is usually recognised by your home institution and may contribute towards the assessment for your qualification with them.

- b. A *visiting student* – where you are registered at another provider outside of the UK for a programme of study at Levels 4, 5, 6, or 7 and are undertaking a defined programme of study with us on an individual fee-paying basis. The outcomes of the assessment which you take at Leeds Trinity is usually recognised by your home institution and may contribute towards the assessment for your qualification with them.

10. Supplementary Academic Regulations for Credit-Bearing Continuing Professional Development (CPD) Students apply if you are undertaking a defined module of study with us for the purpose of enhancing your knowledge and skills to support your career progression and/or gain professional recognition and should be read in conjunction with the General Academic Regulations, the Taught Undergraduate or Postgraduate Academic Regulations (as appropriate) and the relevant Programme Regulations.
11. These regulations are cognisant of our regulatory obligations to comply with the Office for Students' (OfS) B Conditions of Registration for Quality and Standards.
12. Questions relating to the interpretation or application of these regulations should be referred to the Director of Academic Quality and University Registrar.

Definitions

Award – a degree, diploma or certificate awarded by the University in recognition that particular learning outcomes and credit have been achieved following the successful completion of a programme.

Break in Learning – a period where you remain registered with the University but are not actively studying.

Compensation – the practice of allowing marginal failure of one module and awarding credit for it, on the basis of good overall academic performance.

Component (of assessment) – any one of a number of individual examinations, essays, and presentations or similar which, together with other components, make up an entire unit of assessment and are used to gauge performance against the intended learning outcomes of a module or programme.

Credit – a means of quantifying and recognising learning. Credit is awarded in recognition of achievement of learning outcomes in a specific module at a specified level.

Integrated Assessment – a unit of assessment which comprises the assessment for multiple modules at a particular level of an undergraduate programme or for an entire level of an undergraduate programme.

Module – a self-contained unit of a programme rated as being at a certain academic level and often described in terms of credits.

Programme – a set course of study, successful completion of which leads to the award of a specified degree, diploma, certificate or other qualification.

Progression – movement from one level of study to another following successful completion of the components of assessment and modules at that level.

Reassessment – the resubmission of failed components of assessment through resit or repeat opportunity.

Registration – the confirmation, by you, that you intend to actively study in a given semester, term or year, with attendance and submission for assessment as set out for your programme.

Repeat – a further attempt at the assessment contributing to a module or a level, sat following re-registration and attendance to repeat the related teaching.

Resit – a further attempt at the assessment contributing to a module or a level, sat without repeating the related teaching.

Suspension (of study) – a period where you remain registered with the University but are not actively studying.

Unit/Block (of assessment) – a module or collections of modules, the assessment outcomes for which are taken together for the purposes of determining progression or award.

Awards Framework

Introduction

1. As an English Higher Education (HE) provider registered with the Office for Students (OfS), we are required to comply with the OfS Regulatory Framework and its associated Conditions of Registration, meaning that our awards must reflect sector-recognised standards.
2. As a result, our Awards Framework is aligned to The Framework for Higher Education Qualifications of Degree-Awarding Bodies in England, Wales and Northern Ireland (FHEQ) and the European Qualifications Framework (EQF).
3. Our Awards Framework comprise Undergraduate and Postgraduate Awards and are displayed in the tables below.

Undergraduate Awards Table

Award Abbreviation	Award Title	FHEQ Level	EQF Level	Credits
BA (Hons)	Bachelor of Arts with Honours with Foundation Year / Bachelor of Arts with Honours	6	6	480 / 360
BA (Ordinary)	Bachelor of Arts with Foundation Year / Bachelor of Arts	6	6	420 / 300
BBA (Hons)	Bachelor of Business Administration with Honours with Foundation Year / Bachelor of Business Administration with Honours	6	6	480 / 360
BBA (Ordinary)	Bachelor of Business Administration with Foundation Year/ Bachelor of Business Administration	6	6	420 / 300
BSc (Hons)	Bachelor of Science with Honours with Foundation Year / Bachelor of Science with Honours	6	6	480 / 360
BSc (Ordinary)	Bachelor of Science with Foundation Year / Bachelor of Science	6	6	420 / 300
LLB (Hons)	Bachelor of Laws with Honours with Foundation Year / Bachelor of Laws with Honours	6	6	480 / 360
LLB (Ordinary)	Bachelor of Laws with Foundation Year / Bachelor of Laws	6	6	420 / 300
GDL	Graduate Diploma in Law	6	6	240
Grad Dip	Graduate Diploma	6	6	120
Prof Grad Cert in Ed	Professional Graduate Certificate in Education	6	6	120
Prof Grad Cert of Ed	Professional Graduate Certificate of Education	6	6	120
Adv Prof Dip	Advance Professional Diploma (Work-based learning award)	6	6	60
FdA	Foundation Degree of Arts	5	5	240
FdSc	Foundation Degree of Science	5	5	240
DipHE	Diploma of Higher Education	5	5	240
Cert Ed	Certificate in Education	5	5	120

Prof Dip	Professional Diploma (Work-based learning award)	5	5	40
Ad Dip	Additional Diploma	5	5	40
Cert HE	Certificate of Higher Education	4	5	120
FY Cert	Foundation Year Certificate	3	4	120
ROA	Record of Achievement	3 to 6	4 to 6	Minimum 10

Postgraduate Awards Table

Award Abbreviation	Award Title	FHEQ Level	EQF Level	Credits
MA	Master of Arts / Master of Arts with Placement	7	7	180 / 300
MBA	Master of Business Administration / Master of Business Administration with Placement	7	7	180 / 300
MBA (Top-up)	Master of Business Administration (Top-up)	7	7	60
MSc	Master of Science / Master of Science with Placement	7	7	180 / 300
LLM	Master of Laws / Master of Laws with Placement	7	7	180 / 300
PgDip	Postgraduate Diploma / Postgraduate Diploma with Placement	7	7	120 / 240
PgCert	Postgraduate Certificate	7	7	60
PGCE	Postgraduate Certificate in Education	7	7	60
ROA	Record of Achievement	7	7	Minimum 10

General Taught Academic Regulations

Introduction

1. These General Academic Regulations apply to all taught programmes which we offer and should be read in conjunction with the Taught Undergraduate Academic Regulations, Taught Postgraduate Academic Regulations or Academic Regulations for Visiting or Occasional Students as appropriate to your study.

Applications, Admission and Recognition of Prior Learning

2. You must apply for admission to study a specific programme or programmes using the application form or system set out for that programme. We will consider your application on its individual merits and in accordance with our Admissions Policy and the requirements of the programme.
3. We might ask you to take interviews, tests or other forms of assessment in considering your application; we will ask you to provide evidence of the qualifications and experience you claim on your application.
4. For some programmes, we might need additional evidence, such as medical clearance or Disclosure and Barring Service (DBS) clearance as part of the requirements of admission.
5. We might offer you a place conditional upon your meeting certain criteria; and we might make you an offer of admission to a different programme than that to which you applied.
6. Where you can demonstrate that your prior experience or formal study meets some of the learning outcomes set out for a programme of study, we might on this account exempt you from some elements of that programme.
7. Applications for such recognition of prior learning will be considered on a case-by-case basis in accordance with our [Recognition of Prior Learning Guidelines and Procedures](#).
8. We might agree that another institution's provision – individual modules, combinations of modules, or entire programmes – maps on to a programme of the University.
9. In such cases, a progression agreement or articulation arrangement might be reached. This means that if you successfully complete the modules or programme at the other institution, we will exempt you from the matching elements of our programme without the need for an individual application for recognition of prior learning.

10. If we recognise your prior learning and exempt you from some elements of the programme, your award and any classification will be calculated using only marks from your study with us.

Registration

11. You must register with us before you begin your studies and re-register on an annual basis. This will include confirming your identity, confirming your right to study in the UK, making module choices and confirming your address and contact details.
12. You must complete e:Vision programme registration by the end of the fourth week of teaching as published in our term dates [Term dates - Leeds Trinity University](#).
13. Prior to registration you must either have paid your fees, or made arrangements to our satisfaction for fee payment, for the duration of the programme.
14. Where you cannot provide all of the necessary information at registration, or where you have not yet paid your fees or made arrangements for paying your fees, we may provisionally register you as a student but reserve the right not to. If, four calendar weeks after registration, you have not provided the missing information, paid your fees, made satisfactory arrangements for paying your fees, or satisfied requirements for attendance and engagement, your registration with us will be cancelled.
15. Registration enables us to support your learning and to make necessary statutory and statistical returns to regulatory and funding agencies. To deliver the programme we will need to share your data in specified ways with specific partner organisations involved in programme delivery. You can find out more in the [Privacy Policy \(Student Data\)](#).
16. If you wish to amend your registration (i.e. change to a different programme), you must seek our approval. We will consider this in accordance with our *Change of Programme Procedure* and will take into account your prior academic performance; the entry requirements for the new programme; the availability of places on the new programme; and the practical aspects of the transfer.

Tuition Fees

17. You must ensure that your tuition fees are paid in respect of your study with us, whether you pay these directly yourself, whether you use a student finance funding organisation, or whether you are sponsored by another person or organisation.
18. If you owe us tuition fees, we will always seek to enable you to continue to study whilst arrangements for payments are made; but in extreme cases we may

suspend or cancel your registration, including removing your access to our facilities.

19. You remain liable for tuition fees with us until you have formally ceased to study with us. You incur costs even if you do not attend.

Programme Specifications and Module Descriptors

20. Details of your programme of study and modules will be articulated in definitive programme documentation in the form of Programme Specification and Module Descriptors.
21. Definitive programme documentation will be made available to you through our [Programme of Study Catalogue](#) following registration.

Module Selection and Programme Planning

22. Where a programme allows you a choice of modules, we will operate a *Module Registration Procedure* which will cover how you are informed of the modules potentially on offer and how places on modules are allocated. This will take into account the number of students who have chosen a module; the date on which they made their preference known; and any consequents – for your later study – of your choices.
23. The *Module Registration Procedure* also incorporates the Level 6 Option Scheme whereby you may be permitted to take a module outside your programme, not for credit, in addition to the 120 credits at Level 6 of your programme.
24. Specific option modules might not run where the number of students choosing a particular module is lower than that necessary for a good student experience.
25. We will advise you where your selection of modules, or your progress through your programme, will not meet the requirements for the award of your qualification. In such circumstance we will counsel you to alternatives.

Attendance and Engagement

26. We expect you to be diligent in your studies, and fully engage with your programme of study. Our experience tells us that if you attend all timetabled sessions for your programme, you are likely to do better. We expect you to submit work for all scheduled assessments.
27. Your attendance will be monitored and recorded. In some cases, attendance at some or all elements of a programme may be mandatory; where this is so, we will tell you. Failure to attend may lead to failure in the module or programme.
28. You should let us know if you will not be, or have not been, able to attend a scheduled session because of illness or other case.

29. Where we have concerns that you are not engaged with your study, or where your attendance is not satisfactory, we will follow our procedures to investigate and decide what action, if any, to take. The process will seek to work with you to help you to re-engage and to attend University again. You can see the process we follow in our [Student Academic Engagement Policy](#).

Assessment and Submission

30. Assessment is used to judge your achievement of learning outcomes and progress on the programme. Module descriptors set out the specific assessment arrangements for each module within a programme.
31. Assessments may be diagnostic, formative or summative.
32. Diagnostic assessments are designed to enable us to make judgements about your knowledge and learning and help us to tailor our education to meet your needs. We do not normally use them to make formal decisions about your progress through a programme of study and the award of a qualification.
33. Formative assessments are designed to give you feedback on your progress, but the mark does not normally form part of our formal decisions about your progress or performance.
34. Summative assessments are designed to enable us to make judgements about your learning and contribute to our formal decisions about your progress and performance through a programme of study and the award of a qualification.
35. The assessment for a module may consist of a number of individual components. Unless the module descriptor specifically states that you must pass individually one or more of these components, we will judge your overall performance in the module by your aggregate performance across all of the components within that module.
36. An integrated assessment for a specific programme level may consist of a number of individual components. Unless the programme specification specifically states that you must pass individually one or more of these components, we will judge your overall performance in the integrated assessment for the level by your aggregate performance across all of the components within that level.
37. You should follow the guidance in your Programme and Assessment Handbook, Module Handbook and Moodle when submitting assessment. This includes using Turnitin, which helps you to ensure that you are correctly referencing others' work.
38. It is your responsibility to ensure that you have submitted the correct assessment in the specified format by the due deadline.

39. If you submit the wrong assessment, your submission is incorrectly formatted, or it is not compatible with Turnitin (and should have been), or it is submitted to the wrong link on Moodle, your work will be subject to late submission penalties.
40. If you identify the error and let us know, we will apply late penalties only up to the point at which you told us of the error and provided the correct work.

Deadlines and Extensions

41. To help you pace your study, and to help us organise the marking, we set deadlines for the submission of coursework. We will publish submission deadlines by the start of the semester or term in which the assessment is due. We expect you to submit your assessment by the deadline.
42. Assessment deadlines will always be on a working day (that is, not on a weekend or a bank holiday) and will not be at the start or end of the day (that is, not before 10am or later than 4pm). This helps ensure that, if you need to talk to someone about the deadline, we are more likely to be available to help you. The usual submission time will be 12 noon for all assessments.
43. At any time before the deadline, if there are circumstances which justify it, and if the assessment is eligible, you may apply for an extension or mitigating circumstances. Full details of the number and duration of extensions permitted and the process for applying for extensions and mitigating circumstances can be found in our [Mitigating Circumstances Policy](#).
44. The Mitigating Circumstances Panel will oversee the operation of this exceptional additional time, to ensure that we are being consistent in the application of this rule.
45. If you are given an extension on your assessment deadline, we may not be able to provide marks and feedback in line with the originally published deadlines.

Late Submission and Word Count Penalties

46. If you submit assessment after the given deadline, or agreed deadline extension, your work will be subject to a penalty of 5 marks for every 24-hour period, or part of a 24-hour period, which has elapsed between the deadline and the actual submission (inclusive of weekends and bank holidays).
47. Where a submitted piece of assessment is of a passing standard, late submission penalties will not reduce the mark to lower than a pass (40% for undergraduate assessments and 50% for postgraduate assessments).
48. Where assessment is graded as pass/fail, if you submit your assessment late, we will award a fail mark.

49. If you submit assessment after the given deadline, you may also ask that we excuse your lateness. We will consider such requests in accordance with the *Mitigating Circumstances Policy*. The criteria we will use are:

- a. You have grounds for mitigating circumstances; and
- b. You could not reasonably have asked for an extension before the deadlines.

50. In any event, assessment submitted more than five days after the original deadline, or any agreed extension, will not be marked, and will be counted as a failure. This helps us to keep track of all the work that has to be marked and returned to students.

51. You should aim to submit assessment which is in line with the specified word count. In marking assessment, submission penalties might be applied if word counts are not adhered to and will be applied according to academic judgement.

Managing Assessment and Learning Support

52. To help organise assessments, we will set deadlines and other rules for the submission of assessment.

53. We have procedures to cover cases where you feel that your performance at assessment was not a true reflection of your ability:

- a. The [Mitigating Circumstances Policy](#) deals with cases which you raise **before** a Progression and Award Board has met.
- b. The [Academic Appeals Policy and Procedure](#) deals with cases which you raise **after** a Progression and Award Board has met.

54. If you believe, in relation to a summative assessment, that your performance in assessment was or will be affected by health or other mitigating circumstances you should let us know, so that we can consider your circumstances and what action we should take. The [Mitigating Circumstances Policy](#) shows how we do this.

55. If, after a Progression and Award Board has confirmed the results of a summative assessment, you believe, in relation to that assessment, that your performance was affected by health or other mitigating circumstances which you could not reasonably have raised through the [Mitigating Circumstances Policy](#) you can let us know, so that we can review your circumstances. The [Academic Appeals Policy and Procedure](#) sets out what evidence you must submit and how it will be considered.

56. You may also use the [Academic Appeals Policy and Procedure](#) if you believe that the assessment was not conducted fairly, or that there was some other bias.

57. Please tell us if there is something that we could do to support your learning – if you do not tell us, we cannot help you. Your Personal Tutor will be able to help you access the support you need.
58. Where you let us know that you have a disability or condition recognised by the Equalities Act we will make reasonable adjustments to enable you to complete your course successfully. Other circumstances may also be recognised by adjustments in this way.
59. Our adjustments might relate to a specific assessment or element of a programme or might apply throughout your registration. This will depend upon the individual circumstances.

Confirming Module Marks and Progression and Award Decisions

60. Academic Board is responsible for decisions about assessment outcomes.
61. Academic Board has delegated responsibility for this to:
- a. *Assessment Panels*, which consider and confirm the validity of the examination process; the results of individual modules; and decisions about resits of individual modules; and
 - b. *Progression and Award Boards*, which make decisions on your progress and awards.

Resit, Repeat and Conditional Progression

62. Where you do not achieve a pass mark in a module or other programme-level summative assessment, you will have further attempts to demonstrate your achievement of the learning objectives through resit and/or repeat opportunity depending on your programme of study.
63. Pass/fail components of assessment must be passed to pass a module overall.
64. Resit assessments may be in the same or a different format as the original assessment and will be timed to permit progression to the next level, if successful, at the start of the next academic session.
65. A resit component of assessment may only be given a mark no higher than the minimum pass mark (40 for undergraduate and 50 for postgraduate).
66. Where you have a deferred assessment opportunity or reassessments outstanding for one module at the start of the next academic session, you will be permitted conditional progression to your next level of study whilst you complete the assessment, unless this is prohibited by any additional regulations for your programme.

67. Conditional progression is permitted for six weeks only from the start of the academic session. You must successfully pass all progression requirements as detailed in your programme regulations by the end of the sixth week of teaching as published in our term dates [Term dates - Leeds Trinity University](#).
68. If you do not successfully pass your outstanding assessments by the end of the sixth week of teaching, your registration with Leeds Trinity will be cancelled unless you are eligible for a repeat study under your programme regulations. This may have financial implications. Our Money Advice team will be able to advise you further.
69. A repeat assessment allows you to be eligible for the full range of marks and will usually take place during the next academic session with attendance.
70. Where you are required to repeat a module, any marks from the original attempt at the module will not be carried forward.

Programme of study suspension or withdrawal

71. Should your programme of study be suspended or withdrawn during your period of registration with us, we will do this in line with the terms and conditions set out in our [Student Contract](#).

Withdrawal, Cancellation of Registration and Suspension of Study

72. If you are considering withdrawing from study at the University, please speak to your Personal Tutor, or to a member of staff in Student Support before you make a final decision. There may be things that we can do to support you to continue your studies; it may be that a suspension of study – giving you a chance to take a break from your study – would help and would enable you to return to study later.
73. If we have not heard from you, and you have stopped attending and engaging in your studies, we may cancel your registration. We will only do this after attempting to contact you and setting out what you should do to continue your registration.
74. You may apply to suspend your studies, and we will do our best to facilitate this. To make it easier for you to resume your studies, we will seek to agree with you a return date which maps on to a good point in the programme. You can see the process we follow in our *Suspension of Studies and Withdrawal Procedure*.
75. The maximum length of suspension which we will agree to is one calendar year. After the period of suspension is over, you may apply for a further suspension; before we can agree to this, we will need to ensure that it is practical and sensible to do so.
76. Where further suspensions are not academically feasible, and a return to study is unreasonable, we may decide that your registration be cancelled. Where your

studies meet the requirements, we may award a qualification in recognition of the study you have successfully completed.

77. We may cancel your registration or suspend your study:

- a. As a result of your non-engagement in the programme of study (see paragraph 29 above);
- b. As a result of your failure to achieve minimum credit requirements for progression and after all opportunities for re-assessment have been exhausted;
- c. As a result of a change in your fee status;
- d. As a result of misconduct and the outcome of disciplinary procedures;
- e. As a result of your failure to provide documentation to confirm your on-going right to study in the UK.

78. If we cancel your registration, or if you withdraw your registration, you cease to be a student of the University from the date of cancellation or withdrawal. Where applicable, we will inform student funding bodies, UK Visas and Immigration and home institutions about the date.

Re-entry to a Programme of Study

79. If your registration is cancelled owing to one or more of the following, and you do not have grounds for academic appeal, you will need to re-apply if you wish to re-enter studies with us:

- a. your failure to pay your tuition fees;
- b. your failure to engage with your programme of study;
- c. your failure to complete annual, e:Vision programme re-registration as instructed by us;
- d. your failure to provide proof of your right to study in the UK.

80. If your application to re-enter studies with us is successful, you may be required to re-start your studies at the next academic session.

81. If your registration is cancelled owing to academic failure or misconduct at Leeds Trinity or one of its franchised partner institutions:

- a. you are not able to return to study the same programme;
- b. you are not able to return to study a programme which includes a Foundation Year that you have already failed;
- c. you may apply to study a programme in a different subject area;
- d. you may apply to study a programme in the same subject area but will not be able to re-take any modules which you have previously failed.

Award of Degrees and Other Qualifications

82. We will award a degree, diploma or certificate when:

- a. You have completed the course of study set out for the programme; and
You have paid all tuition fees due to us; and
- b. We have judged that you have met the required academic standards for the award.

Aegrotat and Posthumous Awards

83. If you are unable to complete the final assessment through illness we may, if you agree, consider you for the award of an *aegrotat* degree (an unclassified degree).
84. Any degree or other award may be conferred posthumously if the Progression and Award Board considers that the normal conditions of the award have been met, or that there is evidence that the candidate's achievement was such that they would have been met.

Undergraduate Taught Academic Regulations

Introduction

1. These Taught Undergraduate Academic Regulations apply to taught undergraduate programmes only and must be read in conjunction with the General Academic Regulations.
2. These Taught Undergraduate Academic Regulations are organised into the following award categories:
 - a. Foundation Year Programme Regulations
 - b. Bachelor's Degree Programme Regulations
 - c. Diploma of Higher Education Programme Regulations
 - d. Certificate of Higher Education Programme Regulations
 - e. Foundation Degree Programme Regulations
 - f. Graduate Diploma Programme Regulations
 - g. Professional Graduate Certificate in Education Programme Regulations
 - h. Certificate in Education Programme Regulations
 - i. Additional Diploma Programme Regulations
3. Additional Regulations are also provided for the following programmes and should be read in conjunction with the relevant Programme Regulations outlined above:
 - a. Additional Regulations for Undergraduate Biomedical Sciences Degrees
 - b. Additional Regulations for Undergraduate Initial Teacher Training Degrees
 - c. Additional Regulations for Undergraduate Law Degrees
 - d. Additional Regulations for Undergraduate Nursing Degrees
 - e. Additional Regulations for Undergraduate Work-Based Learning Degrees
 - f. Additional Regulations for Higher and Undergraduate Degree Apprenticeships
 - g. Additional Regulations for Undergraduate Student Exchange (Outgoing)

Foundation Year Programme Regulations

Application, Admission and Recognition of Prior Learning

1. If you wish to study a Bachelor's degree programme on a full-time basis from either Foundation Year, Level 4 or direct entry to Levels 5 or 6, you must apply through UCAS.

Duration of Study

2. We prescribe minimum and maximum lengths of registration. The minimum length reflects the quantity of learning necessary; the maximum length reflects the need to ensure the currency of your knowledge at graduation. Minimum and maximum lengths of study under these Regulations are:

Award	Minimum length	Maximum length
Foundation Year	1 calendar year	2 calendar years

Assessment

3. We will assess your achievement of the learning outcomes for the programme in each year. Programme schemes will set out the assessment framework. This will take one of the following forms:
 - a. Assessment associated with each module individually; combined to form an overall judgement.
 - b. Integrated assessments associated with all the material covered.
4. The relevant Assessment Panel will consider your results and the marks to be awarded.
5. Where modules or integrated assessments are given a mark rather than a simple pass/fail, the pass mark is 40.
6. Where the mark for a module or integrated assessment is composed of multiple component marks which are aggregated arithmetically:
 - any mark of 39 will be rounded up to 40;
 - any mark of 49 will be rounded up to 50;
 - any mark of 59 will be rounded up to 60; and
 - any mark of 69 will be rounded up to 70.

Reassessment

7. The following table summarises the rules for assessment and reassessment for Foundation Year:

Attempt	Description
First attempt	Original attempt
In-module recovery	If fail first attempt
Resit	If fail first attempt and in-module recovery

In-Module Recovery and Resit

8. In-module recovery (IMR) acts as an early reassessment opportunity in-module for students to engage with feedback and redeem failed assessment closer to when the learning has taken place.
9. IMR is in operation at Foundation Year for both LTU on-campus provision and collaborative provision and is implemented in line with the University's In-Module Recovery Policy.
10. If you fail an assessment at first attempt and do not recover the assessment mark in-module recovery, you may resit the assessment on one occasion.
11. Such resits will normally take place at the next available opportunity. We may sometimes specify a different form of resit assessment: this will be to minimise the impact on you whilst ensuring that you can demonstrate sufficient learning to progress.

Progression

12. Your performance will be considered by the relevant Progression and Award Board.
13. If you have met the requirements for the Foundation Year, you will be eligible to progress to the Bachelor's Degree to which the Foundation Year is linked. This means a pass in each module, with the relevant credits awarded for each module.

Compensation

14. If you have failed to meet the pass standard to progress to the next level of study compensation is permitted for one failed module only up to a maximum of 30 credits with a mark no lower than 35% provided that:
 - a. The overall arithmetic mean mark for the level is equal to or greater than 40%; and
 - b. All other modules are passed and credits awarded.
15. Progression to the next level of study will be permitted with compensation and the award of credits for that module.

16. If you have not met the requirements set out in the assessment framework, and you have been re-assessed for the maximum permitted number of attempts, your registration with the University will be cancelled.

Award

17. If you have passed the assessments set and accumulated 120 credits, and do not continue to study for a bachelor's degree with us, we will award you a Foundation Year Certificate as an exit award.

18. The exit award will be unclassified.

Bachelor's Degree Programme Regulations

Application, Admission and Recognition of Prior Learning

1. If you wish to study a Bachelor's Degree programme on a full-time basis from either Foundation Year, Level 4 or direct entry to Levels 5 or 6, you must apply through UCAS.
2. If you wish to study a Bachelor's Degree programme on a part-time basis from Level 4, you must apply directly to the University. Not all programmes will be available or suitable for study on a part-time basis and you should discuss options with us before application.
3. If you wish to have prior learning recognised, and therefore be admitted with exemption from some elements of the programme, you should first contact us to discuss before applying.

Duration of Study

4. We prescribe minimum and maximum lengths of registration. The minimum length reflects the quantity of learning necessary; the maximum length reflects the need to ensure the currency of your knowledge at graduation. Regardless of your mode of study, minimum and maximum lengths of study for awards under these Regulations are:

Award	Minimum length	Maximum length
Bachelor's degree	3 calendar years	8 calendar years
Accelerated Bachelor's degree	2 calendar years	8 calendar years

Assessment

5. We will assess your achievement of the learning outcomes for the programme in each year. Programme schemes will set out the assessment framework for each level of the degree. This will take one of the following forms:
 - a. Assessment associated with each module individually; combined to form an overall judgement on the level; or
 - b. Integrated assessments associated with all the material covered in the level.
6. The relevant Assessment Panel will consider your results and the marks to be awarded.
7. Where modules or integrated assessments are given a mark rather than a simple pass/fail, the pass mark is 40.

8. Where the mark for a module or integrated assessment is composed of multiple component marks which are aggregated arithmetically:

- any mark of 39 will be rounded up to 40;
- any mark of 49 will be rounded up to 50;
- any mark of 59 will be rounded up to 60; and
- any mark of 69 will be rounded up to 70.

Reassessment and Repeat

9. The following table summarises the rules for assessment and reassessment in Bachelor's Degrees:

LTU On-Campus Provision:

Attempt	Description
First attempt	Original attempt
In-module recovery	If fail first attempt (at Level 4 only)
Resit	If fail first attempt and in-module recovery
Exceptional resit	If very marginal fail of resit
Repeat	If fail resit

Collaborative Provision:

Attempt	Description
First attempt	Original attempt
Resit	If fail first attempt
Exceptional resit	If very marginal fail of resit
Repeat	If fail resit

In-Module Recovery and Resit

10. In-module recovery (IMR) acts as an early reassessment opportunity in-module for students to engage with feedback and redeem failed assessment closer to when the learning has taken place.
11. IMR is in operation at Level 4 for LTU on-campus provision only and is implemented in line with the University's In-Module Recovery Policy. IMR does not apply to collaborative provision at Level 4.
12. If you fail a module at first attempt and following IMR (Level 4 only), you may resit the failed assessment(s) on one occasion.
13. Such resits will normally take place at the next available opportunity. We may sometimes specify a different form of resit assessment: this will be to minimise the impact on you whilst ensuring that you can demonstrate sufficient learning to progress.

Exceptional Resit

14. If following resit, you have failed to meet the pass standard to progress to the next level of study or be awarded, you will be permitted an exceptional third attempt for one failed module only provided that:

- a. The overall arithmetic mean mark for the level is equal to or greater than 40%;
- b. All other modules are passed and credits awarded; and
- c. The aggregate module mark is not equal to 0.

15. If you have not met the requirements set out in the assessment framework, and you have been re-assessed for the maximum permitted number of attempts, your registration with the University will be cancelled.

Repeat

16. If you are not successful in reassessments, you will be permitted one opportunity only across your programme of study (Levels 4, 5 or 6) to repeat the failed module(s) or repeat all modules with re-registration and attendance.

17. You will be required to repeat only those modules which you failed. However, you may choose to repeat all modules of the level. If you do so, we will use the higher mark in any given module when we consider your progression and/or award. Before you choose to repeat all modules, you should discuss with Student Support the financial and other implications of your choice.

Progression

18. Your performance will be considered by the relevant Progression and Award Board.

19. If you have met the requirements for the level of study, you will be awarded the relevant credits and permitted to progress to the next level of the programme. This means a pass in each module, with the relevant credits awarded for each module.

Compensation

20. If you have failed to meet the pass standard to progress to the next level of study compensation is permitted for one failed module only up to a maximum of 30 credits with a mark no lower than 35% provided that:

- a. The overall arithmetic mean mark for the level is equal to or greater than 40%; and
- b. All other modules are passed and credits awarded.

21. Progression to the next level of study will be permitted with compensation and the award of credits for that module.
22. Compensation is not permitted at the final level of your programme.
23. If you have not met the requirements set out in the assessment framework, and you have been re-assessed for the maximum permitted number of attempts, your registration with the University will be cancelled.

Award

24. If you have passed the assessments set for a Bachelor's Degree, we will award you that degree.
25. The classification of the award shall be determined by the Progression and Award Board.
26. We believe that your award classification should reflect your performance.
 - a. You might show a consistency of performance over all years of the programme;
 - b. You might perform more strongly in your final year, as you become able to make connections across the breadth of the programme;
 - c. Your performance might vary across the components of the programme; we consider that your degree classification should reflect the balance of this.
27. The methods for calculating award classifications refer to the following table:

Mark range	Award classification
Below 39.49	Fail
39.5 – 49.49	3 – Third Class
49.5 – 59.49	2:2 – Lower Second Class
59.5 – 69.49	2:1 – Upper Second Class
69.5 – 100	1 – First Class

28. We will calculate your award class using each of the following three methods. Your award class will be the highest class calculated.
 - a. The arithmetic mean of all marks for the 240 credits studied at Level 5 and Level 6 is calculated and converted to an Honours classification based on the table in paragraph 27 above. This addresses the criterion in paragraph 26a above.
 - b. The arithmetic mean of all marks awarded for the 240 credits at Level 5 and Level 6, weighted in the ratio 2:1 in favour of Level 6 credits, is calculated and converted to an Honours classification based on the table

in paragraph 27 above. This addresses the criterion in paragraph 26b above.

- c. A mark profile is obtained for the 240 credits studied at Level 5 and Level 6, weighted in the ratio 2:1 in favour of Level 6 credits. Each mark is converted to a classification based on the table in paragraph 27 above and the number of credits in each classification determined. The number of credits at each classification will then be summed, starting with those at the highest classification and working downwards through the classifications, until at least 50% of the credits (180) have been accounted for. The Honours classification determined by profile will then be the classification at which this process of summation ends. This addresses the criterion in paragraph 26c above.

29. If you are registered on a Bachelor's Degree with Honours (top-up) award we will calculate your award class using each of the following two methods. Your award class will be the highest class calculated:

- a. The arithmetic mean mark across Level 6.
- b. A mark profile across Level 6 whereby each mark is converted to a classification and the number of credits in each classification determined. The highest number of credits in a classification will determine the classification.

Bachelor's Degrees: Exit Qualifications

30. If you have passed Levels 4 and 5 of a Bachelor's Degree and have, after the maximum number of assessment and reassessment attempts, passed only half of the assessments at Level 6 (that is, 60 credits) we will award you an unclassified Ordinary Bachelor's Degree.

31. If you have passed Levels 4 and 5 of a Bachelor's Degree and have passed only half of the assessments at Level 6 (that is, 60 credits) but have not yet completed the maximum possible number of assessment and reassessment attempts, you may choose to be awarded an unclassified Ordinary Bachelor's Degree. If you choose to be awarded an Ordinary Bachelor's Degree, you may not subsequently attempt reassessments at Level 6 nor be awarded a Bachelor's Degree with honours in respect of that study.

32. If you have passed Levels 4 and 5 of a bachelor's degree but have not, after the maximum number of assessment and reassessment attempts, gained sufficient credits at Level 6 to be awarded an Ordinary Bachelor's Degree, we will award you an unclassified Diploma of Higher Education.

33. If you have passed Levels 4 and 5 of a Bachelor's Degree but have not passed level 6 and have yet to complete the maximum possible number of resit attempts, you may choose to be awarded an unclassified Diploma of Higher Education. If

you choose to be awarded a Diploma of Higher Education, you may not subsequently attempt reassessments at Level 6 nor be awarded a Bachelor's Degree in respect of that study.

34. If you have passed Level 4 of a Bachelor's Degree but have not, after the maximum number of assessment and reassessment attempts, passed Level 5, we will award you an unclassified Certificate of Higher Education.
35. If you have passed Level 4 of a Bachelor's Degree but have not passed Level 5 and have yet to complete the maximum possible number of assessment and reassessment attempts, you may choose to be awarded an unclassified Certificate of Higher Education. If you choose to be awarded a Certificate of Higher Education, you may not subsequently attempt reassessments at Level 5, nor be awarded a Bachelor's Degree or Diploma of Higher Education in respect of that study.

Diploma of Higher Education Programme Regulations

Duration of Study

1. We prescribe minimum and maximum lengths of registration. The minimum length reflects the quantity of learning necessary; the maximum length reflects the need to ensure the currency of your knowledge at graduation. Regardless of your mode of study, minimum and maximum lengths of study for awards under these Regulations are:

Award	Minimum length	Maximum length
Diploma of Higher Education	2 calendar year	6 calendar years

Assessment

2. We will assess your achievement of the learning outcomes for the programme in each year. Programme schemes will set out the assessment framework for each level of the degree. This will take one of the following forms:
 - a. Assessment associated with each module individually; combined to form an overall judgement on the level; or
 - b. Integrated assessments associated with all the material covered in the level.
3. The relevant Assessment Panel will consider your results and the marks to be awarded.
4. Where modules or integrated assessments are given a mark rather than a simple pass/fail, the pass mark is 40.
5. Where the mark for a module or integrated assessment is composed of multiple component marks which are aggregated arithmetically:
 - any mark of 39 will be rounded up to 40;
 - any mark of 49 will be rounded up to 50;
 - any mark of 59 will be rounded up to 60; and
 - any mark of 69 will be rounded up to 70.

Reassessment and Repeat

6. The following table summarises the rules for assessment and reassessment in Diplomas of Higher Education:

LTU On-Campus Provision:

Attempt	Description
First attempt	Original attempt
In-module recovery	If fail first attempt (at Level 4 only)

Resit	If fail first attempt and in-module recovery
Exceptional resit	If very marginal fail of resit
Repeat	If fail resit

Collaborative Provision:

Attempt	Description
First attempt	Original attempt
Resit	If fail first attempt
Exceptional resit	If very marginal fail of resit
Repeat	If fail resit

In-Module Recovery and Resit

7. In-module recovery (IMR) acts as an early reassessment opportunity in-module for students to engage with feedback and redeem failed assessment closer to when the learning has taken place.
8. IMR is in operation at Level 4 for LTU on-campus provision only and is implemented in line with the University's In-Module Recovery Policy. IMR does not apply to collaborative provision at Level 4.
9. If you fail a module at first attempt and following IMR (Level 4 only), you may resit the failed assessment(s) on one occasion.
10. Such resits will normally take place at the next available opportunity. We may sometimes specify a different form of resit assessment: this will be to minimise the impact on you whilst ensuring that you can demonstrate sufficient learning to progress.

Exceptional Resit

11. If following resit, you have failed to meet the pass standard to progress to the next level of study or be awarded, you will be permitted an exceptional third attempt for one failed module only provided that:
 - a. The overall arithmetic mean mark for the level is equal to or greater than 40%;
 - b. All other modules are passed and credits awarded; and
 - c. The aggregate module mark is not equal to 0.
12. If you have not met the requirements set out in the assessment framework, and you have been re-assessed for the maximum permitted number of attempts, your registration with the University will be cancelled.

Repeat

13. If you are not successful in reassessments, you will be permitted one opportunity only across your programme of study (Levels 4 and 5) to repeat the failed module(s) or repeat all modules with re-registration and attendance.
14. You will be required to repeat only those modules which you failed. However, you may choose to repeat all modules of the level. If you do so, we will use the higher mark in any given module when we consider your progression and/or award. Before you choose to repeat all modules, you should discuss with Student Support the financial and other implications of your choice.

Progression

15. Your performance will be considered by the relevant Progression and Award Board.
16. If you have met the requirements for the level of study, you will be awarded the relevant credits and permitted to progress to the next level of the programme. This means a pass in each module, with the relevant credits awarded for each module.

Compensation

17. If you have failed to meet the pass standard to progress to the next level of study compensation is permitted for one failed module only up to a maximum of 30 credits with a mark no lower than 35% provided that:
 - a. The overall arithmetic mean mark for the level is equal to or greater than 40%; and
 - b. All other modules are passed and credits awarded.
18. Progression to the next level of study will be permitted with compensation and the award of credits for that module.
19. Compensation is not permitted at final level of your programme.

Award

20. If you have passed the assessments set for Levels 4 and 5 of a Diploma of Higher Education, we will award you that diploma.
21. The classification of the award shall be determined by the Progression and Award Board.
22. We believe that your award classification should reflect your performance.

- a. You might show a consistency of performance over all years of the programme;
- b. You might perform more strongly in your final year, as you become able to make connections across the breadth of the programme;
- c. Your performance might vary across the components of the programme; we consider that your diploma classification should reflect the balance of this.

23. In calculating award classifications, we will therefore use three methods. Each refers to the following table:

Mark range	Award classification
Below 39.49	Fail
39.5 – 59.49	Pass
59.5 – 69.49	Merit
69.5 – 100	Distinction

24. We will calculate your award class using each of the following three methods. Your award class will be the highest class calculated.

- a. The arithmetic mean of all marks for the 240 credits studied at Level 4 and Level 5 is calculated and converted to a classification based on the table in paragraph 22 above. This addresses the criterion in paragraph 21a above.
- b. The arithmetic mean of all marks awarded for the 240 credits at Level 4 and Level 5, weighted in the ratio 2:1 in favour of Level 5 credits, is calculated and converted to a classification based on the table in paragraph 22 above. This addresses the criterion in paragraph 21b above.
- c. A mark profile is obtained for the 240 credits studied at Level 4 and Level 5, weighted in the ratio 2:1 in favour of Level 5 credits. Each mark is converted to a classification based on the table in paragraph 22 above and the number of credits in each classification determined. The number of credits at each classification will then be summed, starting with those at the highest classification and working downwards through the classifications, until at least 50% of the credits (120) have been accounted for. The classification determined by profile will then be the classification at which this process of summation ends. This addresses the criterion in paragraph 22c above.

25. For Diploma of Higher Education programmes which mark modules as Pass/Fail at Level 4, we will calculate the award calculation based only on numeric marks at Level 5.

Diploma of Higher Education: Exit Qualifications

26. If you have passed Level 4 of a Diploma of Higher Education but have not, after the maximum number of assessment and reassessment attempts, passed Level 5, we will award you an unclassified Certificate of Higher Education.

27. If you have passed Level 4 of a Diploma of Higher Education but have not passed Level 5 and have yet to complete the maximum possible number of resit attempts, you may choose to be awarded an unclassified Certificate of Higher Education. If you choose to be awarded a Certificate of Higher Education, you may not subsequently attempt reassessments at Level 5, nor be awarded a Diploma of Higher Education in respect of that study.

Certificate of Higher Education Programme Regulations

Duration of Study

1. We prescribe minimum and maximum lengths of registration. The minimum length reflects the quantity of learning necessary; the maximum length reflects the need to ensure the currency of your knowledge at graduation. Regardless of your mode of study, minimum and maximum lengths of study for awards under these Regulations are:

Award	Minimum length	Maximum length
Certificate of Higher Education	1 calendar year	3 calendar years

Assessment

2. We will assess your achievement of the learning outcomes for the programme. Programme schemes will set out the assessment framework for the award. This will take one of the following forms:
 - a. Assessment associated with each module individually; combined to form an overall judgement on the level; or
 - b. Integrated assessments associated with all the material covered in the level.
3. The relevant Assessment Panel will consider your results and the marks to be awarded.
4. Where modules or integrated assessments are given a mark rather than a simple pass/fail, the pass mark is 40.
5. Where the mark for a module or integrated assessment is composed of multiple component marks which are aggregated arithmetically:
 - any mark of 39 will be rounded up to 40;
 - any mark of 49 will be rounded up to 50;
 - any mark of 59 will be rounded up to 60; and
 - any mark of 69 will be rounded up to 70.

Reassessment and Repeat

6. The following table summarises the rules for assessment and reassessment in Certificates of Higher Education:

LTU On-Campus Provision:

Attempt	Description
First attempt	Original attempt
In-module recovery	If fail first attempt (at Level 4 only)

Resit	If fail first attempt and in-module recovery
Exceptional resit	If very marginal fail of resit
Repeat	If fail resit

Collaborative Provision:

Attempt	Description
First attempt	Original attempt
Resit	If fail first attempt
Exceptional resit	If very marginal fail of resit
Repeat	If fail resit

In-Module Recovery and Resit

7. In-module recovery (IMR) acts as an early reassessment opportunity in-module for students to engage with feedback and redeem failed assessment closer to when the learning has taken place.
8. IMR is in operation at Level 4 for LTU on-campus provision only and is implemented in line with the University's In-Module Recovery Policy. IMR does not apply to collaborative provision at Level 4.
9. If you fail module at first attempt and following IMR (Level 4 only), you may resit the failed assessment(s) on one occasion.
10. Such resits will normally take place at the next available opportunity. We may sometimes specify a different form of resit assessment: this will be to minimise the impact on you whilst ensuring that you can demonstrate sufficient learning to progress.

Exceptional Resit

11. If following resit, you have failed to meet the pass standard to progress to be awarded, you will be permitted an exceptional third attempt for one failed module only provided that:
 - a. The overall arithmetic mean mark for the level is equal to or greater than 40%;
 - b. All other modules are passed and credits awarded; and
 - c. The aggregate module mark is not equal to 0.
12. If you have not met the requirements set out in the assessment framework, and you have been re-assessed for the maximum permitted number of attempts, your registration with the University will be cancelled.

Repeat

13. If you are not successful in reassessments, you will be permitted one opportunity only across your programme of study (Level 4) to repeat the failed module(s) or repeat all modules with re-registration and attendance.
14. You will be required to repeat only those modules which you failed. However, you may choose to repeat all modules of the level. If you do so, we will use the higher mark in any given module when we consider your progression and/or award. Before you choose to repeat all modules, you should discuss with Student Support the financial and other implications of your choice.

Award

15. If you have passed the assessments set for Level 4 of a Certificate of Higher Education, we will award you that certificate.
16. The classification of the award shall be determined by the Progression and Award Board.
17. We believe that your award classification should reflect your performance.
- a. You might show a consistency of performance over all components of the programme;
 - b. Your performance might vary across the components of the programme; we consider that your award classification should reflect the balance of this.
18. In calculating your award classification, we will therefore use two methods. Each refers to the following table:

Mark range	Award classification
Below 39.49	Fail
39.5 – 59.49	Pass
59.5 – 69.49	Merit
69.5 – 100	Distinction

19. We will calculate your award class using the following two methods. Your award class will be the highest class calculated.
- a. The arithmetic mean of all marks for the 120 credits studied at Level 4 is calculated and converted to a classification based on the table in paragraph 17 above.
 - b. A mark profile is obtained for the 120 credits studied at Level 4. Each mark is converted to a classification based on the table below and the number of credits in each classification determined. The number of credits at each classification will then be summed, starting with those at the highest classification and working downwards through the classifications, until at least 50% of the credits (60) have been accounted for. The

classification determined by profile will then be the classification at which this process of summation ends.

Foundation Degree Programme Regulations

Application, Admission and Recognition of Prior Learning

1. If you wish to study a Foundation Degree programme, you must apply directly to the University.
2. If you wish to have prior learning recognised, and therefore be admitted with exemption from some elements of the programme, you should first contact us to discuss before applying.

Duration of Study

3. We prescribe minimum and maximum lengths of registration. The minimum length reflects the quantity of learning necessary; the maximum length reflects the need to ensure the currency of your knowledge at graduation. Regardless of your mode of study, minimum and maximum lengths of study for awards under these Regulations are:

Award	Minimum length	Maximum length
Foundation degree	2 calendar years	8 calendar years

Assessment

4. We will assess your achievement of the learning outcomes for the programme in each year. Programme schemes will set out the assessment framework for each level of the degree. This will take one of the following forms:
 - a. Assessment associated with each module individually; combined to form an overall judgement on the level; or
 - b. Integrated assessments associated with all the material covered in the level.
5. The relevant Assessment Panel will consider your results and the marks to be awarded.
6. Where modules are given a mark rather than a simple pass/fail, the pass mark is 40.
7. Where the mark for a module is composed of multiple component marks which are aggregated arithmetically:
 - any mark of 39 will be rounded up to 40;
 - any mark of 49 will be rounded up to 50;
 - any mark of 59 will be rounded up to 60; and
 - any mark of 69 will be rounded up to 70.

Reassessment and Repeat

8. The following table summarises the rules for assessment and reassessment in Foundation Degrees:

LTU On-Campus Provision:

Attempt	Description
First attempt	Original attempt
In-module recovery	If fail first attempt (at Level 4 only)
Resit	If fail first attempt and in-module recovery
Exceptional resit	If very marginal fail of resit
Repeat	If fail resit

Collaborative Provision:

Attempt	Description
First attempt	Original attempt
Resit	If fail first attempt
Exceptional resit	If very marginal fail of resit
Repeat	If fail resit

In-Module Recovery and Resit

9. In-module recovery (IMR) acts as an early reassessment opportunity in-module for students to engage with feedback and redeem failed assessment closer to when the learning has taken place.
10. IMR is in operation at Level 4 for LTU on-campus provision only and is implemented in line with the University's In-Module Recovery Policy. IMR does not apply to collaborative provision at Level 4.
11. If you fail a module at first attempt and following IMR (Level 4 only), you may resit the failed assessment(s) on one occasion.
12. Such resits will normally take place at the next available opportunity. We may sometimes specify a different form of resit assessment: this will be to minimise the impact on you whilst ensuring that you can demonstrate sufficient learning to progress.

Exceptional Resit

13. If following resit, you have failed to meet the pass standard to progress to the next level of study or be awarded, you will be permitted an exceptional third attempt for one failed module only provided that:
- The overall arithmetic mean mark for the level is equal to or greater than 40%;
 - All other modules are passed and credits awarded; and

c. The aggregate module mark is not equal to 0.

14. If you have not met the requirements set out in the assessment framework, and you have been re-assessed for the maximum permitted number of attempts, your registration with the University will be cancelled.

Repeat

15. If you are not successful in reassessments, you will be permitted one opportunity only across your programme of study (Levels 4 and 5) to repeat the failed module(s) or repeat all modules with re-registration and attendance.

16. You will be required to repeat only those modules which you failed. However, you may choose to repeat all modules of the level. If you do so, we will use the higher mark in any given module when we consider your progression and/or award. Before you choose to repeat all modules, you should discuss with Student Support the financial and other implications of your choice.

Progression

17. Your performance will be considered by the relevant Progression and Award Board.

18. If you have met the requirements for the level of study, you will be awarded the relevant credits and permitted to progress to the next level of the programme. This means a pass in each module, with the relevant credits awarded for each module.

Compensation

19. If you have failed to meet the pass standard to progress to the next level of study compensation is permitted for one failed module only up to a maximum of 30 credits with a mark no lower than 35% provided that:

- a. The overall arithmetic mean mark for the level is equal to or greater than 40%; and
- b. All other modules are passed and credits awarded.

20. Progression to the next level of study will be permitted with compensation and the award of credits for that module.

21. Compensation is not permitted at final level of your programme.

Award

22. If you have passed the assessments set for Levels 4 and 5 of a Foundation Degree, we will award you that degree.
23. The classification of the degree shall be determined by the Progression and Award Board.
24. We believe that your award classification should reflect your performance.
- a. You might show a consistency of performance over all years of the programme;
 - b. You might perform more strongly in your final year, as you become able to make connections across the breadth of the programme;
 - c. Your performance might vary across the components of the programme; we consider that your award classification should reflect the balance of this.
25. In calculating your award classification, we will therefore use three methods. Each refers to the following table:

Mark range	Award classification
Below 39.49	Fail
39.5 – 59.49	Pass
59.5 – 69.49	Merit
69.5 – 100	Distinction

26. We will calculate your award class using each of the following three methods. Your award class will be the highest class calculated.
- a. The arithmetic mean of all marks for the 240 credits studied at Level 4 and Level 5 is calculated and converted to a classification based on the table in paragraph 25 above. This addresses the criterion in paragraph 24a above.
 - b. The arithmetic mean of all marks awarded for the 240 credits at level 4 and Level 5, weighted in the ratio 2:1 in favour of Level 5 credits, is calculated and converted to a classification based on the table in paragraph 25 above. This addresses the criterion in paragraph 24b above.
 - c. A mark profile is obtained for the 240 credits studied at Level 4 and Level 5, weighted in the ratio 2:1 in favour of Level 5 credits. Each mark is converted to a classification based on the table in paragraph 25 above and the number of credits in each classification determined. The number of credits at each classification will then be summed, starting with those at the highest classification and working downwards through the classifications, until at least 50% of the credits (120) have been accounted for. The classification determined by profile will then be the classification at which this process of summation ends. This addresses the criterion in paragraph 24c above.

27. For Foundation Degree programmes which mark modules as Pass/Fail at Level 5 we will calculate the award calculation based only on numeric marks at Level 5. In such instances, we will calculate your award class using the following two methods. Your award class will be the highest class calculated.
- a. The arithmetic mean of all marks for the 120 credits studied at Level 5 is calculated and converted to a classification based on the table in paragraph 25 above.
 - b. A mark profile is obtained for the 120 credits studied at Level 5. Each mark is converted to a classification based on the table below and the number of credits in each classification determined. The number of credits at each classification will then be summed, starting with those at the highest classification and working downwards through the classifications, until at least 50% of the credits (60) have been accounted for. The classification determined by profile will then be the classification at which this process of summation ends.

Foundation Degrees: Exit Qualifications

28. If you have passed Level 4 of a Foundation Degree but have not, after the maximum number of assessment and reassessment attempts, passed Level 5, we will award you an unclassified Certificate of Higher Education.
29. If you have passed Level 4 of a Foundation Degree but have not passed Level 5 and have yet to complete the maximum possible number of resit attempts, you may choose to be awarded an unclassified Certificate of Higher Education. If you choose to be awarded a Certificate of Higher Education, you may not subsequently attempt reassessments at Level 5, nor be awarded a Foundation Degree in respect of that study.

Graduate Diploma Programme Regulations

Duration of Study

1. We prescribe minimum and maximum lengths of registration. The minimum length reflects the quantity of learning necessary; the maximum length reflects the need to ensure the currency of your knowledge at graduation. Regardless of your mode of study, minimum and maximum lengths of study for awards under these Regulations are:

Award	Minimum length	Maximum length
Graduate Diploma	2 calendar years	8 calendar years

Assessment

2. We will assess your achievement of the learning outcomes for the programme in each year. Programme schemes will set out the assessment framework for the award. This will take one of the following forms:
 - a. Assessment associated with each module individually; combined to form an overall judgement on the level; or
 - b. Integrated assessments associated with all the material covered in the level.
3. The relevant Assessment Panel will consider your results and the marks to be awarded.
4. Where modules are given a mark rather than a simple pass/fail, the pass mark is 40.
5. Where the mark for a module or integrated assessment is composed of multiple component marks which are aggregated arithmetically:
 - any mark of 39 will be rounded up to 40;
 - any mark of 49 will be rounded up to 50;
 - any mark of 59 will be rounded up to 60; and
 - any mark of 69 will be rounded up to 70.

Reassessment and Repeat

6. The following table summarises the rules for assessment and reassessment in Graduate Diplomas:

Attempt	Description
First attempt	Original attempt
Resit	If fail first attempt and in-module recovery
Exceptional resit	If very marginal fail of resit

Repeat	If fail resit
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Resit

7. If you fail a module at first attempt, you may resit the failed assessment(s) on one occasion.
8. Such resits will normally take place at the next available opportunity. We may sometimes specify a different form of resit assessment: this will be to minimise the impact on you whilst ensuring that you can demonstrate sufficient learning to progress.

Exceptional Resit

9. If following resit, you have failed to meet the pass standard to be awarded you will be permitted an exceptional third attempt for one failed module only provided that:
 - a. The overall arithmetic mean mark for the level is equal to or greater than 40%;
 - b. All other modules are passed and credits awarded; and
 - c. The aggregate module mark is not equal to 0.
10. If you have not met the requirements set out in the assessment framework, and you have been re-assessed for the maximum permitted number of attempts, your registration with the University will be cancelled.

Repeat

11. If you are not successful in reassessments, you will be permitted one opportunity only to repeat the failed module(s) or repeat all modules with re-registration and attendance.
12. You will be required to repeat only those modules which you failed. However, you may choose to repeat all modules of the level. If you do so, we will use the higher mark in any given module when we consider your progression and/or award. Before you choose to repeat all modules, you should discuss with Student Support the financial and other implications of your choice.

Award

13. If you have passed the assessments set for a Graduate Diploma, we will award you that diploma.
14. The classification of the award shall be determined by the Progression and Award Board.

15. We believe that your award classification should reflect your performance.

- a. You might show a consistency of performance over all years of the programme;
- b. Your performance might vary across the components of the programme; we consider that your award classification should reflect the balance of this.

16. In calculating your award classification, we will therefore use two methods. Each refers to the following table:

Mark range	Award classification
Below 39.49	Fail
39.5 – 59.49	Pass
59.5 – 69.49	Merit
69.5 – 100	Distinction

17. We will calculate your award class using each of the following two methods. Your award class will be the highest class calculated.

- a. The arithmetic mean of all marks for the credits studied at Level 6 contributing to the graduate diploma is calculated and converted to a classification based on the table in paragraph 16 above. This addresses the criterion in paragraph 15a above.
- b. A mark profile is obtained for the credits studied at Level 6 contributing to the graduate diploma. Each mark is converted to a classification based on the table in paragraph 16 above and the number of credits in each classification determined. The number of credits at each classification will then be summed, starting with those at the highest classification and working downwards through the classifications, until at least 50% of the credits have been accounted for. The classification determined by profile will then be the classification at which this process of summation ends. This addresses the criterion in paragraph 15b above.

Professional Graduate Certificate in Education Programme Regulations

Application, Admission and Recognition of Prior Learning

1. If you wish to study the Professional Graduate Certificate in Education programme with Barnsley College, you must apply directly to Barnsley College.

Duration of Study

2. We prescribe minimum and maximum lengths of registration. The minimum length reflects the quantity of learning necessary; the maximum length reflects the need to ensure the currency of your knowledge at graduation. Regardless of your mode of study, minimum and maximum lengths of study for awards under these Regulations are:

Award	Minimum length	Maximum length
Professional Graduate Certificate in Education	1 calendar year	4 calendar years

Assessment

3. We will assess your achievement of the learning outcomes for the programme. Programme schemes will set out the assessment framework for each module.
4. The relevant Assessment Panel will consider your results and the marks to be awarded.
5. All modules will be marked as pass/fail.

Resit

6. If you fail a module, you may re-sit the assessment on one occasion only.
7. Such resits will normally take place at the next available opportunity and must in any event take place within one calendar year. (This ensures the currency of the material in the resit assessment.)
8. We will decide the scope of the reassessment taking into account the outcomes and competencies which you need to demonstrate.

Repeat

9. If you are not successful in reassessments, you will be permitted one opportunity only to repeat the failed module(s) or repeat all modules with re-registration and attendance.
10. You will be required to repeat only those modules which you failed. However, you may choose to repeat all modules of the level. Before you choose to repeat all

modules, you should discuss with Student Support the financial and other implications of your choice.

Award

11. If you have passed the assessments for Level 6 of the Professional Graduate Certificate in Education, we will award you that certificate.
12. The award will be unclassified, as all modules are assessed on a pass/fail basis.
13. Confirmation of the award shall be determined by the Progression and Award Board.

Certificate in Education Programme Regulations

Application, Admission and Recognition of Prior Learning

1. Applications for Programmes at Bradford College should be made directly to Bradford College.

Duration of Study

2. We prescribe minimum and maximum lengths of registration. The minimum length reflects the quantity of learning necessary; the maximum length reflects the need to ensure the currency of your knowledge at graduation. Regardless of your mode of study, minimum and maximum lengths of study for awards under these Regulations are:

Award	Minimum length	Maximum length
Certificate in Education	1 calendar year	3 calendar years

Assessment

3. We will assess your achievement of the learning outcomes for the programme. Programme schemes will set out the assessment framework for the award.
4. The relevant Assessment Panel will consider your results and the marks to be awarded.
5. Where modules or integrated assessments are given a mark rather than a simple pass/fail, the pass mark is 40.
6. Where the mark for a module or integrated assessment is composed of multiple component marks which are aggregated arithmetically:
 - any mark of 39 will be rounded up to 40;
 - any mark of 49 will be rounded up to 50;
 - any mark of 59 will be rounded up to 60; and
 - any mark of 69 will be rounded up to 70.

Reassessment and Repeat

7. The following table summarises the rules for assessment and reassessment in taught undergraduate degrees:

Attempt	Description
First attempt	Original attempt
Resit	If fail first attempt and in-module recovery
Exceptional resit	If very marginal fail of resit
Repeat	If fail resit

Resit

8. If you fail a module at first attempt, you may resit the failed assessment(s) on one occasion.
9. Such resits will normally take place at the next available opportunity. We may sometimes specify a different form of resit assessment: this will be to minimise the impact on you whilst ensuring that you can demonstrate sufficient learning to progress.

Exceptional Resit

10. If following resit, you have failed to meet the pass standard to be awarded, you will be permitted an exceptional third attempt for one failed module only provided that:
 - a. The overall arithmetic mean mark for the level is equal to or greater than 40%;
 - b. All other modules are passed and credits awarded; and
 - c. The aggregate module mark is not equal to 0.
11. If you have not met the requirements set out in the assessment framework, and you have been re-assessed for the maximum permitted number of attempts, your registration with the University will be cancelled.

Repeat

12. If you are not successful in reassessments, you will be permitted one opportunity only across your programme of study (Level 5) to repeat the failed module(s) or repeat all modules with re-registration and attendance.
13. You will be required to repeat only those modules which you failed. However, you may choose to repeat all modules of the level. If you do so, we will use the higher mark in any given module when we consider your progression and/or award. Before you choose to repeat all modules, you should discuss with Student Support the financial and other implications of your choice.

Award

14. If you have passed the assessments set for Level 5 of a Certificate in Education, we will award you that certificate.
15. The classification of the award shall be determined by the Progression and Award Board.

16. We believe that your award classification should reflect your performance.

- a. You might show a consistency of performance over all years of the programme;
- b. Your performance might vary across the components of the programme; we consider that your award classification should reflect the balance of this.

17. In calculating your award classification, we will therefore use two methods. Each refers to the following table:

Mark range	Award classification
Below 39.49	Fail
39.5 – 59.49	Pass
59.5 – 69.49	Merit
69.5 – 100	Distinction

18. We will calculate an award class using the following two methods. Your award class will be the highest class calculated.

- a. The arithmetic mean of all marks for the 120 credits studied at Level 5 is calculated and converted to a classification based on the table in paragraph 17 above. This addresses the criterion in paragraph 16a above.
- b. A mark profile is obtained for the 120 credits studied at Level 5. Each mark is converted to a classification based on the table in paragraph 17 above and the number of credits in each classification determined. The number of credits at each classification will then be summed, starting with those at the highest classification and working downwards through the classifications, until at least 50% of the credits (60) have been accounted for. The classification determined by profile will then be the classification at which this process of summation ends. This addresses the criterion in paragraph 16b above.

Additional Diploma Programme Regulations

Application, Admission and Recognition of Prior Learning

1. Applications for Programmes at Bradford College should be made directly to Bradford College.

Duration of Study

2. We prescribe minimum and maximum lengths of registration. The minimum length reflects the quantity of learning necessary; the maximum length reflects the need to ensure the currency of your knowledge at graduation. Regardless of your mode of study, minimum and maximum lengths of study for awards under these Regulations are:

Award	Minimum length	Maximum length
Additional Diploma	1 calendar year	3 calendar years

Assessment

3. We will assess your achievement of the learning outcomes for the programme. Programme schemes will set out the assessment framework for the award.
4. The relevant Assessment Panel will consider your results and the marks to be awarded.
5. Where modules or integrated assessments are given a mark rather than a simple pass/fail, the pass mark is 40.
6. Where the mark for a module or integrated assessment is composed of multiple component marks which are aggregated arithmetically:
 - any mark of 39 will be rounded up to 40;
 - any mark of 49 will be rounded up to 50;
 - any mark of 59 will be rounded up to 60; and
 - any mark of 69 will be rounded up to 70.

Reassessment and Repeat

7. The following table summarises the rules for assessment and reassessment in Additional Diplomas:

Attempt	Description
First attempt	Original attempt
Resit	If fail first attempt and in-module recovery
Exceptional resit	If very marginal fail of resit
Repeat	If fail resit

Resit

8. If you fail a module at first attempt, you may resit the failed assessment(s) on one occasion.
9. Such resits will normally take place at the next available opportunity. We may sometimes specify a different form of resit assessment: this will be to minimise the impact on you whilst ensuring that you can demonstrate sufficient learning to progress.

Exceptional Resit

10. If following resit, you have failed to meet the pass standard to be awarded, you will be permitted an exceptional third attempt for one failed module only provided that:
 - a. The overall arithmetic mean mark for the level is equal to or greater than 40%;
 - b. All other modules are passed and credits awarded; and
 - c. The aggregate module mark is not equal to 0.
11. If you have not met the requirements set out in the assessment framework, and you have been re-assessed for the maximum permitted number of attempts, your registration with the University will be cancelled.

Repeat

12. If you are not successful in reassessments, you will be permitted one opportunity only across your programme of study (Level 5) to repeat the failed module(s) or repeat all modules with re-registration and attendance.
13. You will be required to repeat only those modules which you failed. However, you may choose to repeat all modules of the level. If you do so, we will use the higher mark in any given module when we consider your award. Before you choose to repeat all modules, you should discuss with Student Support the financial and other implications of your choice.

Award

14. If you have passed the assessments set for Level 5 of an Additional Diploma, we will award you that certificate.
15. The classification of the award shall be determined by the Progression and Award Board.

16. In calculating your award classification, we will refer to the following table:

Mark range	Award classification
Below 39.49	Fail
39.5 – 59.49	Pass
59.5 – 69.49	Merit
69.5 – 100	Distinction

17. We will calculate your award class using the following method:

- a. The arithmetic mean of all marks for the 40 credits studied at Level 5 is calculated and converted to a classification based on the table in paragraph 16 above.

Additional Regulations for Undergraduate Biomedical Sciences Degrees

International English Language Testing System (IELTS)

1. If English is not your first language and you have not been educated in the UK, you will need an IELTS academic score of 7.0 with a minimum of 6.5 in reading, listening, speaking and writing to meet IBMS requirements.

Progression and Award

2. For the BSc (Hons) Biomedical Sciences programme, the requirements of the relevant regulatory bodies do not permit compensation for failed modules at Levels 5 and 6 and require you to achieve a pass of 40% in each of the components of assessment in all Level 5 and 6 modules in order to pass the module overall.
3. Should you not fulfil these requirements above, having exhausted all permitted resit and repeat attempts, but having satisfied the rules for progression as outlined in the *Bachelor's Degrees Programme Regulations*, you may progress to the next level of study on the non-accredited BSc (Hons) Biomedicine programme or be awarded the non-accredited BSc (Hons) Biomedicine degree.
4. The BSc (Hons) Biomedicine programme is subject only to the *Undergraduate Bachelor's Degrees Programme Regulations* and not the *Additional Regulations for Undergraduate Biomedical Sciences Degrees*.

Additional Regulations for Undergraduate Computer Sciences Degrees

Progression and Award

1. For accredited undergraduate Computer Science programmes, compensation is only permitted for one module up to a maximum of 30 credits at either Level 4 or Level 5. Compensation may be awarded under the following circumstances:
 - a. You have achieved a mark no lower than 30% for the module; and
 - b. The overall arithmetic mean mark for the level is equal to or greater than 40%; and
 - c. All other modules are passed and credits awarded.
2. Progression to the next level of study will be permitted with compensation and the award of credits for that module.
3. Compensation is not permitted at final level of your programme.
4. For both accredited and non-accredited undergraduate Computer Science accredited programmes, you are required to achieve a pass of 40% in each of the components of assessment at Level 6.
5. Your transcript at the end of the degree programme will indicate if you have been awarded an accredited degree.

Additional Regulations for Undergraduate Initial Teacher Training Degrees

Assessment of the National Teachers' Standards

1. We will use the National Teachers' Standards (NTS) to assess whether you should get Qualified Teacher Status (QTS).
2. These are the standards set out in the Department for Education's *Teachers' Standards: Guidance for school leaders, school staff and governing bodies*, and have the force of law. If the standards are changed by the Department for Education, we will change your assessment to reflect the new standards.
3. Each stage of assessment is judged as pass/fail against the relevant standards for the stage of training. Your placement schools will assess your performance against the NTS criteria, and we will make our recommendations using these school assessments. You will be told before each stage of assessment what is expected of you and what the requirements are.

Assessment Failure and Reassessment Arrangements

4. Eligibility for, and timing of, reassessments for the sole purpose of meeting requirements for QTS will be at the discretion of the Chair of the Progression and Award Board.

Progression and Award

5. To be eligible for the award of a Bachelor's Degree with Honours leading to QTS, you must have obtained 360 credits, including 120 credits at the final level (Level 6), and have satisfied all the programme requirements for QTS.
6. If you do not meet all the programme requirements for QTS after exhausting all opportunities for re-assessment, you may be eligible to be considered for an Bachelor's Degree with Honours without QTS in the following exceptional circumstances:
 - a. You have obtained 360 credits, including 120 credits at Level 6; or
 - b. You have been unable on health grounds to follow the schools-based modules at Level 6. In this circumstance you will have been proposed an ad hoc programme of study.

Additional Regulations for Undergraduate Law Degrees

Progression and Award

1. The requirements of the relevant regulatory bodies restrict compensation for failed modules on the LLB (Hons) Law programme.
2. Paragraph 20 and paragraph 21 of the *Bachelor's Degrees Programme Regulations* applies to *Foundations of Legal Knowledge* modules on the LLB (Hons) Law programme only in the following circumstances:
 - a. Failure may be compensated only in relation to one of the Foundations of Legal Knowledge modules;
 - b. There are exceptional circumstances which are likely to have impacted on your performance;
 - c. You obtain a mark no lower than 35% in the failed module;
 - d. There is evidence of your academic strength across the entire degree programme; and
 - e. Specific permission has been given to us by the Solicitors Regulation Authority or the Bar Standards Board as appropriate to compensate your failure.
3. Regardless of your mode of study, the minimum and maximum lengths of study for the LLB (Hons) Law programme are:

Award	Minimum length	Maximum length
Bachelor's of Law (LLB) degree	3 calendar years	6 calendar years

4. This overrides the maximum length set out in paragraph 4 of the *Bachelor's Degrees Programme Regulations*.

Additional Regulations for Undergraduate Nursing Degrees

International English Language Testing System (IELTS)

1. If English is not your first language and you have not been educated in the UK, you will need an IELTS academic score of 7.0 with a minimum of 7.0 in reading, listening, and speaking and 6.5 in writing to meet Nursing and Midwifery Council (NMC) requirements.
2. The required marks can be achieved across two IELTS test sittings if:
 - a. applicants sit the tests within 12 months of each other;
 - b. applicants are tested in all four sections at the same time;
 - c. applicants achieve at least 7 for reading, listening, and speaking, and at least 6.5 for writing in at least one of the two test sittings; and
 - d. no scores in either of the two test sittings are below 6.5 for listening, reading, and speaking, or below 6 for writing.

Maximum Period of Registration

3. Nursing programmes must be completed within five years of the student's start date.

Practice Hours

4. The NMC standards require that you achieve 4600 hours of learning to enter the register. 2300 hours will be theory and 2300 hours practice. Our stipulated hours for an undergraduate programme is 3600 hours incorporating both theory and practice. Therefore, the BSc (Hons) Nursing [route] programme requires an additional 1000 hours of learning.

Progression

5. You must achieve a pass of 40% in each of the components of assessment in all modules in order to pass the module.
6. Compensation of marginal failure is not permitted on the programme. You must pass all elements of assessment across every level of the programme at every stage, in order to assess breadth of learning across different contexts. There will be no compensation within and between modules to ensure standards of the NMC. This includes theoretical assessments and those involved in the assessment of practice.
7. As a condition of a professional award, students must successfully meet the requirements concerning attendance and professional practice, together with the requirements of the regulatory bodies relating to student conduct, health and character. Potential breaches of professional conduct will be subject to the *Fitness to Practise Policy and Procedure*.

8. Each Practice module must be passed before progression to the next Practice module (e.g. Practice 1 must be passed before progression to Practice 2). If the failed practice experience takes place in Block 2, students will be given a reassessment opportunity at the start of Block 3 and the opportunity to recover any necessary practice hours before the end of the academic year.
9. If the failed practice experience takes place in Block 4, then wherever possible, students will be given the opportunity to recover any necessary practice hours or a reassessment opportunity before the end of the academic year. A nursing student failing two assessed practice experiences during the programme will be deemed to have failed the programme and a recommendation will be made to the Progression and Award Board to withdraw the student from the programme and be awarded an exit award if the requirements of that award have been met.
10. You must pass all Level 4 modules and complete a Declaration of Health and Character before progressing to Level 5.
11. You must pass all Level 5 modules and complete a Declaration of Health and Character before progressing to Level 6.
12. Students must pass all Level 6 modules, complete a programme of 4,600 hours of study which includes a minimum of 2,300 hours of professional practice, and must complete a Declaration of Health and Character before progressing to the Award of BSc (Hons) Nursing [route].

Eligibility to apply to enter the NMC Professional Register

13. To be awarded the relevant BSc (Hons) Nursing award and to be eligible to apply for entry to the NMC Professional Register, you must:
 - a. Have met the attendance requirements of the curriculum. A student who has not achieved the minimum professional requirements during the Programme will be required to make up time in placement and demonstrate sufficient evidence of engagement with the theoretical content to meet the minimum professional requirements. Students who do not achieve the minimum professional requirements will make up the requisite time at the end of their final year.
 - b. Have experienced a range of placements and met the relevant requirements for registration.
 - c. Have passed all theory and practice assessments for all modules with no compensation.
 - d. Complete a declaration of health and character at the end of the programme.
 - e. Register with the NMC within five years of successful completion of your studies.

Exit Qualifications

14. If you leave following completion of Level 4 or Level 5, you will graduate with an unclassified Certificate or Diploma of Higher Education in Health Studies.

Additional Regulations for Undergraduate Work-Based Learning Degrees

Recognition of Prior Learning

1. As well as recognition of prior certificated learning (RPCL), work-based learning programmes may include an assessment of your evidenced abilities and prior learning from experience (recognition of prior experiential learning – RPEL). We will use this to determine how many credits, and at what level, you need to achieve to be awarded a degree.

Programme and Progression

2. We will specify a programme of study which will include points at which we will consider whether your progress is sufficient for you to move to the next stage of the programme.

Engagement and Study

3. We will set out a learning agreement, which is a schedule for learning activities. We expect you to attend where appropriate and to engage diligently.

Submission of Assessment

4. Your learning agreement will set out module dates and your tutor will confirm deadlines for submission of assessment at the start of each module.

Failed Assessments

5. If you fail an assessment you may resit the assessment twice.
6. This replaces the resit and repeat arrangements set out in the relevant Programme Regulations of the *Taught Undergraduate Academic Regulations*.

Progression

7. The relevant Progression and Award Board will consider whether your performance is sufficient to progress to the next stage or year of the programme.
8. It is not necessary for you to have completed all of the modules at a given level to progress to the next year of study: because of the nature of individual programmes agreed for work-based learning, levels do not necessarily map on to academic years.

9. You may carry between 10 and 60 credits of failed modules to the next level of study, as determined by the relevant Progression and Award Board but you must pass the module(s) in the following year.

Additional Regulations for Higher and Undergraduate Degree Apprenticeships

Application, Admission and Recognition of Prior Learning

1. Admission to higher and degree apprenticeships is conditional upon you meeting our requirements; your employer's agreement; and your being eligible for higher and degree apprenticeship funding.
2. Higher and degree apprenticeships may include an initial assessment of your evidenced abilities and prior experience, compared to the relevant apprenticeship standard. We will use this to determine what you need to learn to complete the higher or degree apprenticeship.

Working with Your Employer

3. We will work with your employer to oversee your study as an apprentice. This means that we will meet with your employer on a regular basis to consider your progress and how we are supporting your learning. We will meet with you on a schedule which we agree with you and your employer, and your employer may also observe elements of your learning.
4. To support you as an apprentice we must share details of your learning and progress with your employer.
5. We may involve your employer in assessments of your learning and progress, in line with the requirements for the higher or degree apprenticeship for which you are enrolled.
6. If you cease to be employed by the employer on your apprenticeship agreement, your registration to study with the University on your apprenticeship programme may be cancelled and we will assist in finding you an alternative programme, where possible. We will apply the apprenticeship funding rules in our decision-making.

Programme and Progression

7. We will specify a programme of study which will include points at which we will consider whether your progress is sufficient for you to move to the next stage of the programme.
8. Some higher and degree apprenticeships must – in line with the relevant apprenticeship standard – be completed within a specific time period. In such cases, our progression and reassessment decisions will take this requirement into account.

Failed Assessment

9. If you fail an assessment, you may resit the assessment twice for on-programme assessments.
10. If following resit, you have failed to meet the pass standard to progress to the next level of study or be awarded, you will be permitted an exceptional fourth attempt for one failed module only provided that:
 - a. The overall arithmetic mean mark for the level is equal to or greater than 40%;
 - b. All other modules are passed and credits awarded; and
 - c. The aggregate module mark is not equal to 0.
11. This replaces the resit and repeat arrangements set out in the relevant Programme Regulations of the *Taught Undergraduate Academic Regulations*.

Progression

12. The relevant Progression and Award Board will consider whether your performance is sufficient to progress to the next year's study.
13. It is not necessary for you to have completed all of the modules at a given level to progress to the next year of study: because of the nature of higher and degree apprenticeships and the individual assessments of learning involved in higher and degree apprenticeships, levels do not necessarily map on to academic years.
14. You may carry failed modules to the next level of study, as determined by the relevant Progression and Award Board but you must pass the module(s) in the following year.

Award and End-Point Assessment

15. For Integrated Degree Apprenticeships, where the Apprenticeship Standard Assessment Plan makes specific stipulations for the End-Point Assessment (EPA), those requirements may override the provisions within these regulations. Any such stipulations will be included within the relevant module descriptor and programme literature.
16. For higher and degree apprenticeships with an external end-point assessment, if you are successful in the on-programme component of the apprenticeship you will remain registered until you have undertaken the end-point assessment for the higher / degree apprenticeship. Your University qualification may be awarded before completion of the apprenticeship end-point assessment, subject to meeting the Gateway requirements of the apprenticeship, including English and Maths (at a minimum of Level 2).

17. During the period between the award of the degree and the end-point assessment we may require you to continue to engage with us. You will also, during this period, continue to be able to use our facilities.
18. Your employer must confirm that you are ready for the end-point-assessment before you can take the end-point-assessment (applicable to all apprenticeship programmes).

Additional Regulations for Undergraduate Student Exchange (Outgoing)

Application

1. If you wish to study abroad as part of your degree with us, you should discuss with our International Mobility Officer where you wish to study, and how it will fit in with your degree programme. The [Study Abroad page](#) on our website provides further advice.
2. Applications for study abroad are made and considered in accordance with the University's *Study Abroad and Exchange Policy and Procedures*.
3. In order for your application to be considered and approved, you must:
 - a. Have a minimum 50%-year level average performance and good attendance and engagement;
 - b. Submit a satisfactory supporting statement;
 - c. Have approval from your personal tutor;
 - d. Have no outstanding financial obligations owing to us; and
 - e. Have successfully completed your preceding level of study.
4. When considering your application, the Academic Exchange Advisor, in consultation with the International Mobility Officer, will determine whether the study abroad would be equivalent in level and weighting to the study you would have undertaken with us.
5. You are responsible for making any necessary arrangements with the other institution and any external funding bodies or stakeholders (for instance Student Finance England). Our International Mobility Officer will be able to advise you on what you need to do.

Recognition

6. When you have completed your study abroad, the host institution will provide an official transcript to us. This will confirm your study and assessment results so that we can recognise your study abroad.
7. We will record your study abroad as 'pass' or 'fail' in line with your transcript from the host institution. We do not record actual marks because our partner institutions use different criteria for marking, which are not equivalent to our own.
8. Any actual marks you receive as part of your study abroad do not contribute towards your Leeds Trinity award classification.

Withdrawal from Study Abroad Agreement

9. If you are considering withdrawing from your agreed period of study abroad, please speak to your Personal Tutor and the International Mobility Officer before you make a final decision.

10. If you decide not to complete the agreed period of study abroad, you may be required to suspend from your study at Leeds Trinity and resume at the next available point which aligns with academic delivery.
11. The suspension will appear on your final transcript and may have financial implications. Our Money Advice team will be able to advise you further.

Assessment, Reassessment, Progression and Award

12. Leeds Trinity reassessment, progression and award regulations apply as detailed in the *Undergraduate Taught Academic Regulations* and the Programme Regulations specific to your programme of study.
13. If you fail an assessment undertaken as part of your study abroad, you will be expected to complete the reassessment in accordance with the host institution's academic regulations and during their published assessment periods. This may include returning to the host institution to complete reassessments in person.
14. Where your agreed study abroad is undertaken in one semester or term in Level 5, you must pass the required amount of credit to enable your progression to your next level of study at Leeds Trinity.
15. Where your agreed study abroad spans an entire academic year of undergraduate study, between Level 5 and Level 6, we will recognise this in the title of the degree which you are awarded on successful completion of your studies.

Postgraduate Taught Academic Regulations

Introduction

1. These Taught Postgraduate Academic Regulations apply to taught postgraduate programmes only and must be read in conjunction with the General Academic Regulations.
2. These Taught Postgraduate Academic Regulations are organised into the following award categories:
 - a. Postgraduate Certificate Programme Regulations
 - b. Postgraduate Diploma Programme Regulations
 - c. Master's Degree Programme Regulations
 - d. Postgraduate Certificate in Education Programme Regulations (PGCE)
 - e. Postgraduate Certificate in Education Programme Regulations (SCITT)
3. Additional Regulations are also provided for the following programmes and should be read in conjunction with the relevant Programme Regulations outlined above:
 - a. Additional Regulations for Masters 'with Placement' Degrees
 - b. Additional Regulations for Postgraduate Work-Based Learning Degrees
 - c. Additional Regulations for Postgraduate Degree Apprenticeships

Postgraduate Certificate Programme Regulations

Application, Admission and Recognition of Prior Learning

1. If you wish to study for a Postgraduate Certificate you must apply directly to us, using the appropriate application form.
2. If you wish to have prior learning recognised, and therefore be admitted with exemption from some elements of the programme, you should contact the Admissions team to discuss possibilities and any implications.

Duration of Study

3. We prescribe minimum and maximum lengths of registration. The minimum length reflects the quantity of learning necessary; the maximum length reflects the need to ensure the currency of your knowledge at graduation. Regardless of your mode of study, minimum and maximum lengths of study for awards under these Regulations are:

Award	Minimum length	Maximum length
Postgraduate Certificate	1 semester/term	2 calendar years

Assessment

4. We will assess your achievement of the learning outcomes for the programme in each year. Programme schemes will set out the assessment framework for the award. This will take one of the following forms:
 - a. Assessment associated with each module individually; combined to form an overall judgement on the level; or
 - b. Integrated assessments associated with all the material covered in the level.
5. The relevant Assessment Panel will consider your results and the marks to be awarded.
6. Where modules or integrated assessments are given a mark rather than a simple pass/fail, the pass mark is 50.
7. Where the mark for a module or integrated assessment is composed of multiple component marks which are aggregated arithmetically:
 - any mark of 49 will be rounded up to 50;
 - any mark of 59 will be rounded up to 60; and
 - any mark of 69 will be rounded up to 70.

Reassessment and Repeat

8. The following table summarises the rules for assessment and reassessment in Postgraduate Certificates:

Attempt	Description
First attempt	Original attempt
Resit	If fail first attempt
Exceptional resit	If very marginal fail of resit
Repeat	If fail resit

Resit

9. If you fail a module or an integrated assessment for a level, you may resit the failed assessment(s) on one occasion only.
10. Such resits will normally take place at the next available opportunity and must in any event take place within one calendar year. (This ensures the currency of the material in the resit assessment.)
11. We may sometimes specify a different form of resit assessment: this will be to minimise the impact on you whilst ensuring that you can demonstrate sufficient learning to progress.

Exceptional Resit

12. If following resit, you have failed to meet the pass standard to be awarded you will be permitted an exceptional third attempt for one failed module only provided that:
- The overall arithmetic mean mark for the level is equal to or greater than 50%;
 - All other modules are passed and credits awarded; and
 - The aggregate module mark is not equal to 0.
13. If you have not met the requirements set out in the assessment framework, and you have been re-assessed for the maximum permitted number of attempts, your registration with the University will be cancelled.

Repeat

14. If you are not successful in reassessments, you will be permitted one opportunity only to repeat the failed module(s) or repeat all modules with re-registration and attendance.
15. You will be required to repeat only those modules which you failed. However, you may choose to repeat all modules of the level. If you do so, we will use the higher

mark in any given module when we consider your progression and/or award. Before you choose to repeat all modules, you should discuss with Student Support the financial and other implications of your choice.

Award

16. The classification of the award shall be determined by the Progression and Award Board.

17. In calculating your award classification, we will refer to the following table:

Mark range	Award classification
Below 49.49	Fail
49.5 – 59.49	Pass
59.5 – 69.49	Merit
69.5 – 100	Distinction

18. We will calculate your award class using the following method:

- a. The arithmetic mean of all marks for the 60 credits studied at Level 7 is calculated and converted to an award classification based on the table in paragraph 17 above.

Postgraduate Diploma Programme Regulations

Application, Admission and Recognition of Prior Learning

1. If you wish to study for a Postgraduate Diploma you must apply directly to us, using the appropriate application form.
2. If you wish to have prior learning recognised, and therefore be admitted with exemption from some elements of the programme, you should contact the Admissions team to discuss possibilities and any implications.

Duration of Study

3. We prescribe minimum and maximum lengths of registration. The minimum length reflects the quantity of learning necessary; the maximum length reflects the need to ensure the currency of your knowledge at graduation. Regardless of your mode of study, minimum and maximum lengths of study for awards under these Regulations are:

Award	Minimum length	Maximum length
Postgraduate Diploma	1 calendar year	3 calendar years

Assessment

4. We will assess your achievement of the learning outcomes for the programme in each year. Programme schemes will set out the assessment framework for the award. This will take one of the following forms:
 - a. Assessment associated with each module individually; combined to form an overall judgement on the level; or
 - b. Integrated assessments associated with all the material covered in the level.
5. The relevant Assessment Panel will consider your results and the marks to be awarded.
6. Where modules or integrated assessments are given a mark rather than a simple pass/fail, the pass mark is 50.
7. Where the mark for a module or integrated assessment is composed of multiple component marks which are aggregated arithmetically:
 - any mark of 49 will be rounded up to 50;
 - any mark of 59 will be rounded up to 60; and
 - any mark of 69 will be rounded up to 70.

Reassessment and Repeat

8. The following table summarises the rules for assessment and reassessment in Postgraduate Diplomas:

Attempt	Description
First attempt	Original attempt
Resit	If fail first attempt
Exceptional resit	If very marginal fail of resit
Repeat	If fail resit

Resit

9. If you fail a module or an integrated assessment for a level, you may resit the failed assessment(s) on one occasion only.
10. Such resits will normally take place at the next available opportunity and must in any event take place within one calendar year. (This ensures the currency of the material in the resit assessment.)
11. We may sometimes specify a different form of resit assessment: this will be to minimise the impact on you whilst ensuring that you can demonstrate sufficient learning to progress.

Exceptional Resit

12. If following resit, you have failed to meet the pass standard to be awarded you will be permitted an exceptional third attempt for one failed module only provided that:
- The overall arithmetic mean mark for the level is equal to or greater than 50%;
 - All other modules are passed and credits awarded; and
 - The aggregate module mark is not equal to 0.
13. If you have not met the requirements set out in the assessment framework, and you have been re-assessed for the maximum permitted number of attempts, your registration with the University will be cancelled.

Repeat

14. If you are not successful in reassessments, you will be permitted one opportunity only to repeat the failed module(s) or repeat all modules with re-registration and attendance.
15. You will be required to repeat only those modules which you failed. However, you may choose to repeat all modules of the level. If you do so, we will use the higher mark in any given module when we consider your progression and/or award.

Before you choose to repeat all modules, you should discuss with Student Support the financial and other implications of your choice.

Compensation

16. If you have failed to meet the pass standard to be awarded, compensation is permitted for one failed module only up to a maximum of 30 credits with a mark no lower than 45% provided that:

- a. Overall arithmetic mean mark for the level is equal to or greater than 50%; and
- b. All other modules are passed and credits awarded.

Award

17. The classification of the award shall be determined by the Progression and Award Board.

18. We believe that your award classification should reflect your performance.

- a. You might show a consistency of performance over all years of the programme;
- b. Your performance might vary across the components of the programme; we consider that your award classification should reflect the balance of this.

19. In calculating your award classification, we will therefore use two methods. Each refers to the following table:

Mark range	Award classification
Below 49.49	Fail
49.5 – 59.49	Pass
59.5 – 69.49	Merit
69.5 – 100	Distinction

20. We will calculate your award class using each of the following two methods. Your award class will be the highest class calculated.

- a. The arithmetic mean of all marks for the 120 credits studied at Level 7 is calculated and converted to an award classification based on the table in paragraph 19 above. This addresses the criterion in paragraph 18a above.
- b. A mark profile is obtained for the 120 credits studied at Level 7. Each mark is converted to a classification based on the table in paragraph 19 above and the number of credits in each classification determined. The number of credits at each classification will then be summed, starting with those at the highest classification and working downwards through the classifications, until at least 50% of the credits (60) have been accounted

for. The classification determined by profile will then be the classification at which this process of summation ends. This addresses the criterion in paragraph 18b above.

Postgraduate Diploma: Exit Qualifications

21. If you have passed 60 credits of a Postgraduate Diploma and have, after the maximum number of assessment and reassessment attempts, we will award you an unclassified Postgraduate Certificate.

Master's Degree Programme Regulations

Application, Admission and Recognition of Prior Learning

1. If you wish to study for a Master's Degree you must apply directly to us, using the appropriate application form.
2. If you wish to have prior learning recognised, and therefore be admitted with exemption from some elements of the programme, you should contact the Admissions team to discuss possibilities and any implications.

Duration of Study

3. We prescribe minimum and maximum lengths of registration. The minimum length reflects the quantity of learning necessary; the maximum length reflects the need to ensure the currency of your knowledge at graduation. Regardless of your mode of study, minimum and maximum lengths of study for awards under these Regulations are:

Award	Minimum length	Maximum length
Master's degree	1 calendar year	5 calendar years

Assessment

4. We will assess your achievement of the learning outcomes for the programme in each year. Programme schemes will set out the assessment framework for the award. This will take one of the following forms:
 - a. Assessment associated with each module individually; combined to form an overall judgement on the level; or
 - b. Integrated assessments associated with all the material covered in the level.
5. The relevant Assessment Panel will consider your results and the marks to be awarded.
6. Where modules or integrated assessments are given a mark rather than a simple pass/fail, the pass mark is 50.
7. Where the mark for a module or integrated assessment is composed of multiple component marks which are aggregated arithmetically:
 - any mark of 49 will be rounded up to 50;
 - any mark of 59 will be rounded up to 60; and
 - any mark of 69 will be rounded up to 70.

Reassessment and Repeat

8. The following table summarises the rules for assessment and reassessment in Master's Degrees:

Attempt	Description
First attempt	Original attempt
Resit	If fail first attempt
Exceptional resit	If very marginal fail of resit
Repeat	If fail resit

Resit

9. If you fail a module or an integrated assessment for a level, you may resit the failed assessment(s) on one occasion only.
10. Such resits will normally take place at the next available opportunity and must in any event take place within one calendar year. (This ensures the currency of the material in the resit assessment.)
11. We may sometimes specify a different form of resit assessment: this will be to minimise the impact on you whilst ensuring that you can demonstrate sufficient learning to progress.

Exceptional Resit

12. If following resit, you have failed to meet the pass standard to be awarded you will be permitted an exceptional third attempt for one failed module only provided that:
- The overall arithmetic mean mark for the level is equal to or greater than 50%;
 - All other modules are passed and credits awarded; and
 - The aggregate module mark is not equal to 0.
13. If you have not met the requirements set out in the assessment framework, and you have been re-assessed for the maximum permitted number of attempts, your registration with the University will be cancelled.

Repeat

14. If you are not successful in reassessments, you will be permitted one opportunity only to repeat the failed module(s) or repeat all modules with re-registration and attendance.
15. You will be required to repeat only those modules which you failed. However, you may choose to repeat all modules of the level. If you do so, we will use the higher

mark in any given module when we consider your progression and/or award. Before you choose to repeat all modules, you should discuss with Student Support the financial and other implications of your choice.

Compensation

16. If you have failed to meet the pass standard to be awarded, compensation is permitted for one failed module only up to a maximum of 30 credits with a mark no lower than 45% provided that:
- Overall arithmetic mean mark for the level is equal to or greater than 50%; and
 - All other modules are passed and credits awarded.

Award

17. The classification of the award shall be determined by the Progression and Award Board.

18. We believe that your award classification should reflect your performance.

- You might show a consistency of performance over all years of the programme;
- Your performance might vary across the components of the programme; we consider that your degree classification should reflect the balance of this.

19. In calculating your award classification, we will therefore use two methods. Each refers to the following table:

Mark range	Award classification
Below 49.49	Fail
49.5 – 59.49	Pass
59.5 – 69.49	Merit
69.5 – 100	Distinction

20. We will calculate your award class using each of the following two methods. Your award class will be the highest class calculated.

- The arithmetic mean of all marks for the 180 credits studied at Level 7 is calculated and converted to an award classification based on the table in paragraph 19 above. This addresses the criterion in paragraph 18a above.
- A mark profile is obtained for the 180 credits studied at Level 7. Each mark is converted to a classification based on the table in paragraph 19 above and the number of credits in each classification determined. The number of credits at each classification will then be summed, starting with those at the highest classification and working downwards through the

classifications, until at least 50% of the credits (90) have been accounted for. The classification determined by profile will then be the classification at which this process of summation ends. This addresses the criterion in paragraph 18b above.

Master's Degree: Exit Qualifications

21. If you have passed 120 credits of a Master's Degree and have, after the maximum number of assessment and reassessment attempts we will award you an unclassified Postgraduate Diploma.
22. If you have passed 60 credits of a Master's Degree and have, after the maximum number of assessment and reassessment attempts we will award you an unclassified Postgraduate Certificate.

Postgraduate Certificate in Education (PGCE) Programme Regulations

Application, Admission and Recognition of Prior Learning

1. If you wish to study for a Postgraduate Certificate in Education (PGCE with Qualified Teacher Status – QTS) you must apply through the Department for Education (DfE).
2. There will be no application for advanced standing using RPL.

Duration of Study

3. We prescribe minimum and maximum lengths of registration. The minimum length reflects the quantity of learning necessary; the maximum length reflects the need to ensure the currency of your knowledge at graduation. Regardless of your mode of study, minimum and maximum lengths of study for awards under these Regulations are:

Award	Minimum length	Maximum length
Postgraduate Certificate in Education (PGCE)	1 calendar year	3 calendar years

Assessment – QTS and Level 6

4. The PGCE (Secondary Education) is divided into three stages:

Stage 1	Trainees develop their knowledge and skills in a guided and supported induction to classroom practice, and to the ways in which they will be expected to learn about classroom practice.
Stages 2 and 3	Trainees broaden their initial experience and sharpen their reflection with eventual transition to the Early Career Framework (ECF). They focus on developing and teaching longer term plans and sequences of learning, and on the evaluation of the impact of those plans and their teaching (including a L7 assignment).

5. The PGCE (Primary Education) is divided into three stages:

Stage 1	Trainees develop their knowledge and skills in a guided induction to classroom practice. They become familiar with current policies, national priorities and evidence informed practice.
Stage 2	

	Trainees develop breadth of experience across the curriculum and their age-phase. They focus on reflective and evaluative practice to develop their professional skills further.
Stage 3	Trainees build independence as a practitioner, planning, teaching and evaluating longer sequences of learning. They build critical reflection into their practice, including evaluating evidence.

6. We will assess you at each of above stages during the programme. Your performance in each of the stages will determine whether you can progress to the next stage. The final assessment at the end of stage will determine your eligibility for academic award at Level 6 and for the recommendation of QTS.
7. We will obtain evidence of your performance against the specific progress markers set out in each of the stages Assessment Report at the end each stage.
8. If at any point there are concerns that the trainee will not meet the necessary standard of practice at the end of each stage, then the trainee will either be placed on a Support Plan or if there is not sufficient time to allow for a Support Plan to be completed, their case will be referred to the end of Stage Panel.
9. Where a trainee has not met the requirements of a Support Plan, or has not met the requirements at the end of each stage the Assessment Panel will make a recommendation to the Progression and Award Board about one of three outcomes:
 - a. Progress – the trainee should be allowed to progress to the next stage (this might occur if there are only one or two areas where the trainee has not met the required standard of the stage).
 - b. Progress with Support – the trainee should be allowed to progress to the next stage, but with a Support Plan in place in the first weeks or of placement (this might occur if the trainee has failed to meet the required standard of practice in several areas).
 - c. Not Progress – the trainee is deemed to have failed the placement, and the Assessment Panel will recommend to the Progression and Award Board whether to offer a resit opportunity in the next academic year.
10. At the end of training you, your Link Tutor and your Mentor will take part in a moderation meeting, designed to agree a completed Final Assessment Report. This report enables a decision to be made at an Assessment Panel which will be recommended to the Progression and Award Board about whether your practice meets the Teachers' Standards.
11. If at the moderation meeting an agreement cannot be reached between the Mentor, Link Tutor and Trainee, then the End of Stage Report, and the Trainee's

evidence portfolio will be referred to a University Panel made up of three Lecturers from the Primary or Secondary teaching team (as appropriate to the programme), which will make a final decision about what to recommend to the Progression and Award Board.

Assessment – Level 7

12. We will assess your achievement of the learning outcomes for the programme in each year. Programme schemes will set out the assessment framework for the award. This will take one of the following forms:
 - a. Assessment associated with each module individually; combined to form an overall judgement on the level; or
 - b. Integrated assessments associated with all the material covered in the level.
13. The relevant Assessment Panel will consider your results and the marks to be awarded.
14. Where modules or integrated assessments are given a mark rather than a simple pass/fail, the pass mark is 50.
15. Where the mark for a module or integrated assessment is composed of multiple component marks which are aggregated arithmetically:
 - any mark of 49 will be rounded up to 50;
 - any mark of 59 will be rounded up to 60; and
 - any mark of 69 will be rounded up to 70.

Reassessment – QTS and Level 6

16. If you fail an assessment for a stage, you may resit the failed assessment on one occasion.
17. For failure at Stages 1 and 2 (Primary Education) and Stage 1 (Secondary Education), such resits will normally take place in the following year at the equivalent stage.
18. For failure at Stage 3 (Primary Education) and Stages 2 and 3 (Secondary Education), the Progression and Award Board will decide appropriate arrangements.
19. We will decide the scope of the reassessment taking into account the outcomes and competencies which you need to demonstrate.

Reassessment – Level 7

20. The following table summarises the rules for assessment and reassessment:

Attempt	Description
First attempt	Original attempt
Resit	If fail first attempt
Exceptional resit	If very marginal fail of resit

Resit – Level 7

21. If you fail a module or an integrated assessment for a level, you may resit the failed assessment(s) on one occasion only.
22. Such resits will normally take place at the next available opportunity and must in any event take place within one calendar year. (This ensures the currency of the material in the resit assessment.)
23. We may sometimes specify a different form of resit assessment: this will be to minimise the impact on you whilst ensuring that you can demonstrate sufficient learning to progress.

Exceptional Resit – Level 7

24. If following resit, you have failed to meet the pass standard to be awarded you will be permitted an exceptional third attempt for one failed module only provided that:
 - a. The overall arithmetic mean mark for the level is equal to or greater than 50%;
 - b. All other modules are passed and credits awarded; and
 - c. The aggregate module mark is not equal to 0.
25. If you have not met the requirements set out in the assessment framework, and you have been re-assessed for the maximum permitted number of attempts, your registration with the University will be cancelled.

Award

26. We will award you a Postgraduate Certificate in Education and recommend that you be given QTS if you have:
 - a. been deemed by the Progression and Award Board to have satisfied requirements for progression at the end of each stage;
 - b. provided evidence of having met or exceeded all Teachers' Standards;
 - c. been deemed by the examiners a fit and proper person to work with young people in secondary and primary schools; and
 - d. passed all modules required at Level 7.

27. The classification of the award shall be determined by the Progression and Award Board.

28. In calculating your award classification, we will refer to the following table:

Mark range	Award classification
Below 49.49	Fail
49.5 – 59.49	Pass
59.5 – 69.49	Merit
69.5 – 100	Distinction

29. We will calculate your award class using the following method:

- a. The arithmetic mean of all marks for the 60 credits studied at Level 7 is calculated and converted to an award classification based on the table in paragraph 28 above.

PGCE: Exit Awards

30. If you do not demonstrate achievement at Level 7 and have exhausted all reassessment opportunities, we may award an unclassified Professional Graduate Certificate of Education with recommendation that you be given QTS. We will award you a Professional Graduate Certificate of Education and recommend that you be given QTS if you have:

- a. been deemed by the Progression and Award Board to have satisfied requirements for progression at the end of each stage;
- b. provided evidence of having met or exceeded all Teachers' Standards;
- c. been deemed by the examiners a fit and proper person to work with young people in secondary and primary schools; and
- d. passed all modules required at Level 6.

31. If you do not demonstrate achievement at Level 7, have not provided evidence of having met or exceeded all Teachers' Standards, and have exhausted all reassessment opportunities, we may award an unclassified Professional Graduate Certificate of Education with no recommendation for QTS. We will award you a Professional Graduate Certificate of Education with no recommendation for QTS if you have:

- a. been deemed by the Progression and Award Board to have satisfied requirements for progression at the end of each stage;
- b. been deemed by the examiners a fit and proper person to work with young people in secondary and primary schools; and
- c. passed all modules required at Level 6.

32. If you have not provided evidence of having met or exceeded all Teachers' Standards but have demonstrated appropriate achievement at Level 7, we may award an unclassified Postgraduate Certificate in Education with no recommendation for QTS. We will award to you a Postgraduate Certificate in Education with no recommendation for QTS if you have:
- a. been deemed by the Progression and Award Board to have satisfied requirements for progression at the end of each stage;
 - b. been deemed by the examiners a fit and proper person to work with young people in secondary and primary schools; and
 - c. passed all modules required at Level 7.
33. Programme schemes may specify a route to gain QTS which does not require you to successfully complete Level 6 or Level 7 study.
34. If your programme has such a route, Assessment Panels may exceptionally decide that if you have successfully completed a school placement but have not succeeded at Level 6 or Level 7 in the associated academic assessment, you may proceed to the next placement. In these circumstances you may, if successful, be eligible for QTS but will not be eligible for the award of a Postgraduate Certificate in Education (Level 7) or a Professional Graduate Certificate of Education (Level 6).

Postgraduate Certificate in Education (SCITT) Programme Regulations

Duration of Study

1. We prescribe minimum and maximum lengths of registration. The minimum length reflects the quantity of learning necessary; the maximum length reflects the need to ensure the currency of your knowledge at graduation. Regardless of your mode of study, minimum and maximum lengths of study for awards under these Regulations are:

Award	Minimum length	Maximum length
Postgraduate Certificate in Education (SCITT)	1 calendar year	2 calendar years

Assessment

2. We will assess your achievement of the learning outcomes for the programme in each year. Programme schemes will set out the assessment framework for each level of the degree. This will take one of the following forms:
 - a. Assessment associated with each module individually; combined to form an overall judgement on the level; or
 - b. Integrated assessments associated with all the material covered in the level.
3. The relevant Assessment Panel will consider your results and the marks to be awarded.
4. Where modules or integrated assessments are given a mark rather than a simple pass/fail, the pass mark is 50.
5. Where the mark for a module or integrated assessment is composed of multiple component marks which are aggregated arithmetically:
 - any mark of 49 will be rounded up to 50;
 - any mark of 59 will be rounded up to 60; and
 - any mark of 69 will be rounded up to 70.

Reassessment

6. The following table summarises the rules for assessment and reassessment in Postgraduate Certificates:

Attempt	Description
First attempt	Original attempt
Resit	If fail first attempt
Exceptional resit	If very marginal fail of resit

Resit

7. If you fail a module or an integrated assessment for a level, you may resit the failed assessment(s) on one occasion only.
8. Such resits will normally take place at the next available opportunity and must in any event take place within one calendar year. (This ensures the currency of the material in the resit assessment.)
9. We may sometimes specify a different form of resit assessment: this will be to minimise the impact on you whilst ensuring that you can demonstrate sufficient learning to progress.

Exceptional Resit

10. If following resit, you have failed to meet the pass standard to be awarded you will be permitted an exceptional third attempt for one failed module only provided that:
 - a. The overall arithmetic mean mark for the level is equal to or greater than 50%;
 - b. All other modules are passed and credits awarded; and
 - c. The aggregate module mark is not equal to 0.
11. If you have not met the requirements set out in the assessment framework, and you have been re-assessed for the maximum permitted number of attempts, your registration with the University will be cancelled.

Award

12. The classification of the award shall be determined by the Progression and Award Board.
13. In calculating award classifications, we will therefore use two methods. Each refers to the following table:

Mark range	Award classification
Below 49.49	Fail
49.5 – 59.49	Pass
59.5 – 69.49	Merit
69.5 – 100	Distinction

14. We will calculate your award class using the following method:

- a. The arithmetic mean of all marks for the 60 credits studied at Level 7 is calculated and converted to an award classification based on the table in paragraph 13 above.

Additional Regulations for Master's 'with Placement' Degrees

Assessment

1. Masters 'with Placement' (1+1 Masters) consist of two stages: a 'taught stage' and a 'placement stage'.
2. Postgraduate Taught Academic Regulations will apply to the 'taught stage' of the programme.
3. The 'placement stage' will be assessed as Pass/Fail.

Progression

4. You will be required to have passed a minimum of 120 credits of the 'taught stage' to progress to the 'placement stage'.
5. If you have not achieved the requisite 120 credits by the beginning of your planned 'placement stage', you will defer until the next 'placement stage' subject to resit activity and/or receipt of first attempt marks for the final 60 credits of the 'taught stage'.
6. If a student has achieved 120 credits but failed 60 credits with no further resit opportunity, they would be permitted to undertake the 'placement stage' but would only be eligible for a Postgraduate Diploma with Placement subsidiary award subject to successful completion of the 'placement stage'.
7. There will be three potential start dates for the 'placement stage':
 - a) October of the following year for September intakes that have a 12-month duration at the 'taught stage'.
 - b) February of the following year for January intakes that have a 12-month duration at the 'taught stage'.
 - c) May of the following year for January intakes that have a 16-month duration at the 'taught stage'.

Award

8. You must have successfully completed both the 'taught stage' and 'placement stage' in order to receive an award of Masters 'with Placement'.
9. Award classifications will be based on the outcomes of the 'taught stage' of the programme and will follow the rules for award set out for Master's Degrees in the Taught Postgraduate Academic Regulations, with the additional requirement that you must also have passed the 'placement stage' of the programme.
10. The following exit awards may apply where you have failed to achieve the requisite credits in either the 'taught stage' or 'placement stage' of the programme:

- a) Postgraduate Certificate – where students have passed 60 credits of the ‘taught stage’ only.
- b) Postgraduate Diploma – where students have passed 120 credits of the ‘taught stage’ only.
- c) Postgraduate Diploma with Placement – where students have passed 120 credits of the ‘taught stage’ and 120 credits of the ‘placement stage’.
- d) Masters Degree – where students have passed 180 credits of the ‘taught stage’ but failed the ‘placement stage’.

Additional Regulations for Postgraduate Work-Based Learning Degrees

Recognition of Prior Learning

1. As well as recognition of prior certificated learning (RPCL), work-based learning programmes may include an assessment of your evidenced abilities and prior learning from experience (recognition of prior experiential learning – RPEL). We will use this to determine how many credits, and at what level, you need to achieve to be awarded a degree.

Programme and Progression

2. We will specify a programme of study which will include points at which we will consider whether your progress is sufficient for you to move to the next stage of the programme.

Engagement and Study

3. We will set out a learning agreement, which is a schedule for learning activities. We expect you to attend where appropriate and to engage diligently.

Submission of Assessment

4. Your learning agreement will set out module dates and your tutor will confirm deadlines for submission of assessment at the start of each module.

Failed Assessments

5. If you fail an assessment you may resit the assessment twice.
6. This replaces the resit and repeat arrangements set out in the relevant Programme Regulations of the *Taught Postgraduate Academic Regulations*.

Additional Regulations for Postgraduate Degree Apprenticeships

Application, Admission and Recognition of Prior Learning

1. Admission to postgraduate degree apprenticeships is conditional upon you meeting our requirements; your employer's agreement; and your being eligible for degree apprenticeship funding.
2. Postgraduate degree apprenticeships may include an initial assessment of your evidenced abilities and prior experience, compared to the relevant apprenticeship standard. We will use this to determine what you need to learn to complete the higher or degree apprenticeship.

Working with Your Employer

3. We will work with your employer to oversee your study as an apprentice. This means that we will meet with your employer on a regular basis to consider your progress and how we are supporting your learning. We will visit you at your workplace on a schedule which we agree with you and your employer, and your employer may also attend the University to observe elements of your learning.
4. To support you as an apprentice we must share details of your learning and progress with your employer.
5. We may involve your employer in assessments of your learning and progress, in line with the requirements for the postgraduate degree apprenticeship for which you are enrolled.
6. If you cease to be employed by the employer on your apprenticeship agreement, your registration to study with the University on your apprenticeship programme may be cancelled and we will assist in finding you an alternative programme, where possible. We will apply the apprenticeship funding rules in our decision-making.

Programme and Progress

7. We will specify a programme of study which will include points at which we will consider whether your progress is sufficient.
8. Some postgraduate degree apprenticeships must – in line with the relevant apprenticeship standard – be completed within a specific time period. In such cases, our progression and reassessment decisions will take this requirement into account.

Failed Assessment

9. If you fail an assessment, you may resit the assessment twice for on-programme assessments.
10. If following resit, you have failed to meet the pass standard to progress to the next level of study or be awarded, you will be permitted an exceptional fourth attempt for one failed module only provided that:
 - a. The overall arithmetic mean mark for the level is equal to or greater than 50%;
 - b. All other modules are passed and credits awarded; and
 - c. The aggregate module mark is not equal to 0.
11. This replaces the resit and repeat arrangements set out in the relevant Programme Regulations of the *Taught Postgraduate Academic Regulations*.

Award and End-Point Assessment

12. For Integrated Degree Apprenticeships, where the Apprenticeship Standard Assessment Plan makes specific stipulations for the End-Point Assessment (EPA), those requirements may override the provisions within these regulations. Any such stipulations will be included within the relevant module descriptor and programme literature.
13. For postgraduate degree apprenticeships with an external end-point assessment, if you are successful in the on-programme component of the apprenticeship you will remain registered and enrolled until you have undertaken the end-point assessment for the postgraduate degree apprenticeship. Your University qualification may be awarded before completion of the apprenticeship end-point assessment, subject to meeting the Gateway requirements of the apprenticeship, including English and Maths (at a minimum of Level 2).
14. During the period between the award of the degree and the end-point assessment we may require you to continue to engage with us. You will also, during this period, continue to be able to use our facilities.
15. Your employer must confirm that you are ready for the end-point-assessment before you can take the end-point-assessment (applicable to all apprenticeship programmes).

Supplementary Academic Regulations for Student Exchange (Incoming) and Visiting (Fee Paying) Students

Admission

1. If you wish to study with us as an exchange (incoming) or visiting student (fee paying), you must apply directly to us, setting out the study you wish to undertake with us, if you wish it to be assessed, and if it is to contribute to the assessment of a programme at another university.
2. Applications for study exchange are made and considered in accordance with the University's *Study Abroad and Exchange Policy and Procedures*.

Programme of Study

3. We will agree with you a *programme of study* which sets out details of the study that you plan to undertake at the University, any assessments that you will take as part of that study, and any specific arrangements for reporting back to your home university the outcomes of your study.

Assessment and Reassessment

4. Leeds Trinity assessment and reassessment regulations apply as detailed in the Taught Undergraduate or Postgraduate Academic Regulations and the Programme Regulations specific to your programme and/or level of study.
5. Resits will take place at the next available opportunity. We may sometimes specify a different form of resit assessment: this will be to minimise the impact on you whilst ensuring that you can demonstrate sufficient learning to progress.
6. If you do not need to pass the assessments as part of your home university programme of study, you may choose not to take any necessary resits.
7. If you need to resit an assessment but have gone back to your home university, your home university can, by arrangement with us, organise the resit assessment.

Transcripts and Award of Credit

8. On completion of your study, we will provide a transcript showing your programme of study, the outcomes of any assessment, and the level and values of any credits associated with the assessment.
9. Decisions about the inclusion of this credit in the award of any other university are the responsibility of that university.

Supplementary Academic Regulations for Credit-Bearing Continuing Professional Development (CPD) Students

Admission

1. If you wish to study with us as a CPD student, you must apply directly to us, setting out the study you wish to undertake with us.

Assessment and Reassessment

2. Leeds Trinity assessment and reassessment regulations apply as detailed in the Taught Programme Regulations specific to your module of study.
3. Resits will take place at the next available opportunity. We may sometimes specify a different form of resit assessment: this will be to minimise the impact on you whilst ensuring that you can demonstrate sufficient learning in order to be awarded credit.

Transcripts and Award of Credit

4. On completion of your study, we will provide a transcript showing your module(s) of study, the outcomes of any assessment, and the level and values of any credits associated with the assessment.