



Writtle  
University  
College

## Integrated Masters Academic Framework

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<b>Document Reference Number</b>	
<b>Originating Department</b>	Quality Office
<b>Version Number</b>	V.1.01
<b>Date Applicable from</b>	12 May 2022
<b>Date Equality Impact Assessed</b>	March 2021
<b>Approved and reviewed by</b>	Academic Board
<b>Date Approved</b>	May 2022
<b>Date of last review</b>	
<b>Access Public (website) or Internal (MyWi)</b>	Website
<b>Access Staff and Student or Staff Only</b>	Staff and Student
<b>Application to Collaborative</b>	Mandatory

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## 1. Types of award and duration

1.1 The Integrated Masters programme comprises four stages which align with the University College Higher Education Qualification Credit Framework (HEQCF) as follows:

- Stage 1 – Level 4 (CertHE)
- Stage 2 – Level 5 (DipHE)
- Stage 3 – Level 6 (Honours Degree)
- Stage 4 – Level 7 (Masters)

1.2 The credits and Level for all University College awards are set out in the University College Higher Education Qualification Credit Framework (HEQCF).

1.3 The following awards are available:

1.3.1 Certificate of Higher Education (CertHE) – comprising 120 credits at Level 4 or above. The duration of a CertHE is one year full-time. *(Exit award only)*.

1.3.2 Diploma of Higher Education (DipHE) – comprising at least 225 credits at Level 4 or above, including a minimum of 105 credits at Level 5 or above (may include a maximum of 30 credits at Level 6). The duration of a DipHE is two years full-time. *(Exit award only)*.

1.3.3 Ordinary Degree (e.g. BA/BSc) – comprising a minimum of 300 credits including a minimum of 60 credits at Level 6. The duration of an Ordinary Degree is three years full-time. *(The Ordinary Degree is available as an exit award only)*.

1.3.4 Honours Degree (e.g. BA/BSc (Hons)) – comprising a minimum of 330 credits including a minimum of 90 credits at Level 6. A maximum of 120 credits at Level 4 are included. The duration of an Honours Degree is three years full-time.

1.3.5 Postgraduate Certificate (PGCert) – comprising 60 credits at Level 7 (Stage 4); a minimum of 15 credits at first attempt. *(Exit award only)*

1.3.6 Integrated Masters (MVetPhys/MSci) – comprising 480 credits including 120 credits at Level 7 (Stage 4). Students must also meet any course specific requirements relating to the final stage which are published in the programme specification.

1.4 Permitted duration of study

1.4.1 The maximum period of student registration for full-time students shall be that as specified in the HE Qualification and Credit Framework, including any period of interruption.

1.4.2 The maximum period of study is set from the date when the student was first admitted to the programme.

1.4.3 Students who fail to complete the award in this time may be permitted to re-register with each case being considered on its merits. A re-registration fee may be charged. Where course structures have changed, so that modules previously achieved cannot automatically be carried forward, credits previously attained may be considered for the accreditation of prior learning (APL).

## 2. Modular Structure

- 2.1 The Integrated Masters is typically delivered over two semesters each academic year.
- 2.2 Modules may be 15, 30 or 60 credits in size (the latter being appropriate for the dissertation or equivalent); and a module may be delivered within one semester or across two semesters as appropriate.
- 2.3 Modules may be **compulsory** (must be taken as part of the course); **core** (which must be undertaken and passed by all students) or **optional**. Some modules delivered in the second semester (and the dissertation module) may require that the student has successfully completed a prerequisite module in advance. Prerequisite modules are indicated in the module and programme specification documents.

## 3. Progression, Assessment and Reassessment

- 3.1 The pass mark for modules at Stages 1, 2 and 3 is 40. The pass mark for modules at Stage 4 is 50. Credits are only awarded if the module is passed.
- 3.2 There is only one opportunity for in-year reassessment on the Integrated Masters Course; with the possible exception of some clinical assessment subject to PSRB requirement.
- 3.3 **Requirements for progression from Stage 1 to 2, and Stage 2 to 3:**

Students must:

  - 3.3.1 Achieve 120 credits at each stage
  - 3.3.2 Pass at least 60 credits at the first attempt
  - 3.3.3 Achieve a stage average mark of 50 at the first attempt; and
  - 3.3.4 Pass all core modules and meet any additional course or module specific requirements including professional, statutory and regulatory body requirements.
- 3.4 **Requirements for progression from Stage 3 to 4**
  - 3.4.1 Pass 120 credits at Stage 3. At least 90 credits must be at Level 6; and
  - 3.4.2 Pass at least 60 credits at Stage 3 at the first attempt; and
  - 3.4.3 Achieve a stage average mark of 55 at the first attempt; and
  - 3.4.4 Pass all core modules and meet any additional course or module specific requirements including professional, statutory and regulatory body requirements.
- 3.5 **If a student does NOT meet the requirement to progress (Stages 1 to 3):**
  - 3.5.1 Where a student has a **stage mark of less than 50** at the first attempt and/or has **failed more than 60 credits** at the first attempt; they will not be permitted to proceed on the integrated masters programme. However, such cases will be considered for a transfer to an honours degree. The normal rules for progression on a 3-year honours programme will then apply.
  - 3.5.2 Where a student has a **stage mark of at least 50** at the first attempt, but has **failed a maximum of 60 credits**, they must undertake the necessary reassessment prior to the next academic year in order to fulfil the requirement to progress. Marks will be capped at 40%

- 3.5.3 Where the **stage mark is below 20**, or where a student was absent from all examinations which were due to be sat in the most recent examination period - and there are no substantiated extenuating circumstances - the student must withdraw from the University College.
- 3.5.4 If 120 credits at level 4 or above have been achieved, the student will be considered for the award of a Certificate of Higher Education.
- 3.6 **If a student does NOT meet the requirement to progress (Stage 3 to Stage 4):**
- 3.6.1 Where a student has a **stage average mark of less than 55** at the first attempt and/or has **failed more than 60 credits** at the first attempt; they will not be permitted to proceed on the integrated masters programme. However, they can be considered for an exit award or transfer to an honours degree programme. The normal rules of assessment for classifying degrees on a 3-year honours programme will then apply.
- 3.6.2 Where a student has a **stage mark of at least 55**, but has **failed a maximum of 60 credits** they must undertake the necessary reassessment prior to the next academic year in order to fulfil the requirement to progress. Marks will be capped at 40%
- 3.6.3 Where the **stage mark is below 20**, or where a student was absent from all examinations which were due to be sat in the most recent examination period - and there are no substantiated extenuating circumstances - the student must withdraw from the University College.
- 3.7 **If a student does NOT meet the requirement to be awarded (Stage 4)**
- 3.7.1 Students may have a second attempt for modules that have been failed up to a **maximum of 60 credits**.
- 3.7.2 No second attempt at the assessment for a module is permitted prior to the Board of Examiners meeting where marks are confirmed.
- 3.7.3 The maximum mark that will be recorded for a module as a result of a second attempt is 50, unless there are substantiated extenuating circumstances.
- 3.7.4 The Board of Examiners will reinstate the module mark for a previous attempt a failed module if it is higher than the mark for the second attempt.
- 3.7.5 Second attempt at assessment applies to individual assignments/examinations that have been failed. A student cannot be permitted to retake a module unless there are substantiated extenuating circumstances.

#### 4. Following in-year reassessment

The Board of Examiners will determine the following **(From Stage 1 to 2 and Stage 2 to 3)**:

- 4.1 The student has met the requirements to progress;
- 4.2 To undertake a third and final attempt at the assessment either without attendance with marks capped at 40 **or** to repeat the Stage of study part-time, with marks capped at 40; **or**
- 4.3 To be considered for a transfer to a 3-year honours degree programme; **or**
- 4.4 Where the **stage mark is below 20**, or where a student was absent from all examinations which were due to be sat in the most recent examination period - and there are no

substantiated extenuating circumstances - the student must withdraw from the University College.

#### **Stage 4 (Masters Level)**

- 4.5 The student has met the requirements to be awarded; or
- 4.6 If a student fails a module on the second attempt, no further attempt is allowed unless there are substantiated extenuating circumstances.

### **5. Failure following reassessment**

#### **Stages 1, 2 and 3**

- 5.1 Students who fail following third and final attempt at assessment will not be permitted to retake the module. They may be entitled to an appropriate exit award subject to the regulations outlined in para 1.3 of this document.

### **6. Determination of final award classification Masters**

- 6.1 **Integrated Masters (MVetPhys/MSci)** are classified as Pass, Pass with Merit or Pass with Distinction. Requirements for each classification are as follows:

#### **6.1.1 Pass**

- 6.1.1.1 Subject to para 5.1.1.4; achieve 480 credits including 120 at Masters level (Level 7).
- 6.1.1.2 Pass all taught core modules including the dissertation;
- 6.1.1.3 Pass at least 60 taught module credits at Stage 4 at the first attempt.

#### **6.1.2 Pass with Merit**

- 6.1.2.1 Meet the requirements to pass (see para 6.1.1);
- 6.1.2.2 Obtain 120 credits in Stage 4 at the first attempt;
- 6.1.2.3 Obtain 60 credits in Stage 4 at 60 or above;
- 6.1.2.4 Have an overall weighted average mark of 60 or more across Stages 2, 3 and 4. The weighting between the stages of study will be as follows: 20% Stage 2; 30% - Stage 3 and 50% at Stage 4.
- 6.1.2.5 Have no module mark below 50 at Stage 4.

#### **6.1.3 Pass with Distinction**

- 6.1.3.1 Meet the requirements to pass (see para 6.1.1);
- 6.1.3.2 Obtain 120 credits in Stage 4 at the first attempt;
- 6.1.3.3 Obtain 60 credits in Stage 4 at 70 or above;
- 6.1.3.4 Have an overall weighted average mark of 70 or more across Stages 2, 3 and 4. The weighting between the stages of study will be as follows: 20% - Stage 2, 30% - Stage 3, 50% - Stage 4;
- 6.1.3.5 Have no module mark below 50 in Stage 4.

- 6.2 Where a student is either unable to complete their studies at Level 7, or does not achieve the required credits to be awarded a Masters degree; the student will be considered for an undergraduate honours degree in accordance with the Framework for Undergraduate awards.

- 6.3 Students will also be awarded a **Postgraduate Certificate (PGCert) with a pass** if they meet the following criteria:
- 6.3.1 Obtain 60 taught module credits in Stage 4 at Master level (Level 7).
  - 6.3.2 Pass all taught core modules
  - 6.3.3 Pass 15 credits at the first attempt in Stage 4.
- 6.4 Students can be considered for the award of merit or distinction for the PGCert exit award. Determined as detailed below:
- 6.4.1 **To pass with Merit students must:**
  - 6.4.2 Satisfy all the requirements to pass; and
  - 6.4.3 Either obtain 60 credits at the first attempt, of which 40 credits must be at 60 or above; or
  - 6.4.4 Obtain 60 credits at the first attempt, of which 30 credits must be at 60 or above; and have a Stage 4 Mark of 60 or more.
  - 6.4.5 **To pass with Distinction students must:**
  - 6.4.6 Satisfy all the requirements to pass; and
  - 6.4.7 Either obtain 60 credits at the first attempt, of which 40 credits must be at 70 or above; or
  - 6.4.8 Obtain 60 credits at the first attempt, of which 30 credits must be at 70 or above; and have a Stage 4 Mark of 70 or more.

## 7. Aegrotat

- 7.1 An Aegrotat award is an award without classification that may be conferred upon a student on the presumption that the student, who is unable to continue their studies, would have satisfied the standard required for the award had they been able to continue.
- 7.2 Such an award is contingent on there being sufficient evidence that had the study not been interrupted, the student would have completed the stage in question. In the absence of such evidence, the Aegrotat award will be the relevant exit award for the body of study completed.
- 7.3 The Board of Examiners may approve the award of an Aegrotat degree, based on the conditions set out at para 6.2 above. Aegrotat awards are unclassified, but the word 'Aegrotat' is not included on the degree certificate. Before the Awards Board decision is confirmed, the student must confirm in writing that they are willing to accept the Aegrotat award.
- 7.4 Students pursuing programmes that may lead to a professional registration who are subsequently awarded an Aegrotat degree, diploma or certificate may not be eligible for such a registration.
- 7.5 The request for the award of an Aegrotat award may be made by the student or, where a student is unable to prepare or submit a request, by the relevant Head of School. All requests shall be submitted to the Secretary of the Board of Examiners prior to the Board meeting.
- 7.6 The Board must be satisfied that:
- 7.6.1 the student is unlikely to be able to return to complete their study at a later date; and
  - 7.6.2 that the student's prior performance demonstrates that they would have passed but for the illness/event which occurred.



- 7.7 In reaching a conclusion to the points in para 6.6 above the Board should have the opportunity to consider:
- 7.7.1 details of the academic standing of the candidate
  - 7.7.2 details on the causes which prevented the candidate from attempting the whole or part of the assessment(s)
  - 7.7.3 details of medical evidence or other appropriate documentation
  - 7.7.4 evidence on the prospects of the candidate completing the assessment(s) in a subsequent year within the time-limit
  - 7.7.5 a signed statement from the candidate indicating that they are willing to accept an Aegrotat degree
- 7.8 The Board shall approve or not approve the award. The decision shall be conveyed to the candidate and confirmed to the appropriate Head of School.

## 8. Posthumous Awards

- 8.1 A posthumous qualification may be awarded to a deceased student who has completed sufficient study for the award. An Award Board can approve the conferment of a posthumous postgraduate taught award where there is sufficient evidence of the student's performance to demonstrate that the candidate would have reached the standard required for the award in question.
- 8.2 A posthumous award shall normally be a named award, as appropriate, except in those cases where professional body requirements dictate otherwise.
- 8.3 A request for consideration for a posthumous award must be made by the student's Head of School to the Award Board.
- 8.4 The Award Board has the authority to approve, or not approve, the award. If the Award Board approves the award, the student's family or next of kin must be allowed to decide whether they would like the award to be made.