

## Undergraduate Academic Framework

Writtle University College  
Lordship Road, Chelmsford  
Essex, CM1 3RR

Tel: +44 (0)1245 424200  
Fax: +44 (0)1245 420456  
Email: [info@writtle.ac.uk](mailto:info@writtle.ac.uk)  
[www.writtle.ac.uk](http://www.writtle.ac.uk)



<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

## Content

1. Types of Award and Duration
2. Modular Structure
3. Taught Module Assessment, Reassessment and Trailing Credit
4. Resubmission of Dissertation (or equivalent)
5. Failure Following Reassessment
6. Determination of Final Award Classifications
7. Transfer Between Awards and/or Modules
8. Aegrotat Awards
9. Posthumous Awards

## 1. Types of award and duration

- 1.1 The credits and level for all University College awards are set out in the University College Higher Education Qualification Credit Framework (HEQCF). Undergraduate awards cover levels 4-6 of the HEQCF.
- 1.2 The following awards are available at Levels 4-6:
  - 1.1.1 Certificate of Continuing Education (CCE) – comprising 60 credits at level 4. The duration of a CCE is one year full-time.
  - 1.1.2 Certificate of Higher Education (CertHE) – comprising 120 credits at level 4 or above. The duration of a CertHE is one year full-time.
  - 1.1.3 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.
  - 1.1.4 Foundation Degree (Fd) – 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 study is two years full-time.
  - 1.1.5 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.
  - 1.1.6 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 Permitted duration of study
  - 1.3.1 The maximum period of student registration for full-time and part-time students shall be that as specified in the HE Qualification and Credit Framework, including any period of interruption.
  - 1.3.2 The maximum period of study is set from the date when the student was first admitted to the course.
  - 1.3.3 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 undergraduate academic year is typically delivered over two taught semesters.
- 2.2 Modules may be 15, 30 or 60 credits in size (the last 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** (must be taken and passed), or **optional**. Some modules may require that the student has successfully completed a

prerequisite module in advance. Prerequisite modules are indicated in the module and course specification documents.

- 2.4 Where optional modules are offered as part of the course structure; it is the responsibility of the student to ensure they are registered on the option module they wish to take within the first two weeks of the Semester in which the module takes place; any student who has not registered for an option by the end of the second week of the Semester in which the module takes place will be allocated an option.
- 2.5 Where an award has any additional course or module specific requirements, including professional, statutory and regulatory body requirements, these must be passed for the conferment of that award. If not passed a lesser award may be considered subject to its own requirements being met.

### 3. Taught Module Assessment, Reassessment and Trailing

- 3.1 Typically, the achievement of 120 credits is required to progress from level 4 to level 5 and 240 credits to progress from level 5 to level 6. Further, students must pass any core modules and meet any additional requirements of relevant professional, statutory and regulatory body requirements. Refer to table [Determination of Final Award Classification](#) for credit requirements for each award.
- 3.2 The pass mark for all modules is 40%. All summative elements of assessment within a module must achieve an aggregated minimum mark of 40% for the module to be passed. Some modules may require all elements of assessment to achieve a minimum 40% pass mark, where this is the case it will be specified in the module specification document.
- 3.3 Where an assessment has been failed, whether that be 100% weighted single assessment or a percentage weighted element of assessment, the overall module mark following successful achievement of a pass mark for the reassessment attempt will be capped at 40%.
- 3.4 **If a student does not meet the requirements to progress/be awarded:**
  - 3.4.1 Where the student has failed a **maximum of 60 credits**, they must undertake the necessary reassessment for the failed elements only prior to the next academic stage in order to fulfil the requirement to progress. The module aggregate mark will be capped at 40%.
  - 3.4.2 Where the student has failed **more than 60 credits**, and has a year average mark greater than 20%:
    - 3.4.2.1 They must repeat the stage of study with attendance alongside the cohort in the year below. No marks can be carried forward. All assessments will be undertaken for uncapped marks. Students will have a maximum of two further assessment opportunities. Individual consideration may be necessary should the module/course have been amended/removed for the year to follow; **OR**
    - 3.4.2.2 Undertake the necessary reassessment for the failed elements only in the following academic year without attendance. The module aggregate mark will be capped at 40%. For assignment based assessment, students will be able to improve on assignments already submitted. For exam based assessment, a fresh exam paper will be sat should the module remain unchanged. Individual consideration may be necessary should the module/course have been amended/removed for the year to follow.

3.4.3 Where the student has no substantiated extenuating circumstances and either one of the following situations apply the student must withdraw from the University College:

- Stage Mark is **below 20%**; or
- The student has undertaken **none** of the required reassessment

**3.5 Following reassessment, the Board of Examiners will meet to determine the following:**

3.5.1 The student has met the requirements to progress or be awarded; **OR**

Where the student does not meet the requirements to progress:

3.5.2 Proceed to the next stage carrying a fail in a limited amount of non-core credit; depending on the registered award the number of trailed credits permissible are:

- Diploma of Higher Education a maximum of 15 credits across the whole course
- Foundation Degree a maximum of 15 credits across the whole course
- Honors Degree a maximum of 30 credits across the whole course; **OR**

3.5.3 To repeat the stage of study with attendance alongside the cohort in the year below. No marks can be carried forward. All assessments will be undertaken for uncapped marks. Students will have a maximum of one assessment opportunity remaining. Individual consideration may be necessary should the module/course have been amended/removed for the year to follow; **OR**

3.5.4 Where a student has failed a **maximum of 60 credits**, to repeat the failed modules only with attendance alongside the cohort in the year below. No marks for the repeated modules can be carried forward. Module aggregate mark(s) will be capped at 40%. Students will have a maximum of one assessment opportunity remaining. Individual consideration may be necessary should the module/course have been amended/removed for the year to follow; **OR**

3.5.5 To undertake the necessary reassessment for the failed elements only in the following academic year without attendance for the third and final time. The module aggregate mark will be capped at 40%. For assignment based assessment, students will be able to improve on assignments already submitted. For exam based assessment, a fresh exam paper will be sat should the module remain unchanged. Individual consideration may be necessary should the module/course have been amended/removed for the year to follow; **OR**

3.5.6 Award an exit award if the student has met the requirements for a lesser award; **OR**

3.5.7 Where the student has not met the requirements for progression (or award) having had three opportunities to undertake the assessment for a module; they will be required to withdraw from the University College; **OR**

3.5.8 Where the student has no substantiated extenuating circumstances and either one of the following situations apply the student must withdraw from the University College:

- Stage Mark is **below 20%**; or
- The student has undertaken **none** of the required reassessment

3.6 No reassessment attempt is permitted prior to the Board of Examiners where marks are confirmed.

3.7 Where reassessment results in a lower mark than that achieved at another attempt the Board of Examiners will reinstate the higher mark. This will not apply where students are repeating an

entire stage of study for uncapped marks. In such cases the marks achieved at the end of the repeat stage of study will stand.

3.8 If extenuating circumstances have been accepted for an assessment, the attempt is voided and full marks can be awarded, unless the extenuating circumstances apply to a refer attempt.

3.9 Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress may choose an alternative optional module during their repeat stage.

#### 4. Resubmission of the dissertation or equivalent

4.1 Re-submission of dissertations is only permitted in the following circumstances:

4.1.1 Either when a claim for extenuating circumstances has been accepted; or

4.1.2 Where the original mark awarded is at least 35% and the Board of Examiners judges that the work required does not include any additional experimental or practical work.

4.2 Re-submission is subject to the following conditions:

4.2.1 A dissertation must normally be re-submitted within two months of the formal notification of permission to re-submit; where extenuating circumstances have been accepted this may be extended to a maximum of 12 months.

4.2.2 A dissertation which has been re-submitted under circumstances described at para 4.1.2 shall be awarded no more than the minimum pass mark (40%); where extenuating circumstances have been accepted the attempt is voided and full marks can be awarded, unless the extenuating circumstances apply to a refer attempt.

#### 5. Failure following reassessment

5.1 Students who fail following reassessment of taught modules; or an allowable resubmission for the dissertation or equivalent, will not be permitted to retake the module unless subject to the maximum that may be 'trailed' detailed in 3.4.2 (above) or where they are asked to repeat the stage of study or module.

5.2 Where failures beyond the maximum permissible for the award are not redeemed, or a student is required to withdraw, they may be entitled to an appropriate lesser exit award subject to the regulations for those lesser awards.

## 6. Determination of final award classifications

- 6.1 To be eligible for a given award students must pass core modules and meet any additional requirements of relevant professional, statutory and regulatory body requirements.
- 6.2 For all final awards a transcript of module marks will be provided. Where awards are classified the transcript will also show the final classification. Final award classifications will be determined as per the table below.
- 6.3 Each module, the Stage Two, the Stage Three and the Degree Mark will be rounded to the nearest whole number, with half (0.5) marks or above being rounded up. All marks will be displayed to the nearest whole number.

Determination of Final Award Classification			
Award	Credits Passed	Classified/Unclassified	Classifications
Certificate of Continuing Education (CCE)	60 credits at Level 4	Unclassified	n/a
Certificate of Higher Education (CertHE)	120 credits at Level 4	Unclassified	n/a



Determination of Final Award Classification			
Award	Credits Passed	Classified/Unclassified	Classifications
Diploma of Higher Education (DipHE)	240 credits must be attempted with 225 credits achieved at Level 4 or above with a minimum of 105 at Level 5 or above	Unclassified as 'exit' award  Classified for those registered for a DipHE award	Using a weighted average of Stage Two (Level 5) marks only (weighted according to the credit weighting of the modules) as follows:  <b>Distinction will be awarded to a candidate who has:</b> <ul style="list-style-type: none"> <li>• <i>Either</i> a Stage Two Mark of 70% and over; <i>or</i></li> <li>• 60 credits at 70% or more and a Stage Two Mark of at least 68%</li> </ul> <b>Merit will be awarded to a candidate who has:</b> <ul style="list-style-type: none"> <li>• <i>Either</i> a Stage Two Mark of 60% and over; <i>or</i></li> <li>• 60 credits at 60% or more and a Stage Two Mark of at least 58%</li> </ul> <b>Pass will be awarded to a candidate who has:</b> <ul style="list-style-type: none"> <li>• A Stage Two Mark of 40% and over</li> </ul> <b>Fail</b> <ul style="list-style-type: none"> <li>• A Stage Two Mark of less than 40%</li> </ul>

Determination of Final Award Classification			
Award	Credits Passed	Classified/Unclassified	Classifications
<b>Foundation Degree (Fd)</b>	240 credits must be attempted with 225 credits achieved at Level 4 or above with a minimum of 105 at Level 5 or above	Classified	<p>Using an weighted average of Stage Two (Level 5) marks only (weighted according to the credit weighting of the modules) as follows:</p> <p><b>Distinction will be awarded to a candidate who has:</b></p> <ul style="list-style-type: none"> <li>• <i>Either</i> a Stage Two Mark of 70% or more; <i>or</i></li> <li>• 60 credits at 70% or more and a Stage Two Mark of at least 68%</li> </ul> <p><b>Merit will be awarded to a candidate who has:</b></p> <ul style="list-style-type: none"> <li>• <i>Either</i> a Stage Two Mark of 60% and over; <i>or</i></li> <li>• 60 credits at 60% or more and a Stage Two Mark of at least 58%</li> </ul> <p><b>Pass will be awarded to a candidate who has:</b></p> <ul style="list-style-type: none"> <li>• A Stage Two Mark of 40% and over</li> </ul> <p><b>Fail</b></p> <ul style="list-style-type: none"> <li>• A Stage Two Mark of less than 40%</li> </ul>
<b>Ordinary Degree (BA or BSc exit award only)</b>	A minimum of 300 credits must be passed including a minimum of 60 credits at Level 6	Unclassified	n/a

<p><b>Honours Degree (BA/BSc (Hons))</b> – <i>when students have progressed from Foundation Degrees or DipHE or have been admitted directly to the final stage of an Honours degree (e.g. top up course)</i></p>	<p><b>a)</b> For the award of an Honours degree for students with a WUC Foundation Degree or Diploma of Higher Education, a minimum of 105 credits must be passed in Stage Two (the final Stage of the Foundation degree or Diploma of Higher Education). A minimum of 210 credits must be passed over Stage Two and Stage Three (final year) combined. 90 credits worth must be passed at level 6.</p> <p><b>b)</b> For the award of an Honours degree for students with a level 5 award (including Foundation Degree or Diploma of Higher Education) awarded by another institution, 120 credits must be passed in Stage Three (final year), 90 credits worth of which must be passed at level 6.</p> <p><b>c)</b> For the award of an Honours degree for students admitted directly to the Final Stage, 120 credits must be passed in Stage Three (Final Year), 90 credits worth of which must be passed at level 6.</p>	<p>Classified</p>	<p><b>a) For students progressing from a WUC Foundation degree or Diploma of Higher Education to the final Stage of an Honours degree,</b> the marks from Stage Two of the Foundation degree or Diploma of Higher Education are used in the calculation of the Honours degree. The degree class is calculated in accordance with the normal rules for three-year Honours degrees (see below).</p> <p><b>b or c) For students given direct entry into the Final Stage or for students progressing from Foundation degrees or Diploma of Higher Education at other institutions into the Final Stage of an Honours degree,</b> final stage marks only will be used in calculating the Degree Mark. The Degree Mark is calculated using a weighted average of the final stage marks (weighted according to the credit weighting of the modules). The degree class is calculated in the following way:</p> <p><b>First Class Honours</b> will be awarded to a candidate who has:</p> <ul style="list-style-type: none"> <li>• <i>Either</i> a Degree Mark of 70 or more; <i>or</i></li> <li>• 60 credits at 70 or more and a Degree Mark of at least 68.</li> </ul> <p><b>Upper Second-Class Honours</b> will be awarded to a candidate who has:</p> <ul style="list-style-type: none"> <li>• <i>Either</i> a Degree Mark of 60 or more; <i>or</i></li> <li>• 60 credits at 60 or more and a Degree Mark of at least 58.</li> </ul> <p><b>Lower Second-Class Honours</b> will be awarded to a candidate who has:</p> <ul style="list-style-type: none"> <li>• <i>Either</i> a Degree Mark of 50 or more; <i>or</i></li> <li>• 60 credits at 50 or more and a Degree Mark of at least 48.</li> </ul> <p><b>Third Class Honours</b> will be awarded to a candidate who meets the criteria for the award of an Honours degree but who does not qualify for any other class of degree.</p>
--	---	-------------------	--

Determination of Final Award Classification			
Award	Credits Passed	Classified/Unclassified	Classifications
Honours Degree (BA/BSc (Hons))	A total of 360 credits must be attempted, of which 330 credits must be passed. Students must attempt 120 credits in the final stage (Year 3) and pass at least 90 credits at level 6.	Classified	<p>A student's degree class is based upon Stage Two and Stage Three Marks. The Stage Two (Level 5) Mark is calculated using a weighted average of Stage Two Marks (weighted according to the credit value of the L5 modules). The Stage Three (Level 6) Mark is calculated using a weighted average of Stage Three Marks (weighted according to the credit value of the L6 modules). Stage Two and Stage Three Marks are weighted 40% and 60% respectively and combined to give the Degree Mark.</p> <p><b>First Class Honours</b> will be awarded to a candidate who has:</p> <ul style="list-style-type: none"> <li>• <i>Either</i> a Degree Mark of 70 or more; <i>or</i></li> <li>• 120 credits at 70 or more and a Degree Mark of at least 68.</li> </ul> <p><b>Upper Second-Class Honours</b> will be awarded to a candidate who has:</p> <ul style="list-style-type: none"> <li>• <i>Either</i> a Degree Mark of 60 or more; <i>or</i></li> <li>• 120 credits at 60 or more and a Degree Mark of at least 58.</li> </ul> <p><b>Lower Second-Class Honours</b> will be awarded to a candidate who has:</p> <ul style="list-style-type: none"> <li>• <i>Either</i> a Degree Mark of 50 or more; <i>or</i></li> <li>• 120 credits at 50 or more and a Degree Mark of at least 48.</li> </ul> <p><b>Third Class Honours</b> will be awarded to a candidate who meets the criteria for the award of an Honours degree but who does not qualify for any other class of degree.</p>

## 7. Transfer between awards and/or modules

- 7.1 Students may be permitted to change their registered course or award, subject to their meeting the requirements for the course to which they wish to transfer and subject to the agreement of the relevant Course Manager. Any change in registered course will normally be agreed before the start of the academic year. Course transfer may exceptionally be agreed at the start of the academic year providing the transfer process is completed before the end of week 2 of Semester One.
- 7.2 For courses offering optional modules within the course structure, students may change from one optional module to another up to the end of the first 2 weeks (10 working days) of the Semester in which the module takes place, subject to there being sufficient capacity on the module and subject to any timetabling constraints that may apply.
  - 7.2.1 Students should discuss any proposed module change with the Course Scheme Manager to ensure that any new combination of modules meets the demands of their course.
  - 7.2.2 Core modules may not be substituted except in exceptional circumstances through a course amendment application process.
  - 7.2.3 It is the responsibility of the student to ensure they are registered on the option module they wish to take; any student who has not registered for an option by the end of the second week of the Semester in which the module takes place will be allocated an option.
- 7.3 Further information on procedures for course and module transfer is available from Registry.

## 8. Aegrotat Awards

- 8.1 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.
- 8.2 Such an award is contingent on there being sufficient evidence that had the study not been interrupted, the student would have completed the level in question. In the absence of such evidence, the Aegrotat award will be the relevant exit award for the body of study completed.
- 8.3 The Award Board may recommend the award of an Aegrotat degree, based on the conditions set out at para 8.2 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.
- 8.4 Students pursuing courses 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.
- 8.5 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/Department. All requests shall be submitted to the Secretary of the Award Board prior to the board meeting.

- 8.6 The Award Board must be satisfied that:
- 8.6.1 the student is unlikely to be able to return to complete their study at a later date; and
  - 8.6.2 that the student's prior performance demonstrates that they would have passed but for the illness/event which occurred.
- 8.7 In reaching a conclusion to the points in para 8.6 above the Award Board should have the opportunity to consider:
- 8.7.1 details of the academic standing of the candidate
  - 8.7.2 details on the causes which prevented the candidate from attempting the whole or part of the assessment(s)
  - 8.7.3 details of medical evidence or other appropriate documentation
  - 8.7.4 evidence on the prospects of the candidate completing the assessment(s) in a subsequent year within the time-limit
  - 8.7.5 a signed statement from the candidate indicating that they are willing to accept an Aegrotat degree
- 8.8 The Award Board shall approve or not approve the award. The decision shall be conveyed to the candidate and confirmed to the appropriate Head of School/Department.

## 9. Posthumous Awards

- 9.1 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 undergraduate 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.
- 9.2 A posthumous award shall normally be a named award, as appropriate, except in those cases where professional body requirements dictate otherwise.
- 9.3 A request for consideration for a posthumous award must be made by the student's Head of School/Department to the Award Board.
- 9.4 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.