

**NORWICH UNIVERSITY OF THE ARTS**

**STUDENT REGULATIONS AND PROCEDURES  
2024-25**

**SECTION E — PASSING AND FAILING UNITS**

Academic Year 2024-25

## SECTION E — PASSING AND FAILING UNITS

This section confirms the marks you need to pass a unit, and explains what happens if you fail one or more units. If you fail a unit, an assessment board won't automatically give you another attempt at it, and this section explains how decisions are reached about students with failed units.

- When you complete and hand in assessment requirements for a unit, we assess how well you have done against each of the **Learning Outcomes** for that unit. If you don't meet the standard needed for each Learning Outcome, you won't pass the unit.
- As you'll see from your Course VLE and other information about your course, you gain **academic credit** when you pass a unit. The only exception to this is Year 0 units, which don't have credit attached to them. If you fail a unit, you don't gain academic credit for that unit. You can find out more about academic credit, including the totals you need to qualify for a degree or another academic award, in **section H**.
- You must **pass all units** in each of year of study in order to progress from one year to the next, or to receive a final award or confirmation that you have completed a course.
- If you have passed a unit and received academic credit for it, **we wouldn't normally allow you another attempt at the unit**. An example of where we might allow this, however, is where a course has **Professional, Statutory or Regulatory Body (PSRB) requirements** which include specific competence standards that students have to achieve. For example, Year 3 students on the BA (Hons) in Architecture must demonstrate the Architects Registration Board General Criteria and Graduate Attributes.

This means that in some limited circumstances, an assessment board could ask a student to repeat a full year of study to retrieve a failed unit but also to repeat a unit they have already passed. In other circumstances, such as the agreed outcome of an academic appeal, a board could also offer a student the opportunity to repeat a unit or units they have already passed. Where a student repeats a unit they have already passed, we would record the higher mark of the two attempts at the unit.

- **We don't allow students to make the decision to repeat a unit they have failed.** Only the relevant assessment board, or the Chair acting on behalf of a board, can make decisions about repeating a failed unit or units. You may also be liable for tuition fees for any period of study you are required to repeat. If we offer you a repeat unit, it will be as a first attempt.
- **If you need a Student visa to study at the University, an assessment board may limit your opportunities to repeat failed units** as the duration of your visa may not make further submission attempts practical. In this event, we would try to

allow you to complete and submit work from your home country. If you have any queries about this, email [visa@norwichuni.ac.uk](mailto:visa@norwichuni.ac.uk).

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### 1. Integrated Foundation Year (Year 0)

#### 1.1 Unit pass and fail marks

- 1.1.1 We record grades of Pass, Marginal Fail and Fail (instead of percentage marks) for units on the Integrated Foundation Year (Year 0).
- 1.1.2 We use these grades – Pass, Marginal Fail and Fail - when we record your unit results on e:Vision.

#### 1.2 Marginal Fails and referral

- 1.2.1 If you have a Marginal Fail for a unit, you may be allowed a further opportunity to complete work and be assessed for the failed elements of your unit. We call this process **referral** and the work you would need to do to pass a marginally failed unit is called **a referral task**. In summary, referral is an opportunity for you to put right what you have done wrong in a unit.
- 1.2.2 An assessment board will only offer referral to you once for a unit. The relevant assessment board makes decisions on referral, either at its meeting towards the end of the academic year, or by action of the Chair during the year.
- 1.2.3 We can offer referral to Year 0 students at different points in the academic year:
  - after you have received your provisional mark for units BA0a and BA0b;
  - when an assessment board meets to confirm marks for the year. When the board takes decisions on Marginal Fails, they can offer referral tasks for all units in Year 0, except where a referral task has previously been completed.

1.2.4 Referral tasks are set by your Year 0 Pathways Leader. They will ensure that the task enables you to meet the Learning Outcomes of the unit(s) you have marginally failed.

1.2.5 When the referral task is set, a Course Administrator will write to you to confirm the details, including the date you have to hand in the work resulting from the task.

If you are set a referral task in the Summer you won't automatically have access to specialist resources on campus to help you complete your referral task, but if we think you'll need them, we'll also confirm this to you at the same time. In exceptional circumstances, the University may also need to charge you additional tuition fees for this support, and we'd give you the details of this when we write to you.

1.2.6 We will give you at least two weeks (10 working days) to complete a referral task.

1.2.7 We would only review the time we give you to complete a referral task if:

- you make a claim for extenuating circumstances which relates specifically to the period of time in which you are working on the referral task, and we uphold this claim; or
- you have reasonable adjustments in place which include a recommendation for additional time.

If we approve extra time for you to complete a referral task, it would normally be for a maximum of five working days (one week).

See section F for more about extenuating circumstances.

1.2.8 When you hand in work for a referral task, you need to follow the guidance we give you about how to submit the work, just as you do when you hand in any other work to us.

See section D for more about handing in your work to us.

1.2.9 The Programme Assessment Board or Resubmission Board will confirm the mark for your referral work at the earliest opportunity. We'll let you know once the relevant board has confirmed your marks.

1.2.10 If you pass your referral work you will receive a Pass grade for your unit(s).

- 1.2.11 If you don't pass your referral work, we'll give you a Fail grade for the unit. Where this happens, we may give you one more opportunity to pass the unit at resubmission, but this depends on how many other units you have failed.

See below for more about failing units and resubmission.

### **1.3 Limits on the offer of referral tasks**

- 1.3.1 An assessment board can give you a referral task for one or two units you have marginally failed. If you have Marginal Fails in all three Integrated Foundation Year (Year 0) units when the assessment board meets, the board will decide on your academic progress. If you are allowed to continue with your course, you may have to:

- resubmit the units; or
- repeat the whole year with attendance.

See below for more about failing units and resubmission.

### **1.4 Fails and resubmission**

- 1.4.1 If you have a Fail for a unit – including where you haven't passed a referral task – we may allow you one final opportunity to complete work and be assessed for the failed elements of your unit. We call this process **resubmission** and the work you need to do to pass a failed unit **a resubmission task**. We would only offer resubmission to you once for a unit. The relevant assessment board makes the majority of decisions on resubmission at its meeting, but the Chair of the relevant board could confirm a resubmission task separately if, for example, you have received extra time through reasonable adjustments.

- 1.4.2 **Please be aware that an assessment board won't automatically give you the chance to resubmit for a failed unit.** When deciding whether to offer you a resubmission opportunity, we will look at:

- your attendance on and engagement with the course;
- how much work you have completed for the failed unit, and the quality of that work; and
- if we think you have a realistic chance of passing the unit by completing a specified resubmission task. If the assessment board thinks you have too much work to do, they may decide that you have to repeat the unit in full with attendance.

If you didn't submit work for the unit when you were first asked to, the assessment board will record a non-submission and a Fail grade for your unit and won't normally offer you resubmission. The only exception to this is if you have made a claim for extenuating circumstances which we have upheld and

which the board considers relevant to the unit, in which case the board may offer you a resubmission opportunity.

See section C for more about attendance and engagement.

See section F for more about extenuating circumstances.

1.4.3 Once an assessment board has made the decision to offer you resubmission, the Year 0 Pathways Leader will set the resubmission task for you. They will ensure that the task enables you to meet the Learning Outcomes of the unit you have failed.

1.4.4 When the resubmission task is set, a Course Administrator will write to you to confirm the details, including the date you have to hand in the work resulting from the task.

You won't automatically have access to specialist resources on campus to help you complete your resubmission task, but if we think you'll need them, we'll also confirm this to you at the same time. In exceptional circumstances, the University may also need to charge you additional tuition fees for this support, and we'd give you the details of this when we write to you.

1.4.5 We'll give you four weeks (20 working days) to complete a resubmission task.

1.4.6 We would only review the time we give you to complete a resubmission task if:

- you make a claim for extenuating circumstances which relates specifically to the period of time in which you are working on the resubmission task, and we uphold this claim, or
- you have reasonable adjustments in place which include a recommendation for additional time.

If we approve extra time for you to complete a resubmission task, it would be for a maximum of five working days (one week).

See section F for more about extenuating circumstances.

1.4.7 When you hand in work for resubmission, you need to follow the guidance we give you about how to submit the work, just as you do when you hand in any other work to us.

See section D for more about handing in your work to us.

1.4.8 The relevant assessment board will confirm the mark for your resubmission work at the earliest opportunity. This will usually be the Resubmission Board, which

meets at the end of the summer vacation period to confirm resubmission marks. We'll let you know once the board has confirmed your marks.

- 1.4.9 If you pass at resubmission, you will receive a Pass grade for the unit as appropriate.
- 1.4.10 If you don't pass at resubmission, we'll record a Fail mark for the unit. The assessment board may not give you a further opportunity to complete work for the unit and may terminate your place on the course. The assessment board would only consider letting you stay on your course if we had upheld a relevant extenuating circumstances claim from you. If the assessment board terminates your place on your course, you can only challenge this decision by making an appeal to the University.

See section F for more about extenuating circumstances.

See section J for more about making an appeal.

## **1.5 Limits on the offer of resubmission tasks**

- 1.5.1 We limit the offer of resubmission tasks according to the number of units you have Fails for when the assessment board meets to confirm marks.
- 1.5.2 An assessment board can give a Year 0 student a resubmission task for one or two units you have failed. If you have Fails in all three Year 0 units when the assessment board meets, the board will decide on your academic progress. The board will decide either:
- to ask you to repeat the whole year with attendance; or
  - to terminate your place on the course.

If the assessment board terminates your place on your course, you can only challenge this decision by making an appeal to the University.

See section J for more about making an appeal.

- 1.5.3 An assessment board may also decide to terminate your place on the course if:
- we have asked you to resubmit a unit or units and you decide not to; or
  - you fail your resubmission task or tasks.

In these situations, we would only look at letting you remain on the course if:

- you had made a claim for extenuating circumstances which relates specifically to the period of time in which you were working on the resubmission task or tasks; and
- we uphold this claim.

See section F for more about extenuating circumstances.

If the assessment board terminates your place on your course, you can only challenge this decision by making an appeal to the University.

See section J for more about making an appeal.

## 2 Bachelors degree (Year 1, Year 2 and Year 3)

### 2.1 Unit pass and fail marks

2.1.1 If you're studying for a Bachelor degree, this is how we determine if you have passed or failed a unit:

i. Year 1

We record grades of Pass, Marginal Fail and Fail (instead of percentage marks) for units in Year 1.

ii. Year 2 and Year 3

- a mark of 40% or above means you have **passed** the unit;
- a mark between 35% and 39% means you have a **Marginal Fail** in the unit;
- a mark between 0% and 34 % means you have **failed** the unit.

2.1.2 The University operates a late submission policy.

See section D for more about the late submission policy and how this can affect your marks.

### 2.2 Marginal Fails and referral

2.2.1 If you have a Marginal Fail for a unit, the assessment board may allow you a further opportunity to complete work and be assessed for the failed elements of your unit. We call this process **referral** and the work you would need to do to pass a marginally failed unit is called **a referral task**. In summary, referral is an opportunity for you to put right what you have done wrong in a unit.

2.2.2 An assessment board will only offer referral to you once for a unit. The relevant assessment board makes decisions on referral, either at its meeting towards the end of the academic year, or by action of the Chair during the year.



2.2.3 We can offer referral to undergraduate students at two different points in the academic year:

- after you have received your provisional mark for any of the following units:
  - BA1a, BA2a, BA3a;
  - BSc1a, BSc2a, BSc3a;
  - BAAID1a, ARCH2a, ARCH3a;
- when an assessment board meets to confirm marks for the year. When the board takes decisions on Marginal Fails, they can offer referral tasks for:
  - all units in Years 1 and 2;
  - BA3a, BSc3a and ARCH3a.

See below for more about what happens if you have a Marginal Fail for unit BA3b, BSc3b or ARCH3b.

2.2.4 Referral tasks are set by your Course Leader as appropriate. The member of staff setting the task will ensure that the task enables you to meet the Learning Outcomes of the unit you have marginally failed.

2.2.5 When the referral task is set, a Course Administrator will write to you to confirm the details, including the date you have to hand in the work resulting from the task.

If you are set a referral task in the Summer you won't automatically have access to specialist resources on campus to help you complete your referral task, but if we think you'll need them, we'll also confirm this to you at the same time. In exceptional circumstances, the University may also need to charge you additional tuition fees for this support, and we'd give you the details of this when we write to you.

2.2.6 We'll give you at least two weeks (10 working days) to complete a referral task.

2.2.7 The late submission policy (see Section D) will not apply to referral tasks. If you do not submit your referral task by the date set, your outcome will be recorded as a non-submission and this means the unit has not been passed. Any offer of a further attempt will be decided by the assessment board at the end of your academic year.

Where the assessment board sets a referral for BA1b/BSc1b/BAAID1b or BA2b/BSc2b/ARCH2b for submission in the Summer, and you do not submit your referral by the date set, your outcome will be recorded as a non-submission

and this means the unit has not been passed. Any offer of a further attempt will be made by the resubmission board after the summer vacation.

Where you have a Marginal Fail in units BA3b/BSc3b/ARCH3b the assessment board will not offer a referral, but may consider a resubmission opportunity. See below for more information on resubmission.

We would only review the time we give you to complete a referral task if:

- you make a claim for extenuating circumstances which relates specifically to the period of time in which you are working on the referral task, and we uphold this claim; or
- you have reasonable adjustments in place which include a recommendation for additional time.

If we approve extra time for you to complete a referral task, it would normally be for a maximum of five working days (one week).

See section F for more about extenuating circumstances.

- 2.2.8 When you hand in work for a referral task, you need to follow the guidance we give you about how to submit the work, just as you do when you hand in any other work to us.

See section D for more about handing in your work to us.

- 2.2.9 The relevant assessment board will confirm the mark for your referral work at the earliest opportunity. Depending on when you hand in your work and the qualification you're studying for, this means that it might be the Programme Board or a Resubmission Board which confirms your marks. We'll let you know once the relevant board has confirmed your marks.

- 2.2.10 If you pass your referral work, you will receive a Pass for a unit in Year 1, or a Pass and a percentage mark in Year 2 and Year 3.

We'll also award you academic credit for the unit as appropriate.

Referral marks in Year 2 and Year 3 will be uncapped unless a cap is applied following the outcome of an academic misconduct investigation.

- 2.2.11 If you don't pass your referral work, we'll record your mark but give you a Fail grade for the unit. Where this happens, we may give you one more opportunity to pass the unit at resubmission, but this depends on how many other units you have failed.

See below for more about failing units and resubmission.

## 2.3 Limits on the offer of referral tasks

2.3.1 We limit the offer of referral tasks according to:

- the point you have reached with your studies; and
- the number of units you have Marginal Fails for when the assessment board meets to confirm your marks.

2.3.2 **If you are a Year 1 or Year 2 student**, an assessment board can give you a referral task for up to 80 academic credits you have marginally failed. If you have more than 80 credits of work with Marginal Fails in Years 1 or 2 when the assessment board meets, the board will decide on your academic progress. If you are allowed to continue with your course, you may have to:

- resubmit the failed unit or units; or
- repeat the failed unit or units with attendance; or
- repeat the whole year with attendance.

See below for more about failing and resubmitting units.

2.3.3 **If you are a Year 3 undergraduate student** and you have a Marginal Fail for unit BA3b, BSc3b or ARCH3b, we won't offer you a referral task for that unit. The board will decide whether to allow you to resubmit your failed unit, or to offer you an exit award. If you are allowed a further opportunity to complete your degree, you may have to:

- resubmit the failed unit; or
- repeat the failed unit with attendance.

See below for more about failing and resubmitting units.

See section H for more about exit awards.

See section I for more about graduation.

2.3.4 If the board does not allow you to continue with your course for any reason, they will terminate your place on the course. If the assessment board terminates your place on the course, you can only challenge this decision by making an appeal to the University.

See section J for more about making an appeal.

## 2.4 Fails and resubmission

2.4.1 If you have a Fail for a unit (in Year 2 and Year 3 this means a mark between 0% and 34%), including where you haven't passed a referral task – we may allow you one final opportunity to complete work and be assessed for the failed elements of your unit. We call this process **resubmission** and the work you need to do to pass a failed unit **a resubmission task**. We would only offer resubmission to you once for a unit. The relevant assessment board makes the majority of decisions on resubmission at its meeting, but the Chair of the relevant board could confirm a resubmission task separately if, for example, you have received extra time through reasonable adjustments.

2.4.2 **Please be aware that an assessment board won't automatically give you the chance to resubmit for a failed unit.** When deciding whether to offer you a resubmission opportunity, we will look at:

- your attendance on and engagement with the course;
- how much work you have completed for the failed unit, and the quality of that work; and
- if we think you have a realistic chance of passing the unit by completing a specified resubmission task. If the assessment board thinks you have too much work to do, they may decide that you have to repeat the unit in full and with attendance.

If you didn't submit work for the unit when you were first asked to, the assessment board will record a non-submission and a Fail grade for your unit and won't normally offer you resubmission. The only exception to this is if you have made a claim for extenuating circumstances which we have upheld and which the board considers relevant to the unit, in which case the board may offer you a resubmission opportunity.

See section C for more about attendance and engagement.

See section F for more about extenuating circumstances.

2.4.3 Once an assessment board has made the decision to offer you resubmission, the Course Leader (or equivalent) will set the resubmission task for you. The member of staff setting the task will ensure that the task enables you to meet the Learning Outcomes of the unit you have failed. In the case of a resubmission task where assessment of the original submission is by live presentation, you will be given an alternative opportunity to meet the Learning Outcomes.

2.4.4 When the resubmission task is set, a Course Administrator will write to you to confirm the details, including the date you have to hand in the work resulting from the task.

You won't automatically have access to specialist resources on campus to help you complete your resubmission task, but if we think you'll need them, we'll also confirm this to you at the same time. In exceptional circumstances, the University may also need to charge you additional tuition fees for this support, and we'd give you the details of this when we write to you.

2.4.5 We'll give you four weeks (20 working days) to complete a resubmission task.

2.4.6 The late submission policy (see Section D) will not apply to resubmission tasks. If you do not submit your resubmission task by the date set, your outcome will be recorded as a non-submission and this means the unit has not been passed. Any offer of a further attempt will be decided by the relevant assessment or resubmission board.

We would only review the time we give you to complete a resubmission task if:

- you make a claim for extenuating circumstances which relates specifically to the period of time in which you are working on the resubmission task, and we uphold this claim; or
- you have reasonable adjustments in place which include a recommendation for additional time.

If we approve extra time for you to complete a resubmission task, it would be for a maximum of five working days (one week).

See section F for more about extenuating circumstances.

2.4.7 When you hand in work for resubmission, you need to follow the guidance we give you about how to submit the work, just as you do when you hand in any other work to us.

See section D for more about handing in your work to us.

2.4.8 The relevant assessment board will confirm the mark for your resubmission work at the earliest opportunity. For an undergraduate student, this will usually be the Resubmission Board, which meets at the end of the summer vacation period to confirm resubmission marks. We'll let you know once the board has confirmed your marks.

2.4.9 If you pass at resubmission you will receive a Pass for a unit in Year 1, or a Pass and percentage mark in Year 2 and Year 3. The board will also award you academic credit for the unit as appropriate.

Resubmission marks in Year 2 and Year 3 will be uncapped unless a cap is applied following the outcome of an academic misconduct investigation.

See section M for more about disciplinary procedures.

- 2.4.10 If you don't pass at resubmission, we'll record your highest Fail mark for the unit. The assessment board may not give you a further opportunity to complete work for the unit and may terminate your place on the course. The assessment board would only consider letting you stay on your course if we had upheld a relevant extenuating circumstances claim from you. If the assessment board terminates your place on your course, you can only challenge this decision by making an appeal to the University.

See section F for more about extenuating circumstances.

See section J for more about making an appeal.

## **2.5 Limits on the offer of resubmission tasks**

- 2.5.1 We limit the offer of resubmission tasks according to:

- the point you have reached with your studies; and
- the number of units you have Fails for when the assessment board meets to confirm marks.

- 2.5.2 **If you are a Year 1 or Year 2 undergraduate student**, an assessment board can give you a resubmission task only for one unit – equivalent to up to 80 academic credits – you have failed. If you have failed both units in Years 1 or 2 when the assessment board meets, the board will decide on your ability to progress based on your academic record. The board will decide either:

- to ask you to repeat the whole year with attendance; or
- to terminate your place on the course.

If the assessment board terminates your place on your course, you can only challenge this decision by making an appeal to the University.

See section J for more about making an appeal.

- 2.5.3 **If you are a Year 3 undergraduate**, the assessment board can decide whether or not to offer resubmission tasks for students who have failed one or more units. If you have a Fail in one or more Year 3 units when the assessment board meets, the board may instead recommend that you are not offered another attempt at the failed unit or units and that you leave the University with an exit award (if you have qualified for one). If you are allowed a further opportunity to complete your degree, you may have to:

- resubmit the failed unit or units; or
- repeat the failed unit or units with attendance.

See section H for more about exit awards.

2.5.4 An assessment board may also decide to terminate your place on the course if:

- we have asked you to resubmit a unit or units and you decide not to; or
- you fail your resubmission task or tasks.

In these situations, we would only look at letting you remain on the course if:

- you had made a claim for extenuating circumstances which relates specifically to the period of time in which you were working on the resubmission task or tasks; and
- we uphold this claim.

See section F for more about extenuating circumstances.

2.5.5 If the assessment board terminates your place on your course, you can only challenge this decision by making an appeal to the University.

See section J for more about making an appeal.

### 3 Level 5 diploma (between Year 2 and Year 3 of Bachelors degree)

#### 3.1 Unit pass and fail marks

3.1.1 We record grades of Pass, Marginal Fail and Fail (instead of percentage marks) for units on a Level 5 diploma.

3.1.2 We use these grades – Pass, Marginal Fail and Fail – when we record your unit results on e:Vision.

#### 3.2 Marginal Fails and referral

3.2.1 If you have a Marginal Fail for a unit, you may be allowed a further opportunity to complete work and be assessed for the failed elements of your unit. We call this process **referral** and the work you would need to do to pass a marginally failed unit is called **a referral task**. In summary, referral is an opportunity for you to put right what you have done wrong in a unit.

3.2.2 An assessment board will only offer referral to you once for a unit. The relevant assessment board makes decisions on referral, either at its meeting towards the end of the academic year, or by action of the Chair during the year.

3.2.3 We can offer referral to Level 5 diploma students at different points in the academic year:

- after you have received your provisional mark for unit DipL5a;
- when an assessment board meets to confirm marks for the year. When the board takes decisions on Marginal Fails, they can offer referral tasks for both Level 5 Diploma units, except where a referral task has previously been completed.

3.2.4 Referral tasks are set by your Course Leader (or equivalent). The member of staff setting the task will ensure that the task enables you to meet the Learning Outcomes of the unit(s) you have marginally failed.

3.2.5 When the referral task is set, a Course Administrator will write to you to confirm the details, including the date you have to hand in the work resulting from the task.

If you are set a referral task in the Summer you won't automatically have access to specialist resources on campus to help you complete your referral task, but if we think you'll need them, we'll also confirm this to you at the same time. In exceptional circumstances, the University may also need to charge you additional tuition fees for this support, and we'd give you the details of this when we write to you.

3.2.6 We will give you at least two weeks (10 working days) to complete a referral task.

3.2.7 The late submission policy (see Section D) will not apply to referral tasks. If you do not submit your referral task by the date set, your outcome will be recorded as a non-submission and this means the unit has not been passed. Any offer of a further attempt will be decided by the assessment board at the end of your academic year, or where a referral for DipL5b is set by the assessment board, by the resubmission board after the summer vacation.

3.2.8 We would only review the time we give you to complete a referral task if:

- you make a claim for extenuating circumstances which relates specifically to the period of time in which you are working on the referral task, and we uphold this claim; or
- you have reasonable adjustments in place which include a recommendation for additional time.

If we approve extra time for you to complete a referral task, it would normally be for a maximum of five working days (one week).

See section F for more about extenuating circumstances.



- 3.2.9 When you hand in work for a referral task, you need to follow the guidance we give you about how to submit the work, just as you do when you hand in any other work to us.

See section D for more about handing in your work to us.

- 3.2.10 The Programme Assessment Board or Resubmission Board will confirm the mark for your referral work at the earliest opportunity. We'll let you know once the relevant board has confirmed your marks.
- 3.2.11 If you pass your referral work you will receive a Pass grade for your unit(s).
- 3.2.12 If you don't pass your referral work, we'll give you a Fail grade for the unit. Where this happens, we may give you one more opportunity to pass the unit at resubmission, but this depends on how many other units you have failed.

See below for more about failing units and resubmission.

### **3.3 Limits on the offer of referral tasks**

- 3.3.1 We limit the offer of referral tasks according to:
- the point you have reached with your studies; and
  - the number of units you have Marginal Fails for when the assessment board meets to confirm your marks.

- 3.3.2 **If you are studying for a Level 5 Diploma**, an assessment board can normally give you a referral task for up to 80 credits you have marginally failed – in other words, if you have a Marginal Fail in either unit. If you have Marginal Fails for both units when the assessment board meets, the board will decide on your academic progress. You may have to resubmit the failed unit or units.

If the board does not offer a resubmission, an outcome of Fail will be recorded in your Level 5 Diploma and you will progress into year 3 of your undergraduate degree. Students taking a Level 5 Diploma are not eligible for a board decision of repeat unit or year. Students who are not offered a resubmission will rejoin their undergraduate degree but will not qualify for the award of the Diploma.

See below for more about failing and resubmitting units.

- 3.3.3 If the assessment board records a Fail for your Level 5 Diploma, you can only challenge this decision by making an appeal to the University.

See section J for more about making an appeal.

- 3.3.4 If you are a Level 5 Diploma student and the Resubmission Board records a Fail for you because you haven't passed a referral task, you won't be eligible to repeat the unit(s). You will continue onto year 3 of your undergraduate course.

### **3.4 Fails and resubmission**

- 3.4.1 If you have a Fail for a unit – including where you haven't passed a referral task – we may allow you one final opportunity to complete work and be assessed for the failed elements of your unit. We call this process **resubmission** and the work you need to do to pass a failed unit **a resubmission task**. We would only offer resubmission to you once for a unit. The relevant assessment board makes the majority of decisions on resubmission at its meeting, but the Chair of the relevant board could confirm a resubmission task separately if, for example, you have received extra time through reasonable adjustments.

- 3.4.2 **Please be aware that an assessment board won't automatically give you the chance to resubmit for a failed unit.** When deciding whether to offer you a resubmission opportunity, we will look at:

- your attendance on and engagement with the course;
- how much work you have completed for the failed unit, and the quality of that work; and
- if we think you have a realistic chance of passing the unit by completing a specified resubmission task. If the assessment board thinks you have too much work to do, they may not offer the resubmission opportunity and will record an outcome of Fail in your Level 5 Diploma with progression to Year 3 of your undergraduate degree without the award of the Diploma.

If you didn't submit work for the unit when you were first asked to, the assessment board will record a non-submission and a Fail grade for your unit and won't normally offer you resubmission. The only exception to this is if you have made a claim for extenuating circumstances which we have upheld and which the board considers relevant to the unit, in which case the board may offer you a resubmission opportunity.

See section C for more about attendance and engagement.

See section F for more about extenuating circumstances.

- 3.4.3 Once an assessment board has made the decision to offer you resubmission, the Course Leader (or equivalent) will set the resubmission task for you. The member of staff setting the task will ensure that the task enables you to meet the Learning Outcomes of the unit you have failed.
- 3.4.4 When the resubmission task is set, a Course Administrator will write to you to confirm the details, including the date you have to hand in the work resulting from the task.

You won't automatically have access to specialist resources on campus to help you complete your resubmission task, but if we think you'll need them, we'll also confirm this to you at the same time. In exceptional circumstances, the University may also need to charge you additional tuition fees for this support, and we'd give you the details of this when we write to you.

3.4.5 We'll give you four weeks (20 working days) to complete a resubmission task.

3.4.6 The late submission policy (see Section D) will not apply to resubmission tasks. If you do not submit your resubmission task by the date set, your outcome will be recorded as a non-submission and this means the unit has not been passed. Any offer of a further attempt will be decided by the relevant assessment or resubmission board.

We would only review the time we give you to complete a resubmission task if:

- you make a claim for extenuating circumstances which relates specifically to the period of time in which you are working on the resubmission task and we uphold this claim; or
- you have reasonable adjustments in place which include a recommendation for additional time.

If we approve extra time for you to complete a resubmission task, it would be for a maximum of five working days (one week).

See section F for more about extenuating circumstances.

3.4.7 When you hand in work for resubmission, you need to follow the guidance we give you about how to submit the work, just as you do when you hand in any other work to us.

See section D for more about handing in your work to us.

3.4.8 The relevant assessment board will confirm the mark for your resubmission work at the earliest opportunity. For a Level 5 Diploma student, this will usually be the Resubmission Board, which meets at the end of the summer vacation period to confirm resubmission marks. We'll let you know once the board has confirmed your marks.

3.4.9 If you pass at resubmission you will receive a Pass grade and academic credit for the unit(s) as appropriate.

3.4.10 If you don't pass at resubmission, we'll record a Fail mark for the unit. A Level 5 Diploma student won't be eligible to repeat the unit(s).

See section F for more about extenuating circumstances.  
See section J for more about making an appeal.

### **3.5 Limits on the offer of resubmission tasks**

3.5.1 We limit the offer of resubmission tasks according to:

- the point you have reached with your studies; and
- the number of units you have Fails for when the assessment board meets to confirm marks.

3.5.2 An assessment board can give you a resubmission task for one unit only – equivalent to up to 80 credits – you have failed. If you have failed both units when the assessment board meets, the board will decide on your ability to proceed based on your academic record. The board will decide either:

- to give you a resubmission task for each of the failed units, but only if it agrees that you can complete the work in the time allowed; or
- to progress you to Year 3 of your undergraduate degree without the award of the Diploma.

If the assessment board progresses you to Year 3 of your undergraduate degree without diploma, you can only challenge this decision by making an appeal to the University.

See section J for more about making an appeal.

3.5.3 An assessment board may also decide to progress you to Year 3 of your undergraduate degree without the award of the Diploma if:

- we have asked you to resubmit a unit or units and you decide not to; or
- you fail your resubmission task or tasks.

In these situations, we would only look at making an exception if:

- you had made a claim for extenuating circumstances which relates specifically to the period of time in which you were working on the resubmission task or tasks; and
- we uphold this claim.

See section F for more about extenuating circumstances.  
See section H for more about exit awards.

## 4 Short course (Level 4 and Level 6)

### 4.1 Unit pass and fail marks

- 4.1.1 We record grades of Pass, Marginal Fail and Fail (instead of percentage marks) for Level 4 and Level 6 short courses.
- 4.1.2 We use these grades – Pass, Marginal Fail and Fail – when we record your short course results on e:Vision.

### 4.2 Marginal Fails and referral

- 4.2.1 If you have a Marginal Fail for a short course, you may be allowed a further opportunity to complete work and be assessed for the failed elements of your short course. We call this process **referral** and the work you would need to do to pass a marginally failed short course is called **a referral task**. In summary, referral is an opportunity for you to put right what you have done wrong in a short course.
- 4.2.2 An assessment board will only offer referral to you once for a short course. The relevant assessment board makes decisions on referral, either at the next available short course assessment board, or by action of the Chair.
- 4.2.3 We can offer referral to short course students at different points in the academic year:
- after you have received your provisional mark for your short course;
  - when an assessment board meets to confirm marks for the short course.
- 4.2.4 Referral tasks are set by your Course Leader (or equivalent). The member of staff setting the task will ensure that the task enables you to meet the Learning Outcomes of the short course you have marginally failed.
- 4.2.5 When the referral task is set, a Course Administrator will write to you to confirm the details, including the date you have to hand in the work resulting from the task.
- 4.2.6 We will give you at least three weeks (15 working days) to complete a referral task.
- 4.2.7 The late submission policy (see Section D) will not apply to referral tasks. If you do not submit your referral task by the date set, your outcome will be recorded as a non-submission and this means the unit has not been passed. Any offer of a further attempt will be decided by the next scheduled short course assessment board.
- 4.2.8 We would only review the time we give you to complete a referral task if:

- you make a claim for extenuating circumstances which relates specifically to the period of time in which you are working on the referral task, and we uphold this claim; or
- you have reasonable adjustments in place which include a recommendation for additional time.

If we approve extra time for you to complete a referral task, it would normally be for a maximum of five working days (one week).

See section F for more about extenuating circumstances.

- 4.2.9 When you hand in work for a referral task, you need to follow the guidance we give you about how to submit the work, just as you do when you hand in any other work to us.

See section D for more about handing in your work to us.

- 4.2.10 The Short Course Assessment Board will confirm the mark for your referral work at the earliest opportunity. We'll let you know once the relevant board has confirmed your marks.

- 4.2.11 If you pass your referral work you will receive a Pass grade for your short course.

- 4.2.12 If you don't pass your referral work, we'll give you a Fail grade for the short course. Where this happens, we may give you one more opportunity to pass the short course at resubmission.

See below for more about failing units and resubmission.

### **4.3 Limits on the offer of referral tasks**

- 4.3.1 We limit the offer of referral tasks according to the point you have reached with your studies.

- 4.3.2 An assessment board can normally give you a referral task for the credits you have marginally failed.

- 4.3.3 If the assessment board records a Fail for you because you haven't passed a referral task, you may be offered a resubmission opportunity. You'll need to resubmit work for the failed short course.

See below for more about failing and resubmitting units.

- 4.3.4 If the board does not offer a resubmission, an outcome of Fail will be recorded in your short course and they will terminate your place on the course. If the

assessment board terminates your place on the course, you can only challenge this decision by making an appeal to the University.

See section J for more about making an appeal.

## 4.4 Fails and resubmission

4.4.1 If you have a Fail for a short course, including where you haven't passed a referral task, we may allow you one final opportunity to complete work and be assessed for the failed elements of your short course. We call this process **resubmission** and the work you need to do to pass a failed short course a **resubmission task**. We would only offer resubmission to you once for a short course. The relevant assessment board makes the majority of decisions on resubmission at its meeting, but the Chair of the relevant board could confirm a resubmission task separately if, for example, you have received extra time through reasonable adjustments.

4.4.2 **Please be aware that an assessment board won't automatically give you the chance to resubmit for a failed short course.** When deciding whether to offer you a resubmission opportunity, we will look at:

- your engagement with the course;
- how much work you have completed for the failed short course, and the quality of that work; and
- if we think you have a realistic chance of passing the short course by completing a specified resubmission task. If the assessment board thinks you have too much work to do, they may decide that you have to repeat the short course in full with attendance.

If you didn't submit work for the short course when you were first asked to, the assessment board will record a non-submission and a Fail grade for your short course and won't normally offer you resubmission. The only exception to this is if you have made a claim for extenuating circumstances which we have upheld and which the board considers relevant to the short course, in which case the board may offer you a resubmission opportunity.

See section C for more about attendance and engagement.

See section F for more about extenuating circumstances.

4.4.3 Once an assessment board has made the decision to offer you resubmission, the Course Leader (or equivalent) will set the resubmission task for you. The member of staff setting the task will ensure that the task enables you to meet the Learning Outcomes of the short course you have failed.

- 4.4.4 When the resubmission task is set, a Course Administrator will write to you to confirm the details, including the date you have to hand in the work resulting from the task.
- 4.4.5 We'll give you six weeks (30 working days) as a part-time student on a short course.
- 4.4.6 The late submission policy (see Section D) will not apply to resubmission tasks. If you do not submit your resubmission task by the date set, your outcome will be recorded as a non-submission and this means the unit has not been passed. Any offer of a further attempt will be decided by the relevant assessment or resubmission board.

We would only review the time we give you to complete a resubmission task if:

- you make a claim for extenuating circumstances which relates specifically to the period of time in which you are working on the resubmission task, and we uphold this claim; or
- you have reasonable adjustments in place which include a recommendation for additional time.

If we approve extra time for you to complete a resubmission task, it would be for a maximum of five working days (one week).

See section F for more about extenuating circumstances.

- 4.4.7 When you hand in work for resubmission, you need to follow the guidance we give you about how to submit the work, just as you do when you hand in any other work to us.

See section D for more about handing in your work to us.

- 4.4.8 The relevant assessment board will confirm the mark for your resubmission work at the earliest opportunity. We'll let you know once the board has confirmed your marks.
- 4.4.9 If you pass at resubmission you will receive a Pass grade and academic credit for a Level 4 or Level 6 short course.
- 4.4.10 If you don't pass at resubmission, we'll record a Fail mark for the short course. The assessment board may not give you a further opportunity to complete work for the unit and may terminate your place on the course. The assessment board would only consider letting you stay on your course if we had upheld a relevant extenuating circumstances claim from you. If the assessment board terminates your place on your course, you can only challenge this decision by making an appeal to the University.



See section F for more about extenuating circumstances.  
See section J for more about making an appeal.

## **4.5 Limits on the offer of resubmission tasks**

4.5.1 We limit the offer of resubmission tasks according to:

- the point you have reached with your studies; and
- the number of Fails you have for when the assessment board meets to confirm marks.

4.5.2 An assessment board can give you one resubmission task. The assessment board will decide on your ability to proceed based on your academic record. The board may decide either:

- to give you a resubmission task for the failed short course, but only if it agrees that you can complete the work in the time allowed; or
- to ask you to repeat the whole short course; or
- to terminate your place on the short course.

If the assessment board terminates your place on the short course, you can only challenge this decision by making an appeal to the University.

See section J for more about making an appeal.

4.5.3 An assessment board may also decide to terminate your place on the course if:

- we have asked you to resubmit a unit or units and you decide not to; or
- you fail your resubmission task or tasks.

In these situations, we would only look at letting you remain on the course if:

- you had made a claim for extenuating circumstances which relates specifically to the period of time in which you were working on the resubmission task or tasks; and
- we uphold this claim.

See section F for more about extenuating circumstances.  
See section H for more about exit awards.

If the assessment board terminates your place on your course, you can only challenge this decision by making an appeal to the University.

See section J for more about making an appeal.

## 5 Level 7 courses: Postgraduate degree (MA, MArch, MA in Creative Education) and PGCertHE

### 5.1 Unit pass and fail marks

5.1.1 We record grades of Pass, Marginal Fail and Fail (instead of percentage marks) for all PGCertHE units and for all Masters units preceding the final unit.

We record grades of Distinction, Merit, Pass, Marginal Fail and Fail for:

- the Major Project on MA courses;
- the Comprehensive Design/Design Thesis Project on the MArch; and
- the Major Research Project on the MA in Creative Education.

We use these grades when we record your unit results on e:Vision.

See section H for more about how we award the grades of Merit and Distinction at MA level.

### 5.2 Marginal Fails and referral

5.2.1 If you have a Marginal Fail for a unit the assessment board may allow you a further opportunity to complete work and be assessed for the failed elements of your unit. We call this process **referral** and the work you would need to do to pass a marginally failed unit is called **a referral task**. In summary, referral is an opportunity for you to put right what you have done wrong in a unit.

5.2.2 An assessment board will only offer referral to you once for a unit. We can offer referral to postgraduate taught students either during the year on the basis of a provisional mark, or at a meeting of the relevant assessment board when you have a confirmed mark. In either case, we can offer referral for any postgraduate taught unit **except**:

- the Major Project (MA);
- the Comprehensive Design/Design Thesis Project (MArch); and
- the Major Research Project (MA in Creative Education).

See below for more about what happens if you have a Marginal Fail for the Major Project, the Comprehensive Design/Design Thesis Project, or the Major Research Project.

5.2.3 Depending on the award you're studying for, referral tasks are set by your Course Leader (or equivalent). The member of staff setting the task will ensure that the task enables you to meet the Learning Outcomes of the unit you have marginally failed.

- 5.2.4 When the referral task is set, a Course Administrator will write to you to confirm the details, including the date you have to hand in the work resulting from the task. If you're studying for the MA in Creative Education (including the PGCertHE), the QME Office will write to you with the referral task and your new deadline.

If you are set a referral task in the Summer you won't automatically have access to specialist resources on campus to help you complete your referral task, but if we think you'll need them, we'll also confirm this to you at the same time. In exceptional circumstances, the University may also need to charge you additional tuition fees for this support, and we'd give you the details of this when we write to you.

- 5.2.5 We'll give you at least two weeks (10 working days) to complete a referral task if you're a full-time student, and at least three weeks (15 working days) if you're a part-time student.

- 5.2.6 The late submission policy (see Section D) will not apply to referral tasks. If you do not submit your referral task by the date set, your outcome will be recorded as a non-submission and this means the unit has not been passed. Any offer of a further attempt will be decided by the relevant assessment or resubmission board.

We would only review the time we give you to complete a referral task if:

- you make a claim for extenuating circumstances which relates specifically to the period of time in which you are working on the referral task, and we uphold this claim; or
- you have reasonable adjustments in place which include a recommendation for additional time.

If we approve extra time for you to complete a resubmission task, it would be for a maximum of five working days (one week).

See section F for more about extenuating circumstances.

- 5.2.7 When you hand in work for resubmission, you need to follow the guidance we give you about how to submit the work, just as you do when you hand in any other work to us.

See section D for more about handing in your work to us.

- 5.2.8 The relevant assessment board will confirm the mark for your referral work at the earliest opportunity. Depending on when you hand in your work and the qualification you are studying for, this means that it might be the MA, MArch or PGCertHE Assessment and Award Board or a Resubmission Board which

confirms your marks. We'll let you know once the relevant board has confirmed your marks.

5.2.9 If you pass your referral work you will receive a Pass grade for your unit(s).

5.2.10 We'll also award you academic credit for the unit as appropriate.

5.2.11 If you don't pass your referral work, we'll give you a Fail grade for the unit. Where this happens, we may give you one more opportunity to pass the unit at resubmission, but this depends on how many other units you have failed.

See below for more about failing units and resubmission.

### **5.3 Limits on the offer of referral tasks**

5.3.1 We limit the offer of resubmission tasks according to:

- the point you have reached with your studies; and
- the number of units you have Fails for when the assessment board meets to confirm marks.

5.3.2 **If you are a postgraduate taught student on any course except the MArch, the PGCertHE, or the MA in Creative Education**, an assessment board can normally give you a referral task for one 30-credit unit. If you have Marginal Fails in up to 60 credits when the assessment board meets, the board will decide on your academic progress. If you are allowed to continue with your course, the assessment board has several options in deciding on your progress. These options are set out below.

- If you have received Marginal Fails for both 30-credit units, or the 60-credit Core Practice and Context unit, you may be able to complete referral tasks for those units if the board agrees that you are able to complete the work in the time allowed.
- If you have received a Marginal Fail in the Major Project 60-credit unit, you may be able to complete a resubmission task if the board agrees that you are able to complete the work in the time allowed.
- If the board does not agree that you can complete work for up to 60 credits of referral in the time allowed, or you have a total of more than 60 credits with Marginal Fails, you may have to:
  - resubmit the failed unit or units; or
  - repeat the failed unit or units with attendance; or
  - repeat the whole year with attendance.

5.3.3 **If you are a student on the MArch, PGCertHE, or the MA in Creative Education**, an assessment board can normally give you a referral task for one 20-credit unit. If you have Marginal Fails in more than one 20-credit unit when

the assessment board meets, the board will decide on your academic progress. If you are allowed to continue with your course, the assessment board has several options in deciding on your progress:

- If you have received Marginal Fails for two or more 20-credit units, you may be able to complete referral tasks for those units if the board agrees that you are able to complete the work in the time allowed.
- If you have received a Marginal Fail for the 60-credit Comprehensive Design/Design Thesis Project (MArch) or the 40-credit Major Research Project (MA in Creative Education), you will not be eligible to receive a referral, but the board may consider resubmission (see below).
- If the board does not agree that you can complete work for your failed 20-credit units in the time allowed, or you have a total of more than 60 credits with Marginal Fails, you may have to:
  - resubmit the failed unit or units; or
  - repeat the failed unit or units with attendance; or
  - repeat the whole year with attendance.

- 5.3.4 If the board does not allow you to continue with your course for any reason, they will terminate your place on the course. If the assessment board terminates your place on the course, you can only challenge this decision by making an appeal to the University.

See section J for more about making an appeal.

## **5.4 Fails and resubmission**

- 5.4.1 If you have a Fail for a unit – including where you haven't passed a referral task – we may allow you one final opportunity to complete work and be assessed for the failed elements of your unit. We call this process **resubmission** and the work you need to do to pass a failed unit **a resubmission task**. We would only offer resubmission to you once for a unit. The relevant assessment board makes the majority of decisions on resubmission at its meeting, but the Chair of the relevant board could confirm a resubmission task separately if, for example, you have received extra time through reasonable adjustments.

- 5.4.2 **Please be aware that an assessment board won't automatically give you the chance to resubmit for a failed unit.** When deciding whether to offer you a resubmission opportunity, we will look at:

- your attendance on and engagement with the course;
- how much work you have completed for the failed unit, and the quality of that work; and
- if we think you have a realistic chance of passing the unit by completing a specified resubmission task. If the assessment board thinks you have

too much work to do, they may decide that you have to repeat the unit with attendance.

If you didn't submit work for the unit when you were first asked to, the assessment board will record a non-submission and a Fail grade for your unit and won't normally offer you resubmission. The only exception to this is if you have made a claim for extenuating circumstances which we have upheld and which the board considers relevant to the unit, in which case the board may offer you a resubmission opportunity.

See section C for more about attendance and engagement.

See section F for more about extenuating circumstances.

5.4.3 Once an assessment board has made the decision to offer you resubmission, the Course Leader (or equivalent) will set the resubmission task for you. The member of staff setting the task will ensure that the task enables you to meet the Learning Outcomes of the unit you have failed.

5.4.4 When the resubmission task is set, a Course Administrator will write to you to confirm the details, including the date you have to hand in the work resulting from the task. If you're a student on the PGCertHE or MA in Creative Education, the QME Office will write to you with the resubmission task and your new deadline.

You won't automatically have access to specialist resources on campus to help you complete your resubmission task, but if we think you'll need them, we'll also confirm this to you at the same time. In exceptional circumstances, the University may also need to charge you additional tuition fees for this support, and we'd give you the details of this when we write to you.

5.4.5 We'll give you four weeks (20 working days) to complete a resubmission task if you're a full-time student, and six weeks (30 working days) if you're a part-time student on a postgraduate taught course

5.4.6 The late submission policy (see Section D) will not apply to resubmission tasks. If you do not submit your resubmission task by the date set, your outcome will be recorded as a non-submission and this means the unit has not been passed. Any offer of a further attempt will be decided by the relevant assessment or resubmission board.

We would only review the time we give you to complete a resubmission task if:

- you make a claim for extenuating circumstances which relates specifically to the period of time in which you are working on the resubmission task, and we uphold this claim; or

- you have reasonable adjustments in place which include a recommendation for additional time.

If we approve extra time for you to complete a resubmission task, it would be for a maximum of five working days (one week).

See section F for more about extenuating circumstances.

- 5.4.7 When you hand in work for resubmission, you need to follow the guidance we give you about how to submit the work, just as you do when you hand in any other work to us.

See section D for more about handing in your work to us.

- 5.4.8 The relevant assessment board will confirm the mark for your resubmission work at the earliest opportunity. For a postgraduate student, this will usually be the MA, MArch or PGCertHE Assessment and Award Board to confirm resubmission marks. We'll let you know once the board has confirmed your marks.

- 5.4.9 If you pass at resubmission you will receive a Pass grade and academic credit for the unit(s) as appropriate.

See section F for more about extenuating circumstances.

- 5.4.10 If you don't pass at resubmission, we'll record a Fail mark for the unit. The assessment board may not give you a further opportunity to complete work for the unit and may terminate your place on the course. The assessment board would only consider letting you stay on your course if we had upheld a relevant extenuating circumstances claim from you. If the assessment board terminates your place on your course, you can only challenge this decision by making an appeal to the University.

See section F for more about extenuating circumstances.

See section J for more about making an appeal.

## **5.5 Fails and resubmission**

- 5.5.1 We limit the offer of resubmission tasks according to:

- the point you have reached with your studies; and
- the number of units you have Fails for when the assessment board meets to confirm marks.

**5.5.2 If you are a postgraduate taught student on any course except the MArch, the PGCertHE, or the MA in Creative Education,** an assessment board can decide to give you a resubmission task for one 30-credit unit you have failed, or for the 60-credit Major Project if you have a Marginal Fail in this unit and the board agrees that you can complete the work required in the time allowed.

If you have more than 30 credits of work with Fails when the assessment board meets, the board will decide on your ability to progress based on your academic record. The board will decide:

- to give you a resubmission task for the failed unit or units but only if it agrees that you can complete the work in the time allowed; or
- to ask you to repeat the failed unit or units with attendance; or
- to terminate your place on the course.

If the assessment board terminates your place on your course, you can only challenge this decision by making an appeal to the University.

See section J for more about making an appeal.

**5.5.3 If you are a student on the MArch, the PGCertHE, or the MA in Creative Education,** an assessment board can decide to give you a resubmission task for one 20-credit unit you have failed.

If you have more than 20 credits of work with Fails when the assessment board meets, the board will decide on your ability to progress based on your academic record. The board will decide:

- to give you a resubmission task for the failed unit or units but only if it agrees that you can complete the work in the time allowed; or
- to ask you to repeat the failed unit or units with attendance; or
- to terminate your place on the course.

If the assessment board terminates your place on your course, you can only challenge this decision by making an appeal to the University.

See section J for more about making an appeal.

**5.5.4** An assessment board may also decide to terminate your place on the course if:

- we have asked you to resubmit a unit or units and you decide not to; or
- you fail your resubmission task or tasks.

In these situations, we would record a Fail for your unit(s). If you have enough academic credit from units you have previously passed, you may qualify for an exit award. We would only look at letting you remain on the course if:



- you had made a claim for extenuating circumstances which relates specifically to the period of time in which you were working on the resubmission task or tasks; and
- we uphold this claim.

See section F for more about extenuating circumstances.

See section H for more about exit awards.

If the assessment board terminates your place on your course, you can only challenge this decision by making an appeal to the University.

See section J for more about making an appeal.

## **6 Periods of referral / resubmission / intermission**

### **6.1 How we calculate the number of working days for referral and resubmission**

- 6.1.1 The late submission policy (see Section D) will not apply to referral or resubmission tasks. If you do not submit your referral or resubmission task by the date set, your outcome will be recorded as a non-submission and this means the unit has not been passed. Any offer of a further attempt will be decided by the relevant assessment or resubmission board. If you have extenuating circumstances or reasonable adjustments in place for the referral or resubmission these will be applied as outlined above.
- 6.1.2 The number of days we count for referral and resubmission tasks are for term-time only. This means that if you're due to hand in work around the time of the Winter or Spring vacations, we'll count the number of days for your referral or resubmission task in term-time days only, and you won't have to submit any work during those vacation periods. Please note that this doesn't apply to the Summer vacation if you have to hand in work because you have a referral and / or resubmission task for one or more units.

### **6.2 Passing and failing units and intermission**

- 6.2.1 If you are on intermission from study and the assessment board offers you a resubmission task to complete one unit to achieve an award, the board will also decide when you would need to hand in the work resulting from the resubmission task. The board will give you a hand-in date for the shorter of these two periods of time:
- the maximum registration period for your award; or

- within two years of the date when we confirmed that you had failed the unit.

6.2.2 Where you have failed a Level 4 or Level 6 short course unit, we would consider on an individual basis whether it was possible for you to:

- take a period of intermission; **and**
- still have time to repeat the unit within the maximum 52-week registration period that applies to these courses

See section B for more about maximum registration periods for awards.

6.2.3 For students on all our taught courses and degree awards, if you have failed one or more units and the assessment board asks you to repeat a unit or units with attendance, you may be required to take a formal break from your studies. We call this **compulsory intermission**. For example, this might be because you need to repeat one unit you have a Marginal Fail or Fail for, and then take intermission when we are teaching the unit you have already passed.

6.2.4 If you are a part-time Year 1 postgraduate student and the Board records a Fail for you because you haven't passed a referral or resubmission task, the Board will decide either:

- to allow you to continue on your course and resubmit your work at that point; or
- to ask you to intermit and resubmit the work at the same time as other students on the course; or
- to ask you to repeat the failed units or units with attendance; or
- to terminate your place on the course.

6.2.5 In exceptional circumstances, the board can also allow students on all our taught courses and degree awards to resubmit a failed unit or units during a period of compulsory intermission. In this case, a Course Administrator will write to you with full details after the board has met.

See section G for more about intermission.