

NORWICH UNIVERSITY OF THE ARTS

**STUDENT REGULATIONS AND PROCEDURES
2024-25**

**SECTION H — ACADEMIC CREDIT AND
AWARDS, INCLUDING HOW WE
CALCULATE DEGREE CLASSIFICATIONS**

Academic Year 2024-25

SECTION H — ACADEMIC CREDIT AND AWARDS, INCLUDING HOW WE CALCULATE DEGREE CLASSIFICATIONS

The University makes a number of academic awards at different levels – degrees, diplomas and certificates – to students who have fulfilled the necessary academic requirements. This section details and explains how you would qualify for one of these academic awards, and the requirements for completing a Level 4 or a Level 6 short course. It also sets out the way we determine levels of achievement for these awards, such as classifications for Bachelor degrees.

The section also explains the circumstances in which we would make:

- an aegrotat award, which is a type of unclassified Bachelor degree we can award to a student who doesn't complete their final year studies and who has very particular circumstances; and
- a posthumous award, where a student has died before completing the requirements of their course.

- **Academic credit** is a nationally agreed way of recording student learning at different levels in higher education. We award credit at the University as a way of confirming that a student has successfully completed at least one unit, either after passing the unit at the first attempt, or by passing it after referral or resubmission. When the credit for these individual units is added together and reaches a specified total, the University is able to make different types of academic award such as a Bachelor or Masters degree. Please note, however, that Year 0 units do not have credit attached to them.
- Academic credit relates to different **levels of study**, as set out in the Sector Recognised Standards (SRS) May 2022, published by the OfS (Office for Students). At the University, we recognise levels of study but refer to our students in terms of their years of study. For more information about this, see **section B** of these regulations, or refer to our *Award and Credit Scheme* – [click here for the Award and Credit Scheme](#) or search the intranet for 'Award and Credit Scheme'.
- The University can formally recognise academic credit which students have achieved before studying at the University. We do this through our **Accreditation of Prior Learning (APL) Policy and Procedures**. This means that, for example, if we decide you have gained sufficient academic credit on another course at another institution, we could accept you as a direct entrant onto Year 2 of a course at the University.

[Click here for more information about APL](#), search the intranet for 'Application for Accreditation of Prior Learning Form' or contact the Admissions Office by emailing admissions@norwichuni.ac.uk.

- **If you qualify for one of the University's academic awards**, such as a degree or a diploma, or if you complete a Level 4 or Level 6 short course, the Academic Registry will tell you how you will find out your results – for example, on e:Vision or by letter. The Academic Registrar is responsible for publishing as appropriate final results at the end of each academic year, such as for undergraduates whose degrees and awards are confirmed by a Final Award Board. Board decisions on marks, results and awards are confidential until the University publishes them. Email registry@norwichuni.ac.uk for more information.
- The University of the Arts London (UAL) is responsible for **making academic awards to postgraduate research students**. Contact research@norwichuni.ac.uk for a copy of the regulations relating to awards made by UAL.

1 General information about academic credit at the University

- 1.1 The University awards you credit for a unit only if you have passed that unit. We don't award credit for a unit if you have only partly completed the unit, or if you have been successful in only some parts of the unit.
- 1.2 Credit is not normally taken away or withdrawn once the University has awarded it. Even if you fail some units or you do not complete your course, you will keep the credit for any units you have passed. You are then able to use this credit either to negotiate further study at the University or to access another course with a different provider. The exception to this is where we have confirmed you have committed academic misconduct in your work, such as by cheating or by plagiarising someone else's work. In this case, the University may decide to take away credit for one or more of your units.

See section M for more about how the University deals with academic misconduct.

2 General conditions for making academic awards and confirming completion of courses to students at the University

- 2.1 We can only make awards and confirm completion of courses to individual students at the University if the following conditions have been met:
- you were registered as a student at the time you completed your final assessment on your course; and
 - the relevant assessment board has confirmed your award; and

- the Chair of the assessment board and the external examiner have signed to confirm your award.

3 Degrees, exit awards, stand-alone awards and other qualifications available at the University

3.1 The University can make the following **degree awards**:

- Bachelor of Arts (BA);
- Bachelor of Science (BSc);
- Master of Architecture (MArch); and
- Master of Arts (MA).

3.2 The University can also make awards below the level of degrees. If we make an award at a lower level than the final award of your course, this is called an **exit award**. These are the exit awards available at the University:

- Diploma of Higher Education (DipHE);
- Certificate of Higher Education (CertHE);
- Postgraduate Diploma of Higher Education (PGDip); and
- Postgraduate Certificate of Higher Education (PGCert).

All these awards include the relevant subject area – for example, Certificate of Higher Education in Games Art and Design.

3.3 Level 5 Diplomas are completed between Years 2 and 3 of an undergraduate degree course, and include their own specific subject area – currently, Creative Computing or Creative Professional Development.

3.4 The University also makes awards below the level of a degree as a **stand-alone award** – for example, the Postgraduate Certificate in Higher Education: Creative Education (PGCertHE). If you complete a Level 4 or a Level 6 short course you receive academic credit as appropriate, but you do not receive a stand-alone award.

3.5 If you have enough credits, you can choose to take an exit award (if one is available) from your course instead of completing the final award, or we can make the award to you if for any reason we withdraw you from your course. If you decide you would like to opt for an exit award, email the Academic Registrar by contacting aro@norwichuni.ac.uk.

3.6 In addition to the University's own awards, the University of the Arts London makes the following degree awards for students registered here:

- Doctor of Philosophy (PhD); and
- Master of Philosophy (MPhil).

Email research@norwichuni.ac.uk for more information about awards made by the University of the Arts London.

4 Can I accept an exit award and come back to the University in the future?

- 4.1 If you leave the University with an exit award, you may decide in the future that you want to come back to the University and use the credit you previously achieved here for direct entry onto a later year of either the same course or another one.

If you applied for readmission to the University in these circumstances, we would use our *Accreditation of Prior Learning (APL) Policy and Procedures* to look at your application and assess your existing academic credit. Please note that we wouldn't normally look at a request for readmission unless it was at least one year after the date we had withdrawn you from the University.

[Click here for the Accreditation of Prior Learning \(APL\) Policy and Procedures](#), or search the intranet for 'Accreditation of Prior Learning'.

- 4.2 Specific regulations apply if you have accepted an unclassified Bachelor degree or a Diploma of Higher Education at the University and you want to submit for an Honours degree. These regulations are set out below.

- 4.3 You can return to the University to submit for an Honours degree if you received an unclassified Bachelor degree or Diploma of Higher Education unless:

- you received this award because you had a failed Year 3 referral or resubmission task (this includes failing because you didn't submit the task); and/or
- you received this award after we had confirmed you had committed academic misconduct in an assessment at the University.

If you meet the criteria to return and had previously accepted a Diploma of Higher Education before attempting Year 3, you will be asked to complete the Year 3 units or appropriate alternatives. Please note that we can't guarantee that the Year 3 units you would have undertaken will still be available at the University when you return.

If you meet the criteria to return, and had previously accepted a Diploma of Higher Education or an unclassified Bachelor degree after attempting Year 3, we would ask you to resubmit the unit or units you failed, or appropriate alternatives. Please note that we can't guarantee that any units you took will still be available at the University when you return.

See section E for more about referral and resubmission.

See section M for more about how the University deals with academic misconduct.

- 4.4 The Academic Registrar considers requests for readmission to submit for an Honours degree. If the Academic Registrar approves your request, a Programme Assessment Board will agree the details of your resubmission. You will have to resubmit for the Honours degree within a period of five years starting from the date when we confirmed your final results to you. If you resubmit successfully for an Honours degree, you will need to return your original award certificate to us confirming your lower award.

Email aro@norwichuni.ac.uk if you want to request readmission to submit for an Honours degree.

See section I for more about award certificates.

5 The credits you need for a Bachelor degree

- 5.1 To be awarded a Norwich University of the Arts Bachelor degree with Honours (a BA (Hons) or BSc (Hons)) degree, you must:

- have achieved at least 360 credits, including a minimum of 240 credits at SRS Level 5 (which is the level of Year 2 units at the University) or above and a minimum of 120 credits at SRS Level 6 (which is the level of Year 3 units at the University); and
- have a final award mark of at least 40%.

- 5.2 To be awarded a Norwich University of the Arts Bachelor degree (an unclassified BA or BSc degree), you must:

- have achieved at least 300 credits, including a minimum of 120 credits at SRS Level 5 (which is the level of Year 2 units at the University) or above and a minimum of 60 credits at SRS Level 6 (which is the level of Year 3 units at the University); and
- have a final award mark of at least 40%;

or if you have received a Marginal Fail mark for unit BA3b/BSc3b (80 credits) but have passed unit BA3a/BSc3a (40 credits), you can still qualify for an unclassified BA or BSc degree if:

- you have achieved at least 280 credits, including a minimum of 120 credits at SRS Level 5 (which is the level of Year 2 units at the University) or above and a minimum of 40 credits at SRS Level 6 (which is the level of Year 3 units at the University); and

- your mark for BA3b/BSc3b is between 35% and 39%; and
- your average mark for SRS Level 6 (Year 3 units) is at least 40%; and
- you have a final award mark of at least 40%.

We can award unclassified Bachelor degrees in any subjects offered at the University except Architecture.

If you started your undergraduate degree course at the University in Year 3, we could award you an unclassified Bachelor degree if you passed one Year 3 unit (but not the other) and you have enough academic credit.

See below for more about final award marks.
See section E for more about passing and failing units.

6 The credits you need for other types of undergraduate award

- 6.1 **Year 0:** The University doesn't make an award at the end of Year 0, but the units you have studied and your results are recorded on your academic transcript.

See section I for more about academic transcripts.

- 6.2 **Diploma of Higher Education:** To be awarded a Norwich University of the Arts Diploma of Higher Education (a DipHE), you must:

- have achieved at least 240 credits at the University including a minimum of 120 credits at SRS Level 5 (which is the level of Year 2 units at NUA).

Please note that if you started your undergraduate degree course at the University in Year 3 but then didn't achieve any academic credit while you were here, we wouldn't award you a DipHE. This is because you would already have achieved the 240 credits needed for a DipHE at an institution other than the University, so it wouldn't be our award to make.

See section E for more about passing and failing units.

- 6.3 **Certificate of Higher Education:** To be awarded a Norwich University of the Arts Certificate of Higher Education (a CertHE), you must:

- have achieved at least 120 credits at the University including a minimum of 120 credits at SRS Level 4 (which is the level of Year 1 units at the University).

Please note that if you started your undergraduate degree course at the University in Year 2 but then didn't achieve any academic credit while you were here, we wouldn't award you a CertHE. This is because you would already have achieved the 120 credits needed for a CertHE at an institution other than the University, so it wouldn't be our award to make.

6.4 **Level 5 Diploma:** To be awarded a Norwich University of the Arts Level 5 Diploma, you must:

- be registered on a Norwich University of the Arts undergraduate degree course, and
- have achieved a minimum of 120 credits at SRS Level 5 as a Year 2 student on an undergraduate degree course at the University; and
- achieved 120 credits on a Level 5 Diploma at the University.

6.5 **Short Course:** If you successfully complete a Norwich University of the Arts short course, you receive 30 credits at either Level 4 or Level 6, depending on the course you complete, but you do not receive a stand-alone award. The unit you have studied and your credits are recorded on your academic transcript.

See section I for more about academic transcripts.

7 The credits you need for a Masters degree

7.1 To be awarded a Norwich University of the Arts Master of Arts, you must:

- have achieved at least 180 credits at SRS Level 7 (which is the level of all units on a postgraduate taught course at the University).

7.2 To be awarded a Norwich University of the Arts top-up Master of Arts in Creative Education, you must:

- have achieved at least 120 credits at SRS Level 7 (which is the level of all units on a postgraduate taught course at the University).

7.3 To be awarded a Norwich University of the Arts Master of Architecture, you must:

- have achieved at least 240 credits at SRS Level 7 (which is the level of all units on a postgraduate taught degree course at the University).

8 The credits you need for other types of postgraduate taught award, including interim awards for the MA, MArch and MA in Creative Education

8.1 To be awarded a Norwich University of the Arts Postgraduate Diploma of Higher Education (a PGDip), you must:

- have achieved at least 120 credits at SRS Level 7 (which is the level of all units on a postgraduate taught course at the University).

If you are a student taking the top-up MA in Creative Education, this means to be awarded a PGDip you must:

- have achieved at least 60 credits (Year 1 of the course) at SRS Level 7 (which is the level of all units on a postgraduate taught course at the University) while registered at the University, having received recognition of at least 60 credits of accredited prior learning on entry to the course.

If you are a student taking the Master of Architecture (MArch), this means that there is no further interim award available between 120 credits (PGDip) and 240 credits (MArch).

8.2 To be awarded a Norwich University of the Arts Postgraduate Certificate of Higher Education (a PGCert) or the Postgraduate Certificate in Higher Education: Creative Education (a PGCertHE), you must:

- have achieved at least 60 credits at SRS Level 7 (which is the level of all units on a postgraduate taught course at the University).

9 How do we calculate your Bachelor degree classification?

9.1 The University determines a student's Bachelor degree classification according to their **final award mark**. This is the mark we award you on the basis of:

- proportions of Year 2 and Year 3 marks; or
- Year 3 marks only.

We will calculate both these marks for you and will use the higher of the two for your **final award mark**.

If you are a direct entrant to Year 3, your award will be calculated using your Year 3 marks only.

9.2 If we are using unit marks from both Years 2 and 3, the final award mark is made up of 25% of your Year 2 marks, and 75% of your Year 3 marks. This means that your final award mark is calculated as detailed below for all Bachelor degrees except Architecture.

Your Year 2 mark is 25% of the total of the following:

- BA2a or BSc2a unit mark multiplied by two-thirds (as the unit is 80 credits out of the 120 credits for the year); plus
- BA2b or BSc2b unit mark multiplied by one third (as the unit is 40 credits out of the 120 credits for the year).

Your Year 3 mark is 75% of the total of the following:

- BA3a or BSc3a unit mark multiplied by one third (as the unit is 40 credits out of the 120 credits for the year); plus
- BA3b or BSc3b unit mark multiplied by two-thirds (as the unit is 80 credits out of the 120 credits for the year).

Your final award mark is your Year 2 mark added to your Year 3 mark.

9.3 For students on the BA (Hons) in Architecture only, your final award mark is calculated as detailed below.

Your Year 2 mark is 25% of the total of the following:

- ARCH2a unit mark multiplied by one third (as the unit is 40 credits out of the 120 credits for the year); plus
- ARCH2b unit mark multiplied by two-thirds (as the unit is 80 credits out of the 120 credits for the year).

Your Year 3 mark is 75% of the total of the following:

- ARCH3a unit mark multiplied by one third (as the unit is 40 credits out of the 120 credits for the year); plus
- ARCH3b unit mark multiplied by two-thirds (as the unit is 80 credits out of the 120 credits for the year).

Your final award mark is your Year 2 mark added to your Year 3 mark.

9.4 If we are using your Year 3 marks only, your final award mark is calculated as detailed below:

- BA3a or BSc3a unit mark multiplied by one third (as the unit is 40 credits out of the 120 credits for the year); plus
- BA3b or BSc3b unit mark multiplied by two-thirds (as the unit is 80 credits out of the 120 credits for the year).

Your final award mark is these two Year 3 marks added together.

9.5 We calculate your final award mark to 2 decimal places and then round it to the nearest whole number if your final award mark is 0.5% or more of a whole

number. For example, if you get a final award mark of 63.68%, we'll round up your mark to 64%. Once we have completed any rounding up of your final award mark, we place your final award mark against the scale of marks and classifications on the next page to confirm your degree classification.

Your final award mark	Your degree classification
70-100%	First Class Honours, or "a First"
60-69%	Second Class Honours (Upper), or "a 2.1"
50-59%	Second Class Honours (Lower), or "a 2.2"
40-49%	Third Class Honours, or "a Third"
0-39%	No degree award or classification; exit award only (if appropriate)

See above for more about exit awards.

9.6 The Final Award Board may adjust your degree classification if you have a final award mark which is also a **borderline mark**. A borderline mark is a mark which falls within the following range and accordingly is within the borderline of a higher degree classification:

- 69.00 – 69.99%;
- 59.00 – 59.99%; or
- 49.00 – 49.99%.

We call this the **1% borderline range**. Please note though that the Final Award Board won't use any previous whole number rounding to a final award mark to place it in the 1% borderline range for consideration for a higher degree classification. For example:

- you have a final award mark of 68.50; **which means that**

- because it's a mark within 0.5% of a whole number, the Board would round this up to 69 and agree a classification of a 2.1; **but that**
- the Board would not treat the mark of 69 as a borderline mark and so would not consider upgrading your classification to a First.

9.7 If your final award mark falls within the 1% borderline range, the Final Award Board can decide whether there is the possibility of giving you either an **automatic upgrade** or a **discretionary upgrade** to the higher degree classification.

9.8 The Final Award Board will give you an **automatic upgrade** to the higher classification if your borderline mark is as follows:

A mark in this borderline range.gives you a rounded up final award mark of.and the following degree classification:
69.5%-69.99%	70%	First Class Honours/ First
59.5%-59.99%	60%	Second Class Honours (Upper)/ 2.1
49.5%-49.99%	50%	Second Class Honours (Lower)/ 2.2

If you have a final award mark in the range 39.50%-39.99%, the Final Award Board won't give you an upgrade to a Third Class Honours degree. This is because a final award mark in this range would mean that you have failed at least one Year 3 unit and therefore not qualified for an Honours degree.

9.9 The Final Award Board or Resubmission Board may give you a **discretionary upgrade** to the higher classification if you meet the following conditions:

- your final award mark is in the following borderline range:
 - 69.00-69.49%;
 - 59.00-59.49%; or
 - 49.00-49.49%; **and**
- your mark for the unit BA3b, BSc3b or ARCH3b is in the higher classification.

9.10 The Final Award Board may also give you a discretionary upgrade if:

- you have made a claim for extenuating circumstances in either or both Year 2 or Year 3 of your studies; **and**
- the University has through its extenuating circumstances processes upheld your claim and considers it to be extreme; **and**
- your final award mark falls within the **2% borderline range**.

The 2% borderline range means that you have a final award mark in the following range:

- 68.00-68.99%;
- 58.00-58.99%; or
- 48.00-48.99%.

See section F for more about extenuating circumstances.

9.11 In the case of the 2% borderline, the Final Award Board won't use any previous whole number rounding to a final award mark to place it in this range for consideration for a higher degree classification. For example:

- you have a final award mark of 57.75; **which means that**
- because it's a mark within 0.5% of a whole number, the Board would round this up to 58 and agree a classification of a 2.2; **but that**
- the Board would not treat the mark of 58 as a borderline mark and so would not consider upgrading your classification to a 2.1.

10 How do we confirm your Masters degree award?

10.1 Masters degrees are different to Bachelor degrees because we don't calculate a final award mark for postgraduate taught qualifications. This means that we don't award classifications for Masters degrees in the way we do for Bachelor degrees.

10.2 Master of Arts (MA) and Master of Architecture (MArch) qualifications and results are awarded as follows:

- Distinction (but see note below);
- Merit (but see notes below);
- Pass;
- Marginal Fail [no degree awarded];
- Fail [no degree awarded].
-

To qualify for the award of Distinction at MA or MArch:

- you must have achieved grades of Exemplary in at least three Learning Outcomes in the Major Project, Comprehensive Design/Design Thesis Project or the Major Research Project; and
- have achieved grades of at least Very Good in all the other Learning Outcomes in the Major Project, Comprehensive Design/Design Thesis Project, or the Major Research Project.

To qualify for the award of Merit at MA or MArch:

- you must have achieved grades of Excellent or above in at least three Learning Outcomes in the Major Project, Comprehensive Design/Design Thesis Project, or the Major Research Project; and
- have achieved grades of at least Very Good in all the other Learning Outcomes in the Major Project, Comprehensive Design/Design Thesis Project, or the Major Research Project.

10.3 There are no borderline ranges for postgraduate taught awards.

11 Aegrotat awards

11.1 An aegrotat award is a type of unclassified Bachelor degree which the Final Award Board can recommend if:

- a Year 3 student has been unable to complete part or the whole of their assessment because of serious illness or for another significant reason for which they can provide evidence; and
- the Final Award Board is satisfied that the student would have qualified for the degree had it not been for that illness or another reason; and
- the student has confirmed that they would like to receive the aegrotat award.

The word 'aegrotat' is used on all University documentation confirming this award, including the award certificate.

See section I for more about award certificates.

11.2 If you have qualified for an aegrotat award but you decide you don't want to accept it, the Final Award Board can as an alternative allow you another attempt at part or all of your Year 3 assessment within two years of the Board making its decision. The University will extend your registration period if necessary to enable this, and will consider the Year 3 assessment as if you are taking it for the first time.

See section B for more about registration periods.

- 11.3 If you accepted an aegrotat award, you can still resubmit for an Honours degree at a later date. Contact the Academic Registrar by emailing aro@norwichuni.ac.uk if you want to do this. If the Academic Registrar approves your request the Programme Assessment Board will agree the details of your resubmission, including how you might be able to resubmit work if any of the units you failed originally are no longer available – we can't guarantee that any units you took will still be available at the University when you return. You will have to resubmit for the Honours degree within a period of five years starting from when we confirmed the award of the aegrotat degree to you. If you resubmit successfully for an Honours degree, you will need to return your original award certificate to us confirming the aegrotat.

12 Posthumous awards

- 12.1 If a student dies before completing the academic requirements of a taught course at the University, we can make a posthumous award to them. The word 'posthumous' is used on all University documentation confirming this award, including the award certificate. Please note that these regulations don't apply to either of the following:

- a student who qualifies for an award but who dies in the period prior to a graduation ceremony; or
- a student who qualifies for an award but who dies before we have issued an award certificate to them.

- 12.2 If a student dies before completing the academic requirements of a research degree, the University of Arts London is responsible for making posthumous awards in line with its own regulations.

Email research@norwichuni.ac.uk for more information about awards made by the University of the Arts London.

- 12.3 The Chair of the relevant assessment board is responsible for recommending posthumous awards. The Chair will take advice from the Academic Registrar, the course team and the external examiner as necessary, and can then recommend any of the following:
- that the University waives any remaining academic requirements;
 - that the University undertakes any additional actions as necessary to enable the posthumous award to be made. For example, to arrange printing a final submission so that it can be assessed;
 - that the University confirms an award at a lower level than the deceased student was registered for. For example, awarding a Diploma of Higher Education instead of a Bachelor degree.

- 12.4 The Chair of the relevant assessment board makes their recommendation about the posthumous award to the relevant award board, which is then responsible for confirming the award.
- 12.5 If the student who has died was studying for a Bachelor degree and had completed the majority of their Year 3 work before death to enable the award of a posthumous degree with Honours, the relevant award board can decide on the classification to be awarded.
- 12.6 If the student who has died was studying for a Bachelor degree and had not completed sufficient Year 3 work before death to enable the award of a posthumous degree with Honours, the relevant award board can make the award of an unclassified posthumous degree.
- 12.7 If the student who has died was studying for a Masters degree and the relevant award board is satisfied that the student would have submitted the Major Project, the Comprehensive Design/Design Thesis Project, or the Major Research Project at the level either of Merit or Distinction, the board can award a Masters degree with the grade of Merit or Distinction as appropriate.
- See above for more about the grades of Distinction and Merit.
- 12.8 In making a posthumous award, award boards can make any award at a lower level as necessary, rather than a degree.
- 12.9 The University will respect the wishes of the family and/or friends of the deceased in respect of the formal presentation of a posthumous award, including any acknowledgement at a graduation ceremony.

See section I for more about award certificates and graduation ceremonies.