APPENDIX B: UNDERGRADUATE DEGREE REGULATIONS

All students commencing their studies from September 2012 will be subject to the Undergraduate Degree Regulations given in this Appendix. These rules are described briefly in Section 3.3 of this Handbook. In the academic year 2014-2015, they will apply to all First, Second and Third Year students in the School of Mathematics.

The following regulations are an edited version of the formal regulations of the University of Manchester. The full regulations can be accessed from the website

http://www.tlso.manchester.ac.uk/degree-regulations/

(Click on to Undergraduate Degree Regulations and Guide to the Taught Degree Regulations.)

Credit and Award Framework

1. All awards of the University of Manchester will be given on the basis of the accumulation of credit as mapped out in Table 1.

Table 1: Credit and Award Framework

<table>
<thead>
<tr>
<th>Name of Award</th>
<th>Minimum Credit for the Award</th>
<th>Minimum Credits at the Level of Qualification Required for an Award</th>
<th>Level of Qualification Required for an Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMath Degree</td>
<td>480</td>
<td>120</td>
<td>4</td>
</tr>
<tr>
<td>BSc Honours Degree (3 years)</td>
<td>360</td>
<td>90 (100 in the School of Mathematics)</td>
<td>3</td>
</tr>
<tr>
<td>BSc Ordinary Degree</td>
<td>300</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>Diploma of Higher Education (DipHE)</td>
<td>240</td>
<td>90</td>
<td>2</td>
</tr>
<tr>
<td>Certificate of Higher Education (CertHE)</td>
<td>120</td>
<td>90</td>
<td>1</td>
</tr>
</tbody>
</table>

Note: The column entitled ‘minimum credits at the level of qualification required for an award’ is to be used when making awards only and is not to be used for the purpose of deciding progression.

2. All students who exit prior to completion of the programme on which they registered will receive an exit award if they have achieved the appropriate amount of credit in accordance with that award, as specified in Table 1.

3. A student must achieve the minimum amount of credit at the level of the qualification in accordance with Table 1. However, (subject to the programme requirements) students can take credit at a higher or lower level in order to achieve the minimum credit for the award.
Accreditation of Prior Learning – AP(E)L

4. A maximum of 120 credits of a three year Bachelors degree can be considered for AP(E)L. A maximum time limit of 5 years should apply between award and consideration of AP(E)L.

5. AP(E)L may be used in exceptional circumstances for entry into the Third Year (or the Fourth Year of the MMath). However, a case must be made to and approved by the Faculty.

6. Students can receive an exit award if they have AP(E)L credit in their profile, providing their performance in the University of Manchester also satisfies the award requirements in Table 1 and at least half of the credits have been awarded by the University of Manchester.

Assessment and Progression

7. Undergraduate students must pass a minimum of 40 credits on the first attempt at each level, including any non-compensatable units specified by the School, in order to progress. When a student fails to do this, they will have failed the year. (See the paragraphs below on repeating the year and on exit awards.)

Note: The pass mark for each course unit is 40%. In the School of Mathematics, the following course units are non-compensatable: MATH10101, MATH10111, MATH10121, MATH10131, MATH10202, MATH10212, MATH10222 and MATH10232. This means that students have to obtain a mark of at least 40% in these course units. If their mark at the first attempt is between 30% and 39%, then they will have to resit it and achieve a mark of at least 40% in the resit. They will not be able to carry these course units in the Second Year. (See the paragraphs below on compensation and carrying forward failed credits.)

8. Undergraduate students progress on the basis of credit accumulation in accordance with the programme requirements. Students can progress once they have achieved enough credit as specified by the programme requirements in each year of their programme. (See Section 2 of this Handbook.)

9. Where the student has failed more than 80 credits on the first attempt, or fails to meet progression requirements after compensation or reassessment, the Board of Examiners has the following options at its discretion:

- Withdraw the student and award an Exit Award if criteria are met in accordance with Table 1.
- Permit the student to re-take the year. (See the paragraphs below on repeating the year.)
- Permit the student to carry over up to 20 credits (see the paragraphs below on carrying over credit) in exceptional circumstances, as defined by the Board of Examiners.
- Consider reassessment, where there is approved and verified mitigation.
Note: In the School of Mathematics, students are not normally allowed to repeat a year unless there are strong mitigating circumstances.

10. The progression rules in paragraphs 7 to 9 apply to progression to and from any year of study, regardless of level, except when progressing to the final year (the fourth year) of the MMath Degree.

11. Students progressing to the final year of the MMath Degree must achieve an average of at least a lower second classification in order to progress.

Note: In the School of Mathematics, MMath students must also achieve an overall Third Year mark of at least 55% to progress to the Fourth Year. To progress to the Third Year of the MMath Degree, students must achieve a Second Year average of at least 55%.

Compensation

12. The compensation zone for a course unit consists of marks that are less than 40% but no lower than 30%.

13. A maximum of 40 credits per year can be compensated in the First and Second Years of an undergraduate degree programme.

14. Compensated units will keep the original mark and this is used in the weighted average for the calculation of the final classification/award.

15. Referred assessment is compensatable. (See paragraphs 17 to 25 for details of referred assessment or reassessment.)

16. Decisions on compensation are made by the Board of Examiners. Schools can specify when a course unit is not compensatable.

Reassessment

17. Where the overall mark for a course unit is below the compensation zone or the maximum amount of compensation has been exceeded, reassessment may be taken unless in the final year (the Third Year) of a Bachelors degree or the final years (the Third and Fourth Years) of the MMath. This is known as a Referral and the referred assessment must be designed to assess the achievement of the same intended learning outcomes but need not be of the same form as that originally used. The referred assessment will normally take place in the same academic year as the original assessment to enable the students to progress as originally intended.

18. If a Board of Examiners has documented evidence that (a) a student’s work or attendance or both have been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work or attendance but has not shown significant improvement acceptable to the Board, then the Board has the right to refuse referred assessment.
19. The Board of Examiners must specify the minimum circumstances to enable the student to progress and any remedial action required by the student, subject to teaching capacity not being exceeded. The Board of Examiners will decide which referred assessment should be taken, to achieve the credit to enable them to progress.

20. The Board of Examiners may allow a student one attempt per course unit at referred assessment (two attempts in total). This principle does not apply to attempts with approved and verified mitigating circumstances. Additional attempts at assessment as a result of mitigating circumstances, known as Deferrals, are considered a first attempt and no cap is applied.

21. When a student fails to achieve the required credit after referred assessment, the Board of Examiners may decide to allow them to take the whole course unit again, on one further occasion in attendance, subject to teaching capacity not being exceeded. This only applies in the First and Second Years.

22. First and Second Year undergraduate students can be offered referrals in up to 80 credits per year. The authority to decide which course units are retaken rests with the Board of Examiners.

23. Referral pass marks will be capped at the lowest compensatable mark (30%), unless the previous mark was within the compensation zone (that is, it was between 30% and 40%), in which case the original mark will stand.

24. If a student fails a referred assessment, the first mark stands and the student has failed to achieve the required credit.

25. Third and Fourth Year students cannot be referred in order to improve their marks.

Carrying Forward Failed Credit on Undergraduate Programmes

26. The Board of Examiners may exceptionally permit an undergraduate student to carry forward up to 20 failed credits. This decision will be based on a student’s academic standing and in cases of mitigating circumstances. The student should resit, in attendance, at the next available opportunity subject to teaching capacity not being exceeded.

27. Whole units must be repeated in attendance, with assessment taken in full and (if successful) marks are capped at the lowest compensatable mark. (This assumes that the original mark was less than 30%. If the original mark was between 30% and 40%, then the original mark stands.)

Note: In the School of Mathematics, students are not normally allowed to do the coursework again.

28. Students can only have one attempt at regaining credit carried over to a subsequent year. If they fail to regain the credit, they will be considered for an exit award.
29. Optional course units can be substituted but a replacement unit should not be considered a first sitting and there will be no further opportunities to regain the credit if the course unit is failed after assessment / reassessment.

30. Students should be advised by the Board of Examiners that if they fail the credit then they may not qualify for an Honours degree. Because carrying extra course units imposes a significant additional burden on the student, the Board of Examiners should give permission only where it judges that, in the light of previous results, the student is likely to be able to cope adequately.

Repeating the Year

31. Boards of Examiners are permitted to make a decision on academic grounds when deciding whether or not a student is academically suitable to repeat a year of study. The outcome of this decision is also subject to teaching capacity not being exceeded.

**Note:** In the School of Mathematics, students are not normally allowed to repeat a year unless there are strong mitigating circumstances.

32. An undergraduate can normally only repeat a year on one occasion during the whole programme. This must be either the First Year or the Second Year and is subject to teaching capacity not being exceeded. Exceptions may be permitted in cases of mitigating circumstances.

33. Fees are payable when years are repeated as a result of failure, without approved and verified mitigating circumstances.

**Note:** In the School of Mathematics, students normally have to pay the fees for a repeat year.

34. A student who is repeating a year cannot carry over credit from the year that is repeated.

Exit Awards

35. Once a student has exhausted all the opportunities to retrieve failed assessment, they will be given an exit award in accordance with Table 1, subject to the accrual of the appropriate number of credits, as defined in the Programme Specification. (See Section 2 of this Handbook.)

36. All programmes must have approved exit awards.

37. If a student decides to withdraw, they will automatically be awarded the relevant exit award in accordance with Table 1 and as defined in the Programme Specification. (See Section 2 of this Handbook.)

Final Year of an Undergraduate Programme

38. There will be no reassessment in the final year (Third or Fourth Year).
Note: In the School of Mathematics, there is no reassessment in either the Third Year or the Fourth Year.

39. In order to qualify for an award, students must meet the credit criteria as stated in the credit and award framework (see Table 1) and passed assessment as specified in the Course Unit / Programme Specifications.

40. When considering classifications for a first, 2.1 or 2.2, the Board of Examiners may award 'special' compensation for up to 40 credits at Levels 3 or 4, for any failed course unit, provided the student has passed at least 80 credits at the level of the award.

41. When considering classifications for a first, 2.1 or 2.2, the Board of Examiners may award 'special' compensation for up to 60 credits at Levels 3 or 4, for any failed course unit, provided the student has passed at least 60 credits at the level of the award. However, there is a penalty applied due to the failure of more than 40 (but no more than 60) credits and the student will have the classification reduced to the classification below that which would have been awarded on the basis of the weighted average for the programme.

42. When considering classifications for a third class degree, the Board of Examiners may award 'special' compensation for up to 60 credits at Level 3 (or 4) of a Bachelors degree programme, for any failed course unit, provided the student has passed at least 60 credits at the level of the award.

43. Where 'special' compensation is given, this is for credit only and the original marks are recorded and used to calculate the degree classification.

44. Where up to 20 credits have been carried over from the Second Year to the Third Year, this credit may be considered under the ‘special compensation’ regulations providing the maximum allowable has not been exceeded. This also applies to credit carried over from the Third Year to the Fourth Year of an Integrated Masters.

Note: The School of Mathematics does not allow students to carry credit from the Third Year to the Fourth Year of the MMath. Moreover, the School of Mathematics does not apply the ‘special compensation’ regulations to carried course units.

45. Ordinary degrees can only be awarded at the end of a programme of study where a student has obtained 300 credits, 60 of which must be at the level of the qualification (Level 3). Special compensation does not apply to ordinary degrees. Students can also progress on to an ordinary degree on the basis of decisions made by a School or Faculty or University misconduct committee/discipline panel or equivalent.

Classification of the MMath

46. The overall mark for degree classification is a weighted average of the overall marks for each year of the programme with the following weights:

Year 1 : Year 2 : Year 3 : Year 4 = 0 : 0.2 : 0.4 : 0.4.
47. Decisions with regards to ‘borderline’ classifications for individual students should be resolved using the mechanisms outlined below.

Classification in Bachelors Programmes

48. To be considered for a Bachelors degree, a student must have achieved the requisite minimum credits listed in Table 1 in accordance with the unit marking scheme and grade descriptors. Students who have not achieved the minimum credit requirement for an honours degree will be awarded an ordinary degree in accordance with Table 1.

49. The overall mark for degree classification is a weighted average of the overall marks for each year of the programme with the following weights:

For the three-year BSc programmes:

Year 1 : Year 2 : Year 3 = 0 : 0.33 : 0.67.

For the BSc programme in Mathematics with a Modern Language:

Year 1 : Year 2 : Year 3 : Year 4 = 0 : 0.33 : 0 : 0.67.

50. Decisions with regards to ‘borderline’ classifications for individual students should be resolved using the mechanisms outlined below.

Aegrotat Degrees

51. The Board of Examiners may determine from evidence available to it that a candidate for an Honours degree who has been prevented by good cause from completing the final examination or assessment will be awarded a class of degree the Board judges to be suitable, as long as the candidate has gained over half the credits required for the award.

Examination Board Arrangements

52. There are normally three available assessment opportunities: January, May / June and August / September within each academic year. It is expected that all reassessment will take place in the academic year in which the assessment was first attempted.

53. There must be an opportunity after every assessment period for a chaired forum to make decisions regarding students’ attainment on completed units.

54. Meetings of Boards of Examiners will take place at the end of each academic year or at points in the calendar where decisions are required with regards to progression, overseen by an External Examiner.

Undergraduate Degree Classification Scheme

55. The undergraduate degree classification scheme is based upon a weighted average using a 0 – 100 mark range calculated to one decimal place, where marks for individual course units are recorded as whole numbers.
Stage 1: Classification Thresholds and Boundaries

Bachelor Degree Classification using 0 - 100 Mark Range and 120 Credits

56. The following boundaries inform classification when the weighted average falls below a classification threshold.

Table 2: Bachelors Degree Classification and Boundary Zone using Weighted Average with Mark Range 0 – 100:

<table>
<thead>
<tr>
<th>Bachelors Degree classification</th>
<th>Classification thresholds: weighted average (0 to 100 mark range)</th>
<th>Boundary zone weighted average</th>
</tr>
</thead>
<tbody>
<tr>
<td>First class</td>
<td>70.0</td>
<td>68.0 to 69.9</td>
</tr>
<tr>
<td>Upper Second class</td>
<td>60.0</td>
<td>58.0 to 59.9</td>
</tr>
<tr>
<td>Lower Second class</td>
<td>50.0</td>
<td>48.0 to 49.9</td>
</tr>
<tr>
<td>Third class</td>
<td>40.0</td>
<td>37.0 to 39.9</td>
</tr>
</tbody>
</table>

Consideration of Bachelor Degree Students within the Boundary Zone by Mark Distribution

57. After allowances have been made for mitigating circumstances, a student whose weighted average at the first assessment is within the boundary zone specified above must be awarded the higher classification as long as (at least) two-thirds of the credits in the Final Year are equal to or higher than the final award. (For example, if the student is in the boundary zone between an Upper Second and a First, (at least) two-thirds of the credits must be at 70% or higher to fulfil this criteria and award the student a First Class degree.)

MMath Degree Classification using 0 - 100 Mark Range and 120 Credits

58. The following boundaries inform classification when the weighted average falls below a classification threshold.

Table 3: MMath Degree Classification and Boundary Zone using Weighted Average with Mark Range 0 – 100:

<table>
<thead>
<tr>
<th>MMath Degree classification</th>
<th>Classification thresholds: weighted average (0 to 100 mark range)</th>
<th>Boundary zone weighted average</th>
</tr>
</thead>
<tbody>
<tr>
<td>First class</td>
<td>70.0</td>
<td>68.0 to 69.9</td>
</tr>
<tr>
<td>Upper Second class</td>
<td>60.0</td>
<td>58.0 to 59.9</td>
</tr>
<tr>
<td>Lower Second class</td>
<td>50.0</td>
<td>48.0 to 49.9</td>
</tr>
<tr>
<td>Fail</td>
<td>Below 49.9</td>
<td></td>
</tr>
</tbody>
</table>

Consideration of MMath Degree Students within the Boundary Zone by Mark Distribution

59. After allowances have been made for mitigating circumstances, a student whose weighted average at the first assessment is within the boundary zone specified above must be awarded the higher classification as long as (at least) 75 credits out of 120 in
the Final Year are equal to or higher than the final award. (For example, if the student is in the boundary zone between an Upper Second and a First, (at least) 75 out of 120 credits must be at 70% or higher to fulfil this criteria and award the student a First Class degree.)

**Stage 2: Mark Review and Use of Viva Voce**

60. If a student is in the boundary zone of the average mark and does not satisfy the additional criteria, Schools will apply a further stage of ‘Mark Review’, overseen by an External Examiner. The process of ‘Mark Review’ should not change unit marks and can only influence the classification awarded.

**Note:** The School of Mathematics does not use viva voce examinations.

**NOTES:**

1. All the BSc honours degree programmes offered by the School of Mathematics require 360 credits with the exception of the BSc honours degree programme in Mathematics with a Modern Language, which also includes a year abroad.

2. Progression on a programme which includes a year in an institution abroad (such as Mathematics with a Modern Language) requires a minimum overall mark of 40%.

3. Additional requirements apply to some degree programmes, as follows:

**Actuarial Science and Mathematics.**

- If a First Year student has an uncompensatable fail in any of MATH10951, ECON10041 or ECON10081, and ECON10042 or ECON10082, then they will have to transfer to an appropriate Single Honours Mathematics degree programme for the Second Year, so long as they satisfy the Mathematics progression requirements. They will not be able to carry these course units in the Second Year.

- If a Second Year student has an uncompensatable fail in any of MATH20951, MATH20802, MATH20962 and MATH20972, then they will have to transfer to an appropriate Single Honours Mathematics degree programme for the Third Year, so long as they satisfy the Mathematics progression requirements. They will not be able to carry these course units in the Third Year.

**Mathematics with Finance.**

- First Year students who do not achieve a mark of at least 40% in BMAN10522 will have to transfer to an appropriate Single Honours Mathematics degree programme for the Second Year, so long as they satisfy the Mathematics progression requirements.

- Second Year students who do not achieve a mark of at least 40% in BMAN23000 will have to transfer to an appropriate Single Honours Mathematics degree
programme for the Third Year, so long as they satisfy the Mathematics progression requirements.

**Mathematics with a Modern Language.**

- To progress to the Second (or Third) Year of the Mathematics with a Modern Language degree programme, students also need to satisfy the language requirement. In general, this means that students have to obtain at least 40% in the compulsory Level 1 (or Level 2) language course unit(s). Students who do not satisfy the language requirement will have to transfer to an appropriate Single Honours Mathematics degree programme for the following year, so long as they satisfy the Mathematics progression requirements.