

General Regulations for First Degrees

SCOPE OF THESE REGULATIONS⁴

1. These Regulations apply, subject to any different provision in the Regulations for a particular programme of study, to all Certificates, Diplomas and Bachelor's Degrees (except those in the province of the Board of Collaborative Studies) and Integrated Master's Degrees, but where any programme of study is designated as a non-modular programme, Regulation 14 and subsequent Regulations shall not apply to that programme.
2. The Senate shall on the recommendation of the Faculty make Regulations providing for one or more programmes of study leading to the award of the Degree.

CONTENT OF PROGRAMMES OF STUDY

3. The Regulations for each programme of study shall specify the units required of or available to candidates at each Level, and may specify other requirements (which may include requirements assigned no value in terms of credits) to be met by a candidate before successful completion of the programme of study. The availability of units specified in the Regulations for a programme of study is subject to the conditions as to pre-requisites and unacceptable combinations of units published on the authority of the Senate. Where a candidate is required to register for a unit, that registration may only be amended with the permission of the Faculty, on the recommendation of the Head of Department.
4. A reference in a Regulation to a particular programme of study or unit does not mean that the programme or unit will necessarily be available in any particular session. The availability of any unit may be subject to conditions as to the minimum or maximum size of classes, the availability of accommodation, timetabling restraints, and, where the Regulations for a programme of study contain requirements satisfaction of which depends upon the provision of facilities by another institution or body, the agreement of that institution or body.
5. Where a Regulation enables or requires a candidate to make a choice, the candidate's choice requires approval. The approval of the Head of the Department responsible for the programme of study is required for the subject of a special topic, special study, dissertation, extended essay or project and, where the Regulations require a candidate to make a choice between units, for the candidate's choice of units. Where the programme of study is the responsibility of more than one Department, the Heads of those Departments will agree on the procedure for giving such approval and publish it to candidates. Except where these Regulations or the Regulations for a particular programme of study provide otherwise, the choice of a unit as an

unrestricted unit within a programme of study requires the approval only of the Head of the Department offering the unit.

ATTENDANCE OTHER THAN FOR UNIVERSITY QUALIFICATIONS

6. A person, whether or not registered for a programme of study leading to the award of a Degree or other qualification of the University, may be permitted by a Head of Department on payment of the appropriate fee to attend a programme of study in respect of one or more units and take the examination in respect of those units on the basis that any grades and credits awarded may not be taken into account for the purposes of the award of any qualification of the University.
7. A student attending the University under the Erasmus exchange programme shall normally register for 60 credits in each semester attended. Such a student shall normally register for units at the appropriate level of a programme of study offered by the relevant department.

STUDY ABROAD

8. A candidate may be permitted by the Faculty, on the recommendation of the Head of Department, to spend a period of not more than two consecutive semesters at an overseas University under a scheme approved by the Faculty; such a candidate shall pursue courses and take examinations under arrangements approved by the Head of Department.

DEGREES WITH EMPLOYMENT EXPERIENCE

9. A candidate may be permitted to spend one session undertaking an approved placement in employment, the arrangements being subject to the approval of the Head of Department, and for which no grades shall be awarded. Subject to successful completion of the requirements for the programme of study for which the candidate is registered, the Examiners may recommend that a candidate who successfully completes such a placement be awarded the named Degree 'with Employment Experience'.

TRANSFER BETWEEN PROGRAMMES OF STUDY AND FACULTIES

10. A candidate may, with the permission of the Faculty, transfer to another programme of study. The Faculty shall determine in each case the extent to which parts of the original programme already completed by a candidate shall be treated as forming part of the new programme. Where parts of the original programme are so treated the credits and grades (including any fail grades) already obtained by the candidate shall be counted in respect of the new programme. Where parts of the original programme are not so treated, the fact that the candidate has previously taken the relevant units and the grades and credits (if any) awarded shall be disregarded for the purposes of these Regulations except those dealing with time-limits and transcripts. A

⁴ Additional Regulations apply to students in the International Faculty (www.city.academic.gr/docs/ifgenspec.pdf).

transfer from one Faculty to another requires the permission of both Faculties concerned. Permission to transfer shall not imply the waiver of any requirements as to prerequisites.

TIME-LIMITS

11. Except with the permission of the Faculty,
 - (a) a full-time candidate must complete the Final Examination for a Degree within a period two years greater than the minimum required to complete the programme of study; and
 - (b) a part-time candidate must complete the Final Examination for a Degree within a period of nine years from the date of initial registration.

Any period during which the Faculty has granted a candidate leave of absence shall be ignored in calculating the time-limit.

RECOGNITION OF CREDITS AND EXAMINATIONS

12. The Faculty may recognise credits obtained or examinations passed in other institutions as equivalent to credits awarded at Level 1, Level 2 or Level 3 under the Regulations of this University, provided that the work attracting the credits has not been and will not be submitted for any other Degree and that (except in the case of non-modular programmes) a Bachelor's Degree or the First Degree of MBiolSci, MBiomedSci, MChem, MComp, MEng, MEnvSci, MMath or MPhys may not, without the special permission of the Senate, be awarded to any candidate who has not been awarded at least 180 credits at Level 1, Level 2 or Level 3 under the Regulations of this University, at least 100 of which were at Level 3. "Credits awarded under the Regulations of this University" includes credits obtained in respect of a part of a programme of study which a candidate registered in this University is permitted or required by the Regulations to complete away from the University.

AEGROTAT CASES

13. Where the Examiners are satisfied by appropriate medical evidence that a candidate was prevented by illness from completing an examination but are satisfied that the work done by the candidate shows beyond reasonable doubt that the candidate would have passed the examination, they may recommend that the candidate be deemed to have passed the examination and that the candidate be awarded the credits assigned to relevant units but without the award of a grade. The credits awarded in respect of such units shall not be taken into account in determining the class of Degree to be awarded.

14. Where the Examiners are satisfied by appropriate medical evidence that a candidate was prevented by illness from completing a substantial part of the Final Examination for a Degree, and are satisfied that the work done by the candidate shows beyond reasonable doubt that the candidate would have passed the examination but that it is impossible to determine the appropriate class in which the candidate should be

placed, they may recommend that the candidate be awarded an Aegrotat Degree.

REGISTRATION FOR PROGRAMMES AND UNITS

15. A candidate shall register for a particular programme of study and for the units the candidate proposes to complete. The programme of study of a full-time student, other than one repeating part of the programme of study at a particular Level, must be to the value of not fewer than 120 credits in a session and of not fewer than 40 credits in any semester. A full-time student may register for more than 120 credits in any one session only with the permission of the Faculty. Where a unit is available at more than one point in the Regulations for a programme of study, a candidate may only register for the unit at one such point.

16. A candidate shall register for units to the value of not fewer than 120 credits at each of Level 2 and Level 3, of which not fewer than 90 credits shall be at FHEQ Level 6 or above. A candidate at Level 4 shall register for units to the value of not fewer than 120 credits. Not fewer than 90 credits of those taken at Levels 3 and 4 shall be at FHEQ Level 7.

17. Except where the Regulations for a programme of study expressly so provide or special permission is given under arrangements approved by the Pro-Vice-Chancellor of the Faculty, a unit which is available at Level 1 of any programme of study may not be taken by any candidate at a subsequent Level.

18. A candidate may amend the registration in respect of any semester with the consent of the Head of Department but not after the end of the third week of the relevant semester. Amendment to registration after the end of the third week of the relevant semester shall be made only with the permission of the Faculty.

EXAMINATIONS

19. Where a unit is taken in the Autumn or the Spring Semester, an examination shall be held for that unit in the relevant semester. Where a unit is taught over both semesters, an examination shall be held for that unit in the Spring Semester.

20. At Level 0 and Level 1, a second examination in respect of each unit shall be held in August or September following the date of the first examination. Except with the permission of the Faculty, entry for the second examination is open only to candidates who have failed in the first examination.

21. At Level 2 in certain programmes of study determined by the Faculty, a second examination in respect of each unit shall be held in August or September following the date of the first examination. Except with the permission of the Faculty, entry for the second examination is open only to candidates who have failed in the first examination.

22. Where some part of the programme of study carrying a value in terms of credits is not in the form of a unit, the Regulations shall specify the time or times at which the examination is to be held.

AWARD OF CREDITS

23. Subject to the requirements of these Regulations as to attendance, a candidate who satisfies the Examiners in the examination for a unit shall be awarded the credits assigned to that unit.

24. A candidate who has been awarded credits in respect of any unit may not repeat the examination for that unit.

FIRST UNIVERSITY EXAMINATION

25. Within each programme of study there shall be an Examination, referred to in these Regulations as the First University Examination.

Level 1

26. A candidate shall complete units at Level 1 to a total value of not less than 120 credits. For the purposes of this Regulation 'completed units' are those for which a candidate has obtained

- (a) a pass grade or pass outcome;
- (b) a fail grade; *or*
- (c) where formal exemption as a result of previous study has been approved.

A candidate at Level 1 of a programme of study other than one offered by the Institute of Lifelong Learning may not, without the permission of the Head of Department responsible for the candidate's programme of study, take as unrestricted units ACE units to the value of more than 20 credits.

27. A candidate who is awarded 120 credits shall thereby pass the First University Examination. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 100 credits and who obtains a grade or grades of not less than 30 in the unit(s) in respect of which credits are not awarded be deemed to have passed the First University Examination. Such a recommendation shall take into account the performance of the candidate in the units in respect of which credits are not awarded and the extent to which the candidate's performance in other units provides compensation for failure in those units, and shall not imply the waiver of any requirements as to prerequisites involving the award of credits in respect of specified units.

28. A candidate who fails to satisfy the Examiners in respect of any unit at Level 1 may enter for a subsequent examination in respect of the same unit, on one or (subject to the General Regulations relating to the Progress of Students) more occasions. A candidate may re-sit under this Regulation despite having been deemed to have passed the First University Examination at the end of the Spring semester. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade shall be awarded.

29. The Faculty may permit a candidate who has, at the end of any session, failed to pass the First University Examination to re-commence the programme of study at the following (or a later) session. In such a case, the

fact that the candidate has previously taken any unit and the grades and credits (if any) awarded shall be disregarded for the purposes of these Regulations except those dealing with time-limits and transcripts.

FINAL EXAMINATION

30. Within each programme of study there shall be an Examination, referred to in these Regulations as the Final Examination.

31. A candidate shall complete units to a total value of not less than 120 credits at each of Levels 2, 3 and (where applicable) 4. For the purpose of this Regulation 'completed units' are those for which a candidate has obtained

- (a) a pass grade or pass outcome;
- (b) a fail grade; *or*
- (c) where formal exemption as a result of previous study has been approved.

Where the Regulations for a particular programme of study provide for a phase of the programme to be intercalated (for example a session spent abroad in a programme of study in a modern language) a candidate shall in addition complete the requirements of that phase bearing a value in terms of credits prescribed in the relevant programme Regulations.

A candidate at Level 2, 3 or 4 (other than a candidate on a programme of study offered by the Institute of Lifelong Learning) may not take as an unrestricted unit:

- (a) an ACE unit, without the permission of the Head of Department,
- (b) a unit available at Level 1 in any programme of study, unless the programme Regulations expressly so provide or with special permission given under arrangements approved by the Pro-Vice-Chancellor.

Level 2

32. A candidate must have passed the First University Examination before proceeding to Level 2.

33. A candidate who fails to satisfy the Examiners in respect of any unit at Level 2 may enter for a subsequent examination in respect of the unit, on one or (subject to the General Regulations as to Progress of Students) more occasions. A candidate satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade shall be awarded.

Level 3

34. A candidate for a Degree other than an Integrated Master's Degree who has been awarded fewer than 120 credits at Level 2 may proceed to Level 3 only with the permission of the Faculty. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 100 credits at Level 2 be permitted to proceed to Level 3. Such a recommendation shall not imply the waiver of any requirements as to prerequisites

involving the award of credits in respect of specified units.

35. A candidate for an Integrated Master's Degree who has been awarded fewer than 120 credits at Level 2 or who has obtained a weighted mean grade less than 54.5 may proceed to Level 3 only with the permission of the Faculty. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 100 credits at Level 2 and who obtains a weighted mean grade of not lower than 49.5 be permitted to proceed to Level 3. Such a recommendation shall not imply the waiver of any requirements as to prerequisites involving the award of credits in respect of specified units.

36. A candidate for a Degree other than an Integrated Master's Degree who fails to satisfy the Examiners in respect of any unit(s) at Level 3 and who has not been recommended for the award of a Degree may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination in respect of any failed unit(s) taken at Levels 2 or 3 on one occasion. A candidate satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit and shall not be recommended for the award of Honours. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade shall be awarded.

37. A candidate for an Integrated Master's Degree who fails to satisfy the Examiners in respect of any unit(s) at Level 3 and who has not been recommended for the award of a Degree may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination in respect of the same unit(s) on one or more occasions. A candidate satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade shall be awarded.

Level 4

38. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 100 credits at Level 3 and who obtains a weighted mean grade at Level 3 of not lower than 49.5 be permitted to proceed to Level 4. Such a recommendation shall not imply the waiver of any requirements as to prerequisites involving the award of credits in respect of specified units.

39. A candidate who fails to satisfy the Examiners in respect of any unit at Level 4 and who has not been recommended for the award of a Degree may (subject to the General Regulations as to Progress of Students) enter for a subsequent examination in respect of the same unit on one occasion. A candidate satisfying the Examiners in a subsequent examination will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade shall be awarded.

GRADES FOR UNITS

40. In respect of candidates commencing Level 1 or Level 2 of a programme of study in or after September 2000, the Examiners shall award in respect of each unit a grade expressed as a whole number on the following numerical scale:

| | |
|--------|---|
| 70-100 | work to a standard appropriate to Class I |
| 60-69 | work to a standard appropriate to Class II— Division 1 |
| 50-59 | work to a standard appropriate to Class II— Division 2 |
| 45-49 | work to a standard appropriate to Class III |
| 40-44 | work of a Pass standard |
| 0-39 | work in respect of which the candidate fails |

Work not submitted, or work submitted but deemed to be of no academic merit, or work submitted in respect of which credit is refused or denied may not normally be awarded a grade.

In respect of other candidates, reference should be made to Regulation 36 of the Regulations for First Degrees in the Calendar for 2005-06.

CLASSIFICATION OF CANDIDATES

General: for all candidates

41. The class of Degree to be awarded to each candidate shall be recommended to the Faculty by the Examiners. The recommendations shall take into account the performance of the candidate at Level 2, Level 3 and, where applicable, Level 4.

42. In every case, the Examiners shall recommend the classification which, having regard to all the evidence before them, best reflects the overall performance of the candidate.

43. A candidate who is awarded the required number of credits at Levels 2 and 3, but to whom the Examiners do not recommend the award of Honours shall be recommended for the award of a Pass degree.

44.

(i) The Examiners may recommend that a candidate for a Degree other than an Integrated Master's Degree who is awarded not fewer than 200 credits at Levels 2 and 3, of which not fewer than 90 credits are at FHEQ Level 6 or above, and to whom the Regulation as to Aegrotat cases is inapplicable, be deemed to have passed the Final University Examination provided that the candidate has obtained a weighted mean grade of not less than 39.5 in the Examination as a whole. The Examiners may, having regard to the following Regulations, recommend the award of Honours to such a candidate. A candidate who is awarded not fewer than 200 credits at Levels 2 and 3 but who fails to satisfy the Examiners in respect of the other criteria above may be recommended for the award of a Pass Degree.

(ii) The Examiners may recommend that a candidate for an Integrated Master's Degree who is awarded not fewer than 320 credits at Levels 2 and 3 and 4, of which not fewer than 90 credits of those taken at Levels 3 and 4 are at FHEQ Level 7, and to whom

the Regulation as to Aegrotat cases is inapplicable, be deemed to have passed the Final University Examination provided that the candidate has obtained a weighted mean grade of not less than 49.5 in the Examination as a whole. A candidate who is awarded not fewer than 320 credits at Levels 2, 3 and 4 but who fails to satisfy the Examiners in respect of the other criteria above may be recommended for the award of a Bachelor's Degree, with or without Honours.

45. The Examiners may in their discretion, but only with the specific concurrence of the External Examiner, recommend that a candidate who is awarded not fewer than 180 credits at Levels 2 and 3 (or 280 credits at Levels 2, 3 and 4), and to whom the Regulation as to Aegrotat cases is inapplicable, be deemed to have passed the Final University Examination, but shall not recommend the award of Honours to such a candidate.

For candidates commencing Level 2 of a programme of study in or after September 2006

46. In the case of a candidate commencing Level 2 of a programme of study in or after September 2006, a grade awarded at Level 3 or Level 4 has twice the weight of a grade awarded at Level 2.

47. In the case of a candidate commencing Level 2 of a programme of study in or after September 2006, the Examiners for each programme of study shall adopt the method set out in the following Regulations.

Calculations

48. The Examiners shall have regard to the outcome of the following Calculations, which shall in each case be either a class or a borderline to a higher class.

49. **Calculation 1** (the weighted mean grade) is made in accordance with the following principles

(a) where a candidate's weighted mean grade is of a value indicated in the first column, the outcome of Calculation 1 shall be the corresponding class indicated in the second column

| | |
|----------------|---------------------|
| 69.5 or higher | Class I |
| 59.5 or higher | Class II—Division 1 |
| 49.5 or higher | Class II—Division 2 |
| 44.5 or higher | Class III |
| 39.5 or higher | Pass |

(b) (For candidates commencing Level 3 or Level 4 of a programme of study in September 2010) where a candidate's weighted mean grade falls within the band indicated in the first column, the outcome of Calculation 1 shall be the borderline to the corresponding class indicated in the second column

| | |
|-----------|---------------------|
| 67.0-69.4 | Class I |
| 57.0-59.4 | Class II—Division 1 |
| 47.0-49.4 | Class II—Division 2 |
| 43.5-44.4 | Class III |
| 37.0-39.4 | Pass |

(c) (For candidates commencing Level 1 or Level 2 of a programme of study in or after September 2010) where a candidate's weighted mean grade falls within the band indicated in the first column, the outcome of Calculation 1 shall be the borderline to

the corresponding class indicated in the second column

| | |
|-----------|---------------------|
| 68.0-69.4 | Class I |
| 58.0-59.4 | Class II—Division 1 |
| 48.0-49.4 | Class II—Division 2 |
| 43.5-44.4 | Class III |
| 38.0-39.4 | Pass |

50. **Calculation 2** (the distribution of grades) is made in accordance with the following principles

(a) where the best half of a candidate's weighted grades are of a value indicated in the first column, the outcome of Calculation 2 shall be the corresponding class indicated in the second column

| | |
|----------------|---------------------|
| 69.5 or higher | Class I |
| 59.5 or higher | Class II—Division 1 |
| 49.5 or higher | Class II—Division 2 |
| 44.5 or higher | Class III |
| 39.5 or higher | Pass |

(b) where the best five twelfths of a candidate's weighted grades are of a value indicated in the first column, the outcome of Calculation 2 shall be the borderline to the corresponding class indicated in the second column above.

Classifications

51. In recommending the class of degree to be awarded to each candidate, the Examiners shall take into account the outcomes of Calculations 1 and 2 in accordance with the following principles

(a) where one Calculation places the candidate in one class and the other Calculation places the candidate in either the same class or the borderline to the same class, the candidate shall normally be recommended for the award of a degree of that class;

(b) where one Calculation places the candidate in one class, and the other Calculation places the candidate in the borderline to the class immediately above, the candidate shall normally be recommended for the award of a degree of the lower class;

(c) where one Calculation places the candidate in one class, and the other Calculation places the candidate in the class immediately below, the candidate shall be considered as being in the borderline to the higher class, and the class of the degree to be recommended by the Examiners shall normally correspond to the class indicated by the weighted mean of the grades at the final Level of study;

(d) where both Calculations place the candidate in the same borderline, the class of the degree to be recommended by the Examiners shall normally correspond to the class indicated by the weighted mean of the grades at the final Level of study;

(e) where one Calculation places the candidate in one class, or borderline to a class, and the other Calculation places the candidate in another class, or borderline to a class, neither immediately above nor below, the Examiners shall recommend the

classification which, having regard to all the evidence before them, best reflects the overall performance of the candidate.

52. In the case of a candidate for the Degree of MBiolSci, MBiomedSci, MChem, MEng, MEnvSci, MMath or MPhys who is being considered for the award of a Bachelors Degree, the recommendation of the Examiners as to the class of Degree to be awarded shall take into account the performance of the candidate at Level 2 and Level 3.

For candidates commencing Level 2 of a programme of study in or after September 2000

53. In the case of a candidate commencing Level 2 of a programme of study in or after September 2000, the Examiners for each programme of study shall, in carrying out their task, adopt one of Methods A and B set out in the following Regulations as the primary determinant of the appropriate classification. The Examiners may also take into account the effect of adopting the other Method. That effect must be taken into account where a significant proportion of the programme of study consists of units taught in Departments or Faculties where the other Method would be applied by the Examiners. The practice to be followed under this Regulation for a programme of study shall be published to candidates following that programme.

Method A

54. The Examiners shall take into account the weighted mean grade in accordance with the following principles:

- (a) where the weighted mean grade is of a value indicated in the first column, the candidate shall normally be placed in a class not lower than that indicated in the second column:

| | |
|----------------|---------------------|
| 69.5 or higher | Class I |
| 59.5 or higher | Class II—Division 1 |
| 49.5 or higher | Class II—Division 2 |
| 44.5 or higher | Class III |
| 39.5 or higher | Pass |

- (b) where the weighted mean grade falls within the band indicated in the first column, the Examiners shall give consideration to placing the candidate in the class indicated in the second column:

| | |
|-----------|---------------------|
| 68.0-69.4 | Class I |
| 58.0-59.4 | Class II—Division 1 |
| 48.0-49.4 | Class II—Division 2 |
| 44.0-44.4 | Class III |
| 38.0-39.4 | Pass |

Method B

55. The Examiners shall take into account the distribution of grades in accordance with the following principles:

- (a) the grades received for a candidate shall be converted so that a grade falling within the band indicated in the first column is represented by the number of points indicated in the second column:

| | |
|--------------|---|
| 70 or higher | 5 |
| 60-69 | 4 |
| 50-59 | 3 |
| 45-49 | 2 |

| | |
|-------|---|
| 40-44 | 1 |
| 0-39 | 0 |

- (b) where the weighted mean of the points so obtained is of a value indicated in the first column, the candidate shall normally be placed in a class not lower than that indicated in the second column:

| | |
|---------------|---------------------|
| 4.5 or higher | Class I |
| 3.5 or higher | Class II—Division 1 |
| 2.5 or higher | Class II—Division 2 |
| 1.5 or higher | Class III |

- (c) where the weighted mean of the points so obtained falls within the band indicated in the first column, the Examiners shall give consideration to placing the candidate in the class indicated in the second column:

| | |
|-----------|---------------------|
| 4.33-4.49 | Class I |
| 3.33-3.49 | Class II—Division 1 |
| 2.33-2.49 | Class II—Division 2 |
| 1.33-1.49 | Class III |

SUBSTITUTION OF UNITS

56. A candidate entitled under the above Regulations to enter for a subsequent examination at any Level may, with the permission of the Faculty, substitute another unit for that in respect of which the candidate has failed to satisfy the Examiners. Except at Level 1, a candidate satisfying the Examiners in the examination for the substituted unit or other part will be awarded a bare pass grade in that examination. Permission to make a substitution under this Regulation shall not increase the number of occasions on which a candidate may enter an examination.