

## Section D Award regulations

### 1. Undergraduate awards framework

- 1.1 Regulatory frameworks for courses will specify the minimum number of credits to be achieved by a student on a course of study leading to a University of Brighton award to ensure eligibility for that award.

In addition, the normal minimum credit at the level of award will not fall below those shown below.

Level of Award	Award	FHEQ Level	Normal total credit value	Normal minimum credit at level of award	Maximum period of registration <sup>52</sup>	Maximum amount of credit which can be awarded RPL
Under-graduate (taught)	Certificate of Higher Education <i>Cert HE</i>	4	120	90	4 years	60 at level 4
	Diploma of Higher Education <i>Dip HE</i>	5	240	90	6 years	120 level 4 60 level 5
	Foundation Degree Arts <i>FdA</i> Foundation Degree Science <i>FdSc</i> Foundation Degree Engineering <i>FdEng</i>	5	240	90	6 years	120 level 4
	Bachelor of Arts <i>BA</i> Bachelor of Science <i>BSc</i> Bachelor of Engineering <i>BEng</i> Bachelor of Laws <i>LLB</i>	6	300	60	8 years	120 level 4 120 level 5
	Bachelor of Arts <i>BA (Hons)</i> Bachelor of Science <i>BSc (Hons)</i> Bachelor of Engineering <i>BEng (Hons)</i> Bachelor of Laws <i>LLB (Hons)</i>	6	360	90	8 years <sup>53</sup>	120 level 4 120 level 5
Graduate (taught)	Graduate Certificate <i>Grad Cert</i>	6	60	40	3 years	30 level 6
	Graduate Diploma <i>Grad Dip</i>	6	120	90	4 years	60 level 6
	Professional Graduate Certificate in Education <i>ProfGCE</i>	6	120	90	4 years	60 level 4,5 or 6 30 at level 6
	Professional Graduate Certificate in Education <i>ProfGCE (non QTS)</i>	6	60	40	4 years	
University awards <sup>54</sup>	Foundation Year	0	120	120	4 years	60 level 0
	Certificate in Teaching in the Lifelong Learning Sector <i>CTLLS</i>	4	30	20	3 years	<i>not currently specified</i>
	Certificate <i>Cert</i>	4	60	60	3 years	30 level 4
	Foundation Certificate <i>FCert</i>	4	120	90	4 years	60 level 4
	Certificate in Education <i>CertEd</i>	5	120	60	5 years	60 level 4
	Foundation Diploma <i>FDip</i>	5	120	40	4 years	60 level 4
	Diploma <i>Dip</i>	5	120	120	4 years	60 level 5
	Diploma in Professional Studies <i>DPS</i>	5	120	120	<i>not specified</i>	60 level 5 or 6

- 1.2 Tariffs for other undergraduate awards including awards with Qualified Teaching Status (QTS), will be in accordance with the provisions of the [General Regulations](#), and will be stated within the Course Specification and the Course Handbook.

<sup>52</sup> Refer **Section A16**. Note: where admission with the RPL reduces the stages to be studied, the maximum period of registration will be reduced pro rata. A key principle determining the maximum period of registration is that the time taken to study 360 credits is set at 8 years and successive 120 credits are equivalent to 2 years' worth of study; the lowest maximum period of registration is set at 3 years.

<sup>53</sup> For single stage undergraduate top-up awards of 120 credits leading to BA/BSc (Hons) the maximum registration period is 4 years; for two-year BA/BSc (Hons) awards comprising 240 credits over two stages, the maximum registration period is 6 years; four-year BA/BSc (Hons) (including four-year sandwich courses), the maximum registration period is 10 years.

<sup>54</sup> Awards specific to the University of Brighton which do not form part of a national framework.

## 2 Undergraduate awards and their classification

### 2.1 Foundation Certificate (FCert)

#### **Classification**

The Foundation Certificate is awarded as a pass.

Students will be deemed to have passed where they can demonstrate achievement of the learning outcomes, in accordance with these regulations.

#### **Borderline**

*not applicable*

### 2.2 Foundation Diploma (FDip)

#### **Classification**

The Foundation Diploma is awarded as a pass.

Students will be deemed to have passed where they can demonstrate achievement of the learning outcomes, in accordance with these regulations.

#### **Borderline**

*not applicable*

### 2.3 Foundation Degrees (FdA/FdSc/FdEng)

#### **Classification**

Foundation Degrees are awarded as a pass, merit or distinction.

The criteria for determining the award of merit and distinction for a Foundation degree is as follows:

- i. in order to gain an award of distinction, a student must have achieved a weighted mean of 70.00 or above in the level 5 modules;
- ii. in order to gain an award of merit, a student must have achieved a weighted mean of 60.00 – 69.99 in the level 5 modules.

#### **Borderline**

The arithmetic mark for a degree result is determined to two decimal places. Students whose arithmetic result is within 2% below a merit or distinction borderline may be considered for the higher classification of award. Refer to **Section D3** on borderline cases.

#### **Intermediate award**

The University's [Common Academic Framework](#) specifies that the intermediate award for a Foundation degree is the Foundation Certificate (FCert) and not the Certificate of Higher Education (Cert HE).

#### **Progression**

Progression of Foundation degree students to an Honours degree will be in accordance with the University's progression policy as set out in the [Common Academic Framework](#).

#### 2.4 Diploma of Higher Education (DipHE)<sup>55</sup>

##### **Classification**

Recruited to Diplomas in Higher Education are awarded as a pass, merit or distinction.

The criteria for determining the award of merit and distinction for a Diploma of Higher Education is as follows:

- i. in order to gain an award of distinction, a student must have achieved a weighted mean of 70.00 or above in the level 5 modules;
- ii. in order to gain an award of merit, a student must have achieved a weighted mean of 60.00 – 69.99 in the level 5 modules.

##### **Borderline**

*not applicable*

#### 2.5 Honours Degrees [BA (Hons), BSc (Hons), BEng (Hons), LLB (Hons)]

##### **Minimum requirements**

Course-specific regulations should specify the minimum requirements for an award, in terms of mandatory and compulsory course elements.

##### **Classification**

The following classification scale applies to Honours degrees:

Mark 70+ is First Class

Mark 60.00-69.99 is Upper Second Class

Mark 50.00-59.99 is Lower Second Class

Mark 40.00-49.99 is Third Class

The algorithm for an Honours degree will include all marks at both levels 5 and 6, weighted according to their credit rating, with the ratio of level 5 to level 6 being 25:75.

Where a course has a number of modules which are assessed on a pass/fail basis, the algorithm should be adjusted accordingly.

Where only level 6 modules are taken, as in some 'top-up' degrees, then only level 6 marks count towards the classification.

Where level 5 modules are taken in the final year (level 6), the algorithm should remain 25:75, but the final year weighting should incorporate those final year level 5 modules.

Where students progress from a Foundation degree to an Honours degree, either by taking a one-year 'top-up' Honours degree or entering directly level 6 of an Honours degree, including where this is subject to a bridging provision at level 5, then only level

---

<sup>55</sup> Recruited to award only, not applicable for exit awards which are awarded as a pass only.

6 marks count towards the degree classification.

Where a student has achieved 360 credits but failed to achieve an overall mark of at least 40.00 (and thus cannot be awarded a 3<sup>rd</sup> class Honours degree), will be awarded an unclassified Honours degree. This might occur where compensation has been awarded (**refer also Section D9** for Aegrotat unclassified Honours degree).

### **Borderline**

The arithmetic mark for a degree result is determined to two decimal places. Students whose arithmetic result is within 2% below a classification borderline may be considered for the higher class of award. **Refer to Section D3** on borderline cases.

## 2.6 Graduate Certificate (Grad Cert), Graduate Diploma (Grad Dip)

### **Classification**

Graduate Certificate and Graduate Diploma awards are awarded as a pass, and additionally, where included in the regulatory framework, are awarded with merit or distinction.

The criteria for determining the award of merit and distinction for Graduate Diploma and Graduate Certificate awards are not prescribed by the University.

### **Borderline**

Regulatory frameworks should include, if appropriate, the criteria for determining the award of merit and distinction for these awards and the criteria for consideration of students on the borderline.

- 2.7 For regulatory frameworks for all other undergraduate awards, including University awards refer to Course Handbooks and the [Common Academic Framework](#).

## **3 Undergraduate awards and borderline cases**

### 3.1 Introduction

- 3.1.1 Students whose overall arithmetic result for the degree falls below a classification boundary by up to 2% (borderline zone) will be considered as a borderline case.
- 3.1.2 A student's overall result is expressed to two decimal places and should not be rounded up either to place the student in the borderline zone or, where a student's overall result falls within the borderline zone to automatically move the student to a higher classification.
- 3.1.3 The minutes of the Course Examination Board should record the consideration of all students considered borderline cases.

### 3.2 Honours degrees

- 3.2.1 Where a student falls within the 2% borderline zone, the higher classification will be awarded by an Examination Board where the student has achieved:

- i. 50% or more credits at level 6<sup>56</sup> in the higher classification including any module(s) specified in the course-specific regulations and agreed at the validation of the course<sup>57</sup>.
- 3.2.2 Where a student falls within the 2% borderline zone and does not meet this primary criterion, an Examination Board will consider the student's profile and will raise the student's classification where the student has achieved:
- i. at least 50% credits across levels 5 and 6 in the higher classification with at least 40 credits of these at level 6 in the higher classification including any module(s) specified in the course-specific regulations and agreed at the validation of the course<sup>58</sup>.
- 3.2.3 For a top-up Honours degree where 120 credits at level 6 have been studied, the higher classification will be awarded by an Examination Board where a student who is in the borderline zone has achieved:
- i. 50% or more credits at level 6 in the higher classification including any module(s) specified in the course-specific regulations and agreed at the validation of the course<sup>59</sup>.
- 3.2.4 In considering students in the 2% borderline zone, the Examination Board should only take into account the upheld requests for additional consideration for a student where these have not already been taken into account such as through deferral opportunities or extensions. The Examination Board will then have due regard to the alignment of the additional consideration and the module(s), the time period of the additional consideration and the student's profile of marks in reaching its decision on the award of the higher classification as an exceptional case.
- 3.3 Foundation degrees
- 3.3.1 Students whose overall arithmetic result for the degree falls below a classification boundary (distinction/merit, merit/pass, pass/fail) by up to 2% (borderline zone) will be considered as a borderline case.
- 3.3.2 A student's overall result is expressed to two decimal places and should not be rounded up either to place the student in the borderline zone or, where a student's overall result falls within the borderline zone to automatically move the student to a higher classification.
- 3.3.3 Where a student falls within the 2% borderline zone, the higher classification will be awarded by an Examination Board where the student has achieved:
- i. 50% or more credits at level 5 in the higher classification including any module(s) specified in the course-specific regulations and agreed at the validation of the course<sup>60</sup>.

---

<sup>56</sup> For courses structured with 110 credits at level 5 and 130 credits at level 6, this would be taken as 60 credits or more (i.e., the lesser %).

<sup>57</sup> This would include any PSRB requirements and be included in Course Specification.

<sup>58</sup> This would include any PSRB requirements and be included in Course Specification.

<sup>59</sup> This would include any PSRB requirements and be included in Course Specification.

<sup>60</sup> This would include any PSRB requirements and be included in Course Specification.

- 3.3.4 In considering students in the 2% borderline zone, the Examination Board should only take into account the upheld request for additional consideration for a student where these have not already been taken into account such as through deferral opportunities or extensions. The Examination Board will then have due regard to the alignment of the additional consideration and the module(s), the time period of the additional consideration and the student's profile of marks in reaching its decision on the award of the higher classification as an exceptional case.

## 4 Postgraduate awards framework

- 4.1 Regulatory frameworks for courses will specify the minimum number of credits to be achieved by a student on a course of study leading to a University of Brighton award to ensure eligibility for that award. In addition, the normal minimum credit at the level of award will not fall below those shown below.

Award	FHEQ Level	Normal total credit value	Normal minimum credit at level of award	Maximum period of registration <sup>61</sup> <sup>62</sup>	Maximum amount of credit which can be awarded RPL
Postgraduate Certificate <i>PG Cert</i>	7	60	40	3 years	30 level 7
<i>Postgraduate Certificate in Education PGCE (non QTS)</i>	7	60	40	4 years	30 Level 7
Bachelor of Medicine, Bachelor of Surgery <i>BM BS</i> <sup>63</sup>	7	780	180	7 years <sup>64</sup>	<i>not applicable</i>
Postgraduate Diploma <i>PG Dip</i>	7	120	90	4 years	60 level 7
Postgraduate Clinical Diploma <i>PG Clin Dip</i>	7	120	90	4 years	60 level 7
Master of Architecture <i>March</i>	7	240	240	6 years	<i>not specified</i>
<i>Integrated Masters degree</i> <sup>65</sup>	7	480	120	10 years	120 level 4 120 level 5
Master of Engineering <i>MEng</i>					
Master of Pharmacy with Honours <i>MPharm (Hons)</i>					
Master of Design <i>MDes</i>					
Master of Fine Art <i>MFA</i>					
Master of Computing <i>MComp</i>					
Master of Chemistry <i>MChem</i>					
Master of Geography with Honours <i>MGeog (Hons)</i>					
Master of Geology with Honours <i>MGeol (Hons)</i>					
Master of Mathematics <i>MMath</i>					
Master of Science with Honours <i>MSci (Hons)</i>					
Master of Arts <i>MA</i>	7	180	150	6 years	90 level 7 (taught modules only) and exceptionally in specific circumstances up to 120 credits at level 7 (taught modules only) <sup>66</sup>
Master of Science <i>MSc</i>					
Master of Business Administration <i>MBA</i>					
Master of Public Administration <i>MPA</i>					
Master of Laws <i>LLM</i>					
Master of Teaching and Learning <i>MTL</i>	7	180	180	5 years	
Master of Science (Physician Associated)	7	180	180	5 years	

<sup>61</sup> Refer **Section A16**. Note: where admission with the recognition of prior learning reduces the stages to be studied, the maximum period of registration will be reduced pro rata.

<sup>62</sup> Refer **Section A16** - PSRB requirements may specify completion of awards accredited in a shorter time than University norm.

<sup>63</sup> Joint award with the University of Sussex.

<sup>64</sup> 8 years where an intercalated degree is incorporated into the period of study.

<sup>65</sup> Refer Integrated Masters degree framework in the [Common Academic Framework](#)

<sup>66</sup> Subject to chair of Academic Board approval.

Section D: Award regulations

Award		FHEQ Level	Normal total credit value	Normal minimum credit at level of award	Maximum period of registration <sup>61</sup> <sup>62</sup>	Maximum amount of credit which can be awarded RPL
	Studies) <i>MSc</i>					
Research	Master of Research <i>MRes</i> <sup>67</sup>	7	180	150	6 years	Refer <a href="#">MRes framework</a>
	Professional Doctorate <sup>68</sup> Doctor of Education <i>EdD</i> Doctor of Midwifery <i>D.Mid</i> Doctor of Nursing <i>D.Nursing</i> Doctor of Occupational Therapy <i>D.Occ.T</i> Doctor of Physiotherapy <i>D.PT</i> Doctor of Podiatry <i>D.Pod</i> Doctor of Social Work <i>D.S.W</i> Doctor of Business Administration <i>DBA</i> Doctor of Counselling and Psychotherapy <i>D.C.P</i> Doctor of Biomedical Science <i>DBMS</i> Doctor of Healthcare <i>DHC</i> Doctor of Pharmacy <i>DPharm</i>	8	540	360	5 years (ft) 8 years (pt)	Refer Regulations and Code of Practice for Research degrees, approved AB17-49.
	Doctor of Engineering <i>EngD</i>	8	540	360	6 years	90 level 7
University awards	Certificate in Management	7	60	60	<i>not specified</i>	<i>not specified</i>
	Diploma in Management Studies <i>DMS</i>	7	120	120	<i>not specified</i>	<i>not specified</i>
	Diploma in Teaching English to Speakers of Other Languages (TESOL)	7	120	120	4 years	<i>not specified</i>

<sup>67</sup> Refer MRes generic framework for further guidance in [Common Academic Framework](#).

<sup>68</sup> Modules/units taken in the taught stage/phase 1 of the Professional Doctorate and any intermediate Masters awards are not subject to the postgraduate (taught) regulations (except where units/modules are shared with other level 7 courses).

- 4.2 The examination and assessment regulations for the BM BS Programme are set out in the [BM BS Programme Examination and Assessment Regulations \(PEAR\)](#).
- 4.3 In addition the regulatory framework for postgraduate taught courses which are joint awards of the University of Brighton and the University of Sussex are set out in the [BS MS Postgraduate Taught Examination and Assessment Regulations \(PGTEAR\)](#).

## 5 Postgraduate awards and their classification

### 5.1 Postgraduate Certificate (PGCert), Postgraduate Diploma (PGDip)

#### **Classification**

Postgraduate Certificate and Postgraduate Diploma degrees are awarded as a pass, merit or distinction.

Merit will be awarded to students for the PGCert and PGDip awards who have satisfied the requirements of the award and have achieved a credit-weighted mean mark from all modules across the award of 60.00-69.99.

Distinction will be awarded to students for the PGCert and PGDip awards who have satisfied the requirements of the award and have achieved a credit-weighted mean mark from all modules across the award of at least 70.00.

#### **Borderline**

**Refer to section D6** on borderline cases.

### 5.2 Integrated Masters degrees (MEng, MPharm (Hons), MDes, MFA, MComp, MChem, MGeog (Hons), MGeol (Hons), MMath, MSci (Hons))

#### **Classification**

A subject-specific classification and algorithm for the award is permitted which should be approved at validation of the course and be one of the following:

- i. the award has an undergraduate Honours classification, with level 6 and level 7 marks included in the algorithm (ratio 50:50);
- ii. the award has a postgraduate classification of pass, merit and distinction, with level 7 marks only included in the algorithm.

#### **Borderline**

**Refer to section D6** on borderline cases.

### 5.3 Masters degrees (MA, MSc, MBA, MPA, LL.M, MRes, MArch<sup>69</sup>)

#### **Classification**

Masters degrees are awarded as pass, merit or distinction.

Merit will be awarded to students for the Masters award who have satisfied the requirements of the award and have achieved a credit-weighted mean mark from all modules across the award of at least 60.00.

---

<sup>69</sup> The degree classification for the MArch is calculated on final year modules only.



Distinction will be awarded to students for the Masters award who have satisfied the requirements of the award and have achieved a credit-weighted mean mark from all modules across the award of at least 70.00.

### **Borderline**

**Refer to section D6** on borderline cases.

- 5.4 For regulatory frameworks for all other postgraduate awards, including University awards refer to Course Handbooks and the [Common Academic Framework](#).

## **6 Postgraduate awards and borderline cases**

### **6.1 Introduction**

- 6.1.1 Students whose overall arithmetic result for the degree falls below a classification boundary by up to 2% (borderline zone) will be considered as a borderline case.
- 6.1.2 A student's overall result is expressed to two decimal places and should not be rounded up either to place the student in the borderline zone or, where a student's overall result falls within the borderline zone to automatically move the student to a higher classification.
- 6.1.3 In considering students in the 2% borderline zone, the Examination Board should only take into account the upheld request for additional consideration for a student where these have not already been taken into account such as through deferral opportunities or extensions. The Examination Board will then have due regard to the alignment of the additional consideration and the module(s), the time period of the additional consideration and the student's profile of marks in reaching its decision on the award of the higher classification as an exceptional case.
- 6.1.4 The minutes of the Course Examination Board should record the consideration of all students considered borderline cases.

### **6.2 Postgraduate Certificate (PGCert), Postgraduate Diploma (PGDip)**

- 6.2.1 Where a student falls within the 2% borderline zone, the higher classification will be awarded by an Examination Board where the student has achieved:
- i. 50% or more credits at level 7 in the higher classification including any module(s) specified in the course-specific regulations and agreed at the validation of the course.

### **6.3 Integrated Masters**

#### **6.3.1 Borderline undergraduate award algorithm**

Where an undergraduate Honours award algorithm and classification is operated, and where a student falls within the 2% borderline zone, the higher classification will be awarded by an Examination Board where the student has achieved:

- i. 50% or more credits at level 7 in the higher classification including any module(s) specified in the course-specific regulations and agreed at the validation of the course.

Where a student falls within the 2% borderline zone and does not meet this primary criterion, an Examination Board will consider the student's profile and will raise the student's classification where the student has achieved:

- i of the credits at level 6 and level 7, at least 50% of the credits in the higher classification, with at least 40 credits of these at level 7 in the higher classification including any module(s) specified in the course-specific regulations and agreed at the validation of the course.

### 6.3.2 Borderline postgraduate award algorithm

Where a postgraduate award algorithm and classification is operated, and where the student falls within the 2% borderline zone, the higher classification will be awarded by an Examination Board where the student has achieved:

- i 50% or more credits at level 7 in the higher classification including any module(s) specified in the course-specific regulations and agreed at the validation of the course.

### 6.4 Masters degrees

Where a student falls within the 2% borderline zone, the higher classification will be awarded by an Examination Board where the student has achieved:

- i 50% or more credits at level 7 in the higher classification including any module(s) specified in the course-specific regulations and agreed at the validation of the course

## 7 **Intermediate awards**

- 7.1 Where a student has not satisfied the requirements for progression or award on the course for which they are registered, or has withdrawn or indicated that they wish to withdraw, the Course Examination Board may recommend an intermediate award.

These awards are only available when they have been approved explicitly by the University, and may also have conditions attached apart from the simple accumulation of credit.

- 7.2 The acceptance of an intermediate award entails the student's withdrawal from the course, with re-admission possible only after a new application<sup>70</sup>.

Thus the offer of an intermediate award should not be made where it is known that the student wishes to continue on the course, either by repeating the year or by intermitting and returning to continue with their studies at a later date, and where this course of action is acceptable to the Course Examination Board.

- 7.3 In the case of intermediate awards for which the student was not originally registered, the Course Examination Board may record recommendations made at the time when the student was required to withdraw from the course.

These awards will not appear on a pass list until it has been established that the student has either withdrawn from the course, or has transferred to another course in

---

<sup>70</sup> The only exceptions to this are where the intermediate award is also a professional qualification, such as some awards in Architecture and Occupational Therapy.

the University, and following the transfer still has sufficient specific credit remaining to enable an intermediate award to be made.

- 7.4 An Ordinary degree is an unclassified Bachelor's degree without honours. This is an intermediate award recommended by a Course Examination Board in recognition of student learning where insufficient credit has been achieved to award an undergraduate honours degree in the subject. The student must have achieved at least 300 credits.

## 8 Failure to qualify for a final award

If a student has failed to qualify for the final award, the Course Examination Board may, at its discretion, offer the student the choice between:

- i. accepting an intermediate award or;
- ii. being reassessed for the original higher award.

## 9 Aegrotat awards

- 9.1 An aegrotat award is a degree awarded where the student might have obtained a taught award (i.e. ordinary, Honours or postgraduate degree) had it not been for illness or exceptional personal circumstances which prevented a student's ability to complete an award.
- 9.2 A Course Examination Board may recommend a student for an aegrotat degree<sup>71,72</sup> once the avenues of additional consideration and intermission processes have been fully exhausted (if applicable).
- 9.3 The Course Examination Board should be assured that, but for valid exceptional personal circumstances, the student would have reached the standard required for satisfactory completion of the original award; the latter based on the student's performance evidenced by submitted/ passed coursework and previous assessment.
- 9.4 The award conferred will normally be the next exit award for which the student would have been eligible, based on the stage of the course of study they had commenced. Examination Boards should ensure that one or both of the following criteria are met, dependent on the stage of study:
- i. 2/3 credits or more of assessed work have been ratified and/ or submitted/ passed at the current stage of study;
  - ii. successful completion of, and a pass mark achieved for, the final or research element of the award.
- 9.5 In cases where a Course Examination Board recommends an aegrotat award, the reasons for doing so shall be recorded in the written minutes of the Examination Board and in the student's SITS/ CAMS record.
- 9.6 An aegrotat award is not classified or awarded with merit, distinction or other differential level.

---

<sup>71</sup> The conferment of an aegrotat award may be prohibited by PSRB requirements.

<sup>72</sup> The Diploma of Higher Education may also be conferred as an Aegrotat Diploma of Higher Education.

- 9.7 Where an aegrotat award is recommended, the student must confirm (in writing, if medical circumstances allow) that they are willing to accept the award and understands that this entails waiving the right to further assessment (**refer Section B5.4.5**).
- 9.8 The student's School Office should submit a request for an aegrotat award using the Request for Aegrotat Award form to the Academic Registrar, Academic Registry. The request should be accompanied by the following information/ documentation:
- i. the name of the student;
  - ii. the identification number of the student;
  - iii. the year of registration of the student;
  - iv. the School/ College/ Department the student is registered with;
  - v. the name of the degree/ taught course on which the student is registered (or was registered if a posthumous request);
  - vi. the level of study;
  - vii. the study mode;
  - viii. the year/ stage of the course of study reached by the student at the time of the request;
  - ix. the aegrotat award being recommended/ requested;
  - x. the Course Examination Board making the request;
  - xi. the name of the Chair of the Examination Board;
  - xii. the name of the Dean/Head of College or Department;
  - xiii. examination or assessment marks/ results obtained by the student up until the time of the request (ratified/ unratified by an Examination Board);
  - xiv. the number of credits obtained by the student up until the time of the request (ratified/ unratified by an Examination Board);
  - xv. details of any outstanding academic requirements according to the University's degree regulations (including PSRB requirements if applicable);
  - xvi. details of the exceptional personal circumstances/ the illness leading to the recommendation for an aegrotat award, or the date of passing of the student (the latter if a posthumous request);
  - xvii. supporting statement from the Dean/Head of College or Department<sup>73</sup>; confirming the recommendation of the Course Examination Board and that:
    - a. they are satisfied that the student's academic record reflects that but for reason of illness or exceptional personal circumstances, the student would have reached the standard required for the original award; and
    - b. the supporting documentation received to support the request/ recommended had included a medical certificate or other appropriate documentation (as applicable).
- 9.9 The recommendation for an aegrotat award, and supporting documentation, will be

---

<sup>73</sup> In cases where it is a postgraduate degree being considered before the submission of a dissertation/ final or research element, a supporting statement should also be submitted by the student's supervisor/s.

forwarded to the Vice-Chancellor or nominee for consideration and approval.

## 10 Posthumous awards

- 10.1 Course Examination Boards have the authority to recommend that a taught award of the University be conferred posthumously.
- 10.2 If the death of a student occurs after they have completed and passed all the requirements for an award, the award will be classified.
- 10.3 Where the death of a student occurs prior to their completion of the requirements for an award, the Course Examination Board may recommend the student for an aegrotat award (**refer Section D9**).
- 10.4 In cases where a Course Examination Board recommends the conferment of an award posthumously, the reasons for doing so shall be recorded in the written minutes of the Examination Board and in the student's SITS/ CAMS record.
- 10.5 The award may be accepted on the student's behalf by an appropriate individual e.g., a close relative, partner or other appropriate person in consultation with the family.

## 11 Rescission of awards

- 11.1 There may be exceptional circumstances where an Examination Board of the University agrees to rescind an award which has previously been conferred on a student.
- 11.2 In some situations the decision to rescind an award or not is dependent on the time period that has elapsed from when an award was conferred to when the student is (re)registered on an award. Where the timescale is short e.g. several months, the award will normally be rescinded. Where a student accepted an intermediate (exit) award (and hence withdrew from the course) and now wishes to return to complete the course for which they had originally been registered, and the timescale is longer (normally several years), the exit award will not be rescinded and RPL regulations will be applied, as appropriate.
- 11.3 In all cases of rescission, a rescission list<sup>74</sup> should be sent to Academic Registry and be accompanied by an explanatory memo addressed to the Registrar and Secretary indicating the reasons for the decision. In some cases, where there has been a formal conferment of the original award by the Vice-Chancellor, Academic Registry will then pass the memo and the list to the Registrar and Secretary with an amended list for the Vice-Chancellor to sign.

---

<sup>74</sup> Generated from SITS via Infview. The date on the rescission list should be the date of the original incorrect award and not the date the rescission was actioned. If the student has been issued with a Certificate, the University will request the return of the Certificate, defaced, to Academic Registry.