

## Definitions

- 2.1 *Programme specification*: the definitive published programme documentation.
- 2.2 *Relevant committee*: the committee empowered for the purpose concerned by the Academic Board.

## General

- 2.3 The undergraduate awards of York St John University are set out in the [General Regulations for Awards](#).
- 2.4 Undergraduate awards conform to requirements set out in the [Credit Framework for Awards](#) as approved by Academic Board. Additional requirements or variations are set out in the relevant [programme specification](#).
- 2.5 Other than where specified within these regulations, undergraduate awards are subject to the application of the [General Regulations for Awards](#).
- 2.6 Programmes of study leading to undergraduate awards may be offered on a full time or part time basis within the periods of enrolment specified in these regulations (see [Periods of study](#) below).
- 2.7 Detailed information on undergraduate awards is set out in relevant [programme specifications](#), and other supporting documentation.

## Admission

- 2.8 Entry requirements for undergraduate awards are set out in the [Admissions Policy](#) and supporting web-based information at the time of application.
- 2.9 Entrants to a programme of study leading to an undergraduate award of York St John University may be eligible for consideration under the University's policies and procedures for accreditation of prior experiential learning, and credit accumulation and transfer from study at York St John University or other approved educational establishments. Exemption is not normally granted from those modules which comprise the final level of the programme of study or from modules which comprise the statutory qualifying modules for professionally registrable awards. The maximum amount of prior credit which a student may claim towards a York St John University undergraduate award is as follows:

Award	Maximum prior credit or accredited prior experiential learning	Credit that must be studied on a York St John University programme
Integrated Master's degree	240 credits	240 credits at Level 6 and above
Bachelor's degree with Honours	240 credits	120 credits at Level 6 or above
Ordinary Bachelor's degree	200 credits	100 credits, including at least 60 at Level 6 and 40 at Level 5
Graduate Diploma	60 credits	60 credits at Level 6 or above
Graduate Certificate	30 credits	30 credits at Level 6 or above

<b>Award</b>	<b>Maximum prior credit or accredited prior experiential learning</b>	<b>Credit that must be studied on a York St John University programme</b>
Professional Graduate Certificate in Education	0 credits	60 credits at Level 6 or above
Foundation Degree	120 credits	120 credits at Level 5
Diploma of Higher Education	120 credits	120 credits at Level 5
Certificate of Higher Education	60 credits	60 credits at Level 4
University Diploma	0 credits	60 credits at Levels 4 and 5, including at least 40 credits at Level 5
University Certificate	0 credits	40 credits at Level 4
Foundation Certificate – International	0 credits	120 credits at Level 3
Foundation Certificate	0 credits	40 credits at Level 3

\* This table is provided as a guide, and some programmes with professional body requirements may have limits on the amount of credit that can be transferred into the programme. Please check the programme specification for details.

- 2.10 Detailed information on accreditation of prior learning is set out in the [Policy for Recognition of Prior Learning](#).
- 2.11 Applicants whose first language is not English must demonstrate sufficient competence in English as specified by the University. Current English language requirements for undergraduate awards are set out in the [Admissions Policy](#) and supporting web-based information.
- 2.12 Applicants for programmes of study leading to undergraduate awards recognised for inclusion in the relevant professional register may be required to demonstrate fitness to practise on entry to the University or approved partner institution.
- 2.13 All formal offers of admission to the University are made by the University's Admissions team. Offers of admission set out any conditions to be met. No other communication is regarded as a formal offer of admission.
- 2.14 A student who has been awarded an undergraduate award on completion of one programme of study may not present for a second time for the assessment for the same programme of study or for another programme of study where half or more of the second programme of study comprises of modules presented for the first programme of study.
- 2.15 Where a student's enrolment has been terminated by the University, re-admission to the same subject as previously studied will not normally be permitted. Students seeking admission to study a different subject can do so after two years have passed from the termination of their enrolment.
- 2.16 Where a student has a debt to the University, re-admission will not normally be permitted. This is also the case where a student's debt has previously been written off by the University on compassionate or similar grounds but where there is no evidence of ability to pay the necessary fees for a new enrolment.

## Periods of study

2.17 The standard periods of study for undergraduate awards are as follows:

Award	Full time study	Part time study
Integrated Master's degree (4-year programme)	4 academic years	8 academic years
Integrated Master's degree (5-year programme)	5 academic years	10 academic years
Bachelor's degree (3-year programme)	3 academic years	6 academic years
Bachelor's degree (4-year programme)	4 academic years	8 academic years
Graduate Diploma	1 academic year	2 academic years
Graduate Certificate	6 months	1 academic year
Foundation Degree	2 academic years	4 academic years
Diploma of Higher Education	2 academic years	4 academic years
Certificate of Higher Education	1 academic year	2 academic years
University Diploma	6 months	1 academic year
University Certificate	6 months	1 academic year
Foundation Certificate	6 months	1 academic year

\* Where specified in a [programme specification](#), the duration of a programme of study may vary from the standard period.

## Enrolment and attendance

2.18 An entrant for an undergraduate award must enrol as a student at York St John University or approved partner institution, paying the prescribed fees. Students enrol for a specified programme of study and for all the associated modules as specified in the regulations for that programme. Students are responsible for ensuring that they are correctly enrolled for their programme of study.

2.19 Enrolment must normally take place no later than two weeks from the start of teaching on the student's programme. Enrolment after two weeks of teaching have passed will not normally be permitted.

2.20 During prescribed periods of study, students must attend regularly and participate in all activities and assessment prescribed for the programme of study as directed. Expectations of the time commitment required are normally as follows (this includes relevant professional activities including fieldwork and conferences, for example):

- Full time: a minimum of 40 hours per week for 30 weeks per year
- Part time: a minimum of 20 hours per week for 30 weeks per year

2.21 Students must be in attendance at the University or approved partner institution throughout each designated programme of study for programmes delivered on site and may not absent themselves except at weekends and in the vacations. Certain programmes of study may require students to be in attendance during vacation periods. For programmes delivered on a part time or on a distance learning basis, students are required to attend or participate as set out in the individual programme regulations.

2.22 Students must undertake some study in all the semesters that they are enrolled for in order to satisfy programme registration and attendance requirements.

- 2.23 An undergraduate student may not be enrolled simultaneously for another programme of study either at York St John University or at another higher education provider, except with the express permission of the *relevant committee*.
- 2.24 Continued enrolment is conditional on satisfactory progress being maintained by the student within the time periods specified in these regulations. Persistent absence, failure to make satisfactory progress or failure to meet other specified requirements – such as those relating to academic integrity – may lead to termination of enrolment. Detailed information is set out in the [Programme Attendance Regulation](#) and the [Student Attendance Policy](#).
- 2.25 Students who are absent through illness must communicate their absence promptly, providing medical evidence as required. Exceptionally, the [Fitness to Study Policy](#) and procedure may be used by the University to seek a review of a student's continuing ability to remain enrolled for a programme of study on health grounds.
- 2.26 Continued enrolment for students on programmes of study leading to undergraduate awards recognised for inclusion in a relevant professional register is subject to ongoing fitness to practise requirements. These are set out in the [Fitness to Practise Policy](#) and procedure.
- 2.27 Regulations governing transfer from one programme of study leading to a undergraduate award to another programme of study are set out in the Change of Programme Policy.

## Assessment

- 2.28 Registration for assessment is through module enrolment. Students are responsible for ensuring that they are correctly enrolled for the modules prescribed for their programme of study.
- 2.29 Students for undergraduate awards must complete all assessments or examinations specified for the programme of study.
- 2.30 As specified by Academic Board, the results of assessments and examinations are considered by the University's Progress and Award Examination Panel and appropriately constituted School Assessment Boards.
- 2.31 Students must complete the assessment components for a module once enrolled for it, unless they have formally withdrawn from the module or have negotiated a formally deferred assessment using the [Exceptional Circumstances Policy](#) and procedure. Failure to submit for assessment components results in a mark of zero and/or a failure grade.
- 2.32 The University normally makes reassessment opportunities available for students who fail assessments or examinations. Normally no more than one reassessment opportunity is made available for each module assessment. The second attempt for assessment in a module is normally taken within the following resit period. There are some circumstances where a third opportunity is offered, as documented in Section 37 of the [Code of Practice for Assessment](#).
- 2.33 A student who successfully resits an assessment for a module is normally only eligible for the pass mark for the module as designated in the undergraduate marking scale; with the exception of qualified fails where the original mark for the module is awarded on successful completion of the deficient work.
- 2.34 Where permissible within the specific regulations for a programme of study, as set out in the [programme specification](#), a student who has failed the first assessment for an optional module may withdraw from that module and substitute an alternative module. The student has two attempts to pass the module but is eligible only for the pass mark for the module if passed successfully.

## Progression

- 2.35 Students must make satisfactory progress during their programme of study. Students who are not making satisfactory progress (relating to attendance, the submission of assessed work or achievement in assessment) may be subject to the Support to Study Policy set out in the [Code of Practice for Assessment](#). These may ultimately result in termination of enrolment from the programme of study.
- 2.36 A student who is not successful in the final attempt to meet the progression requirements or award requirements of a programme of study after all assessment opportunities have been exhausted will have their enrolment for their programme of studies terminated.

- 2.37 Subject to the provisions of the relevant [programme specifications](#), students who have not met the progression requirements for an undergraduate award may be deemed to be eligible for an exit award as defined within the programme specification, provided that they have met the requirements of that award. A student who has been granted an exit award in such circumstances and has exhausted all assessment opportunities as specified in the regulations is not normally permitted to progress to a further attempt at the higher award.
- 2.38 Students may not normally progress from one level to the next of a programme of study unless they have satisfactorily completed the previous level.
- 2.39 Progression requirements for undergraduate programmes are set out in the [Code of Practice on Assessment](#).
- 2.40 With the permission of the Progress and Award Examination Panel, a student may be permitted to conditionally progress to the next level of study and make up a credit deficit, as documented in Section 37 of the [Code of Practice for Assessment](#).
- 2.41 A student progressing with a credit deficit must make up the credits for the lower level which are required for progression and to pass any outstanding modules which are compulsory for award by an early re-assessment deadline in October, or within five weeks of the progression point for non-standard entry points. Outgoing study abroad students who receive late confirmation of marks and progression decisions may be given a later resit deadline, normally three weeks from approval of the alternative assessment by the School and five weeks from the notification of failure by the Registry. A student on a degree apprenticeship programme may be permitted to progress to the next level of study with credit outstanding, with their mark profile to be reviewed as soon as all marks are available.
- 2.42 A student cannot progress to the next level of study where a module which is compulsory for progression has been failed or where module pre-requisites cannot be met.
- 2.43 A student who has successfully met the requirements for a Foundation Degree or other undergraduate award at York St John University, completing all assessments as prescribed within the regulations, may subsequently be permitted to progress to a higher-level award notwithstanding paragraphs 2.14 and 2.37 above.
- 2.44 A student must meet the progression requirements (designated in the appropriate [programme specification](#)) for the Integrated Master's degree. A student must meet the higher progression threshold to continue on the Integrated Master's degree. A student who fails to meet the progression threshold will be transferred from the Integrated Master's degree to the relevant Bachelor's degree programme.

### Availability of awards

- 2.45 Students who have passed the assessments for the specific programmes leading to the award of an Integrated Master's degree and in conformity with the rules for award approved by Academic Board, and set out under the [Eligibility for awards](#) section, may be awarded one of the following:

Award classification
The Degree of Integrated Master with Honours Class I
The Degree of Integrated Master with Honours Class II Division i
The Degree of Integrated Master with Honours Class II Division ii
The Degree of Integrated Master with Honours Class III

- 2.46 Students who have passed the assessments for the specific programmes leading to the award of a Bachelor's degree and in conformity with the rules for award approved by Academic Board, and set out under the [Eligibility for awards](#) section, may be awarded one of the following:

Award classification
The Degree of Bachelor with Honours Class I
The Degree of Bachelor with Honours Class II Division i
The Degree of Bachelor with Honours Class II Division ii
The Degree of Bachelor with Honours Class III
The Ordinary Degree of Bachelor

- 2.47 Students who have passed the assessments for the specific programmes leading to other undergraduate awards and in conformity with the rules for award approved by Academic Board, and set out under the [Eligibility for awards](#) section, may be awarded one of the following:

Award
The Graduate Diploma, Graduate Certificate, Professional Graduate Certificate in Education, Foundation Degree, Diploma of Higher Education, Certificate of Higher Education, University Diploma, University Certificate or Foundation Certificate.
The Graduate Diploma, Graduate Certificate, Foundation Degree, Diploma of Higher Education, Certificate of Higher Education, University Diploma, University Certificate or Foundation Certificate <b>with merit</b> .
The Graduate Diploma, Graduate Certificate, Foundation Degree, Diploma of Higher Education, Certificate of Higher Education, University Diploma, University Certificate or Foundation Certificate <b>with distinction</b> .

\* In exceptional cases where specified in a [programme specification](#), the award classifications may vary from the standard classifications.

## Eligibility for awards

- 2.48 Detailed award requirements for undergraduate programmes are set out in the [Code of Practice for Assessment](#).
- 2.49 Students are eligible for an undergraduate award when they have:
- Fulfilled specified enrolment requirements, including the payment of relevant fees; **and**
  - Attempted the assessment for all modules specified for the programme of study in the [programme specification](#); **and**
  - Been awarded the required credits at the appropriate level; **and**
  - Fulfilled any additional requirements as specified in the [programme specification](#), and in particular must have passed all modules designated as compulsory for award; **and**
  - Achieved a classification average, determined across all modules contributing to award, calculated in accordance with the classification rules approved by the Academic Board; **and**
  - For the award of the Integrated Master's and Bachelor's degrees with Honours, the classification average must be at least the classification average for the Class 3 Honours degree.
  - Students on a 'with placement' or 'year in industry' award must have completed a minimum of 36 weeks placement to qualify for an award that reflects placement within the title.
- 2.50 A student enrolled on a programme that confers professional status who does not meet the requirements of the intended award may nonetheless be eligible for a non-professional award.
- 2.51 Credits awarded or recognised by the University count only once for the purpose of progression and award. Work submitted for one module may not be submitted for another module.



- 2.52 Students who have not achieved sufficient credit or the necessary standard for the award of an Integrated Master's degree with Honours may be considered for the award of a Bachelor's degree with Honours, the Ordinary degree, the Diploma of Higher Education, or the Certificate of Higher Education.
- 2.53 Students who have not achieved sufficient credit or the necessary standard for the award of a Bachelor's degree with Honours may be considered for the award of the Ordinary degree, the Diploma of Higher Education or the Certificate of Higher Education.

## Classification

- 2.54 Detailed information relating to undergraduate classifications is set out in the [Code of Practice for Assessment](#).
- 2.55 Classification depends on the performance of a student in modules contributing to the award. It is calculated on the basis of a credit-weighted average of marks across an award, unless otherwise specified in the [programme specification](#).
- 2.56 Integrated Masters' and Bachelors' degrees with Honours are classified as follows:

Classification	Overall weighted mark
Class I	70 or above
Class II Division i	60-69
Class II Division ii	50-59
Class III	40-49
Fail	0-39

- 2.57 Undergraduate awards other than Honours degrees, including Foundation Degrees, may be pass/fail awards or may be awarded with merit or distinction, as follows:

Award	Overall weighted mark
Distinction	70 or above
Merit	60-69
Pass	40-59
Fail	0-39

- 2.58 Integrated Masters' degrees with Honours are normally classified on the basis of all modules taken in the final three levels of a degree programme, weighted according to their credits. Exceptions to this arrangement will have been agreed by the Quality and Standards Committee for specific programmes or individuals and normally require classification on the basis of final level modules only.
- 2.59 Bachelors' degrees with Honours are normally classified on the basis of all modules taken in the final two levels of a degree programme, weighted according to their credits. Exceptions to this arrangement will have been agreed by the Quality and Standards Committee for specific programmes or individuals and normally require classification on the basis of final level modules only.
- 2.60 Foundation Degrees are classified on the basis of all modules taken in both levels of the programme, weighted according to their credits.
- 2.61 The Progress and Award Examination Panel determines the Integrated Master's degree classification for each student by combining the credit-weighted averages of the final three levels of the programme. One calculation uses equal weightings of all three levels; the other uses a double weighting of the final two levels and a single weighting of the second level. The student is entitled to the better of the results to determine the class to be awarded.

2.62 The Progress and Award Examination Panel determines the Bachelor's degree classification for each student by combining the credit-weighted averages of the final level and of the penultimate level of the programme. One calculation uses equal weightings of the penultimate level and the final level of the programme; the other uses a double weighting of the final level and a single weighting of the penultimate level. The student is entitled to the better of the results to determine the class to be awarded.

2.63 If a student's overall credit-weighted average falls within the threshold, the Progress and Award Examination Panel awards the higher classification. The thresholds for Integrated Masters' and Bachelors' degrees with Honours are as follows for students entering the University **from September 2020**:

Classification	Overall weighted mark
Class I	69.50
Class II Division i	59.50
Class II Division ii	49.50
Class III	39.50

2.64 The thresholds for Foundation Degrees are as follows for students entering the University **from September 2020**:

Award	Overall weighted mark
Distinction	69.50
Merit	59.50
Pass	39.50

2.65 The thresholds for Integrated Masters' and Bachelors' degrees with Honours are as follows for students entering the University **before September 2020**:

Classification	Overall weighted mark
Class I	68.50
Class II Division i	59.00
Class II Division ii	49.50
Class III	40.00

2.66 The thresholds for Foundation Degrees are as follows for students entering the University **before September 2020**:

Award	Overall weighted mark
Distinction	68.50
Merit	59.00
Pass	40.00

2.67 For students who entered the University **before September 2020**, if the student's overall credit-weighted average falls within the borderline (defined as 0.5 below the threshold average specified for achievement of the higher classification), the Progress and Award Examination Panel may award the higher classification if the final credit-weighted average is within the range of the higher classification as specified in paragraphs 2.56 and 2.57 above.



## Appeals

2.68 Students enrolled for undergraduate awards may appeal decisions relating to their enrolment status, progression or award. Full details and the procedure to be followed are set out in the [Appeals Policy](#).

## Academic integrity

2.69 Students enrolled for undergraduate awards must meet university requirements relating to academic integrity. The University's expectations of students and its policy and procedure for investigating allegations of academic misconduct are set out in the [Academic Misconduct Policy](#).

## Variations

2.70 Any change to these regulations needs the explicit approval of the Academic Board.

2.71 Any variation to these regulations for an individual student needs the prior express permission of the *relevant committee*.

Associated links:	<a href="https://www.yorksj.ac.uk/policies-and-documents/regulations/">https://www.yorksj.ac.uk/policies-and-documents/regulations/</a> <a href="https://www.yorksj.ac.uk/programme-specifications/">https://www.yorksj.ac.uk/programme-specifications/</a> <a href="https://www.yorksj.ac.uk/policies-and-documents/admissions/">https://www.yorksj.ac.uk/policies-and-documents/admissions/</a> <a href="https://www.yorksj.ac.uk/policies-and-documents/code-of-practice-for-assessment/">https://www.yorksj.ac.uk/policies-and-documents/code-of-practice-for-assessment/</a> <a href="https://www.yorksj.ac.uk/students/policies-and-documents/fitness-to-study-and-fitness-to-practise/">https://www.yorksj.ac.uk/students/policies-and-documents/fitness-to-study-and-fitness-to-practise/</a> <a href="https://www.yorksj.ac.uk/students/exams-and-assessment/exceptional-circumstances/">https://www.yorksj.ac.uk/students/exams-and-assessment/exceptional-circumstances/</a> <a href="https://www.yorksj.ac.uk/policies-and-documents/appeals-and-complaints/">https://www.yorksj.ac.uk/policies-and-documents/appeals-and-complaints/</a>
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## Version control statement

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## Amendments since approval

Version	Detail of revision:	Date of revision:	Revision approved by:
5	Changed to committee names	09/10/2019	Academic Board.
6	Update from Subject Director to Associate Head or nominee. Degree classification thresholds updated for compensation assessment scheme. Numbering updated.	24/06/2020	Academic Board
7	Update to degree classifications to be consistent with transcripts and certificates; reflect changes to RPL.	23/06/2021	Academic Board
8	Update to remove the restriction to readmittance that prevented students who withdraw from the University being readmitted. Update to confirm students on a 'with placement' or 'year in industry' award must have completed a minimum of 36 weeks placement to qualify for an award that reflects placement within the title.	29/06/2022	Academic Board