



Assessment Regulations for Undergraduate Programmes

(including relevant post-experience and Continuing Professional Development Awards)

Issued by the Standards and Enhancement Office, **2024-25 Edition**.

Approved by Senate June 2014, updated August 2019, updated February 2021, updated September 2021, October 2022.

Technical updates of this document are undertaken on an annual basis to reflect changes to approved amendments to related policies, procedures and regulations.

This document relates to the current year. If you become aware of any previous versions that are available on-line, please notify SEO@bolton.ac.uk so that action can be taken to remove the document(s)

Contents

Scope and applicability	3
Definitions	3
1. Course Regulations	4
2. Modules	4
3. Structure of University Awards	4
4. Structure of other undergraduate awards	6
5. Programmes of Study.....	6
6. Duration of study	6
7. Assessment.....	7
8. Engagement	9
9. Determination of results and action to be	

Scope and applicability

These regulations apply to:

- a) students whose programme of study commenced in 2021/22 or subsequent academic years; and
- b) students whose programme of study commenced in previous academic years, but who have experienced an interruption to study or who failed to

modules to the value of at least 120 credits, including at least 100 credits at RQF Level 3 or higher. The University Foundation Certificate may be designated as either an end qualification or exit award.

- 3.2 A programme of study leading to a University Certificate of Higher Education shall consist of modules to the value of at least 120 credits at FHEQ Level 4 or higher or 100

4. Structure of other undergraduate awards

4.1 A programme of study leading to a Higher National Certificate (HNC) shall consist of modules to the value of at least 120 credits, including:

at least 100 credits at FHEQ Level 4 or higher and;
a maximum of 20 credits at RQF Level 3.

A Higher National Certificate may be designated as an end qualification.

4.2 A programme of study leading to a Higher National Diploma (HND) shall consist of modules to the value of at least 240 credits, including:

at least 120 credits at FHEQ Level 5 or higher and;
at least 100 credits at FHEQ Level 4 or higher and a maximum of 20
credits at RQF Level 3.

A Higher National Diploma may be designated as an end qualification.

4.3 A programme of study leading to the award of a University Certificate (of Continuing Professional Development) shall consist of modules taken at FHEQ Level 4 or higher to

full-time study (or its part-time equivalent):

University Foundation Degree
University Diploma of Higher Education

- 9.4 A student shall only be permitted to continue to pursue a programme of study provided that it remains possible for him/her to complete the programme within the approved time-limit. In addition:
- i. a student who has failed one or more core modules within a programme on two occasions may be offered a third, final attempt at the discretion of the Assessment Board. If the student fails to satisfy the examiners then the student shall be deemed to have failed and finished the programme;
 - ii. to ensure that no student has an unmanageable workload, no student may proceed to FHEQ Level 6 who has not gained 120 credits at FTQq0.000008881 0.000061035

11.5 A student who has satisfied the examiners in at least 240 credits including a minimum of 120 credits at FHEQ Level 4 or higher and a minimum of 120 credits at FHEQ Level 5 or higher in accordance with 3.3 above, and in any other requirements as defined in the validated programme documentation, shall be eligible for the award of a University Diploma of Higher Education

- 12.2 Higher National Diplomas and Foundation Degrees shall be accorded an overall grade based on the average mark for all modules at FHEQ Level 5, using the scheme in 12.4 below.
- 12.3 Integrated Degrees shall be accorded an overall grade based on the average mark for all modules at FHEQ Level 7, using the scheme in 12.4 below.
- 12.4 The following scheme shall be used for the classification of Higher National Certificate, and Certificate in Education:

Grade	Mark
Distinction	70%-100%
Merit	60-69%
Pass	40-59%

Where the average falls into one of the following bands: 58.00 – 59.49 or 68.00 – 69.49; and a student has achieved marks clearly in a classification category higher than their average for modules worth at least 80 credits at the final programme level, then the student shall be awarded a qualification in the classification category one higher than that indicated by their average.

Where the average falls into one of the following bands: 59.50 – 59.99 and 69.50 – 69.99 then a student shall automatically be awarded an honours degree in the classification category one higher than that indicated by their average.

- 12.5 Honours degree students awarded **BEFORE** April 2024 shall be awarded the honours classification resulting from the application of one of the following algorithms:

Rule ACM20 (NB: this does not apply to Top-Up qualifications)

A weighted average of the marks from modules worth a total of 180 credits at FHEQ Levels 5 and 6 combined, including the marks from modules normally worth 60 credits

12.6 Honours degree students awarded **DURING OR AFTER** April 2024, shall be awarded the honours classification resulting from the application of one of the following algorithms:

12.6.1

FHEQ level 4 and FHEQ level 5

Rule ACM20 (NB: this does NOT apply to Top-Up qualifications)

A weighted average of the marks from modules worth a total of 180 credits at FHEQ Levels 5 and 6 combined, including the marks from modules normally worth 60 credits at FHEQ Level 5 (weighted 33 percent) and marks from modules worth at least 120 credits at FHEQ Level 6 (weighted 67 percent), which represent the best marks achieved by a student at those Levels.

Where the average falls unequivocally into one of the following bands: 48.00 - 49.49, 58.00 - 59.49, 68.00 - 69.49; and a student has achieved marks clearly in an honours classification category higher than their average for modules worth at least 120 credits, drawn from FHEQ Levels 5 and/or 6, then a student shall be awarded an honours degree in the classification category one higher than that indicated by their average.

12.6.2 **Rule ACM6 shall apply to students who enrolled on a 1-year Top Up programme of study at FHEQ level 6**

Rule ACM6

A simple average of the equally weighted marks from modules worth 120 credits at FHEQ Level 6 which represent the best marks achieved by a student at that Level.

Where the average falls into one of the following bands: 48.00 - 49.49, 58.00 - 59.49, 68.00 - 69.49; and a student has achieved marks clearly in an honours classification category higher than their average for modules normally worth 60 credits, then a student shall be awarded an honours degree in the classification category one higher than that indicated by their average.

12.7 Students who have attained the required standard according to the classification scheme shall be awarded the degree with honours classification as follows:

Honours degree students shall be awarded the honours classification resulting from the application of the following algorithms:

First Class	70-100%
Second Class Division I	60-69%
Second Class Division II	50-59%
Third Class	40-49%

Where the average falls into one of the following bands: 49.50 - 49.99, 59.50 - 59.99, and 69.50 - 69.99 then a student shall be awarded an honours degree in the classification category one higher than that indicated by their average.

13. **Equality Impact Assessment**

use of plain English, the promotion of the positive duty in relation to race, gender and disability and avoidance of discrimination to other equality groups

14. Other Related Policies

14.1 Other relevant regulations/policies are given on the [Student Policy Zone](#)

15. Monitoring and Review

15.1 These regulations will be monitored by the Standards and Enhancement Office.

15.2 The regulations will be reviewed every three years.

14. The foundation degree is an example of a qualification that meets, in full, the expectations of the qualification descriptor.
15. Holders of qualifications at this level will have developed a sound understanding of the principles in their field of study, and will have learned to apply those principles more widely. Through this, they will have learned to evaluate the appropriateness of different approaches to solving problems. Their studies may well have had a vocational orientation, for example HNDs, enabling them to perform effectively in their chosen field. Holders of qualifications at this level will have the qualities necessary for employment in situations requiring the exercise of personal responsibility and decision-making.

Descriptor for a higher education qualification at Level 6:

16. The descriptor provided for this level is for any bachelors' degree with honours which should meet the descriptor in full. This qualification descriptor should also be used as a reference point for other qualifications at Level 6, including bachelors' degrees, and graduate diplomas.

17. Bachelors' degrees with honours are awarded to students who have demonstrated:

a systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline

an ability to deploy accurately established techniques of analysis and enquiry within a discipline

conceptual understanding that enables the student:

to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline

to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline

an appreciation of the uncertainty, ambiguity and limits of knowledge

the ability to manage their own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline).

18. Typically, holders of the qualification will be able to:

apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects

critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution or identify a range of solutions to a problem

communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.

19. And holders will have:

the qualities and transferable skills necessary for employment requiring:

- the exercise of initiative and personal responsibility

- decision-making in complex and unpredictable contexts
 - the learning ability needed to undertake appropriate further training of a professional or equivalent nature.
20. Holders of a bachelor's degree with honours will have developed an understanding of a complex body of knowledge, some of it at the current boundaries of an academic discipline. Through this, the holder will have developed analytical techniques and problem-solving skills that can be applied in many types of employment. The holder of such a qualification will be able to evaluate evidence, arguments and assumptions, to reach sound judgements and to communicate them effectively.
21. Holders of a bachelor's degree with honours should have the qualities needed for employment in situations requiring the exercise of personal responsibility, and decision-making in complex and unpredictable circumstances.

ANNEX B Honours Degree Classification Criteria⁴

The *General Assessment Guidelines*, published separately, detailed and comprehensive Guidelines are Proforma, as appropriate to the Level of the module concerned. modules) is given a numerical mark

ose

assessed work (except for Pass/Fail assessments and

did not consistently demonstrate adequate initiative and personal responsibility

demonstrated initiative and exercised personal responsibility

demonstrated initiative and personal responsibility

demonstrated good initiative and personal responsibility

consistently demonstrated exceptional initiative and personal

ANNEX C: Rules For The Use Of Combined Studies Award Titles

1. Combined Studies award titles may be used to appropriately recognise

ASSESSMENT REGULATIONS FOR UNDERGRADUATE PROGRAMMES	
--	--

Policy ref: SEO/1	
-------------------	--

Version number	09
----------------	----

Version date	August 2021,
--------------	--------------