



Regulations for Undergraduate and Integrated Masters Awards 2026/27

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1. Overview and Purpose

1.1 These Regulations govern the assessment, progression and awards for Bachelors and Integrated Masters degree and Certificate students, and Graduate Diplomas.

2. Scope

2.1 Students are governed by the Award Regulations in force for each year of their study.

2.2 These Regulations govern the awards of:

Bachelor degrees: Bachelor of Arts; Bachelor of Engineering; Bachelor of Science; Bachelor of Laws; Bachelor of Medicine/Bachelor of Surgery (MBBS), Graduate Entry Medicine (GEM).

Integrated Masters degrees: Master of Chemistry; Master of Computing Science; Master of Engineering; Master of Mathematics; Master of Pharmacy; Master of Physics; Master of Sciences.

Certificate: Certificate of Higher Education in Common Law; Certificate of Higher Education Pharmacy Technician; Certificate in Higher Education Psychological Wellbeing Practice.

Graduate Diplomas: Graduate Diploma in Ecology (School of Biological Sciences); Graduate Diploma in Economics (School of Economics); Graduate Diploma in World Art Studies (School of History and Art History); Graduate Diploma in Educational Mental Health Practitioner (Norwich Medical School).

Foundation Degree Health Studies: FdSc Higher Apprenticeship Nursing Associate.

Apprenticeships: These regulations cover the award of any academic qualification included as part of an apprenticeship. For apprenticeship courses where the End Point Assessment (EPA) is carried out externally (by an organisation other than UEA), these regulations apply to the UEA academic award only, with the apprenticeship award regulated by the relevant the End Point Assessment Organisation (EPAO).

2.3 These Regulations apply to full-time and part-time undergraduate students, including those on Integrated Masters degrees. Where appropriate, these Regulations also apply to Visiting or Exchange students studying at undergraduate level.

2.4 Alterations to or concessions against these Regulations may be made only with the approval of the Learning and Teaching Committee of Senate, or by named persons with delegated powers to operate on behalf of the Committee.

2.5 These regulations govern Boards of Examiners to act as end point assessors for integrated and regulated apprenticeships delivered by the University.

Adherence to approved policy and regulations is fundamental to the effective operation of the university. This policy has been developed in alignment with sector best practice to promote consistency, accountability, and compliance with relevant standards. Observing the policy ensures that decisions and actions are informed, equitable, and aligned with institutional values.

3. Definitions

Term	Definition
Break in Studies	A period of absence from the course of study. In some instances, this may relate to health or personal difficulties faced by the student
Compensation	Process in which a student is awarded credits for a module they have failed, allowing them to progress to the next level of study or qualify for an award.
Compulsory Module	A module which students must take in their course
Concession	A request that falls outside of University regulations
Core Module	A module which students must take and attain a pass mark in their course
Credit	Credit is a nationally recognised measure of the amount of study and how much learning a student has done.
Deadline	The time or date which a piece of assessment/coursework must be submitted. UEA has penalties for work not handed in on time.
Delayed Assessment	A new, first attempt at an assessment item (usually uncapped) allowed due to unforeseen circumstances (Exceptional Circumstances)
Double-marked	Two different members of academic staff review and mark work to provide a final grade. 'Blind double-marked' is when two or more assessors independently grade a student's work without knowing each other's marks or feedback
Exit award	Qualification granted by a university or higher education institution to a student who leaves a program early or does not fulfil the requirements for their intended, higher-level degree. It recognizes the credits and learning achieved up to the point of leaving but is not a named award.

Extension	The assignment of a later submission date for coursework. Applied when students cannot meet deadlines for valid reasons
Exceptional Circumstances	Circumstances beyond the student's control which affect the student's academic performance or ability to complete assessments. Can be for medical and personal reasons
Formative (assessment)	Assessment which does not count towards a student's final grade, but is a requirement for progression on their course
GEM	Graduate Entry Medicine
Mark capped	The maximum mark the student can attain, e.g. when students are required to undergo Reassessment the maximum possible mark is capped at the pass mark for the assessment
MB BS	Bachelor of Medicine, Bachelor of Surgery
Module	A unit forming part of a course of study, usually with its own set of learning outcomes and assessment criteria. It has a set number of credits attached to it
Objective Structured Clinical Examination (OSCE)	A timed, station-based assessment in which students demonstrate clinical and communication skills in simulated scenarios using standardised tasks and marking criteria.
Objective Structured Practical Examination (OSPE)	A structured, station-based assessment used to evaluate practical and laboratory skills through objective tasks with predefined marking schemes.
Penalties	Penalties are deductions made on the assessment mark. Can be applied in cases where coursework is submitted late, student violates word count guidelines, or as a plagiarism case outcome.
Plagiarism	Reproduction without acknowledgement of work (including the work of fellow students), published or unpublished, either verbatim or in close paraphrase
Provisional progression	Temporary academic status allowing a student to proceed to the next stage of study, despite not having met all formal requirements, subject to passing required reassessments.
Professional, statutory or regulatory body(ies) (PSRB)	External organisations that set standards, accredit programmes, and regulate professional practice within specific disciplines.
Reassessment	Retaking of assessment item. Students may be called for a reassessment for some/all modules taken during a given year if they

	do not attain a pass mark. The reassessment item is usually 'capped' at the pass mark. The standard reassessment period is August. 'In-year reassessment' is when the reassessment takes place during the academic year.
Repeat of year	Starting a full academic year from the beginning, often linked to Exceptional Circumstances (ECs)
Retake of year	Allowing a second attempt at taking an academic year having not gained enough credits (usually after reassessment)
Stage progression	The set of rules that determine whether a student has met the academic requirements to advance from one stage or level of a programme to the next
Summative (assessment)	A deadline assessment or event assessment that is considered by a Board of Examiners for the purposes of progression or an award. Summative assessments are subject to these regulations.

4. Roles and Responsibilities

4.1 Adherence to the Award Regulations is the responsibility of all staff and students at the University.

4.2 University Senate is ultimately responsible for the conferment of awards, holding ultimate authority for ensuring academic integrity and safeguarding degree-awarding powers.

4.2.1 To help carry out its duties, University Senate delegates responsibilities for some matters relating to quality management to its committees.

4.3 Boards of Examiners are responsible for assessment of students, determining progression, and approving final awards based on established regulations.

4.4 Assessors are responsible for ensuring assessments are appropriate for the level and consistently and fairly marked.

4.5 The Academic Registry is responsible for ensuring administrative processes are followed

5. Policy Statement

For ease of reference, the numbering in the Policy Statement starts at 1.

1. General Preconditions to an Award

1.1 To qualify for an award of the University, the student must:

- (a) satisfy the general entrance requirements of the University and any entrance requirements relevant to the course;
- (b) satisfactorily complete a programme of study and assessment in accordance with these Regulations and any specific criteria set out by a relevant Professional, Statutory and Regulatory Body (PSRB).

1.1.1 A candidate for a Graduate Diploma:

- a) must be a graduate of this University or another approved University or possess some other qualification approved by this University;
- b) must submit evidence of adequate training and ability to undertake the programme of study. In some disciplines, this may include fluency in written and spoken English;
- c) must meet any other admissions criteria that may be prescribed and published by the relevant School of Study with regard to the academic year of entry;
- d) must study in accordance with these Regulations;
- e) may be required to attend and satisfactorily complete an introductory course prior to the commencement of the Graduate Diploma, as prescribed by the relevant School of Study.

2. Course Requirements

2.1 The University shall:

- a) Publish any course-specific requirements for assessment and completion.
- b) Publish Course Profiles specifying the modules to be taken, and optional modules available, for each course.
- c) Publish the content and assessment for each module.

2.2 Courses may consist entirely of compulsory modules or may be a mix of compulsory and optional modules chosen from a defined list. Each module will be worth at least 20 credits.

2.3 Courses may contain modules which are eligible for compensation. Modules that are not eligible for compensation will be identified as Core/Essential and must be passed.

2.4 Courses may not offer modules of a higher level than the students' stage of study, except in the following circumstances:

- a) All courses may offer University Language Programmes in any appropriate stage of study.
- b) Students enrolled on a Bachelor of Medicine, Bachelor of Surgery (MB BS) and Medicine (Graduate Entry) (GEM) courses will undertake modules at a higher level than their stage of study.

2.5 Students may be awarded specific credit via [Recognition of Prior Learning](#), in accordance with the University's policy.

2.6 New students are permitted to transfer course up to the end of Week 2 during the Autumn Semester without concession when the criteria in Appendix 2 are met.

2.7 Candidates for the Certificate of Higher Education in Common Law must be registered as a Visiting Student. The programme of study shall begin at the start of the Autumn Semester and shall be of no less than two semesters' duration. Each candidate shall undertake modules specified by the School of Law in the Course Profile and totalling 120 credits.

2.8 The Graduate Diploma consists mainly of Honours-level modules as defined by the relevant course profile in the relevant School of Study.

3. Table of Awards

Qualification	Level	Overall credits to be studied	Range of credits required	Normal length of programme (Full-time unless stated)
3-year Bachelors degree	6	360	Stage 1: 120 credits at level 4 Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4 Stage 3: minimum of 90 credits at level 6 and no more than 30 credits at level 5, and none at level 4	3 years (Part-time 6 years)
Bachelors degree with a Foundation Year	6	480	Stage 0: 120 credits at level 3 and no more than 20 credits at level 4	4 years (Part-time 8 years)

			Stage 1: 120 credits at level 4 Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4 Stage 3: minimum of 90 credits at level 6 and no more than 30 credits at level 5, and none at level 4	
4-year Bachelors degree	6	480	Stage 1: 120 credits at level 4 Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4 Stage Y: 120 credits at level 5 Stage 3: minimum of 90 credits at level 6 and no more than 30 credits at level 5, and none at level 4	4 years
Integrated Masters degree	7	480 600 (for 5-year course)	Stage 1: 120 credits at level 4 Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4. Stage 3: minimum of 90 credits at level 6 and no more than 30 credits at level 5, and none at level 4 or level 7 Stage 4: 120 credits at level 7	4 years 5 years (for 5-year course)

MB BS (Bachelor of Medicine, Bachelor of Surgery)	7	720	Stage 1: 150 credits at level 4 Stage 2: 150 credits at level 6 Stage 3: 150 credits at level 6 Stage 4: 150 credits at level 6 Stage 5: 120 credits at level 7	5 years
MB BS Bachelor of Medicine, Bachelor of Surgery (Graduate Entry)	7	570	Stage 1: 140 credits at Level 5 Stage 2: 140 credits at Level 6 Stage 3: 140 credits at Level 6 Stage 4: 140 credits at Level 7	4 years
MB BS with a Foundation Year	7	840	Stage 0: 120 credits at level 3 Stage 1: 150 credits at level 4 Stage 2: 150 credits at level 6 Stage 3: 150 credits at level 6 Stage 4: 150 credits at level 6 Stage 5: 120 credits at level 7	6 years
BSc Health Sciences Practitioner (HSP)	6	360	Stage 1: 120 credits at level 4	4 calendar years part-time

Biomedical Science Degree (linked to Apprenticeship)			Stage 2: 120 credits at level 5 Stage 3: 120 credits at level 6	
Health Sciences post-registration programmes	6	120	120 credits at level 6	All part-time; length depends on course and can vary from 1 year to 5 years.
BSc Enhanced Professional Practice	6	180	180 credits at level 6	Part-time, 5 years
Social Work Specialist Practice	6	120	120 credits at level 6	Part-time, 5 years
One-year (final year) degrees	6	120	120 credits at level 6	1 year full-time
Certificate of HE in Common Law	4, 5, 6	120	120 credits	1 year full-time
Certificate of HE: Pharmacy Technician	4	120	120 credits at level 4	Part-time, 2 years
Certificate of HE: Psychological Wellbeing Practice	6	60	60 credits at level 6	Part-time, 12 months
Certificate of HE: Therapeutic Fostering	4	120	120 credits at level 4	Part-time, 2 years
Graduate Diplomas	6	120	120 credits	Two semesters full-time (no more than four semesters part-time) <i>The Graduate Diploma in Educational Mental Health Practitioner normally begins in January and is full time for 1 year.</i>

Foundation Degree Award in Health Sciences	5	240	Stage 1: 120 credits at FHEQ level 4 Stage 2: 120 credits at FHEQ level 5	2 years
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4. Duration of Course

4.1 Students must enrol for and complete the course within the timescales summarised in the table in Section 3 above.

4.2 Extension to a period of study.

4.2.1 The Learning and Teaching Committee of Senate may vary or amend the requirements of these Regulations in respect of a particular student. This may include the extension, by interruption to or repetition of a student's period of study, to a maximum of two years beyond the specified length of the course. In such instances, it may also impose alternative conditions and requirements.

4.2.2 PSRBs and the Department for Work and Pensions / Department for Education (DWP/DfE – governing apprenticeships) may impose a different maximum period of study, details of which are published in the relevant Course Handbooks. However, this may only apply in instances where the maximum extension period is less than two years, otherwise 4.2.1 applies.

4.2.3 MB BS or GEM students may not undertake any assessment or reassessment which would result in the period of registration exceeding two years beyond the specified length of the course.

4.2.4 MB BS or GEM students may take a break in studies after Stage 3 or 4 to complete an additional degree; these students are permitted to take a break in studies for a period equivalent to the length of the additional degree, in addition to the two years beyond the specified length of the course.

4.2.5 Any extension to a student studying any apprenticeship course must also be agreed with their employer.

5. Module Enrolment

5.1 Students shall normally enrol on 60 credits each semester and normally no more than 70 credits in one semester. Exceptions are permitted for dissertations or projects where the Course Profile specifies the exception. Where the module consists wholly of a field trip or other teaching outside of the semester it is excluded for the purpose of validating credit splits.

5.2 Visiting and Exchange students will take 60 credits in each of the semesters that they are studying at the University.

5.3 Part-time students will normally take no more than 80 credits in each academic year of study; PSRB and ESFA (Apprenticeships) may require different patterns.

5.4 No student shall register for more than the credit requirement of their year of study, as specified in their Course Profile.

5.5 No student shall intentionally register for modules that have clashing teaching events.

5.6 A student is permitted to change modules up to the end of Week 2 in the Autumn Semester and Week 2 in the Spring Semester in accordance with the criteria seen in Appendix 2.

5.7 Core/essential or compulsory modules cannot be changed.

5.8 A student may be suspended from a module including a practice element placement where a Professional Code of Conduct applies, pending formal investigation of the circumstances in accordance with published procedures, where the Head of School decides that there is prima facie evidence that a student's behaviour has jeopardised the welfare of a subject (whether patient, pupil or client), and/or has contravened the relevant professional code of conduct and/or the behaviour is incompatible with behaviour required by the relevant profession.

6. Assessment

6.1 Each course shall have an assessment strategy linked to the learning outcomes of the course.

6.2 The Foundation Degree award shall be classified using a Pass/Merit/Distinction scale.

6.3 The method and timings of each assessment shall be provided to students. Assessment deadlines shall be set according to the below guidelines:

- a) Formal Exams usually happen after the Autumn and Spring semesters (January and May). Some courses might have different timing if the subject requires it.
- b) Most other assignments are due during the semester or right after it ends.
- c) Modules may be assessed at additional or alternative times, as specified in the relevant Course Handbook and/or Module Outline. Where necessary, Visiting and Exchange students who are studying at the University in the Autumn Semester only may be given an alternative assessment to an exam.

6.4 The assessment of each numerically marked module shall generate a single mark between 0% and 100%, calculated from contributing individual component marks, weighted appropriately.

6.5 The pass mark for undergraduate modules (levels 3 to 6) shall be 40% except where PSRB stipulate a higher pass mark.

6.6 The pass mark for Masters' modules (level 7) shall be 50%.

6.7 All marks will be recorded and displayed to two decimal places. For the purposes of progression and classification, module, stage average and classification marks will be treated as if rounded to the nearest figure:

(a) Module marks within 0.5% of a pass mark will be awarded a pass.

(b) Module marks within 0.5% of a higher classification grade will be awarded the higher classification.

(c) Stage average marks within 0.5% of a progression boundary will be considered to have achieved the threshold.

(d) Classification marks within 0.5% of a higher classification will be awarded the higher classification.

6.8 In most cases, the pass mark must be achieved at the module level, regardless of the marks in each individual component of the module. These modules are identified with a 'pass on aggregate' marks scheme.

6.9 Modules may be assessed synoptically, across two or more modules. The same synoptic mark will be recorded against each of the modules concerned.

6.10 In some modules, students may be required to pass each individual component of the module to pass the module; such modules are identified with a 'pass all components' marks scheme.

6.12 Modules may comprise of components assessed on a Pass/Fail or Distinction/Merit/Pass/Fail basis. This includes year and semester abroad modules for Bachelors courses.

6.13 In-year reassessment of Autumn Semester modules

6.13.1 Students who have failed Autumn semester modules can be referred to in-year reassessment, before formal confirmation of marks, where the reassessment is not an in-person exam.

6.13.2 Students' reassessment marks obtained in-year will be considered by the Board of Examiners, with both the original and reassessment marks formally being confirmed at the Stage Board.

6.14 MB BS and GEM Assessment

6.14.1 The MB BS and GEM courses are professionally regulated degree courses (PSRB), and all assessment is categorised under three assessment domains that align with the overarching framework of the GMC's Outcomes for Graduates requirements. These domains are:

- (a) Professional Knowledge
- (b) Professional Skills
- (c) Professional Values and Behaviours

7. Submission of Work for Assessment

7.1 The submission of work for assessment is the responsibility of the student.

7.2 The time by which all assessment items are submitted (via any method of submission) on a specified deadline day is 3:00pm. Later times cannot be set.

7.3 The method of submission for assessment items will be published to students.

7.3.1 For most assessment items, students submit their work electronically. When electronic submission is set up, it is the only method to submit the assessment item; hard copies are not accepted.

7.3.2 When electronic submission is not appropriate, the work should be submitted as advised by the Module Organiser.

7.4 Students are reminded that:

- a) The deadline for a piece of work is the last possible time for the work to be submitted without penalty for late submission (in the absence of exceptional circumstances).
- b) Time should be allowed for the submission process and for checking the quality of the submission.
- c) The earliest time for submission is one week ahead of the deadline.

7.5 UEA applies penalties for unauthorised late submission of work for assessment. Details and the process for applying them can be seen in Appendix 2. Penalties are not open to appeal.

7.6 Students are required to ensure that:

- a) They check the quality of the electronic submission, including that the correct file has been uploaded and not corrupted in transit.
- b) They receive confirmation of submission.
- c) They retain a copy of all assessment tasks submitted for assessment or re-assessment.
- d) All non-written work for assessment (e.g. an artefact, a musical performance, preparation of electronic data) is presented in the required format, by the published deadline and at the prescribed location.
- e) They retain a copy of all their summative coursework in all years of their course in case this needs to be recalled for scrutiny by Boards of Examiners as part of their decision-making processes for progression to the next Stage and/or degree classification and for moderation purposes regarding academic standards of awards.
- f) They follow assessment guidance as relates to file type.

7.7 Where possible, assessed work should be anonymised.

7.7.1 All written submissions that have a summative component should be identified by a unique identifier, not by the student's name.

7.7.2 Formative coursework does not need to be anonymised.

7.7.3 If a marker considers that a written assessment item should not be anonymised, they should consult the appropriate Director of Learning and Teaching.

7.7.4 Markers should not try to identify students from their registration number at the point of marking coursework.

7.8 Word limits for assessment will be published to students, clearly stated in the title of the assessment item.

7.8.1 Word count shall include: Footnotes and endnotes, references (in the main text), tables and illustrations and if applicable the abstract, title page and contents page. Any Appendices and the bibliography or reference list shall be excluded from the word count.

7.8.2 Students should declare the word count of the text of their work.

7.8.3 Penalties will be applied if work exceeds the word limit, with a 10% tolerance allowance.

7.8.4 Standard 24-hour online exams for taught programmes which include substantial prose answers (e.g. essays but not short answer questions) will have word limits set for individual questions where answers may be over 250 words. Module Organisers can also include a typical length. These will be published on the exam papers.

7.8.5 No specific mark deduction penalties should be applied to under- or over-length work submitted as part of an online exam, noting that text beyond the maximum will be disregarded by the marker. When the Module Organiser has not set any guidance for answer length, the whole answer should be marked.

7.9 Work submitted for assessment should not be illegible or gratuitously offensive.

7.9.1 Submitting gratuitously offensive material in assessment work puts you in breach of General Regulation 19.

7.9.2 Gratuitously offensive work and/or illegible work will be dealt with according to the University Guidance on Submission of Work for Assessment.

7.10 Provisional marks and feedback will be provided to students.

7.10.1 Marks for summative coursework remain provisional and possibly subject to change until confirmed by the relevant Board of Examiners.

7.10.2 Feedback on assessed work incorporate the learning outcomes of the item of assessment and the relevant marking criteria. Students are given advice on the academic support available to them in the event of feedback indicating areas for improvement and enhancement.

7.10.3 The University is committed to returning feedback and provisional marks on summative coursework to students who submitted by the deadline as soon as possible, ideally within 15 working days and no later than 20 working days after the published deadline for submission. Normally this is the return of the marked coursework. Provisional marks are published on the students' eVision pages.

7.10.4 Because of their nature, Dissertations, Placement Reports, Projects, and Portfolios are normally returned within 30 working days.

7.10.5 When a student has been given an extension to submit coursework after the deadline, feedback and provisional marks will normally be provided to that individual within 20 working days of the new submission date. When an approved extension to the deadline exceeds the published deadline for feedback and provisional marks, a module organiser or teacher who has set the original piece of work can set an

alternative assignment (consistent with the learning outcomes for the original piece of work) as appropriate, so as not to compromise a fair assessment opportunity.

8. Moderation of Assessment

8.1 All programmes must have internal moderation systems in place to assure the consistency of marking and the proper application of the marking criteria across markers, students and modules.

8.2 Internal moderation may include, but is not limited to:

- a) Checks to ensure that marking is comparable across marking pairs or teams
- b) Checks to ensure that marking is comparable across different options and electives

8.3 Where the internal moderation process identifies substantial discrepancies, third marking of a set of assessments may be required.

8.4 Internal moderation processes must be documented and shared with the relevant Programme and Faculty Boards of Examiners.

9. The Board of Examiners

9.1 Membership of Boards of Examiners

9.1.1 The Board of Examiners shall comprise a Chair (who shall not be the Head of the School), external examiner(s) and at least two additional internal examiners, who are academic staff that have major responsibility for teaching and/or assessment of the modules or the course under consideration. The membership of Boards of Examiners and their sub-groups must be approved by the Faculty Associate Dean of Learning and Teaching Quality.

9.1.2 With the exception of the Board of Examiners for the Final Assessment, a Board may delegate its functions to a sub-group of examiners which shall include the Chair (or Deputy Chair) of the Board and at least two other internal examiners.

9.1.3 There shall be an Exceptional Circumstances Panel which acts an advisory group to the Board of Examiners to consider students' exceptional circumstances and the related evidence.

9.1.4 All members of a Board of Examiners (or one of its sub-groups) are required to attend unless the Learning and Teaching Committee of Senate or delegated representative has approved their absence in advance. In the case of reassessment for the final degree classification, the Learning and Teaching Committee of Senate or

delegated representative may approve the absence of the external examiners, if there is evidence that they have been appropriately consulted.

9.1.5 To inform its decisions, a Board of Examiners may invite the attendance or comments of other internal staff who are not members. These invitations will not confer rights of membership.

9.2 The Chair of the Board of Examiners has responsibility for:

- a) Seeking approval of the membership of the Board and its sub-groups, including appointment of External Examiners.
- b) The production of examination papers.
- c) Marking and moderation processes and other quality assurance scrutiny, in liaison with the School Director of Teaching and Learning where necessary.
- d) Chairing the meetings of the Board.
- e) Ensuring that any decisions on progression, classification or the award of academic qualifications are not influenced beyond the recorded marks by a student having plagiarised and/or colluded or otherwise been disciplined.
- f) Making and recording all arrangements with External Examiners, including the size and nature of the sample for moderation in accordance with University guidelines, arrangements for consultation at Reassessment Boards where required and ensuring that the views of External Examiners are given due weight in any decisions made by the Board of Examiners which are not determined by formal vote.
- g) Considering any recommendations of the Exceptional Circumstances Panel in accordance with Regulation 13 below.
- h) Recording decisions made by the Board of Examiners and ensuring that all members of the Board of Examiners or appointed sub-group thereof have approved the appropriate results and pass lists.
- i) Ensuring that prizes are awarded in accordance with the rules approved by the Learning and Teaching Committee and reporting the awards to the School Board.
- j) Ensuring compliance with the relevant Regulations.
- k) Other tasks as required by Senate.

9.3 The role of the External Examiner is to ensure that:

- a) Internal marking is consistent, fairly applied and of an appropriate standard.
- b) Assessment has enabled learning outcomes to be achieved and demonstrated.
- c) Academic standards are appropriate for the level of the award.
- d) Recommendations for awards and for classification of awards are consistent, fair, fairly applied and of an appropriate standard.

9.3.1 The External Examiner shall undertake duties as described in the Code of Practice for the External Examiner System, including consultation with the Chair of the Board of Examiners with regards to all arrangements, e.g. size and nature of the sample for moderation.

9.3.2 The External Examiner shall attend the Final Assessment Board(s) and, where appropriate, participate in the Final Reassessment Board(s) where recommendations for awards are made and approve the appropriate pass lists.

9.3.3 The External Examiner shall monitor module marks and confirm whether marking standards are acceptable. The External Examiner should review the marks awarded and report to the Board of Examiners as follows:

- a) When the marking standards are judged to be acceptable, that no further action is required.
- b) When the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board before module marks have been confirmed, request that the Board shall review and amend as appropriate the marks of all the students who have taken the module or item in question. If the overall marking standards are acceptable, but an individual mark appears to be inappropriate, the mark shall stand but it will be drawn to the attention of the Final Assessment Board.
- c) When the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board after module marks have been confirmed, request that the Board shall not amend confirmed marks but shall take appropriate action to ensure that the classification of students is not compromised. This will normally involve considering the position of all borderline candidates who have taken the module or item in question and might also involve a review of further samples of work to ascertain an appropriate allowance to be made in the consideration of such borderline students.

9.4 The Board of Examiners may determine its decisions by formal vote. Where a vote is taken the decision shall go with the overall majority. The Chair shall have the casting vote.

9.5 The individual meetings of the Boards of Examiners shall be scheduled at the beginning of the academic year by the Academic Registry in consultation with the Chairs of the Board of Examiners.

9.6 Provision of Assessment Information.

9.6.1 Boards of Examiners shall receive the following:

- a) Module marks and any contributing component marks achieved by each student taking the module.
- b) The aggregate mark for the taught component of the course for each student, in so far as completed, expressed as a percentage and taking weightings into account.
- c) Where relevant, the confirmed marks from previous Board(s).

9.6.2 Results will be presented as follows:

- a) Marks shall be displayed to two decimal places for all marks, including module and component marks, taught component and final award marks.
- b) When appropriate, modules and individual components assessed without the award of a mark shall be presented as Pass/Fail or Distinction/Merit/Pass/Fail.

10. Student Progress

10.1 Students' attendance, engagement and progress will be monitored throughout the year under [General Regulation 13](#).

11. Confirmation of Marks

11.1 All marks are provisional until these have been confirmed by the Board of Examiners. The Board of Examiners receive the marks presented for each module being assessed, and its contributing components and for which it is responsible. This includes both original and reassessment marks for any in-year reassessment.

11.2 It is the role of the Board of Examiners to confirm that internal and external moderation has been completed and that the marking standards for the module are appropriate.

11.3 Autumn Semester and Calendar Year Visiting Students

11.3.1 Autumn semester and Calendar Year Visiting and Exchange students will have their marks confirmed by the Academic Registry under the delegated authority of the Board of Examiners where:

- a) the modules have been passed
- b) the modules have been failed and there are no exceptional circumstances.

11.3.2 Students who report exceptional circumstances and have failed a module(s) will be considered by the Exceptional Circumstances Panel (ECP).

11.4 Adjustment of Marks.

11.4.1 In exceptional circumstances, the Board of Examiners may determine that marks obtained in a component of the module should be amended by scaling. Scaling may only be undertaken with the approval of the Learning and Teaching Committee of Senate, which must be given for each assessment item for which the Board of Examiners believes that scaling is necessary. A recommendation that scaling should occur must be informed by factors other than the standard deviation and average marks for the module relative to other modules and should seek to address factors not previously addressed by internal and external moderation. Only upward scaling will be approved and the method for scaling shall be piecewise linear scaling. Any such adjustment must be made for all students who have taken the assessment in question.

11.4.2 Marks may not be adjusted for individual students. Special factors relating to an individual student's examination and coursework marks may only be considered at the relevant Stage or Final Assessment Board meeting.

11.4.3 After completing the above process, the Board shall confirm all marks.

11.4.4 When a Board has previously confirmed the marks of Autumn Semester Visiting or Exchange students and there are subsequent adjustments to the module marks for all the other students on the module, the previously confirmed marks for Visiting students should also be amended. The Board of Examiners must inform the student and the home institution.

11.4.5 When modules are assessed without the award of a mark, the Board of Examiners shall resolve whether the student has achieved a Pass or, where applicable for certain specified assessments, a Merit or Distinction.

11.4.6 Marks thus confirmed by the Board of Examiners shall not normally be subject to further amendment except in the following instances:

- a) Correcting an error in recording or transcription.
- b) Following a decision to change a mark because of an Academic Appeal by a student. In such cases and after completion of the Academic Appeal process the final mark shall be determined by the Board of Examiners, if necessary, at a later date.

- c) Because of the outcome of a disciplinary hearing.

12. Exceptional Circumstances

12.1 The Exceptional Circumstances Panel advising the Board of Examiners considers exceptional circumstances formally reported to it, and makes recommendations to the Board, in accordance with the University's Exceptional Circumstances Regulations: [Exceptional Circumstances \(Taught Programmes\)--- About - UEA](#)

12.2 The Board of Examiners shall formally approve the recommendation made by the Exceptional Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.

12.3 The Exceptional Circumstances Panel advising the Board shall treat all statements of exceptional circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, students may ask that the disclosure of the information be limited.

13. Re-Marking of Work

13.1 When an assessment item is blind double marked or marked by more than two markers, a student cannot request a remark. However, a student with concerns about the conduct of the marking process may submit an Academic Complaint setting out those concerns.

13.2 When an assessment item (except in the case of OSCEs, OSPEs and written examinations (see 13.6 below) is marked and moderated a student may request a remark within 15 working days of publication of the mark on eVision. They may submit a remark request before this time if the mark is provisionally published.

13.3 A student requesting a remark will need to provide justification that either:

- a) the mark is not consistent with the feedback given, or;
- b) the feedback suggests that part of the student's submission has not been considered, or;
- c) the assessment criteria have not been applied appropriately.

13.4 Students are required to discuss their mark with the marker before formally asking for a re-mark.

13.5 Students are required to submit a re-mark request form clearly indicating how their request meets one or more of the criteria outlined in 13.3 above. If the meeting outlined in 13.4 is not possible before the remark request deadline, the student should submit the form with

evidence of the planned meeting. If the marker is no longer available, the student should submit the form with evidence of this and ACR will suggest an alternative.

13.6 When a written examination, an Objective Structured Clinical Examination (OSCE) or an Objective Structured Practical Examination (OSPE) has been double marked, or was moderated in another way, students may not apply for a remark but may submit an Academic Appeal with their concerns about the marking process and evidence to demonstrate that the correct procedure was not followed.

14. Delayed Assessment

14.1 A student may be granted a Delayed Assessment (including a Delayed Reassessment) in accordance with the [University's Exceptional Circumstances Regulations](#).

14.2 Students for whom a Delayed Assessment has been approved shall normally be required to take the Delayed Assessment at the earliest possible opportunity.

14.3 An eligible student may opt to take compensation for the failed module rather than a Delayed Assessment when offered by the Board of Examiners.

14.4 A Delayed Assessment cancels the assessment it replaces, and the mark originally awarded, if any. The recorded mark shall be the mark received for the Delayed Assessment and not the better of the two marks achieved. The mark for the Delayed Assessment will be used to calculate progression and final classification. If a student has a Delayed Assessment which they requested and they choose not to take it they will receive a mark of zero, which will be the counting mark for that assessment.

14.5 In the case where a Delayed Assessment is approved at a student's request, but the initial attempt has been attempted and passed, it will be assumed that the delayed attempt is no longer required and that the student will keep the mark unless they request otherwise. If a new attempt is requested, then 14.4 applies.

15. Stage Assessment Board for Non-Final Year Students

15.1 There will be a Stage Assessment Board process once students have attempted the assessment for all modules with a credit total that equates to a Stage as defined in the Course Profile.

15.2 Students who have met the standard criteria to progress without recommendation from the ECP or PSRB conditions applied will be processed by ACR as soon as their Stage record is complete.

15.2.1 Where a student has a recommendation from the ECP, the Board will consider this recommendation.

15.2.2 For students with outstanding assessments or reassessments when there are no recommendations from the ECP:

- a) When the Board refers a student to reassessment or the student has an uncapped delayed attempt outstanding, and the student subsequently meets the criteria in the regulations to progress, the student shall be confirmed to progress to the next stage of their course / award by Academic Registry under these agreed principles without further requirement for a Board to meet.
- b) When the Board refers a student to reassessment or the student has an uncapped delayed attempt outstanding and the student subsequently fails, but the student meets the criteria for provisional progression, they will be progressed by Academic Registry under these agreed principles without further requirement for a Board to meet.
- c) When a student has an uncapped delayed attempt outstanding, and the student subsequently fails and does not meet the criteria for provisional progression, the student shall be referred to reassessment following a period of interruption by Academic Registry under these agreed principles without further requirement for a Board to meet.
- d) When the Board refers a student to reassessment and the student subsequently fails, meaning the student cannot continue their course, the student shall be withdrawn through academic failure, with an exit award if appropriate. The Board will consider all recommendations for exit awards.

15.2.3 The Board will review all students where PSRB conditions are applied to their progression.

15.3 The Board will receive a list of all students progressed under 15.1, 15.1.2a, 15.1.2b, 15.1.2c.

15.4 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has achieved the following in the Stage in question:

- a) at least the pass mark for all numerically marked modules including individual components of modules and/or individual sections within examinations where required;
- b) a Pass, Merit or Distinction where appropriate and available, in modules assessed as Pass/Fail including individual components of modules and/or individual sections within examinations where required by a PSRB;
- c) any additional progression requirement/s for the Stage as specified by PSRBs and/or for Integrated Masters or Study Abroad degrees.

- d) for the Foundation Degree Award in Health Sciences, any additional progression requirement/s for the Stage as specified by the Nursing and Midwifery Council.

15.5 Compensation of a module.

15.5.1 A student in a year that counts towards their degree classification is eligible for compensation where all the following are met:

- a) The student has an overall stage aggregate equal to or above the pass mark for the stage;
- b) The student has failed only one module, of no more than 20 credits (30 credits for level 6 modules);
- c) The student has attempted the assessment in the failed module;
- d) The failed module is not designated as Essential/Core.

15.5.2 Any such student will be compensated. If they are in a year that counts towards their degree classification, they may opt to take reassessment rather than compensation. Students in Stage 0 or Stage 1 are not permitted to take reassessment in these circumstances.

15.6 Failure to complete the Stage satisfactorily following in-year reassessment.

15.6.1 Where a student has taken and failed in-year reassessment, the student has no further assessment opportunities in that module(s) in the absence of exceptional circumstances but may be compensated in the failed module subject to eligibility as set out in 13.4.

15.6.2 Any student who has taken and failed in-year reassessment for a core/essential module has not met the requirements to progress and will be required to withdraw from the University in the absence of exceptional circumstances. Although a student in these circumstances will be required to withdraw from the University, they are still entitled to take any other reassessments (i.e. where they have not taken in-year reassessment) to maximise the amount of Credit awarded on withdrawal.

15.6.3 Any student who has undertaken in-year reassessment can be referred to reassessment in any other module that has not been reassessed in-year.

15.7 Failure to complete the Stage satisfactorily.

15.7.1 For a student who has failed to complete the Stage satisfactorily, the Board of Examiners shall refer the student to reassessment, except in the circumstances regarding in-year reassessment described in 15.5

15.7.2 When a student has Delayed Assessment for a module and has failed another module for which Delayed Assessment has not been granted, they may be referred to reassessment in the failed module.

15.7.3 In all cases, the Board must refer any student who has failed 40 credits or more within the Stage to their Head of School of Studies, for appropriate advice and guidance, including consideration under General Regulation 13, Engagement.

15.8 The Stage Progression requirement depends on the type of course. For most three-year Bachelors degrees, the required mark is 40%. This also applies to the Master of Pharmacy (MPharm), and to four-year Language and Translation Studies courses with an integral year abroad, including the BA International Relations with a Modern Language. For Integrated Masters degrees, and for Bachelors degrees that include a Year Abroad or a Semester Abroad, the required mark is higher at 50%.

15.8.1 When a student does not meet the progression criteria for the Integrated Masters, Integrated Masters with a Year Abroad, or Bachelors with a Year or Semester Abroad, and there are no recommendations from the ECP, the Board can offer a transfer to a Bachelors degree course for which the requirements have been met.

15.8.2 The Board of Examiners may not offer the option of reassessment when a student has passed a module but has not met the higher progression threshold to continue on the Integrated Masters, Integrated Masters with a Year Abroad, or Bachelors with a Year or Semester Abroad programme.

15.8.3 Some partner institutions for study abroad programmes have a higher marks threshold than UEA's stage progression requirements; students should be aware of this.

15.8.4 The 50% progression requirement in Stage 1 for students on a Bachelors or Integrated Masters course with a Year Abroad shall be either at the first attempt or after reassessment, including with compensation if appropriate. Students who receive compensation at first attempt and fail to meet the stage average progression requirement may, by exception, opt to take reassessment if their capped reassessment mark would result in the student achieving the progression requirement.

15.8.5 The 50% progression requirement in Stage 2 for students on a Bachelors or Integrated Masters course with a Year Abroad will be achieved either at the first attempt or during in-year reassessment where available. Students with outstanding reassessment items will not be permitted to undertake a year abroad. Students who are eligible for compensation and meet the progression requirement may proceed to the year abroad.

15.8.6 The 50% progression requirement in Stage 1 for students intending to take a Semester Abroad in Stage 2 in the Autumn semester shall be obtained at the first

attempt or during in-year reassessment where available. Students referred to reassessment in August shall not be permitted to undertake a Semester Abroad in Autumn. Students who are eligible for compensation and meet the progression requirement may undertake the Semester Abroad.

15.9 Stage Assessment for Stage Y (Year Out) for Bachelors Courses with a Year Abroad, Year on Placement or Year in Industry.

15.9.1 When a student has not completed the Stage studied abroad, on placement or in industry satisfactorily the Board shall offer the student a reassessment opportunity where this is available. If it is not available, the Board shall offer the student the opportunity to transfer to another Bachelors degree course if one is available or, alternatively, require the student to be withdrawn from the University.

15.10 A Semester Abroad is assessed on a pass/fail basis.

15.10.1 When a student has not completed the Semester Abroad satisfactorily the Board shall offer the student a reassessment opportunity. The method of reassessment and the requirements to pass are published in the appropriate Module Outline for the Semester Abroad modules.

15.11 When a MB BS or GEM student has not completed the Stage satisfactorily, the Board shall consider the overall performance of the student, taking into account factors including the number of failed module components, the student's attendance and progress to date, the level of study, any recommendations of the Exceptional Circumstances Panel and any PSRB requirements, and may take one of the following actions:

- a) Offer the student a reassessment opportunity for those modules in which reassessment applies (Professional Knowledge; ii. Professional Values and Behaviours)
- b) When a student has not completed the assessment of Professional Skills satisfactorily, the student may be offered to repeat the academic year in which students must repeat all assessments in year with full attendance.
- c) On the recommendation of the Exceptional Circumstances Panel, permit the student to repeat the year of study, either with or without an interruption to period of study.
- d) Recommend to the Head of School that the student should not be offered a reassessment attempt. Any such student would not be permitted to be reassessed in any failed module and would be withdrawn from the University and receive an exit award where appropriate (in accordance with Regulation 19).
- e) For students on the MB BS or GEM courses whose Delayed Assessment arrangement requires assessment in the following academic year, students will be required to repeat the year with full attendance and must repeat all assessments in year (not just the

Delayed Assessment). The repeat of year voids any previous attempts, and only marks/grades obtained during the repeated year are recorded.

15.12 Students registered on courses that lead to professional registration may be referred to reassessment in:

- a) Any module where the aggregate mark obtained is below the pass mark acceptable to the professional body.
- b) Any component of a module where the mark in that component is below the pass mark acceptable to the professional body.

15.12.1 In addition, where the failed module or component is a clinical/practical placement, the Board may:

- a) Modify the form and duration of the reassessment on an individual basis, to take account of any special circumstances, the needs of the student and the needs of the placement provider.
- b) Choose not to offer a reassessment opportunity to a student who has demonstrated a failure that, in the view of the Board, indicates that the student is unlikely to achieve a pass mark or reach the appropriate standards for professional practice within the reassessment period (i.e. where there is evidence of continued and persistent failure to demonstrate professional competence within the placement with no significant trajectory towards competence). If reassessment is not offered, the student shall be required to withdraw from the course of study.

15.12.2 In all cases described above, the Board shall consider the comments of external examiners and, where applicable, the guidelines issued by the relevant Professional, Statutory or Regulatory body.

15.13 Reassessment for Exemption from Professional Examinations

15.13.1 For students who have achieved the pass mark and progression requirements of the University, but who have failed to meet the requirements of a PSRB to be exempted from its professional examinations, the Board of Examiners may offer one opportunity of optional reassessment in:

- a) Any such module or modules where the aggregate mark obtained is below the pass mark acceptable to the professional body.
- b) Any component of such a module where the mark in that component is below the pass mark acceptable to the professional body.

15.13.2 In such cases the marks obtained at reassessment shall be recorded for accreditation purposes, but the original marks shall be used for assessment and degree classification.

15.14 The Board of Examiners shall review the marks achieved by part-time students at the end of each academic year, and shall confirm that the student has achieved the following for each module taken:

(a) At least the pass mark for all numerically marked modules including individual components of modules and/or individual sections within examinations where required and/or stipulated by a PSRB.

(b) A Pass, or Distinction where appropriate and available, in modules assessed as Pass/Fail including individual components of modules and/or individual sections within examinations where required and stipulated by a PSRB.

15.14.1 When a part-time student has failed one or more modules, the Board of Examiners shall consider the student in accordance with Regulation 15.6.

15.14.2 Part-time students eligible for reassessment should complete reassessment in the next available reassessment period irrespective of whether the whole Stage has been completed.

15.15 The Board of Examiners shall review the marks achieved by Visiting and Exchange students and confirm whether they have achieved the standards of satisfactory completion and report this to the home institution.

15.15.1 If a Visiting or Exchange student has not achieved the pass mark in all modules undertaken at the University, the Board of Examiners shall offer the opportunity of reassessment to the student in all failed modules.

15.15.2 The Chair of the Board of Examiners will confirm the recommendations of the ECP on behalf of the Board of Examiners.

15.16 Students registered on apprenticeships courses must satisfactorily engage with Progress Review meetings and recording of Off-the-job Training evidence to meet relevant funding requirements.

15.16.1 Any student who has failed to adequately engage or provide requisite evidence for these processes will be referred to their Head of School of Studies, for appropriate advice and guidance, including consideration under General Regulation 13, Engagement.

16. Reassessment

16.1 Students eligible for reassessment will be offered a reassessment opportunity in all failed components of the failed module normally in the form of the original assessment or by synoptic reassessment. Any exceptions to this may be made only with the approval of the Learning and Teaching Committee of Senate.

16.2 Reassessment will normally be offered on one occasion only.

16.3 Reassessment for each assessment item shall be completed in accordance with the timetable specified by the University.

16.4 Module marks following reassessment are calculated as follows:

- a) All marks achieved at reassessment are stored on the Student Record System.
- b) The reassessed item will be capped to the pass mark.
- c) For 'Pass on Aggregate' mark schemes, the highest mark achieved for each component, whether achieved at first attempt or reassessment, is used and weighted appropriately to calculate the overall module mark.
- d) For 'Pass all Components' mark scheme modules, component marks achieved at reassessment will be capped at the pass mark. The overall module mark will be calculated at the highest mark achieved for each component, whether achieved at first attempt or reassessment

16.5 In the case of the Semester Abroad, where practicable, reassessment should be in all failed elements and should be undertaken at the partner institution. Where this is not available the School will set a reassessment which is commensurate with the extent of the failure, and which tests the learning outcomes of the Semester Abroad.

17. Stage Reassessment Board

17.1 There shall be a Stage Reassessment Board at which the Board of Examiners process shall confirm and consider module marks achieved for each student following their reassessment. It may act as a Stage Assessment Board or Final Assessment Board for students who have taken Delayed Assessments.

17.2 Confirmed marks will be presented as follows:

- a) The original mark achieved in each module or component that was reassessed;
- b) The actual mark achieved at Reassessment;

- c) The overall module mark calculated following Reassessment; the mark calculated after the reassessed assessment item mark is capped will be recorded against the module for use in progression and degree classification purposes.

17.3 The Board of Examiners shall receive recommendations from the Exceptional Circumstances Panel.

17.4 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has achieved the following in the Stage in question:

- a) At least the pass mark for all numerically marked modules, including individual components of modules and/or individual sections within examinations where required and stipulated by a PSRB.
- b) A Pass, or Merit or Distinction where appropriate and available, in modules assessed as Pass/Fail.
- c) Any additional progression requirement/s for the Stage as specified by a PSRB.

17.4.1 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has met the criteria to be compensated, namely:

- a) The student has an overall stage aggregate equal to or above the pass mark for the Stage.
- b) The student has failed only one module of no more than 20 credits.
- c) The student has attempted the assessment in the failed module.
- d) The failed module is not designated as Essential/Core.

17.5 Provisional progression. Where a student has an outstanding Assessment, the Board of Examiners shall:

- a) Permit provisional progression where there is an outstanding assessment opportunity. This is available for any student who has passed everything except one 20-credit module, compensation is not available, and they have an outstanding assessment attempt in that module. The outstanding Delayed Assessment or Reassessment would be taken during the next suitable assessment period.
- b) For any other student, the Board of Examiners shall require the student to interrupt their studies and return to undergo the outstanding assessment at the next suitable opportunity.

17.6 For all other students with exceptional circumstances the Board of Examiners shall formally approve the recommendation made by the Exceptional Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.

17.7 When a student has not completed the Stage satisfactorily as specified above, and are no recommendations from the Exceptional Circumstances Panel, the Board of Examiners shall:

- a) In the case of an Integrated Masters student, permit the student to transfer to a Bachelors degree course for which the requirements have been met;
- b) In the case of a Bachelors degree student, permit the student to transfer to an alternative Bachelors degree course for which the requirements have been met. For example, for a student registered on a course with a year abroad or in industry where no reassessment opportunity is available, permit transfer to a course of otherwise similar content for which a year abroad or in industry is not required. When a reassessment opportunity is available, and the student fails the reassessment the Board may offer the student the opportunity to transfer to another Bachelors degree course if one is available.
- c) For a student registered on Actuarial Sciences with a Year in Industry, permit transfer to the 3-year Actuarial Sciences course.
- d) Offer the student the opportunity to retake the year (see Appendix 3 for details on repeating a year of study).
- e) In all other cases, require the student to withdraw from the University and recommend an exit award where appropriate.

17.8 The option to retake the year should only be offered where:

- a) A student has passed at least 50% of their enrolled credits that year.
- b) Reassessment has been attempted.
- c) The student has not already retaken the year but may have been given one previous Repeat Year under the Exceptional Circumstances Regulations.
- d) There are no PSRB restrictions on retaking the year.
- e) The student must take responsibility for the financial and visa implications of retaking the year.

18. Final Assessment Board

18.1 There shall be a Final Assessment Board at which the Board of Examiners, including the External Examiner(s), shall consider the results of all students after their final stage of study.

18.2 The Board of Examiners shall confirm that a student has satisfactorily completed the Final Stage where the student has achieved the following:

- a) At least the pass mark for numerically marked modules including individual components of modules and/or individual sections within examinations where required and stipulated by a PSRB.
- b) A Pass, Merit or Distinction where appropriate and available, in modules assessed as Pass/Fail.
- c) Any additional requirement/s for the Stage as specified by a PSRB.
- d) Eligibility for compensation in one failed module, where all the following are met:
 - The student has an overall stage aggregate equal to or above the pass mark for the stage.
 - The student has failed only one module of no more than 30 credits;
 - The student has attempted the assessment in the failed module.
 - The failed module is not designated as Essential/Core.

18.3 Final-year students who are eligible for compensation will be awarded a compensated pass in the failed module and their award classification will be based on the marks obtained; they may opt to take reassessment instead of the compensation by applying to the Academic Registry by the published deadline. Eligible students will be permitted to attend Graduation and have their degree conferred but will receive their degree parchment following the conclusion of their reassessment.

18.4 Final-year students who are eligible for compensation in a module for which they have obtained a Delayed Assessment or who have an outstanding approved extension, will be considered as having completed their degree and will be awarded the compensation for that module. They can opt to take the Delayed Assessment at Reassessment rather than taking the compensation by applying to the Academic Registry by the published deadline. Eligible students will be permitted to attend Graduation and have their degree conferred but will receive their degree parchment following the conclusion of their delayed assessment.

18.5 The Board shall consider the classification of Final Stage Bachelors and Integrated Masters degree students and the award of degrees to Final Stage MB BS and GEM students who have successfully completed the Final Stage.

18.6 Degree Classification

18.6.1 The Board shall receive for each student:

- a) The final module marks contributing to the degree, together with the component marks achieved at the original attempt and any reassessment attempt.
- b) A Stage aggregate mark for each year contributing to the final award mark, expressed as a percentage and taking credit weightings into account.
- c) A final award mark calculated from the Stage aggregate mark for each contributing year according to the following percentage weighting:

Degree	Stage 1/Level 4 %	Stage 2/Level 5 %	Stage Y %	Stage 3 %	Stage 4 %
Bachelors 3-years degrees	0	40	N/A	60	N/A
Bachelors 3-years degrees including a Semester Abroad, and Adult Nursing (Degree Apprenticeship) PT	0	25	N/A	75	N/A
Bachelors 4-year degrees	0	40	0	60	N/A
Integrated Masters degrees	0	20	N/A	30	50
120- or 180 -credit Level 6 degrees, including top-up degrees and courses in the Schools of Health Sciences and Social Work	N/A	N/A	N/A	100	N/A

Foundation Degree Award in Health Sciences	N/A	100	N/A	N/A	N/A
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(d) The recommendations of the Exceptional Circumstances Panel.

18.6.2 Having received and considered the information as set out above, the Board of Examiners shall assign a provisional classification to all students based on their final award marks as follows:

Degree	Stage 2 %	Stage Y %	Stage 3 %	Stage 4 %
Bachelors 3-years degrees	40		60	
Bachelors 3-years degrees including a Semester Abroad	25		75	
Bachelors 4-year degrees	40	0	60	
Integrated Masters degrees	20		30	50
120- or 180 -credit Level 6 degrees, including top-up degrees and courses in the Schools of Health Sciences and Social Work			100	

18.6.3 The classification of Honours Degrees is calculated as follows:

Degree mark	70% and above	60-69%	50-59%	40-49%	Under 40%
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Classification	First Class	Second Class Upper Division (2:1)	Second Class Lower Division (2:2)	Third Class	Fail
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18.6.4 For the Foundation Degree Award in Health Sciences and the Certificate of Higher Education in Therapeutic Fostering, the Board will assign a classification of Pass, Merit or Distinction based on the students' final award marks as follows:

Classification	Final Award mark
Distinction	70 - 100%
Merit	60 - 69%
Pass	40% - 59%

18.6.5 For students within 2% of a higher class on the Foundation Degree Award in Health Sciences, the Board of Examiners shall recommend the higher classification for a student whose final award mark falls within 2% of the boundary for the higher classification where the following conditions are met:

Final award mark within the 2% borderline of the higher class	PLUS	Credits across the counting year	Outcome
68% - 69%		At least 60 credits at Distinction	Distinction

58% - 59%		At least 60 credits at Merit or above	Merit
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18.6.6 With respect to Final Classification, the Board of Examiners shall consider the recommendations of the Exceptional Circumstances Panel.

18.6.7 Students who have not met the criteria to be awarded a degree may be eligible to be awarded an exit award in accordance with Regulation 19.

18.4 For final-year students registered on the MB BS degree who have satisfied the examiners in all stages of their course, the Board shall recommend that such students have passed, passed with Merit or passed with Distinction based on a point score:

- a) A distinction in any year in the Applied Knowledge Test (AKT) or OSCE will be worth 2 points.
- b) A merit in any year in the AKT or OSCE will be worth 1 point.
- c) A pass in any year in the AKT or OSCE will be worth 0 points.

18.4.1 Points are aggregated throughout the five-year course and will allow for a maximum score of 20 points.

Point	Outcome
15 points or more	MB BS with Distinction
10 to 14 points	MB BS with Merit
9 points or less	MB BS

18.4.2 In addition to this, any student who is in one of the below categories will not be eligible for either the MB BS with Merit or the MB BS with Distinction:

- a) Has been subject to a Fitness to Practise fail at any point in the course.

- b) Has repeated any year for academic reasons.

18.5 The Board of Examiners may recommend the award of an Aegrotat degree in cases where the Examiners are satisfied by appropriate evidence that a student would have obtained a degree but was unable to complete final assessment under the following circumstances and conditions. The Board must:

- a) Be satisfied that the work done by the student shows beyond reasonable doubt that the student would have passed the assessment; and
- b) Be informed of the circumstances which must be such that:
 - The student cannot complete the final assessment within a reasonable period; and
 - The Examiners could not recommend the degree based on the range of marks available.

18.6 Apprenticeship End Point Assessment (EPA) is carried out separately to processes outlined within these regulations for all apprenticeship courses in which UEA acts as the End Point Assessment Organisation (EPAO). The EPA process will reflect relevant funding rules and the requirements of the individual apprenticeship standard.

18.6.1 For apprenticeship courses where the EPA is carried out externally (by an organisation other than UEA), these regulations apply to the UEA academic award only, with the apprenticeship award regulated by the relevant EPAO.

18.7 Grade Point Average: final year students on classified degrees will be awarded a GPA based on their classification mark using a conversion table.

18.8 Graduate Diploma Final Assessment

18.8.1 The Graduate Diploma shall be awarded on the results of a Final Assessment which shall comprise:

- a) A candidate's performance in any coursework module(s) during the prescribed programme of study.
- b) The result(s) of any written examination(s).
- c) The result(s) of a dissertation/research project or any other substantive assignment as prescribed by the relevant School of Study.

18.8.2 The pass mark and consideration of each module shall follow the Regulations for Undergraduate and Integrated Masters Awards.

18.8.3 The examiners may require a candidate to take an oral examination.

18.8.4 A student may be granted a Delayed Assessment or a new date for the submission of the dissertation/research project where relevant in accordance with the [University's Extenuating Circumstances Regulations](#).

18.8.5 If the candidate's performance in the Final Assessment has reached the standard required for the Graduate Diploma in all aspects, the Board of Examiners shall recommend that the candidate be awarded the Graduate Diploma. This may include the compensation of one non-core module of up to 30 credits where this is available for the course in accordance with the Regulations for Undergraduate and Integrated Masters Awards.

18.8.6 If the candidate has completed all the required elements in the Final Assessment, but has failed to reach the standard required for the Graduate Diploma in any component/element/module of the Final Assessment, the Board of Examiners shall refer the candidate to reassessment at a time and in such part(s) of the Final Assessment as the examiners shall prescribe, in accordance with the Regulations for Undergraduate and Integrated Masters Awards. A candidate shall not be allowed to submit for reassessment on more than one occasion.

18.8.7 The Board of Examiners shall consider candidates who have undertaken reassessment in one of the following ways:

- a) If the candidate's performance in the Reassessment has reached the standard required for the Graduate Diploma in all aspects, the Board of Examiners shall recommend that the candidate be awarded the Graduate Diploma. This may include the compensation of one non-core module of up to 30 credits where this is available for the course in accordance with the Bachelor and Integrated Masters award regulations
- b) If the candidate's performance in the Reassessment has not reached the standard required for the Graduate Diploma, it shall recommend that the Graduate Diploma be not awarded.

19. Final Reassessment Board

19.1 The Board of Examiners shall consider Final Stage students who were referred to reassessment for a degree, once the students' module marks have been confirmed and after the Stage Reassessment Board has confirmed that they have successfully passed the final Stage, considering the compensation eligibility criteria for the course. At least one External Examiner shall be part of the consideration of awards.

19.2 When a student has not completed the Stage satisfactorily as specified above, and are no recommendations from the Exceptional Circumstances Panel, the Board of Examiners shall:

- a) In the case of an Integrated Masters student, permit the student to transfer to a Bachelors degree course for which the requirements have been met;
- b) In the case of a Bachelors degree student, permit the student to graduate from an alternative Bachelors degree course for which the requirements have been met.
- c) For a student registered on Actuarial Sciences with a Year in Industry, permit transfer to the 3-year Actuarial Sciences course.
- d) Offer the student the opportunity to retake the year (see Appendix 3 for details on repeating a year of study).
- e) In all other cases, recommend an exit award where appropriate.

19.3 The option to retake the year should only be offered where:

- a) A student has passed at least 50% of their enrolled credits that year
- b) Reassessment has been attempted
- c) The student has not already retaken the year
- d) There are no PSRB restrictions on retaking the year
- e) The student must take responsibility for the financial and visa implications of retaking the year.

20. Exit Awards

20.1 Students who are not eligible to be awarded a degree shall be considered by the Board of Examiners, including the External Examiner(s), for the appropriate exit awards.

20.2 In addition to the consideration of any named exit award available to students, the Board of Examiners shall consider the following exit awards:

- a) Certificate of Higher Education

The Board of Examiners shall recommend the award of Certificate of Higher Education to students who have satisfactorily completed Stage 1, including any compensation. At least 60 credits must have been completed at UEA.

- b) Diploma of Higher Education

The Board of Examiners shall recommend the award of Diploma of Higher Education to students who have satisfactorily completed Stage 2, including any compensation. At

least 100 credits must be at level 5 or above, and at least 120 credits must have been completed at UEA.

- c) Bachelor of Science in Medical Studies and Medicine (Graduate Entry) (MB BS and GEM only)

The Board of Examiners shall recommend the award of Bachelor of Science in Medical Studies to MB BS or GEM students who have satisfactorily completed Stage 3 of the MB BS or GEM course.

20.3 Where an Integrated Masters student withdraws, or is withdrawn, from the Final Stage of an Integrated Masters award, or is not recommended for an Integrated Masters award following Final Assessment or Reassessment, the Board of Examiners shall consider the student's eligibility to receive the following exit award(s):

- a) A Bachelors degree (for any student who has achieved 360 credits at level 4 or above, including at least 90 at level 6 and 100 at level 5);
- b) In addition, a Postgraduate Certificate of Higher Education (for any student who has achieved at least 60 credits at level 7).

20.4 Students awarded an exit award from a professional course are not eligible to apply for professional registration.

21. Disclosure of Results

21.1 The deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint.

21.2 Examiners are required to make academic decisions about students' performance, and marks are a guide to Examiners in making those decisions. However, other factors may be considered in accordance with these Regulations and students should be aware that a particular number or pattern of marks does not necessarily lead to a given result.

21.3 Students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures published by the Academic Registry.

21.4 As part of an informal or formal Academic Appeal or Academic Complaint the Head of the School, Chair of Examiners or Secretary to the Board of Examiners may advise an individual student of the discussions of the Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can be released by the School to the student who has submitted an Academic Appeal or Academic Complaint, without recourse to the General Data Protection Regulations.

Appendix 1 - Criteria for Course Transfers and Module changes

1. Course Transfers

New students are permitted to transfer course up to the end of Week 2 during the Autumn Semester without concession where the following criteria are met:

The request is student driven and their rationale for the change is clear and considered

There is agreement that it is in their interests to do so

The student has discussed their request with a member of academic staff within their current programme (normally their Adviser) who is supportive

The student meets the entry / eligibility criteria for the proposed new course

The new course is 'open', there is a place available, including on any core or compulsory modules and there is space in the allocated teaching room(s)

The new Course Director is supportive and there is confirmation of a learning agreement in place, agreed with the student, to remediate any missed learning activity and support transition

The Admissions Director (or delegate) in the new School is supportive

2. Module changes

Undergraduate and taught postgraduate students are permitted to change module up to the end of Week 2 in the Autumn Semester and Week 2 in the Spring Semester (for year- long module the change must occur in the Autumn Semester) without concession where the following conditions are met, in advance of the request to change:

- The request is student driven and their rationale for the change is clear and considered
- The modules affected are NOT core or compulsory
- There is agreement that it is in their interests to do so
- The student has discussed the request with the new module organiser and they are supportive
- The student meets any prerequisites for the new module
- There is a place available on the module including space in the teaching room(s)

- The change does not take the student off profile beyond that which is allowable under regulations.

3. Students on courses that do not follow the standard academic year are permitted to change course or module according to the principles above.

4. Any request to change a module or course after the deadlines will be treated as a concession; the requests must have the support of the School, including a learning plan agreed with the student to remediate any missed learning activity.

Appendix 2 - Penalties for unauthorised late submission of work for assessment

In the absence of acceptable exceptional circumstances submitted, late penalties will be applied.

Work submitted	Marks deducted
Up to and including 24 hours late. Work submitted no more than 24 hours after 15:00 on the due date	3 marks deducted or mark capped at pass mark, whichever is higher.
Up to and including 48 hours late. Work submitted more than 24 hours after 15:00 on the due date but no more than 48 hours after 15:00 on the due date.	10 marks deducted or mark capped at pass mark, whichever is higher.
More than 48 hours late. Work submitted more than 48 hours after 15:00 on the due date but before day 20 after the due date.	Mark deducted to pass mark.
After 20 days.	Work is not marked, feedback is not provided, and a mark of zero is recorded.

Saturdays, Sundays and Bank Holidays will be considered for the purposes of calculation of marks deducted.

Note: The penalties assume the work will have a maximum of 100 possible marks. The penalties should be adjusted pro-rata for any other (numerical) marking scheme.

Pass/fail assessment components and event assessments do not incur a late penalty.

Process for applying penalty:

All submitted work for assessment up to 20 working days after the published deadline will be marked normally and a non-penalised mark recorded in Blackboard.

Academic Registry staff will deduct any penalty for late submission where there are no accepted exceptional circumstances and record this in the student records system (viewable in eVision).

Any work submitted for assessment more than 20 working days after the published deadline (where there are no exceptional circumstances and where an extension has not been approved) will not be marked and will receive an automatic mark of zero / fail. This will apply to work submitted beyond an approved extension date, if the submission date is more than 20 working days after the published deadline.

Appendix 3: Retaking a year of study

A student who, despite attempting reassessments and passing at least 50% of the credit required, has not met the criteria to progress to the next year of studies, will have one opportunity to retake the year.

Considerations:

- Students must formally accept the offer to retake the year including agreement of the modules to be retaken or taken in place of failed optional modules.
- Students must check the funding impact of retaking a year of study
- Student Visa holders must check the impact on their visa status

On the retake year:

- Consideration will be given to the number of credits required to complete the level of study, and students may be enrolled on either a full time or a part time basis. The student must achieve the full complement of required credits when the first and second attempt at the year are aggregated.
- If a student is enrolled on the full complement of credits during the retake of the year, they only need to pass the number they had not achieved the first time they studied at that level.
- If the retake year counts towards their degree classification: and on completion, the student has more than the full complement of optional credits, they will be classified on the highest marks achieved.

6. Compliance and Monitoring

6.1 The University undertakes a comprehensive annual review of this policy in preparation for the arrival of students in a new academic year.

6.2 Staff and students are required to comply with this policy.

7. Related Documents

General Regulations for Students

Exceptional Circumstances (Taught Programmes) Regulations

8. Revision History

Version number	Approval date	Approval mechanism	Details of change
1.0	17/06/26	Senate	Consolidation of a range of award regulations and related policies carried out for 2026/27. Previous versions archived. Full change log available on request.